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Suffolk University

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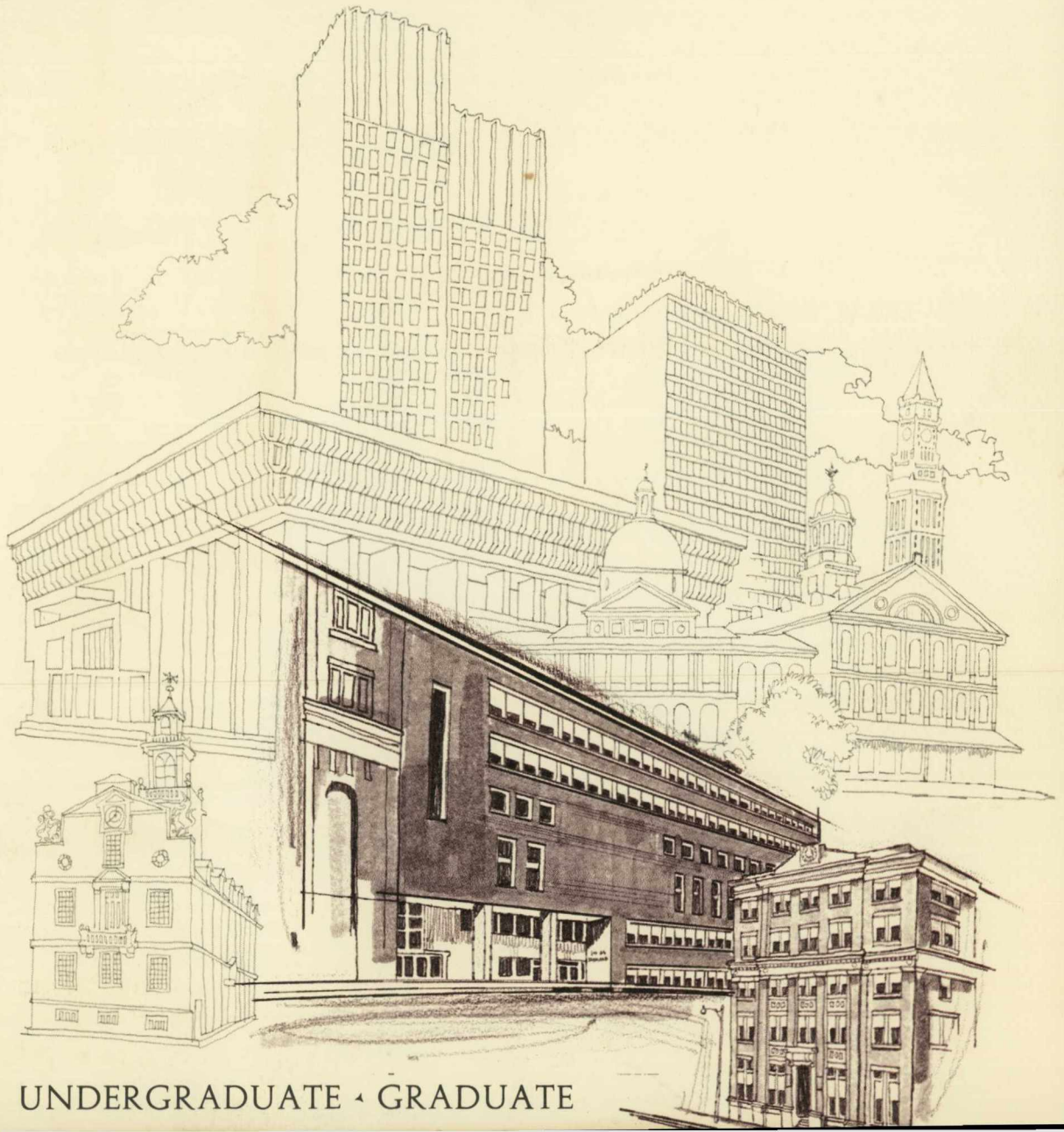
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# SUFFOLK UNIVERSITY

EVENING DIVISION • 1968



UNDERGRADUATE • GRADUATE





Our new air-conditioned building on historic Beacon Hill.

### ACADEMIC ADMINISTRATION

- JOHN E. FENTON, A.B., LL.B., S.J.D., Litt.D., LL.D. .... *President*
- DONALD WELLS GOODRICH, A.B., A.M., Litt.D. .... *Vice-President, Dean*  
College of Liberal Arts and Sciences
- DONALD GRUNEWALD, A.B., A.M., M.B.A., D.B.A. .... *Dean*  
College of Business Administration  
and Graduate School of Administration
- JOSEPH H. STRAIN, A.B., A.M., C.A.S., Ed.D. .... *Associate Dean; Director*  
*of Evening Division and Summer Session*

### SUFFOLK UNIVERSITY BULLETIN

Evening and Saturday Courses: Fall 1968

August, 1968

Boston, Massachusetts

Volume LXII

Number 4

The Suffolk University Bulletin is published seven times a year as follows: No. 1, March 15 (Law School); No. 2, March 15 (Summer Session); No. 3, April (Graduate School); No. 4, August 15 (Evening Division); No. 5, September 15 (College); No. 6, September 15 (Entrance); No. 7, November 30 (Evening Division). Published by Suffolk University, 41 Temple Street, Beacon Hill, Boston, Massachusetts 02114.

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# SUFFOLK UNIVERSITY

## Evening Division

Fall 1968

Suffolk University was the first institution of higher education in the Boston area at which students could earn the Bachelor's degree entirely through evening study. In keeping with this tradition, the Evening Division provides an opportunity for qualified men and women to obtain a professional or pre-professional education while working days to support themselves and their families.

While it is important for the individual to have an opportunity to achieve his personal goals, it is likewise important for society to have an adequate supply of educated citizens. In this respect, the University serves civic and social functions by helping students to become more effective members of our democratic society.

With the world in the midst of a "Technological Revolution," analogous in nature and importance to the Renaissance and Industrial Revolution, the University serves the function of helping students to participate more effectively in the complex economic life of the nation. It provides a reservoir of college trained manpower necessary for an efficient and productive economy.

Education has become a life-long process and should no longer end with the acquisition of a high school diploma or college degree. Consequently, it is necessary to educate adults as well as young people.



## OBJECTIVES

The objectives of the Evening College Program are to meet the professional and cultural needs of the following groups of adults:

- (1) Adults who are fully qualified for admission to *undergraduate degree programs* in liberal arts, science, education, or business administration, but who prefer to attend evenings on either a part-time or full-time basis.
- (2) Adults who wish to take *selected courses as special students* to acquire or to update professional knowledge, whether for personal interest or professional advancement.
- (3) Adults who seek *self-fulfillment* through courses or degree programs in liberal arts, humanities, natural science, or social science.
- (4) Adults who seek *pre-professional programs* to equip them to study law, medicine, dentistry, optometry, veterinary medicine, or medical technology.
- (5) Adults who wish to *improve their skills* in reading, writing, English, mathematics, or speech through college level courses.
- (6) Transfer students from two-year and four-year colleges who are recommended for study toward the baccalaureate.
- (7) Graduates of accredited colleges who wish to take *graduate level courses* toward the master's degree in education, business administration, or chemistry or who wish to take selected courses as special students for professional advancement or to meet teacher certification requirements.

## FACULTY

Faculty members have been selected for their professional background, teaching ability, and broad experience. Most are full-time teachers at Suffolk University who teach one or two evening courses as part of their normal teaching load. In addition, visiting lecturers are drawn from industry or from the day faculties of neighboring Universities. They provide a high quality of instruction and believe in the importance and value of providing continuing higher education for adults.

## ADMISSION

### EVENING UNDERGRADUATE STUDENTS

Applicants for admission to evening degree programs are expected to meet the same admission standards as day students with the exception that submission of C.E.E.B. Scholastic Aptitude and Achievement Test scores may be waived for applicants who have not taken the test.

Applicants for degree programs are expected to provide satisfactory evidence of high school graduation or have a high school equivalency certificate. Aptitude tests may also be administered at Suffolk University for admission, placement, or counseling purposes.

## **SPECIAL STUDENTS**

A number of special students may be admitted each semester upon satisfying the Director of Admissions as to their ability to profit by the courses to which they seek admission. Special students are those who are not candidates for a degree. Generally Special students at Suffolk University are limited to a year in attendance.

Men and women over twenty-one years of age who are mature and determined may be admitted as special students upon recommendation of the Director of Admissions. It will be necessary for the applicant to file an application with the Admissions Office.

Students from other colleges who want to take courses for transfer credit may also apply as special students. A letter of approval from the Dean of the College must accompany the application.

## **TRANSFER UNDERGRADUATE STUDENTS**

Applicants who wish to transfer to Suffolk University from four-year colleges, two-year colleges, or other institutions of collegiate rank should be in good academic and social standing. Transfer credit is given on a semester basis for equivalent college courses in which a grade of "C" or better is attained where "D" is the lowest passing grade. All grants of transfer credit are made on a provisional basis and become final after the student has satisfactorily completed thirty semester hours of academic work at Suffolk University. Students who enter Suffolk University with advanced standing and prove to be inadequately prepared in prerequisite subjects must make up such deficiencies. The Academic Standing Committee reserves the right to reduce or cancel advanced standing credits. The last thirty semester hours in any degree program must be earned at Suffolk University.

## **GRADUATE STUDENTS**

### **BUSINESS — CHEMISTRY — EDUCATION**

The Graduate School of Administration offers a M.B.A. Degree in Business. The College of Liberal Arts offers a M.S. in Chemistry, a M.A. in Education, and a M.Ed. in Education. Graduate candidates must have a good undergraduate record.



*Business:* Candidates applying for the M.B.A. Degree must take the Admissions Test for Graduate Study in Business (ATGSB), and have the results forwarded from Princeton, New Jersey.

*Chemistry:* Candidates applying for a M.S. Degree in Chemistry must furnish two letters of recommendation from persons in the educational profession or field of employment who can discuss candidates math-science qualifications.

*Education:* Candidates applying for a M.A. or M.Ed. must furnish two letters of recommendation from persons in the educational profession. Candidates in the M.A. program will major in elementary or secondary education. Candidates in the M.Ed. program will major in Counseling. Many of the day division graduate courses are offered in the late afternoon.

### **ADMISSION PROCEDURES**

All applications must be filed with the Director of Admissions, Suffolk University, 41 Temple Street, Boston, Massachusetts 02114.

A \$10 application fee must be enclosed with each application.

Test Scores (CEEB's and ATGSB) should be sent directly from Princeton, New Jersey.

A Letter of Activity (resume of work, service, etc.) must be filed if you have been out of school a semester or more since high school.

It is the responsibility of each applicant to have required credentials forwarded directly to Suffolk University.

### **GENERAL INFORMATION**

A maximum of eight years is the limit for completion of part-time or interrupted degree programs on the undergraduate level. Work for the master's degree must be completed within five years after graduate course work has started.

The academic year consists of two sixteen-week semesters. In addition, day and evening eight-week summer sessions are offered.

Evening undergraduate courses meet either twice a week for two hour and a quarter periods, or once a week for two and one-half hours. Graduate classes and Saturday morning classes normally meet once a week for two and one-half hours.

The length of time required to earn a bachelor's degree varies with the number of courses carried and with the acceleration of course work by attending the evening Summer Session. By taking a moderate load of two courses each semester and during the summer, a student can earn 18 semester hours per year and complete his degree in six and one-half to seven years.

By carrying three courses each semester and two in the summer, a student can earn twenty-four semester hours per year and complete his degree in five years.

Students employed full-time will find it difficult to carry more than two or three courses in a given semester. The maximum load of four courses should be carried only by students who are scholastically superior and whose employment is not fatiguing and affords ample time for study. All programs must be approved by faculty advisors. *A minimum of five hours per week should be allowed for homework in each course. Advanced courses and laboratory courses may entail considerably more time.*

All evening courses are the full equivalent of courses offered during the daytime. Consequently, day and evening courses are interchangeable, academic standards are the same, and students in good standing may transfer from the Evening Division to the Day Division, and *vice versa*. Day and evening students are considered a single study body with respect to both standards and status.

## TUITION

Tuition for part-time evening students is \$35 per semester hour (\$105 for a three semester hour course and \$140 for a four semester hour course. Payments should be made to the Accounting Office. Checks should be made payable to Suffolk University.

### DEFERRED TUITION PAYMENT

While the tuition and fees for each semester are due at the time of registration, students who find it necessary may arrange for a deferred tuition payment plan. It must be clearly understood, however, that *each student who registers is obligated for the tuition charges of the full semester*, even though in approved emergencies partial refunds may be made. There are two payment plans available.:

Plan 1: *One payment* of all charges (for full semester) before registration for each semester.

Plan 2: *Two payments*—one half before registration; one half in sixty days.

A service charge of \$5.00 per semester is added to the tuition bill under Plan 2.

No other provision is made for installment payment, whether monthly, quarterly or otherwise, directly with the College. Parents or students who wish to make such arrangements should do so with a bank or other commercial firm that handles such financing.

Many states have a bank guarantee program for long-term, low-interest education loans.

Parents should investigate and evaluate the different programs before committing themselves to a particular repayment schedule. Whenever required, the College will be happy to cooperate with parents in arranging for loans with these outside institutions.

#### **APPLICATION FEE**

An application fee of \$10 must be sent by all new applicants, re-applicants, and re-entry applicants who are seeking admission to any undergraduate or graduate program. No application is recorded until this fee has been received. *This fee is not a part of the tuition and cannot be refunded.*

#### **LABORATORY FEE**

Students taking regular laboratory courses in Biology will pay a laboratory fee of \$25 per year for each course; in Physics, \$20; and in Chemistry, \$30. These figures are for the academic year, one-half of the fee being payable at the beginning of each semester. The laboratory fees in Science 1.1-1.2, 1.3-1.4, and in Experimental Psychology are \$10 per semester.

#### **LATE REGISTRATION FEE**

A fee of \$10 is charged to any student who registers after the closing date announced in the College Calendar for registration in any semester or summer session.

#### **CHANGE OF COURSE FEE**

A fee of \$2 is charged to any student who requests a change of course after classes have commenced in any semester or summer session.

#### **WITHDRAWAL AND REFUNDS**

Students who are obliged to withdraw before the end of the fourth week of the Fall or the Spring semester may, on approval of the Dean of Students and the Assistant Treasurer of the University, receive a partial refund of the tuition fee paid. Tuition is refundable according to the following schedule:

Withdrawal notice filed and approved within:	Tuition Refund
One week of opening of semester .....	80%
Two weeks of opening of semester .....	60%
Three weeks of opening of semester .....	40%
Four weeks of opening of semester .....	20%
After four weeks of opening of semester .....	0%

To receive a refund a student must give advance notice in writing to the Registrar of his intention to withdraw or, if that is not possible, a written explanation of his withdrawal within five days thereafter.



## CURRICULUM

### COLLEGE OF LIBERAL ARTS AND SCIENCES

*The Bachelor of Arts and Bachelor of Science degrees* are offered with majors in Biology, Chemistry, Economics, Government, History, Philosophy, Psychology, and Sociology. Requirements for other majors such as English, French, Mathematics, Physics, Spanish, and Education may be met by a combination of day and evening courses. *Students wishing to prepare for the teaching profession can complete the bulk of their courses evenings, but must take some required courses (such as Student Teaching) days.*

*The Associate Certificate in Arts or Science* is offered for the successful completion of sixty-two semester hours of prescribed courses with a major in any of the liberal arts or science courses listed above with the exception of Education.

*Pre-Professional Programs* are offered in the following areas: Medical Technology, Pre-Legal, Pre-Medical, Pre-Dental, Pre-Optometry, and Pre-Veterinary.

*Interdepartmental Programs* leading to the Bachelor of Science in General Studies degree are offered with combined majors in Humanities, History-Economics, History-Government, Government-Economics, Psychology-Sociology, Biological Science, and Physical Science.

### COLLEGE OF BUSINESS ADMINISTRATION

*The Bachelor of Science in Business Administration degree* is offered with majors in Accounting, Finance, Management, Marketing, and General Business Administration.

### GRADUATE PROGRAMS

*Graduate degrees* are offered in the following areas: M.A. in Education, Ed.M. (Counselor Education), M.S. in Chemistry, Master in Business Administration. The LL.B. and LL.M. degrees are described in a separate bulletin published by Suffolk Law School.

*Extension courses* leading to the M.A. in Education are offered at Hingham High School for qualified teachers and laymen.

*Extension courses* leading to the M.S. degree in Chemistry, Mathematics, and Physics are offered at E.G. & G., Inc., Route 62, Bedford, for employees of E.G. & G., Inc. and other qualified applicants.



# SUFFOLK UNIVERSITY

## EVENING DIVISION CALENDAR

### FALL SEMESTER 1968-1969

*Admissions Counselor available on Monday and Wednesday nights, 5:00-8:00 P.M. during August and on Registration Nights.*

Registration of all students: Freshman orientation	Wed., Sept. 11 through Tues., Sept. 17
Last day for registration without payment of late registration fee	Tues., September 17
Regular classes convene	Wed., Sept. 18
Saturday classes convene	Sat., Sept. 21
Last day for courses changes and late registration	Wed., Sept. 25
Columbus Day (Holiday)	Sat., Oct. 12
Veterans Day (Holiday)	Mon., Nov. 11
Thanksgiving Recess begins	5:30 P.M., Wed., Nov. 2 and continues through Sun., Dec. 1
Christmas Recess	Sun., Dec. 22, through Sun., Jan. 5
Classes resume	Mon., Jan. 6
Fall Semester examinations begin	Wed., Jan. 15
Fall Semester ends	Sat., Jan. 25

### SPRING SEMESTER 1969

Registration	Wed., Jan. 15 through Wed., Jan. 22
Classes convene for the Spring Semester	Mon., Feb. 3

### EVENING AND SATURDAY SCHEDULE

NOTE: Evening course numbers are preceded by the letter "E." Saturday course numbers are preceded by the letter "S."

Courses numbered "6.0" and above are graduate courses. Graduate students may take some courses with lower numbers for graduate credit with the consent of the instructor or upon the advice of the Faculty Advisor. Upperclass undergraduates may on occasion take courses numbered "6.0" or above with the consent of the instructor. The University reserves the right to cancel any course in which enrollment is insufficient or to change teaching assignments when necessary.

<i>Course Number</i>	<i>Title</i>	<i>Day</i>	<i>Time</i>	<i>Credit</i>	<i>Room</i>	<i>Instructor</i>
<b>ACCOUNTING</b>						
Acct. E1.1	Elementary Accounting <i>Prerequisite: None.</i>	Thurs.	6:55- 9:35	3	616	Dennis
Acct. E2.1	Intermediate Accounting <i>Prerequisite: Elementary Acct. 1.1-1.2</i>	Mon.	6:55- 9:35	3	616	Stone
Acct. E2.3	Managerial Accounting <i>Prerequisite: Elementary Acct. 1.1-1.2</i>	Tues.	6:55- 9:35	3	616	Dennis
Acct. E4.7	Municipal and Governmental Accounting <i>Prerequisite: Elementary Acct. 1.1-1.2</i>	Thurs.	5:30- 8:10	3	617	DeGiacomo
<b>BIOLOGY</b>						
Biol. 2.1	Comparative Developmental Anatomy	T-Th	4:05- 5:20	4	617	Friedman
	Laboratory Section A	Mon.	1:00- 4:00	—	47	Friedman
	Laboratory Section B	Thurs.	10:15- 1:15	—	47	Friedman
	<i>Prerequisite: Biol. 1.2 Zoology</i>					
Biol. 4.1	General Physiology	M-W	4:00- 5:30	4	45	Mulvey
	Laboratory	Fri.	4:00- 7:00	—	45	Mulvey
	<i>Prerequisite: Biol. 1.2 Zoology and Chem. 2.2 Organic Chemistry.</i>					
Biol. E4.5	Bacteriology	Tues.	5:30- 6:45	4	44	Staff
	Laboratory Section A	Mon.	2:00- 5:00	—	44	Staff
	Laboratory Section B	Tues.	2:30- 5:30	—	44	Staff
	<i>Prerequisite: Biol. 1.1 Botany; Chem. 2.2 Organic Chemistry.</i>					
Biol. E5 & E5H	Biology Seminar and Honors Program <i>Prerequisite: Limited to Biology majors in their senior year.</i>	Thurs.	6:55- 8:10	1-2		Mulvey
<b>BUSINESS ADMINISTRATION</b>						
B. Ad. E2.1	Business Law <i>Prerequisite: None.</i>	Tues.	6:55- 9:35	3	520	Diamond
B. Ad. E10.3	Marketing Management <i>Prerequisite: Mkt. 2.1 Principles of Marketing.</i>	Thurs.	5:30- 8:10	3	610	Wills
B. Ad. E10.5	Financial Management <i>Prerequisite: Acct. 1.1-1.2 Elementary Acct., Fin. 3.1 Finance.</i>	Wed.	5:30- 8:10	3	517	Mahoney
B. Ad. 10.7	Managerial Economics <i>Prerequisites: Acct. 1.1-1.2 Elementary Acct., Econ. 1.1-1.2 Principles of Econ., and Econ. 2.2 Statistics. Econ. 10.7 must be taken before 10.8.</i>	Mon.	5:30- 8:10	3	517	Donahue
B. Ad. 10.11	Human Behavior in Organizations <i>Prerequisite: None.</i>	Tues.	5:30- 8:10	3	611	Corman

<i>Course Number</i>	<i>Title</i>	<i>Day</i>	<i>Time</i>	<i>Credit</i>	<i>Room</i>	<i>Instructor</i>
<b>CHEMISTRY</b>						
Chem. E1.1	General Inorganic Chemistry Laboratory <i>Prerequisite: None.</i>	M-W Thurs.	6:55- 8:10 5:30-10:00	3 4-5	508 52	Staff Staff
Chem. E2.1	Organic Chemistry Laboratory <i>Prerequisite: Chem. 1.1-1.2 General Inorganic Chem.</i>	M-W Thurs.	5:30- 6:45 5:30-10:00	4-5 —	508 53	Leftin Leftin
Chem. E4.1	Physical Chemistry Laboratory <i>Prerequisite: Chem. 1.1-1.2 General Inorganic, Physics 2.2 General Physics with Calculus. Recommended: Math. 2.3 Calculus, Chem. 2.2 Organic, and Math. 2.4 Calculus IV. May be taken for undergraduate or graduate credit.</i>	M-W By arrangement	5:30- 6:45	3-5 —	607 51B	Ronayne Ladd
Chem. E4.6	Nuclear and Radiochemistry Laboratory <i>Prerequisite: Chem. 1.1-1.2 General Inorganic Recommended: Math. 2.2 Calculus, and Physics 2.2 General Physics with Calculus.</i>	M-W By arrangement	5:30- 6:45	4 —	507 45	Mulvey & Maehl Staff
Chem. E5	Advanced Studies in Chemistry <i>Prerequisite: Instructor's consent. May be taken for undergraduate or graduate credit.</i>	By arrangement		2-4		Staff
<b>COMPUTER SCIENCE</b>						
C. Sci. E2.1	Intro. to Data Processing <i>Prerequisite: None.</i>	Wed.	6:55- 9:35	3	616	Aucoin
<b>ECONOMICS</b>						
Econ. E1.1A	Principles of Economics <i>Prerequisite: None.</i>	T-Th	8:20- 9:35	3	617	Lee
Econ. E1.1B	Principles of Economics <i>Prerequisite: None.</i>	Mon.	6:55- 9:35	3	619	
Econ. E2.2	Intro. to Statistics <i>Prerequisite: None.</i>	Fri.	6:00- 8:30	3	619	Conaughton
Econ. E3.1	History of Economic Thought <i>Prerequisite: None.</i>	Wed.	6:55- 9:35	3	609	Rubinfield
Econ. E2.5	Regional Economics <i>Prerequisite: Instructor's consent.</i>	Mon.	5:30- 8:10	3	610	Shannon
<b>EDUCATION</b>						
Educ. E3.2	Educational Psychology: Secondary Education <i>Prerequisite: None. Required of all students minor-ing in secondary education.</i>	Wed.	5:30- 8:10	3	210	Burton
Educ. E4.3	Methods of Teaching: Secondary Education <i>Prerequisite: None.</i>	Tues.	6:55- 9:35	3	210	Robinson

<i>Course Number</i>	<i>Title</i>	<i>Day</i>	<i>Time</i>	<i>Credit</i>	<i>Room</i>	<i>Instructor</i>
Educ. E4.30	Secondary Curriculum Development: Seminar in Innovations in Practices <i>Prerequisite: Instructor's consent.</i>	Tues.	7:00- 9:30	3		White Extension course at Hingham H. S.
Educ. E4.26	Elementary Curriculum: Development <i>Prerequisite: None.</i>	Mon.	5:30- 8:10	3	210	Luther
Educ. E6.7	Occupational Information <i>Prerequisite: Graduate students. Undergraduates may take with instructor's consent.</i>	Wed.	5:30- 8:10	3	220	Gawrys
Educ. E6.8	Philosophy of Education <i>Prerequisite: Graduate student.</i>	Mon.	5:30- 8:10	3	220	White
Educ. E6.9	Sociology of Education <i>Prerequisite: Graduate student.</i>	Wed.	5:30- 8:10	3	211	Gibson
Educ. 6.20	Counseling Laboratory <i>Prerequisite: Graduate student.</i>	Tues.	6:00- 8:30	3	509	von Klock
Educ. E7.1	Tests and Measurement <i>Prerequisite: Graduate student.</i>	Thurs.	5:30- 8:10	3	207	Gawrys
Educ. E7.5	Psychological Foundations of Reading: Secondary Level <i>Prerequisite: Graduate student. Undergraduates may take with instructor's consent.</i>	Thurs.	5:30- 8:10	3	510	Santeusanio
Educ. E7.6	Psychology of Reading and Learning Disabilities <i>Prerequisite: Educ. 7.5 Psychological Foundations of Reading, or Educ. 4.12 Elementary Methods: Improvement of Reading, or Instructor's consent.</i>	Tues.	5:30- 8:10	3	207	Lewandoski
Educ. S6.1	History of Education <i>Prerequisite: Graduate student or instructor's consent.</i>	Sat.	9:00-11:15	3	207	White
Educ. S6.3	Comparative Education <i>Prerequisite: Graduate student or instructor's consent.</i>	Sat.	11:20- 1:35	3	207	White
Educ. S6.5	Principles of Guidance <i>Prerequisite: Graduate student or instructor's consent.</i>	Sat.	9:00-11:15	3	210	von Klock
<b>ENGLISH</b>						
Eng. E1.1A	Freshman English <i>Prerequisite: None.</i>	T-Th	8:20- 9:35	3	207	Millner
Eng. E1.1B	Freshman English <i>Prerequisite: None.</i>	Wed.	6:55- 9:35	3	208	Borden
Eng. E2.1	Advanced Composition <i>Prerequisite: Eng. 1.1-1.2 Freshman English.</i>	Mon.	6:55- 9:35	3	208	Borden
Eng. E2.5	History of American Literature <i>Prerequisite: Eng. 1.1-1.2 Freshman English.</i>	T-Th	5:30- 6:45	3	210	Lottridge
Eng. E2.7A	History of English Literature <i>Prerequisite: Eng. 1.1-1.2 Freshman English.</i>	T-Th	5:30- 6:45	3	208	Hughes



