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.
SUFFOLK UNIVERSITY BULLETIN

College of Liberal Arts and Sciences
College of Business Administration
Graduate School of Administration
Graduate Education
Evening Division
Summer Session
Law School (See Separate Catalog)

ENTRANCE BULLETIN

COLLEGE CATALOG ISSUE  1974

41 Temple St. Beacon Hill, Boston, Massachusetts 02114
(617) 723-4700
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#### JULY 1973

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**IV**
COLLEGE CALENDAR
1973-1974

FALL SEMESTER 1973

September
4-7 Tuesday through Friday — Registration and Orientation
4 Tuesday—Registration for returning evening Graduates and Seniors—5:00-8:00 P.M.
5 Wednesday—Orientation for new transfer students
Registration for returning day Seniors—9:00-12:00 A.M.
Registration for returning day Juniors—1:00-3:30 P.M.
Registration for returning evening Juniors and Sophomores and new evening Graduates and Undergraduates (Initials A-L) 5:00-8:00 P.M.
6 Thursday—Orientation for new Freshmen
Registration for returning day Sophomores—9:00-12:00 A.M.
Registration for returning day Freshmen and new and returning day Graduate Students—1:00-3:30 P.M.
Registration for returning evening Freshmen and new evening Graduates and Undergraduates (Initials M-Z) 5:00-8:00 P.M.
7 Friday—Registration for new day Transfer students—9:00-12:00 A.M.
Registration for new day Freshmen—1:00-3:30 P.M.
Last day for Fall registration without payment of late registration fee. (until 4:30 P.M.)
10 Monday—Day and evening classes convene
12 Wednesday—Last day for new evening special student admissions and registration
15 Saturday—Saturday classes convene
16 Sunday—Commencement Day
17 Monday—Last day for late registration
22 Saturday—Last day for course changes

October
8 Monday—Columbus Day (Holiday)
10-11 Wednesday and Thursday—Spring and Summer Final Make-up Examinations
22 Monday—Veterans or Armistice Day (Holiday)

November
12-30 Monday-Friday—Faculty Advising and program approval for Spring Semester
21-25 Thanksgiving recess begins 1:00 P.M., Wednesday, November 21 through Sunday, November 25
December
3-6 Monday-Thursday—Preregistration for students continuing in Spring Semester

DAY DIVISION PREREGRISTRATION—9:30 A.M. until 2:30 P.M.
3 Monday—Seniors and Graduate Students
4 Tuesday—Juniors
5 Wednesday—Sophomores
6 Thursday—Freshmen

EVENING DIVISION PREREGRISTRATION—4:30 P.M. until 8:00 P.M.
3 Monday—Seniors and Graduate Students
4 Tuesday—Juniors and Specials
5 Wednesday—Sophomores and Freshmen
15 Saturday—Last classes for Fall Semester
17-22 Monday through Saturday—Fall semester Final Examinations
22 Christmas Recess begins 4:00 P.M., Saturday, December 22 through Sunday, January 13, 1974

SPRING SEMESTER 1974

January
14-17 Monday through Thursday—Registration and Orientation for new students
14 Monday—Orientation for new students
19 Saturday—Saturday classes convene
21 Monday—Day and Evening Classes Convene for Spring Semester
23 Wednesday—Last day for new evening special student admission and registration
28 Monday—Last day for late Registration

February
2 Saturday—Last day for course changes
18 Monday—Washington’s Birthday (Holiday)
27-28 Wednesday and Thursday—Spring Final Make-up Examinations

March
11-15 Monday through Friday—Spring Recess
18 Monday—Evacuation Day (Holiday)
April
15 Monday—Patriot’s Day (Holiday)
30- Tuesday through Friday—Faculty Course Advising for students
May 10 continuing in the Summer Session

May
10 Friday—Last Classes for Spring Semester
13-18 Monday through Saturday—Final Examination
27 Monday—Memorial Day (Holiday)

June
9 Sunday—Commencement Day

SUMMER SESSION 1974

June 10, Monday through Friday, August 2, 1974

FALL SEMESTER 1974

September
2 Monday—Labor Day
3-6 Tuesday through Friday—Registration
11 Wednesday—Classes convene
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TERM EXPIRES JUNE 1977
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Herbert C. Hambelton, Executive Assistant To The Superintendent, Boston Public Schools, Boston
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TERM EXPIRES JUNE 1978
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Ora C. Roehl, Financial and Management Consultant, Boston
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Frank M. Stotz, Partner, Price Waterhouse & Company, Boston

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Sister Mary Patricia, Administrator, Nazareth Child Care Center
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Vice President and Treasurer
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Associate Dean, College of Liberal Arts and Sciences

Administrative Assistant to the Dean of the
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Dean, College of Business Administration
and Graduate School of Administration

Assistant Dean, College of Business Administration
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James R. Coleman, B.A., M.A., M.L.S., Reference Librarian
Ruth E. Winn, B.A., M.A., M.S.L.S., Assistant, Technical Services
Timothea F. McDonald, B.A., M.A. in L.S., Reference Librarian

Media Technology
Coleen Kazanowski, B.S., M.A., Media Specialist

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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
Eric Childs, B.A., M.A., Assistant Manager

Bookstore
Stephen Peters, Manager, Law Division
Louis Peters, Manager, College Division

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Dean of Students' Office and Financial Aid Office
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William F. Coughlin, A.B., M.Ed., Director of Admissions
Edward F. Saunders, A.B., Assistant Director of Admissions
Ellen Burns, A.B., Transfer Student Counselor

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Joan Monahan, B.A., Recorder

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Kenneth F. Garni, A.B., Ed.M., Ed.D., Chairman of Psychological Services

Student Activities Office
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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
Judith A. Minardi, B.A., Personnel and Equal Employment Opportunity Officer

XIII
Health Services
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Mary T. Brady, R.N., University Nurse
Pamela Hardy, R.N., Evening Division Nurse

Foreign Student Office
Vahe A. Sarafian, A.B., A.M., Ph.D., Foreign Student Advisor

Advisor to Women's Office
Elizabeth S. Williams, A.B., Ed.M., C.A.S., Advisor to Women

Minority Student Office
Philip Ransom, B.A., Minority Student Advisor

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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
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Florence M. Lydon, Secretary to the Dean of the College of Business Administration
Angela M. Garcia, Secretary to the Associate Dean of the College of Liberal Arts and Sciences
Mary F. Fraser, Secretary to the Dean of Students
Michele M. Gillis, Secretary to the Director of Development
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 Business Administration in 1937. It was in April 1937 that the Law School and the Colleges were incorporated into Suffolk University by the action of the Massachusetts legislature.

The enrollment of the University in 1972-73 consisted of 6,021 men and women. Of this total, 3,821 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-seven year history of Suffolk University, the quality of its faculties and the success of its graduates have gained wide recognition. Men and 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 Chemical Society
American Council on Education
Association of University Evening Colleges
American Association of Colleges for Teacher Education
National Association of College 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. 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 program tests offered by the College Board plus any supplementary tests required by a department. A maximum of 60 semester hours credit may be awarded on the basis of CLEP Tests.

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 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.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Substitute Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 2.3-2.4</td>
<td>English Literature, American Literature</td>
</tr>
<tr>
<td>History 1.1-1.2 or 1.3-1.4</td>
<td>American History, World Civilization, other history courses with the consent of the Chairman of the History Department only</td>
</tr>
<tr>
<td>Humanities Option</td>
<td>Great Books of World Literature, History or Appreciation of Art, History or Appreciation of Music, 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</td>
</tr>
<tr>
<td>Social Science Option</td>
<td>Sociology, Government, Economics, Anthropology, General Psychology</td>
</tr>
<tr>
<td>Science 1.1-1.2</td>
<td>Chemistry, Physics, Geology, Physical Science, Astronomy</td>
</tr>
<tr>
<td>Biology 1.3-1.4</td>
<td>Biology (Botany and Zoology), The Living World and Man, Man and His Biological World, Environmental Sciences</td>
</tr>
</tbody>
</table>

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. Credit earned as a Special Student may be applied toward a degree, however, should the student subsequently be admitted a degree candidate. 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 — Education

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

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

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 Elementary or Secondary 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.
CONTINUING EDUCATION FOR WOMEN

In keeping with its historic mission of providing educational opportunities for adults, Suffolk University invites mature women, to apply for admission to day courses on either a part-time or full-time basis. Part-time day study is intended primarily for women (and men) who have interrupted or delayed their college education in order to meet family or vocational responsibilities. Classes are available in the morning and early afternoon when children are in school.

The objectives of the program are to enable adults to satisfy their personal and cultural interests, to provide preparation for professional careers or admission to graduate study, and to provide refresher courses for women whose formal education has become dated or who wish to prepare for a new career. By means of part-time study, it is possible for women to achieve their educational objectives concurrently with meeting their family responsibilities.

Courses and degree programs are available in the College of Liberal Arts and Sciences and College of Business Administration. While many majors are available within these colleges, programs of particular interest to women include literature, philosophy, humanities, government, psychology, sociology, speech, social work, child care, education, Spanish-sociology, urban sociology, and education. Some courses deal specifically with women, such as Thinking About Women, Psychology of Women, and Women in Contemporary Society.

In order to help students identify and achieve realistic educational and employment objectives, counseling is available through the Admissions Office, Transfer Student Counselor, Department of Psychological Services, the Committee on Continuing Education for Women, and Faculty Advisors. Although the Program in Continuing Education for Women is relatively new, faculty members bring to bear the expertise they have acquired from many years of teaching day students and older evening students, both men and women.

Mature women (and men who must work nights) may take credit courses days at a pro-rated tuition charge of $140 per three semester hour course on a part-time basis. If, however, a full-time load of either four or five courses is carried, the tuition charge will be $700 per semester or $1400 per year. Applicants should submit their application, high school diploma, or high school equivalency diploma to the Director of Admissions. The Admissions Office can waive the requirement for the College Entrance Examination Board SAT for mature students who have not taken it in high school.
TUITION FREE COURSES FOR SENIOR CITIZENS

In keeping with its institutional goal of providing community service to residents of Greater Boston, Suffolk University makes available tuition free courses to senior citizens (those 65 or over) on a space available basis. Upon payment of a $15 application fee, senior citizens may enroll as Special Students in undergraduate courses.

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. A Minority Student Advisor is also available.

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. A Foreign Student Advisor is available to counsel foreign students.
COMMUNICATION PROCESS

Any student in the Day Division who has a reading deficiency which is accompanied by evidence of scholastic underachievement may be required to take a course in Communication Process. Students who fail to complete satisfactorily the required 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 carry three courses days (normally nine semester hours), or two courses evenings (normally six to eight semester hours).

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 15th, and for the Spring Semester by December 1st.

REQUIRED CREDENTIALS

Day and Evening Division

Applying from High School:
Official school transcript which includes:
- Recommendation
- Rank in class
- Grades (including at least 1st quarter of senior grades)
- CEEB Scores
Applying from Preparatory School:
- High School transcript
- Preparatory transcript
- Recommendation
- CEEB Scores
Applying as a Transfer Student:
- High School transcript
- College or Junior College transcript(s)
- Letter of Clearance from Dean (Last school you attended as a full-time student)
Applying as a Graduate Student:
Business
- College transcript(s)
- Results of the Admissions Test for Graduate Study in Business (ATGSB)
Education
- College transcript(s)
- 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 Admissions Office is open Mondays through Fridays from 8:45 A.M. to 4:45 P.M.
- The Registrar's Office is open Monday through Thursday from 8:45 A.M. to 7:00 P.M., and on Fridays from 8:45 A.M. to 4:45 P.M.
III

Finances and Student Aid

TUITION

The tuition for full-time students attending the College as undergraduate or graduate students is $1,400 for a full program for 1973-74. Day students enrolled in four or five courses will be considered full-time students. Day courses are those that start before 4:00 p.m.

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

Part-time evening, Saturday, and adult education tuition is $40 per semester hour; $120 for a three semester hour course and $160 for a four semester hour course. Part-time students taking a day course will be charged the day tuition rate; $140 for a three semester hour course and $185 for a four semester hour course. If a part-time student enrolls in four or more courses, two of which are day courses, he will automatically be considered a full-time student and charged accordingly. Class hours for courses are listed in the Evening Division and Academic Regulations Sections of this bulletin. Evening courses are those that start at 4 p.m. or later.

Student Teaching (Educ. 4.20-4.21) is treated as three 3 semester hour day courses. (9 semester hrs.) The tuition for either Educ. 4.20 or Educ. 4.21 is $420 ($140x3).

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

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:

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 1974 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 $25 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 Fee provides admission to the Senior Prom and Banquet, and a copy of the yearbook.

**MBA Association Fee**

A fee of $10.00 per year is charged to all full time students ($4.00 per year for part-time) enrolled in the MBA Program. Students are required to pay this fee along with their tuition at the time of registration. The MBA Association program includes: the publication of an alumni newsletter, a resume project to assist students in job placement and other professional and social activities.

**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). Special fees are charged for courses that involve bus transportation or tickets to the theatre or to concerts. 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. 104.

The grade "NC", given for the work of a course, 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 $5.00 fee is charged for each course change. No fee is charged for adding or dropping a course. Day students who wish to add or change a course during the first two weeks of a semester must obtain the permission and signature of the Chairman of their major department (or, during the third and fourth weeks, of the Dean of Students). Evening students must obtain the signature of the Chairman or of the Dean of the appropriate college (Liberal Arts or Business Administration). No signature is required for dropping a course.

Normally, courses may not be added or changed after the second week, and under no circumstances, after the fourth week. The Registrar will verify the accuracy of student programs during the sixth week. After verification, no further changes will be programmed into the computer.

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. 110.) 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%
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 totalled $500,000 per year. Approximately one-third of our students received financial aid during 1972-1973.

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. Selected graduate students are appointed as research assistants in the Department of Psychological Services and in the Graduate School of Administration.
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.

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.
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.

Undergraduate Fellowship Program — Department of Sociology

Fellowships will be awarded to senior majors who have demonstrated high ranking scholarship especially in sociology, a capacity to study independently, and the ability to convey information and points of view to their peers in a mature manner while maintaining the respect of fellow students. Special consideration will be given to students who may have substantial practical experience to supplement the academic approach of the classroom.

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-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.

The Robert S. Friedman Biology Fund

The Robert S. Friedman Biology Fund was established in 1973 in memory of the late Robert S. Friedman, Distinguished Service Professor of Biology and former Chairman of the Department of Biology, in recognition of his many years of devotion and dedicated service to students of Suffolk University. The purpose of the Fund is to support the activities and special projects of the staff and students of the Biology Department.

Scholarship Prize in Journalism

The New England Business Communicators award a $500 scholarship every fourth year to an outstanding Junior or Senior in Journalism. The organizations make similar awards to students of journalism at other Boston area colleges. The Publicity Club of Boston offers a $750 scholarship to a worthy Junior in Journalism enrolled in one of the 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 fund 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.

Income Tax Conference Scholarship

Each year, a qualified accounting major in the College of Business Administration will receive a partial scholarship based upon need and academic success. Funds for this award will be derived from revenues generated from the annual Income Tax Conference run by the Internal Revenue Service in cooperation with Suffolk University. All applicants should submit necessary papers to either the Dean of the College of Business Administration or the Chairman of the College of Business Scholarship Committee.

Supplementary 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 (Federal legislation may eliminate this program).

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 Direct 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 Direct 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 (Federal legislation may eliminate this program).

Guaranteed Loan Program

Through Federal legislation many states have been authorized to establish a Guaranteed Loan Program that enables students to borrow up to $2,500 per year depending on circumstances. Information regarding these H.E.L.P. loans may be obtained from local banks. The University does not administer these loans. They are initiated only through individual application to a bank.

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 $2.00 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

GENERAL INFORMATION

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.

The Bachelor of Arts degree provides a traditional, structured curriculum which includes a broad liberal arts background and 30 semester hours of specialization within a major and 12 semester hours of related electives. 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.

In addition, students must complete 14 semester hours in science. A minimum of 122 semester hours is required for the A.B. degree.
The Bachelor of Science degree provides a new, highly flexible curriculum which allows the student to choose among a variety of options and electives in designing his course of study. The B.S. degree contains fewer required courses than the A.B., but places a correspondingly higher demand on the exercise of individual responsibility and judgement in selecting a suitable program of study. Like the B.A. degree, this program includes a major consisting of 30 semester hours and 12 semester hours of related electives. To qualify for a B.S. degree, students must complete 8 semester hours in laboratory science. A minimum of 122 semester hours is required for the B.S. degree.

**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 fulfill the major requirement.

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

**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
- Journalism
- Mass Communications**
- Philosophy
- Spanish*
- Speech**
- Theatre Arts**

### Social Science Majors

- Economics*
- Education*
- Government
- History
- Psychology
- Sociology

### Science Majors

- Biochemistry
- Biology
- Chemistry
- Clinical Chemistry

- Environmental Technology
- Life Studies
- Mathematics*
- Physics*
Interdepartmental Majors Leading to B.S. in G.S. Degree
Available Evenings Only

Humanities  
Social Science

Life Science  
Physical Science

Pre-Professional Programs

Child Care  
Crime and Delinquency  
Social Work  
Spanish-Sociology  
Urban Studies  
Pre-Medical Technology

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

Options For A.B. Candidates
(All Liberal Arts Majors Except Science and Education)

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).

Group A

Humanities 1.1-1.2, *2.1-2.2, 2.3-2.4, 2.7-2.8, 2.11-2.12, 2.13-2.14, 3.1-3.2, S2.5, 2.6
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 and
Any advanced Sociology course
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 8 semester hours of science by taking one year of laboratory science from Group A or from Group B. The course 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.

Group A

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Science 1.1-1.2</td>
<td>8</td>
<td>Biology 1.3-1.4</td>
<td>8</td>
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<tr>
<td>Physics 1.1-1.2</td>
<td>8</td>
<td>Biology 1.1-1.2</td>
<td>8</td>
</tr>
<tr>
<td>Chemistry 1.1-1.2</td>
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<td>Biology 1.31-1.32</td>
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</tr>
<tr>
<td>Chemistry 1.3-1.4</td>
<td>6-8</td>
<td>Biology 1.41-1.42</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics 1.7-1.8</td>
<td>6</td>
<td>Biology 1.5-1.6</td>
<td>6-8</td>
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<td></td>
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<td>Mathematics 1.7-1.8</td>
<td>6</td>
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</tbody>
</table>

Bachelor of Arts

(122 Semester Hours)

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

Students who wish to prepare for elementary or secondary school teaching should consult the special programs described in the education section of this Bulletin.

Freshman

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>English 1.1-1.2</td>
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</tr>
<tr>
<td>History 1.1-1.2 or 1.3-1.4</td>
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</tr>
<tr>
<td>Social Science Option</td>
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<tr>
<td>Science Option</td>
<td>6-8</td>
</tr>
<tr>
<td>First Year Foreign Language</td>
<td>6</td>
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<td>30-32</td>
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Sophomore

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<tbody>
<tr>
<td>English 2.3-2.4</td>
<td>6</td>
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<tr>
<td>Second Year Foreign Language</td>
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<tr>
<td>Social Science Option</td>
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</tr>
<tr>
<td>Science Option</td>
<td>6-8</td>
</tr>
<tr>
<td>One major course</td>
<td>6</td>
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<td></td>
<td>30-32</td>
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Junior

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<thead>
<tr>
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<tr>
<td>One related elective</td>
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<tr>
<td>Electives</td>
<td>12</td>
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Senior

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<td>Two major courses</td>
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<tr>
<td>One related elective</td>
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<tr>
<td>Electives</td>
<td>12</td>
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<td>30</td>
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</tbody>
</table>
Liberal Arts and Sciences

Bachelor of Arts
(122 Semester Hours)

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

Students who wish to prepare for elementary or secondary school teaching should consult the special programs described in the education section of this Bulletin.

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<tr>
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</thead>
<tbody>
<tr>
<td>English 1.1-1.2</td>
<td>6</td>
<td>English 2.3-2.4</td>
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</tr>
<tr>
<td>History 1.1-1.2 or 1.3-1.4</td>
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<td>Second Year Foreign Language</td>
<td>6</td>
</tr>
<tr>
<td>Science Option</td>
<td>6-8</td>
<td>Science Option</td>
<td>6-8</td>
</tr>
<tr>
<td>First Year Foreign Language</td>
<td>6</td>
<td>One major course</td>
<td>6</td>
</tr>
<tr>
<td>Humanities Option</td>
<td>6</td>
<td>Humanities Option</td>
<td>6</td>
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<td><strong>Total</strong></td>
<td>30-32</td>
<td><strong>Total</strong></td>
<td>30-32</td>
</tr>
</tbody>
</table>

Bachelor of Science Degree — 122 Sem. Hrs.

Available in all majors in the College of Liberal Arts and Sciences. Students should consult an advisor from their major department to determine whether they should start their major or take prerequisites to the major in the freshman year. Students who wish to prepare for elementary or secondary school teaching, or to major in science, should consult the programs described elsewhere in this bulletin.

**English 1.1-1.2** to be taken in the freshman year, 6 sem. hrs.

**English Option** to be taken in sophomore or later year, 6 sem. hrs.

**Communications Option** to be chosen from 2 semester sequences* in: Linguistics, Modern Languages, Mathematics (except Math. 1.3-1.4), Speech, Computer Science, Journalism, Logic, 6 sem. hrs.

**Social Science Option** to be chosen from 2 semester sequences* in: History, Government, Economics, Psychology, Sociology, Education 2.1-2.2, 6 sem. hrs.

**Humanities Option** to be chosen from 2 semester sequences* in: Humanities, Literature, Philosophy (except Logic), Speech: Oral or Interpretation of Literature, 6 sem. hrs.
Laboratory Science Option to be chosen from 2 semester sequences* with lab in: Biology, Chemistry, Physics, Physical Science, 8 sem. hrs.

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.

*The Chairman of the student’s major department or the Dean may authorize the mixing and matching of one-semester courses when a two-semester sequence is not available. Appropriate courses taken as options may also be counted toward the major.

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.

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<thead>
<tr>
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<tbody>
<tr>
<td>Biology 1.1-1.2</td>
<td>8</td>
<td>Biology Electives</td>
<td>8</td>
</tr>
<tr>
<td>Chemistry 1.1-1.2</td>
<td>8</td>
<td>Chemistry 2.1-2.2</td>
<td>8</td>
</tr>
<tr>
<td>English 1.1-1.2</td>
<td>6</td>
<td>First Year Foreign Language</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics 2.1-2.2</td>
<td>6</td>
<td>Elective</td>
<td>6</td>
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<td></td>
<td>28</td>
<td>Social Science Option</td>
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<td>34</td>
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<tbody>
<tr>
<td>Biology Electives</td>
<td>8</td>
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<td>5</td>
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<td>English Option</td>
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<td>Biology 5</td>
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<tr>
<td>Second Year Foreign Language</td>
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<td>Humanities Option</td>
<td>6</td>
</tr>
<tr>
<td>Physics 1.1-1.2 or 2.1-2.2</td>
<td>8</td>
<td>Social Science Option</td>
<td>6</td>
</tr>
<tr>
<td>History 1.1-1.2 or 1.3-1.4</td>
<td>6</td>
<td>Electives</td>
<td>8</td>
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<td>34</td>
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<td>26</td>
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</table>

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. Beatrice L. Snow, 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

(122 semester hours)

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<tbody>
<tr>
<td>English 1.1-1.2</td>
<td>6</td>
<td>Social Science Option</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics 2.1-2.2</td>
<td>6</td>
<td>Humanities Option</td>
<td>6</td>
</tr>
<tr>
<td>Biology 1.1-1.2</td>
<td>8</td>
<td>Biology 4.5-3.8</td>
<td>8</td>
</tr>
<tr>
<td>Chemistry 1.1-1.2</td>
<td>8</td>
<td>Biology Elective</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chemistry 2.1-2.2</td>
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<td><strong>28</strong></td>
<td></td>
<td><strong>36</strong></td>
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</table>

*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 second or third year.*
<table>
<thead>
<tr>
<th>Junior</th>
<th>Sem. Hrs.</th>
<th>Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Option</td>
<td>6</td>
<td>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.</td>
</tr>
<tr>
<td>Physics Option</td>
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<tr>
<td>Elective</td>
<td>6</td>
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<tr>
<td>Chemistry 3.2</td>
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<td>Biology Elective</td>
<td>6-8</td>
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<tr>
<td>Biology 5 (T)</td>
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<td><strong>31-33</strong></td>
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</table>

**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

(122 Sem. Hrs.)

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</thead>
<tbody>
<tr>
<td>Biology 1.1-1.2</td>
<td>8</td>
<td>Humanities Option</td>
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<td></td>
</tr>
<tr>
<td>Chemistry 1.1-1.2</td>
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<td>Chemistry 2.1-2.2</td>
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<td>Mathematics 2.1-2.2</td>
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<td>Physics 1.1-1.2</td>
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**Junior**

<table>
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<th></th>
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<th>Sem. Hrs.</th>
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<tbody>
<tr>
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<td><strong>25</strong></td>
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<td><strong>27</strong></td>
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</tbody>
</table>

*Students will spend 6 months in residency in an affiliated agency during the tenure of the junior and senior years. Depending upon the time the student is at the agency, one summer at Suffolk University is necessary during the junior year to make up 6 semester hours.

### COBSCOOK BAY LABORATORY

Suffolk University maintains a forty 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
Suffolk University

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 Law School Admission 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, humanities, philosophy, and sociology will give good preparation for the study of law. Students may complete pre-legal programs in either the College of Liberal Arts or College of Business Administration.

Pre-Legal Combined Degree Program
College (3 Years) and Law School (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 or College of Business Administration, 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. See Health Careers Committee p. 112.

**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, Humanities, 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. See p. 112.

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. See p. 112.

CHEMISTRY

Students whose interest and aptitudes lead them to specialize in Chemistry may choose from among the following degree programs. The Chemistry Department Chairman should be consulted regarding program variations, recommended electives, etc. All of the bachelor's degree programs offered by the Department require a total of 123 semester hours.

The Department of Chemistry has been approved by the Committee on Professional Training of the American Chemical Society.
**BACHELOR OF SCIENCE - CHEMISTRY**

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<tr>
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<td>Chemistry 4.3</td>
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<td><strong>Total</strong></td>
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</table>

In accordance with the guidelines established by the American Chemical Society, it is recommended that Chemistry majors acquire a reading knowledge of German. Students planning graduate study are urged to do so.

The A.B. degree in Chemistry requires the successful completion of History 1.1-1.2 or 1.3-1.4, two years of a foreign language, and six semester hours of a social science in addition to the courses listed above for the B.S. program.

A major program in Chemistry—Secondary Education requires the addition of appropriate courses in Education, Psychology, and Speech to those listed above for the B.S. program in Chemistry. Chemistry 5, however, is not required. The Chemistry Department Chairman should be consulted for specific program information.

**BACHELOR OF SCIENCE - BIOCHEMISTRY**

This program is recommended for students planning careers in the health sciences and allied medical fields.

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<tbody>
<tr>
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<td>Chemistry 2.1-2.2</td>
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</tr>
<tr>
<td>Biology 1.1-1.2</td>
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<td>Social Science Option</td>
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<tr>
<td>Free Electives</td>
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<td>Free Electives</td>
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<td><strong>28</strong></td>
<td><strong>Total</strong></td>
<td><strong>34</strong></td>
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</table>
Students planning graduate study in Biochemistry are advised to include an additional year of Calculus and two years of German in their programs of study.

A major program in Biochemistry—Secondary Education requires the addition of appropriate courses in Education, Psychology, and Speech to those listed above for the B.S. program in Biochemistry. Chemistry 2.43, however, is not required. The Chemistry Department Chairman should be consulted for specific program information.

BACHELOR OF SCIENCE - CLINICAL CHEMISTRY

The curriculum in Clinical Chemistry combines a core program in Chemistry with courses in Biology, Biochemistry, and Clinical Methods. In the senior year students receive in-service training at a Boston hospital.

**Mathematics**

A total of 124 semester hours is required for a B.A. degree with a Mathematics major; the following is a recommended program:
**Liberal Arts and Sciences**

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<td>English 1.1-1.2</td>
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<tr>
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<td>Social Science Option</td>
<td>6</td>
</tr>
<tr>
<td>Chemistry 1.1-1.2 or Biol. 1.1-1.2</td>
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<td>Mathematics 2.3-2.4</td>
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<tr>
<td>Humanities or Social Science Option</td>
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<td>Physics 2.1-2.2</td>
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<tr>
<td>Mathematics courses</td>
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<tr>
<td>Related Elective</td>
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<td>Related Elective</td>
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<tr>
<td>Humanities or Social Science Option</td>
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<td>Second year foreign language</td>
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**Total**

124

For the B.S. degree with a major in mathematics, consult the general requirements for the B.S. degree.

**PHYSICS**

A total of 122 semester hours is required for a B.S. degree with a Physics major.

A major in Physics may be satisfied by completion of 10 semester courses in Physics and related electives plus required courses in Mathematics as determined by the Chairman of the Department of Physics. Other requirements, such as Humanities, Social Science, English, and Communications Options, are outlined under the general B.S. degree requirements.

Related elective 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 Department of Education and must complete the Department of Education requirements.

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<tr>
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<td>Communications Option</td>
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<td>Computer Science 2.1-2.2</td>
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<tr>
<td>Chemistry 1.1-1.2</td>
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<td>32</td>
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<td>31</td>
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</tbody>
</table>
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).

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, Biochemistry, Chemistry, English, Foreign Languages, History, Humanities, Journalism-English, Mathematics, Physics, Physics-Chemistry combined major, