

Suffolk University

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Business School Academic Catalogs

Suffolk University Academic Catalogs

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1973

### Suffolk University Academic Catalog, College Departments-- entrance bulletin, 1973

Suffolk University

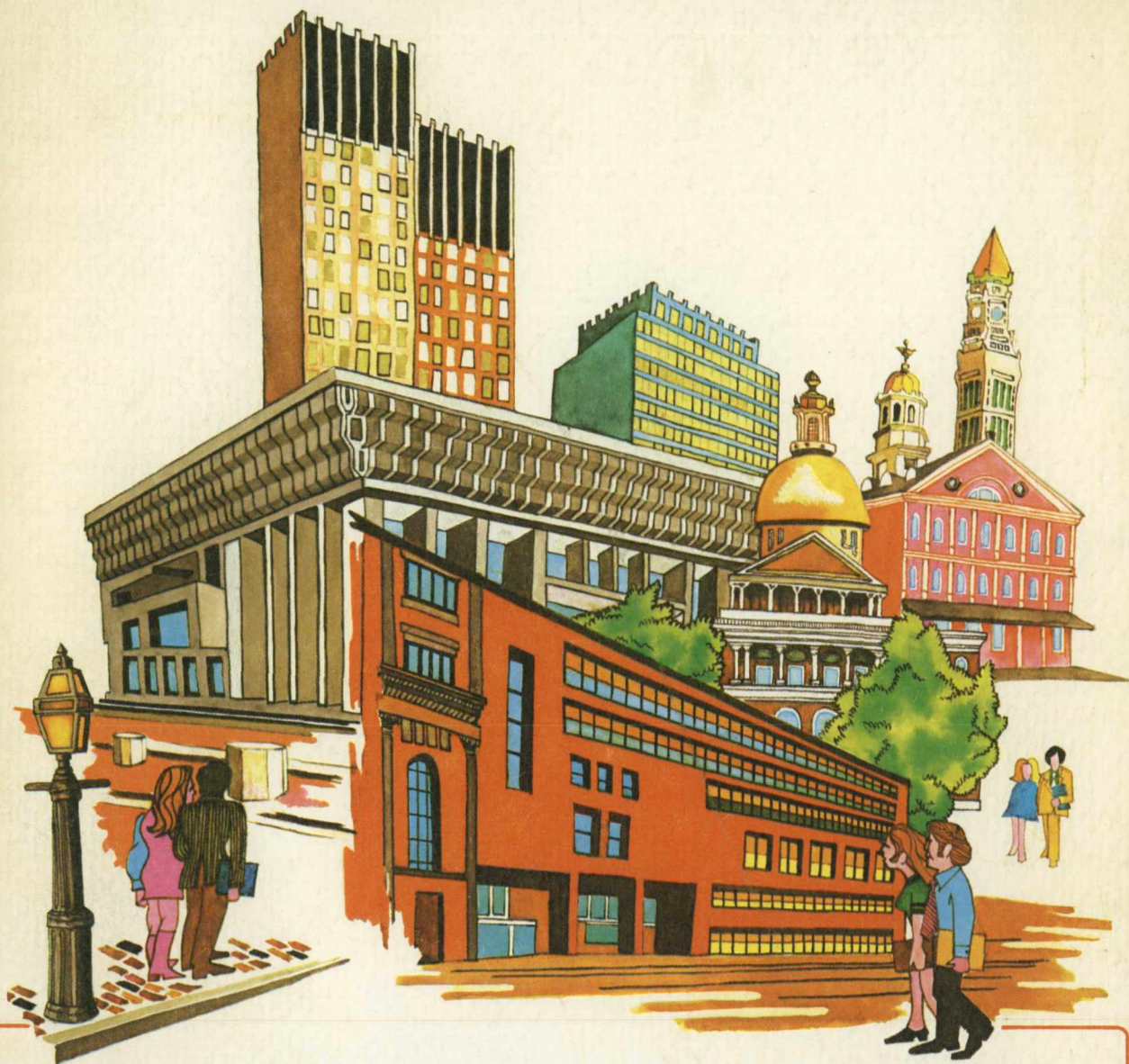
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# Suffolk University Bulletin

College Entrance Information  
1973



It is the policy of Suffolk University that practices with regard to admission and employment be without regard to race, color, religion, sex, or national origin.



The provisions of this bulletin are not an irrevocable contract between the student and the University. The University reserves the right to change any provision or requirement at any time within the student's term of residence. The University further reserves the right to ask the student to withdraw for cause at any time. Suffolk University also reserves the right to modify its tuition rates, to add to or withdraw members from its faculty personnel, and to rearrange its courses and class hours—as teaching and business exigencies render it desirable—and to withdraw certain courses for which registration falls below the required number of entrants.

11. **Major Field of Study (undergraduates)**

List proposed field of study or professional interest from list below: \_\_\_\_\_

**LIBERAL ARTS**

ECONOMICS  
EDUCATION ELEM.\*  
EDUCATION SEC.\*  
ENGLISH\*  
FRENCH\*  
GOVERNMENT  
HISTORY  
HUMANITIES

MATHEMATICS\*  
PHILOSOPHY  
PSYCHOLOGY  
SOCIOLOGY  
SPANISH\*  
SPANISH-SOCIOLOGY\*  
SPEECH\*‡  
THEATRE ARTS\*‡

**SCIENCE**

BIOCHEMISTRY  
BIOLOGY  
CHEMISTRY  
CLINICAL CHEMISTRY  
LIFE STUDIES  
PHYSICS\*

**BUSINESS ADMINISTRATION**

ACCOUNTING  
FINANCE AND BANKING  
MARKETING  
MANAGEMENT  
BUS. ADM. (EVES. ONLY)

**JOURNALISM**

ENGLISH  
PUBLIC RELATIONS‡  
MASS. COMMUNICATIONS‡  
MARKETING COMMUNICATIONS‡

**PRE-PROFESSIONAL PROGRAMS**

**BIOLOGY MAJOR**

MEDICINE  
DENTAL MEDICINE  
OPTOMETRY

MEDICAL TECH.  
ENVIRONMENTAL TECH.  
VETERINARY MEDICINE

**SOCIOLOGY MAJOR**

CHILD CARE  
CRIME AND DEL. STUDIES  
SOCIAL WORK SEQUENCE  
URBAN STUDIES

**COMBINED LAW PROGRAM**

\*Indicates full major not available evenings

‡Indicates major in affiliation with Emerson College  
B.S. in General Studies (Evenings only—See Catalog)

12. **Scholastic Honors and Activities**

List scholastic honors or awards. List significant school and community groups. Include any special recognition received.

13. Have you been dismissed or suspended from any school or college? (a) For low scholarship Yes ☐ No ☐ (b) For disciplinary reasons Yes ☐ No ☐ If the answer is "Yes" to either question, attach a letter of explanation.

14. Have you had a physical or emotional problem within the last three years that has required professional care or that limits your activity? Yes ☐ No ☐ If "Yes", attach a letter of explanation.

15. Father's Name \_\_\_\_\_ Living? \_\_\_\_\_ Mother's Name \_\_\_\_\_ Living? \_\_\_\_\_

Address (if different) \_\_\_\_\_

Name and address of Legal Guardian (if applicable) \_\_\_\_\_

Father's Occupation \_\_\_\_\_ Company and address \_\_\_\_\_

16. List any member(s) of your immediate family who is attending, or who attended Suffolk University. \_\_\_\_\_

1. **APPLICANT**

CHECK

☐ a ☐ b ☐ c ☐ d ☐ e

**a. Undergraduate Program**

- ☐ Liberal Arts and Science  
☐ Business Administration  
☐ Journalism (Days only)

**a. Graduate Program:**

- ☐ Business Administration  
☐ Chemistry ☐ Physics  
☐ Education  
A.M. ☐ or Ed.M. ☐

**b. Division:**

- ☐ Day  
☐ Evening

**c. Entering Semester:**

- ☐ Fall  
☐ Spring  
☐ Summer

**d. Entering Year: 19 \_\_\_\_\_**

# SUFFOLK UNIVERSITY

41 TEMPLE STREET

BOSTON, MASSACHUSETTS 02114



## APPLICATION FOR ADMISSION

**Please type or print:**

**e.** Name ☐ Mr. ☐ Mrs. \_\_\_\_\_  
☐ Miss *Last* *First* *Middle* *Maiden Name*

2. Address (Permanent) \_\_\_\_\_  
*Number-Street* *City* *State* *Zip* *Telephone*

3. Address (Temporary) \_\_\_\_\_  
*If different from permanent address* *Telephone*

4. Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_

Office Use

Rec. \_\_\_\_\_ By \_\_\_\_\_

Int. by \_\_\_\_\_ Date \_\_\_\_\_

Accepted \_\_\_\_\_ Adv. Stand. \_\_\_\_\_

☐ Clear ☐ Conditional

☐ Special (Non-Degree)

☐ Rejection



(full-time)  
Your position \_\_\_\_\_ Bus. Phone \_\_\_\_\_

18. **Instructions for all applicants:** (*Send this application directly to Suffolk University*)

1. Attach a nonrefundable \$15.00 application fee. Make check payable to Suffolk University.
2. Submit a brief statement of activity (school, full time employment, service, etc.) since high school graduation.

I hereby certify that all information stated on this application is complete and accurate, and I understand that falsification or omission of information of previous schooling will result in disqualification or dismissal

Date \_\_\_\_\_

\_\_\_\_\_  
*Signature of Applicant*

Date \_\_\_\_\_

\_\_\_\_\_  
*Signature of parent or guardian responsible for educational expense. (Required of those under 21 yrs. old).*

### **GRADUATE APPLICANTS**

**M.B.A. Candidates:** — ATGSB results \_\_\_\_\_ Date taken \_\_\_\_\_ Test will be taken \_\_\_\_\_  
Score Date

Applicant must have results of ATGSB sent from New Jersey.

**A.M., Ed.M., Candidates** — List area of concentration from list below: \_\_\_\_\_

a. Elementary, b. Secondary, c. Reading, d. Counseling, e. Foundations, f. Special Program.

**A.M., Ed.M. or M.S. Candidates** — List the names of two (2) references according to instructions found under "Required Credentials"

1. \_\_\_\_\_  
Name Address Position

2. \_\_\_\_\_  
Name Address Position

5. Have you ever applied to Suffolk University? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when \_\_\_\_\_
6. Have you ever attended Suffolk University? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when \_\_\_\_\_
7. COLLEGE BOARD EXAMINATIONS: (Undergraduate applicants)
- Scholastic Apt. Tests: Date(s) taken \_\_\_\_\_ Test will be taken \_\_\_\_\_ date
- Achievement Test: Date(s) taken \_\_\_\_\_ Test will be taken \_\_\_\_\_ date
8. Highest SAT Verbal Score \_\_\_\_\_ Highest SAT Math Score \_\_\_\_\_
9. Veteran: Yes \_\_\_\_\_ No \_\_\_\_\_ Dates of Service \_\_\_\_\_ U.S. Citizen: Yes \_\_\_\_\_ No \_\_\_\_\_
10. List high schools and preparatory schools in chronological order.  
Request each institution listed to send a transcript.

SCHOOL	LOCATION	DATE ENTERED	DATE LEFT	DATE OF GRADUATION

List all colleges and higher institutions (full or part-time)

INSTITUTION	LOCATION	DATE ENTERED	DATE LEFT	DEGREE

# SUFFOLK UNIVERSITY

*Admissions Office*

41 Temple Street  
Boston, Mass. 02114

## SECONDARY SCHOOL FORM

### **Applicant:**

Detach and fill in first three lines. Give this form to proper high school official.

Name \_\_\_\_\_  
*Last First Middle or Maiden*

Address \_\_\_\_\_  
*Street City State Zip*

High School \_\_\_\_\_ Date of Graduation \_\_\_\_\_  
*Month/Year*

**High School Official:** Please follow these instructions:



- B. Enclose official high school transcript. (Including at least 1st quarter senior grades.)
- C. Use this sheet as a cover sheet and mail to the Admissions Office at Suffolk University.

1. Rank in class \_\_\_\_ / \_\_\_\_

2. Highest SAT Verbal score \_\_\_\_

Highest SAT Math score \_\_\_\_

3. Remarks:

Date \_\_\_\_\_ Signed \_\_\_\_\_

School \_\_\_\_\_ Title \_\_\_\_\_

# SUFFOLK UNIVERSITY

## *Admissions Office*

41 Temple Street  
Boston, Massachusetts 02114

### TRANSFER CLEARANCE FORM

#### **Applicant:**

1. Submit this form to the Dean of Students at the *college* you are now attending, or *last* college attended as a full-time student.
2. Request Registrar to mail your transcript to Suffolk Admissions Office.

Name \_\_\_\_\_ College \_\_\_\_\_

Address \_\_\_\_\_  
*Street City and State Zip*

Dates of Attendance \_\_\_\_\_ to \_\_\_\_\_  
*Month/Year Month/Year*

---

#### **Dean of Students:**

The student listed above has applied to Suffolk University. Please complete this Clearance Form and return it directly to the Admissions Office.

## REQUIRED CREDENTIALS

Day and Evening Division

### UNDERGRADUATES

#### **High School Applicants**

Official school transcript which includes:

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

#### **Preparatory School Applicants**

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

#### **Transfer Student Applicants**

- 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

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### GRADUATES

#### **Business**

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

#### **Chemistry-Physics**

- 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.



Once.

1. Four-year college: Is the student in good academic standing and eligible to return to your school?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Two-year college: Was the student in a college transfer program?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Has the student been involved in any disciplinary action?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Kindly indicate the cumulative grade point average if it is not recorded on the transcript:

Grade Point Average \_\_\_\_\_

5. Please note any handicaps which should be considered:

6. Remarks:

Date \_\_\_\_\_ Signed \_\_\_\_\_

School \_\_\_\_\_ Title \_\_\_\_\_

### **Education**

- a. College transcript(s)
  - b. Two (2) Letters of Reference from persons in the education profession  
(Professors, superintendents, principals, etc.) Reference forms will be mailed to *Applicant*.
- 

### **All Applicants**

Submit a brief statement of activity since high school graduation. (School, full time employment, service, etc.)

## **GENERAL INFORMATION**

1. **Letter of Clearance:** Transfer students may use the reverse side of this sheet as a Clearance Form.
  2. **CEEB Achievement Tests:** Applicants applying from high school and preparatory school should take three achievement tests—one of which must be English Composition.
  3. **Evening School Candidates:** High School diploma or Equivalency Certificate required. Certain other requirements may be waived by the Admissions Committee.
  4. **Student Teaching—Summer Program:** Write for special application.
  5. **Foreign Citizens:** Write for a special application for foreign students.
  6. **Interviews:** Not required. Should an interview be necessary, the Director of Admissions will write to you.
  7. **Financial Aid:** Applicants seeking financial assistance through Suffolk University should refer to the catalog for information.
  8. **Dormitories Facilities:** Not available at Suffolk University.
- 

Suffolk University selects students without regard to race, creed, or economic status.

# SUFFOLK UNIVERSITY BULLETIN

COLLEGE OF LIBERAL ARTS AND SCIENCES

COLLEGE OF JOURNALISM

COLLEGE OF BUSINESS ADMINISTRATION

GRADUATE SCHOOL OF ADMINISTRATION

GRADUATE EDUCATION

GRADUATE CHEMISTRY AND PHYSICS

EVENING DIVISION

SUMMER SESSION

LAW SCHOOL (See Separate Catalog)

ENTRANCE BULLETIN

COLLEGE CATALOG ISSUE

1973

41 TEMPLE ST. BEACON HILL, BOSTON, MASSACHUSETTS 02114

(617) 723-4700







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1972

JULY

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## SUFFOLK UNIVERSITY BULLETIN

Volume LXVI

July, 1972

Number 5

The *Suffolk University Bulletin* is published five times a year as follows:

- |                |   |
|----------------|---|
| No. 1 February | <i>College Summer Session</i>                 |
| No. 2 March    | <i>Law School Catalog Issue</i>               |
| No. 3 June 15  | <i>College Evening Bulletin (Fall/Spring)</i> |
| No. 4 June 30  | <i>College Catalog Issue</i>                  |
| No. 5 July     | <i>College Entrance Information</i>           |

Second Class postage paid at Boston, Massachusetts

*Published by* Suffolk University, 41 Temple Street, Beacon Hill  
 Boston, Massachusetts 02114. Phone (617) 723-4700

COLLEGE CALENDAR  
1972-1973

FALL SEMESTER 1972

*September*

- 5 *Tuesday*—Academic Standing Committee—8:45 A.M.  
Faculty Assembly Meeting—1:00 P.M.  
Registration for returning evening Graduates and Seniors—5:30-8:00 P.M.
- 6 *Wednesday*—Orientation for new transfer students  
Registration for returning day Seniors—9:00-12:00 A.M.  
Registration for returning day Juniors—1:00-4:00 P.M.  
Registration for returning evening Juniors and Sophomores and new evening Graduates and Undergraduates (Initials M-Z) 5:30-8:00 P.M.
- 7 *Thursday*—Orientation for new Freshmen  
Registration for returning day Sophomores—9:00-12:00 A.M.  
Registration for returning day Freshmen and all day Graduate Students—1:00-4:00 P.M.  
Registration for returning evening Freshmen and new evening Graduates and Undergraduates (Initials A-L) 5:30-8:00 P.M.
- 8 *Friday*—Registration for new day Transfer students—9:00-12:00 A.M.  
Registration for new day Freshmen—1:00-4:00 P.M.  
Last day for Fall registration without payment of late registration fee. (until 4:30 P.M.)
- 12 *Tuesday*—Excess Course Committee—10:00 A.M.
- 13 *Wednesday*—Regular classes convene for Fall Semester (Day and Evening)
- 14 *Thursday*—Last day for new evening special student admissions and registration
- 16 *Saturday*—Saturday classes convene
- 17 *Sunday*—Commencement Day
- 18 *Monday*—Jewish Holiday — Day of Atonement. Absence authorized (Day and Evening). Most classes will meet.
- 20 *Wednesday*—Last day for late registration
- 23 *Saturday*—Last day for course changes

## *October*

- 9 *Monday*—Columbus Day (Holiday)
- 11-12 *Wednesday and Thursday*—Spring and Summer Final Make-up Examinations
- 23 *Monday*—Veterans or Armistice Day (Holiday)

## *November*

- 22-26 Thanksgiving recess begins 1:00 P.M., Wednesday, November 22 through Sunday, November 26

## *December*

- 4-19 Faculty course advising and pre-registration for students, Monday, December 4 through Tuesday, December 19, 1972
- 20 Christmas Recess begins 10:00 P.M., Wednesday, December 20 through Wednesday, January 3, 1973

## *January, 1973*

- 4 *Thursday*—Classes resume
- 10 *Wednesday*—Last classes for Fall Semester
- 11-12 Reading Period
- 15-23 Fall Semester Final Examinations

## SPRING SEMESTER 1973

## *January*

- 23-26 *Tuesday evening through Friday*—Registration
- 24 *Wednesday*—Orientation for new students
- 29 *Monday*—Academic Standing Committee—8:45 A.M.
- 30 *Tuesday*—Excess Course Committee—10:00 A.M.
- 31 *Wednesday*—Day and Evening Classes Convene for Spring Semester

## *February*

- 1 *Thursday*—Last day for new evening special student admission and registration
- 3 *Saturday*—Saturday classes convene
- 7 *Wednesday*—Last day for late Registration
- 10 *Saturday*—Last day for course changes
- 19 *Monday*—Washington's Birthday (Holiday)



## *March*

- 7-8 *Wednesday and Thursday*—Spring Final Make-up Examinations
- 17 *Saturday*—Evacuation Day (Holiday)
- 19 *Monday through March 25, Sunday*—Spring Recess

## *April*

- 16 *Monday*—Patriot's Day (Holiday)  
Passover begins Monday evening, April 16, through Tuesday, April 24. Absence authorized on Monday, April 16, and on Tuesday and Wednesday (day and evening) April 17 and 18. Most classes will meet.
- 20 *Friday*—Good Friday (No classes)

## *May*

- 1-11 *Tuesday through Friday*—Faculty Course Advising for students continuing in the Summer Session
- 15 *Tuesday*—Last Classes for Spring Semester
- 16-17 *Wednesday and Thursday*—Reading Period
- 18-26 *Friday through Saturday of the following week*—Final Examinations
- 28 *Monday*—Memorial Day (Holiday)

## *June*

- 8 *Friday*—Academic Standing Committee
- 10 *Sunday*—Commencement Day

## SUMMER SESSION 1973

## *June*

*June 11, Monday through Friday, August 3, 1973*

## FALL SEMESTER 1973

## *September*

- 3 *Monday*—Labor Day
- 4 *Tuesday*—Academic Standing Committee
- 4-7 *Tuesday through Friday*—Registration
- 12 *Wednesday*—Classes convene

## BOARD OF TRUSTEES

HONORABLE JOHN E. FENTON, *Chairman*

FRANCIS X. FLANNERY, *Treasurer*

JOHN GRIFFIN, *Clerk*

## LIFE MEMBERS

HONORABLE FRANK J. DONAHUE, Justice, Massachusetts Superior Court, Boston

HONORABLE JOHN E. FENTON, Chairman of the Board, Suffolk University, Boston

JOHN GRIFFIN, President, The Virginia Investment Company, Boston

STEPHEN P. MUGAR, Honorary Chairman of the Board, Star Market Company,  
Cambridge

GEORGE H. SPILLANE, Esq., Attorney at Law, Billerica

## TERM EXPIRES JUNE 1972

NELSON G. BURKE, President and Treasurer, Pennsylvania Petroleum Products  
Company, Providence, R. I.

HERBERT C. HAMBELTON, JR., Associate Superintendent, Boston Public Schools,  
Boston

JOSEPH E. SULLIVAN, Treasurer, Sullivan Brothers Printers, Lowell

## TERM EXPIRES JUNE 1973

ERNEST R. BLAISDELL, New England District Manager, The Structural Slate and  
Natural Slate Blackboard Companies; President and Treasurer, E. R. Blais-  
dell Slate Products Company, Somerville

FRANCIS X. FLANNERY, Treasurer, Suffolk University, Boston

JOSEPH SCHNEIDER, Esq., Attorney at Law, Boston

## TERM EXPIRES JUNE 1974

JOSEPH A. CAULFIELD, Esq., Senior Member, Caulfield, Harrigan & Murray,  
Attorneys at Law, Boston

JOSEPH P. GRAHAM, Esq., Senior Member, Lee and Graham, Attorneys at Law,  
Boston

GEORGE C. SEYBOLT, President, William Underwood Company, Watertown

## TERM EXPIRES JUNE 1975

LAWRENCE L. CAMERON, Esq., Attorney at Law, Boston

HONORABLE C. EDWARD ROWE, Justice, District Court of Eastern Franklin,  
Orange

GEORGE B. ROWELL, Esq., Member, Warner, Stackpole, Stetson and Bradlee,  
Attorneys at Law, Boston

## TERM EXPIRES JUNE 1976

REXFORD A. BRISTOL, Chairman of the Board, The Foxboro Company, Foxboro

JOHN P. CHASE, Chairman, John P. Chase, Inc., Boston

THOMAS A. FULHAM, President, Suffolk University, Boston

**ADVISORY COUNCIL  
COLLEGE OF BUSINESS ADMINISTRATION**

JOHN P. CHASE, Chairman

**TERM EXPIRES JUNE 1973**

ANTHONY ATHANAS, President, Anthony's Pier 4, Boston  
VINCENT DEP. GOUBEAU, Materials Management Consultant, Boston  
ORA C. ROEHL, Financial and Management Consultant, Boston  
S. ABBOT SMITH, Director, American Mutual Liability Insurance Company,  
Boston  
FRANK M. STOTZ, Partner, Prince Waterhouse & Company, Boston  
JOSEPH E. SULLIVAN, Treasurer, Sullivan Brothers Printers, Lowell

**TERM EXPIRES JUNE 1974**

JOHN K. BENSON, Vice Chairman, National Shawmut Bank of Boston  
NELSON G. BURKE, President, Pennsylvania Petroleum Products Co., Providence,  
Rhode Island  
DEAN C. CUSHING, Executive Vice President, Massachusetts Merchants, Inc.,  
Boston  
LEO F. DALEY, Senior Vice President, Harris Upham & Co., Inc., Boston  
EUGENE R. HALLORAN, Partner, Ernst & Ernst, Boston  
PHILIP B. HOLMES, Insurance Consultant, Amherst, New Hampshire  
STEPHEN P. MUGAR, Honorary Chairman of the Board, Star Market Company,  
Cambridge  
GEORGE D. NOBLE, JR., Assistant Vice President, New England Telephone  
Company, Boston  
M. GREELY SUMMERS, General Agent, New England Life, Boston  
S. PETER VOLPE, President and Treasurer, The Volpe Construction Co., Inc.,  
Malden



**TERM EXPIRES JUNE 1975**

GORDON H. BERG, President, Berg & Co., Boston

DR. EDWARD L. BERNAYS, Counselor, Public Relations, Cambridge

OSCAR BRESNICK, Chairman, Bresnick/Wilson, Haight & Welch, Boston

JOHN P. CHASE, Chairman, John P. Chase, Inc., Boston

JOHN J. CURRAN, Assistant Treasurer, Norton Company, Worcester

WILLIAM F. DiPESA, Partner, Charles E. DiPesa & Company, Boston

MAURICE GORDON, Maurice Gordon & Sons Realty Co., Boston

CLEO F. JAILLET, Budget Analyst, Taxation, Massachusetts Senate Ways and Means Committee

EVERETT H. LANE, Chairman of the Board, Boston Mutual Life Insurance Company, Boston

THOMAS J. MOCCIA, Director, Public Affairs, Greater Boston Chamber of Commerce, Boston

GEORGE C. SEYBOLT, President, Wm. Underwood Company, Watertown

HENRY R. SILVER, Treasurer and Director of Sales, Silver Bros. Co., Inc., Manchester, New Hampshire

HARRY N. SNOOK, Vice President, Western Electric Company, Boston

HARRY E. WILKINSON, President, University Affiliates, Inc., Wayland

**ADVISORY COMMITTEE FOR  
CRIME AND DELINQUENCY SEQUENCES**

MRS. MABEL CAMPBELL, Director of Civil Service, Commonwealth of Massachusetts, Boston

JOSEPH CULLEN, Director of Psychological Research, Division of Youth Service

PAUL DOHERTY, Chief, Capitol Police, State House, Boston

LOUIS G. MAGLIO, Chief Probation Officer, Boston Juvenile Court

EDWARD D. McCLURE, Community Relations, U.S. Dept. of Justice

C. ELIOT SANDS, Commissioner of Probation

HENRY PREVITE, Head Supervisor, Youth Activities Commission

**ADVISORY COMMITTEE ON ASSOCIATE IN ARTS PROGRAM  
FOR CHILD CARE PERSONNEL**

ALBERT F. HANWELL, Chairman; Associate Professor, Boston College Graduate School of Social Work

SISTER THERESA BOUTHOT, Director of Social Services, St. Ann's Orphanage

CLIFFORD W. FALBY, Executive Director, New England Home for Little Wanderers

PAULINE GAMACHE, Social Worker, Home for Italian Children

JOHN E. McMANUS, Director, Division of Child Guardianship

SISTER MARY ROSE, Administrator, Nazareth Child Care Center

JOSEPH H. STRAIN, Associate Dean, Suffolk University

ALBERT E. TRIESCHMAN, Ph.D., Director, Walker Home for Children



## ACADEMIC ADMINISTRATION

### *President*

THOMAS A. FULHAM, A.B., D.C.S.

### *Vice President*

FRANCIS X. FLANNERY, B.S., B.A., M.S. in B.A., C.P.A.

### *Deans*

MICHAEL R. RONAYNE, B.S., Ph.D.

*Dean of the College of Liberal Arts and Sciences and College of Journalism*

DONALD SIMPSON, A.B., J.D.

*Dean of the Law School*

ROBERT C. WAEHLER, B.S. in B.A., Ed.M., C.P.A.

*Dean of the College of Business Administration and Graduate School of Administration*

JOSEPH H. STRAIN, A.B., A.M., C.A.S., Ed.D.

*Associate Dean, Evening Division*

### *Summer Sessions*

JOSEPH H. STRAIN, A.B., A.M., C.A.S., Ed.D., *Director of Summer Sessions*

### *University Library*

RICHARD J. SULLIVAN, A.B., M.S., *Director of Libraries*

THOMAS L. DAY, B.S., A.M.L.S., *Reference Librarian*

JAMES R. COLEMAN, B.A., M.A., M.L.S., *Reference Librarian*

RUTH E. WINN, B.A., M.A., M.S.L.A., *Assistant, Technical Services*

## BUSINESS AND FINANCIAL ADMINISTRATION

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PAUL J. RYAN, B.S., M.B.A., *Bursar*

MICHAEL F. DWYER, *Chief Accountant*

ALICE A. DEROSA, *Payroll and Claims Supervisor*

*Physical Plant*

IVAN BANKS, *Building Superintendent*

THOMAS KEARNEY, *Assistant Superintendent*

ROBERT McCULLOUGH, *Night Superintendent*

*University Archives*

P. RICHARD JONES, B.S. in J., *Director of Archives*

*Cafeteria*

BERNADETTE CASSIDY, *Manager*

LENORE DANAPOLI, A.S., *Assistant Manager*

*Bookstore*

STEPHEN PETERS, *Manager, Law Division*

LOUIS PETERS, *Manager, College Division*

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*Dean of Students' Office*

D. BRADLEY SULLIVAN, B.S., M.B.A., *Dean of Students*

*Financial Aid Office*

D. BRADLEY SULLIVAN, B.S., M.B.A., *Dean of Students*

*Admissions Office*

WILLIAM F. COUGHLIN, A.B., M.Ed., *Director of Admissions*

EDWARD F. SAUNDERS, A.B., *Assistant Director of Admissions*

*Registrar's Office*

MARY A. HEFRON, A.B., M.A. in Ed., *Registrar*

JOAN MONAHAN, B.A., *Recorder*

*Psychological Services*

LEO LIEBERMAN, A.B., Ed.M., Ed.D., *Director of Psychological Services*

*Student Activities Office*

JAMES O. PETERSON, B.A., M.S. in Ed., *Director of Student Activities*

*Athletics Office*

CHARLES LAW, B.S., Ed.M., *Director of Athletics*

JAMES NELSON, B.S. in B.A., M.Ed., *Assistant to the Director*

*Placement Office*

JAMES G. WOODS, A.B., J.D., *Director of Placement*

COSMO T. STEFANEY, B.S., M.Ed., *Educational Placement Officer*

*Health Services*

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MARY T. BRADY, R.N., *University Nurse*

WENDY LINDLEY, R.N., *Evening Division Nurse*

*Foreign Student Office*

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*Advisor to Women's Office*

ELIZABETH S. WILLIAMS, A.B., Ed.M., C.A.S., *Advisor to Women*

*Minority Student Office*

WILLIAM L. HANNAH, B.S., Ed.M., C.A.G.S., *Minority Student Advisor*

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*University Development*

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ELLENA P. KOHLER, A.B., *Assistant Director of University Development*

LENNE A. GAPSTUR, B.A., M.A., *Editorial Assistant*

*Alumni Office*

DOROTHY M. MCNAMARA, M.A., *Secretary of General Alumni Affairs*

*Public Relations*

LOUIS B. CONNELLY, B.S. in J., *Director of Public Relations*

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OF THE BOARD**

MARY E. MUHILLY

**ADMINISTRATIVE ASSISTANT TO THE PRESIDENT**

EVELYN A. REILLY

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MARJORIE J. CALLEY, B.A., *Secretary to the President*

GLORIA DEREN, *Secretary to the Vice President and Treasurer*

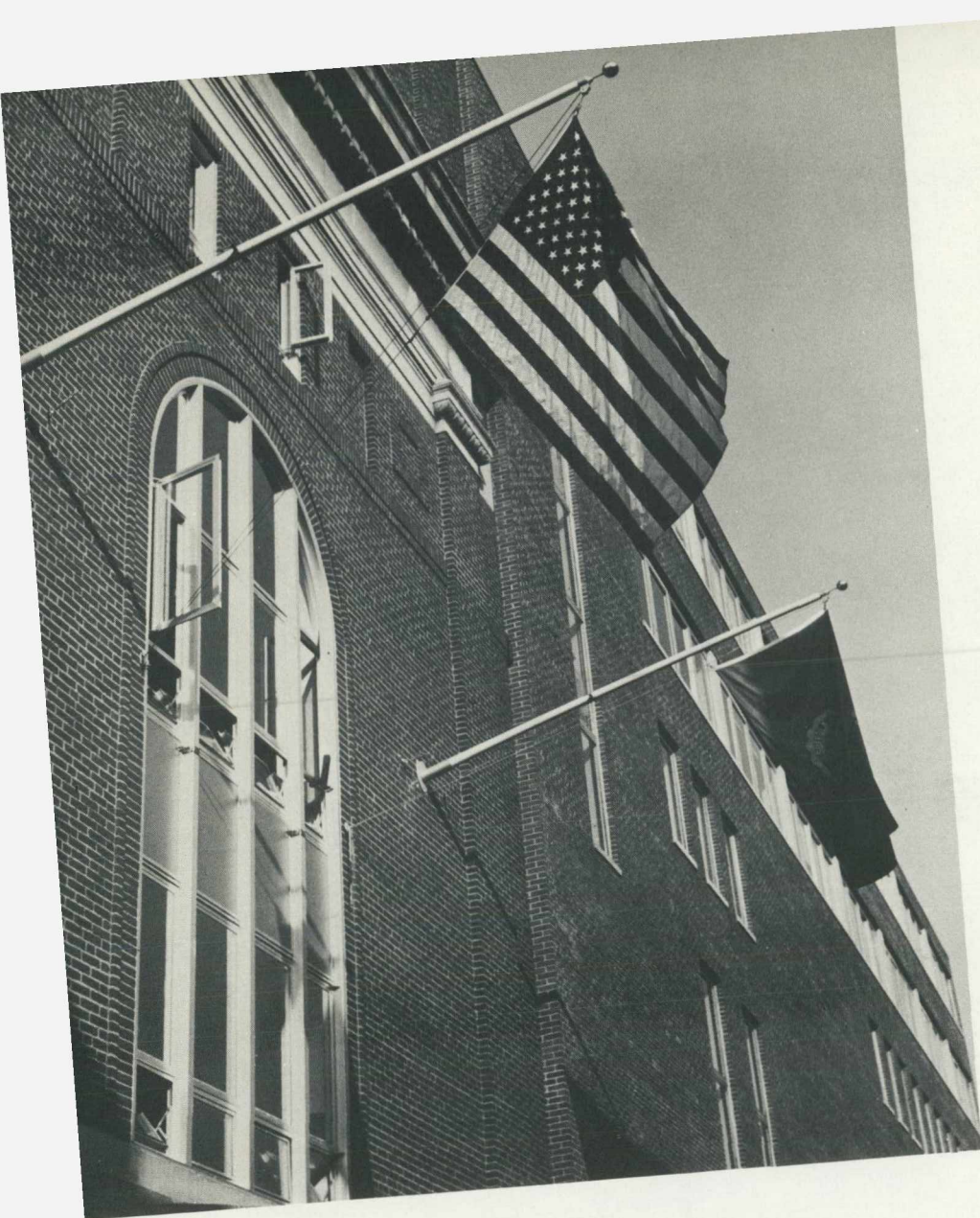
FLORENCE M. LYDON, *Secretary to the Dean of the College of Business  
Administration*

ANGELA M. CARCIA, *Secretary to the Associate Dean, Evening Division*

MARY F. FRASER, *Secretary to the Dean of Students*









# 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 1971-72 consisted of 5,672 men and women. Of this total, 3,773 were enrolled in the 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 facility, known as the Frank J. Donahue Building, together with the Archer Building and other facilities provides modern space for laboratories, libraries, classrooms, cafeteria, and offices for faculty, administration, and student activities.

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

## 2 *Suffolk University*

women, educated at this university have become judges, mayors, legislators, teachers in schools and universities, journalists, lawyers, doctors, businessmen, scientists, and social workers. 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, national origin, sex, age or economic status, but consistent with the student's ability to maintain required academic standards. The University, which is co-educational, 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 an environment which will encourage freedom of thought and expression in the pursuit of truth, scholarly excellence, and relevant and vital teaching.



2. To provide a strong liberal arts education in order to acquaint students with their cultural heritage and to develop a taste for the best, a sense of values, and awareness of their roles and obligations as citizens of a democratic society.
3. To provide professional and pre-professional programs on both the undergraduate and graduate level in areas such as business administration, law, social work, education, medical technology, journalism, and public service.
4. To provide educational opportunities for qualified men and women who might otherwise be deprived of them as a result of economic, social, or cultural handicaps.
5. To help Greater Boston and the Commonwealth of Massachusetts to solve their social, economic, and cultural problems.

### ACCREDITATION AND MEMBERSHIPS

ASSOCIATION OF AMERICAN COLLEGES

COLLEGE ENTRANCE EXAMINATION BOARD

COLLEGE SCHOLARSHIP SERVICE

AMERICAN COUNCIL ON EDUCATION

ASSOCIATION OF UNIVERSITY EVENING COLLEGES

AMERICAN ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION

NATIONAL ASSOCIATION OF COLLEGE AND UNIVERSITY SUMMER SESSIONS

AMERICAN ASSOCIATION OF COLLEGIATE SCHOOLS OF BUSINESS ASSEMBLY

ASSOCIATION OF INDEPENDENT COLLEGES & UNIVERSITIES IN MASSACHUSETTS

BOSTON MUSEUM OF SCIENCE

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES

The New England Association of Schools and Colleges accredits schools and colleges in the six New England states. Membership in one of the six regional accrediting associations in the United States indicates that the school or college has been carefully evaluated and found to meet standards agreed upon by qualified educators. Colleges support the efforts of public school and community officials to have their secondary school meet the standards of membership.

### REGISTRATION

The undergraduate curriculum in accounting is registered by the State of New York.





# II

# Admission

## DAY FRESHMAN CLASS

### *Entrance Requirements*

High school and preparatory school graduates, both men and women, may 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. Applicants are evaluated on an individual basis 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.

## 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.



### **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.

### **TRANSFER UNDERGRADUATE STUDENT**

Suffolk University accepts a large number of transfer students in the fall and spring semesters. Transfer students who apply from two-year community colleges, private two-year colleges, four-year colleges, or other institutions of collegiate rank should be in good academic and social standing. The most important factor in determining admission is the academic performance at the previous college. Transfer credit is given for equivalent college courses in which a grade of "C" or better is attained where "D" is the lowest passing grade. The last thirty semester hours in any degree program must be earned at Suffolk.

A transfer counselor is available to discuss transfer credit and the selection of appropriate courses. Every effort is made to assist transfer students to make a good transition.

Transfer applications from two-year colleges are usually considered for acceptance after three semesters of work. Applications should be submitted in the fall. Rolling admissions is used and a student is notified in the acceptance letter of the number of credits awarded.

All grants of transfer credit are made on a provisional basis and become final after the student has satisfactorily completed thirty 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.

Effective September 1970, transfer students are not required to repeat a required Suffolk subject in which a "D" grade has been received at another accredited institution. No semester hour credit is awarded for a "D" grade. Students are required to make up credit by taking elective subjects at Suffolk.

### SUBSTITUTIONS FOR REQUIRED COURSES

Transfer students may substitute credit in courses taken elsewhere prior to their enrollment at Suffolk University for courses normally required of Suffolk degree candidates. Each substitution should be a two-semester course. Authorized substitutions are listed below. *If a substitution course replaces one of the required courses listed below, it may not be used to meet any other requirement.*

<i>Required Courses</i>	<i>Substitute Courses</i>
English 2.3-2.4	English Literature, American Literature
History 1.1-1.2 or 1.3-1.4	American History, World Civilization, other history courses with the consent of the Chairman of the History Department only
Humanities Option	Great Books, World Literature, History or Appreciation of Art, Music Appreciation, Introduction to Philosophy, History of Ancient and Medieval Philosophy, Cultural History of the Middle Ages, The Renaissance and Reformation, Ethics or Philosophy of Religion, Cultural French-German or Spanish, Survey of French-German or Spanish Literature
Social Science Option	Sociology, Government, Economics, Anthropology, General Psychology
Science 1.1-1.2	Chemistry, Physics, Geology, Physical Science, Astronomy
Biology 1.3-1.4	Biology (Botany and Zoology), The Living World and Man, Man and His Biological World, Environmental Sciences

### 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 issued by any State Department of Education.



## SPECIAL STUDENTS

### EVENING

Special students are 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. A special application is in the evening Division Bulletin.

#### *Re-Admission to Suffolk*

Students who wish to re-enter Suffolk, after an absence of one semester or more, should request a special re-admission form from the Admissions Office.

Students who have been dismissed by the Academic Standing Committee must petition the Academic Standing Committee for re-admission to either the Day or the Evening Division.

Students from other colleges who want to take courses for transfer credit may also apply as special students.

## GRADUATE STUDENTS

### *Business — Chemistry — Physics — Education*

The Graduate School of Administration offers an M.B.A. Degree in Business. The College of Liberal Arts offers an M.S. in Chemistry, M.S. in Physics, an A.M. in Education, and an Ed.M. 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-Physics:** Candidates applying for an M.S. Degree in Chemistry or a M.S. Degree in Physics must furnish two letters of recommendation from persons in the educational profession or field of employment who can discuss candidates' qualifications in Mathematics and Science.

**Education:** Candidates applying for an A.M. or Ed.M. must furnish two letters of recommendation from persons in the educational profession. Candidates in the A.M. program will concentrate in elementary or secondary education. Candidates in the Ed.M. program may concentrate in Counseling, in Reading Specialization, or in Foundations of Education. Please also see the section labelled Special Graduate Education Programs for description of the Ed.M. plan not directly related to fulfilling state certification in public education.

### MINORITY GROUP STUDENTS

It is the policy of Suffolk University to admit to its membership both faculty and students on the basis of individual merit and without regard to race, color, creed, sex, age, or national origin. The University, which is co-educational, encourages applications from qualified members of minority groups. Suffolk University has a long-standing commitment to help minority group students. It fulfills this commitment by ensuring that from the standpoint of location, time and cost, its educational facilities are made as accessible as possible to all qualified students. Special scholarships, loans and other financial aids are available to disadvantaged students in need. The Department of Psychological Services provides counseling and other special help to disadvantaged students.

### FOREIGN STUDENTS

Applications from foreign students are welcomed at Suffolk University. There is a special application for foreign students. As Suffolk University is an 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.

Foreign applications for the Fall Semester must be received by February 1. All required credentials must be received by April 1. Applications for the Spring Semester must be received by October 1.

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*. There is no financial aid available to foreign students during their first year of study. Suffolk University does not have dormitories. Students must make their own arrangements for housing.

### READING DEVELOPMENT

Any student in the Day Division who has a reading handicap which is accompanied by evidence of scholastic underachievement may be required to take a reading development course in addition to the usual course load.

Students who fail to complete satisfactorily the required reading course and who are not in good academic standing may be subject to dismissal from the University.



### 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 the secondary level is offered for six to eight weeks in cooperation with a limited number of public school systems.

This program is open to outstanding graduates of accredited colleges of liberal arts and sciences who have distinguished themselves while pursuing their undergraduate studies. Students selected for the program will normally have completed their undergraduate degrees *cum laude* and will have been highly recommended by their undergraduate professors.

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*.

### ADMISSIONS PROCEDURES

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

A \$15 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: A brief statement of activity (school, work, service, etc.) since high school graduation, must be filed by all applicants.

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

All freshmen and transfer applications for the Fall Semester-Day Division must be received by *April 1st*, and for the Spring Semester by *December 1st*.

### 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 — Physics*

- 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)

### NOTIFICATION OF ACCEPTANCE

Applicants are notified of the Admission Committee's decision as soon as all required credentials have been received.

### 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.

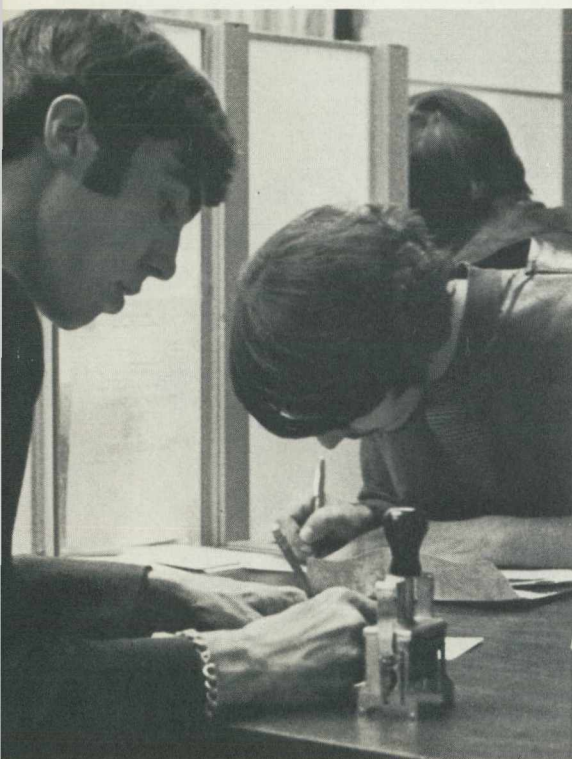
All other correspondence should be addressed to Registrar, Suffolk University, 41 Temple Street, Boston, Massachusetts 02114.

### OFFICE HOURS

During the academic year, 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 Tuesdays and Thursday evenings from 5:00 to 8:00 P.M.

Telephone (617) 723-4700





# III

## Finances and Student Aid

### TUITION

The tuition for full-time students attending the Colleges as undergraduate or graduate students is \$1,400 for a full program for 1972-1973. Day students enrolled in four or five courses will be considered full-time students.

A student who is given permission to take a sixth course will be charged \$140 for a three semester hour course and \$185 for a four semester hour course.

Part-time evening and Adult Education tuition will be based on the \$40 per semester hour rate: \$120 for a three semester hour course and \$160 for a four semester hour course.

Tuition for students enrolled in extension courses will be charged at the rate of \$40 per semester hour credit in those courses.

A fee at the rate of \$40 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. Students who are required to take Reading Development or Reading and Study Skills must pay an additional \$80, unless this course replaces one of their five regular courses.

*All tuition charges are subject to change by action of the Board of Trustees. Any such change may be made applicable to students already enrolled in the University.*

All payments should be made at the Accounting Office, Donahue 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 registration, students who find it necessary may arrange to pay on a deferred payment basis under Payment Plan 2. 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 16. There are two payment plans available:



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Plan 1: *One payment* of all charges (for full semester) at time of registration for each semester. Students carrying only one course must use this plan.

Plan 2: *Two payments*—one half at time of registration; one half in sixty days. (*Limited to students carrying two or more courses.*)

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

In the event that the second installment under Plan 2 is not paid on time, a \$10 Late Payment Fee is charged.

If a student does not pay his tuition or fees as required according to the regulations published in the *Bulletin* and in Registration Information, or make satisfactory arrangements for such payment with the Treasurer or Bursar, he will be dismissed immediately from the University.

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 1973 Summer Session rate will be \$40 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 \$15 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 \$100 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 several dances and selected plays, and to free membership in funded clubs and organizations. During the Senior Year the Activities provides admission to the Senior Prom and Banquet, and a copy of the yearbook.

### LABORATORY FEE

Students taking four credit hour laboratory courses in Biology, Chemistry, Physics, Experimental Psychology or Science will pay a laboratory fee of \$15 per semester for each four semester hour course. A fee of \$20 is assessed for courses with SCUBA. There is also a \$15 charge for Educational Media (Educ. 4.0) and Individual Intelligence Testing (Educ. 7.13). Fees are payable at the beginning of each semester. No fee is charged for the use of the Speech-Language Laboratory.

### MAKE-UP EXAMINATIONS

A fee of \$5 will be charged for each make-up 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 two weeks after the date on which the examination was scheduled.* See "Absence from Final Examination," p. 95.

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

### GRADUATION FEE

JUNE and SEPTEMBER GRADUATES. The graduation fee, including diploma, is \$25. It is due and payable one month prior to graduation. This fee is payable whether or not students attend the graduation ceremony. JANUARY GRADUATES. As there is no formal graduation ceremony in January, the graduation fee is \$8 (cost of diploma). January graduates are also invited to attend the June graduation ceremony and, if attending, must pay the full graduation fee of \$25.



**TRANSCRIPT OF RECORD**

Students may obtain certified transcripts of their college record from the Registrar's Office. There is no charge for the first transcript. A charge of \$1 will be made for the second copy and for subsequent copies not ordered at the same time. In the event that several transcripts are ordered at one time, a charge of \$1 will be made for the second copy and of \$.50 each for additional copies. *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 has been paid. The University reserves the right to refuse to issue a transcript of the record of any student who has not fulfilled all financial obligations due the University.*

No transcript requests will be honored during the registration periods. Requests must be made in writing or by coming to the Registrar's Office in person. No telephone requests will be honored.

**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 \$5 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 Bursar of the University, receive a partial refund of the tuition charges. (See "Withdrawal from College," p. 102.) 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%

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 ASSISTANCE**

### **SCHOLARSHIPS**

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 \$500,000 per year. Approximately one-third of our students received financial aid during 1971-1972.

The Dean of Students administers scholarships and other forms of financial assistance. Entering students desirous of applying for financial assistance must follow all steps outlined under Admissions Procedures in addition to filing a Suffolk University Financial Assistance application with the Dean of Students Office and the Parents' Confidential Statement with the College Scholarship Service by March 1. Financial assistance decisions are made shortly after an Admissions decision has been made. Eligibility for financial assistance is established by submitting the Parents' Confidential Statement, issued by the College Scholarship Service, P.O. Box 176, Princeton, New Jersey 08540.

#### **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.

#### **RICHARD CARDINAL CUSHING SCHOLARSHIP**

Through the generous gift of His Eminence Richard Cardinal Cushing, the late 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.

#### **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 ENTERING FRESHMEN**

A number of Trustee Scholarships are available annually for incoming Freshmen. 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 Confidential Statement through the College Scholarship Service for transmittal to the Office of the Dean of Students. Forms may be obtained from this office. The amount of each award varies with the need of the individual.

#### **SCHOLARSHIPS FOR DISADVANTAGED STUDENTS**

The Board of Trustees and friends of Suffolk University have established a number of scholarships for qualified disadvantaged students in need. Those eligible may be enrolled in any of the colleges of the University in either the Day or the Evening Divisions. These scholarships may be renewed provided there is evidence of continued financial need.

#### **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 status. The amount of these awards varies with the requirements of the individual.

#### **STUDENT ASSISTANTS**

Each year a number of qualified students 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 and in the Graduate School of Administration.

#### **GRADUATE FELLOWSHIPS**

The University Board of Trustees has established eight full tuition Fellowships 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 Fellowships may be awarded to master's candidates in Education and four to master's candidates in Business Administration. Fellows are expected to assist their department as needed. They must carry a full academic schedule of either four or five courses.



#### **SUFFOLK UNIVERSITY TRUSTEE GRADUATE SCHOLARSHIPS**

To encourage graduate work among Suffolk students, the Trustees of Suffolk University established in 1960 a graduate scholarship to be granted annually to an exceptionally able member of the graduating class. In 1971, a separate Trustee Graduate Scholarship was established for the College of Business Administration. The scholarships 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 scholarships 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 of his College upon recommendations made by the faculty of the appropriate College as a whole.

#### **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.

#### **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.

#### **CHILD CARE PROGRAM SCHOLARSHIPS**

The following agencies of the New England Association of Child Care Personnel have provided full-tuition scholarships in support of the Child Care Program: New England Association of Child Care Personnel (one); Nazareth Child Care Center, Jamaica Plain (three); New England Home for Little Wanderers, Boston (two); Home for Italian Children, Jamaica Plain (two); Madonna Hall for Girls, Marlboro (two); Boston Center for Blind Children, Boston (one); Catholic Diocese of Maine (one); St. Ann's Orphanage and Home, Methuen (one).

#### **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 the late 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.

**AGNES F. DRISCOLL MEMORIAL SCHOLARSHIP FUND**

In memory of Agnes F. Driscoll, a 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.

**JOHN E. FENTON SCHOLARSHIP**

Established in 1970 from an original gift by the Suffolk University Humanities Club and supplemented by other donations in honor of Judge John E. Fenton for his many years of devotion and service to students as a member and Chairman of the Board of Trustees and as the fifth President of Suffolk University, the scholarship will be awarded on the basis of financial need and satisfactory academic standing.

**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.

**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.

**SCHOLARSHIP PRIZE IN JOURNALISM**

The Publicity Club of Boston and The New England Business Communicators award a \$150 scholarship each year to an outstanding Junior or Senior in Journalism. The organizations make similar awards to students of journalism at other Boston area colleges.

**DOROTHY M. MCNAMARA SCHOLARSHIP**

The Board of Trustees of the General Alumni Association of Suffolk University have established a \$1,000 annual scholarship to honor "Miss Mac" for her many years of service and devotion to the students of Suffolk University. To be eligible for this scholarship a student, male or female, must qualify both in financial need and in satisfactory academic standing.



#### **ELLA M. MURPHY MEMORIAL SCHOLARSHIP**

Through a bequest of the late Dr. Ella M. Murphy, Professor of English, and additional contributions from her friends and former students, an annual scholarship equal to approximately one quarter of the yearly tuition is available to an outstanding student majoring in English. The scholarship will be granted for the senior year and the recipient will be determined by a committee of the English Department.

#### **HENRY E. WARREN SCHOLARSHIPS**

Through the generosity of the Trustees of The Warren Benevolent Fund, the equivalent of five full-tuition scholarships plus certain expenses has been provided. The Scholarships are awarded on the basis of Suffolk University's philosophy and commitment to the encouragement of education for students of limited means.

#### **GEORGE C. SEYBOLT SCHOLARSHIP FUND**

Through the generosity of Philip B. Holmes and his wife, an irrevocable charitable trust was established in 1967 in honor of George C. Seybolt, member and former Chairman of the Suffolk University Board of Trustees. The fund has since been increased by gifts from other friends of Mr. Seybolt.

#### **ECONOMIC OPPORTUNITY GRANTS**

These are grants made available by the federal government through Suffolk University to undergraduate applicants for students in severe financial need who have little opportunity or means for the payment of their education. The grants range from \$200 to \$1000 on a matching fund basis and are renewable as long as the holder maintains academic standing.

#### **DEPARTMENT OF JUSTICE LOANS AND GRANTS**

Funding is available under Section 406 of the Omnibus Crime and Control and Safe Streets Act of 1968 (PL90-351). This bill provides student loans up to \$1,800 per academic year and grants are available to those presently employed in the Law Enforcement and Correctional fields up to \$300 per semester, not to exceed the cost of tuition fees. A limited amount of funding is available under this bill for students who show financial need and are planning a career in law enforcement and correctional work. Application blanks for these loans and grants may be obtained from the Dean of Students.

#### **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 and half-time students, either undergraduate or graduate, are eligible for 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. Application blanks for these loans may be obtained from the Dean of Students.

#### **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 on the average of 15 hours per week while attending classes during the college year, and up to 40 hours per week while not attending classes, such as in the Summer. The rate of pay is \$1.75 per hour on campus.

#### **ELIZABETH YOUNG MUNCE LOAN FUND**

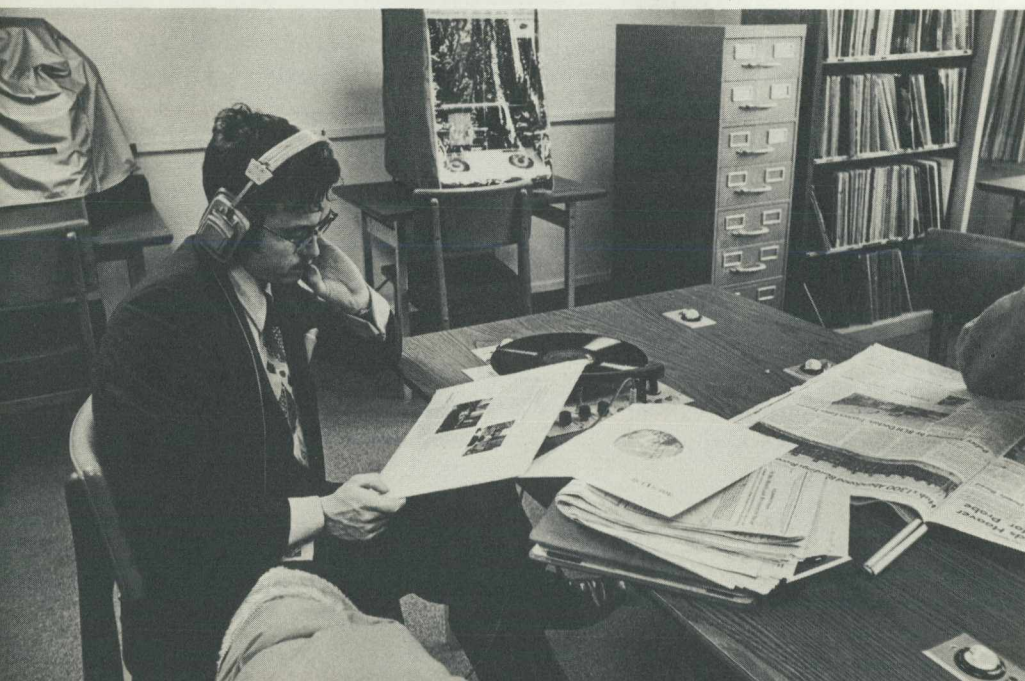
In January, 1957, the Elizabeth Young Munce Loan Fund was established through gifts of students, faculty, staff, and others who desired to honor the wife of the then President of the University, Robert J. Munce. Students may request assistance from this loan fund by applying to the Dean of Students. Loans from this fund are usually small and granted for short periods of time.

#### **REVOLVING FUND FOR SUMMER STUDY ABROAD—PROJECT SAFARI**

Any full-time student in good standing at Suffolk is eligible to apply for a loan from the University's Revolving Fund for Summer Study Abroad, to assist in meeting the costs of summer study at a foreign academic institution. Loans are approved by a faculty committee on the basis of (1) a project description, justifying the need for foreign study; (2) approval by the appropriate department chairman; and (3) the student's previous demonstration of satisfactory achievement in the general area of the project. Additional details on application procedure and financial arrangements are available at the Office of the Dean of Students.

#### **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 to the Dean of Students for limited amounts of aid from this fund.





# IV

## 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.S. 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 RELATED ELECTIVES

A major requirement is normally satisfied by the completion of 30 semester hours in one department and 12 semester hours of related electives chosen with the approval of the department Chairman from a list of courses recommended by the department.

Selection of a major should be done at the beginning of the Sophomore year. Students must consult course requirements and receive approval of their advisor in order to properly fulfill the major requirement of 42 semester hours.



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

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

#### HUMANITIES MAJORS

English  
French\*  
Humanities  
Mass Communications†  
Philosophy  
Spanish\*  
Speech†  
Theatre Arts†

#### SOCIAL SCIENCE MAJORS

Economics\*  
Education\*  
Government  
History  
Psychology  
Sociology

#### SCIENCE MAJORS

Biochemistry  
Biology  
Chemistry  
Clinical Chemistry  
Life Studies  
Mathematics\*  
Physics\*

#### 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

Child Care	Pre-Dental
Crime and Delinquency	Pre-Legal
Social Work	Pre-Medical
Urban Studies	Pre-Optometry
Pre-Medical Technology	Pre-Veterinary

#### GENERAL INFORMATION

Liberal Arts students must complete a minimum of 122-124 semester hours in order to graduate. The A.B. degree requires 122 semester hours; the B.S. degree requires 124.

*To qualify for an A.B. degree*, students must satisfy the foreign language requirement by completing one of the three options listed below:

1. Earn 12 semester hours of college credit in one foreign language. The two-semester courses must be taken during the same year.

2. Complete 6 semester hours of intermediate or advanced foreign language. This is possible when the Chairman of the Language Department makes this recommendation based on the results of a Foreign Language Placement test.

3. Pass a special advanced foreign language reading test in order to waive the language requirement.

Students who major in one of the humanities or social sciences should normally be A.B. candidates. In addition to 12 semester hours of foreign language, they must complete 14 semester hours in science.

*To qualify for a B.S. degree*, students must obtain permission from the chairman of their major department, complete 12 semester hours in Mathematics, and 16 semester hours in laboratory science. Students who qualify upon admissions to take Mathematics 2.1-2.2 (Calculus) are only required to complete 6 semester hours in Mathematics. B.S. degrees are not offered in English, French, History, or Spanish.

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

Liberal Arts students who plan to major in Economics, English, French, Government, History, Humanities, Philosophy, Psychology, Sociology, Spanish, and Speech may meet their degree requirements by completing 122 semester hours (A.B. degree) 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 advance permission from the chairman of the major department may they become candidates for the B.S. degree. The B.S. degree requires completion of 124 semester hours. B.S. degrees are not offered in English, French, History, or Spanish.

#### HUMANITIES OPTIONS

Social Science majors must select two one-year courses (12 semester hours), one from Group A and one from Group B. Science majors must take one-year courses (6 semester hours) from either group.

##### Group A

Humanities 1.1-1.2  
\*Humanities 2.1-2.2  
French 2.7-2.8  
Spanish 2.7-2.8  
English 3.3-3.4  
History 3.3-3.4

##### Group B

Philosophy 1.4-1.5  
Philosophy 2.1-2.2  
Philosophy 1.3-1.4

\*Not open to Freshmen

**SOCIAL SCIENCE OPTIONS**

Humanities and Science majors must select two year-courses (12 semester hours).

Economics	1.1-1.2
Government	1.1-1.2
Psychology	1.1 and
Any advanced Psychology course	
Sociology	1.1-1.2
Education	2.1-2.2

**SCIENCE OPTIONS**

Humanities and Social Science majors must select two year-courses.

A.B. degree candidates must complete 14 semester hours of science by taking one year of science from Group A and one from Group B. One of the year courses must include the laboratory for 2 semester hours.

Math 1.7-1.8 only may be substituted for the 6 semester hour science requirement.

B.S. degree candidates must complete 16 semester hours of science by taking one year of science from Group A and one-year from Group B. Both courses must include the laboratory for 2 semester hours.

In some cases the student is allowed to mix semesters of different courses, e.g. Chemistry 1.3, Science 1.2. Consult the Chairman of the Department of Chemistry or the Chairman of the Department of Physics for approval.

<i>Group A</i>			<i>Group B</i>		
		<i>Sem. Hrs.</i>			<i>Sem. Hrs.</i>
Science	1.1-1.2	8	Biology	1.3-1.4	8
Physics	1.1-1.2	8	Biology	1.1-1.2	8
Chemistry	1.1-1.2	8	Biology	1.31-1.32	6
Chemistry	1.3-1.4	6-8	Biology	1.41-1.42	6
Mathematics	1.7-1.8	6	Biology	1.5-1.6	6-8
			Mathematics	1.7-1.8	6

**BACHELOR OF ARTS**  
(122 Semester Hours)

*(With a major in one of the humanities: English, French, Humanities, Mass Communications, Philosophy, Spanish, Speech, Theatre Arts)*

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.3-2.4	6
History 1.1-1.2 or 1.3-1.4	6	Second Year Foreign Language	6
Social Science Option	6	Social Science Option	6
Science Option	6-8	Science Option	6-8
First Year Foreign Language	6	One major course	6
	<hr/> 30-32		<hr/> 30-32



<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
	<hr/> 30		<hr/> 30

### BACHELOR OF ARTS

(122 Semester Hours)

*(With a major in one of the social sciences: Economics, Education, Government, History, Psychology, Sociology, Spanish-Sociology)*

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.3-2.4	6
History 1.1-1.2 or 1.3-1.4	6	Second Year Foreign Language	6
Science Option	6-8	Science Option	6-8
First Year Foreign Language	6	One major course	6
Humanities Option	6	Humanities Option	6
	<hr/> 30-32		<hr/> 30-32
<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
	<hr/> 30		<hr/> 30

### BACHELOR OF SCIENCE

(124 Semester Hours)

*(With a major in one of the humanities: Humanities, Philosophy, Speech)*

Students must obtain authorization to study for the B.S. degree from the chairman of their major department early in their college career.

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.3-2.4	6
History 1.1-1.2 or 1.3-1.4	6	Mathematics 2.1-2.2	6
Social Science Option	6	Social Science Option	6
Mathematics 1.3-1.4	6	Science Option	8
Science Option	8	One major course	6
	<hr/> 32		<hr/> 32
<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
	<hr/> 30		<hr/> 30

### BACHELOR OF SCIENCE DEGREE

(124 Semester Hours)

*(With a major in one of the social sciences: Economics, Government, Psychology, Sociology)*

Students must obtain authorization to study for the B.S. degree from the chairman of their major department early in their college career.

## 30 *Suffolk University*

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.3-2.4	6
History 1.1-1.2	6	Mathematics 2.1-2.2	6
Humanities Option	6	Humanities Option	6
Mathematics 1.3-1.4	6	Science Option	8
Science Option	8	One major course	6
	<hr/> 32		<hr/> 32
<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
	<hr/> 30		<hr/> 30

### CURRICULA FOR SCIENCE MAJORS BIOLOGY

A total of 122 semester hours is required for a bachelor's degree with a Biology major. Consult the statement of major requirements at the head of the Biology list of courses of instruction.

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
Biology 1.1-1.2	8	Biology Electives	8
Chemistry 1.1-1.2	8	Chemistry 2.1-2.2	8
English 1.1-1.2	6	First Year Foreign Language	6
Mathematics 2.1-2.2	6	Elective	6
	<hr/> 28	Social Science Option	6
			<hr/> 34
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Biology Electives	8	Biology Electives	5
English 2.3-2.4	6	Biology 5	1
Second Year Foreign Language	6	Humanities Option	6
Physics 1.1-1.2 or 2.1-2.2	8	Social Science Option	6
History 1.1-1.2 or 1.3-1.4	6	Electives	8
	<hr/> 34		<hr/> 26

### 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; the St. Francis Hospital, Hartford, Connecticut; the Cambridge Hospital; and the Bon Secours Hospital, Methuen, in order to offer the Bachelor of Science degree with a major in biology and a program 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 normally 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 may be awarded stipends by the hospital. Students should apply to the hospital school of their choice upon registering for their fifth 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 Biology 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. Arthur J. West II, Chairman of the Suffolk University Department of Biology, Dr. Arthur E. O'Dea, Director of the Newton-Wellesley Hospital School of Medical Technology; Dr. Dieter Keller, Director of the Henry Heywood Memorial Hospital School of Medical Technology; Dr. John E. Thayer, Director of the St. Francis Hospital School of Medical Technology; Dr. Beni Horvarth, Director, School of Medical Technology, Veterans Administration Hospital, Jamaica Plain; Dr. Chikao G. Hori, Director, School of Medical Technology, The Cambridge Hospital; and Dr. M. D. Howard, Director of the Bon Secours Hospital School of Medical Technology, Methuen.

# MEDICAL TECHNOLOGY PROGRAM (124 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
Mathematics 1.3-1.4 or 2.1-2.2	6	Humanities Option	6
Biology 1.1-1.2	8	Biology 4.5-3.8	8
Chemistry 1.1-1.2	8	Biology Major	9
	<hr/>	Chemistry 2.1-3.2	8
	28		<hr/>
			37
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
English 2.3-2.4	6	Completion of Medical Technology Program at one of the following hospitals: Newton-Wellesley, Henry Heywood Memorial, St. Francis, Jamaica Plain Veterans', The Cambridge Hospital, Bon Secours Hospital.	
Physics Option	8		
Elective	4		
Chemistry 3.2	4		
Social Studies Option	6		
Biology 5 (T)	1		
	<hr/>		<hr/>
	29		30

\*In view of the highly intensive nature of the program, it is strongly urged that Medical Technology candidates give serious consideration to reducing the Fall and Spring course load by one course, by attending the Summer Session during the first and second years.



**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. Suffolk University permits students admitted to accredited dental schools to fulfill senior year requirements by successful completion of first year dental studies.

**AFFILIATED COOPERATIVE PROGRAM  
IN  
ENVIRONMENTAL TECHNOLOGY**

By affiliation with governmental and private research agencies, Suffolk University offers a cooperative program in Environmental Technology. Students will spend two six month periods employed with an affiliated agency while under the guidance of a faculty member from the University.

Agencies cooperating with Suffolk University do so through a formal affiliation in which the responsibilities of the agency and the University are established. Students are compensated during the time they are in the employ of the agency. While in the employ of the agency, the student is registered for credit in the University and is expected to fill the usual requirements of a student at the University.

Upon satisfactory completion of the prescribed curriculum, students are eligible to receive the degree of Bachelor of Science with a major in Biology from Suffolk University.

**ENVIRONMENTAL TECHNOLOGY PROGRAM  
(124 Sem. Hrs.)**

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>*Sophomore</i>	<i>Sem. Hrs.</i>
Biology 1.1-1.2	8	Science 2.2	12
Chemistry 1.1-1.2	8	Chemistry 3.2 or	
Mathematics 2.1-2.2	6	Major Elective	4
English 1.1-1.2	6	Major Electives	4
		English 2.3-2.4	6
		Social Science Option	6
		Humanities Option	6
	<hr/> 28		<hr/> 38

\*Students will spend 6 months in residency in an affiliated agency during the tenure of the sophomore year. Depending upon the time the student is at the agency, one summer at Suffolk University is necessary during the sophomore year.

<i>Junior</i>		<i>*Senior</i>	<i>Sem. Hrs.</i>
History 1.1-1.2 or 1.3-1.4	6	Science 4.2	12
Chemistry 2.1-2.2	8	Chemistry 3.2 or	
Physics 1.1-1.2	8	Major Elective	4
Social Science Option	6	Major Electives	5
Major Electives	8		
Biology 5T	1		
	<hr/> 37		<hr/> 21

### COBSCOOK BAY LABORATORY

Suffolk University maintains an eighteen acre marine field station on the shores of Cobscook Bay in Edmunds, Maine. The facility is utilized by groups from a number of educational institutions throughout New England. At the present time, two National Science Foundation supported programs make extensive use of the facilities in addition to several marine oriented courses offered by the Biology Department of Suffolk University.

Although the facility was organized primarily to meet the need for undergraduate field experience in a marine environment, visiting scientists and graduate students make use of the station to collect and study data of interest to them. Future plans call for extensive cooperation of small colleges and universities interested in providing field opportunities for undergraduate students.

The Laboratory has the advantage of being in the lower Bay of Fundy region in the northernmost coastal region of Maine. The Bay has the greatest fluctuation of tide anywhere in continental United States and allows for ready access to the collecting of many marine organisms. Washington County, Maine, is one of the most picturesque areas on the eastern seaboard and is in close proximity to many tourist attractions such as the summer residence of the late President Franklin D. Roosevelt at Campobello Island, Canada. The United States Department of the Interior maintains the Moosehorn National Wildlife Refuge in the immediate area and carries on extensive research with the Woodcock.

### PRE-LEGAL EDUCATION COLLEGE AND LAW SCHOOL (4 Years) (3 Years)

*Open to entering Freshmen and transfer students.*

Students who wish to enter Suffolk University Law School must first complete a bachelor's degree from an accredited college or university. The Law School Admission test is required of all applicants. The Law School offers a Juris Doctor Degree after three years of schooling in the Day Division or four years in the Evening Division.

There is no special program that a student must follow in order to be considered for Law School. The Law School Committee places emphasis on



the quality of the undergraduate work and the results of the Legal Aptitude Test. Applicants should have a mastery of English—both written and spoken. A student interested in law school will find that studies in accounting, economics, government, history, philosophy, and sociology will give good preparation for the study of law. However, it should be stressed that a student may complete the requirements in the College of Liberal Arts, College of Business Administration, or the College of Journalism in order to be considered for admission to Suffolk University Law School.

**PRE-LEGAL COMBINED DEGREE PROGRAM**  
**COLLEGE AND LAW SCHOOL**  
**(3 Years)      (3 Years)**

*Not open to transfer students.*

The Combined Degree Program enables students who enter Suffolk University as freshmen to earn both a bachelor's degree and a Juris Doctor Degree in six years instead of the customary seven years. In effect, the first year of Law study applies toward both degrees. Transfer credits from other colleges, however, may not be applied toward this program.

The program consists of three years of study in the College of Liberal Arts and Sciences, College of Business Administration, or College of Journalism, and three years of study in Suffolk University Law School. Evening students may complete the Combined Degree Program in eight years, (four years of Evening College and four years of Evening Law School).

Freshmen may select any major offered in the College, but must satisfy all requirements through the third year of study (equivalent to 90 semester hours). Fourth year (senior) major courses and electives are waived. Students may apply to Suffolk University Law School during their third year of undergraduate study and must take the Law School Admission Test prior to admission to the Law School. A good academic record and recommendations are also required.

Students accepted to the Law School after three years of undergraduate work will receive a bachelor's degree following successful completion of the first year in the Law School. They will be awarded a Juris Doctor Degree upon satisfactory completion of three years of Law School.

The quality of the course work in the College and in the Law School must be satisfactory in accordance with the prevailing standards of each school.

**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. Suffolk University permits students admitted to accredited medical schools to fulfill senior year requirements by successful completion of first year medical studies.

#### **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. Suffolk University permits students admitted to accredited veterinary schools to fulfill senior year requirements by successful completion of first year veterinary studies.

**CHEMISTRY**

Students whose interest and aptitudes lead them to specialize in Chemistry may choose from among the following bachelors degree programs. Program variations should be planned in consultation with the Chemistry Department Chairman. Consult the statement of major requirements at the head of the Chemistry list of courses of instructions.

**CHEMISTRY MAJOR**

A total of 123 semester hours is required for a bachelor degree with a Chemistry major.

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
Chemistry 1.1-1.2	8	Chemistry 2.1-2.2	8
Mathematics 2.1-2.2	6	Mathematics 2.3-2.4	6
English 1.1-1.2	6	Physics 2.1-2.2	8
Humanities Option	6	History 1.1-1.2 or 1.3-1.4	6
Social Science Option	6		
	<hr/> 32		<hr/> 28
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Chemistry 2.3	4	Chemistry 4.3	4
Chemistry 3.2	4	Chemistry 4.5	3
Chemistry 4.1-4.2	7	Chemistry 5	5
Social Science Option	6	Science Elective	6
Free Electives	12	English 2.3-2.4	6
	<hr/> 33	Free Elective	6
			<hr/> 30

### BIOCHEMISTRY MAJOR

A total of 123 semester hours is required for a bachelors degree with a Biochemistry major.

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
Chemistry 1.1-1.2	8	Chemistry 2.1-2.2	8
Biology 1.1-1.2	8	Physics 1.1-1.2 or	8
English 1.1-1.2	6	2.1-2.2	
Humanities Option	6	Mathematics 2.1-2.2	6
		History 1.1-1.2 or	6
		1.3-1.4	
		Social Science Option	6
	<hr/>		<hr/>
	28		34
 <i>Junior</i>	 <i>Sem. Hrs.</i>	 <i>Senior</i>	 <i>Sem. Hrs.</i>
Chemistry 4.1-4.2	7	Chemistry 2.43	4
Chemistry 3.2	4	Biology 4.1-4.2	8
Chemistry 2.41-2.42	8	English 2.3-2.4	6
Social Science Option	6	Biology Elective	3-4
Free Electives	6	Chemistry Electives	3-4
		Free Electives	6
	<hr/>		<hr/>
	31		30

### CLINICAL CHEMISTRY MAJOR

A total of 123 semester hours is required for a bachelor degree with a Clinical Chemistry major.

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
Chemistry 1.1-1.2	8	Chemistry 2.1-2.2	8
Biology 1.1-1.2	8	Physics 1.1-1.2 or	8
English 1.1-1.2	6	2.1-2.2	
Humanities Option	6	Mathematics 2.1-2.2	6
		History 1.1-1.2 or	6
		1.3-1.4	
		Social Science Option	6
	<hr/>		<hr/>
	28		34
 <i>Junior</i>	 <i>Sem. Hrs.</i>	 <i>Senior</i>	 <i>Sem. Hrs.</i>
Biology 4.1-4.2	8	Chemistry 3.2-3.3	8
Chemistry 4.1-4.2	8	Chemistry 3.4	6
Chemistry 2.41-2.42	8	Chemistry 3.5	4
English 2.3-2.4	6	Science Elective	7
		Free Electives	6
	<hr/>		<hr/>
	30		31



**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 2.3-2.4	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 or Biol. 1.1-1.2	8	Mathematics 2.3-2.4	6
Humanities or Social Science Option	6	Physics 2.1-2.2	8
	<hr/> 32		<hr/> 32
<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		<hr/> 30
	<hr/> 30		Total 124

**Physics**

A total of 126 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 2.3-2.4.

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.

Students who plan to teach secondary school physics must be advised by the Education Department and must complete Education Department Requirements.

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Junior</i>	<i>Sem. Hrs.</i>
Eng. 2.3-2.4	6	Two major courses	12
Humanities Option	6	Social Science Option	6
Social Science Option	6	First Year French, German,	
Math. 2.1-2.2	6	Spanish	6
Chem. 1.1-1.2	8	Related Elective	6
	<hr/> 32		<hr/> 30
<i>Sophomore</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Eng. 2.3-2.4	6	Two major courses	12
Hist. 1.1-1.2 or 1.3-1.4	6	Free Electives	12
Phys. 2.1-2.2	8	Second Year French, German,	
Math. 2.3-2.4	6	Spanish	6
Related Elective	8		<hr/> 30
	<hr/> 34		Total 126

### CURRICULA IN EDUCATION

All undergraduate students planning to enroll in teacher education programs are required to submit a formal application for admission to the Education Department subsequent to enrollment in the University. Application forms are available in the Education Department Office.

The curricula for teacher training are planned to enable students in these programs 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.

Students planning careers in elementary school teaching may earn the A.B. degree (Plan A—Combined Elementary Education-Liberal Arts major) or B.S. degree (Plan B—Elementary Education major with a minor in the social sciences).

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

Students planning careers in secondary school teaching will elect the required courses in Education and must be careful to develop adequate course background in one or more teaching fields. Students concentrating in Secondary Education may major in these fields: Biology, Biology-Chemistry combined major, Chemistry, English, Foreign Languages, History, Humanities, Journalism-English, Mathematics, Physics, Physics-Chemistry combined major, Social Studies, Speech (in cooperation with Emerson College) 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.

A minimum overall grade point average of 2.2 is required for continuance as a degree candidate in teacher education. Furthermore, a minimum grade point average of 2.2 must be maintained in Elementary Education by an Education Major. A student concentrating in Secondary Education must maintain a



minimum grade point average of 2.2 in his teaching-subject major. A student who is within a reasonable degree of achieving the minimum grade point averages may request special permission from the Department for the privilege of continuing his program in teacher education.

### **Special Regulations Concerning Student Teaching**

1. Student Teaching may be taken only by collegiate seniors and graduate students. Undergraduates must be concentrating in either Elementary Education or Secondary Education to enroll in the course.
2. An undergraduate student who wishes to elect student teaching during his senior year must submit written application concerning this matter to the Director of Student Teaching by April 1 of his junior year. A graduate student who wishes to elect student teaching must submit written application concerning this matter to the Director of Student Teaching 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 the student attends summer session). Student Teaching cannot be elected by transfer students before their second semester of residence. Students who have submitted applications for student teaching must notify the Director of Student Teaching should it become necessary to cancel their plans to student teach. Failure to do so before the registration period will result in the student being withdrawn from the teacher education program.
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 sixty days of observation and teaching in the cooperating school (except during the Summer Session).
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. Students may also utilize a family physician or a local health center for the purpose of obtaining the X-ray examination.
6. All students concentrating in Elementary Education or Secondary Education must demonstrate proficiency in the areas of Speech and English prior to student teaching.
7. All students in Elementary Education should have completed all required Education Methods Courses before initiating student teaching.



8. Suffolk undergraduate students should plan their study programs in such a way as to complete the student teaching requirement during the academic year. The Intensive Summer Student Teaching Program is designed for graduate students.

### ***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 the past year, students were placed in the following public school systems (the list varies from year to year and students are not limited in their choice of placement to these systems).

#### **SUMMER SESSION 1971**

Boston	Everett	Hull	Newton
Braintree	Hingham	Lowell	Rockland
		Marshfield	Scituate

#### **FALL SEMESTER 1971**

Arlington	Concord	Marshfield	Revere
Bedford	Everett	Medford	Saugus
Boston	Haverhill	Methuen	Waltham
Braintree	Holliston	Milton	Watertown
			Weymouth

#### **SPRING SEMESTER 1972**

Arlington	Cohasset	Newton	Stoneham
Attleboro	Everett	Plymouth	Tewksbury
Boston	Framingham	Quincy	Waltham
Brookline	Medford	Revere	Watertown
Cambridge	Methuen	Rockland	Weymouth
Canton	Newbury	Saugus	Wilmington
			Winthrop

### **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 a combined Elementary Education-Liberal Arts major which will include twenty-seven semester hours in Elementary Education and twenty-four semester hours in an additional subject matter field. Plan B leads

to a B.S. Degree with a major in Elementary Education. Students should consult with the Department in order to determine which plan is to be selected. Both plans require the completion of 122 semester hours.

### PLAN A (A.B. DEGREE) 122 Semester Hours

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.3-2.4	6
History 1.1-1.2 or 1.3-1.4	6	Psychology 1.1	3
Humanities Option	6	Second Year Foreign Language	6
Sociology 1.1	3	Major Electives	6
Sociology Elective	3	History 2.4	3
First Year Foreign Language	6	Humanities Option	3
	<hr/>	Education 2.3	3
	30		<hr/>
			30
<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 4.11-4.12	6	Electives	6
Education 4.15	3	Education 4.8	3
Education 3.2	3	Education 4.13	3
	<hr/>	Education 4.20	9
	32		<hr/>
			30

### PLAN B (B.S. DEGREE) 122 Semester Hours

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.3-2.4	6
History 1.1-1.2 or 1.3-1.4	6	History 2.3-2.4	6
Sociology 1.1-1.2	6	Speech 1.2	3
Sociology 1.1	3	Education 2.3	3
Psychology 1.1	3	Social Science Elective	3
Humanities Option	6	Electives	9
Science Option*	8		<hr/>
	<hr/>		30
	32		
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Social Science Electives	6	Social Science Electives	6
Humanities Option	6	Electives	6
Electives	6	Education 4.8	3
Education 3.2	3	Education 4.15	3
Education 4.13	3	Education 4.20	9
Education 4.11-4.12	6	Education Elective**	3
	<hr/>		<hr/>
	30		30

\*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, or Biology 1.3-1.4.

\*\* (Education, 4.14, 4.26, 4.27, 6.10, English 4.32, 4.33 or a course approved by program advisor).

## 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 a supporting concentration in Secondary Education.

### BIOLOGY—SECONDARY EDUCATION: 122 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 or 2.1-2.2	6	Chemistry 2.1-2.2	8
	<hr/>	Psychology 1.1	3
	28	Education 3.2	3
			<hr/>
			34
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Biology 3.5-3.2	6	Biology 4.1-4.2	8
Education 2.3	3	Education 4.33-4.34	6
Sociology, Economics, or Government Electives	6	Education 4.21	9
Physics 1.1-1.2 or 2.1-2.2	8	English 2.3-2.4	6
Speech 1.2	3	Biology 5	1
Education 4.9	3	Elective	3
	<hr/>		<hr/>
	29		33

### CHEMISTRY—SECONDARY EDUCATION: 124 Semester Hours

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	Physics 2.1-2.2	8
Chemistry 1.1-1.2	8	Chemistry 2.1-2.2	8
Mathematics 2.1-2.2	6	Mathematics 2.3-2.4	6
History 1.1-1.2 or 1.3-1.4	6	Humanities Option	6
	<hr/>	Speech 1.2	3
	26	Psychology 1.1	3
			<hr/>
			34
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
English 2.3-2.4	6	Chemistry 4.3	4
Social Science Option	6	Chemistry 2.3 or 2.9	3
Education 2.3	3	Chemistry Elective	4
Education 3.2	3	Electives	3
Chemistry 3.2	4	Education 4.33-4.34	6
Chemistry 4.1-4.2	7	Education 4.21	9
Electives	3		<hr/>
Education 4.9	3		29
	<hr/>		
	35		



**Chemistry-Biology (Interdepartmental Program)—****Secondary Education: 124 Semester Hours**

<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
		Humanities Option	6
	<hr/>		<hr/>
	28		36
 <i>Junior</i>	 <i>Sem. Hrs.</i>	 <i>Senior</i>	 <i>Sem. Hrs.</i>
Biology 3.2	4	English 2.3-2.4	6
Biology 4.1	4	Education 4.33-4.34	6
Chemistry 2.3-3.2	7	Speech 1.2	3
Education 2.3	3	Education 4.21	9
Psychology 1.1	3	Social Science Option	6
Education 4.9	3		
History 1.1-1.2 or 1.3-1.4	6		
	<hr/>		<hr/>
	30		30

**Chemistry-Physics (Interdepartmental Program)—****Secondary Education: 123 Semester Hours**

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	Physics 2.1-2.2	8
Chemistry 1.1-1.2	8	Chemistry 2.1-2.2	8
Mathematics 2.1-2.2	6	Mathematics 2.3-2.4	6
History 1.1-1.2 or 1.3-1.4	6	Humanities Option	6
	<hr/>	Speech 1.2	3
	26	Education 4.9	3
			<hr/>
			34
 <i>Junior</i>	 <i>Sem. Hrs.</i>	 <i>Senior</i>	 <i>Sem. Hrs.</i>
Education 2.3	3	Chemistry 4.1-4.2	8
Education 3.2	3	Physics 4.3-4.4	6
Physics 3.1-3.2	6	Education 4.33-4.34	6
Chemistry 3.2	4	Education 4.21	9
Physics 4.1-4.2	6		
English 2.3-2.4	6		
Social Science Option	6		
	<hr/>		<hr/>
	34		29

**Business Administration — Secondary Education****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	Management 2.1	3
Mathematics 1.51-1.52	6	Marketing 2.1	3
English 1.1-1.2	6	English 2.3-2.4	6
Sociology 1.1	3	Accounting 2.3-2.4	6
Psychology 1.1	3	*Restricted Electives "B"	8
*Restricted Electives "A"	6	Economics 2.2	3
	<hr/>	Computer Science 2.1	3
	30		<hr/>
			32

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

<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Economics 1.1-1.2	6	Government 4.8	3
History 1.1-1.2 or 1.3-1.4	6	Economics 3.3	3
Finance 3.1	3	Business Administration 2.1-2.2	6
Education 2.3	3	Education 4.18-4.19	6
Education 3.2	3	Education 4.21	9
Marketing 3.1-3.2	6	Speech 1.2	3
Education 4.9	3		
	<hr/>		<hr/>
	30		30

English—Secondary Education: 122 semester hours

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.3-2.4	6
History 1.1-1.2 or 1.3-1.4	6	Second Year Foreign Language	6
Humanities Option	6	English Electives	6
Sociology, Economics, or Government Electives	6	Science Option	8
First Year Foreign Language	6	Psychology 1.1	3
		Education 3.2	3
	<hr/>		<hr/>
	30		32

<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 Electives	15	Electives	6
History 2.7-2.8*	6	Education 4.31-4.32	6
Education 2.3	3	Speech 1.2	3
Education 4.9	3	Education 4.21	9
	<hr/>		<hr/>
	30		30

\*This course is not required but is strongly recommended in the English Major — Secondary Education Minor Program.

English majors who are minoring in Education are required to complete 30 semester hours from a prescribed list of courses in addition to English 1.1-1.2 and 2.3-2.4.

Foreign Languages—Secondary Education:  
122 semester hours

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.3-2.4	6
History 1.1-1.2 or 1.3-1.4	6	Foreign Language A 2.7-2.8	6
Humanities Option	6	Foreign Language A 3.1-3.2	6
Sociology, Economics, or Government Electives	6	First Year Foreign Language B	6
Second Year Foreign Language	6	Psychology 1.1	3
		Education 3.2	3
	<hr/>		<hr/>
	30		30

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<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	3	Foreign Language B Elective	6
Second Year Foreign Language B	6	Speech 1.2	3
Education 2.3	3	Education 4.37-4.38	6
Science Option	8	Education 4.21	9
Electives	6	Elective	3
	<hr/> 32		<hr/> 30

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

### History—Secondary Education: 122 semester hours

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.3-2.4	6
History 1.1-1.2 or 1.3-1.4	6	Second Year Foreign Language	6
Humanities Option	6	History 3.7-3.8*	6
Sociology, Economics, or Government Electives	6	History 2.3-2.4	6
First Year Foreign Language	6	Psychology 1.1	3
	<hr/> 30	Education 3.2	3
			<hr/> 30
<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 2.3	3	Speech 1.2	3
Education 4.9	3	Education 4.21	9
	<hr/> 32		<hr/> 30

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

### Humanities—Secondary Education:\* 122 Semester Hours

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.3-2.4	6
History 1.1-1.2 or 1.3-1.4	6	Second Year Foreign Language	6
First Year Foreign Language	6	Science Option	8
Social Science Option	6	Humanities	6
Humanities 1.1-1.2	6	Psychology 1.1	3
	<hr/> 30	Speech	3
			<hr/> 32
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Humanities 3.3-3.4	6	Humanities	9
Humanities	12	Educational Methods and Curriculum Development	6
Education 2.3	3	Education 4.21	9
Education 3.2	3	Electives	6
Education 4.9	3		<hr/> 30
Electives	3		
	<hr/> 30		

\*Although a minimum of 18 semester hours of subject matter in a teaching area is required in this program (beyond introductory courses), students are strongly encouraged to elect additional substantive courses in order to strengthen their professional backgrounds for secondary school teaching.



**Journalism-English (Interdepartmental Program—Secondary Education:  
122 semester hours**

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.3-2.4	6
History 1.1-1.2 or 1.3-1.4	6	First Year Foreign Language	6
Humanities Option	6	English Electives	6
Social Studies Option	6	Science Option	8
Journalism 2.1-2.2	6	Journalism 2.3	3
	<hr/>	Journalism Elective	3
	30		<hr/>
			32
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Journalism 3.1 or 4.1	3	Journalism 3.5	3
Second Year Foreign Language	6	English Elective	3
English Electives	15	Education 4.31-4.32	6
Education 2.3	3	Education 3.2	3
Education 4.9	3	Education 4.21	9
	<hr/>	Speech 1.2	3
	30	Elective	3
			<hr/>
			30

**Mathematics—Secondary Education: 122 semester hours**

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.3-2.4	6
Humanities Option	6	*Second Year Foreign Language	6
Sociology, Economics, or Government Electives	6	Mathematics 2.3-2.4	6
*First Year Foreign Language	6	History 1.1-1.2 or 1.3-1.4	6
Mathematics 2.1-2.2	6	Psychology 1.1	3
	<hr/>	Education 3.2	3
	30		<hr/>
			30
<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	6
Electives	6	Education 4.33-4.34	6
Education 2.3	3	Speech 1.2	3
Education 4.9	3	Education 4.21	9
	<hr/>		<hr/>
	32		30

\*Not required for B.S. candidates.

**Physics—Secondary Education: 124 semester hours**

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	Physics 2.1-2.2	8
Chemistry 1.1-1.2	8	Chemistry 2.1-2.2	8
Mathematics 2.1-2.2	6	Mathematics 2.3-2.4	6
History 1.1-1.2 or 1.3-1.4	6	Humanities Option	6
Speech 1.2	3	Social Science Option	6
	<hr/>		<hr/>
	29		34

<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Education 2.3	3	Physics 4.1-4.2	6
Education 3.2	3	Physics 4.3-4.4	6
Physics 3.1-3.2	6	Education 4.33-4.34	6
Physics 3.3-3.4	7	Education 4.21	9
Physics 3.5-3.6	6	Education 4.9	3
English 2.3-2.4	6		
	<hr/> 31		<hr/> 30

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

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.3-2.4	6
History 1.1-1.2 or 1.3-1.4	6	Second Year Foreign Language	6
Humanities Option	6	History 2.3-2.4	6
Government 1.1-1.2	6	History 2.6-4.9	6
First Year Foreign Language	6	Sociology 1.1-1.2	6
	<hr/> 30		<hr/> 30

<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 3.7-3.8	6
Psychology 1.1	3	Education 4.16-4.17	6
Education 3.2	3	Speech 1.2	3
Education 2.3	3	Education 4.21	9
Electives	6		
Education 4.9	3		
	<hr/> 32		<hr/> 30

**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.

### **ASSOCIATE DEGREES**

The Associate degrees in liberal arts, science, and general studies will be granted to those students who have satisfactorily completed 64 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 degree must present his request in writing to the Registrar at the beginning of his final semester. At least thirty semester hours toward the degree must be earned at Suffolk University. Business Administration students who desire the Associate degree must complete 66 semester hours in a special associate curriculum.

## **SOCIAL WELFARE PROGRAMS**

### **UNDERGRADUATE SEQUENCES**

#### **IN**

### **SOCIAL WORK AND CHILD CARE**

The undergraduate sequences in Social Work and Child Care are designed to serve students desiring an early start upon careers in social work or child care, to provide relevant educational experiences for in-service personnel in social agency, institutional, and day care settings, and to offer all interested students substantial electives dealing with significant areas of the general society.



**UNDERGRADUATE SEQUENCE IN SOCIAL WORK**  
**Thirty Hour Certificate**

<i>Courses</i>		<i>Hours</i>
Eng. 1.1-1.2	Freshman English	6
Soc. 1.1	Introductory Sociology	3
Psych. 1.1	General Psychology	3
Soc. 6.1	History of Social Work	3
Soc. 6.2-6.3	Social Work I and II: Values, Systems, Personnel and Resources	6
Soc. 6.4	Seminar in Social Work	3
Soc. 4.40	Field Studies	3
Related Electives in Sociology, Psychology, or Education		3
Total		<hr/> 30

**ASSOCIATE IN ARTS IN SOCIAL WORK**

<i>Courses</i>		<i>Hours</i>
Eng. 1.1-1.2	Freshman English	6
Soc. 1.1	Introductory Sociology	3
Psych. 1.1	General Psychology	3
Soc. 6.1	History of Social Work	3
Soc. 6.2-6.3	Social Work I and II: Values, Systems, Personnel and Resources	6
Soc. 6.4	Seminar in Social Work	3
Soc. 4.40	Field Studies	3
Restricted Electives		
Eng. 2.3	Literary Masters of England	3
Eng. 2.4	Literary Masters of America	3
Science Option		8
History, Humanities, or Philosophy Option		6
Language Option		6
Related Electives in Sociology, Psychology, Education		9
Total		<hr/> 62

**BACHELOR OF ARTS IN SOCIAL WORK**

<i>Courses</i>		<i>Hours</i>
Soc. 6.1	History of Social Work	3
Soc. 6.2-6.3	Social Work I and II: Values, Systems, Personnel and Resources	6
Soc. 6.4	Seminar in Social Work	3
Soc. 4.40	Field Studies	3
Soc. 3.3	Research Methods	3
Sociology Options		12
		<hr/> 30
Related Electives in Psychology		12
		<hr/> 42
Free Electives		24
All College Requirements		56
Total		<hr/> 122

# UNDERGRADUATE SEQUENCE IN CHILD CARE

## Certificate in Child Care

### A Thirty Hour Certificate Program

<i>Courses</i>		<i>Hours</i>
Eng. 1.1-1.2	Freshman English	6
Soc. 1.1	Introductory Sociology	3
Psych. 1.1	General Psychology	3
Soc. 4.20	Introduction to Child Care	3
Soc. 4.21-4.22	Child Care Methods and Field Experiences; I and II	6
Soc. 4.23	Seminar in Child Care	3
Two Related Electives in Sociology, Psychology, or Education		6
Total		30

# ASSOCIATE IN ARTS DEGREE IN CHILD CARE

<i>Courses</i>		<i>Hours</i>
Eng. 1.1-1.2	Freshman English	6
Soc. 1.1	Introductory Sociology	3
Psych. 1.1	General Psychology	3
Soc. 4.20	Introduction to Child Care	3
Soc. 4.21-4.22	Child Care Methods and Field Experiences; I and I	6
Soc. 4.23	Seminar in Child Care	3
Soc. 6.2-6.3	Social Work; I and II: Values, Systems, Personnel and Resources	6
Psych. 2.1	Child Psychology	3
Psych. 2.2	Psychology of Adolescence	3
Restricted Elective		
Eng. 2.3	Literary Masters of England	3
Eng. 2.4	Literary Masters of America	3
Science Option		8
History, Humanities, or Philosophy Option		6
Language Option		6
Total		62

# BACHELOR OF ARTS IN CHILD CARE

<i>Courses</i>		<i>Hours</i>
Soc. 4.20	Introduction to Child Care	3
Soc. 4.21-4.22	Child Care Methods and Field Experiences, I and II	6
Soc. 4.23	Seminar in Child Care	3
Soc. 6.2-6.3	Social Work I, and II; Values, Systems, Personnel and Resources	6
Soc. 3.3	Research Methods	3
Sociology Options		9
		30
Related Electives in Psychology		12
		42
Free Electives		24
All College Requirements		56
Total		122

### UNDERGRADUATE SEQUENCE IN CRIME AND DELINQUENCY STUDIES

The Undergraduate Sequence in Crime and Delinquency Studies is designed to increase the professionalization of law enforcement agencies by enhancing the education of their in-service personnel and by attracting promising undergraduate students into the field of law enforcement and correction.

\*Three programs are offered: (1) A certificate; (2) An Associate in Arts; (3) A Bachelor of Arts.

During the Academic year 1972-1973 the department expects to offer three (3) term courses in the Crime and Delinquency Sequences on an alternating day, evening basis, so that in-service personnel may participate in the program.

### CRIME AND DELINQUENCY PROGRAMS

#### \*A Thirty Hour Certificate Program

<i>Courses</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6
Sociology 1.1	3
Principles of Criminology	3
Juvenile Delinquency	3
Administration of Justice	3
Penology	3
History of Crime and Correction	3
Any two term courses	6
	<hr/> 30

*\*Courses may be taken for college credit by any high school graduate. Course work taken in earning the "Certificate" is applicable to an Associate Degree or a Bachelor's Degree should the student desire to continue his education.*

### ASSOCIATE DEGREE IN CRIME AND DELINQUENCY STUDIES

<i>Courses</i>	<i>Sem. Hrs.</i>	<i>Further, two term courses may be selected from such related electives as:</i>
English 1.1-1.2 and 2.3-2.4	12	General Psychology 1.1
History or Humanities or Philosophy	6	Social Psychology 2.3
Science or Language	8	Human Development 2.6
Sociology 1.1	3	Public Administration:
Principles of Criminology	3	Theory and Institutions 3.2
History of Crime and Correction	3	Public Administration:
Administration of Justice	3	Problems and Application 3.21
Criminal Law	3	Local Government 3.61
Penology	3	Urban Economics
Juvenile Delinquency	3	Public Relations and/or Speech 1.2
Sociology Option	3	
	<hr/> 50	<hr/> 6
		56

*\*Course work taken in earning the "Associate Degree" is applicable to a Bachelor's Degree.*

*In addition, two term courses may be selected from any subject area.*

6  

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TOTAL 62



# BACHELOR OF ARTS DEGREE IN CRIME AND DELINQUENCY STUDIES

<i>Courses</i>	<i>Sem. Hrs.</i>	Further, any four term courses (12 sem. hrs.) may be selected from such related courses:	
Principles of Criminology	3	General Psychology 1.1	
History of Crime and Correction	3	Social Psychology 2.3	
Administration of Justice	3	Human Development 2.6	
Criminal Law	3	Public Administration:	
Field Studies (not required of in-service personnel)	3	Theory and Institutions 3.2	
Seminar in Crime	3	Public Administration:	
Juvenile Delinquency	3	Problems and Application 3.2.1	
Seminar in Juvenile Delinquency	3	Local Government 3.6.1	
Penology	3	Urban Economics	
*Methods in Social Research	3	Public Relations and/or Speech 1.2	12
Sociology Option	3		
	30		42
		Eight term courses (24 sem. hrs.) remain as <i>free</i> electives	24
			66
All liberal arts students must take 56 sem. hrs. of courses in all-college requirements.	56	TOTAL	122

\*Not required of in-service personnel who may substitute a sociology option.

## URBAN TRACK

As the crisis of our time would seem to be located in the urban-industrial milieu and since our culture is primarily an urban one, the understanding of the fundamental structures, processes, and problems of the urban scene are deemed requisite to a complete liberal arts education.

The urban track is designed for: (1) Those taking a major in Sociology with an emphasis in urban studies; (2) Those wishing to supplement another major by working through the urban track on an elective basis; (3) Those working in the Social Work Sequence; (4) Those working in the Corrections Sequence.

<i>Courses</i>	<i>Sem. Hrs.</i>	Related electives in	
Community Organization	3	Psychology, Government, Economics,	
Social Problems	3	Public Relations and/or Speech	12
Race and Nationality	3	8 term courses remain as	
Population	3	free electives	24
Social Planning and Change	3		
Research Methods	3		66
Social Theory	3	All Liberal Arts students must take	
Field Studies	3	56 sem. hrs. of courses in all	
Sociology Options	6	college requirements	56
			122

## SUFFOLK UNIVERSITY-EMERSON COLLEGE AFFILIATED COOPERATIVE PROGRAM

Since September 1968, Suffolk University and Emerson College have offered an affiliated Cooperative Program consisting of an exchange of instruc-

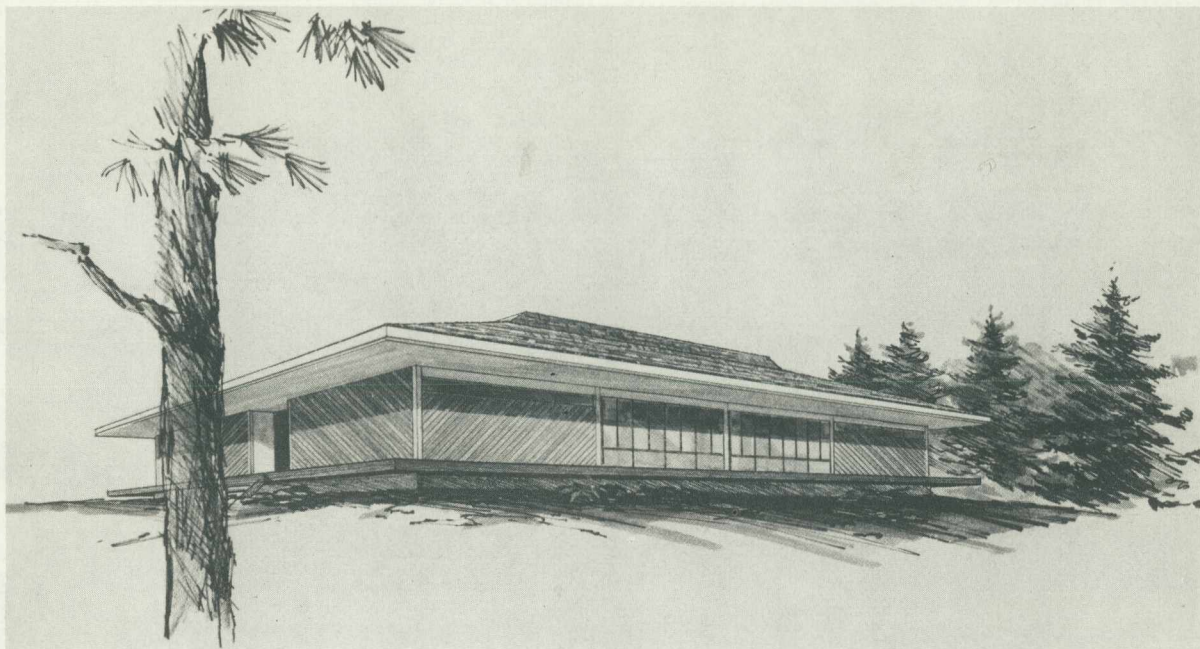
tional services and the cross-registration of students. The purpose of the affiliation is to make available to students of both institutions a wider selection of courses than would otherwise be possible.

Suffolk University provides science instruction and laboratory facilities for Emerson students, and Emerson College provides advanced courses in Speech for Suffolk Speech majors and courses in Public Relations and Mass Communications for Journalism majors. Programs available to other Suffolk students through the affiliation with Emerson College include majors in Theatre Arts and Mass Communications, and courses in Fine Arts and Music.

In addition to the exchange of instructional services, up to fifty students per semester from each institution will be allowed to cross-register in elective 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, \$40. per semester hour; Emerson \$85. per semester hour). 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.





*Marine Biology Field Station — Cobscook Bay, Maine*







# V

## College of Journalism

A student will normally be recommended for the degree of Bachelor of Science in Journalism upon completion of 122 semester hours of course work in accordance with one of the plans for a major outlined below. Effective for the entering Freshman Class of September 1971, the major in Journalism consists of 30 semester hours plus 12 semester hours of Related Electives. Twenty-four semester hours of Required Core Courses (Introduction to Journalism, News-writing, Reporting I and II, Copy Editing, Feature and Special Articles, History of Journalism and Law of Communications) are included within the major.

The curriculum of the College of Journalism is designed to provide both a broad Liberal Arts education and practical training for students seeking careers in Journalism, Public Relations, Mass Communications, Marketing Communications and Film Communication. The Department of Journalism also offers, in conjunction with the English and Education Departments, a specially created program designed to develop teachers of Journalism and English in the secondary school system. Details of the B.A. English-Journalism Concentration for Secondary School minors can be found in Section IV of the Catalog. To achieve these goals, the College of Journalism supplements its professionally oriented courses by drawing on the resources of the Colleges of Liberal Arts and Sciences, Business Administration, and by affiliation, Emerson College. In addition, students obtain practical experience through class assignments involving on-the-scene reporting and through participation in relevant activities such as the *Suffolk Journal* (student newspaper), the *Suffolk Evening Shadow* (student newspaper), *Venture* (literary magazine), *The Beacon* (yearbook), and Phi Alpha Tau (communications fraternity).

The College of Liberal Arts and Sciences provides courses in Humanities, History, Philosophy, and Literature to help students understand their cultural heritage and to appreciate those values that are fundamental to civilization. Courses in Psychology, Sociology, Government, and Economics provide an understanding of human behavior and of social, economic, and political problems. Courses in Biological and Physical Science equip students to understand the Technological Revolution with its limitless implications for change, both



constructive and destructive. The study of English and Speech develops skill in effective communication — analysis, organization, synthesis — and the ability to distinguish fact from opinion.

The College of Business Administration makes available courses in Accounting, Management, Marketing, Finance and Banking, and Business Administration to students interested in preparing for careers in the emerging field of Marketing Communications.

By affiliation with Emerson College, Suffolk University makes available courses in Public Relations, Mass Communications and Film Communication to complement its own courses in Journalism.

### GENERAL INFORMATION

*Cross-Registration at Emerson College.* Suffolk University students who cross-register for courses at Emerson College must complete a Cross-Registration Form at the Dean's Office and obtain the approval of the Dean. Students are not charged an additional tuition fee for courses that are taken as part of their normal course load. *For a description of Emerson College courses and for information about Registration dates, students should consult the Emerson College Catalog.*

*Transfer students.* In addition to receiving advanced standing for equivalent courses taken at other colleges, transfer students are allowed to substitute approved courses taken at a previous college for English 2.3-2.4, History 1.1-1.2, Science 1.1-1.2, and Science 1.3-1.4. *If a substitute course replaces a required course, it may not be used to meet any other requirement.*

### DEGREE REQUIREMENTS

The degree of Bachelor of Science in Journalism requires the completion of 122 semester hours of credit in courses listed in the prescribed curriculum.

#### BACHELOR OF SCIENCE IN JOURNALISM

##### *Four Year Sequence*

##### *Freshman Year*

	<i>Sem Hrs.</i>
English 1.1-1.2 Freshman English	6
History 1.1-1.2 History of Western Europe or Hist. 1.3-1.4 History of World Civilization	6
Speech 1.1-1.2*	6
Humanities or Social Science Option	6
Major Core Course	6
	<hr/> 30

\* Other speech courses may be substituted with the permission of the Chairman of the Department of Journalism.



**Sophomore Year**

Eng. 2.3 Literary Masters of England	<i>Sem Hrs.</i>
Eng. 2.4 Literary Masters of America	3
Linguistics	3
Science Option	6
Humanities or Social Science Option	8
Major Core Course	6
	6
	<hr/>
	32

**Junior Year**

Science Option	<i>Sem Hrs.</i>
Major Core Course	6
One Related Elective	6
Free Electives	6
	12
	<hr/>
	30

**Senior Year**

Major Core Course	<i>Sem Hrs.</i>
Major Course	6
One Related Elective	6
Free Electives	6
	12
	<hr/>
	30
	<hr/>
	30 Total 122

**OPTIONS**

Students may choose only one course in Humanities and one course in Social Science during their Freshman and Sophomore years. Students who select the Humanities Option in the Freshman year should take Social Science in the Sophomore year, and *vice versa*.

Humanities Option — One year-course selected from the following:

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; French, or Spanish 2.7-2.8, or 3.1-3.2; English 3.3-3.4 (6 semester hours).

*\*Not open to Freshmen.*

Social Sciences Option — One year-course selected from the following:

Economics 1.1-1.2; Government 1.1-1.2; Psychology 1.1 and any other advanced psychology course; Sociology 1.1 and any other advanced Sociology course; and Education 2.1-2.2 (6 semester hours).

Biological Science Option — One year-course selected from the following:

Biology 1.3-1.4 (Science 1.3-1.4) or Biology 1.1-1.2 (8 semester hours) or Biology 1.31-1.32 or Biology 1.41-1.42 (6 semester hours) or Mathematics 1.7-1.8.

Physical Science Option — 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); or Chemistry 1.3-1.4 (6-8 semester hours) or Mathematics 1.7-1.8 (6 semester hours).

Students must complete at least one laboratory science course (8 semester hours) and either a second laboratory science course or a non-laboratory science course or Mathematics 1.7-1.8. At least one course must be taken from each science option.

### MAJOR REQUIREMENTS

The Journalism major (effective for the entering Freshman Class in September 1971) will consist of 30 semester hours of course credit plus an additional 12 semester hours of related electives. Twenty-four semester hours in required Core Courses are included within the major. The related electives are to be chosen with the approval of the major advisor from a list of courses recommended by the College of Journalism.

*All students majoring in Journalism must have their course selections approved each term by an advisor from the College of Journalism. Failure to comply with this regulation may result in loss of credit toward graduation.*

*Students who entered prior to September 1971 should normally follow the curriculum in effect at the time of their admission. They may, however, change to the new curriculum provided they are able to meet all the new degree requirements.*

### MAJOR CORE COURSES

Journ. 2.1 Introduction to Journalism	Journ. 2.2 Newswriting
Journ. 2.3 Law of Communications	Journ. 3.3 History of Journalism
Journ. 3.1 Reporting I	Journ. 4.3 Reporting II
Journ. 3.5 Copy Editing	Journ. 4.1 Feature and Special Articles

### AREAS OF CONCENTRATION

The new curriculum provides five Tracks or Areas of Concentration within the Journalism Major. To insure the completion of required courses within four years, students should select a specific Track by the start of their sophomore year.

*Track A Journalism and English.* This program may be completed entirely at Suffolk University and is intended for students whose main interest is in newspaper, magazine, and related writing.

	<i>Sem. Hrs.</i>		<i>Sem. Hrs.</i>
Major Core Courses	24	English Electives	12
Eng. 2.3-2.4	6		
	<hr/> 30		

*Track B Journalism and Public Relations.* (In conjunction with Emerson College.) This program is intended to prepare students who wish to combine work in Journalism and Public Relations.



	<i>Sem. Hrs.</i>		<i>Sem. Hrs.</i>
Major Core Courses	24	Related Electives	12
Mkt. 2.1 Principles of Marketing	3	Mkt. 3.2 Principles of Advertising	
Journ. 2.5 Introduction to Public Relations	3	Journ. 3.4 Press and Society	
	—	Journ. 3.6 Magazine Editing and Typography	
	30	Journ. 3.8 Copywriting	
		Journ. 4.8 Propaganda and the Mass Media, and other courses in government, economics, history, sociology, mass communications and film.	

*Track C Journalism and Mass Communications.* (In conjunction with Emerson College.) This program is intended for students whose interests lie in the areas of Journalism and Radio and Television Communications.

	<i>Sem. Hrs.</i>		<i>Sem. Hrs.</i>
Major Core Courses	24	Related Electives	
Journ. 4.5 Broadcast Journalism—Radio	3	Journ. 3.4 Press and Society	
Journ. 4.6 Broadcast Journalism—Television	3	Journ. 3.8 Copywriting	
	—	Journ. 4.8 Propaganda and the Mass Media, and other courses in economics, government, history, sociology, and mass communications, and film.	
	30		

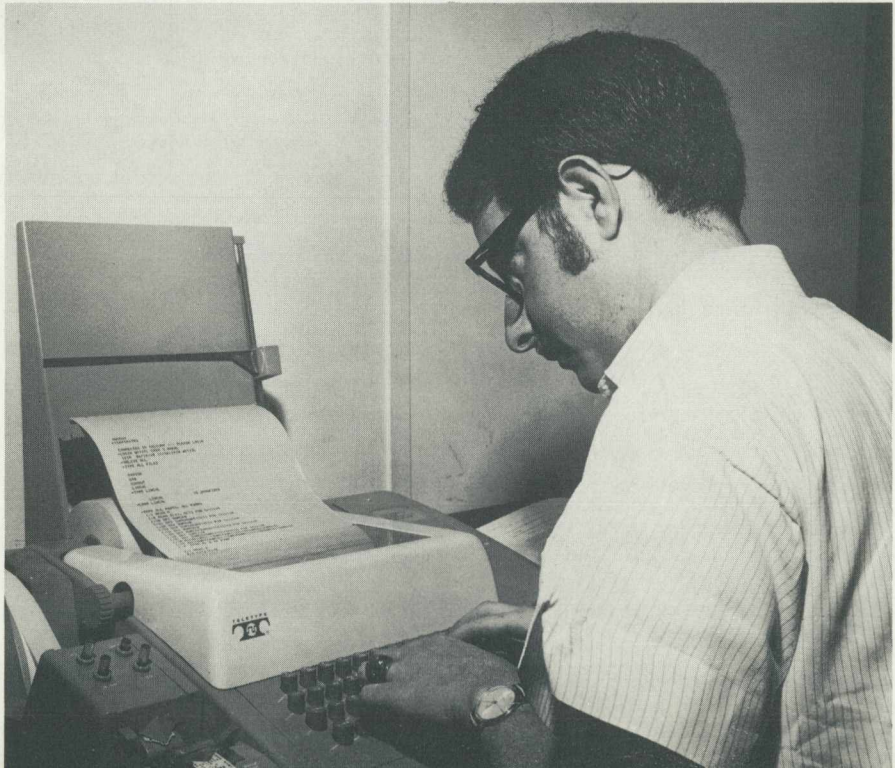
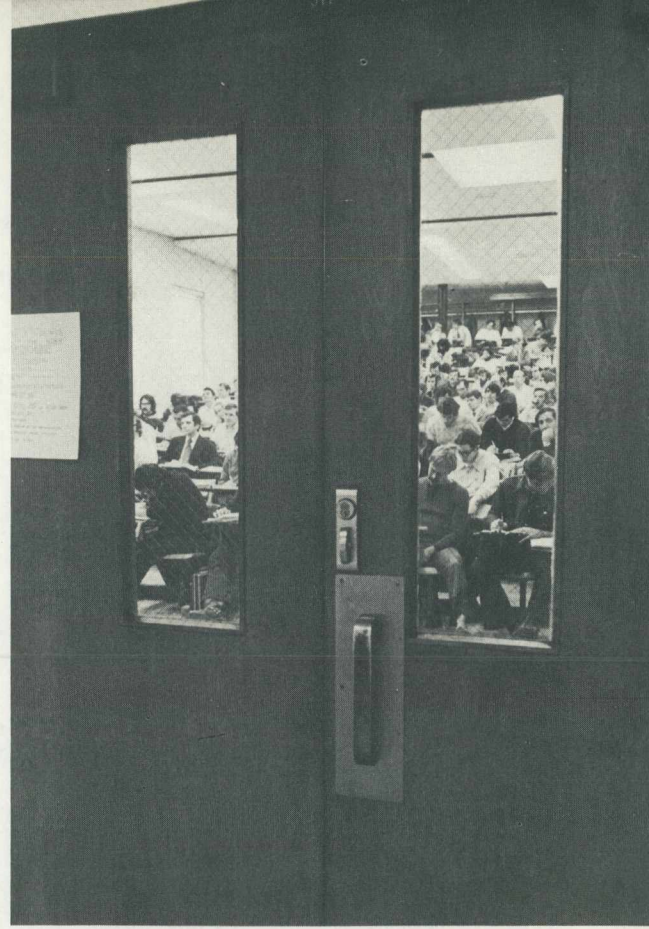
*Track D Journalism and Marketing Communications.* (In conjunction with Emerson College.) This program is intended for students who wish to work in business and industry in areas such as advertising, sales and market research, and editing trade journals and house organs. The College of Business Administration provides courses in Marketing, Management, Accounting, Finance and Banking, and Business Administration. Emerson College provides courses in Mass Communications, and film.

	<i>Sem. Hrs.</i>		<i>Sem. Hrs.</i>
Major Core Courses	24	Related Electives	12
Mkt. 2.1 Principles of Marketing	3	Mgmt. 2.1 Principles of Management	
Mkt. 3.2 Principles of Advertising	3	Journ. 3.4 Press and Society	
	—	Journ. 3.8 Copywriting	
	30	Mkt. 3.8 Consumer Behavior	
		Mkt. 4.4 Marketing Research	
		Journ. 4.8 Propaganda and the Mass Media and courses in mass communications and film.	

*Track F Journalism and Film Communication.* (In conjunction with Emerson College.) This program is intended for students whose interests lie in the areas of Journalism and Film Communication.

	<i>Sem. Hrs.</i>		<i>Sem. Hrs.</i>
Major Core Courses	24	Related Electives	12
Journalism 2.8 Film as Communicator	3	MC 207 Film Basics	
Journalism 4.7 Documentary Writing	3	Journalism	
	—	MC 3.7 Film History	
	30	Journalism 4.6 Broadcast Journalism—Television	
		Journalism 3.4 Press and Society	
		Journalism 4.8 Propaganda and the Mass Media and other courses in Film and Mass Communications.	





# VI

## College of

# Business Administration

### 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 educate men and women in the managerial and financial aspects of public, private, and governmental positions by providing an appreciation and knowledge of accounting concepts and techniques. The completion of the Accounting major will assist candidates in preparing for the Certified Public Accountants examination, as well as provide a better understanding of the economic social, behavioral, and quantitative aspects of our society.

The undergraduate curriculum in accounting is registered by the State of New York. Students who expect to sit for the C.P.A. examination in New York or other states should consult with the Chairman of the Accounting Department or his representative in planning their programs.

Students who wish to major in Accounting must complete twenty-four semester hours of course work specifically required in the list of courses below.



Accounting Majors will not be permitted to count Elementary Accounting toward the completion of the major requirement. Transfer students who major in accounting must take at least 6 credit hours of accounting at Suffolk University. Those transfer students who have taken all the required accounting major courses at another institution must take 6 credit hours in Acct. 3.9 and Acct. 4.6.

<i>Required Courses:</i>		<i>Sem. Hrs.</i>
Intermediate Accounting Problems	Acct. 2.1-2.2	6
Cost Accounting	Acct. 3.1-3.2	6
Advanced Accounting Problems	Acct. 3.3-3.4	6
Auditing	Acct. 4.1	3
Taxation	Acct. 4.5	3
Business Law	Law 2.2	3
<i>Elective Courses:</i>		<i>Sem. Hrs.</i>
Administrative (Budgetary) Accounting	Acct. 2.6	3
Accounting Theory	Acct. 3.9	3
C.P.A. Examination Review	Acct. 4.41-4.42	6
Advanced Taxation	Acct. 4.6	3
Municipal and Governmental Accounting	Acct. 4.7	3
Introduction to Computer Programming	Comp. Sci. 2.2	3
Computer Systems Analysis and Design	Comp. Sci. 3.1	3
Cobol	Comp. Sci. 4.3	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 eighteen semester hours of course work from the following:

	<i>Sem. Hrs.</i>
Financial Institutions	Fin. 3.3
Insurance	Fin. 3.5
Principles of Investments (Required)	Fin. 3.6
Real Estate	Fin. 3.7
Credits and Collections	Fin. 4.4
Administrative (Budgetary) Accounting	Acct. 2.6
Taxation (Required)	Acct. 4.5
Introduction to Computer Programming	Comp. Sci. 2.2
Computer Systems Analysis and Design	Comp. Sci. 3.1
Cobol	Comp. Sci. 4.3
One Advance Economics Course may be offered as an elective in this major field	

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 combining resources in order to produce desired goods and services. The Management Major is designed to educate people in the skills necessary in accomplishing that goal. The manager must possess an understanding of all functional aspects of business organizations.

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

		<i>Sem. Hrs.</i>
Personnel Administration (Required)	Mgmt. 3.1	3
Purchasing Management	Mgmt. 3.5	3
Industrial Management (Required)	Mgmt. 4.1	3
Motion and Time Study	Mgmt. 4.3	3
Organization and Operation of Small Business (Required)	Mgmt. 4.4	3
Quantitative Decision Making	Mgmt. 4.6	3
Collective Bargaining and Labor Relations	Mgmt. 4.7	3
Problems of General Management (Required)	Mgmt. 4.8	3
Introduction to Computer Programming	Comp. Sci. 2.2	3
Computer Systems Analysis and Design	Comp. Sci. 3.1	3
Cobol	Comp. Sci. 4.3	3
Financial Institutions	Fin. 3.3	3
Insurance	Fin. 3.5	3
Principles of Investments	Fin. 3.6	3
Real Estate	Fin. 3.7	3
Credits and Collections	Fin. 4.4	3
Retail Store Organization and Management	Mktg. 3.6-3.7	6
One Advanced Economics course may be offered as an elective in this major field.		

## 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 eighteen semester hours of course work from the following:

		<i>Sem. Hrs.</i>
Sales Management (Required)	Mktg. 3.1	3
Advertising	Mktg. 3.2	3
Industrial Marketing	Mktg. 3.3	3
Retail Store Organization and Management	Mktg. 3.6-3.7	6
Consumer Behavior (Required)	Mktg. 3.8	3
Distributions Systems (Required)	Mktg. 4.2	3

Marketing Research	Mktg. 4.4	3
Marketing Policies and Strategies (Required)	Mktg. 4.8	3
Introduction to Computer Programming	Comp. Sci. 2.2	3
Computer Systems Analysis and Design	Comp. Sci. 3.1	3
Cobol	Comp. Sci. 4.3	3
Financial Institutions	Fin. 3.3	3
Insurance	Fin. 3.5	3
Principles of Investments	Fin. 3.6	3
Real Estate	Fin. 3.7	3
Credits and Collections	Fin. 4.4	3
Personnel Administration	Mgmt. 3.1	3
Purchasing Management	Mgmt. 3.5	3
Organization and Operation of Small Business	Mgmt. 4.4	3
Collective Bargaining and Labor Relations	Mgmt. 4.7	3
One Advanced Economics course may be offered as an elective in this major field.		

### 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		
Computer Science		

### 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
Managerial Accounting	Acct. 2.3-2.4	6
Business Law*	Law 2.1-2.2	6
Introduction to Data Processing	Comp. Sci. 2.1	3
Principles of Economics	Econ. 1.1-1.2	6
Introduction to Statistics	Econ. 2.2	3
Money and Banking	Econ. 3.3	3
Literary Masters of England and America	Eng. 2.3-2.4	6
Business Finance	Fin. 3.1	3
Government Policy and Business	Gov't. 4.8	3
Principles of Management	Mgmt. 2.1	3
Principles of Marketing	Mktg. 2.1	3
General Psychology	Psych. 1.1	3
Industrial Psychology or Industrial Sociology	Psych. 3.6 or Soc. 3.6	3
Principles of Sociology	Soc. 1.1	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.

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

## CURRICULUM

## Freshman Year

		<i>Sem. Hrs.</i>
Acct. 1.1-1.2	Elementary Accounting	6
Eng. 1.1-1.2	Rhetoric and Composition ( <i>Freshman English</i> )	6
Soc. 1.1	Principles of Sociology ( <i>Either Semester</i> )	3
Psych. 1.1	General Psychology ( <i>Alternate Semester</i> )	3
Math. 1.51-1.52	Finite Mathematics for Business	6
Restricted Elective from Group "A" ( <i>see below</i> )		6

## Sophomore Year

		<i>Sem. Hrs.</i>
Acct. 2.3-2.4	Managerial Accounting (Accounting majors take Acct. 2.1-2.2 in lieu of 2.3-2.4)	6
Eng. 2.3-2.4	Literary Masters of England and America	6
Mgmt. 2.1	Principles of Management ( <i>Either Semester</i> )	3
Mkt. 2.1	Principles of Marketing ( <i>Alternate Semester</i> )	3
Comp. Sci. 2.1	Introduction to Data Processing ( <i>Either Semester</i> )	3
Econ. 2.2	Introduction to Statistics ( <i>Alternate Semester</i> )	3
Restrictive Elective from Group "B" ( <i>see below</i> )		8

## Junior Year

		<i>Sem. Hrs.</i>
Hist. 1.1-1.2 or 1.3-1.4	History of Western Europe or World Civilization	6
Econ. 1.1-1.2	Principles of Economics	6
Fin. 3.1	Business Finance ( <i>Either Semester</i> ). Recommend Finance and Banking majors take in Fall Semester.	3
Soc. 3.6 or Psych. 3.6	Industrial Sociology or Industrial Psychology ( <i>Either Semester</i> )	3
Major Courses		9
Free Electives		3

## Senior Year

		<i>Sem. Hrs.</i>
Govt. 4.8	Governmental Policy and Business ( <i>Either Semester</i> )	3
Econ. 3.3	Money and Banking ( <i>Alternate Semester</i> )	3
Major Course		9
Law 2.1-2.2	Business Law	6*
Free Electives		3
Liberal Arts Electives		6

\*Full year required of Accounting majors. All other majors may substitute a business Elective course for Law 2.2

## Restricted Electives

		<i>Sem. Hrs.</i>
Group "A" Humanities		
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		
2.1-2.2 or 1.3-4.1		6
Hist. 3.3-3.4	Cultural History	6
French, Spanish 2.3-2.4		
English 3.3-3.4		6

\*Not open to Freshmen.



*Group "B" Science*

	<i>Sem. Hrs.</i>
Sci. 1.1-1.2 Physical World and Man	8
Biol. 1.3-1.4 (Sci. 1.3-1.4) The Living World and Man	8
(Biol. 1.1-1.2, Chem. 1.1-1.2 or Chem. 1.3-1.4 or Phys. 1.1-1.2 may be taken with permission of department)	8

Students with less than 60 credit hours as of September 1, 1970 will follow this program. Students with 60 or more credit hours as of September 1, 1970, may follow this program *or* the program in effect when they entered Suffolk University.

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

The Associate Degree 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:*

Law 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 1.51	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 2.3-2.4	Literary Masters of England and America .....	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 Degree—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 Degree. Accounting Majors are not required to complete Acct. 3.3-3.4 for the Associate Degree.

**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, or Spanish 2.7-2.8 or 3.1-3.2	.....	6 credits
English 3.3-3.4	.....	6 credits

\*Not open to Freshmen.

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

# VII

## 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 A.M. in Ed., Ed. M., M.S. in Chemistry or M.S. in Physics candidates) or the B.S. in B.A. degree or appropriate Liberal Arts, Science, Business 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, Master of Science in Chemistry, or Master of Science in Physics 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.

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

Graduate courses in business administration, biology, chemistry, and physics may be applied to the graduate Education degrees 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. The applicant should show evidence that he is prepared to do acceptable graduate work. This is determined through interviews with the Director of Admissions and representatives from the appropriate school or 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 forty-two 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 for inexperienced candidates in Elementary Education and in Secondary Education. The Ed.M. is offered in Counselor Education, in Reading Specialization, and in Foundations of 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. Please also see section labeled Special Graduate Education Programs for description of Ed.M. plan not directly related to fulfilling state certification in public education.

### **A.M. IN ELEMENTARY EDUCATION**

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

This program in elementary education is designed to provide the inexperienced 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 the minimum degree requirements of 30 semester hours in one academic year and one summer session of full-time study. Some of the work may be completed on a part-time basis, but it should be noted that all required courses and restricted electives (except the Seminar in Elementary Education) must be completed in order to qualify for student teaching. Degree candidates are advised to consult with Professor Robert M. Bates, Program Director, upon notification of acceptance.

#### **III. Program of Studies:**

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

24 hours

Reading and the Related Language Arts  
Mathematics and Its Teaching  
Seminar in Elementary Education  
Educational Psychology  
Practice Teaching

Restricted Electives	6 hours
Elementary Methods: Science	
Elementary Methods: Art	
Elementary Methods: Social Studies	

IV. Graduate seminar:

The seminar in elementary education is taken in lieu of a terminal examination. Additional course work may be assigned at this time if, in the judgment of the seminar leaders, it is advisable.

**A.M. IN SECONDARY EDUCATION**

I. Objectives of the program:

The Master of Arts in Education program is designed to provide the inexperienced 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. Degree candidates are advised to consult with Professor John W. White, Program Director, at all stages of their progress.

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. Problems of Secondary Education may be elected **ONLY** by candidates in either the Master of Arts in Education degree program or in the Ed.M. in Foundations of Education degree program.

#### **ED.M. IN 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 three semesters of full-time study, although a longer period of time can be taken on a part-time basis. A minimum program would involve 36 to 42 semester hours of work, depending on undergraduate major, plus a comprehensive examination covering the professional areas of training in Counselor Education. Degree candidates are advised to consult with Professor Karl B. von Klock, Director of Counselor Education, at all stages of their progress.

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

Special arrangements for Counseling Practicum: students who have satisfied the prerequisites for the counseling practicum and who wish to register for the next semester must complete an advance registration form to be submitted to the Director of Counselor Education at least one month prior to the end of the current semester. Admission to the practicum is by advance registration only.



III. Program of studies:

- |   |          |
|---|----------|
| AREA I — Educational Foundations                      | 3 hours  |
| Philosophy of Education                               |          |
| Sociology of Education                                |          |
| History of Education                                  |          |
| Comparative History of Modern Education               |          |
| Educational Anthropology                              |          |
| AREA II — Psychological and Sociological Foundations  | 6 hours  |
| Human Development                                     |          |
| Educational Psychology (required)                     |          |
| Theories of Personality                               |          |
| Abnormal Psychology                                   |          |
| The Family  |          |
| Social Problems                                       |          |
| Interpersonal Relations                               |          |
| Other Related Psychology and Sociology courses        |          |
| AREA III — Foundations of Pupil Personnel Services    | 6 hours  |
| Introduction to Personnel Services (required)         |          |
| Psychology of Vocational Development (required)       |          |
| Principles of Placement                               |          |
| Organization and Administration of Personnel Services |          |
| AREA IV — Counseling                                  | 12 hours |
| Counseling: Theory and Practice (required)            |          |
| Counseling Laboratory (required)                      |          |
| Counseling Practicum (required)                       |          |
| Methods of Group Counseling                           |          |
| AREA V — Measurement                                  | 6 hours  |
| Tests and Measurements (required)                     |          |
| Psychological Tests in Personnel Services             |          |
| Individual Intelligence Testing                       |          |
| Statistics  |          |
| Psychometric Assessment and Research                  |          |
| Interview Technique and Research                      |          |
| Research Methods in Education (required)              |          |

ELECTIVES FROM AREAS II - V	9 hours
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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.

V. Massachusetts Certification:

Graduates who wish to be employed as counselors in the public schools of Massachusetts must apply directly to the State Department of Education for certification; possession of the Ed.M. in Counseling degree *per se* is not sufficient.

Requirements for certification include: (1) certification as a teacher at the level (elementary or secondary) at which you will be counseling; and (2) completion of the following four courses: (a) Introduction to Personnel Services; (b) Counseling: Theory and Practice; (c) Psychology of Vocational Development; and (d) Tests and Measurements.

Students who have not satisfied the course requirements (including student teaching) for teacher certification must complete such courses in addition to the 42 semester-hours required as part of master's program in counselor education. Those students in the Counselor Education Program who plan to student teach must have a minimum of twenty-four semester hours of credit in the selected teaching area.

VI. Placement Services:

During the semester prior to anticipated graduation, students should register with the Suffolk University Placement Services. A registration packet can be obtained directly from the Placement Office. Although the student's own initiative will be a major factor in obtaining a position as a counselor, the assistance that can be rendered through the Placement Office should not be overlooked.

**ED.M. IN FOUNDATIONS OF EDUCATION**

I. Objectives of the Program:

The program leading to a Master of Education degree in Foundations of Education is intended for those people who wish to study the current process of education through both pedagogical and related disciplines. By means of studies in these fields, the professional and the non-professional will extend their knowledge and competencies related to the historical, philosophical and social bases of education in order to assess present and anticipated new educational configurations.

II. Description of the Program:

Candidates for the Master of Education in Foundations of Education can be expected to complete their degree requirements in one year of full-



time study, although the program may also be undertaken on a part-time basis. A minimum program would involve 30 semester credit hours. Degree candidates are advised to consult with Professor Robert B. Jennings, Program Director, at all stages of their progress.

### III. Program of Studies:

#### Required Courses:

12 hours

Philosophy of Education  
 Sociology of Education  
 Elementary Curriculum Evaluation  
 or  
 Secondary Curriculum Development  
 Reading and Research

#### Restricted Electives:

12 hours

History of Education I and II (6.1-6.15)  
 Comparative History of Modern Education (6.3)  
 Urban Education (6.10)  
 History of American Education (6.11)  
 Introduction to General Linguistics (Ling. 2.9)  
 Language and Culture (Ling. 2.10)  
 Contemporary Philosophy (Phil. 3.2)  
 Philosophy of Personality (Phil. 3.3)  
 Oriental Philosophy (Phil. 4.0-4.1)  
 Theories of Personality (Psych. 2.8)  
 Psychology of Learning (Psych. 3.4)  
 Systematic Psychology (Psych. 4.3)  
 Introduction to Cultural Anthropology (Soc. 2.3)  
 Culture and Personality (Soc. 4.5)  
 History of Sociological Thought (Soc. 4.6)

#### Unrestricted Electives:

6 hours

### ED.M. IN READING SPECIALIZATION

#### I. Objectives of the Program:

The program leading to a Master of Education degree in Reading is designed to provide the candidate with the necessary professional training and academic preparation to qualify for state certification as a Reading Specialist. It is expected that the prospective Reading Specialist will become familiar with numerous reading tests and other evaluative instruments as well as with remedial teaching techniques. The student will be prepared to make diagnostic and prognostic statements about disabled readers after completion of the program.



II. General Description of the Program:

Candidates for the Master of Education in Reading can generally expect to complete their degree requirements in one year and one summer of full-time study, although the program may be also undertaken on a part-time basis. A minimum program would involve 36 semester hours of work. Degree candidates are advised to consult with Professor Glen A. Lewandowski, Program Director, at all stages of their progress.

III. Program of Studies:

Required Courses: 18 hours

Foundations of Reading Instruction  
Psychology of Reading Disabilities  
Diagnosis of Reading Disabilities  
Correction of Reading Disabilities  
Seminar in Reading  
Practicum in Reading (see Section IV below)

Restricted Electives 12 hours

Children's Literature  
Human Development  
Educational Psychology  
Tests and Measurements  
Abnormal Psychology  
Individual Intelligence Testing  
Statistics for the Behavioral Sciences  
Psychological Tests in Personnel Services  
Theories of Personality  
Child Psychology  
Psychology of Adolescence  
Introduction to Personnel Services  
Abnormal Psychology for School Personnel  
Introduction to Childhood Education

Unrestricted Electives: 6 hours

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

IV. Completion of the practicum is the terminal activity in the program, and is taken in lieu of a general examination. The practicum requires the student to apply the knowledge, evaluative techniques and teaching skills he has been taught while enrolled in the program.

V. Massachusetts Certification:

Graduates who wish to be employed in the public schools as a reading specialist must satisfy state certification requirements for that level at which

they desire to work. In addition to those courses required for Reading Specialization, students interested in careers at the elementary level must take the following courses: Education 3.2 or 7.1, 4.8, 4.11, 4.13, 4.15 and 4.20. Before Education 4.20 can be taken, all courses listed above and Education 7.5 must be completed. Twenty-four hours in a teachable major, Methods and Materials in Secondary Education, Educational Psychology and student teaching, as well as the required Reading Specialization courses, must be completed by students interested in secondary level positions.

### **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 IN SECONDARY EDUCATION**

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

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

Observation and student teaching at the secondary level is offered for 6-8 weeks in cooperation with a limited number of public school systems. This program is open to outstanding graduates of accredited colleges of liberal arts and sciences who have distinguished themselves while pursuing their undergraduate studies. Students selected for the program will normally have completed their undergraduate degrees *cum laude* and will have been highly recommended by their undergraduate professors. Candidates may, upon recommendation of the Department, enroll in a methods course concurrent with the student teaching experience.

Candidates for summer student teaching will be accepted on the basis of qualifications and date of receipt of application. Final date for application is April 1.

### **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 Educational Psychology. 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 Department of Chemistry offers a program leading to the Master of Science degree in Chemistry. This program may be completed entirely in the evening and is especially designed for scientists employed in area industry. The degree may be taken with or without a research thesis.

The following courses in chemistry and related fields which have not been completed in the candidates' undergraduate degree program must be completed without graduate credit:

Instrumental Analysis (Chemistry 3.2)  
 Physical Chemistry (Chemistry 4.1-4.2)  
 Physics (Physics 2.1-2.2)  
 Calculus (Math. 2.1-2.2, 2.3-2.4)

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

Advanced Organic Chemistry (Chemistry 2.9)	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) or substitute	9 semester hours
Graduate Chemistry Electives	at least 6 semester hours
Graduate Science Electives (biology, chemistry, physics, and mathematics)	6 semester hours

If the degree is taken with research, a thesis describing original publishable work and an oral examination in defense of that thesis is required.

Up to 9 semester hours of appropriate graduate transfer credits are acceptable.

No more than 9 semester hours below the Chemistry 10.0 level (including graduate transfer credits) may be used to satisfy the M.S. requirements.

**REQUIREMENTS FOR THE MASTER OF SCIENCE IN PHYSICS DEGREE**

The following basic subjects in physics or their equivalent are required as part of the graduate program:

Physics 6.01 — Theoretical Mechanics  
 Physics 6.02 — Thermodynamics  
 Physics 6.03 — Electrodynamics  
 Physics 6.04 — Radiation and Optics  
 Physics 6.09-6.10 — Quantum Mechanics

The completion of 30 semester hours of credit:

Introduction to Theoretical Physics (Physics 6.01-6.04)	12 semester hours
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Quantum Mechanics (Physics 6.09-6.10)				6 semester hours
Research (Physics 10.0)	—	not more than	—	6 semester hours
Mathematics-Science (Graduate Elective)	—	at least	—	6 semester hours
		minimum of		30 semester hours

An oral examination in defense of the thesis is required.

#### LIMITATION OF TIME

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

#### REQUIREMENTS FOR THE MASTER IN BUSINESS ADMINISTRATION DEGREE

The Graduate School of Administration offers courses leading to the Degree of Master in Business Administration. One year of residence and the completion of thirty hours of graduate work are required as a minimum. The student whose undergraduate experience does not include basic background courses in economics and business administration may be required to complete two years of residence and sixty hours.

The following core courses of business administration which have not been completed in the candidate's undergraduate degree program will become part of his graduate program:

Elementary Accounting (Acct. 1.1-1.2)	6 semester hours
Principles of Economics (Econ. 1.1-1.2)	6 semester hours
Business Law (Law 2.1)	3 semester hours
Management Principles (Mgmt. 2.1)	3 semester hours
Marketing Principles (Mkt. 2.1)	3 semester hours
Business Finance (Fin. 3.1)	3 semester hours
Statistics (Econ. 2.2)	3 semester hours
Advanced Business Elective	3 semester hours

A student who is accepted in the Master in Business Administration Program who has not taken Elementary Accounting—Acct. 1.1-1.2 and Business Finance—Fin. 3.1 is required to take Financial Accounting—Acct. 6.1-6.2 for 6 semester hours to satisfy these prerequisites.

When the above core courses have been completed, the candidate for the M.B.A. degree will complete a minimum of thirty semester hours of credit as follows:

Business Administration 10.3, Marketing Management	— 3 semester hours
Business Administration 10.4, Production Management	— 3 semester hours

Business Administration 10.5-10.6, Financial Management—

6 semester hours

Business Administration 10.7-10.8, Managerial Economics—

6 semester hours

Business Administration 10.9, Business Government and Society—

3 semester hours

Business Administration 10.11, Human Behavior in Organization—

3 semester hours

Advanced Business Elective—

1 term, 3 semester hours

An advanced graduate elective may be taken in Operations Research, Data Processing for Managers, International Business, Legal Environment of Business or Taxation for Managers or in such areas as accounting, finance, marketing and management, depending on the candidate's undergraduate background. These courses must be approved by the Dean of the Graduate School of Administration or by a faculty advisor.

Business Administration 10.10, Business Policy. This course may only be taken during the final year of the M.B.A. program— 3 semester hours

#### **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 9 semester hours of advanced standing. Under no circumstances will extension work, or courses by correspondence, from other institutions be accepted.

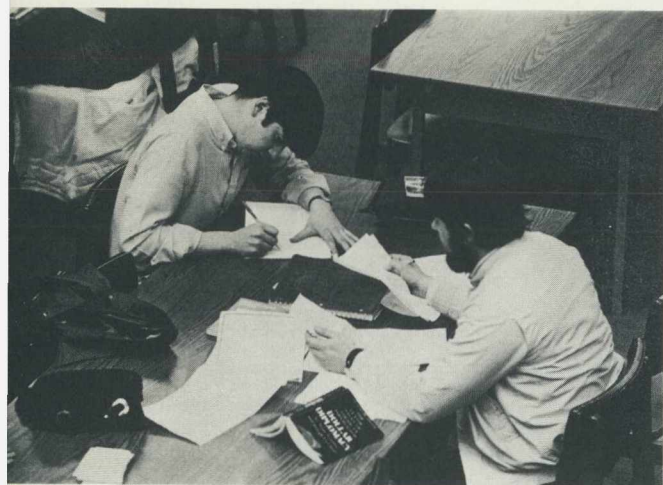
#### **PRE-REGISTRATION IN GRADUATE DEPARTMENTS**

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, Physics, and Education will be found in each departmental list of courses of instruction.





# VIII

## 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 1700 students of all ages are enrolled in the Evening Colleges of Liberal Arts, Business Administration, and Journalism, and nearly 1000 in the Suffolk University 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, chemistry, physics, 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, business administration, chemistry, and physics. Programs leading to the Juris Doctor and Master of Law degree are available through Suffolk University Law School.

## GENERAL INFORMATION

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

A maximum of eight years is the normal 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 5:35 to 8:15 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 5:35 to 6:50, 6:55 to 8:10, or 8:20 to 9:35. Saturday classes meet for a double period and run from 9:00 to 11:40 A.M. or from 12:00 to 2:40 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. Graduate Business Administration courses meet one night a week from 6:15-8:55.

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

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. A 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, provided space is available, and *vice versa*. Day and evening students are considered a single student body with respect to both standards and status.

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.

### EXTENSION COURSES: EDUCATION

Suffolk University, in conjunction with the Hingham school district, offers the opportunity for qualified teachers and laymen to earn university credits by taking courses offered in Hingham and also at the Suffolk campus 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, Modern Innovations in Secondary Curriculum Development, Principles of Guidance, and Supervision of Student Teachers for Classroom Teachers and School Administrators.

### EXTENSION COURSES: BUSINESS ADMINISTRATION, PHYSICS

Suffolk University, in cooperation with Western Electric Company offers extension courses in Business Administration and Physics leading to the masters degrees. These are taught at the Western Electric Plant in North Andover,

Massachusetts by Suffolk University faculty and are open to both employees and non-employees of Western Electric. 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 VII — Graduate Degree programs.

### **INDEPENDENT STUDY PROGRAM**

Applicants and present students may submit College Level Examination Program (CLEP) scores at their own option and received 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, independent 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.

Subject Examinations now available include American Government, Analysis and Interpretation of Literature, College Algebra, College Algebra-Trigonometry, Computers and Data Processing, Educational Psychology, English Composition, General Chemistry, General Psychology, Geology, History of American Education, Human Growth and Development, Introductory Calculus, Introductory Economics, Introductory Marketing, Introductory Sociology, Money and Banking, Statistics, Tests and Measurements, Trigonometry, Western Civilization, Accounting, American History, American Literature, Biology, Business Law, English Literature, and Introduction to Business Management.



Applicants for admission to Suffolk University who have taken C.L.E.P. tests should have their scores sent to the Director of Admissions. Students presently attending Suffolk University should have their C.L.E.P. scores sent to the Dean of Students.

### 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 or Physics should refer to the graduate section of this bulletin.

### 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 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	Life Studies
Education*	Philosophy
English	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.

Requirements for other majors such as clinical chemistry, 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*

Child Care	Pre-Legal
Crime and Delinquency	Pre-Medical
Social Work	Pre-Medical Technology
Urban Studies	Pre-Optometry
Pre-Dental	Pre-Veterinary



## 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.

### 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 option* (for Social Science and Science Majors) or	
Social Science option* (for Humanities and Science majors)	6
Science 1.1-1.2 or Biology 1.3-1.4	8
First and Second Year Foreign Language	
or Mathematics 1.3-1.4	12 or 6
English 2.3-2.4	6
Electives	36 or 42
Major	42
	<hr/>
	122 semester hours

\*See list of options in Part IV—College of Liberal Arts and Sciences.

### 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, philosophy, speech.

Physical Science: courses in chemistry, physics, mathematics

Biological Science: courses in biology and chemistry

Government-Economics

Psychology-Sociology

History-Government

History-Economics

### 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. Full details appear in Section VI.

#### *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.





# IX

## 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, Chemistry, and Physics.

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. Day courses meet Monday through Thursday; Evening courses meet Monday, Wednesday, and Thursday evenings.



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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-Teacher Program* (six to eight weeks) is designed to assist qualified graduate students to fulfill secondary 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.

### NATIONAL SCIENCE FOUNDATION SUPPORTED INSTITUTES:

*Undergraduate:* Suffolk participates with colleges and universities in the New Hampshire College and University Council in a Marine Sciences program under the terms of the College Science Improvement Program.

*Graduate:* A summer program in the Biology of Marine Organisms is conducted under the terms of the NSF Summer Institutes for Secondary School Teachers of Science, Mathematics and Social Science for some 30 high school teachers from all over the United States and some foreign countries.

*(Not offered in the 1972 summer session).*

# X

## 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 year for the Evening Division. 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

Suffolk University is convinced of the value of regular class attendance in order that the student may derive the fullest benefit from his educational experience. The instructor shall take attendance of Freshmen in all courses. The purpose of this is to facilitate consultation, communication and interaction. However, no academic penalty is attached to non-attendance. A student who is absent from class is responsible for obtaining knowledge of what happened in class, especially information about announced tests, papers, or other assignments. Attendance may be required in laboratories, foreign languages, physical education and health, reading development interpersonal relations, and other study skills courses. Attendance shall not be taken of Sophomores, Juniors, or Seniors in any other courses. This statement does not preclude taking of attendance to verify rosters.

This policy is to be implemented on an experimental basis for two years and to be reviewed by Joint Council, the Educational Policy Committee and the Faculty Assembly in the Spring of 1973.

**CLASS HOURS**

Day classes normally meet three times a week on Monday, Wednesday, and Friday for fifty minutes, or twice a week on Tuesday and Thursday for seventy-five minutes. Classes meeting on Monday, Wednesday, and Friday have a ten minute break between classes. Classes meeting on Tuesday and Thursday have a fifteen minute break. The period between 1:00-2:15 on Tuesday and Thursday is reserved for student activities, faculty meetings, and guests lecturers. Evening hours are listed in Section VIII.

*Monday, Wednesday, Friday**Tuesday and Thursday*

8:00- 8:50	
9:00- 9:50	8:30- 9:45
10:00-15:50	10:00-11:15
11:00-11:50	11:30-12:45
12:00-12:50	(Activity Period) 1:00- 2:15
1:00- 1:50	2:30- 3:45
2:00- 2:50	4:00- 5:15
3:00- 3:50	
4:00- 4:50	

**CHANGE OF ADDRESS**

Each student is required to notify the Registrar of any change of home or local address, change of name or address of parent or guardian, or change of his or her legal name. When a student's legal name is changed, the student must provide the Registrar with a certified copy of applicable documents authorizing such change. All students are required to notify the Registrar of any change of address within 48 hours of such change.

**STUDENT CONDUCT**

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.

For Student conduct which tends to discredit or injure the University, or violation of university rules, authorization by the Board of Trustees has been given to impose such penalty as deemed appropriate, including expulsion from the University. This authority has been generally delegated to the Student Conduct Committee, subject to review by the President or his representative. Before action is taken on any accusation of inappropriate conduct, the student concerned will be informed of the charge against him and will be given an opportunity for explanation, defense and counsel.



The University encourages students to develop their sense of civic concerns by the means appropriate to democratic action. In order to preserve and improve the democratic structure of the University itself, it provides through student-faculty-administration committees both a guarantee of due process and rich opportunity for collective study and action. At the same time, and for the same purpose, it requires that there be no interference with legitimate discourse, traffic, or business of any who have an approved association with the University. Such interference may subject the offender to action by the Student Conduct Committee up to and including suspension or expulsion.

#### **ENFORCED WITHDRAWAL**

The University reserves the right to suspend, enforce the withdrawal of, or expel a student whose academic standing or whose conduct is in its judgment unsatisfactory or who does not comply with the rules and regulations of the University.

The several faculties of the schools may impose enforced withdrawal as a penalty for any breach which prevents the student from fulfilling the purpose implied by registration in the University.

Any student found guilty of participating in or inciting a riot or an unauthorized or disorderly assembly is subject to appropriate disciplinary action which may include suspension or enforced withdrawal.

#### **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 other assignments 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 two weeks) through 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" or "NC" is not eligible for a make-up examination.

#### **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 (see below).

All full-time day undergraduate students are expected to complete at least 4 courses each semester. Those who fail to do so can only continue with the permission of the dean of the college in which he is enrolled.

#### 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 take one additional course, provided that his honor point average during his previous semester was 2.5 or better. 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.

In all other cases, permission to take additional course must be obtained in advance from the Committee on Excess Courses. Petition forms are available in the Dean's Office. A student may not receive credit for more than six courses in any one semester.

Summer Session students at Suffolk will ordinarily be limited to a program of three courses, but may, for sufficient reason, take an additional course in accordance with the policies explained above.

*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 commute more than forty miles, 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. Students who transfer more than 62 semester hours may not take courses for credit at other institutions. Courses taken in affiliated programs at Emerson College are an exception to this policy.

### **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%	NC No Credit
B 80-89%	I Incomplete
C 70-79%	W, WP, Withdrawn, Withdrawn Pass
D 60-69%	
P or Pass 60-100%	

A and B are honor grades; C represents satisfactory work; D is passing but unsatisfactory; I signifies incomplete but passing; 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 work has been satisfactory. (See below).

With the exception of "I" grades, all grades are final as reported by instructors at the close of each semester. Incomplete work may be made up not later than the end of the next semester following that in which the course was taken.

### **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;

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. NC and I grades are not computed in determining Honor Points.

### **PASS-NO CREDIT COURSES**

A Pass-No Credit Option is available to students in lieu of letter grades subject to the following limitations and regulations:

Eligibility is restricted to Juniors and Seniors in good academic standing and to those Junior and Senior transfer students who have completed a minimum of 15 semester hours of course work at Suffolk University. This option is limited to four semester courses per student. An exception may be made for Psychological Services 1.3-1.4—Interpersonal Relations, which can be taken by any student as a Pass-No Credit course with the consent of the instructor.

Pass-No Credit courses may not be taken in a student's major and may not be used to fulfill general college requirements or the related courses required as part of the student's area of concentration (major).

Students will designate courses as Pass-No Credit on their registration forms at the time of registration. No changes from this designation to the letter grade system or vice-versa is permitted after the course-change period has elapsed at the opening of any semester or summer session.

At the end of the semester, Instructors will submit letter grades for all students except for those who have chosen to take the course on a Pass-No Credit basis. The instructor and the Registrar will transcribe a Pass as P and a No Credit as NC for those who elected this option.

A Pass received on this basis may be applied toward fulfilling degree credits, but may not be applied toward the quality point average.

Students planning to attend Law School or other Graduate Schools should be aware that many Professional and Graduate Schools do not look with favor upon the Pass-No Credit system and prefer students to submit traditional letter grades.

### **THE DEAN'S HONOR LIST**

The Dean's Honor 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 honor points 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 grade of NC or I disqualifies a student for the Dean's List, regardless of his average.

#### **ACADEMIC STANDING, PROBATION, DISMISSAL**

A Freshman (end of first or second semester) shall be placed on probation if his cumulative honor point average is below 1.8; a Sophomore (end of third or fourth semester) shall be on probation if his cumulative honor point average is below 1.9; a Junior (end of fifth or sixth semester) or a Senior shall be on probation if his cumulative average is below 2.0.

All Freshmen or Sophomores who are not on probation but who have a cumulative honor point average below 2.0 receive a letter of warning from the Dean.

No student on academic probation shall be eligible to compete in athletics, hold elective or appointed offices, or represent the University in extracurricular or intercollegiate activities. However, a student on academic probation may continue his membership in extracurricular activities such as clubs or fraternities, and may write for, but not be a member of the staff of campus publications. In the event his average does not improve, the Dean of his college or the Academic Standing Committee may require him to limit extracurricular activities as a condition for continuation at Suffolk University.

A student who has been placed on probation will generally 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 after review by the Faculty Academic Standing Committee. At the end of each academic year, all Freshmen with an average of less than 1.4, all Sophomores with an average of less than 1.6, all Juniors and transfer students with an average of less than 1.8 and all Seniors with an average of less than 1.85 will automatically be dismissed from the University, unless the Committee makes an exception because of unusual circumstances.



At any point during the academic year a student may be dismissed from Suffolk University if, in the opinion of the Academic Standing Committee, his academic record is unsatisfactory.

A student who has been dismissed for academic deficiency may as a matter of right file a typewritten petition to the Faculty Academic Standing Committee for reinstatement, explaining the reason supporting his petition for reinstatement 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 \$15 is required.

Students who have been dismissed for academic deficiency who have complied with the suggestions of the Committee and the Dean of his College (such as completion of one year's satisfactory work at another accredited institution) may file a typewritten petition to the Faculty Academic Standing Committee for reinstatement, together with transcripts of work taken elsewhere. Each petitioner shall submit such petition to the office of the Dean at least ten days prior to the commencement of the semester in which the petitioner would like to reenter the University. A filing fee of \$15 is required.

A student who has been found to have violated the rules of his academic probation after a hearing by the Dean of Students or by the Joint Committee on Student Conduct, which hearing has been held at the option of the student, is subject to suspension, enforced withdrawal, or expulsion from the University or appropriate lesser penalties if warranted by the circumstances.

Cheating on examinations, plagiarism, and/or improper acknowledgement of sources in essays or research papers, and the use of a single essay or paper in more than one course, without the permission of the instructor, constitute unacceptable academic conduct. A student who has been found to have violated this rule after a hearing by the Dean of Students or by the Joint Committee on Student Conduct, which hearing has been held at the option of the student, is subject to an automatic grade of "F" in the course and to suspension, enforced withdrawal, or expulsion from the University or appropriate lesser penalties if warranted by the circumstances.

All day students who are required by the University to enroll in or complete a reading development course and do not do so will be dropped from the University.

All full-time day undergraduate students are expected to complete at least four courses each semester. Those who fail to do so can only remain at Suffolk with the permission of the Dean of the College in which he is enrolled.

#### READING DEVELOPMENT

Any student in the Day Division who has a reading handicap which is accompanied by evidence of scholastic underachievement may be required to



take a reading development course in addition to the usual course load.

Students who fail to complete satisfactorily the required reading course and who are not in good academic standing may be subject to dismissal from the University.

It is strongly recommended that students who have a reading deficiency and who are required to take a reading course postpone taking the required History courses until they have satisfactorily completed the reading course.

#### ELIGIBILITY FOR DEGREE

In order to be eligible to receive a bachelor's degree from the University, a student must have at least (1) two-honor points 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 Degree will be required to earn a proportion of honor points comparable to the number required for Bachelor's 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 may be 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 Honor List above). A student will ordinarily not be awarded his degree with honors if he has a grade of F, NC, or I on his record regardless of his average. All honors must be recommended by the Faculty of the College.

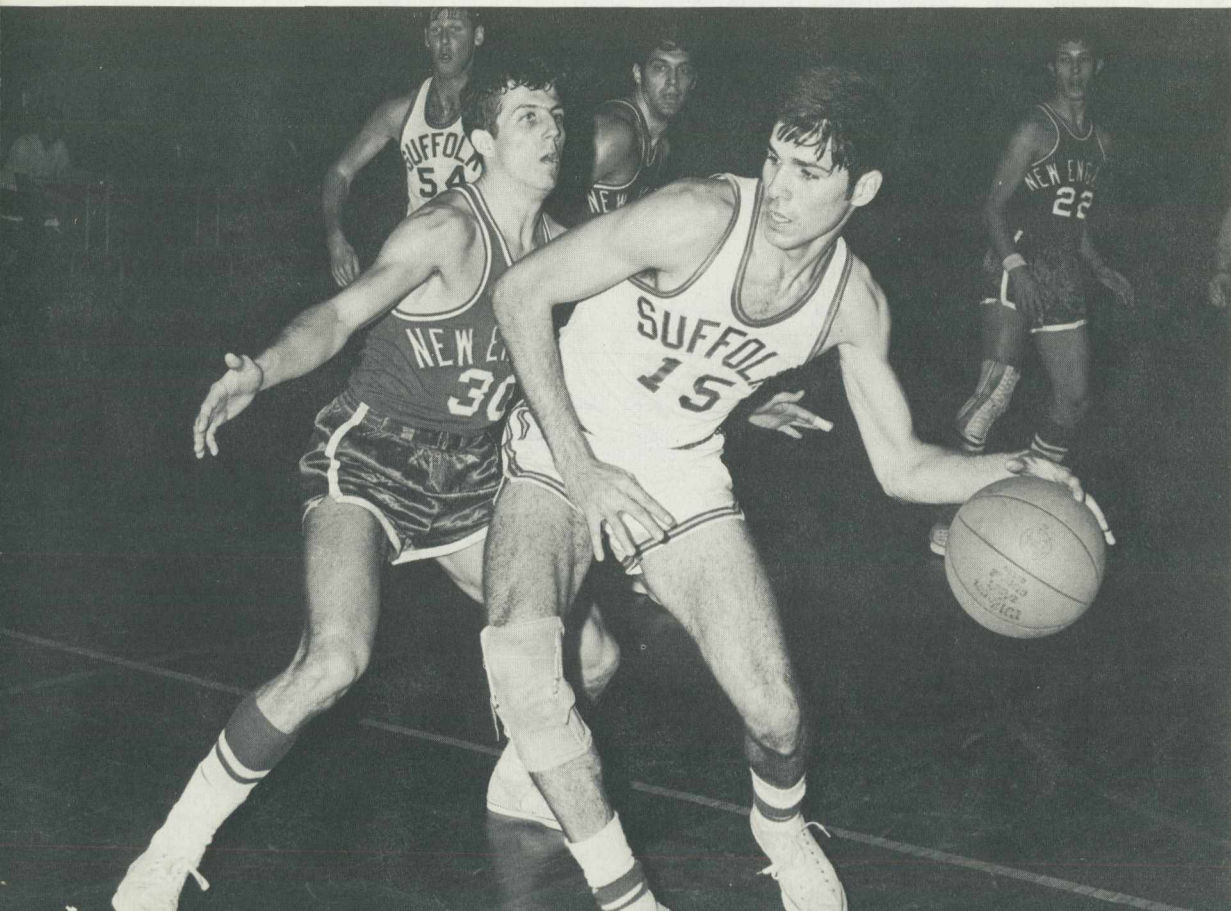
#### APPLICATION FOR DEGREE

Students should complete an Application for Degree at the Registrar's Office during Registration for their final semester of work. In no event should this form be completed later than two months prior to the end of the final semester of work. (November 15 for January graduates and April 1 for June

graduates). August graduates must submit forms when they register for Summer Session. *Failure to comply with this requirement will delay graduation until the end of the following term.*

#### WITHDRAWAL FROM COLLEGE

If it becomes necessary for a student to withdraw from college, he is expected to complete an official withdrawal form obtainable in the Registrar's Office and have an exit interview with the Dean of Students. When circumstances prevent this, he or his parents should write to the Dean of Students concerning the reason that requires him to leave college.





# XI

## 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 Archer Building, and serves all departments of the Colleges. The reading room has seating accommodations for more than four 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 8:45 a.m. to 11:00 p.m., Monday through Friday; and 8:45 a.m. to 4:45 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.

The Zieman Poetry Library adjoins the College Library. This contains a collection of approximately four thousand volumes of poetry and criticism.

Some of the books are rare, so the library is open only at selected hours during the week. The books are supplemented by a substantial collection of poetry recordings.

#### **ARCHIVES**

The University Archives is a storehouse of Suffolkana. A collection of Suffolk yearbooks, catalogs, newspapers, and other memorabilia are housed in the Archives. Preparations are being made for the establishment of the Suffolk University Archives Museum.

#### **MUSEUM OF AFRO-AMERICAN HISTORY**

Suffolk University and the Museum of Afro-American History have established a collection of Afro-American literature. Featuring the complete works of noted black writers, the collection serves as the nucleus for a permanent center in Boston for the study of Afro-American literature. It is housed principally in Suffolk's college library and will enable both students and visitors to study and enjoy Afro-American literature. The collection will contain the complete works of all important Afro-American writers, including poetry, plays, novels, short stories, and essays in both book and periodical form, as well as critical, historical, biographical and bibliographical works on Afro-American literature by writers of all races.

#### **BOOKSTORE**

The Bookstore is located in the lower level of the Archer Building. It has every facility for the rapid handling of textbooks and other college supplies.

#### **COUNSELING AT SUFFOLK UNIVERSITY**

Counseling at Suffolk is available with a wide variety of members of the faculty, administration and staff. Problems discussed may be of academic, psychological, financial, vocational, social or of any other nature that concerns the student and may affect his present or future progress.

The student is encouraged to discuss his academic affairs and interests with his instructors and other members of the faculty whose interests overlap his own. The deans want to know and aid their students and may be called on for general discussion as well as for more specific counseling matters.

The University Department of Psychological Services may be visited at any time for counseling on personal, academic, social, vocational, or other matters of concern.

Counseling on financial affairs is readily available in the Dean of Student's Office. United Campus Ministry offers its services for religious, marital, and personal counseling. The Director of Placement encourages early and continued discussion of occupational plans, options, and opportunities.



The student is encouraged to assume responsibility for his own affairs as much as possible. Part of this responsibility involves securing counsel or assistance whenever needed or helpful.

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

The function of the Psychological Services is to foster the development of the potentialities of Suffolk students. An important feature of the Psychological Services is the provision of an integrated, student-development program which is designed to improve the capacities of the student for self-understanding, self-motivation and for effective academic work.

Each student in need of assistance is guided by individual or group counseling toward personal, educational, and vocational objectives which are realistic and appropriate in terms of being personally satisfying and socially useful.

Students are also helped by their counselor(s) to discover reading or other handicaps to the attainment of their goals and to plan suitable remedial measures.

The program includes reading-development courses and a career information service.

#### **FOREIGN STUDENT ADVICE**

The Advisor to Foreign Students is prepared to aid the foreign student in the student's official relations with his own and the United States government. For assistance of an academic or personal nature, the foreign student should feel free to go to any of the University counselors or faculty.

The International Student Association of Greater Boston maintains a center at 33 Garden Street, Cambridge, Massachusetts, which provides a meeting ground and facilities for social and cultural activities for foreign students and their American friends. Activities include teas, lectures, discussion groups, outings, dances, concerts, and hospitality in American homes.

#### **SCHOLARLY HONOR SOCIETIES**

##### **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 minimum 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. Generally, the faculty requires a higher average for induction in this society.

#### **MODERN LANGUAGE HONORS GROUP**

Students who have achieved a 3.0 average in general and at least a 3.0 average in a Modern 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.

#### **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 twelve semester hours of history course work with an average of 3.3 before the senior year and of 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.

#### **PI GAMMA MU HONOR SOCIETY**

Massachusetts Gamma Chapter is the Suffolk University Chapter of the National Social Science Honor Society Pi Gamma Mu. To qualify for membership, students must have completed 24 semester hours of Social Science courses with a minimum average of "B". The maximum number of students who may be admitted in any year is 10% of the upperclassmen (Juniors and Seniors). Members are elected for life.

#### **PHI SIGMA TAU HONOR SOCIETY**

The Beta Chapter of Phi Sigma Tau Honor Society in Philosophy was chartered at Suffolk University on April 26, 1965. Eligibility is open to all students at Suffolk University (whether or not majoring in philosophy), who

have successfully completed a minimum of three courses in Philosophy with a high B or better average grade, have reached at least the second semester sophomore level and whose academic standing at Suffolk University is in the upper quartile.

#### **SIGMA XI**

The purpose of Sigma Xi is to encourage original research in Science, pure and applied. A Sigma Xi Club is maintained at Suffolk University.

#### **SIGMA ZETA HONORARY SCIENCE SOCIETY**

Alpha Lambda is the Suffolk University Chapter of Sigma Zeta, a national honorary science society. The Society's aims are to give recognition to students of superior scholarship in the natural sciences and mathematics, to encourage the attainment of a broader knowledge of and to promote interest in these fields, and to stimulate interest in scientific investigation. Active membership is extended to faculty members in the natural sciences and mathematics and to juniors and seniors majoring in one of these fields who meet the grade-point ratio qualifications (i.e., 3.00 in science and mathematics and 2.75 overall).

#### **STUDENT ACTIVITIES**

Suffolk University has a well-formulated undergraduate program of student activities. The University offers many clubs and activities, each affording opportunity for personal growth and development; the extracurriculum is designed to develop and encourage personal qualities of leadership, initiative, cooperation and sportsmanship. The following activities are open to all qualified students in the University.

#### **SUFFOLK UNIVERSITY AFRO-AMERICAN CLUB**

This club attempts to acquaint Afro-American students with African culture while helping these students adjust to college life at Suffolk University. It presents speakers and functions to further promote an understanding of the Afro-American's problems and goals in America.

#### **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 - VARSITY**

Suffolk University sponsors varsity intercollegiate teams in Basketball, Baseball, Golf, Tennis and Cross-Country. The University is a member of the National Collegiate Athletic Association, the Eastern Collegiate Athletic Association, and the New England College Athletic Conference.

#### **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.

#### **COMMITTEE ON MINORITY STUDENT AFFAIRS**

The aim of the Committee on Minority Student Affairs is to help facilitate equal opportunity, including the extension of all supportive services, to all minority students at Suffolk University and to make available a Minority Student Coordinator to advise those minority students.

#### **WALTER M. BURSE DEBATING SOCIETY**

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

#### **DELTA SIGMA PI**

Organized to promote a closer affiliation between the business world and students of commerce, Delta Sigma Pi is an international fraternity composed of business and economics students. Founded in 1907, this organization now has over 170 chapters throughout the U.S., and thus is the largest organization of its type in the world. Delta Sigma Pi is the only fraternity whose purpose is to create a well rounded business-orientated individual by means of various business and social events. At Suffolk numerous members of the business faculty are brothers of Delta Sigma Pi.



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

The Evening Division Student Association consists of all undergraduate and graduate students of the colleges who apply for membership. The Association elects a twelve member Executive Board, which represents evening students in their relation with the administration, promotes social and cultural activities, and works to promote the welfare of the Evening Division.

#### **SUFFOLK EVENING SHADOW**

The *Suffolk Evening Shadow* is the official publication of students in the Evening Division of Suffolk University. It seeks to give responsible coverage to news stories dealing with issues of importance to students, both day and evening, by providing balanced views and by clearly distinguishing between factual reporting and editorial opinion. The *Shadow* provides an important communication bridge among students and between students and the administration.

#### **GAMMA SIGMA SIGMA**

Gamma Sigma Sigma is a National Service Sorority which renders service to the school, community and the nation. The sorority serves to develop friendship among women of all races and creeds and instills in them the ideals of humanity and spirit of service to mankind. Membership is open to all female members of the student body who have a desire to be of service to their school and nation.

#### **THE GOLD KEY SOCIETY**

The Gold Key Society is comprised of Suffolk undergraduate students who have been elected to receive the highest recognition for service to student activities and the University at large. These honored students are formally initiated into this organization in June. They are selected by the active Gold Key Society, and new members receive an appropriate award.

#### **HOCKEY CLUB**

Although the Hockey Club does not represent the University in intercollegiate competition, it is in every way a team of serious hockey players. The club schedules games with comparable teams, but has scored upsets over several superior teams as well. Membership is open to all students of Suffolk University.

#### **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. Program 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.

#### INTRAMURALS

Intramural sports are offered to both men and women at Suffolk. Included in the program are football, basketball, weight-lifting, handball, squash, and softball. Clinics are conducted in handball and squash.

#### 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.

#### SUFFOLK UNIVERSITY JOURNALISM SOCIETY

Chartered in 1971, the Society offers all undergraduates an opportunity to work together to better understand and appreciate the principles and practices of journalism. The organization sponsors activities throughout the year, including lectures, films, and writing workshops with professional journalists. Unique features include a Society placement service, lifetime membership, and honorary permanent membership for alumni.

#### LITERARY CLUB

The Literary Club hopes to give its members an awareness of literature — its devices and structures, its psychological and sociological relevance, its particular delights. Even more important, the Literary Club is a group of individuals who, through discussions and writing and through the observing of films and plays, discover new ways of creating and evaluating. Scheduled lectures, poetry readings, and panels to examine works by professional as well as student writers are stressed.

#### THE MARKETING ASSOCIATION (AMA)

The Marketing Association is affiliated as a Collegiate Chapter of the American Marketing Association. Its objective is to supplement academic preparation for careers through exposure to, and assistance from, practitioners of the discipline associated with the professional society of Marketing.



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

#### **MODERN 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.

#### **NEWMAN CLUB**

The Newman Club is an organization open to all Catholic and other interested 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.

#### **PHI ALPHA TAU**

Phi Alpha Tau is a national social service communicative arts fraternity. It was founded in 1902 at Emerson College and the Suffolk chapter was established 1967. Membership is open to any male undergraduate or graduate student in the University. Phi Alpha Tau sponsors the annual Joseph E. Connors' award, an original founder of the fraternity, for an individual who has promoted brotherhood and the art of communication between people. The fraternity is also active in providing a channel of communication between students and administrators.

#### **PHI SIGMA SIGMA**

Phi Sigma Sigma is a national sorority whose purpose is to give service and to promote friendship and cooperation among college girls of all races, creeds, and religions, to raise the standard of college ideals, to further knowledge, to foster college ideals and to promote philanthropic endeavor.

#### **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.

The club sponsors the Young Democrats and Young Republicans organizations. It also sends delegates to the National Model United Nations convention in New York City; admission to the delegation, which represents a member nation, is competitive.

#### **PHOTOGRAPHY CLUB**

The Suffolk University Photography Club is an SGA funded organization which provides amateur photographers with the means to develop and print their own black and white pictures.

The club was designed to work in conjunction with the *Suffolk Journal*, the *Beacon*, and the *Venture*. These student publications, as well as guest speakers and special events, provide more than adequate opportunity for students to gain photographic experience. Students of creative photography can see their work displayed in the *Venture*, Suffolk's literary magazine, and in planned exhibits during the school year.

#### **PSYCHOLOGY CLUB**

Students interested in psychology will find the Psychology Club meetings very stimulating and informative. Programs often include guest speakers lecturing on topics of current importance in the field of Psychology. In addition to regular meetings, the Club sponsors field trips and provides social gatherings for its members.

#### **SUFFOLK UNIVERSITY PUBLIC INTEREST RESEARCH GROUP (P.I.R.G.)**

The Suffolk University P.I.R.G. is a member of the Mass P.I.R.G. East Group, a co-operative state-wide effort by college and university students to develop new methods and tools to deal with problems of consumer fraud, environmental protection, and corporate and governmental responsibility.

The Group's Purpose is to provide a focus for students to join in concerted action on problems which affect them, with the assistance of full-time hired professionals working for and paid by Mass P.I.R.G. East.

#### **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.

#### **SOCIOLOGY CLUB**

Through the use of films, speakers, field trips, and informal discussions, the Sociology club delves into issues which are of interest to club members. It offers the opportunity for students to broaden their outlook of sociology by investigating more specific areas that are not covered in the classroom. The Sociology Club has no specific goal, per se. Rather, members of the club determine its direction from year to year.

#### **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 ACTION FOR VITAL ENVIRONMENT (S.A.V.E.)**

Sponsored by the Office of Student Affairs, the S.A.V.E. Center provides an environmental information service to all members of the University. In response to the increasing interest in conservation and pollution, the Center

has promoted ecology exhibits, invited conservation leaders to the campus to speak, and distributed printed material. The S.A.V.E. Center has also become a member of the Massachusetts Audubon Society, so that any person in the University may utilize the Society's extensive resources.

#### **TAU KAPPA EPSILON**

Tau Kappa Epsilon is a social fraternity which serves Suffolk as a unifying agency dedicated to creating liaison between students and the University at large. The efforts of Nu Epsilon chapter fraters are focused in ten major areas: financial, educational foundation, manpower development, housing, leadership development, volunteers, alumni workers, management, scholarship, selective growth, and fraternity achievement.

#### **SUFFOLK UNIVERSITY THEATRE (Drama)**

The Suffolk University Theatre offers a varied program from childrens theatre to experimental productions and an active technical, directing, and acting workshop, organized in collaboration with Emerson College. By encouraging student creativity and hard work of high quality, the S.U. Theatre offers a rare opportunity to learn by doing.

#### **VENTURE LITERARY MAGAZINE**

*Venture* is the student literary and arts magazine published at the end of each semester. Founded in 1967, the magazine features approximately 40 pages of poetry, short stories, articles, photograph- and art work contributed by members of the Suffolk community. Any student may participate in creating the magazine. The *Venture* Editor and Staff review and select material for publication, as well as design and lay-out each issue; their office is located in Room 15 of the Ridgeway Building.

#### **SUFFOLK UNIVERSITY VETERANS ASSOCIATION**

The Suffolk University Veterans Association was formed to aid and assist veterans in adjusting to college life at Suffolk University. The veterans association represents veterans in their dealings with the Administration, the Veterans Administration, and local, state, and federal governments. Membership is open to all veterans and interested members of the student body.

#### **WHO'S WHO IN AMERICAN UNIVERSITIES AND COLLEGES**

The purpose of this organization is to insure fair, unbiased and objective nominations for Who's Who in American Colleges and Universities. For over thirty years, listing in this organization has been a mark of distinction among college students across the United States, in Canada and Mexico. Currently, there are over 1000 schools and thousands of students listed.



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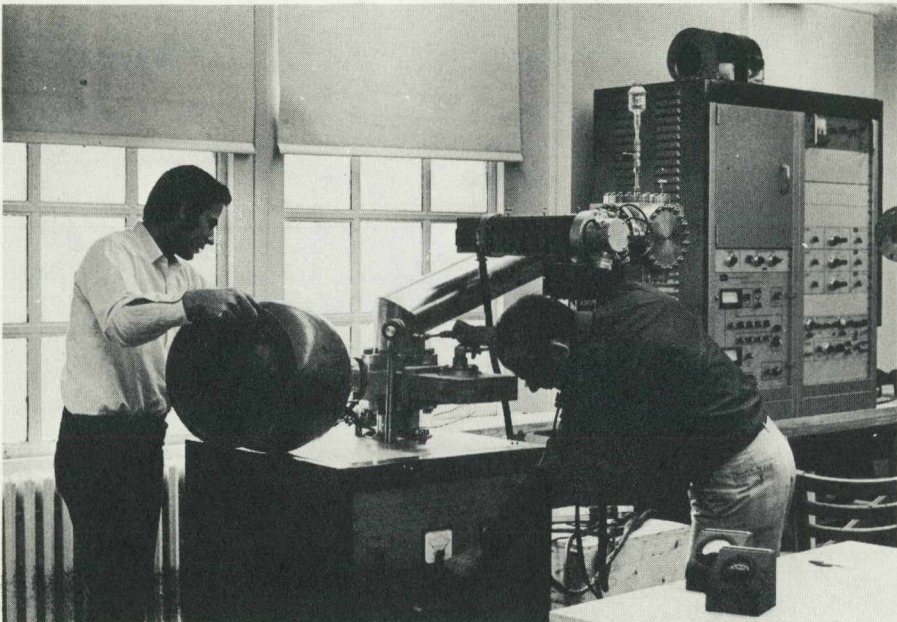
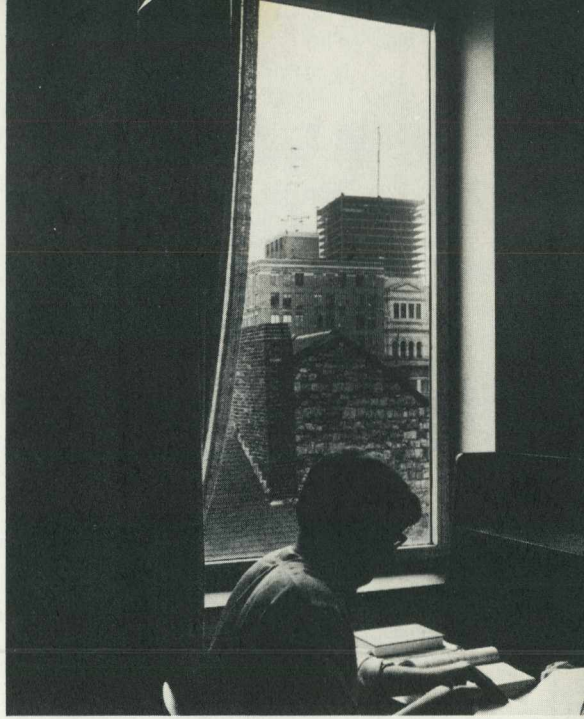
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## BEQUESTS

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.

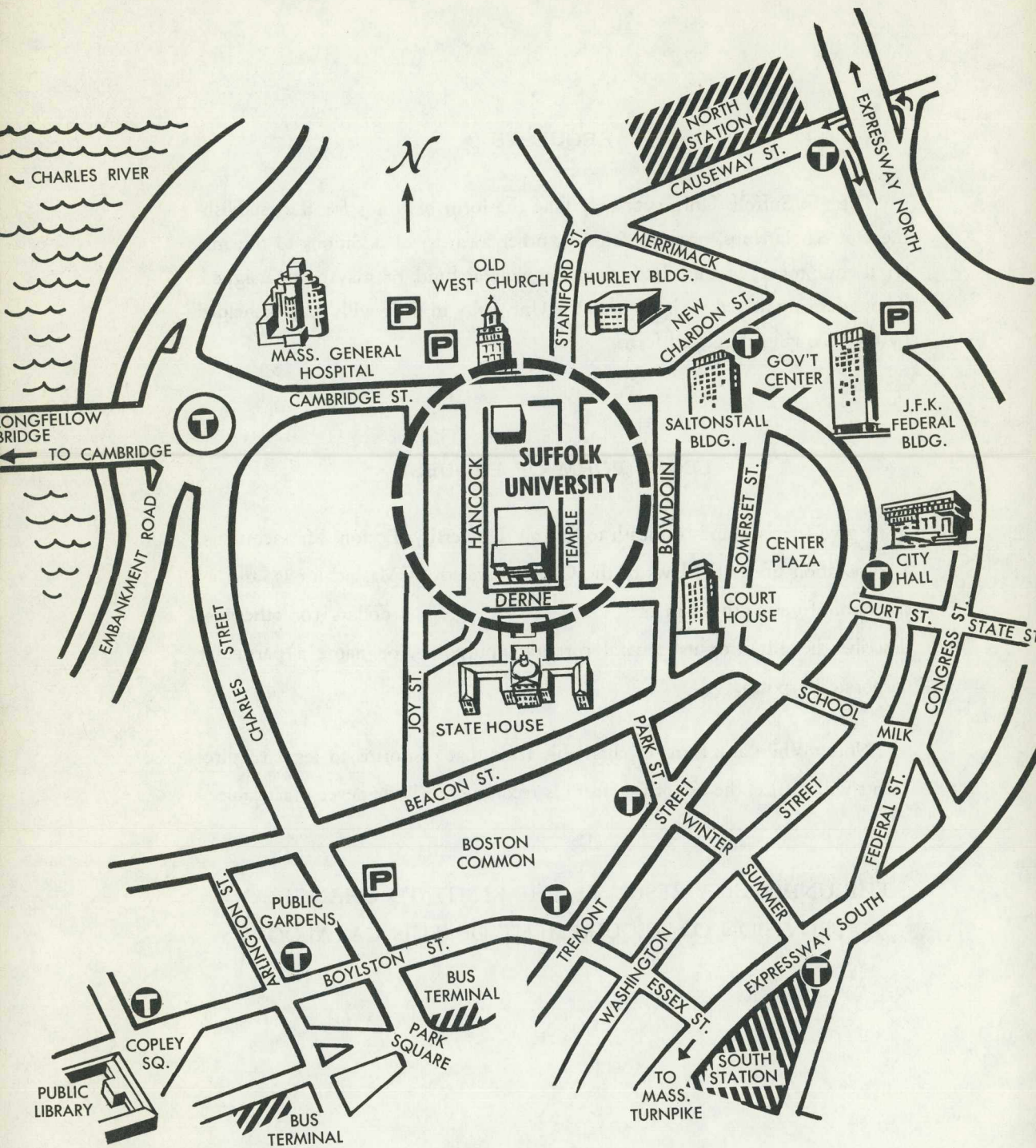
### LEGAL FORM OF BEQUEST

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 UNIVERSITY RESERVES THE RIGHT TO CHANGE ANY  
PROVISION OR REQUIREMENT OF THIS CATALOG





# SUFFOLK UNIVERSITY

## *Bachelor of Science Degree*

Available in all majors in the College of Liberal Arts and Sciences, effective September, 1972.

ENGLISH 1.1-1.2

6 sem. hrs.

All students must complete six semester hours in each of the following Options. Students may count appropriate courses within an option toward their major.

ENGLISH OPTION

6 sem. hrs.

COMMUNICATIONS OPTION

6 sem. hrs.

to be chosen from 2 semester sequences  
in: Linguistics, Modern Languages,  
Mathematics (except Math. 1.3-1.4),  
Speech, Computer Science, Journalism, Logic

SOCIAL SCIENCE OPTION

6 sem. hrs.

to be chosen from 2 semester sequences  
in: History, Government, Economics,  
Psychology, Sociology, Education 2.1-2.2

HUMANITIES OPTION

6 sem. hrs.

to be chosen from 2 semester sequences  
in: Humanities, Philosophy (except  
Logic), Oral or Written Literature

LABORATORY SCIENCE OPTION

8 sem. hrs.

to be chosen from 2 semester sequences  
with lab in: Biology, Chemistry,  
Physics, Physical Science

---

TOTAL REQUIRED COURSES

38 sem. hrs.

\*MAJOR FIELD

30 sem. hrs.

RELATED ELECTIVES

12 sem. hrs.

Plus free electives to total

122 semester hours for the B.S. degree

\*Those planning teaching careers who wish to take the B.S. degree should follow the programs outlined in the catalog.

*The revised curriculum for the Bachelor of Science degree replaces the B.S. Program described in the 1972-1973 Suffolk University Entrance Bulletin.*



## COLLEGES AND DEPARTMENTS OF SUFFOLK UNIVERSITY

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

### EVENING DIVISION

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

### SUMMER SESSIONS

Day and evening undergraduate and graduate courses.

### SCHOOL OF LAW

Day and Evening Sessions—Degrees: J.D., and LL.M.

## SECONDARY SCHOOLS REPRESENTED BY THE STUDENTS IN THE COLLEGES

The Students enrolled during 1971-72 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 the following foreign nations: Barbados, Brazil, Canada, China, Colombia, Cuba, Egypt, Finland, France, Germany, Greece, Hong Kong, India, Iran, Ireland, Italy, Kuwait, Lebanon, Liberia, Mexico, Nigeria, Northern Ireland, Poland, Scotland, Sweden, Syria, Taiwan, Thailand, Trinidad & Tobago, Turkey and Venezuela.

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