<i>Course Number</i>	<i>Title</i>	<i>Day</i>	<i>Time</i>	<i>Credit</i>	<i>Room</i>	<i>Instructor</i>
Eng. E2.7B	History of English Literature <i>Prerequisite: Eng. 1.1-1.2 Freshman English.</i>	M-W	6:55- 8:10	3	207	Johnson
Eng. E4.3	English Novel: Defoe to Scott <i>Prerequisite: Eng. 2.7-2.8 History of English Lit.</i>	M-W	5:30- 6:45	3	208	Allebach
<b>FINANCE</b>						
Fin. E3.1	Business Finance (formerly B. Ad. E3.1) <i>Prerequisite: Acct. 1.1-1.2 Elementary Accounting.</i>	Mon.	6:55- 9:35	3	617	Matias
Fin. 3.5	General Insurance (formerly B. Ad. E3.5) <i>Prerequisite: None</i>	Wed.	6:55- 9:35	3	617	Alpren
<b>FRENCH</b>						
Fr. E1.1	Elementary French Laboratory Section 8 <i>Prerequisite: None</i>	T-Th T-Th	8:20- 9:35 6:00- 6:50	3 —	211 27	Solano Solano
<b>GOVERNMENT</b>						
Govt. E1.1	American Government <i>Prerequisite: None</i>	T-Th	6:55- 8:10	3	220	Lee
Govt. E2.1	American Constitutional Government <i>Prerequisite: Govt. 1.1 American Government or instructor's consent.</i>	M-W	5:30- 6:45	3	207	Collier
Govt. E3.8	Politics of Developing Nations <i>Prerequisite: Instructor's consent.</i>	T-Th	5:30- 6:45	3	607	Rasmussen
Govt. E4.1	Government Regulation of Industry <i>Prerequisite: American Consti- tutional Govt. or Economic History of U.S. Exception: Bus. Admin. students. Govt. E4.1-4.2 may count as either government or economics credit.</i>	M-W	8:20- 9:35	3	207	Collier
Govt. S1.1	American Government <i>Prerequisite: None</i>	Sat.	9:00-11:15	3	617	Staff
Govt. S4.5	International Organization <i>Prerequisite: None</i>	Sat.	11:20- 1:35	3	617	Staff
<b>HISTORY</b>						
Hist. E1.3	World Civilization <i>Prerequisite: None</i>	M-W	5:30- 6:45	3	611	Sarafian
Hist. E2.7	English History to 1603 <i>Prerequisite: None</i>	T-Th	8:20- 9:35	3	611	Farley
Hist. E3.10	The Middle East <i>Prerequisite: None</i>	M-W	6:55- 8:10	3	611	Sarafian

Course Number	Title	Day	Time	Credit	Room	Instructor
HUMANITIES						
Hum. E1.1	Introduction to Humanities <i>Prerequisite: None</i>	Mon.	6:55- 9:35	3	608	Reiche
Hum. E2.1	History of Visual Arts in The West <i>Prerequisite: None.</i>	Thurs.	6:55- 9:35	3	208	Deninger
MANAGEMENT						
Mgmt. E2.1	Principles of Management <i>Prerequisite: None.</i>	Mon.	6:55- 9:35	3	607	Dunn
Mgmt. E4.1	Industrial Management <i>Prerequisite: Mgmt. E2-1 Principles of Mgmt.</i>	Mon.	6:55- 9:35	3	509	Corman
MARKETING						
Mkt. E2.1	Principles of Marketing <i>Prerequisite: None</i>	Wed.	6:55- 9:35	3	607	Sutherland
Mkt. E4.4	Sales and Market Research <i>Prerequisite: Mkt. 2.1 Principles of Mkt.</i>	Thurs.	6:55- 9:35	3	520	Dunn
MATHEMATICS						
Math. E1.3A	Freshman Mathematics I <i>Prerequisite: An adequate background in high school algebra.</i>	M-W	6:55- 8:10	3	619	Ezust
Math. E1.3B	Freshman Mathematics I <i>Prerequisite: An adequate background in high school algebra.</i>	M-W	8:20- 9:35	3	619	Ezust
Math. E2.1	Calculus I <i>Prerequisite: Math. 1.3-1.4 Freshman Math. or an adequate background in high school algebra, geometry, and trigonometry.</i>	M-W	8:20- 9:35	3	618	Martuccelli
Math. E2.3	Calculus III <i>Prerequisite: Math. 2.1-2.2 Calculus I and II.</i>	M-W	6:55- 8:10	3	618	Martuccelli
Math. 6.01	Fourier Series and Boundary Value Problems <i>Prerequisite: Instructor's consent.</i>	To be announced		3	Staff E.G. & G., Inc., Bedford	
Math. 6.03	Mathematical Methods of Physics <i>Prerequisite: Instructor's consent.</i>	To be announced		3	Marshall E.G. & G., Inc., Bedford	
PHILOSOPHY						
Phil. E2.1	History of Philosophy <i>Prerequisite: None.</i>	Wed.	6:55- 9:35	3	608	Reiche

<i>Course Number</i>	<i>Title</i>	<i>Day</i>	<i>Time</i>	<i>Credit</i>	<i>Room</i>	<i>Instructor</i>
Phil. E4.0	Philosophy of World's Great Religions <i>Prerequisite: None.</i>	Tues.	6:55- 9:35	3	607	Pearl
Phil. S1.4	Introduction to Philosophy <i>Prerequisite: None.</i>	Sat.	9:00-11:15	3	220	Sahakian
Phil. S4.4	Seminar in American Philosophy <i>Prerequisite: None.</i>	Sat.	11:20- 1:35	3	507	Sahakian

#### PHYSICS

Phys. E1.1	General Physics Laboratory <i>Prerequisite: A previous course in trigonometry.</i>	M-W Fri.	8:20- 9:35 6:00- 8:00	4 —	507 55	Fleishman Feldman
Phys. 6.01	Introduction to Theoretical Physics—Theoretical Mechanics <i>Prerequisite: Instructor's consent.</i>	To be announced		3		Staff E.G. & G., Inc., Bedford
Phys. 6.03	Introduction to Theoretical Physics—Electrodynamics <i>Prerequisite: Instructor's consent.</i>	To be announced		3		Marshall E.G. & G., Inc., Bedford

#### PSYCHOLOGICAL SERVICES

Psych. Sv. S1.3	Interpersonal Relations <i>Prerequisite: None.</i>	Sat.	9:00-11:15	3	211	Wilson
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#### PSYCHOLOGY

Psych. E1.1	General Psychology <i>Prerequisite: None.</i>	Tues.	6:55- 9:35	3	608	Meade
Psych. E2.6	Human Development <i>Prerequisite: Psych. 1.1 General Psych.</i>	Wed.	6:55- 9:35	3	217	Staff
Psych. E2.8	Theories of Personality <i>Prerequisite: Introductory General Psych.</i>	Thurs.	6:55- 9:35	3	608	Klein

#### SCIENCE

Sci. E1.1	Introduction to Physical Science Laboratory Section A Laboratory Section B <i>Prerequisite: None</i>	Mon. Tues. Wed.	6:55- 9:35 6:00- 8:00 6:00- 8:00	4 — —	211 55 55	Staff Staff Staff
Sci. E1.3	The Living World and Man Laboratory Section A Laboratory Section B <i>Prerequisite: None</i>	Tues. Fri. Fri.	6:55- 9:35 5:00- 7:00 7:00- 9:00	4 — —	619 48 48	Friedman Staff Staff

#### SOCIOLOGY

Soc. E1.1	Principles of Sociology <i>Prerequisite: None</i>	Wed.	6:55- 9:35	3	520	Mack
Soc. E3.7	Social Theory <i>Prerequisite: Sociology Majors.</i>	T-Th	6:55- 8:10	3	211	Gennert

<i>Course Number</i>	<i>Title</i>	<i>Day</i>	<i>Time</i>	<i>Credit</i>	<i>Room</i>	<i>Instructor</i>
<b>Soc. 4.8</b>	Political Sociology <i>Prerequisite: Instructor's consent.</i>	Mon.	6:55- 9:35	3	520	Ehrlich
<b>Soc. 4.5</b>	Culture and Personality <i>Prerequisite: Instructor's consent.</i>	Sat.	9:00-11:15	3	520	Ehrlich

#### **SPANISH**

<b>Span. E2.1</b>	Intermediate Spanish <i>Prerequisite: Spanish 1.2 or Equivalent</i>	T-Th	5:30- 6:45	3	211	Romero
		T-Th	4:30- 5:20	—	27	Romero



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# SUFFOLK UNIVERSITY

## *Bulletin*

BEACON HILL

BOSTON, MASSACHUSETTS 02114



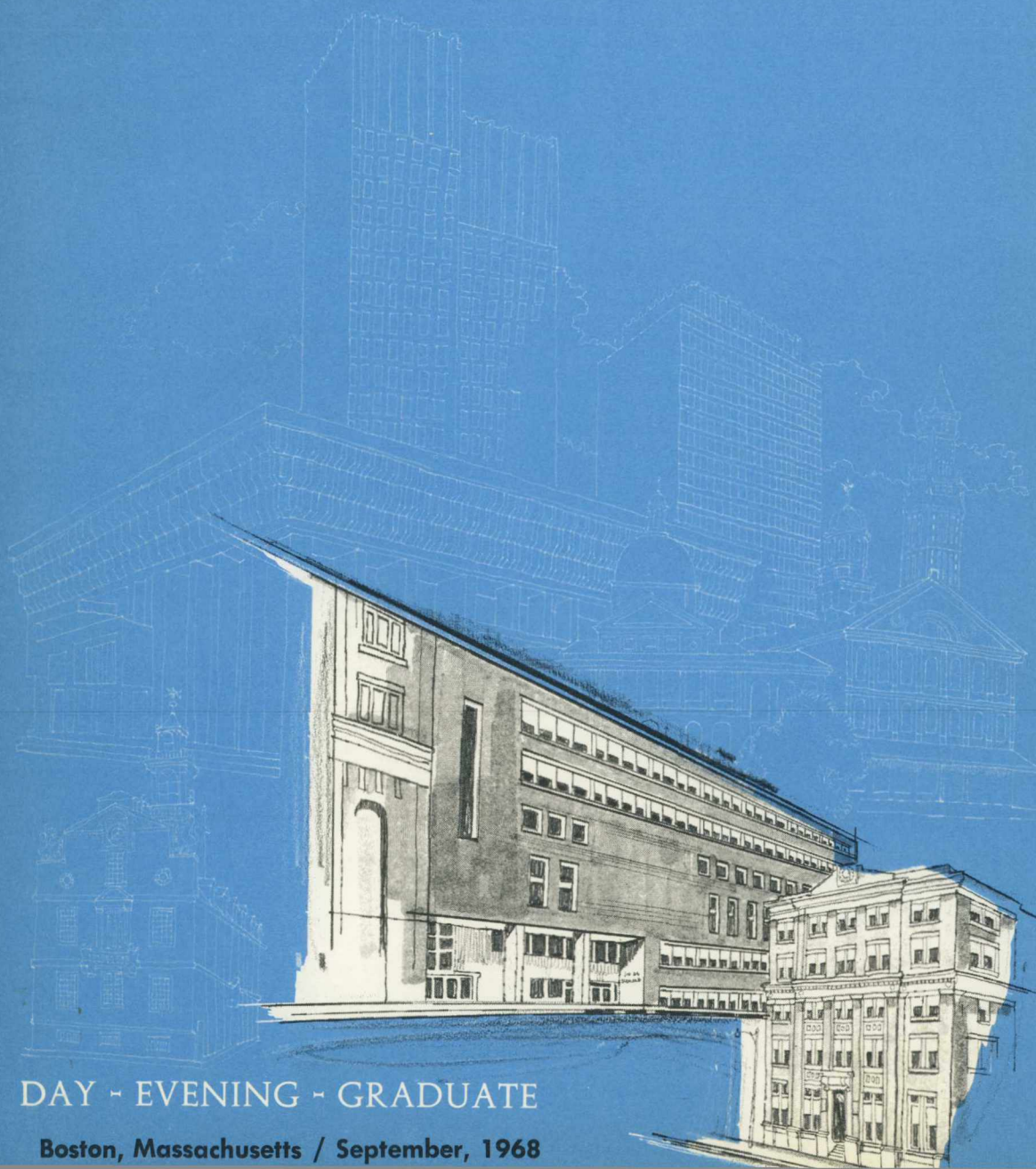
Second Class Postage Paid at Boston, Massachusetts

*Evening and Saturday Classes*

*Fall Semester — 1968*

# SUFFOLK UNIVERSITY

ENTRANCE BULLETIN • 1968 - 1969



DAY - EVENING - GRADUATE

Boston, Massachusetts / September, 1968



# SUFFOLK UNIVERSITY

COLLEGE OF LIBERAL ARTS AND SCIENCES

COLLEGE OF JOURNALISM

COLLEGE OF BUSINESS ADMINISTRATION

GRADUATE SCHOOL OF ADMINISTRATION

GRADUATE EDUCATION

GRADUATE CHEMISTRY

EVENING DIVISION

SUMMER SESSION

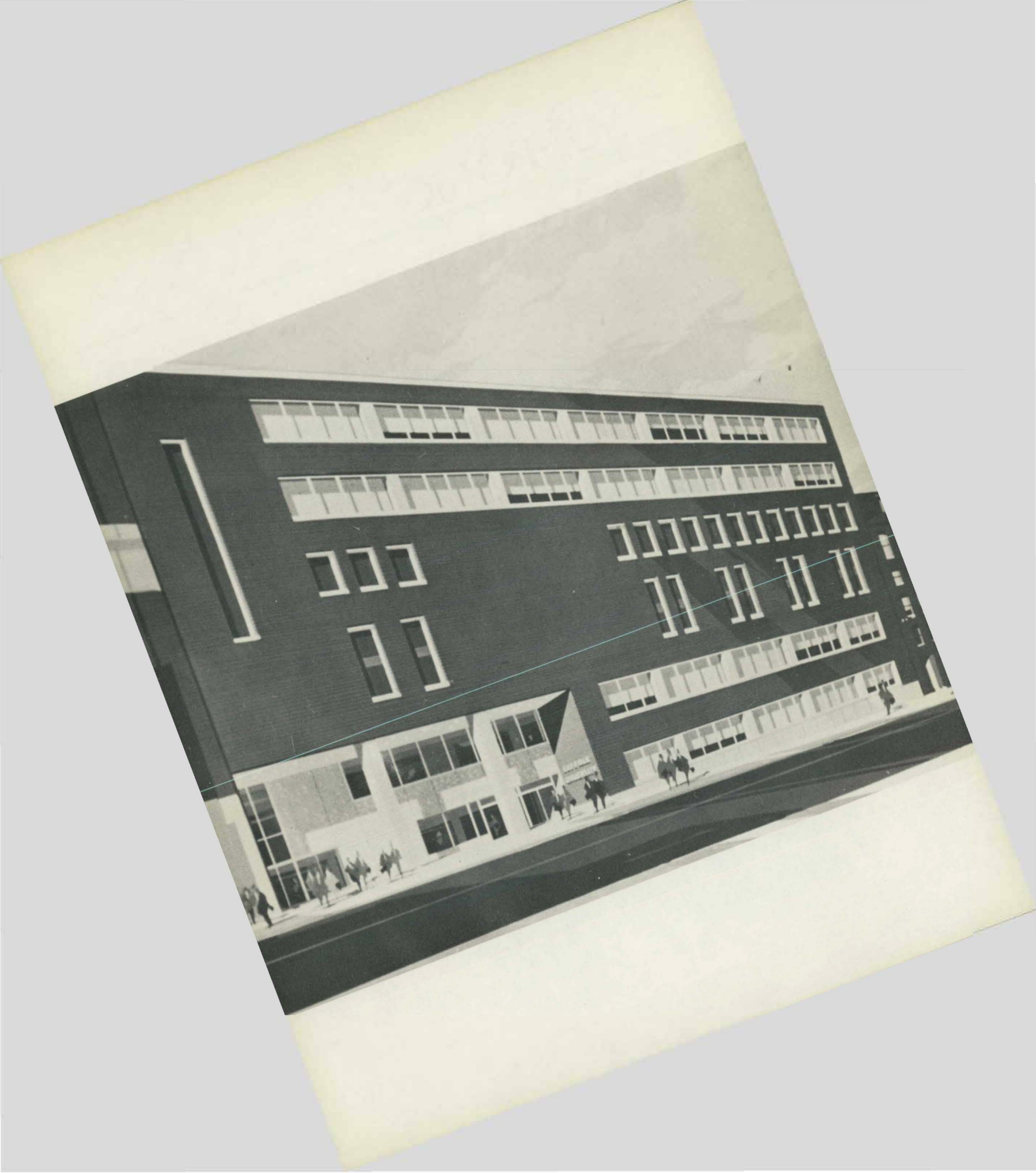
LAW SCHOOL (See Separate Catalogue)

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ENTRANCE BULLETIN

1968-1969

BEACON HILL, BOSTON, MASSACHUSETTS





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## CORRESPONDENCE

All correspondence concerning admission to any of the Colleges, Day or Evening, should be addressed to Director of Admissions, Suffolk University, 41 Temple Street, Boston, Massachusetts 02114.

All other correspondence should be addressed to Registrar, Suffolk University, 41 Temple Street, Boston, Massachusetts 02114.

## OFFICE HOURS

The University Office is open Mondays through Fridays from 8:45 A.M. to 4:45 P.M.; Saturdays from 9:00 A.M. to 12:00 Noon; and on Tuesday and Wednesday evenings from 5:00 to 8:00 P.M.

Telephone 227-1040

## SUFFOLK UNIVERSITY BULLETIN

Volume LXII

September 15, 1968

Number 6

The Suffolk University Bulletin is published seven times a year, as follows: No. 1, March 15 (Law School); No. 2, March 15 (Summer Session); No. 3, April 30 (Graduate School); No. 4, August 15 (Evening Division); No. 5, September 15 (College); No. 6, September 15 (Entrance); No. 7, November 30 (Evening Division).

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1968

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1970

JULY

JANUARY

JULY

JANUARY

AUGUST

FEBRUARY

AUGUST

FEBRUARY

SEPTEMBER

MARCH

SEPTEMBER

MARCH

OCTOBER

APRIL

OCTOBER

APRIL

NOVEMBER

MAY

NOVEMBER

MAY

DECEMBER

JUNE

DECEMBER

JUNE

## COLLEGE CALENDAR

1968 - 1969

### FALL SEMESTER 1968-69

Registration of all students; Freshman orientation ..	Wednesday, September 11 through Tuesday, September 17
Last Day for registration without payment of late registration fee .....	Tuesday, September 17
Regular Classes convene (Day and Evening) .....	Wednesday, September 18
Saturday classes convene .....	Saturday, September 21
Last day for course changes and late registration .....	Wednesday, September 25
Columbus Day (Holiday) .....	Saturday, October 12
Veterans Day (Holiday) .....	Monday, November 11
Thanksgiving Recess begins .....	5:30 P.M., Wednesday, November 27 and continues through Sunday, December 1
Christmas Recess .....	Sunday, December 22 through Sunday, January 5
Classes Resume .....	Monday, January 6
Fall Semester examinations begin .....	Wednesday, January 15
Fall Semester ends .....	Saturday, January 25

### SPRING SEMESTER 1969

Registration .....	Wednesday, January 15 through Wednesday, January 22
Last Day for Spring Registration without payment of late registration fee .....	Wednesday, January 22
Classes convene for the Spring Semester .....	Monday, February 3



Last day for course changes and late registrations .....	Monday, February 10
Washington's Birthday (Holiday) .....	Monday, February 17
Evacuation Day (Holiday) .....	Monday, March 17
Spring Recess .....	Sunday, March 30 through Sunday, April 6
Patriots Day (Holiday) .....	Monday, April 21
Memorial Day (Holiday) .....	Monday, May 26
Spring Semester Examinations begin .....	Tuesday, May 27
Spring Semester Ends .....	Saturday, June 7
Alumni Day .....	Saturday, June 7
Commencement Day .....	Sunday, June 15

#### SUMMER SESSION 1969

Registration .....	Monday, June 16
Bunker Hill Day (Holiday) .....	Tuesday, June 17
Classes convene (Day and Evening) .....	Wednesday, June 18
Last day for course changes and late registration .....	Thursday, June 19
Independence Day (Holiday) .....	Friday, July 4
Final Examinations (All Sessions) ....	Thursday and Friday, August 7 and 8

#### FALL SEMESTER 1969-70

Registration of all students; Freshman Orientation ..	Wednesday, September 10 through Tuesday, September 16
Classes convene (Day and Evening) .....	Wednesday, September 17

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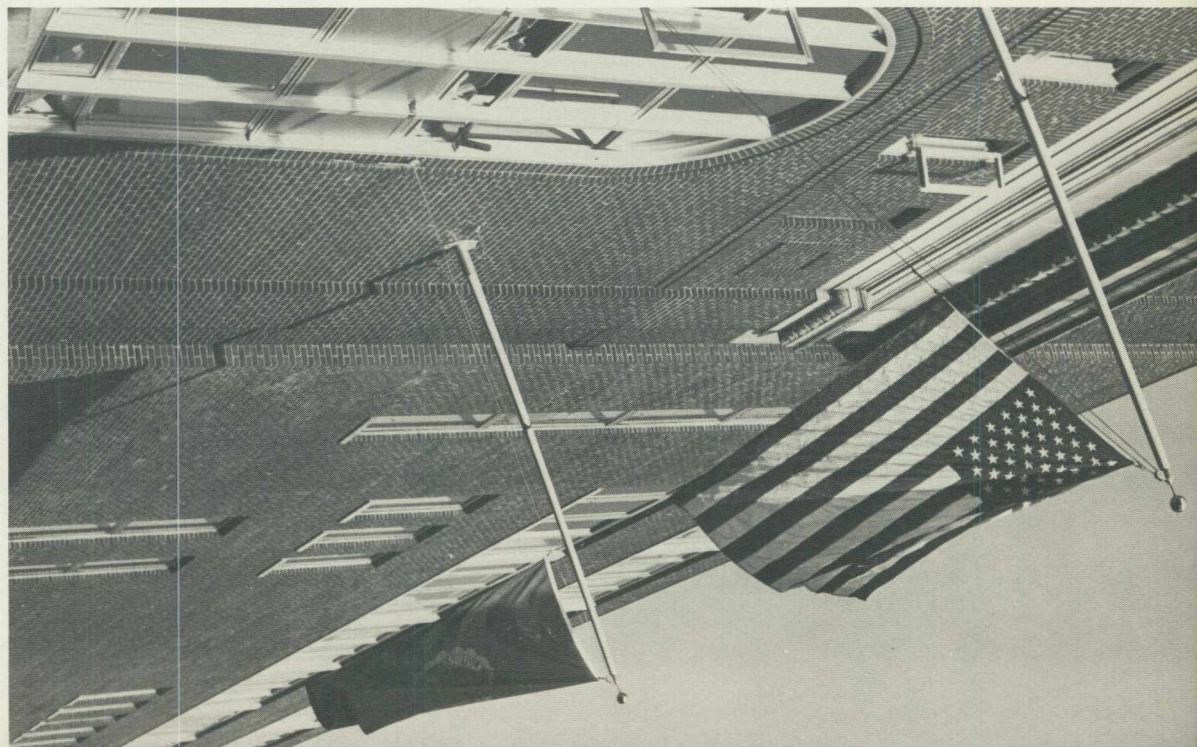
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# I

# Suffolk University

## HISTORY

Suffolk University is a private, urban, co-educational institution located on historic Beacon Hill in Boston, Massachusetts. It was founded in 1906 when the Suffolk Law School was established. Further development of the University came in 1934 when the College of Liberal Arts first offered courses for undergraduates. Rapid growth followed with the establishment of the College of Journalism (1936) and of the College of Business Administration (1937). It was in April 1937 that the Law School and the three Colleges were incorporated into Suffolk University by the action of the Massachusetts legislature.

The enrollment of the University in 1967-68 consisted of 3660 men and women. Of this total slightly more than 2200 are enrolled in the three Colleges. The Colleges offer to both day and evening students programs that lead to bachelor's and master's degrees.

The University buildings are located close to the Massachusetts State House and near the area of the "New Boston" Government Center. In September 1966 Suffolk University dedicated a new air-conditioned, seven-story College and Law School complex. This multi-purpose extension of the existing plant provides modern facilities for laboratories, libraries, classrooms, cafeteria, and offices for faculty, administration, and student activities.

Over the sixty year history of Suffolk University, the quality of its faculties and the success of its graduates have gained wide recognition. Men and women,

## 2 *Suffolk University*

educated at this university have become influential judges, mayors, legislators, teachers in schools and universities, journalists, lawyers, businessmen, scientists, and industrialists. In every professional and commercial field, they are making significant contributions to American society.

### OBJECTIVES

*"Human progress depends on a double advance — increase in knowledge and the discovering of higher values."*

Suffolk University believes in liberal education for all students, regardless of their special academic and vocational interests. The Faculty hopes to develop in its students an awareness and understanding of those values which are basic to civilization. The University believes that its highest purpose should be to provide an environment in which each individual can become acquainted with many branches of knowledge, can gain insight into the problems of human behavior, and can develop flexibility of mind. Creative thinking requires free access to information and freedom to interpret, evaluate, and extend ideas and to communicate them to others. To the advancement of these ends freedom of research and teaching are fundamental.

The opportunity to acquire a liberal education should be available to each person in a democratic society without regard to race, creed, religion, or economic status, but consistent with the student's ability to maintain required academic standards. The University is deeply concerned with its role in the development of civic responsibility in students, and attempts to provide through its curriculum the means to achieve this goal.

Suffolk University is like many other universities in its emphasis on the classroom, the library, and the laboratory. Its major contribution to higher education is that it makes available to students in a metropolitan area some of the benefits of a small liberal arts college. An attempt is made to create an educational setting within an urban area which stimulates a degree of intimacy in student-to-student relationships and student-faculty relationships conducive to the greatest possible exchange of ideas.

The objectives of Suffolk University are a reflection of its philosophy:

1. To provide opportunity for qualified young men and women to secure a college education and to provide, wherever possible, financial aids in the form of scholarships, grants, loans, and assistantships.
2. To provide the stimulus for students to expand their intellectual lives; to encourage a taste for the best of social, cultural, and scientific concerns;

to instill in students an awareness of their roles as citizens of a democratic society and their obligation to participate actively in the solution of problems that beset such a society.

3. To establish a definite program for determining the intellectual capacity of all students, and for studying the abilities of students as a basis for educational and vocational guidance.

4. To prepare students to enter recognized graduate schools and to qualify for the various professional, business, and governmental fields of endeavor.

5. To provide equivalent opportunities in the evening division for mature adults and those students who must be employed in the daytime to support themselves.

6. To furnish the variety of courses, facilities for research, and student activities necessary for the realization of these ideals.

7. To provide an environment which will permit and encourage the faculty to pursue study and research in the arts, sciences, and business.

## ACCREDITATION AND MEMBERSHIPS

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# II

## Admission

### DAY FRESHMAN CLASS

#### *Entrance Requirements*

Suffolk University invites high school graduates, both men and women, to apply for admission to the Freshmen Class. In each case the Admission Committee will consider every type of evidence that bears on the applicant's fitness to do college work. The Committee desires to determine each candidate's ability to be successful in his college studies rather than to insist upon a rigid pattern of college preparatory units.

Candidates for admission to the Day Freshman Class of Suffolk University should present a successful record in a college preparatory program. The areas of preparation should be English, foreign language, mathematics, science, and social studies. The Admissions Committee will consider the quality of the high school record, the class rank, the recommendation of the high school counselor, the College Board scores, and other pertinent information. Each application is evaluated on an individual basis and in relation to the program to be followed at Suffolk University.

#### *College Entrance Examinations*

The Scholastic Aptitude Test of the College Entrance Examination Board is required. Three C.E.E.B. Achievement Tests are required. The English Achievement Test is required of all applicants.

### **TRANSFER DAY UNDERGRADUATE STUDENT**

Applicants who wish to transfer to Suffolk University from four-year colleges, two-year colleges, or other institutions of collegiate rank should be in good academic and social standing. Transfer credit is given on a semester basis for equivalent college courses in which a grade of "C" or better is attained where "D" is the lowest passing grade. All grants of transfer credit are made on a provisional basis and become final after the student has satisfactorily completed thirty semester hours of academic work at Suffolk University. Students who enter Suffolk University with advanced standing and prove to be inadequately prepared in prerequisite subjects must make up such deficiencies. The Academic Standing Committee reserves the right to reduce or cancel advanced standing credits. The last thirty semester hours in any degree program must be earned at Suffolk University.

### **EARLY DECISION**

Freshmen applicants who seek an early decision for admission should submit an application in the fall of their Senior year. Early decisions are given when there is evidence of three years of highly successful college preparatory study, above-average C.E.E.B. scores (Junior year scores), and a recommendation from a high school counselor. Applicants must complete their applications before November 1st of their Senior year, and are encouraged to call the Director of Admissions for an interview concerning this procedure.

### **ADVANCED PLACEMENT AND CREDIT**

Students entering Suffolk University may qualify for advanced placement and credit in certain courses. College credit as well as advanced placement may be given to those students who have taken the College Board Advanced Placement Test in high school. In special cases, college credit and advanced placement may be given on the basis of knowledge acquired by experience or independent study. To receive this, applicants must have taken the College Level Examination offered by the College Board plus any supplementary tests required by a department.

### **EVENING UNDERGRADUATE STUDENTS**

Applicants for admission to evening degree programs are expected to meet the same admission standards as day students with the exception that submission of C.E.E.B. Scholastic Aptitude and Achievement Test scores may be waived for applicants who have not taken the test. Applicants for degree programs are expected to provide satisfactory evidence of high school graduation or have a high school equivalency certificate. Aptitude tests may also be administered at Suffolk University for admission placement, or counseling purposes.



## SPECIAL STUDENTS EVENING

A number of special students may be admitted each semester upon satisfying the Director of Admissions as to their ability to profit by the courses to which they seek admission. Special students are those who are not candidates for a degree. Generally special students at Suffolk University are limited to a year of attendance.

Men and women over twenty-one years of age who are mature and determined may be admitted as special students upon recommendation of the Director of Admissions. It will be necessary for the applicant to file a application with the Admissions Office.

Students from other colleges who want to take courses for transfer credit may also apply as special students. A letter of approval from the Dean of the College must accompany the application.

## GRADUATE STUDENTS

### *Business — Chemistry — Education*

The Graduate School of Administration offers a M.B.A. Degree in Business. The College of Liberal Arts offers a M.S. in Chemistry, a M.A. in Education, and a M.Ed. in Education. Graduate candidates must have a good undergraduate record.

*Business:* Candidates applying for the M.B.A. Degree must take the Admissions Test for Graduate Study in Business (ATGSB), and have the results forwarded from Princeton, New Jersey.

*Chemistry:* Candidates applying for a M.S. Degree in Chemistry must furnish two letters of recommendation from persons in the educational profession or field of employment who can discuss candidates math-science qualifications.

*Education:* Candidates applying for a M.A. or M.Ed. must furnish two letters of recommendation from persons in the educational profession. Candidates in the M.A. program will major in elementary or secondary education. Candidates in the M.Ed. program will major in Counseling. Many of the day division graduate courses are offered in the late afternoon.

## ADMISSION PROCEDURES

All applications must be filed with the Director of Admissions, Suffolk University, 41 Temple Street, Boston, Massachusetts, 02114.

A \$10 application fee must be enclosed with each application.

Test Scores (CEEB's and ATGSB) should be sent directly from Princeton, New Jersey.

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A Letter of Activity (resume of work or service) must be filed if you have been out of school a semester or more since high school.

It is the responsibility of each applicant to have required credentials forwarded directly to Suffolk University.

### **REQUIRED CREDENTIALS**

#### *Day and Evening Division*

##### *Applying from High School:*

Official school transcript which includes:

- a. Recommendation
- b. Rank in class
- c. Grades (including at least 1st quarter of senior grades)
- d. CEEB Scores

##### *Applying from Preparatory School:*

- a. High School transcript
- b. Preparatory transcript
- c. Recommendation
- d. CEEB Scores

##### *Applying as a Transfer Student:*

- a. High School transcript
- b. College or Junior College transcript(s)
- c. Letter of Clearance from Dean (Last school you attended as a full time student)
- d. CEEB Scores

##### *Applying as a Graduate Student:*

###### *Business*

- a. College transcript(s)
- b. Results of the Admissions Test for Graduate Study in Business (ATGSB)

###### *Chemistry*

- a. College transcript(s)
- b. Two (2) Letters of Reference from persons in the education profession or field of employment who can discuss your math-science qualifications.

###### *Education*

- a. College transcript(s)
- b. Two (2) Letters of Reference from persons in the education profession (Professors, superintendents, principals)

### SUMMER SESSION

The Summer Session is conducted for eight weeks for day and evening students in the graduate and undergraduate courses. A student may earn a maximum of nine semester hours of credit in the Day Summer Division or six semester hours of credit in the Evening Summer Division.

- a. Students who wish to commence their degree program in the Summer Session must follow the same procedure as the day and evening degree applicants. Students for the degree program must have all of their credentials on file with the Director of Admissions, *one month* prior to the start of classes.
- b. Students who wish to register for the Summer Session only may register with a special summer school application.

*Summer Student Teaching Program:* Observation and student teaching at elementary and secondary levels is offered for six weeks in cooperation with local public summer schools. These courses fulfill the Massachusetts Teacher Certificate Requirement for student teaching and offer six credits.

This program is designed for recent or older graduates of liberal arts or engineering colleges who can show a satisfactory undergraduate major in subjects they propose to teach.

There is a special application for the Summer Student Teaching Program. All applications for this program must be forwarded to the Director of Admissions. Complete applications and credentials must be received by *April 1st*.

### FOREIGN STUDENTS

Applications from foreign students for the undergraduate programs are most welcomed at Suffolk University. As Suffolk University is a small urban university, and does not have a specialized program for foreign students, it is necessary to select those students who are proficient in the reading and writing of English. All applicants must show evidence of above average achievement in work completed in secondary school or institutions of higher learning. Each applicant for admission must have submitted all required credentials four (4) months prior to the start of the classes.

All students from foreign lands except Canadian citizens should write for a Foreign Student Application and special instructions. Foreign students are required to take either the *Test of English as a Foreign Language* or the *Scholastic Aptitude Test*.





# III

## Finances and Student Aid

### TUITION

Effective September 1, 1968, the tuition for full-time students attending the Colleges as undergraduate or graduate students will be \$1,000 for a full program. A student enrolled in four or five courses will be considered a full-time student.

A student who is given permission to take a sixth course will be charged \$35 for each semester hour of the extra course.

Part-time evening and Adult Education tuition will be based on the \$35 per semester hour rate: \$105 for a three semester hour course and \$140 for a four semester hour course.

Tuition for students enrolled in extension courses will be charged at the rate of \$35 per semester hour credit in those courses.

A fee at the rate of \$35 for each equivalent semester hour is charged for courses which carry no credit toward graduation. These courses may be the various remedial courses and courses to make up secondary school deficiencies.

All payments should be made at the Accounting Office, University Building. Checks should be made payable to Suffolk University.

### DEFERRED TUITION PAYMENT

While the tuition and fees for each semester are due at the time of registra-

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tion, students who find it necessary may arrange for a deferred tuition payment plan. It must be clearly understood, however, that *each student who registers is obligated for the tuition charges of the full semester*, even though in approved emergencies partial refunds may be made as described on page 15. There are two payment plans available:

Plan 1: *One payment* of all charges (for full semester) before registration for each semester.

Plan 2: *Two payments*—one half before registration; one half in sixty days.

A service charge of \$5.00 per semester is added to the tuition bill under Plan 2.

No other provision is made for installment payment, whether monthly, quarterly or otherwise, directly with the College. Parents or students who wish to make such arrangements should do so with a bank or other commercial firm that handles such financing.

Many states have a bank guarantee program for long-term, low-interest education loans.

Parents should investigate and evaluate the different programs before committing themselves to a particular repayment schedule. Whenever required, the College will be happy to cooperate with parents in arranging for loans with these outside institutions.

### SUMMER SESSION TUITION

The 1969 Summer Session rate will be \$35 per semester hour.

All Summer Session students who take one course will pay their tuition in full, plus Laboratory fees if any, at the time of registration.

All "regularly enrolled students" of Suffolk University may use the Deferred Payment Plan if they are taking two or more courses. A "regularly enrolled student" is one who was enrolled in the preceding academic year or who has been accepted for admission to the Fall Semester that immediately follows the Summer Session.

All students who are not "regularly enrolled students," as defined above, are required to pay the full Summer Session tuition at the time of registration.

### APPLICATION FEE

An application fee of \$10 must be sent by all new applicants, re-applicants, and re-entry applicants who are seeking admission to any undergraduate or graduate program. No application is recorded until this fee has been received. *This fee is not a part of the tuition and cannot be refunded.*



### TUITION DEPOSIT

A tuition deposit of \$50 will be requested of applicants who have been accepted for the day division. This deposit will be credited to the first tuition payment. Applicants for the fall semester, accepted prior to March 1st, will be asked to pay the tuition deposit by March 15th. Applicants accepted after March 1st will be given two weeks to pay this fee. *The tuition deposit will not be refunded to applicants who fail to register at the beginning of the semester.*

### ACTIVITIES FEE

A student activities fee of \$18 per year is charged to all undergraduate day students. Students are required to pay this fee along with their tuition at the time of registration. Upon the payment of this fee, students will be issued identification cards which will entitle them to attend four dances and selected plays, and to free membership in at least two clubs. During Junior and Senior Year the card admits to the Junior-Senior Prom. Seniors attend the Junior-Senior Banquet free and receive a copy of their yearbook without charge.

### LABORATORY FEE

Students taking regular laboratory courses in Biology will pay a laboratory fee of \$25 per year for each course; in Physics, \$20; and in Chemistry, \$30. These figures are for the academic year, one-half of the fee being payable at the beginning of each semester. The laboratory fees in Science 1.1-1.2, 1.3-1.4, and in Experimental Psychology are \$10 per semester.

### LABORATORY BREAKAGE

Students will be billed each month for the breakage of any laboratory equipment. Bills must be paid when presented.

### MAKE-UP AND OTHER SPECIAL EXAMINATIONS

A fee of \$5 will be charged for each special examination. Special make-up examinations will be given to those who, for sufficient cause, have been absent from semester examinations. *A student must make a written request to the Dean of Students setting forth the reasons why the privilege of a special examination should be granted, within one week after the date on which the examination was scheduled.* Students under twenty-one must submit letters from their parents or guardians. See "Absence from Final Examinations," p. 76.

The grade "F" is a grade given for the work of a course and, therefore, cannot be changed by special examination.

### GRADUATION FEE

The graduation fee, including diploma, is \$25. It is due and payable one month prior to graduation.





**CERTIFICATE FEE**

A fee of \$5 is charged all students to whom an Associate Certificate is awarded.

**TRANSCRIPT OF RECORD**

A student may receive one certified transcript of his college record without charge. For each transcript after the first, a charge of \$1 will be made. *Requests for transcripts should be made in writing at least one week in advance of the date on which a transcript is desired. No transcript will be issued until the transcript fee of \$1 has been paid.*

**LATE REGISTRATION FEE**

A fee of \$10 is charged to any student who registers after the closing date announced in the College Calendar for registration in any semester or summer session.

**CHANGE OF COURSE FEE**

A fee of \$2 is charged to any student who requests a change of course after classes have commenced in any semester or summer session.

**WITHDRAWAL AND REFUNDS**

Students who are obliged to withdraw before the end of the fourth week of the Fall or the Spring semester may, on approval of the Dean of Students and the Assistant Treasurer of the University, receive a partial refund of the tuition fee paid. (See "Withdrawal from College," p. 80.) Tuition is refundable according to the following schedule:

Withdrawal notice filed and approved within:	Tuition Refund
One week of opening of semester .....	80%
Two weeks of opening of semester .....	60%
Three weeks of opening of semester .....	40%
Four weeks of opening of semester .....	20%
After four weeks of opening of semester .....	0%

To receive a refund a student must give advance notice in writing to the Registrar of his intention to withdraw or, if that is not possible, a written explanation of his withdrawal within five days thereafter.

The Summer Session schedule of refunds is as follows:

Withdrawal notice filed and approved within:	Tuition Refund
One week of opening of session .....	75%
Two weeks of opening of session .....	50%
After two weeks .....	0%



### **FINANCIAL AID**

Throughout the history of Suffolk University it has been the general policy to encourage and foster education for students of limited means. This has been made possible through bequests, grants, and gifts, from members of the Faculty, Trustees, Alumni, and friends of the college. Funds for scholarships, student assistantships, Work-Study jobs on and off campus, and loans total over \$300,000 per year. Approximately one-third of our students received financial aid during 1967-68.

The Dean of Students administers scholarships and other financial aids. Students who are enrolled in the Colleges either as undergraduate or graduate students should direct inquiries to him.

### **TRUSTEE SCHOLARSHIPS FOR ENTERING FRESHMEN**

Trustee scholarships are available annually for incoming Freshmen. Recipients of these scholarships are recommended by the Headmasters or Principals of the schools selected each year from among the New England school systems. Information concerning these awards may be obtained from the Director of Admissions. Freshman scholarship applicants are required to file a Parents' Confidential Statement with the College Scholarship Service and on the Statement to name Suffolk University to receive a transcript of the Statement.

### **TRUSTEE SCHOLARSHIPS FOR OTHER UNDERGRADUATES**

All Suffolk undergraduate students, while in attendance at the University, may apply for scholarship aid. To be eligible for a scholarship the student must be able to demonstrate financial need and must also meet academic standards established by the Faculty. All applicants for these scholarships are required to file a Parent's Confidential Statement at the office of the Dean of Students when they request consideration. The amount of each award varies with the need of the individual.

### **GRADUATE FELLOWSHIPS**

The University Board of Trustees has established eight full tuition scholarships for graduate study at Suffolk University to be awarded annually to well-qualified graduates of the Colleges of Suffolk University and the graduates of other colleges. Four of these Trustee Graduate Scholarships may be awarded to master's candidates in Education and four to master's candidates in Business Administration. Fellows may be expected to assist their department as needed.

### **RICHARD CARDINAL CUSHING SCHOLARSHIP**

Through the generous gift of His Eminence Richard Cardinal Cushing, Archbishop of Boston, and his friends, an annual full-tuition scholarship has

been established for a needy student at Suffolk University. To be eligible for this award the student must have financial need and must have demonstrated satisfactory academic achievement.

**DANIEL BLOOMFIELD SCHOLARSHIP IN BUSINESS ADMINISTRATION**

Established in October 1963, by the Trustees of Suffolk University in memory of the late Trustee, Daniel Bloomfield, this scholarship is to be awarded annually in an amount equivalent to one year's tuition to an outstanding student in the College of Business Administration.

**MIO DAVIS MARKETING SCHOLARSHIP**

Through the gift of Mr. Boston Distiller, Inc., an annual \$150 scholarship is offered to a junior in the College of Business Administration who is majoring in the area of marketing. This scholarship has been established in honor of Mr. Mio Davis, former Massachusetts sales manager of Mr. Boston Distiller, Inc., and alumnus of Suffolk University. The scholarship is awarded to the son or daughter of a Mr. Boston Distiller, Inc., employee who is in good standing and is selected on the basis of financial need. If no such application is presented, selection will be made from the students in the junior class.

**SPEECH SCHOLARSHIPS**

Each Spring Suffolk University sponsors a Speech Contest for students of the public and independent high schools of Massachusetts. Prizes are awarded in debate, extemporaneous speaking, humorous interpretation, and oratory. In addition, the winner in each division of the Contest is awarded a full-tuition scholarship for use when he is admitted to one of the Colleges of Suffolk University. The winners may hold Speech Scholarships for each of four years provided they maintain satisfactory academic averages: 2.0 at the end of Freshman Year, 2.2 at the end of Sophomore Year, and 2.4 at the end of Junior Year.

**DENNIS C. HALEY MEMORIAL SCHOLARSHIP**

In memory of Dr. Dennis C. Haley, the late President of Suffolk University, the Board of Trustees has established an annual full-tuition scholarship for a student in one of the Colleges. To be eligible for this award the applicant must qualify both in financial need and in satisfactory academic standing.

**TRUSTEE SCHOLARSHIPS FOR EVENING UNDERGRADUATES**

Funds to support several partial tuition scholarships for Evening undergraduate students were set aside by the Board of Trustees in January 1966 for this special purpose. As in the case of other University scholarships, evening students who apply for these scholarships must establish financial need and must be in good academic standing. Applicants are required to file a Confidential Statement of their financial need. The amount of these awards varies with the requirements of the individual.



### **STUDENT ASSISTANTS**

Each year a number of qualified upperclassmen are appointed as laboratory assistants in Accounting, Biology, Chemistry, Physics, Psychology and Science; and also a few mature graduate students are appointed as research assistants in the Department of Psychological Services.

### **FOREIGN STUDENT ASSISTANT PROGRAM**

Suffolk University offers annually, through the Department of Modern Languages, three assistantships for students from France, Germany and a Spanish speaking country. Foreign student assistants provide informal help in their native language to Suffolk University students, and also cooperate in a wide range of Departmental activities. The terms of the Trustees Foreign Student Scholarships provide a stipend and tuition for a full program of courses. The scholarships are renewable, and Foreign Student Assistants may be candidates for a degree at the University.

### **FOREIGN STUDENT-TEACHER EXCHANGE PROGRAM**

The Department of Modern Languages participates whenever possible in direct exchange arrangements with foreign educational institutions. In this program, a qualified foreign teacher or graduate student is invited to the University to serve as Assistant in the Department of Modern Languages, and to teach basic courses in his native language. A similar opportunity abroad is provided for a graduated Suffolk University language major, selected by the Department of Modern Languages. For the year 1968-69, a graduate student from The Sorbonne will come to the University.

### **WORK-STUDY PROGRAM**

In the Spring of 1966 a Work-Study Program was initiated at Suffolk University supported with funds granted by the United States Office of Education under Title IV of the Higher Education Act of 1965. This program enabled the University to expand the already existing student assistant program. Work-Study students must have limited financial resources as defined by the Higher Education Act. They may be assigned jobs at the University or at other approved educational, social, or governmental agencies with which Suffolk University has made co-operative arrangements. Work-Study students may work at a job up to 15 hours per week while attending classes during the college year. The rate of pay is \$1.50 per hour.

### **NATIONAL DEFENSE STUDENT LOAN FUND**

During the Spring Semester 1959 a loan fund was established at Suffolk University under Title II of the National Defense Education Act of 1958. Full-time students, either undergraduate or graduate, are eligible for substantial annual loans from this fund to be used to help defray tuition or other costs associated with college attendance. The rules under which National



Defense Loans are granted stipulate that the applicant must prove financial need and must be capable of maintaining good academic standing in college. Special consideration is given to superior students. Application blanks for these loans may be obtained from the Dean of Students.

#### **Suffolk University Trustee Graduate Fellowship**

To encourage graduate work among Suffolk students, the Trustees of Suffolk University established in 1960 a graduate fellowship to be granted annually to an exceptionally able member of the graduating class. The fellowship will cover graduate tuition plus an allowance for living expenses. The student must be specially recommended by his major professors, he must be accepted for full-time graduate work by a well-recognized graduate school, and he must be someone who would not be able to go to graduate school without financial assistance. If there is no suitable candidate in the graduating class in any one year, the fellowship may be cumulative or be given to a graduate of a previous year. The student is selected by the Dean and a representative faculty committee upon recommendations made by the faculty as a whole.

#### **Albert K. Sheldon Loan Fund**

The members of the family of the late Mr. Albert K. Sheldon in 1955 established a loan fund. Students who have attended classes at the University for one or more semesters may apply either to the Dean of Students or to the Assistant Treasurer for limited amounts of aid from this fund.

#### **AGNES F. DRISCOLL MEMORIAL SCHOLARSHIP FUND**

In memory of Agnes F. Driscoll, a \$7,500 fund has been established, the income to be awarded as tuition scholarships to students in their sophomore, junior, or senior year who are able to demonstrate financial need and scholastic achievement.

#### **SUMMER SCHOLARSHIPS IN MARINE BIOLOGY**

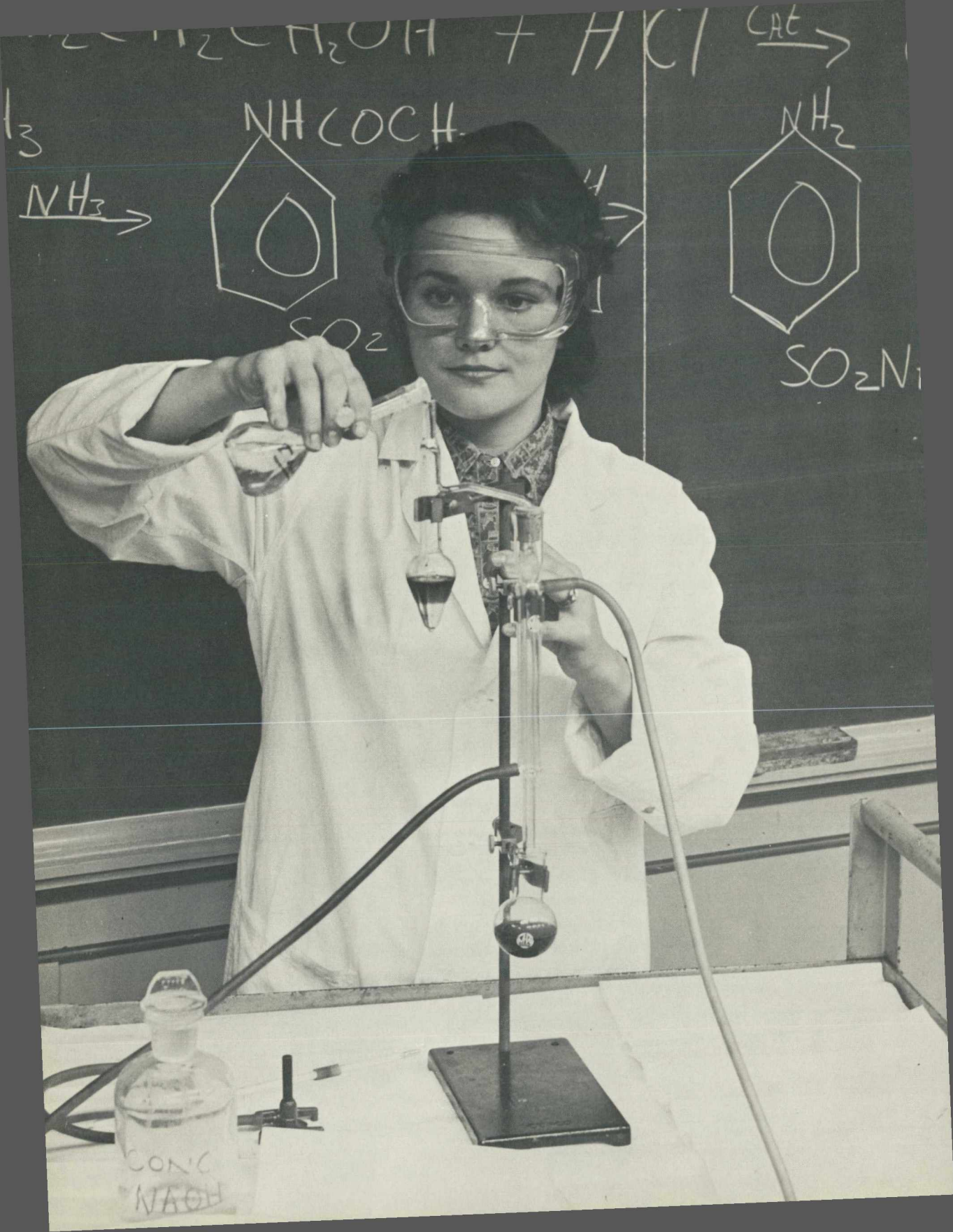
The Suffolk University Board of Trustees has established two free-tuition scholarships for Massachusetts Secondary School teachers who enroll in the summer course in Marine Biology. Applicants should write to the Chairman of the Department of Biology.

#### **The Martin J. Flaherty Memorial Prize Fund**

Established in 1963, anonymously, in fond memory of Martin J. Flaherty, the income to be awarded annually to a Suffolk University Senior, who has done the best work in the field of Journalism.

#### **William M. Cavanaugh Memorial Scholarship in Journalism**

In memory of William Cavanaugh, the Publicity Club of Boston awards a \$100 scholarship each year to an outstanding junior in Journalism to be applied to his senior year's tuition. The Club makes a similar award to students of journalism in other Boston colleges.





# IV

## Undergraduate Degree Programs

### COLLEGE OF LIBERAL ARTS AND SCIENCES

The degrees of Bachelor of Arts, Bachelor of Science, and Bachelor of Science in General Studies are offered in the College of Liberal Arts and Sciences. The A.B. and B.A. degrees are available to both day and evening students. In addition, the B.S. in General Studies degree is available to evening students. Day students normally complete their degrees in four years unless they attend the Summer Session to accelerate their programs. Evening students normally complete their degrees in five, six, or seven years, depending on the course load carried and on whether they attend the Evening Summer Session.

Major and pre-professional program requirements may be completed in the following fields of study:

#### MAJORS AND MINORS LEADING TO A.B. OR B.S. DEGREES

† Indicates that major is available only through affiliated Cooperative Program with Emerson College.

\* Indicates that a full major is not available evenings.

Biology	Mathematics
Broadcasting†	Medical Technology
Chemistry	(through hospital affiliations)
Economics	Philosophy
Education*	Physics*
English*	Psychology
French*	Sociology
German*	Spanish*
Government	Speech*†
History	Theatre Arts†



**INTERDEPARTMENTAL MAJORS LEADING TO B.S. IN G.S. DEGREE**

*Available Evenings Only*

Humanities	Psychology-Sociology
History-Economics	Biological Science
History-Government	Physical Science
Government-Economics	

**PRE-PROFESSIONAL PROGRAMS**

*Available Days and Evenings*

Medical Technology	Pre-Medical
Pre-Dental	Pre-Optometry
Pre-Legal	Pre-Veterinary

**GENERAL REQUIREMENTS**

Every student in the College of Liberal Arts must select a field for concentrated study. He is expected to make his selection of a major interest prior to the beginning of his Junior year, so that he will have sufficient time to meet all of the requirements without delaying his graduation. The student will find it decidedly to his advantage if he can make the choice of his major at the beginning of his Sophomore year.

In general the requirements for a major are satisfied by the completion of thirty semester hours of course work in one department and of twelve semester hours of related electives chosen from other departments with the approval of the chairman of the major department.

Credits in a closely allied department may be counted as part of the major with the written consent of the head of the department. Not more than 12 semester courses may be taken in any one department without special permission of the department chairman and the Dean. Certain introductory courses are not to be counted as a major requirement. The student should consult the course statement in the departmental description of the courses for specific requirements.

*To qualify in foreign language for the A.B. degree* the student should fulfill one of three alternatives:

1. Earn 12 semester hours of college credit in one foreign language.
2. Complete 6 semester hours in a foreign language course numbered 2.1 or higher, after having been enrolled at that level because of the results of a placement test.
3. Pass a special advanced reading examination.

*To qualify for the B.S. degree* the student normally must complete 12 semester hours in Mathematics approved by the Chairman of the Mathematics Department. In most cases the courses required are Mathematics 1.3-1.4 and

2.1-2.2. Students who are qualified to take Mathematics 2.1-2.2 upon admission to college are required to complete only Mathematics 2.1-2.2.

*Physical Education.* All day freshmen are required to complete two semesters of Physical Education. This is a degree requirement. All day transfer students are required to complete this requirement unless they have taken a similar course at another college. This degree requirement may be excused only on evidence of physical disability, the completion of basic training in one of the armed forces or participation in a college athletic sport.

*General Requirements.* Students who are candidates for the A.B. and B.S. degrees with majors in any of the departments within the College of Liberal Arts and Sciences are also expected to meet certain general requirements. Courses chosen to meet the general requirements may not also be used to meet major or related elective requirements.

English 1.1-1.2 and either English 2.5-2.6 or 2.7-2.8.

History 1.1-1.2 or History 1.3-1.4 (6 semester hours).

Humanities Option (required of Social Science and Science majors):

For the Social Science majors, two year-courses (12 semester hours) and for Biology and Chemistry majors, one year-course (6 semester hours) selected from the following. (*Social Science majors may choose only one course in Humanities and only one course in Philosophy*): Humanities 1.1-1.2 or 2.1-2.2; Philosophy 1.4-1.5 or 2.1-2.2 or 1.3 and 4.0; History 3.3-3.4; French, German, or Spanish 2.3-2.4 or 3.1-3.2; English 3.3-3.4.

Social Sciences Option (required of Humanities and Science majors):

Two year-courses selected from the following: Economics 1.1-1.2; Government 1.1-1.2; Psychology 1.1-1.2; Sociology 1.1-1.2; and Education 2.1-2.2 (effective 1969-70). (12 semester hours).

Biological and Physical Sciences Option (required of Humanities and Social Science majors):

One year-course selected from the following: Science 1.1-1.2; Physics 1.1-1.2; or Chemistry 1.1-1.2 (8 semester hours). One year-course selected from the following: Science 1.3-1.4 or Biology 1.1-1.2 (8 semester hours).

*Majors:* In most Liberal Arts departments the major (effective for the entering Freshman Class in September 1968) will consist of 30 semester hours of course credit in the major department plus 12 semester hours of related electives. The related electives are to be chosen with the approval of the department chairman from a list of courses recommended by the department.

### CURRICULA FOR ALL LIBERAL ARTS MAJORS EXCEPT SCIENCE AND EDUCATION

Liberal Arts students who plan to major in Economics, English, French, German, Government, History, Philosophy, Psychology, Sociology, Spanish, and Speech may meet their degree requirements by completing 124 semester hours of course credit and by following throughout their four college years the curriculum plan given below. It is recommended that *all students who major in the liberal arts departments become candidates for the A.B. degree*. Only with special permission from the chairman of the major department may they become candidates for the B.S. degree.

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6 or 2.7-2.8	6
History 1.1-1.2 or 1.3-1.4	6	Foreign Language 2.1-2.2	}
Two options (Science and Humanities or Social Science)	14	(A.B. candidates)	
Foreign Language 1.1-1.2	}	Mathematics 2.1-2.2	
(A.B. candidates)		(B.S. candidates)	6
Mathematics 1.3-1.4		Two options (Science and Humanities or Social Science)	14
(B.S. candidates)	6	One major course	6
*Physical Education	—		
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Two Major courses	12	Two major courses	12
One related elective	6	One related elective	6
Electives	12	Electives	12

\**Physical Education* All students in their Freshman Year are required to complete two semesters of Physical Education. This is a degree requirement. It may be excused only on evidence of physical disability; the completion of basic training in one of the armed forces, or participation in a college athletic sport.

### TEACHER EDUCATION CURRICULA

Students planning careers in teaching should follow the appropriate course plans listed under Curricula in Education.

### MATHEMATICS AND SCIENCE CURRICULA

Liberal Arts students who plan to major in Biology, Chemistry or Mathematics are advised to follow the following plans in meeting their degree requirements.

#### Biology

A total of 128 semester hours is required for a bachelor's degree with a Biology major.

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
Biology 1.1-1.2	8	Biology 2.1-2.2	8
Chemistry 1.1-1.2	8	Chemistry 2.1-2.2	8
English 1.1-1.2	6	Foreign Language 1.1-1.2 or Elective	6
*Mathematics 1.3-1.4	6	Humanities Option	6
Physical Education	—	*Mathematics 2.1-2.2 or Elective	6



<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Biology 3.1-3.2	8	Biology 4.1-4.2	8
English 2.5-2.6 or 2.7-2.8	6	Biology 5	1
Foreign Language 2.1-2.2 or Elective	6	Chemistry Elective	8
Physics 1.1-1.2	8	Social Science Option	6
History 1.1-1.2 or 1.3-1.4	6	Social Science Option	6
		Elective	3

\* Majors must complete Mathematics 2.1-2.2 Introduction to Calculus. Mathematics 1.3-1.4 is not required if secondary school background is adequate.

### Chemistry

Students whose interest and aptitudes lead them to specialize in Chemistry may choose their course according to this plan recommended by the Chemistry Department. *Consult the statement of major requirements at the head of the Chemistry list of courses of instruction.* A total of 123 semester hours is required for a bachelor's degree with a Chemistry major.

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	Chemistry 2.1-2.2	8
Chemistry 1.1-1.2	8	Physics 2.1-2.2	8
*Mathematics	6	*Mathematics	6
Social Science Option	6	History 1.1-1.2 or 1.3-1.4	6
Humanities Option	6		
Physical Education	—		

<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Chemistry 2.31-3.2	7	Chemistry 4.3	3
Chemistry 4.1-4.2	8	Chemistry required elective	3.4
*Mathematics or free elective	6	English 2.5-2.6 or 2.7-2.8	6
†German or Russian 1.1-1.2	6	†German or Russian 2.1-2.2	6
Social Science Option	6	Free Elective	6
		Free Elective	6

\* Mathematics thru second year calculus is required. The sequence begins with either Mathematics 1.3-1.4 (6 sem. hrs.) or with Mathematics 2.1-2.2 (6 sem. hrs.) depending on the entering student's preparation.

† Language required for B.A.; not required for B.S. Students planning to attend graduate school are advised to take German or Russian during their junior and senior years.

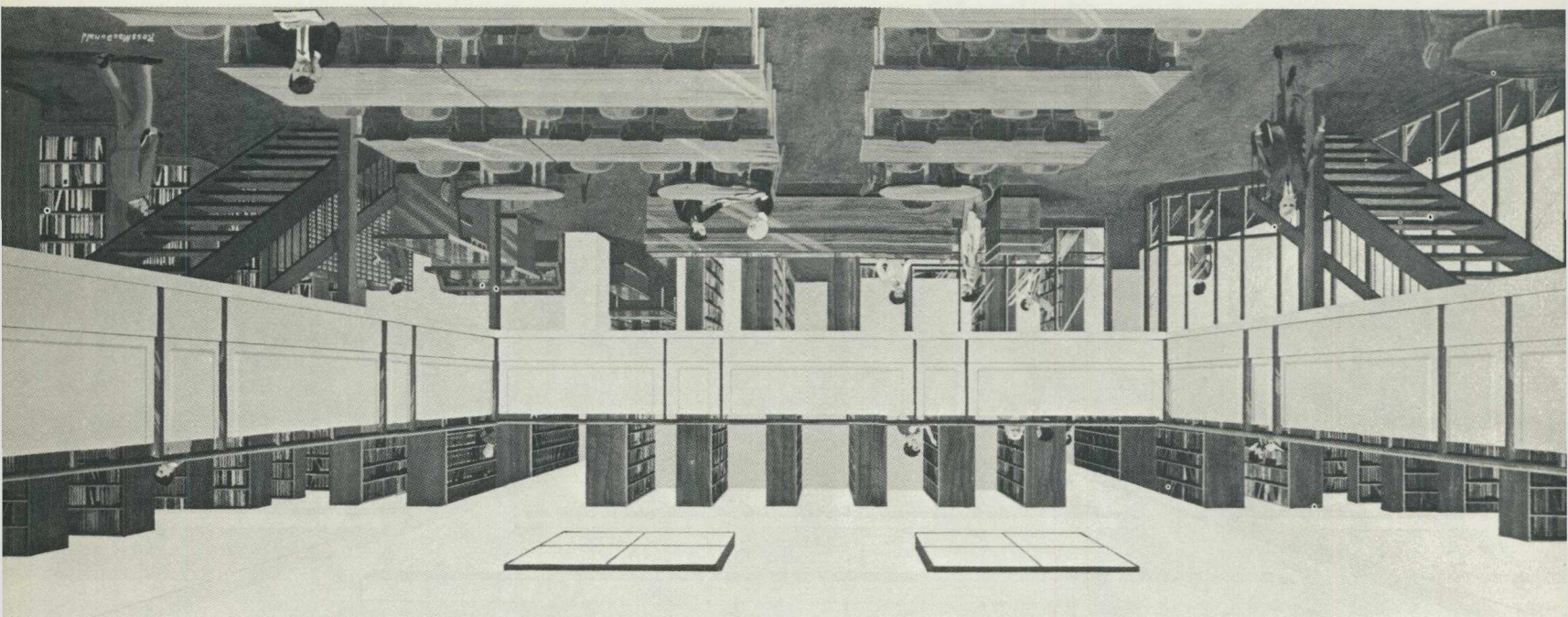
### Mathematics

A total of 124 semester hours is required for a bachelor's degree with a Mathematics major; the following is a recommended program:

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6 or 2.7-2.8	6
History 1.1-1.2 or 1.3-1.4	6	Humanities Option	6
Mathematics 2.1-2.2	6	Social Science Option	6
Chemistry 1.1-1.2	8	Mathematics 2.3-2.4	6
Humanities or Social Science Option	6	Physics 2.1-2.2	8
Physical Education	—		

<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Mathematics courses	12	Mathematics course	6
Related Elective	6	Related Elective	6
Humanities or Social Science Option	6	Electives	18
Elective	6		





### **Physics**

A total of 124 semester hours is required for a bachelor's degree with a Physics major.

A major in Physics may be satisfied by completion of 10 semester courses in Physics plus required courses in Mathematics as determined by the Chairman of the Department of Physics. Other degree requirements include English 1.1-1.2 (6 sem. hrs.), Humanities Option (6 sem. hrs.), Social Science Options (12 sem. hrs.), History 1.1-1.2 or 1.3-1.4, and English 2.5-2.6 or 2.7-2.8.

Twelve semester hours of related electives must be chosen from a list prepared by the Department of Physics. Selection of related courses must be approved by an advisor from the Department of Physics.

### **CURRICULA IN SPEECH**

(through affiliation with Emerson College)

Suffolk students who wish to major in Speech may specialize in one of the following areas of concentration at Emerson College: Rhetoric and Public Address, Oral Interpretation, Speech Education, Business and Industrial Communications, and Communications Theory and Methodology.

Other programs available to Suffolk students through the affiliation with Emerson College include majors in Theatre Arts and Radio and Television Broadcasting, and courses in Fine Arts and Music.

Courses taken under the affiliated Cooperative Program with Emerson College will transfer honor points and grades as well as semester hours of credit.

Speech majors and other students who wish to participate in this program should obtain the approval of their Dean.

Effective September, 1968, Suffolk University and Emerson College will offer an affiliated Cooperative Program consisting of an exchange of instructional services and the cross-registration of students. The purpose of the affiliation is to make available to students of both institutions a wider selection of courses than would otherwise be possible.

In addition to the exchange of instructional services, up to fifty students per semester from each institution will be allowed to cross-register in courses at the affiliated institution, providing classroom space is available and students receive the authorization of their respective deans. Students will not be permitted to cross-register in courses that are offered at their own institution.

Students who cross-register for a course that is part of their normal full load will pay their full tuition to their parent institution. Students who cross-register for a sixth course as an overload must receive approval of the Committee on Excess Courses and their Dean, and will pay tuition directly to the institution offering the course at its tuition rate (Suffolk, \$35. per semester hour; Emerson \$70. per semester hour).



### CURRICULA IN EDUCATION

The curricula for teacher training are planned to enable students in this program to meet the requirements for teacher certification in the Commonwealth of Massachusetts. They are constructed in accord with what is considered desirable preparation for teaching positions. They go beyond the minimum requirements of the State Department of Education.

Those wishing to teach in states other than Massachusetts should write directly to the Education Department of that state for a list of the requirements. The Education Department of the College will assist the student in interpreting the requirements.

All students majoring or minoring in Education are required to take a minimum of three semester hours in Speech.

A student must be careful to develop adequate course background in one or more teaching fields. Students minoring in Education may major in these fields: Biology, Chemistry, Biology-Chemistry combined major, English, History, Social Studies, Foreign Languages, Mathematics, Speech, and Business Administration.

Changes of any sort in student programming must be approved in writing by a member of the Department. Failure to comply with this regulation may result in a loss of credit toward graduation.

The Department wishes to emphasize that it reserves the right to require the withdrawal of a student from teacher education if in its estimation the probability of his success in teaching is doubtful. While the academic average of a student is not the sole factor in the determination of such success (others are interest, effort, personality, and proficiency in skill subjects), it is especially important that a student do his utmost to maintain a high academic average.

### *Special Regulations Concerning Student Teaching*

1. Student Teaching may be taken only by collegiate seniors and graduate students. Undergraduates must be either majoring or minoring in Education to enroll in the course.
2. A student who wishes to elect student teaching must see his advisor concerning this matter by the middle of the previous semester (by November 1 during the Fall semester; by April 1 during the Spring semester; or, by the end of July if student attends summer session). Student Teaching cannot be elected by transfer students before their second semester of residence.
3. Student teachers must be available for school assignments every day. No doubt this will mean each undergraduate in Education should plan to attend at least one summer session, if he has not already done

so, in order to lighten his academic schedule for the semester in which he undertakes student teaching.

4. Student teaching involves a minimum of forty days of observation and teaching in the cooperating school.
5. Student teachers are required by Massachusetts law to have a tuberculosis X-ray examination prior to the initiation of student teaching. This examination is provided free of charge by the City of Boston Department of Public Health (57 East Concord Street) Mondays through Fridays 1-4:30.
6. All Education majors or minors must demonstrate proficiency in the areas of Speech and English prior to student teaching.

### *Cooperating School Systems*

With the cooperation of the superintendents, of headmasters and principals, and of a large number of classroom teachers, Suffolk University students have fulfilled the student teaching portion of the teacher education program in the schools of eastern Massachusetts cities and towns. The supervising faculty of the Education department, because of effective assistance by the cooperating teachers, have been able to make this one-semester experience both practical and meaningful. During 1967-68 the following public school systems helped train Suffolk student teachers under this cooperative arrangement:

#### **FALL SEMESTER 1967**

Avon	Cambridge	Melrose	Watertown
Boston	Everett	Methuen	Weymouth
Braintree	Hingham	Saugus	
Brockton	Holbrook	Waltham	

#### **SPRING SEMESTER 1968**

Boston	Everett	Methuen	Reading
Brookline	Haverhill	Milton	Saugus
Brockton	Hingham	Newton	Somerville
Burlington	Lynn	North Attleboro	Waltham
Cambridge	Medford	Norwood	Watertown
			Wrentham

#### **SUMMER SESSION 1968**

Boston	Everett	Lowell	Newton
Braintree	Hingham	Marshfield	Rockland
Brockton	Hull	Needham	Scituate

### **Elementary School Teaching (Grades 1-6)**

Two plans are offered with a major in elementary education. Plan A leads to an A.B. degree with two majors: one in elementary education and one in an

additional subject matter field. Plan B leads to a B.S. degree with a major in elementary education and a minor in one of the areas of the social sciences. Students should consult with the Department in order to determine which plan should be selected. Both plans require the completion of 122 semester hours for the degree.

**PLAN A (A.B. DEGREE)**

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6	6
History 1.1-1.2 or 1.3-1.4	6	Psychology 1.1	3
Humanities Option*	6	Foreign Language 2.1-2.2	6
Sociology 1.1-1.2	6	Major Electives	6
Foreign Language 1.1-1.2	6	History 2.3	3
Physical Education	—	Education 2.1-2.2	6
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Science Option**	8	Major Electives	6
Major Electives	12	Speech 1.2	3
Education 4.8 or 4.11	3	Electives	9
Education 4.12	3	Humanities Option*	3
Education 4.15	3	Education 4.13	3
Education 3.1	3	Education 4.20	6

**PLAN B (B.S. DEGREE)**

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6	6
History 1.1-1.2 or 1.3-1.4	6	History 2.3-2.4	6
Humanities Option*	6	Psychology 1.1	3
Science Option**	8	Speech 1.1	3
Physical Education	—	Education 1.1-1.2	6
		Minor Course***	3
		Elective	3

**PRIMARY GRADES**

<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Minor Courses***	6	Minor Courses***	9
Humanities Option*	6	Electives	6
Electives	9	Education 4.11	3
Education 3.1	3	Education 4.9	3
Education 4.12	3	Education 4.14	3
Education 4.13	3	Education 4.20	6

**INTERMEDIATE GRADES**

<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Minor Courses***	6	Minor Courses***	9
Humanities Option*	6	Electives	9
Electives	6	Education 4.11	3
Education 3.1	3	Education 4.12	3
Education 4.8	3	Education 4.20	6
Education 4.15	3		
Education 4.13	3		

\* Courses should be selected from among the following to fulfill the Humanities option requirement: Humanities 1.1-1.2 or 2.1-2.2; Philosophy 1.4-1.5 or 2.1-2.2; or 1.3-4.0; History 3.3-3.4. One course each may be chosen from Humanities and Philosophy, but not two from either department.

\*\* Courses should be selected from among the following to fulfill the Science option requirement: Science 1.1-1.2 or 1.3-1.4; Chemistry 1.1-1.2; Physics 1.1-1.2; Biology 1.1-1.2.

\*\*\* Minor to be selected from Sociology or Psychology.



### Secondary School (Junior-Senior High) Teaching

These plans will lead to either an A.B. or B.S. degree with the major in the teaching field and the minor in professional education.

#### Biology Major—Secondary Education Minor: 128 semester hours

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	History 1.1-1.2 or 1.3-1.4	6
Chemistry 1.1-1.2	8	Humanities Option	6
Biology 1.1-1.2	8	Biology 2.1-2.2	8
Mathematics 1.3-1.4	6	Chemistry 2.1-2.2	8
Physical Education	—	Psychology 1.1	3
		Education 3.2	3
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Biology 3.1-3.2	6	Biology 4.1-4.2	8
Education 2.1-2.2	6	Education 4.33-4.34	6
Sociology, Economics, or Government Electives	6	Education 4.21	6
Physics 1.1-1.2	8	English 2.5-2.6 or 2.7-2.8	6
Speech 1.2	3		

#### Chemistry Major—Secondary Education Minor

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
Chemistry 1.1-1.2	10	Chemistry 2.1-2.2	8
Mathematics 1.3-1.4	6	Mathematics 2.1-2.2	6
English 1.1-1.2	6	Physics 1.1-1.2	8
History 1.1-1.2	6	Social Science Option	6
Physical Education	—	Humanities Option	6
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Chemistry 3.1-3.2	8	Chemistry 3.3	3
Chemistry 4.1-4.2	8	Chemistry Elective	3
English 2.5-2.6 or 2.7-2.8	6	Speech 1.2	3
Education 2.1-2.2	6	Psychology 1.1	3
		Education 3.2	3
		Education 4.33-4.34	6
		Education 4.21	6

Electives to complete program for minimum of 128 semester hours.

#### Chemistry-Biology (Interdepartmental Program) Major— Secondary Education Minor

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	Biology 2.1-2.2	8
Mathematics 1.3-1.4	6	Chemistry 2.1-2.2	8
Chemistry 1.1-1.2	8	Physics 1.1-1.2	8
Biology 1.1-1.2	8	Mathematics 2.1-2.2	6
Physical Education	—	Humanities Option	6
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Biology 3.2	3	English 2.5-2.6 or 2.7-2.8	6
Biology 4.1	3	Education 4.33-4.34	6
Chemistry 3.1-3.2	8	Speech 1.2	3
Education 2.1-2.2	6	Education 4.21	6
Psychology 1.1	3	Sociology, Economics, or Government Electives	6
Education 3.2	3		
History 1.1-1.2 or 1.3-1.4	6		

Electives to complete program for minimum of 128 semester hours.

**Business Administration Major—Secondary Education Minor:****122 semester hours**

(Leads to B.S. in Business Administration degree.)

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
Accounting 1.1-1.2	6	Business Administration 2.1-2.2	6
Mathematics 1.3-1.5	6	English 2.1-2.2	6
English 1.1-1.2	6	Accounting 2.3-2.4	6
Management 2.1	3	Restricted Electives "B"*	8
Marketing 2.1	3	Economics 2.2	3
Restricted Electives "A"*	6	Finance 3.1	3
Physical Education	—		
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Economics 1.1-1.2	6	Government 4.1-4.2	6
History 1.1-1.2 or 1.3-1.4	6	Business Electives	6
Education 2.1-2.2	6	Education 4.18-4.19	6
Psychology 1.1	3	Education 4.21	6
Education 3.2	3	Speech 1.2	3
Marketing 3.1-3.2	6	Free Elective	3

\* See list under Bachelor of Science in Business Administration.

**English Major—Secondary Education Minor: 122 semester hours**

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.7-2.8	6
History 1.1-1.2 or 1.3-1.4	6	Foreign Language 2.1-2.2	6
Humanities 1.1-1.2	6	English 2.5-2.6	6
Sociology, Economics, or Government Electives	6	Science Option	8
Foreign Language 1.1-1.2	6	Psychology 1.1	3
Physical Education	—	Education 3.2	3
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
English 3.5 or 3.6	3	English Electives*	6
English Elective (Group 1)*	3	Electives	9
English Elective (Group 2)*	3	Education 4.31-4.32	6
English Elective (Group 3)*	3	Speech 1.2	3
English Elective (Group 4)*	3	Education 4.21	6
English Elective	3		
History 2.7-2.8	6		
Education 2.1-2.2	6		

\* Below is descriptive list of major course selections.

English majors who are minoring in Education are required to complete 30 semester hours from the following list of courses in addition to English 1.1-1.2 and 2.7-2.8.

**Required Courses**

English 2.5-2.6	American Literature
English 3.5 (3.6)	Shakespeare

**Restricted Electives (one from each group)**

(1)	
English 3.3	Great Books of World Literature
English 3.4	Great Books of World Literature
English 3.6 (3.5)	Shakespeare
English 3.8	Seventeenth Century Literature
English 3.9	Milton
English 3.10	Masters of English Drama: 1590-1690

## (2)

English 3.1	Age of Pope
English 3.2	Age of Johnson
English 4.3	English Novel: Defoe to Scott

## (3)

English 4.5	Romantic Poetry
English 4.6	Victorian Poetry
English 4.19	Victorian Literature
English 4.4	English Novel: Scott to Hardy
English 4.17	American Novel: from beginning to 20 century

## (4)

English 4.7	Modern English Poetry
English 4.8	Modern American Poetry
English 4.9	Modern English Drama
English 4.10	Modern American Drama
English 4.11	Modern English Fiction
English 4.12	Modern American Fiction

*Free Electives\**

English 3.7	Chaucer
English 3.11	Classical Drama
English 4.1	Modern European Drama
English 4.2	Modern European Drama
English 4.13	The Short Story
English 4.15	Irish Literature
English 4.16	Masters of the Short Novel
English 4.18	Children's Literature
English 4.20	Literary Satire

\* Any courses under restricted electives not already covered.

**Foreign Languages Majors—Secondary Education Minor:**  
122 semester hours

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6 or 2.7-2.8	6
History 1.1-1.2 or 1.3-1.4	6	Foreign Language A 2.3-2.4	6
Humanities 1.1-1.2	6	Foreign Language A 3.1-3.2	6
Sociology, Economics, or Government	6	Foreign Language B 1.1-1.2	6
Electives	6	Psychology 1.1	3
Foreign Language A 2.1-2.2*	6	Education 3.2	3
 <i>Junior</i>	 <i>Sem. Hrs.</i>	 <i>Senior</i>	 <i>Sem. Hrs.</i>
Foreign Language A 3.3-3.4	6	Foreign Language A Elective	3
Foreign Language A Elective	6	Foreign Language B Elective	6
Foreign Language B 2.1-2.2	6	Speech 1.2	3
Education 2.1-2.2	6	Education 4.37-4.38	6
Science Option	8	Education 4.21	6
Elective	3	Electives	6

\* Potential foreign language majors who do not place in Language "A" 2.1-2.2 upon admission to the college shall be required to elect that course during the summer session following the Freshman year.



**History Majors—Secondary Education Minor: 122 semester hours**

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6 or 2.7-2.8	6
History 1.1-1.2 or 1.3-1.4	6	Foreign Language 2.1-2.2	6
Humanities 1.1-1.2	6	History 3.7-3.8*	6
Sociology, Economics, or Government		History 2.3-2.4	6
Electives	6	Psychology 1.1	3
Foreign Language 1.1-1.2	6	Education 3.2	3
Physical Education	—		
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Science Option	8	History Electives	6
History Electives	12	Electives	6
Electives	6	Education 4.16-4.17	6
Education 2.1-2.2	6	Speech 1.2	3
		Elective	3
		Education 4.21	6

\* History 3.7-3.8 recommended but not required. History electives may be chosen instead.

**Mathematics Major—Secondary Education Minor: 124 semester hours**

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6 or 2.7-2.8	6
Humanities 1.1-1.2	6	Foreign Language 2.1-2.2	6
Sociology, Economics, or Government		Mathematics 2.3-2.4	6
Electives	6	History 1.1-1.2 or 1.3-1.4	6
Foreign Language 1.1-1.2	6	Psychology 1.1	3
Mathematics 2.1-2.2	8	Education 3.2	3
Physical Education	—		
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Physics 2.1-2.2	8	Mathematics Electives	6
Mathematics Electives	12	Electives	9
Electives	6	Education 4.33-4.34	6
Education 2.1-2.2	6	Speech 1.2	3
		Education 4.21	6

**Social Studies Major—Secondary Education Minor: 122 semester hours**

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6 or 2.7-2.8	6
History 1.1-1.2 or 1.3-1.4	6	Foreign Language 2.1-2.2	6
Humanities 1.1-1.2	6	History 2.3-2.4	6
Government 1.1-1.2	6	History 3.7-3.8	6
Foreign Language 1.1-1.2	6	Sociology 1.1-1.2	6
Physical Education	—		
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Science Option	8	Economics 1.1-1.2	6
History 2.7-2.8	6	History 2.6-4.9	6
Psychology 1.1	3	Education 4.16-4.17	6
Education 3.2	3	Elective	3
Education 2.1-2.2	6	Speech 1.2	3
		Education 4.21	6

**Speech Majors—Secondary Education Minor: 122 semester hours**

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6 or 2.7-2.8	6
History 1.1-1.2 or 1.3-1.4	6	Foreign Language 2.1-2.2	6
Humanities 1.1-1.2	6	Speech 1.1-1.2	6
Sociology, Economics, or Government		Electives	6
Electives	6	Psychology 1.1	3
Foreign Language 1.1-1.2	6	Education 3.2	3
Physical Education	—		

<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Science Option	8	Speech Electives	12
Speech 2.1-2.2	6	Electives	12
Speech Electives	6	Education 4.21	6
Education 4.35-4.36	6		
Education 2.1-2.2	6		

### TEACHER CERTIFICATION IN MASSACHUSETTS GENERAL REQUIREMENTS

To be eligible for a certificate an applicant should present:

1. Evidence of American citizenship.
2. Evidence of good health.
3. Evidence of sound moral character.
4. Evidence that the applicant possesses a bachelor's degree.

### SPECIAL REQUIREMENTS

#### *Elementary School Certificate*

Eighteen semester hours are required in education courses which include not less than 2 semester hours (120 clock hours) in supervised student teaching in elementary grades. The remaining semester hours shall include courses from two or more of the following areas:

Educational Psychology, including Child Growth and Development  
Philosophy of Education  
Methods and Materials in Elementary Education  
Curriculum Development in Elementary Education

#### *Secondary School Certificate*

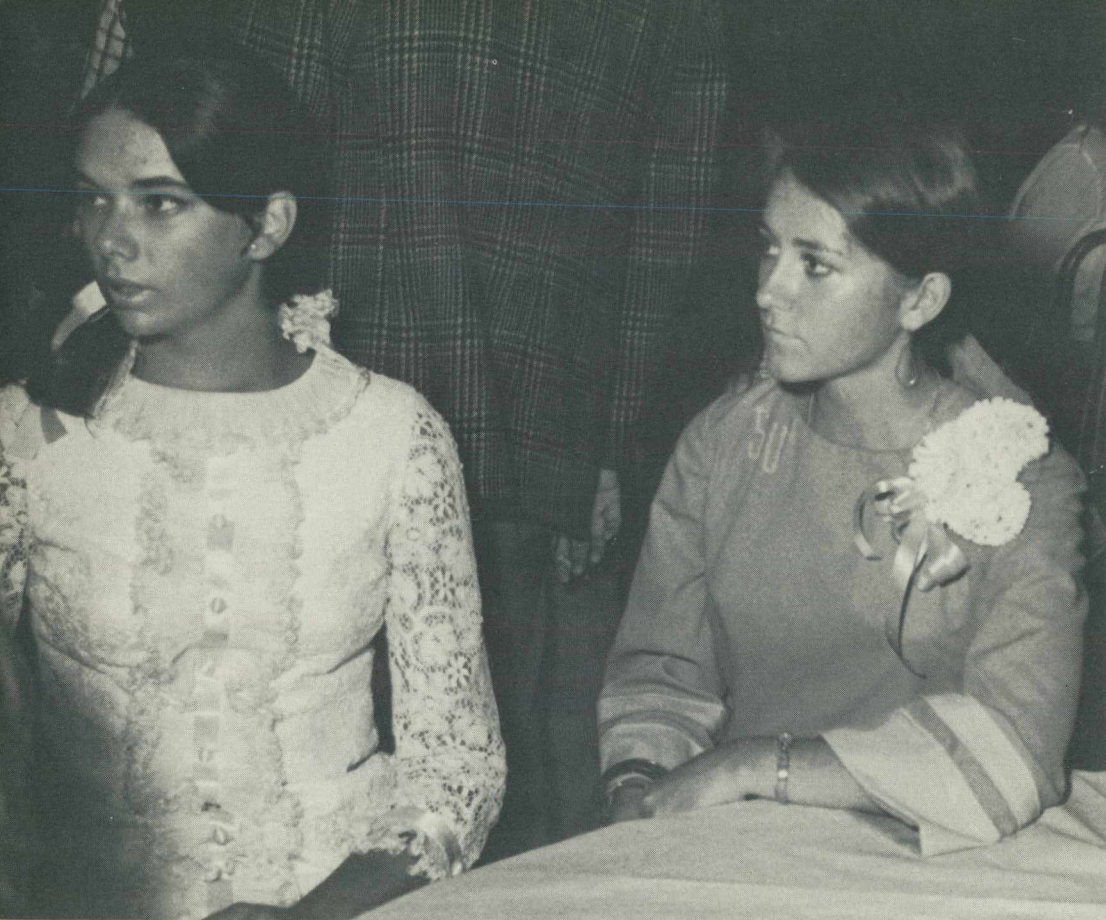
Twelve semester hours are required in education courses which include not less than two semester hours (120 clock hours) in supervised student teaching in secondary schools. The remaining semester hours shall include courses in two or more of the following areas:

Educational Psychology, including Adolescent Growth and Development  
Philosophy of Education  
Methods and Materials in Secondary Education  
Curriculum Development in Secondary Education

At least eighteen semester hours of course work in the major subject field and nine semester hours in a minor subject field are also required. These majors and minors may be obtained in science, English, social studies, foreign languages, history, government, mathematics, and business administration.

Those working for certification in principalships, supervisory positions, guidance and special subjects teaching should arrange for an interview with the Chairman of the Education Department or his representative.





## BACHELOR OF SCIENCE IN GENERAL STUDIES

### *Available Evenings Only*

The Bachelor of Science in General Studies degree is a special liberal arts program designed to make available to evening students a wider range of major subjects than is presently possible in the evening A.B. and B.S. degree programs. It combines a common core of learning in the liberal arts with specialization in two or more related areas. In the event that a student transfers to the Day Division, he can readily convert part of his Interdepartmental major to a day major, thereby meeting requirements for the A.B. or B.S. degree. The Bachelor of Science in General Studies degree is intended to meet the needs of students who seek a broad cultural background rather than preparation for admission to graduate school.



Students who wish to prepare for the teaching profession may take enough education courses in place of free electives to enable them to meet state certification requirements, with the exception of Student Teaching, which is available only in the Day Division and Day Summer Session.

### B.S. IN GENERAL STUDIES DEGREE REQUIREMENTS

#### GENERAL REQUIREMENTS

	<i>Sem. Hrs.</i>
English 1.1-1.2	6
History 1.1-1.2 or 1.3-1.4	6
Humanities 1.1-1.2	6
Science 1.1-1.2 or 1.3-1.4	8
(Students who plan to major in biological or physical science must take Biology 1.1-1.2, Chemistry 1.1-1.2, or Physics 1.1-1.2 instead of Science 1.1-1.2 or 1.3-1.4)	
Sociology 1.1-1.2, Government 1.1-1.2, Economics 1.1-1.2, or Psychology 1.1-1.2	6
Foreign language or Mathematics 1.3-1.4	12 or 6
English 2.5-2.6 or 2.7-2.8	6
Electives	30 or 36
Major	42
	<hr/>
	122 semester hours

#### INTERDEPARTMENTAL MAJORS

The interdepartmental majors consist of 42 semester hours of work in the related areas listed below. Science majors are required to include among their major courses a Directed Study Research Project.

Humanities: courses in humanities, literature, and philosophy

Physical Science: courses in chemistry, physics, mathematics

Biological Science: courses in biology and chemistry

Government-Economics

Psychology-Sociology

History-Government

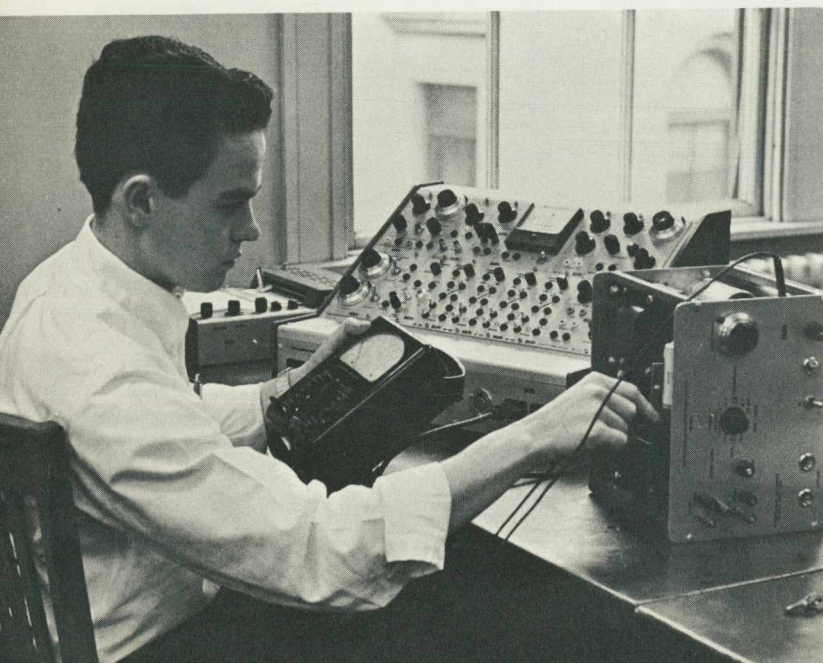
History-Economics

#### PRE-PROFESSIONAL CURRICULA

##### MEDICAL TECHNOLOGY

(Four years days or six years evenings)

Suffolk University has affiliated with the Newton-Wellesley Hospital; the Veterans Administration Hospital, Jamaica Plain; the Henry Heywood Memorial Hospital, Gardner, Massachusetts; and St. Francis Hospital, Hartford, Connecticut, in order to offer the Bachelor of Science degree with a major in medical technology. The program consists of three years of day study (four or five years evenings) in liberal arts and science at Suffolk University and





a final year (30 semester hours) of technology at the affiliated hospital schools of medical technology. The final year is of 52 weeks duration and starts in September. Instruction will be given in the laboratories of the hospitals by their staff members. *No tuition is charged for the final year of study by either the university or the hospital.* Students should apply to the hospital school of their choice upon registering for their sixth semester of college work.

The program is approved by the Council on Medical Education and Hospitals of the American Medical Association and by the Registry of Medical Technologists of the American Society of Clinical Pathologists.

Upon satisfactory completion of the prescribed curriculum, students are eligible to receive a certificate in Medical Technology from the affiliated hospital, and the degree of Bachelor of Science with a major in Medical Technology from Suffolk University. Graduates are eligible for examination for certification by the Registry of Medical Technologists of the American Society of Clinical Pathologists.

The program is under the joint direction of Dr. Robert S. Friedman, Chairman of the Suffolk University Department of Biology, Dr. Arthur E. O'Day, Director of the Newton-Wellesley Hospital School of Medical Technology; Dr. Dieter Keller, Director of the Henry Heywood Memorial Hospital School of Medical Technology; and Dr. John E. Thayer, Director of the St. Francis Hospital School of Medical Technology; and Dr. Roger A. Cote, Chief, Laboratory Service, Veterans Administration Hospital, Jamaica Plain.

#### MEDICAL TECHNOLOGY PROGRAM (131 semester hours)

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	History 1.1-1.2	6
Mathematics 1.3-1.4	6	Humanities 1.1-1.2	6
Biology 1.1-1.2	8	Biology 3.1-3.2	8
Chemistry 1.1-1.2	8	Biology 3.4-4.5	7
		Chemistry 2.1-2.2	8
	30		35
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
English 2.7-2.8	6	Completion of Medical Technology	
Physics 1.1-1.2	8	Program at one of the following	
Chemistry 2.4-3.2	8	hospitals: Newton-Wellesley, Henry	
Biology 4.1-4.2	8	Heywood Memorial, St. Francis,	
Social Science Option	6	Jamaica Plain Veterans'	30
	36		30

#### PRE-DENTAL EDUCATION

Most dental schools set as a minimum requirement for admission the inclusion of one year of general chemistry and one year of organic chemistry, one year of biology, one year of physics, and one year of English composition. It is recommended that the student also attain proficiency in those courses that give a broad cultural background.



While dental schools set sixty semester hours as the minimum quantity requirement, the crowded condition of the professional schools allows them to be more selective in their admissions; in practice, students with three complete years of college work or with bachelor's degrees are given preference. The applicant may be required to present himself for an interview before his admission status is determined.

#### **PRE-MEDICAL EDUCATION**

The admission requirements for medical schools throughout the country are being liberalized, but the changes are not uniform, and the rates of change are not the same. The trend is toward less emphasis on science courses that tend to be repetitious and more upon the humanities and social science subjects. Students are being encouraged to attain in college a broad cultural background as well as basic education in the sciences.

Nevertheless, nearly all medical colleges still require the inclusion of one year of general chemistry and one year of organic chemistry, one year of physics, one year of biology, one year of English composition, and one year of English literature in pre-medical preparation. Some medical schools also require a reading knowledge of French or German.

In the catalogues of some medical schools it is indicated that an applicant will be approved for admission after three years of college work. Since, however, the number of applicants far exceeds the number of students to be admitted, the pre-medical students with a bachelor's degree and promise of success as a doctor are selected. The personality appraisal is frequently made through interviews with the dean or admissions officer.

#### **PRE-OPTOMETRY EDUCATION**

Colleges of optometry, like other professional schools, base their admission standards on the academic records of their applicants. Preference of course is given to applicants who present college records showing a high degree of achievement in their classroom work.

The requirements for admission to the schools and colleges of optometry are not identical. Typically, the requirements include courses in English, mathematics, physics, chemistry, and biology or zoology. Some schools and colleges have varied requirements in psychology, the social sciences, literature, philosophy, and foreign languages.

The pre-optometry requirements for almost all accredited colleges of optometry represent a minimum of two academic years of study. It is recommended that Suffolk students who plan to study optometry pursue a commonly required Freshmen Year in which they include in their programs Freshman English, Freshman Mathematics, General Biology, Inorganic Chemistry plus

one course from the following group: History of Western Europe, Social Sciences, or American Government. In the second (Sophomore) year pre-optometry students should study General Physics and a variety of other courses such as Calculus, English Literature, and others in Economics. Psychology, Sociology, Philosophy, Speech, or Modern Foreign Languages. The student should be acquainted with the requirements of the optometry college he expects to attend.

#### PRE-VETERINARY EDUCATION

The minimum academic requirements for admission to a school of veterinary medicine parallel those of dental schools. However, since there are far fewer veterinary colleges than medical or dental schools, the opportunities are more limited. Consequently, the customary requirement for admission is the completion of the baccalaureate. In addition, most veterinary schools are state universities which give priority for admission to residents of the state. Many veterinary schools require a course in "Animal Husbandry" or "Experience on a Farm" as a prerequisite to admission. Suffolk University does not offer these courses, but they may sometimes be obtained at another institution during the summer. Prospective students should apprise themselves of the specific requirements of the various veterinary schools as early in their undergraduate program as possible.

#### PRE-LEGAL EDUCATION

Students who have a satisfactory academic record are eligible for admission to Law School when they have received the bachelor's degree from an accredited college or university. *Each applicant is required to take the Legal Aptitude Test.*

The faculty of the University's Law School stresses the importance of a thorough mastery of English—both written and spoken. Proficiency in economics, government, philosophy, and sociology is desirable. Specifically a good background in English History as well as American History is essential. Courses in public speaking may be helpful. A study of Argumentation and Debate is obviously applicable to the profession. If possible, a year course in elementary accounting would prove to be helpful to a prospective lawyer. The Suffolk University School of Law requires a course in Accounting of all law students who have not successfully completed an Elementary Accounting course in college. The liberal arts curricula offer the pre-legal student the most flexible plan through which he may attain skill and understanding of the fields recommended for admission to Law School, but other programs are possible.

While specific fields of study have been recommended, actually law school faculties carefully consider the quality of the work done in the classroom and are little concerned about the specific courses the student has completed. The



faculties know that the study of law requires a close, critical, and sustained effort on the part of the student, and it is these qualities in an applicant which they hope to find.

**COMBINED DEGREE PROGRAM: COLLEGE AND LAW SCHOOL**  
(Not open to transfer students)

A student who has maintained a resident enrollment for three years (equivalent to 90 semester hours) at Suffolk University and has satisfied all requirements including his major through the third year of study may, upon completion of the first year of full-time day study or second year of evening study in the Suffolk Law School, be granted the Bachelors' degree in the College of Liberal Arts or the College of Business Administration.

Upon satisfactory completion of the Law School curriculum, the Bachelor of Laws degree will be awarded by the Law School. The quality of the course work in the College Departments and in the Law School must be satisfactory in accordance with the prevailing standards of each school.

**ASSOCIATE CERTIFICATES**

The Associate certificates in liberal arts, science, and general studies will be granted to those evening students who have satisfactorily completed 62 semester hours in the prescribed curricula and who do not intend to continue their work toward the completion of their bachelor's degree in the Colleges of Suffolk University. The candidate for this certificate must present his request in writing to the Registrar at the beginning of his final semester. At least thirty semester hours toward the certificate must be earned at Suffolk University. Business Administration students who desire the Associate Certificate must complete 66 semester hours in a special associate certificate curriculum.

**COLLEGE OF JOURNALISM**

The degree of Bachelor of Science in Journalism will be recommended for a student upon the completion of 122 semester hours of college credit or its equivalent, in courses listed in the curriculum below.

So that the student will be capable of judging values soundly and will be equipped to give substance to his journalistic work, he is required to devote his student efforts mainly to the Liberal Arts subjects of economics, government, history, philosophy, psychology, science, sociology and speech. Proficiency in written English will be gained from courses in composition and literature.

A sufficient number of professional journalism courses is included in this degree program to hasten the development of the basic skills and techniques of those who go directly into any of the fields of journalism.



## CURRICULUM IN JOURNALISM

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Junior</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	Journalism	6
History 1.1-1.2 or 1.3-1.4	6	English 2.5-2.6	6
Humanities 1.1-1.2	6	Sociology	6
Science 1.1-1.2 or 1.3-1.4	8	Government	3
Government 1.1-1.2	6	Electives*	6
Physical Education	—	Speech	3
<i>Sophomore</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Journalism	6	Journalism	6
English 2.7-2.8	6	English (writing)	3
History 2.3-2.4	6	English (Poetry or Drama)	3
Philosophy	6	Economics	6
Psychology 1.1-1.2	6	English elective	3
		Electives*	9

\* Electives for Juniors and Seniors should be selected from courses in the departments of English, Economics, Government, History, Education, Psychology, Philosophy or Sociology.

## COLLEGE OF BUSINESS ADMINISTRATION

A student will normally be recommended for the degree of Bachelor of Science in Business Administration upon completion of 122 semester hours of course work in accordance with one of the plans for a major outlined below. Day students normally complete their degrees in four years unless they attend Summer Session to accelerate their programs. Evening students will normally take five, six, or seven years to complete requirements for the B.S. in Business Administration degree, depending on the course load carried and on whether they attend the Evening Summer Session.

The College of Business Administration offers to the student the choice of four majors in the daytime and of five majors evenings: Accounting, Finance and Banking, Management, Marketing, and General Business Administration. The latter option is available to evening students only.

## ACCOUNTING MAJOR

The major in Accounting is designed to prepare students who plan to enter the accounting departments of business enterprises by providing them with specialized training in accounting principles and techniques. It is also designed to enable students to qualify for accounting positions in government agencies and to give students who expect to enter the profession of public accounting a broad knowledge of accounting principles and practice. Laws have been enacted in all states providing for the designation of public accountants as "Certified Public Accountants" upon their passing an examination and presenting evidence of sufficient experience in public accounting. The completion of the Accounting major will assist candidates in preparing for the C.P.A. examination.

Students who wish to major in Accounting may do so by the completion of twenty-four semester hours of course work from the list of courses below.

## 44 *Suffolk University*

Accounting Majors will not be permitted to count Elementary Accounting toward the completion of the major requirement. Courses offered for Accounting Major credit are:

		<i>Sem. Hrs.</i>
Intermediate Accounting Problems (Required)	Acct. 2.1-2.2	6
Administrative Accounting	Acct. 2.6	3
Cost Accounting (Required)	Acct. 3.1-3.2	6
Advanced Accounting Problems (Required)	Acct. 3.3-3.4	6
Auditing (Required)	Acct. 4.1	3
Analysis of Financial Statements	Fin. 4.3	3
C.P.A. Review	Acct. 4.41-4.42	6
Federal and State Taxation	Acct. 4.5-4.6	6
Municipal and Governmental Accounting	Acct. 4.7	3
System Building	Acct. 4.8	3
Money and Banking or } (Required)	Econ. 3.3 }	3
Principles of Investments }	Fin. 3.6 }	
Introduction to Data Processing	Comp. Sci. 2.1	3
Computer Systems Analysis and Design	Comp. Sci. 3.1	3
Accounting Systems and Controls	Comp. Sci. 3.2	3

### FINANCE AND BANKING MAJOR

The Finance and Banking curriculum has two main purposes. First, it exposes the student to the primary concepts and skills necessary to understand the problem involved in providing funds for a business, controlling and planning the flow of these funds within the enterprise, and relating these aspects to the monetary and financial structure of the economy. Second, the major in Finance and Banking learns the functional phases of finance such as banking, insurance, real estate, investments and related occupations.

The major in Finance and Banking may be attained by the completion of twenty-four semester hours of course work from the following:

Managerial Accounting (Required)	Acct. 2.1-2.2	6
Administrative Accounting	Acct. 2.6	3
Federal and State Income Tax	Acct. 4.5-4.6	6
Introduction to Data Processing	Comp. Sci. 2.1	3
Data Processing Management	Comp. Sci. 2.2	3
Insurance	Fin. 3.5	3
Real Estate	Fin. 3.7	3
Analysis of Financial Statements	Fin. 4.3	3
Credits and Collections	Mkt. 4.3	3
International Trade	Econ. 3.4	3
Business Cycles	Econ. 4.3	3
Public Finance	Econ. 4.6	3
Money and Banking or } (Required)	Econ. 3.3 }	3
Principles of Investment }	Fin. 3.6 }	

Evening transfer students from the Boston Chapter of the American Institute of Banking may substitute courses in banking for some of the above courses.

## MANAGEMENT MAJOR

Management is concerned with getting things done through people and resources. The Management major is designed to educate people in the skills of managing business and other organizational activity. The manager must possess an understanding of human relations, skill in directing group effort, and a wide knowledge of the various phases of business.

The major in Management may be attained by the completion of twenty-four semester hours of course work from the following:

		<i>Sem. Hrs.</i>
Managerial Accounting (Required)	Acct. 2.3-2.4	6
Personnel Administration	Mgt. 3.1	3
Sales Management	Mgt. 3.2	3
Industrial Management	Mgt. 4.1	3
Transportation	Mgt. 4.2	3
Retail Store Organization and Management	Mkt. 4.1	3
Motion and Time Study	Mgt. 4.3	3
Credits and Collections	Mkt. 4.3	3
General Insurance	Fin. 3.5	3
Principles of Investments	Fin. 3.6	3
Organization and Operation of Small Business	Mgt. 4.4	3
Real Estate	Fin. 3.7	3
Consumer Behavior	Mkt. 3.8	3
Purchasing Management	Mgt. 3.5	3
Labor Economics	Econ. 4.1	3
Money and Banking	Econ. 3.3	3
Introduction to Data Processing	Comp. Sci. 2.1	3
Data Processing Management	Comp. Sci. 2.2	3

## MARKETING MAJOR

Marketing is a broad field of business. It deals with the selling of goods and services and the related activities necessary to get goods and services to the consumer. The Marketing major gives the student a general understanding of business and provides specialized training in the field of marketing. The Marketing curriculum is designed for students who plan to enter retail or wholesale business enterprises, or who plan to open stores of their own. Students completing a major in Marketing often move into management training programs in industrial or retailing institutions or into positions with advertising agencies or research organizations.

The major in Marketing may be attained by the completion of twenty-four semester hours of course work from the following:



		<i>Sem. Hrs.</i>
Managerial Accounting (Required)	Acct. 2.3-2.4	6
Principles of Salesmanship	Mkt. 3.1	3
Principles of Advertising	Mkt. 3.2	3
Wholesaling	Mkt. 3.5	3
Retail Store Organization and Management	Mkt. 4.1	3
Credits and Collections	Mkt. 4.3	3
Sales and Market Research	Mkt. 4.4	3
Personnel Administration	Mgt. 3.1	3
Sales Management	Mgt. 3.2	3
General Insurance	Fin. 3.5	3
Principles of Investments	Fin. 3.6	3
Organization and Operation of Small Business	Mgt. 4.4	3
Real Estate	Fin. 3.7	3
Transportation	Mgt. 4.2	3
Consumer Behavior	Mkt. 3.8	3
Purchasing Management	Mgt. 3.5	3
International Trade	Econ. 3.4	3
Money and Banking	Econ. 3.3	3
Introduction to Data Processing	Comp. Sci. 2.1	3
Data Processing Management	Comp. Sci. 2.2	3

### GENERAL BUSINESS ADMINISTRATION MAJOR

In addition to the majors outlined above, evening students have the option of a major in General Business Administration. This major consists of twenty-four semester hours of advanced course work (not including background courses) in two or more of the following:

Accounting	}	24
Business Administration		
Economics		
Finance and Banking		
Management		
Marketing		

### BUSINESS ADMINISTRATION BACKGROUND REQUIREMENTS

All candidates for the degree of Bachelor of Science in Business Administration will have a broad general background in Business Administration composed of the following:

		<i>Sem. Hrs.</i>
Elementary Accounting	Acct. 1.1-1.2	6
Business Law*	Bus. Adm. 2.1-2.2	6
Principles of Economics	Econ. 1.1-1.2	6
Introduction to Statistics	Econ. 2.2	3
Business Finance	Fin. 3.1	3
Advanced Composition	Eng. 2.1-2.2	6
Government Regulation of Industry	Govt. 4.1-4.2	6
Introduction to Psychology	Psych. 1.1 or 1.5	3
Industrial Psychology or Industrial Sociology	Psych. 3.6 or Soc. 3.6	3
Principles of Management	Mgt. 2.1	3
Principles of Marketing	Mkt. 2.1	3

\* Management or Marketing majors may substitute an additional elective course in Accounting, Business Administration, Economics, Finance, Management or Marketing for Business Administration 2.2.

### MINOR COURSES

While a formal minor is not required for a degree, any candidate for the degree of Bachelor of Science in Business Administration may also complete a minor of eighteen semester hours of course work by concentrating his free elective credits in one of the following fields: Accounting, Finance and Banking, Management, Marketing, Government, Psychology, Economics, or Education. Courses included under Major or Business Administration Background Requirements may not be counted toward a Minor.

It is recommended that the Major and Business Administration Background requirements be met through the following sequences.

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

### Freshman Year

		<i>Sem. Hrs.</i>
Acct. 1.1-1.2	Elementary Accounting	6
Math. 1.3-1.5	Freshman Mathematics and Finite Mathematics for Business	6
Eng. 1.1-1.2	Freshman English	6
Mgmt. 2.1	Principles of Management ( <i>Either Semester</i> )	3
Mkt. 2.1	Principles of Marketing ( <i>Alternate Semester</i> )	3
Restricted Elective from Group "A" ( <i>see below</i> )		6
Physical Education		—

### Sophomore Year

		<i>Sem. Hrs.</i>
B. Ad. 2.1-2.2	Business Law*	6
Fin. 3.1	Business Finance ( <i>Fall Semester</i> )	3
Econ. 2.2	Introduction to Statistics ( <i>Spring Semester</i> )	3
Eng. 2.1-2.2	Advanced English Comp.	6
Major Course		6
Restricted Elective from Group "B" ( <i>see below</i> )		8

### Junior Year

		<i>Sem. Hrs.</i>
Hist. 1.1-1.2	History of Western Europe	6
Econ. 1.1-1.2	Principles of Economics	6
Psych. 1.1 or 1.5	Introduction to Psychology ( <i>Fall Semester</i> )	3
Psych. 3.6 or Soc. 3.6	Industrial Psychology or Sociology ( <i>Spring Semester</i> )	3
Major Course		6
Major Course		6

### Senior Year

		<i>Sem. Hrs.</i>
Govt. 4.1-4.2	Government Regulation of Industry	6
Major Course		6
Free Elective		6
Free Elective		6
Liberal Arts or Science Elective**		6

**Restricted Electives**

		<i>Sem. Hrs.</i>
<i>Group "A" Humanities</i>		
Hum. 1.1-1.2	Introduction to Humanities	6
Hum. 2.1-2.2	History of Visual Arts in the West	6
Phil. 1.4-1.5 or 1.4-1.3 or 2.1-2.2 or 1.3-4.1		6
Hist. 3.3-3.4	Cultural History	6
French, German or Spanish 2.3-2.4 or 3.1-3.2		6
English 3.3-3.4	Great Books	6
<i>Group "B" Science</i>		
Biol. 1.1-1.2	General Biology	8
Chem. 1.1-1.2	General Inorganic Chemistry	8
Phys. 1.1-1.2	General Physics	8
Sci. 1.1-1.2	Introduction to Physical Science	8
Sci. 1.3-1.4	The Living World and Man	8

\* Management or Marketing majors may substitute an additional elective course in Accounting, Business Administration, Economics, Finance, Management or Marketing for Business Administration 2.2.

\*\* Accounting majors may substitute one three-credit accounting course for one semester of this elective.

**SUFFOLK UNIVERSITY**  
**ASSOCIATE CERTIFICATE IN BUSINESS ADMINISTRATION**  
 (Evening Program)

The Associate Certificate in Business Administration will be granted to those evening students who have satisfactorily completed the following curriculum:

*First Group of Courses:*

Acct. 1.1-1.2	Elementary Accounting .....	6 credits
Mgmt. 2.1	Principles of Management .....	3 credits
Mkt. 2.1	Principles of Marketing .....	3 credits
English 1.1-1.2	Freshman English .....	6 credits

*Second Group of Courses:*

B. Ad. 2.1-2.2*	Business Law .....	6 credits
Econ. 2.2	Introduction to Statistics .....	3 credits
Fin. 3.1 (B.Ad. 3.1)	Business Finance .....	3 credits
Psych. 1.1 or Math. 1.3 or one semester of Laboratory science	.....	3 or 4 credits
Restricted Elective from Humanities or History (see below)	.....	6 credits

*Third Group of Courses:*

English 2.1-2.2	Advanced Composition .....	6 credits
Major Courses (Same as listed for B.S. in B.A. candidates)**	.....	15 credits
Econ. 1.1-1.2	Principles of Economics .....	6 credits
Total Semester Hours required for the Associate Certificate—66 or 67.		

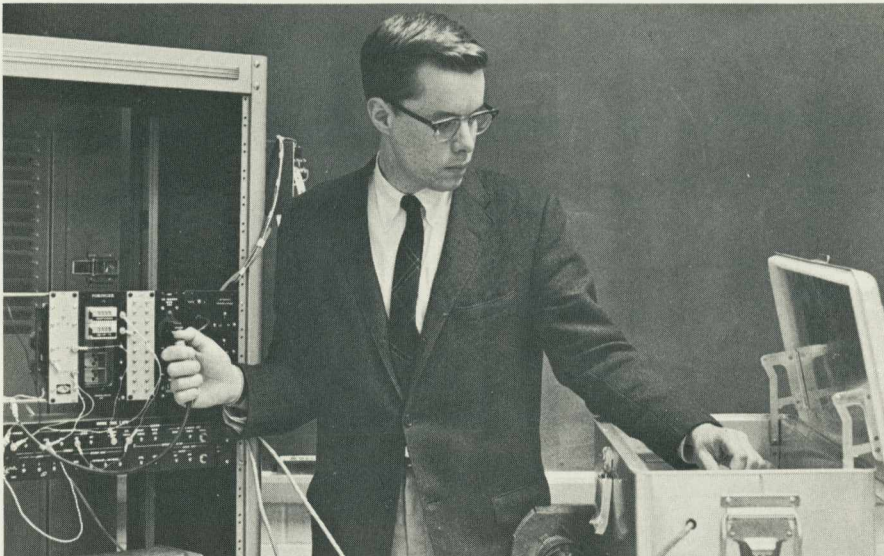
\* Management, Marketing, and General Business majors may substitute an additional business elective for B. Ad. 2.2.

\*\* Managerial Accounting is recommended but not required for the Associate Certificate. Accounting Majors are not required to complete Acct. 3.3-3.4 for the Associate Certificate.



Restricted Elective from Humanities or History		
History	1.1-1.2 or 1.3-1.4	European or World History ..... 6 credits
Hum.	1.1-1.2	Introduction to Humanities ..... 6 credits
Hum.	2.1-2.2	History of Visual Arts in the West ..... 6 credits
Phil.	1.4-1.5 or 1.4-1.3 or 2.1-2.2 or 1.3-4.1	..... 6 credits
History	3.3-3.4	Cultural History ..... 6 credits
French, German, or Spanish	2.3-2.4 or 3.1-3.2	..... 6 credits
English	3.3-3.4	Great Books ..... 6 credits

The candidate for this certificate must present his request in writing to the Registrar at the beginning of his final semester. At least thirty credits toward the certificate must be earned at Suffolk University.





# V

## Graduate Degree Programs

### PURPOSE AND GENERAL REQUIREMENTS

The Graduate programs of Suffolk University offer advanced study for students who have bachelor's degrees from the university or from other approved educational institutions. Classes are scheduled in the Day and Evening Divisions.

A requirement for the status of degree candidate at the graduate level is an undergraduate program of study equivalent to either the A.B. or B.S. degree (in the case of M.A. in Ed., Ed. M., or M.S. in Chemistry candidates) or the B.S. in B.A. degree or appropriate Liberal Arts, Science or Engineering degree (in the case of M.B.A. candidates) conferred by an accredited institution.

The purpose of the Graduate programs is to offer facilities for advanced study and research so that the students may receive a comprehensive view of the field of knowledge in which they are working. Here, also, students may acquire the technique needed for independent investigation in their fields of interest. The Graduate programs furnish advanced preparation for those who are planning to become teachers of academic subjects and leaders in education and business.

Candidates for the Master of Arts in Education, Master of Education, Master in Business Administration, and Master of Science in Chemistry Degree must complete a program of study approved by their major department head, their faculty sponsor, and their Dean.

Candidates for the master's degree must complete all courses with grades of A, B, or C for credit. An average of B is required for graduation. That is,



each C grade must be offset by an A grade in another course. A maximum of five years is the limit for completion of part-time or interrupted master's programs.

*Each degree candidate must file an application for the award of his degrees on official forms at the Registrar's Office at the beginning of his final semester.*

#### MAJOR FIELDS OF STUDY

The Department of Education offers courses leading to the Degrees of Master of Arts in Education and the Master in Education.

The Graduate School of Administration offers courses leading to the Degree of Master in Business Administration.

The Department of Chemistry offers courses leading to the Degree of Master of Science.

Graduate courses in business administration, biology and chemistry may be applied to the M.A. in Education degree at Suffolk University, subject to the approval of the Chairman of the Department of Education. Students who wish to transfer graduate credit to another University should obtain the prior approval of their Dean.

As circumstances warrant it and should sufficient demand arise, graduate work will be offered in other departments.

#### ADMISSION AND REGISTRATION REGULATIONS

A prospective student seeking admission to the Graduate program should proceed as follows:

Each applicant must file an application form and have transcripts from all other colleges attended sent directly to the Admissions Office. Applicant should show evidence that he is prepared to do acceptable graduate work. This is determined through interviews with the Director of Admissions and the Dean of the Graduate School of Administration or the Chairman of the Education department. The applicant will be informed in writing, whether he has been accepted for graduate study at Suffolk University.

The applicant for candidacy in the Master in Business Administration program should have the Educational Testing Service of Princeton, New Jersey, 08540, forward to the Admissions Office his scores on the Admission Test for Graduate Study in Business.

### **REQUIREMENTS FOR GRADUATE DEGREES IN EDUCATION**

The completion of a minimum of thirty to thirty-six hours of graduate work is required. Any one grade less than a B- (but not less than a C-) may be balanced with any one grade of A- or A.

The A.M. in Education is offered in Elementary Education and in Secondary Education. The Ed.M. is offered in Counselor Education. Professional offerings in each of these areas lead to Massachusetts certification appropriate to the specialization. Students interested in certification in states other than Massachusetts are advised to consult with the Chairman of the Department at the time of registration.

The following descriptions and requirements of the above programs should be considered carefully by degree candidates:

### **ELEMENTARY EDUCATION**

#### **I. Objectives of the program:**

This program in elementary education is designed to provide the candidate with the professional preparation that will enable him to effectively guide learning activities in elementary schools. The elementary teacher must know and be able to apply the principles basic to effective teaching and learning and possess an understanding of differences among children so that teaching techniques are adjusted to the children's differing abilities and interests.

#### **II. General description of the program:**

Candidates for the Master of Arts in Education degree can generally expect to complete their degree requirements in one year and one summer of full-time study, although a longer period of time can be taken on a part-time basis. A minimum program would involve 30 semester hours of work and participation in a seminar in teaching in the elementary school.

#### **III. Program of studies:**

##### **Required Courses:**

18 hours

Improvement of Reading  
Mathematics and Its Teaching  
Elementary Curriculum Evaluation  
Education Psychology  
Practice Teaching

Restricted Electives: 6 hours

Elementary Methods: Science

Primary Reading

Language Arts

Language Arts

Social Studies

Free Electives: 6 hours

#### IV. Graduate seminar:

A seminar in elementary education is taken in the Spring Semester in lieu of a terminal examination. This seminar is held in conjunction with practice teaching and consists of eight meetings during which the individual's knowledge of teaching techniques and ability to apply principles of growth and development are evaluated. Additional course work may be assigned at this time if, in the judgment of the seminar leaders, it is advisable.

### SECONDARY EDUCATION

#### I. Objectives of the program:

The Master of Arts in Education program is designed to provide the candidate with the professional and academic preparation that will enable him effectively to guide learning activities in secondary schools.

#### II. General description of the program:

Candidates for the Master of Arts in Education degree can generally expect to complete their degree requirements in one year and one summer of full-time study, although a longer period of time can be taken on a part-time basis. A minimum program would involve 30 semester hours of credit.

#### III. Program of studies:

Required Courses: 18 hours

Philosophy of Education

Curriculum and Methods in specific teaching field

Student Teaching

Problems of Secondary Education

Restricted Electives 6 hours

Comparative Education

Educational Psychology

History of Education

Sociology of Education

Tests and Measurement

Unrestricted Electives 6 hours

Candidates are encouraged to enroll in academic courses in or related to their teaching field.

#### IV. The terminal activity for all students in the secondary graduate program consists of enrollment in the course Problems of Secondary Education.



## COUNSELOR EDUCATION

## I. Objectives of the program:

The program leading to a Master of Education degree in counseling is designed to train enrollees to function effectively as school counselors in public or private secondary schools. Such effective functioning requires a broad understanding of the educational framework in today's society and the dynamics of human behavior within this framework. It demands a high level of training not only in counseling and consulting skills, but also in research and measurement. The ability to work with people in a variety of situations must be cultivated to a high degree. During the course of his training experience, the prospective counselor will be expected to engage in an intensive period of self-examination, in order to become keenly aware of his own needs and personality structure and how they relate to his motivation for entering the field of counseling.

## II. General description of the program:

Candidates for the Master of Education degree in counseling can generally expect to complete their degree requirements in one year and one summer of full-time study, although a longer period of time can be taken on a part-time basis. A minimum program would involve 36 semester hours of work and a comprehensive examination covering the professional areas of training in counselor education.

The course work covers five related areas: (1) Educational Foundations; (2) Psychological Foundations; (3) Foundations of Public Personnel Services; (4) Counseling; and (5) Measurement.

## III. Program of studies:

AREA I — Educational Foundations	3 hours
Philosophy of Education	
Sociology of Education	
Problems of Secondary Education	
AREA II — Psychological and Sociological Foundations	3 hours
Human Development	
Educational Psychology	
Theories of Personality	
Abnormal Psychology	
The Family	
Social Problems	
AREA III — Foundation of Pupil Personnel Services	6 hours
Principles of Guidance (required)	
Occupational Information (required)	
Principles of Placement	
Organization and Administration of Guidance Services	

AREA IV — Counseling	9 hours
Counseling: Theory and Practice (required)	
Counseling Laboratory (required)	
Methods of Group Counseling	

AREA V — Measurement	3 hours
Tests and Measurements (required)	
Psychological Tests in Personnel Services	
Individual Intelligence Testing	
Elementary Statistics	
Electives from Areas II - V	12 hours

#### IV. Comprehensive examination:

The comprehensive examination generally may be taken after the completion of 24 semester hours of course work. However, students who are working on a full-time basis may take the comprehensive examination during their second semester of work.

The comprehensive examination will take approximately three hours. It will cover the professional preparation of the prospective counselor in the areas of counseling, psychology, and measurement.





### **SPECIAL GRADUATE EDUCATION PROGRAMS**

In addition to the above programs, requirements for the Master's degree in Education may be tailored to the needs of candidates with specialized goals not directly related to the requirements of state certification in public education. In such cases, the Department Chairman should be consulted at the time of application and subsequent programming.

### **SUMMER STUDENT TEACHING PROGRAM**

#### **Six Week Program—8:00 A.M. to 12:30 P.M.**

Educ. S4. 20—Observation and Student Teaching (Elementary) 6 sem. hrs.

Educ. S4. 21—Observation and Student Teaching (Secondary) 6 sem. hrs.

Offered in cooperation with affiliated public summer schools, these courses are primarily designed for graduates of liberal arts and engineering colleges who wish to enter the teaching profession. Unless candidates have previously completed a methods course or the equivalent, they will be expected to enroll concurrently in an appropriate evening course in elementary or secondary methods (3 semester hours).

### **MASSACHUSETTS SECONDARY CERTIFICATION PROGRAM**

Applicants who wish to complete Massachusetts Secondary Certification requirements during the summer (12 semester hours) may enroll in a second evening course in either Educational Psychology or Human Development. Classroom courses begin in early June two or three weeks before student teaching, and are of eight weeks duration. Offered in conjunction with Student Teaching Program. See above.

### **REQUIREMENTS FOR THE MASTER OF SCIENCE IN CHEMISTRY DEGREE**

The following core courses in chemistry and related fields which have not been completed in the candidates' undergraduate degree program will become part of his graduate program:

General Chemistry (Chemistry 1.1-1.2)

Organic Chemistry (Chemistry 2.1-2.2-2.31)

Quantitative Analysis (Chemistry 3.1)

Instrumental Analysis (Chemistry 3.2)

Physical Chemistry (Chemistry 4.1-4.2)

Physics (Physics 2.1-2.2)

Mathematics through partial differentiation and introduction to differential equations



The completion of a minimum of 30 semester hours of credit as follows is required:

Advanced Organic Chemistry (Chemistry 2.32)	3 semester hours
Advanced Physical Chemistry (Chemistry 4.3)	3 semester hours
Advanced Inorganic Chemistry (Chemistry 4.5)	3 semester hours
Thesis (Chemistry 10.0)	not more than 9 semester hours
Chemistry (graduate elective)	at least 6 semester hours
Mathematics-Science (graduate elective)	at least 6 semester hours

An oral examination in defense of the thesis is required.

#### **E. G. & G. EXTENSION PROGRAM**

Suffolk University, in cooperation with E. G. & G., Inc. (formerly Edgerton, Germeshausen, and Grier, Inc.), offers extension courses in Chemistry, Mathematics, and Physics leading to the masters degrees. These are taught at the E. G. & G., Inc. plant on Rte. 62 Bedford, Massachusetts by Suffolk University faculty and are open to both employees and non-employees of E. G. & G., Inc. This program has been initiated in response to the recognition by technical firms of the need for continuing education for their employees and to the desire on the part of these employees for graduate degree recognition of such work.

Students taking these courses are officially enrolled at Suffolk University and, if qualified, may become candidates for the degree of Master of Science. A maximum of 12 semester hours of transfer credit may be accepted from other institutions.

The requirement for the degree of Master of Science is successful completion of 30 semester hours. Details for the program in Chemistry are described under the section on graduate programs.

#### **TRANSFER CREDITS**

Six semester hours of graduate residence credits of B quality or better are the maximum amount of advanced standing credits that can be accepted for work completed at other approved institutions, with the exception of the M.S. in Chemistry program which allows up to 12 semester hours of advanced standing. Under no circumstances will extension work, or courses by correspondence, from other institutions be accepted.

#### **LIMITATION OF TIME**

Work for the Master's Degree must be completed within five years after graduate course work has started.

#### **PRE-REGISTRATION IN GRADUATE DEPARTMENTS**

A Suffolk University undergraduate who is certified by the Registrar as needing nine semester hours or less to meet his degree requirements may be granted permission by the graduate committee to pre-register for graduate credit in a limited number of courses, provided he meets all of the other admission requirements.

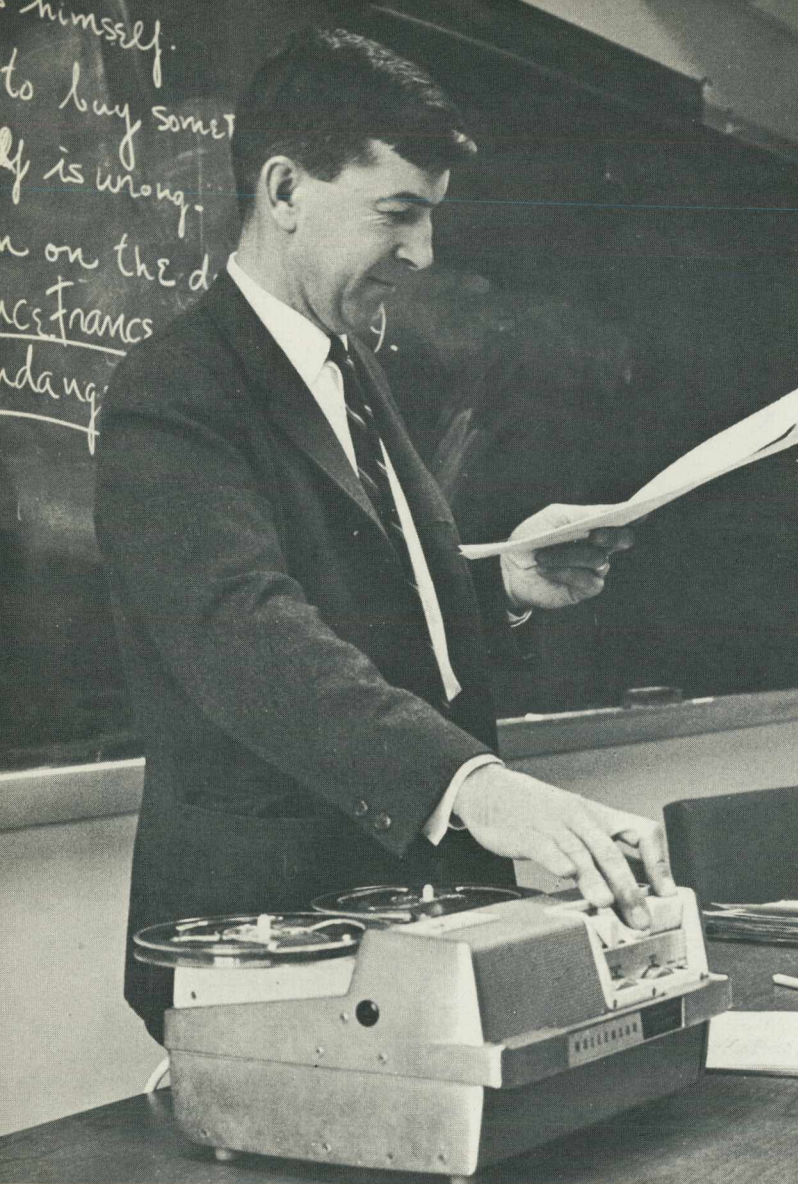
In no case should the student thus registered enroll in more than a total of five courses.

#### **GRADUATE COURSES OF INSTRUCTION**

The courses offered for graduate credit in Business Administration, Chemistry, and Education will be found in each departmental list of courses of instruction.









# VI

## Evening Division

**"The lamps of knowledge burn midnight oil."**

Suffolk University was the first institution of higher education in the Boston area at which students could earn the Bachelor's degree entirely through evening study. In keeping with this tradition, the Evening Division provides an opportunity for qualified men and women to obtain a college education while working days to support themselves and their families.

While it is important for the individual to have an opportunity to achieve his personal goals, it is likewise important for society to have an adequate supply of educated citizens. In this respect, the University serves civic and social functions by helping students to become more effective members of our democratic society.

With the world in the midst of a "Technological Revolution," analogous in nature and importance to the Renaissance and Industrial Revolution, the University serves the function of helping students to participate more effectively in the complex economic life of the nation. It provides a reservoir of college trained manpower necessary for an efficient and productive economy.

Education has become a life-long process and should no longer end with the acquisition of a high school diploma or college degree. Consequently, it is necessary to educate adults as well as young people.

Approximately 600 students of all ages are enrolled in the Evening Colleges of Liberal Arts and Business Administration, and nearly 700 in the Suffolk Law School.

### OBJECTIVES

The objectives of the Evening College Program are to meet the professional and cultural needs of the following groups of adults:

- (1) Adults who are fully qualified for admission to *undergraduate degree programs* in liberal arts, science, education, or business administration, but who prefer to attend evenings on either a part-time or full-time basis.
- (2) Adults who wish to take *selected courses as special students* to acquire or to update professional knowledge, whether for personal interest or professional advancement.
- (3) Adults who seek *self-fulfillment* through courses or degree programs in liberal arts, humanities, natural science, or social science.
- (4) Adults who seek *pre-professional programs* to equip them to study law, medicine, dentistry, optometry, veterinary medicine, or medical technology.
- (5) Adults who wish to *improve their skills* in reading, writing, English, mathematics, or speech through college level courses.
- (6) Transfer students from two-year and four-year colleges who are recommended for study toward the baccalaureate.
- (7) Graduates of accredited colleges who wish to take *graduate level courses* toward the master's degree in education or business administration, or who wish to take selected courses as special students for professional advancement or to meet teacher certification requirements.

### CURRICULUM

Curricula are designed to meet the professional needs of the industrial, educational, and governmental complex of New England. After completing basic required courses, students select a major field for advanced study and may earn the baccalaureate degree in the broad areas of liberal arts, science, social science, business administration, and education. The master's degree is awarded in education and business administration. Programs leading to the Bachelor of Law and Master of Law degree are available through Suffolk Law School.

## COLLEGE OF LIBERAL ARTS AND SCIENCES

The degrees of Bachelor of Arts, Bachelor of Science, and Bachelor of Science in General Studies are offered in the College of Liberal Arts and Sciences. Major, minor, and pre-professional program requirements for these degrees may be completed evenings in the areas indicated below:

### *Major Fields of Study Leading to A.B. or B.S. Degree*

Biology	History
Chemistry	Medical Technology
Education*	Philosophy
Economics	Psychology
Government	Sociology

\* Students planning teaching careers may elect the bulk of their courses during the evening, but should consult an advisor from the Department of Education concerning required courses (such as Student Teaching) which may be taken only in the day.

### *Interdepartmental Majors Leading to B.S. in G.S. Degree*

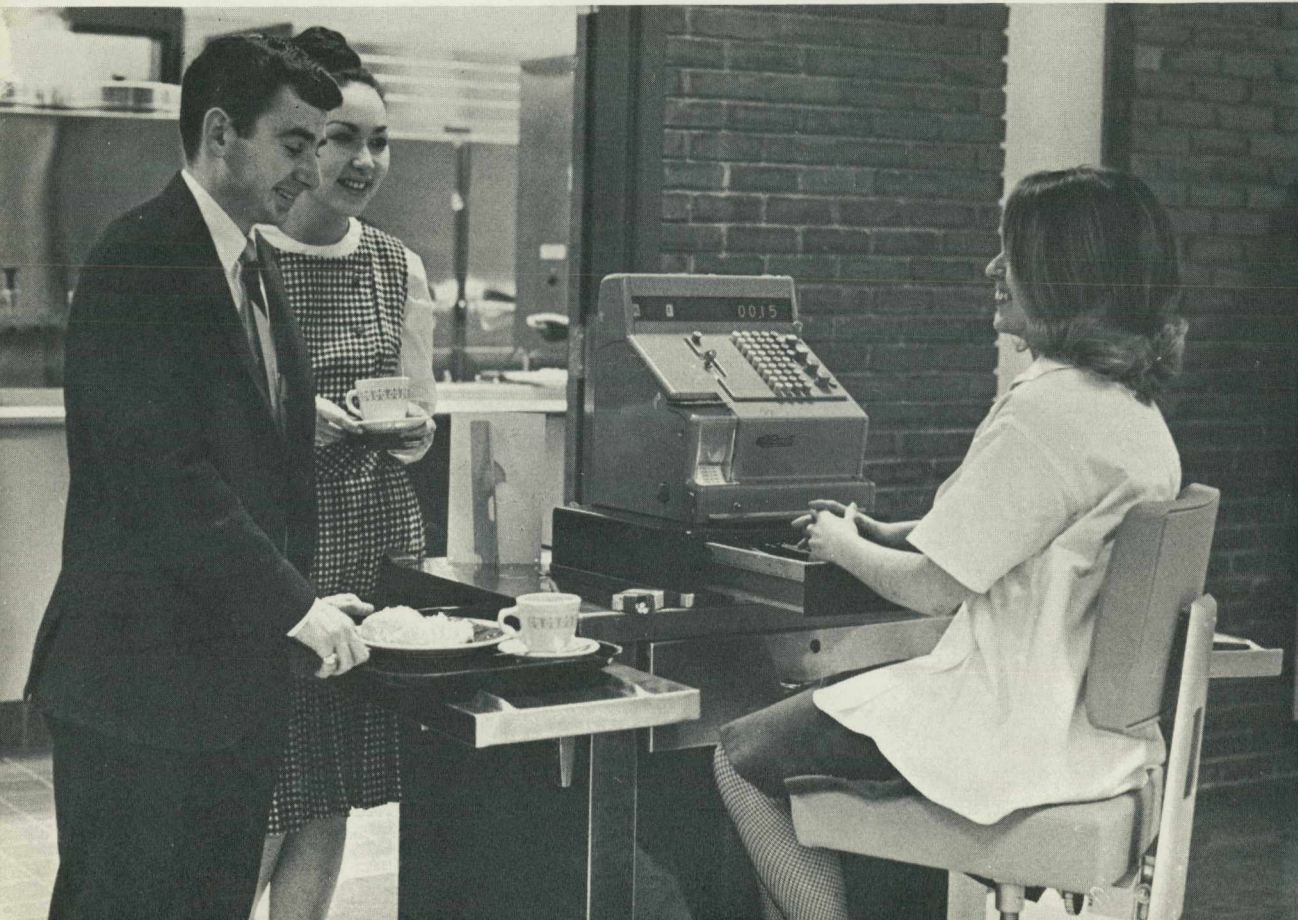
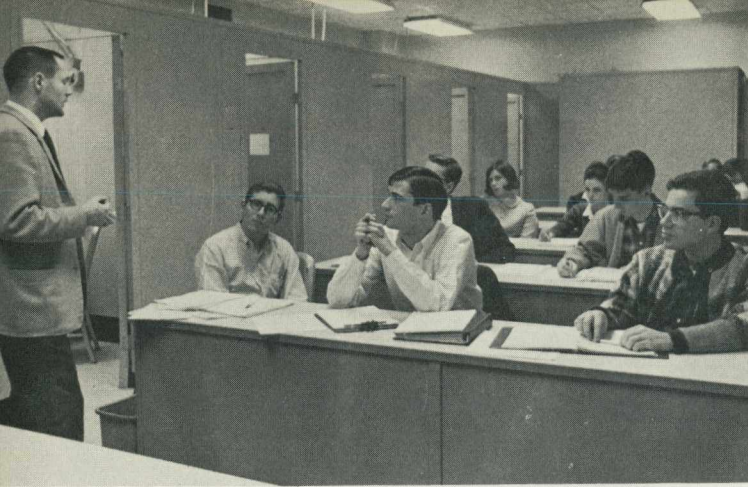
Humanities	Government - Economics
History - Economics	Psychology - Sociology
History - Government	Biological Science
Physical Science	

Requirements for other majors such as economics, English, French, mathematics, and Spanish can be met by a combination of day and evening courses. After completing basic requirements evenings, students can complete advanced courses in their specialized majors days during their junior and senior years on either a part-time or full-time basis. Some companies grant employees released time for this purpose.

### *Pre-Professional Programs*

Medical Technology	Pre-Medical
Pre-Legal	Pre-Optometry
Pre-Dental	Pre-Veterinarian





## **COLLEGE OF BUSINESS ADMINISTRATION**

It is the conviction of the faculty and administration that business students need not only a thorough foundation in a selected field, but also a broad background in liberal arts, humanities, science, and social science. Accordingly, approximately one-half of the courses required in the business administration program are liberal arts courses. In addition, students receive a broad background in business administration and then major in one of the following areas:

### ***Major Fields of Study***

Accounting	Management
Finance and Banking	Marketing
General Business	

## **COMBINED PROGRAMS IN BANKING AND INSURANCE**

With the cooperation of the Boston Chapter Incorporated of the American Institute of Banking, Suffolk University offers bank employees a combined program leading to the B.S. in B.A. degree with a major in Finance and Banking. Persons interested in this combined program should contact the Educational Director of the Boston Chapter for further information. This program is open only to bank employees.

With the cooperation of the School of Insurance, Inc., Suffolk University offers up to nine hours of credit for appropriate courses given at the School of Insurance. Persons interested in this combined program should contact the Director of Admissions of Suffolk University.

## **GRADUATE PROGRAMS**

Graduate programs leading to the master's degree are offered for students who have the Bachelor's degree from Suffolk University or from another approved college. Students interested in graduate study leading to one of the graduate degrees in Education, to the Master in Business Administration degree, or to the Master of Science in Chemistry should refer to the graduate section of this bulletin.

## **FACULTY**

Faculty members have been selected for their professional background, teaching ability, and broad experience. Most are full-time teachers at Suffolk University who teach one or two evening courses as part of their normal teaching load. In addition, visiting lecturers are drawn from industry or from the day faculties of neighboring Universities. They provide a high quality of instruction and believe in the importance and value of providing continuing higher education for adults.



## GENERAL INFORMATION

Students should refer to the appropriate sections of the catalogue for detailed information on Admission, Registration, Transfer Credit, Course Credit, Auditing, Finances and Student Aid.

A maximum of eight years is the limit for completion of part-time or interrupted degree programs on the undergraduate level. Work for the master's degree must be completed within five years after graduate course work has started.

The academic year consists of two sixteen-week semesters. Evening courses meet either one or two evenings a week. Courses meeting once a week meet for a double period, usually from 5:30 to 8:10 P.M., or from 6:55 to 9:35 P.M. Courses meeting twice a week usually meet on alternate nights (Monday and Wednesday or Tuesday and Thursday) from 5:30 to 6:45, 6:55 to 8:10, or 8:20 to 9:25. Saturday classes meet for a double period and run from 9:00 to 11:15 A.M. or from 11:20 to 1:35 P.M. Graduate courses normally meet one evening a week or on Saturday morning. A number of graduate Education courses are scheduled in the afternoon. Most courses carry three semester hours of credit.

In addition, eight-week day and evening summer sessions are offered, and a six-week day Student Teaching Program.

The length of time required to earn a bachelor's degree varies with the number of courses carried and with the acceleration of course work by attending the evening Summer Session. By taking a moderate load of two courses each semester and during the summer, a student can earn 18 semester hours per year and complete his degree in six and one-half to seven years.

By carrying three courses each semester and two in the summer, a student can earn twenty-four semester hours per year and complete his degree in five years.

Students employed full-time will find it difficult to carry more than two or three courses in a given semester. The maximum load of four courses should be carried only by students who are scholastically superior and whose employment is not fatiguing and affords ample time for study. All programs must be approved by faculty advisors. *A minimum of five hours per week should be allowed for homework in each course. Advanced courses and laboratory courses may entail considerably more time.*

All evening courses are the full equivalent of courses offered during the daytime. Consequently, day and evening courses are interchangeable, academic standards are the same, and students in good standing may transfer from the Evening Division to the Day Division, and *vice versa*. Day and evening students are considered a single student body with respect to both standards and status.



### **EXTENSION COURSES: EDUCATION**

Suffolk University, in conjunction with the Hingham and Waltham school districts, offers the opportunity for qualified teachers and laymen to earn university credits by taking courses offered in Hingham and Waltham and also at the University in Boston.

The purpose of these courses is (a) to provide accredited in-service training, (b) to contribute to the training of substitute teachers of the area, and (c) to encourage qualified adults to enter teaching by completing certain of the State Teacher Certification requirements in extension.

Experienced teachers will find that graduate degree requirements will allow them considerable latitude in the selection of electives in the areas of guidance, their teaching field, or in study and research into particular problems of our region. (Degree candidates without prior course work in professional education will be expected to follow a prescribed plan of professional courses and a minimum of electives.)

All of the courses given in the Extension Program are either required or elective courses in a Master's program.

Courses already given include: Secondary Curriculum Development, Elementary Curriculum Development, Secondary Methods, Educational Psychology, European Drama, Philosophy of Education, Teaching Methods: Remedial Speech, Educational Administration, and Modern English Poetry.

### **EXTENSION COURSES: CHEMISTRY, MATHEMATICS, PHYSICS**

Suffolk University, in cooperation with E. G. & G., Inc. (formerly Edgerton, Germeshausen, and Grier, Inc.), offers extension courses in Chemistry, Mathematics, and Physics leading to the masters degrees. These are taught at the E. G. & G., Inc. plant on Rte. 62 Bedford, Massachusetts by Suffolk University faculty and are open to both employees and non-employees of E. G. & G., Inc. This program has been initiated in response to the recognition by technical firms of the need for continuing education for their employees and to the desire on the part of these employees for graduate degree recognition of such work. See Section V — Graduate Degree Programs.

### **COLLEGE LEVEL EXAMINATION PROGRAM**

Applicants and present students may submit CLEP scores at their own option and receive advanced standing credit not to exceed a total of 60 semester hours. This testing program, developed by the College Entrance Examination Board, is intended to enable mature and talented individuals who have acquired their education in non-traditional ways (such as TV courses, tutoring, inde-

pendent study, military experience, correspondence courses, on-the-job training, and work experience) to demonstrate their achievement and to receive college credit.

Examinations are scheduled monthly at a local testing center.

The five General Examinations correspond to college courses in English Composition, Humanities, Mathematics, Science, and Social Studies. The passing of these tests with a satisfactory score entitles the student to 6 semester hours credit for each test.

In addition, a growing list of Subject Examinations carry 6 semester hours of credit for each test, and a few carry 3 credits when they are considered equivalent to a one semester college course. Whenever essay sections are available, they will be required and will be corrected by the appropriate department. Courses which are not directly equivalent to those offered at Suffolk University will receive credit as electives.

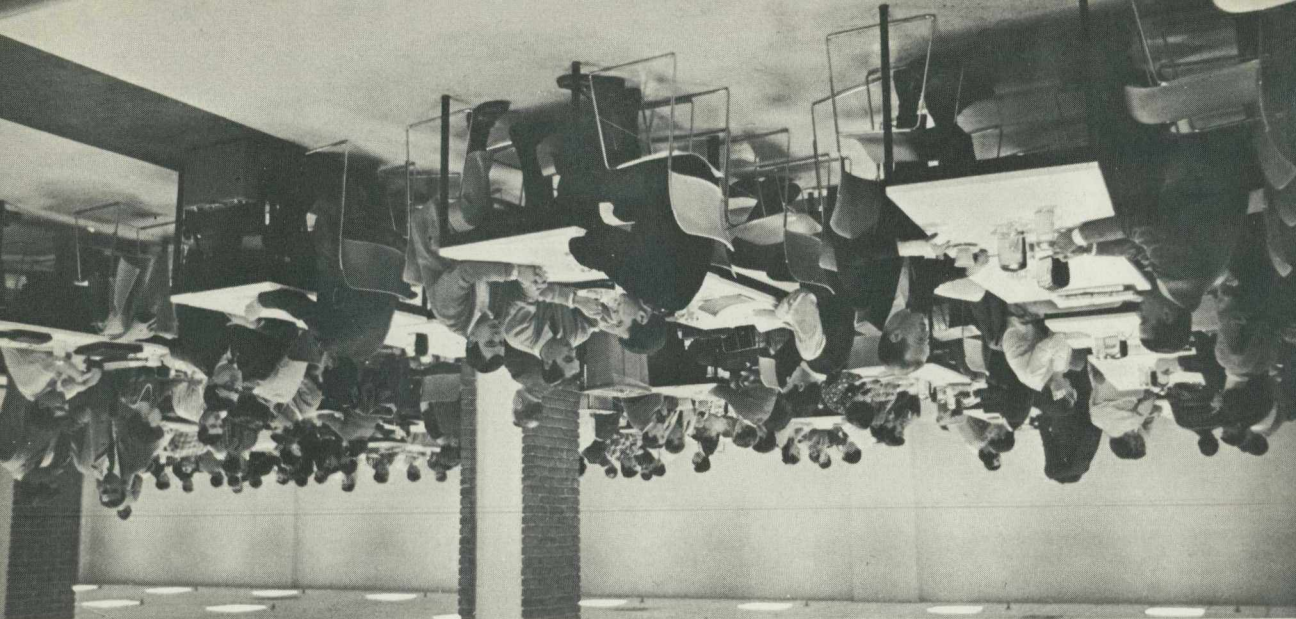
The development and use of these tests is an important step toward shortening the time required for qualified adults to complete their degree requirements.

The following Subject Examinations are presently available:

American Government	Introductory Calculus
Analysis and Interpretation of Literature	Introductory Economics
English Composition	Introductory Sociology
General Chemistry	Money and Banking
General Psychology	Statistics
Geology	Tests and Measurements
	Western Civilization

Additional tests in a variety of subjects are being developed by CEEB.









## VII

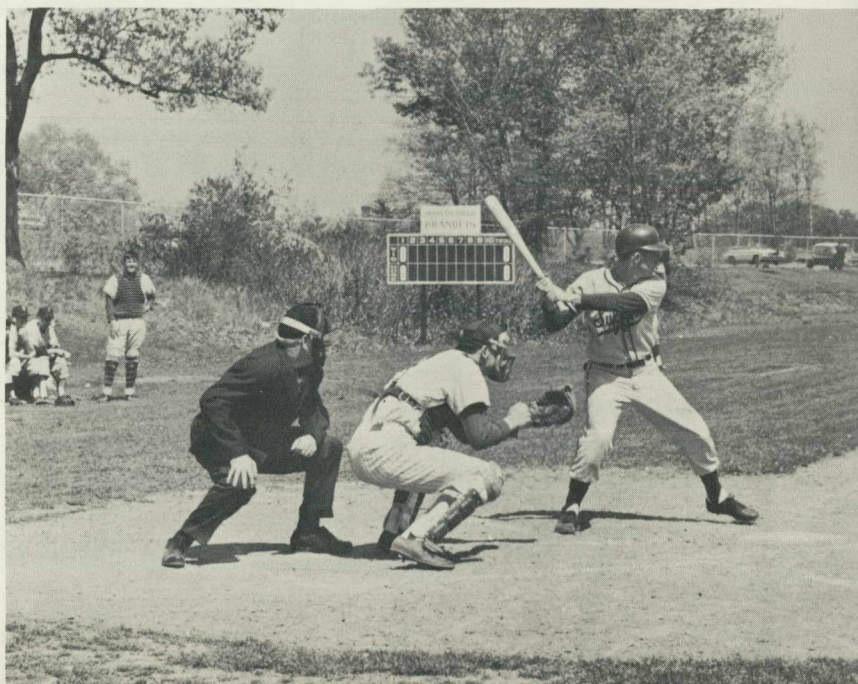
# Suffolk Summer Session

Summer provides an opportunity for study, whether for pleasure, acceleration, or remedial purposes. Suffolk's quiet, air-conditioned building offers ideal conditions for summer study, and at the same time, easy access to Boston's historic, cultural and recreational activities for leisure hours. There are fewer students than during the rest of the year, classes are smaller, and contacts between faculty and students are informal. The atmosphere is conducive to stimulating discussions and quiet reflection. Recreational and cultural activities available in the Boston area range from community sailing on the Charles River to the Boston Pops.

Suffolk University conducts concurrent day and evening eight-week Summer Sessions as part of its regular degree program. Courses are equivalent in method, content, and credit to those offered during the academic year. Credit obtained in these courses may be applied toward the appropriate degrees conferred by the University and are ordinarily accepted as transfer credits by other universities. Course offerings include liberal arts, science, education, business administration and pre-professional courses. Graduate programs leading to the Master's degree are available in Education, Business Administration, and Chemistry.

A student who attends Summer Session may carry a maximum of three courses (normally nine semester hours credit)—or the equivalent of three-fifths of a semester's work—in the Day Division, or he may carry two courses (normally six semester hours credit) in the Evening Division.







The purpose of the Summer Program is to provide undergraduate and graduate instruction for:

- . . . Suffolk Students who wish to accelerate their degree programs.
- . . . New Students entering degree programs.
- . . . Students who need to repeat courses.
- . . . Special Students from other colleges who wish to take credit courses for transfer.
- . . . Students who wish to enroll in a Student Teaching Program.
- . . . Teachers who want to strengthen their professional background.

Students attending Suffolk University Summer Session may enroll in a Regular Degree Program, the Summer Student-Teaching Program, or as Special Students. In addition to the information that follows, applicants should read the section on Admission.

*The Regular Degree Programs* are for undergraduate and graduate students who are candidates for Suffolk degrees. Applicants must apply and qualify in the normal way.

*The Summer Student-Teaching Program* (six weeks) is designed to assist qualified candidates for elementary and secondary teaching to fulfill student teaching requirements during the Summer Session.

*Special Students* are students who are not presently working toward a Suffolk degree, but who wish to take summer courses at Suffolk. Admission to the Summer Session as a Special Student does not constitute admission to degree candidacy. Special Students who wish to continue their studies in the following term must make formal petition to do so.







# VIII

## Academic Regulations

### REGISTRATION OF NEW STUDENTS

All new students are required to file applications as much in advance of Registration Day as possible. From November to March are the desirable months to request admission to the Fall Semester, although applications may be made later in the Spring or early Summer. On Registration Day students whose applications for admission have been accepted will make out registration forms and secure schedules prior to the opening of classes.

### REGISTRATION LIMITS

Except in special cases, no student may register after the first full week in any semester. Credit will not be given for a course in which a student has not formally registered. A late registration fee of ten dollars will be required of all students who register after the last day for registration without penalty as announced in the College Calendar for any semester or summer session.

### ATTENDANCE AND EXCESSIVE ABSENCE

All students are expected to attend all scheduled meetings of every course for which they are registered. An instructor may request the Dean of Students to drop from a course any student who absents himself excessively and without acceptable explanation.



### **PHYSICAL EDUCATION**

Physical education is required of all students during their first year, with the exception of those who have had active military service. Special provisions will be made for handicapped students by the Director of Physical Education after consultation with the college and family physicians. Transfer students who have completed a year of Physical Education at another institution will be excused from this requirement. All others must complete two semesters of Physical Education before graduation.

### **EXAMINATIONS**

Final examinations are offered in all regular courses. All students are required to take them. In addition, mid-term examinations, quizzes, special papers, and so forth are given at the discretion of the instructor.

### **ABSENCE FROM FINAL EXAMINATIONS**

Only when incapacitating illness or other emergency makes attendance at a final examination impossible may a make-up examination be requested. The request should be made promptly (within one week) by writing the Dean of Students. Medical certificate or other verification should accompany the request. Authorized make-up examinations must be taken no later than the next succeeding semester. A fee of five dollars is charged for each make-up examination. A student who has completed a course with a grade of "F" is not eligible for a make-up examination.

### **STUDENT DISCIPLINE**

Thoughtful behavior and good manners are expected at all times of students of Suffolk University. It is assumed that undergraduates will understand what constitutes acceptable conduct without specific regulations forbidding particular actions. Breaches of good conduct will be the concern of the appropriate officers or committees of the University.

### **NORMAL FULL PROGRAM**

A program of five courses is considered a full load for a day student in any semester of his college career. With the time recommended to be spent in preparation (a minimum of two hours of preparation for each class meeting), this normal program should keep the full-time student busy forty-five hours per week if he is to do acceptable college work. Permission to take a sixth course may be given only by the Committee on Excess Courses.

### EXCESS COURSES

Any course, in addition to the normal five courses, is an excess course. For compelling reasons, such as the need to make up a condition or a failed course, a student may be given special permission to register for a sixth course under the following conditions:

All students during their first two full semesters in college, exclusive of summer sessions, are limited to five courses. These five courses shall include any course taken to make up deficiencies.

A student who has been in attendance at Suffolk two full semesters or more may, with the permission of the Committee on Excess Courses, take one additional course, provided that his honor point average during his previous semester was 2.5 or better.

In all cases permission to take an additional course must be obtained in advance from the Committee on Excess Courses.

Application for the additional course should be made at the Registrar's Office at the time the student is planning his program in advance of Registration Day.

Summer Session students at Suffolk will ordinarily be limited to a program of three courses.

*Excess credits in regular courses are not permitted.*

### CREDITS EARNED AT OTHER SUMMER SESSIONS

Suffolk students who wish to accelerate their programs by taking summer courses will be expected to take them at Suffolk University. Students who will be working or living out of the state, however, may be granted permission to attend another college, but must obtain written permission to do so in advance from the Dean of Students in order to insure acceptance of their credits. The number of transfer credits will be limited to one credit for each week of summer session attendance. Credit will be withheld unless the course work is completed with a grade of "C" or better, where "D" is the lowest passing grade. Credits earned at summer sessions in other institutions may not be counted a part of the work of the Senior Year (last 30 semester hours) in any Suffolk degree program.

### REPORTS

Grade reports will be issued to each student soon after the close of each semester. In addition, parents receive tentative reports of the standing of Freshman students after the middle of the Fall and Spring semesters.



**CLASSIFICATION OF STUDENTS**

Classification of students depends upon the number of semester hours earned prior to the first semester of the current year. Freshman standing is assigned to all those having less than twenty-four semester hours; Sophomore standing, at least twenty-four semester hours; Junior standing, at least fifty-four semester hours; Senior standing, at least eighty-four semester hours.

**THE GRADING SYSTEM**

All grades will be based on the following marking system:

A 90-100%	F Below 60%
B 80-89%	IP, IF Incomplete passing or failing
C 70-79%	W, WP, WF Withdrawn, withdrawn pass- or failing
D 60-69%	

A and B are honor grades; C represents satisfactory work; D is passing but unsatisfactory; F indicates failure; IP signifies incomplete but passing; IF signifies incomplete and failing; IF may signify that incomplete work has not been made up by a student during his next semester following that in which the course was taken; W signifies withdrawal from a course without prejudice during the first eight weeks of a semester or before the mid-point of a summer session; WP indicates withdrawal during the latter half of a semester or summer session for emergency reasons by a student whose attendance and work have been satisfactory; WF indicates withdrawal during the latter half of a semester or summer session by a student whose attendance and work have been unsatisfactory and carries the same honor point penalty as a grade of F. (See below.)

With the exception of "I" grades, all grades are final as reported by instructors at the close of each semester. After the lapse of one semester, a grade of "IF" automatically becomes an "F" and is so marked on the student's record; a grade of "IP," after the same lapse of time, becomes permanent.

**HONOR POINT SYSTEM**

Scholastic averages will be computed on an Honor Point system as follows:

- 4 Honor Points will be granted for each semester hour of A grade work;
- 3 Honor Points will be granted for each semester hour of B grade work;
- 2 Honor Points will be granted for each semester hour of C grade work;
- 1 Honor Point will be granted for each semester hour of D grade work;
- No Honor Points will be recorded for F grade work.

Thus, in a 3 semester hour course a grade of A will count as 12 Honor Points, a grade of B as 9 points, a grade of C as 6 points, a grade of D as 3 points, and a grade of F or WF as 0 Honor Points.



### THE DEAN'S LIST

The Dean's List is composed of students who are deemed worthy of recognition because of high scholastic achievement. It is divided into three groups to be designated as follows:

Highest honors will be awarded to all students who receive a scholastic average of between 3.8 and 4.0 honor points per semester hour.

High honors will be awarded to all students who obtain a scholastic average between 3.5 and 3.7 honor points per semester hour.

Honors will be awarded to all students who obtain a scholastic average between 3.0 and 3.4 honors per semester hour.

Dean's List honors are awarded on a semester basis and are announced as soon as possible after the close of the semester.

In order to be considered for the Dean's List, a student must be in regular attendance during the appropriate semester, and shall have completed a minimum of four courses as a day-time student or at least three courses as an evening student. A failed course disqualifies a student for the Dean's List, regardless of his average.

### GOOD ACADEMIC STANDING

In order to be in good academic standing in the University, a Freshman must maintain a minimum cumulative average of 1.8 honor points per semester hour of course work at the end of his first or second semester. The minimum satisfactory average for a Sophomore at the end of his third or fourth semester is 1.9 honor points. After completing five semesters or more, each Junior or Senior must maintain a cumulative honor point average of 2.0 in order to be in good academic standing. There is a limit to the number of semesters of unsatisfactory standing allowed to any student. See "Probation" below.

### ELIGIBILITY FOR DEGREE

In order to be eligible to receive a bachelor's degree from the University, a student must have at least (1) one honor point for each semester hour of credit earned in course at the University and (2) a C average (2.0) in his major courses. Four years is the normal period for earning a bachelor's degree. *A maximum of eight years is the limit for completion of part-time or interrupted degree programs.*

Transfer students must earn at least a 2.0 honor point average in courses completed at Suffolk University.

Candidates for an Associate certificate will be required to earn a proportion of honor points comparable to the number required for degree candidates.

### GRADUATION WITH HONORS

To be eligible for a bachelor's degree with honors, a student is expected to have completed at least two years of his bachelor's degree program or its equivalent (60 semester hours) in courses taken in residence at Suffolk University. His standing is determined by the cumulative honor point average of all course work taken at Suffolk University. His degree is awarded *summa cum laude* if his cumulative average is between 3.8 and 4.0 honor points per semester hour, *magna cum laude* if his average is between 3.5 and 3.7, and *cum laude* if his average is between 3.0 and 3.4. (See Honor Point System and Dean's List above.)

### PROBATION AND DISMISSAL

Any student who, at the end of a semester, is not in good academic standing will be placed on academic probation. A student who has been placed on probation will be given until the following semester's final grading period to establish an acceptable honor point average. Failing to achieve the satisfactory average, the student becomes subject to suspension or dismissal from the University.

*No student may represent the University in extra-curricular activities while on probation.*

A student who has been dismissed for academic deficiency, who believes that there were extenuating circumstances beyond his control which establish that such deficiency was not due to his lack of ability or failure to apply himself diligently, may as a matter of right file a typewritten petition to the Faculty Academic Standing Committee for reinstatement, stating therein such facts specifically and fully. Each petitioner shall submit such petition to the office of the Dean within 15 days of receipt of notice of dismissal. A filing fee of \$10 is required.

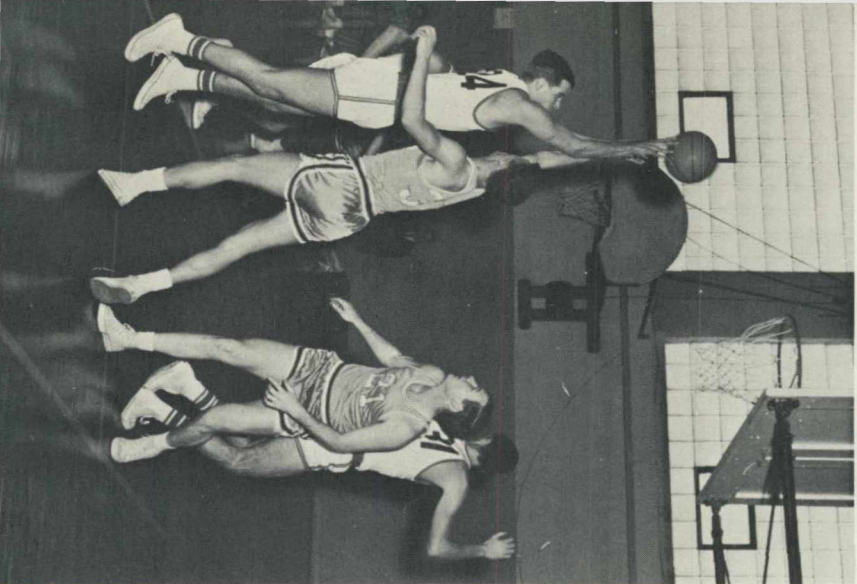
### WITHDRAWAL FROM COLLEGE

If it becomes necessary for a student to withdraw from college, he is expected to give notice by coming in person to the Dean of Students. When circumstances prevent this, he or his parents are asked to write to the Dean of Students concerning the reason that requires him to leave college.









# IX

## Student Affairs

### GENERAL INFORMATION

#### *Boston — Center of Superior Educational Advantages*

Students will find in historic Boston unrivaled opportunities for culture and recreation. The Boston Public Library System is justly famous. The State Library and the State Archives are across the street from the University. The Museum of Fine Arts on Huntington Avenue is easily accessible; Boston Common, the Public Gardens, and the Charles River Bank are nearby. To the student of history Greater Boston is world-famous for its shrines of American Liberty—Faneuil Hall, the Old State House, the Old North Church, King's Chapel, the house of Paul Revere, and the various burying grounds where historic dead are at rest. Beacon Hill and the State House form the very heart of Boston. No city in America could be more inspiring to students and certainly none more conducive to scholarship.

### TRANSPORTATION

Situated on Beacon Hill, facing the State House, Suffolk University is in the very center of Boston's unrivaled transportation facilities. Every important transportation point is within easy walking distance, thus eliminating traffic delays. Applications for special student transportation tickets may be secured from the Office of the Registrar.

### DORMITORY FACILITIES

Since the University is primarily an urban institution with a substantial proportion of commuting students, it does not have dormitory facilities. However, many of those enrolled come from out-of-state and foreign countries. These students and those who do not live at home, should be prepared to make their own arrangements for locating suitable living accommodations in the Boston area. The University assumes no responsibility for finding these accommodations.

### PLACEMENT BUREAU

The University maintains a Placement Bureau to assist students and graduates in securing part-time or full-time employment. Students who are employed while attending classes are expected to maintain the quality of their classroom work. Full-time students should limit their part-time employment each week to hours that will not interfere with their chief objective—success in their college studies.

*New day Freshmen are advised not to undertake a part-time job during their first semester.* At this period, college is a new experience that demands of the Freshman a maximum of energy and time.

The Placement Bureau is a life-time source of information and aid to all Suffolk Alumni. As many Alumni have been accustomed to do, individuals who have earned their degrees a few years in the past, as well as current seniors, should feel free to request placement assistance.

### UNIVERSITY LIBRARY

The Library occupies the major portion of the third floor of the building, and serves all departments of the Colleges. The reading room has seating accommodations for more than three hundred readers. It is open to faculty, students, members of the staff and alumni.

All books, except those on required reading lists, treatises, reference books in great demand, and certain particularly valuable or rare books, are on open shelves and easily accessible. Reference books do not circulate, but all other books may be borrowed for periods ranging from overnight to fourteen days. Some books on reserve for special courses must be used in the Library.

The Library is open from 9:00 a.m. to 10:00 p.m., Monday through Friday; and 9:00 a.m. to 5:00 p.m., Saturday and from 1:00 p.m. to 9:00 p.m. on Sunday during the regular school term. It is closed on all legal holidays.

### BOOKSTORE

The Bookstore is located in the basement of the University Building Annex. it has every facility for the rapid handling of textbooks and other college supplies.



#### **DEPARTMENT OF PSYCHOLOGICAL SERVICES**

The function of the Department of Psychological Services is to foster the development of the academic and personal potentialities of Suffolk students, with full regard for the special problems of those who must work to support themselves in college.

Each student is guided by individual and group counseling toward vocational and educational objectives which are realistic and appropriate in terms of being personally satisfying and socially useful. Students are helped to discover reading or other handicaps to the attainment of their educational, vocational and personal goals and to plan suitable remedial measures. Remedial programs often include use of community resources such as clinics and family service associations. The Psychological Services use a wide range of psychological tests of intelligence, aptitudes, achievement, interests, values and adjustments; libraries of educational and occupational information; and research data gathered from studies of the counseling problems of the Suffolk students as a whole and of the predictive efficiency of the various psychological tests.

An important feature of the Psychological Services at Suffolk is the provision of a Student Development Program which is designed to improve the capacities of the student for self-motivation and self-development by an integrated program of Reading Development classes, individual counseling and group discussions. The counseling and group discussions are offered by experienced psychologists.

#### **STUDENT ACTIVITIES**

Suffolk University has a well-formulated undergraduate program of student activities designed to develop and encourage personal qualities of leadership, initiative, cooperation and sportsmanship. The maintenance of a satisfactory scholastic standard, however, is a prerequisite for participation in these activities. A member of the administrative staff has been appointed to serve as Director of Student Activities. The director works closely with student groups in all matters of organization, meetings, public performances, etc. The following activities are open to all qualified students in the University:

##### **ALPHA PHI OMEGA**

Alpha Phi Omega is a unique campus-centered National Service Fraternity for college and university men. It was founded in 1925 at Lafayette College, Easton, Pennsylvania. More than 400 active chapters, including Omicron Eta of Suffolk University, are now in operation. Alpha Phi Omega is the largest fraternity in the United States and is represented by other chapters throughout the world. Alpha Phi Omega men engage in four fields of service: service to the student body and faculty; service to youth and community; service to members of the fraternity; and service to the nation as participating citizens. The men of Alpha Phi Omega recognize their responsibility to their fellows and always endeavor to remember that they "don't live in a world all their own."





### **ATHLETICS**

Suffolk University has representative teams in Baseball, Basketball, Golf, and Tennis. Suffolk is a member of the National Collegiate Athletic Association and of the New England College Conference for Athletics.

### **THE BEACON**

The official yearbook of Suffolk University is The Beacon. This book, published annually, is designed, written and edited by a staff chosen from the student body. The purpose of The Beacon is to furnish a permanent record of the activities and personnel of the University, giving special emphasis to the members of the graduating classes.

### **DEBATING SOCIETY**

This club is organized for the purpose of developing and mastering the various techniques of argumentation. Members may participate in debates with teams from other colleges as well as round-table discussions, guest speakers, and voice recordings, all designed to emphasize the cogency of argument rather than eloquence of speech.

### **DELTA ALPHA PI SOCIETY**

At the close of each term the Deans and the Faculties of the Colleges select high standing Juniors or Seniors for membership in Delta Alpha Pi. Election is an academic honor and recognizes truly superior achievement by an undergraduate enrolled in any bachelor's degree program. A student may receive this honor, represented by the Delta Alpha Pi key, at the end of the Junior Year or upon completing the first half of his Senior Year. The academic requirements for election are as follows:

*Junior Year* (early selection) — A student who has completed 84 semester hours of college work, at least 30 of which have been completed at Suffolk University, and who has earned a cumulative honor point average of 3.4 or higher shall be eligible for early selection for the honor society.

*Senior Year* (final selection) — A student who has earned 102 semester hours at the end of a semester, of which at least 45 semester hours have been earned at Suffolk, and who has earned a cumulative honor point average of 3.2 or higher, shall be eligible for final selection.

### **DELTA SIGMA PI**

Delta Sigma Pi is an international professional fraternity organized to foster the study of business in universities and formulated to encourage scholarship and association of students for their mutual advancement by research and practice; to promote a closer affiliation between the commercial world and students of commerce in order to further a higher standard of commercial ethics as well as the civic and commercial welfare of the community.



#### **EVENING DIVISION STUDENT ASSOCIATION**

The Evening Division Student Council, consisting of twelve students, represents evening students in their relation with administration, promotes social and cultural activities, and works to promote the welfare of the Evening Division. The Council is a member of the International Association of Evening Student Councils.

#### **GAMMA SIGMA UPSILON**

Gama Sigma Upsilon is organized to further the general interests of the women students of the University and to foster friendship among the members of the society. Among the various activities this organization sponsors are an Annual Mother and Daughter Tea, the provision of Big Sisters for the incoming Freshmen girls, and an Athletic Program held at the Boston YWCA. This program provides instruction in tennis, swimming, and other sports.

#### **GLEE CLUB**

The Suffolk University Glee Club is a choral group comprised of all students who enjoy group singing, both classical and popular. While enjoying the charms of musical expression, the students increase their knowledge of musical composition, harmony and appreciation.

Participating in many activities, from the local tour to the variety show, the Glee Club is given the opportunity to offer concerts before groups and audiences on special occasions.

#### **HUMANITIES CLUB**

The Humanities Club has been organized to stimulate and encourage a better appreciation of the arts. The club attempts to provide a well-rounded program to meet the interests of all. Programs include talks, museum visits, and discussions concerned with ancient cultures, modern foreign cultures, and our own American culture.

This club serves as a fine supplement to Humanities courses. Students have an opportunity to see some of the famous examples of art and architecture and to participate in discussions of ideas which they are studying in their courses. Although the primary objective of the club is cultural, it affords social activities which are equally enjoyable.

#### **FINANCE CLUB**

The Finance Club is an organization open to all students with an interest in finance, investments, and banking. Activities include lectures from financial executives and other financial experts, tours of the stock exchanges and the Federal Reserve Bank of Boston, and discussions of the stock market and the world of finance.

#### **LANGUAGE CLUB**

The Modern Language Club seeks to provide opportunity for a widening of intercultural understanding, and a deepening of those cultural areas that are common to peoples of different languages. Activities of the club include guest speakers, films with critiques, cooperative projects with language clubs of other institutions, field trips to nearby community points of linguistic and cultural interest, and diverse language activities.

#### **MARKETING CLUB (AMA)**

The Marketing Club (formerly known as Business Club) has been affiliated with the American Marketing Association since 1951.

Activities of the club customarily include: lectures by prominent personalities on contemporary topics; field trips to business establishments in Eastern Massachusetts; one or two annual banquets featuring a prominent speaker; annual field trip to New York; participation in an annual Regional Student Marketing Conference sponsored by AMA student chapters in New England universities; appropriate awards to deserving students.

#### **NEWMAN CLUB**

The Newman Club is an organization open to all Catholic students at Suffolk. The club has a threefold purpose: spiritual, social, and intellectual. Spiritually, its efforts are directed toward increasing the religious activity of the individual member. Socially, the club endeavors to give the student an opportunity to experience Christian social living. This includes not only dance or "boy-girl" socials, but any gathering of the members. Intellectually, the club sponsors various talks and discussions by prominent clergy and lay leaders in an effort to assist the student in learning to apply his religious training to his daily life, to his professional activity, and to the important issues of the day.

#### **THE ORTHODOX CLUB**

The Orthodox Club is an organization open to all Christian Orthodox students at Suffolk University. Its main purpose is to enlighten Orthodox students about their religious and cultural background. The club's activities include lectures, social functions, and visits to religious institutions.

#### **PHI ALPHA THETA HONOR FRATERNITY**

Phi Alpha Theta, a member of the American Association of College Honor Societies and the recognized honor group in the field of history, maintains its Theta Lambda Chapter at Suffolk University. Composed of both faculty and student members, the Theta-Lambda Chapter is a flourishing group with an outstanding record. Student membership is based on (1) the completion of







at least fifteen semester hours of history course work with an average of 3.4 before the senior year or 3.2 in the senior year, PLUS (2) an average of 3.0 or better in at least two-thirds of all other course work at Suffolk University. Transferred credits cannot be counted in the requirements. Invitations to membership are extended, generally, during the junior and senior years. All inducted members remain permanently on the roster of Theta-Lambda Chapter.

#### **PHI BETA CHI HONOR FRATERNITY**

The Phi Beta Chi Fraternity is a national honorary fraternity organized to give recognition to high honor students in natural science; to stimulate the members to the attainment of high standards of excellence in their regular course work; and to acquaint its members with the unsolved problems of science and to cultivate an interest in investigation.

#### **POLITICAL SCIENCE CLUB**

The Political Science Club has been organized for the purpose of promoting a more active and inquiring attitude toward political affairs. Club programs include guest speakers, group discussions, debates, and special field trips. Membership is open to all students and is especially recommended for those having a Government major or minor.

#### **PSYCHOLOGY CLUB**

Students majoring in psychology will find the Psychology Club meetings very informative. Guest speakers are invited to lecture on topics of outstanding interest and importance. Occasionally the club goes on field trips to clinics to study psychology in action.

This activity also plans to give various types of personality tests to help each member not only to know his own personality pattern but also to learn the process of giving and correcting such tests. It is suggested that a student study at least the elementary course in psychology in order to have a better understanding of the activity's normal function.

#### **ROMANCE LANGUAGE HONORS GROUP**

Students who have achieved a 3.0 average in general and at least a 3.0 average in a Romance Language may be eligible for membership in the Honors Group if they are enrolled in a course beyond the intermediate level. Honors Group members are encouraged to undertake individual research on projects of special interest, and to discuss their findings at open meetings of the entire group.

### **SCIENCE CLUB**

The Science Club at Suffolk University was formed to give the student who is interested in all aspects of science a chance to develop his interests. Prominent speakers are invited to give lectures on special topics so that students may become acquainted with various aspects and problems of science. Field trips and visitations to places of scientific interest are arranged. Students majoring in a science are able to round off their classroom studies. This activity, however, is not restricted to science majors, but is open to all students interested in things scientific.

### **SOCIETY FOR ADVANCEMENT OF MANAGEMENT**

Students of economics and business administration and others with a sincere interest in the art and science of management may apply for membership in the S. U. Chapter of S. A. M. The Society for Advancement of Management is the recognized national professional organization of management in industry, commerce, government, and education, and is the pioneer in management policy.

Through chapters in leading colleges, the University Division endeavors to strengthen management education and further the growth of all students. The basic objectives of the University program are to bring together executives in business and students preparing for business, and to provide students with the opportunity to participate in the functions and activities of management. The objectives are accomplished through meetings, conferences, news bulletins, magazines, seminars, round tables, and plant visits.

### **STUDENT GOVERNMENT**

The Student Government is an organization of representatives chosen by the students according to the terms of a constitution duly drawn up and adopted by the student body. It serves with an appointed faculty committee in the consideration and solution of problems presented by the administration and by the students. The Student Government has been most successful in its work of serving both the students and the administration in establishing and maintaining cooperation and good spirit.

### **SUFFOLK ISRAELITES**

The Suffolk Israelites is a club open to all Jewish students attending classes at Suffolk University. The organization encourages the advancement of the cultural, religious, and educational aspects of Judaism. It also promotes social functions and engages guest lecturers on a wide range of religious and secular subjects. The object of the club is three-fold in that it attempts to acquaint the student with his cultural heritage; promote a better understanding of social values; help the student adapt himself to college life in order that he may get the most out of it.



### **SUFFOLK JOURNAL**

The Suffolk Journal is the official publication of the students of Suffolk University, and has its own office in the building. Its policy is to promote and publicize all student activities and to record all school events. It is a medium for democratic expression by the students and serves as a practical laboratory for those in the department of Journalism. Those who work on the staff gain invaluable practical experience in newspaper writing and administration. News reporting, feature stories, re-writing, makeup and layout are some of the functions of this activity which help the student from a scholastic as well as a practical point of view.

### **UNIVERSITY THEATER AND DRAMATIC WORK SHOP**

Participation in the various functions within the University Theater and Dramatic Work Shop, such as make-up, stage setting and acting, will give the student much useful experience. Students will find that through this activity fundamental and practical experience is gained in the field of drama. Only students who are seriously interested in dramatic preparations and presentations are asked to join this activity.















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## BEQUESTS

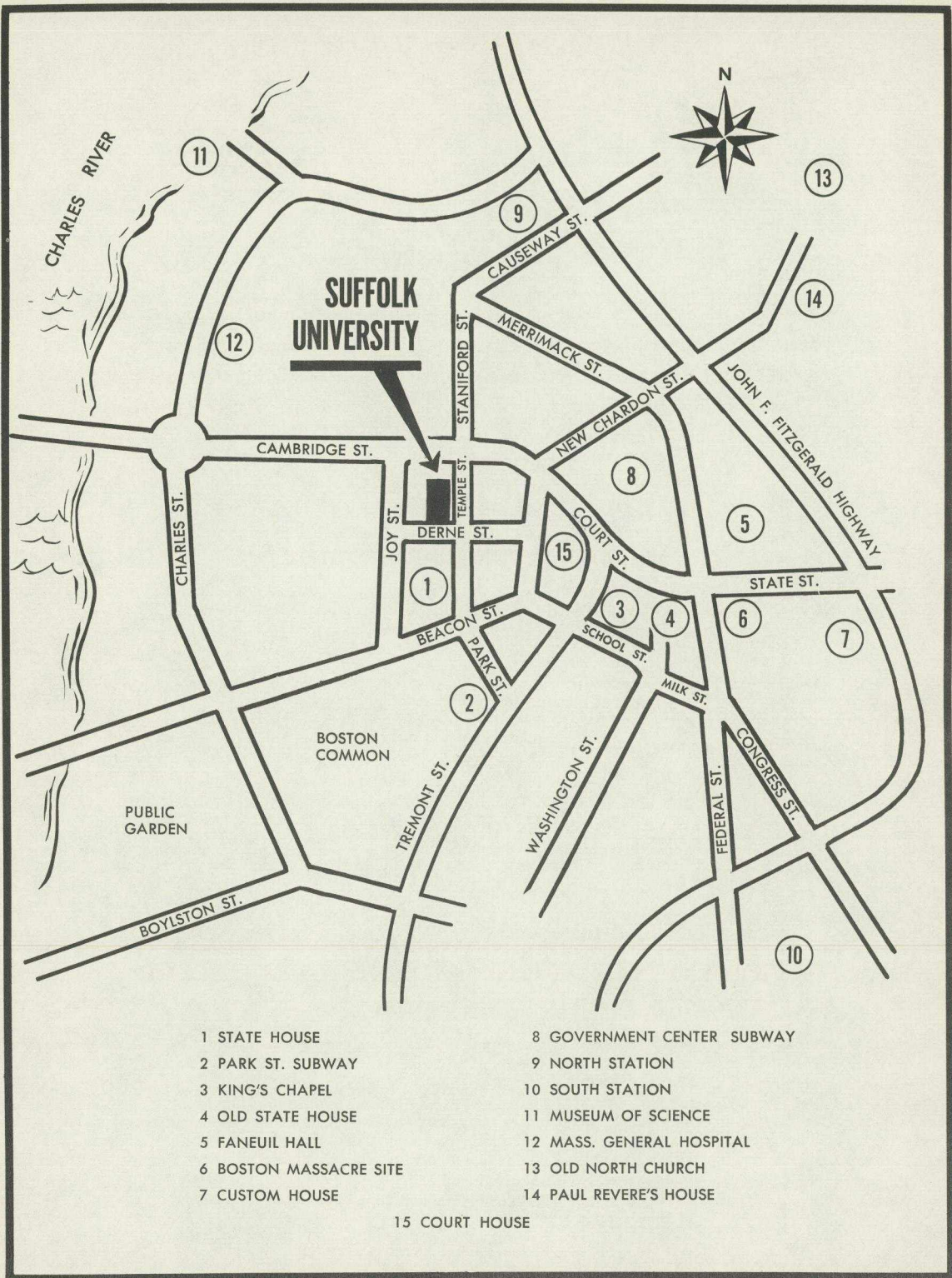
Gifts to Suffolk University may take the form of funds for the establishment of scholarships, professorships, or other awards; of additions to the material equipment; of contributions to the general fund, or may be unassigned. Those desiring to make a bequest to the University in their wills may be helped by the following suggested form.

### LEGAL FORM OF BEQUEST

I give (devise) and bequeath to Suffolk University, Boston, Massachusetts, a corporation under the laws of the Commonwealth of Massachusetts, and its successors forever, the sum of ..... dollars (or otherwise describe the gift) for its general corporate purposes (or name a particular corporate purpose).

Note: While any form of charitable trust that conforms to legal requirements will suffice, the use of this form is recommended whenever practicable.

THE COLLEGE RESERVES THE RIGHT TO CHANGE ANY  
PROVISION OR REQUIREMENT OF THIS CATALOGUE





MEMORANDUM

## COLLEGES AND DEPARTMENTS OF SUFFOLK UNIVERSITY

### SCHOOL OF LAW

Day and Evening Sessions—Degrees: LL.B., and LL.M.

### COLLEGE OF LIBERAL ARTS AND SCIENCES

Degrees: A.B., B.S.

### COLLEGE OF JOURNALISM

Degree: B.S. in J.

### COLLEGE OF BUSINESS ADMINISTRATION

Degree: B.S. in B.A.

### GRADUATE SCHOOL OF ADMINISTRATION

Degree: M.B.A.

### GRADUATE DEPARTMENT OF EDUCATION

Degrees: M.A. in Education, Ed.M.

### EVENING DIVISION

Degrees: A.B., B.S., B.S. in B.A., B.S. in General Studies; Associate Certificates in Arts, Science, or Business Administration; M.A. in Education, Ed.M., M.B.A., M.S. in Chemistry.

### SUMMER SESSIONS

Day and evening undergraduate and graduate courses.

## SECONDARY SCHOOLS REPRESENTED BY THE STUDENTS IN THE COLLEGES

The Students enrolled during 1967-68 in the various degree programs offered by the colleges have prepared at a large number of secondary schools throughout the United States and foreign countries. Represented in the student body are graduates of more than two hundred public and independent secondary schools in Massachusetts; graduates of over fifty secondary schools in many other states including California, Connecticut, Florida, Illinois, Maine, Maryland, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, South Carolina, and Vermont and graduates from preparatory schools in thirty-one other nations: Angola, Barbados, Brazil, Canada, China, Columbia, Cuba, Finland, France, Germany, Greece, Haiti, Hong Kong, India, Iran, Ireland, Italy, Kenya, Kuwait, Lebanon, Liberia, Panama, Poland, Saudi-Arabia, Spain, Syria, Taiwan, Thailand, Trinidad & Tobago, United Kingdom, and Venezuela.



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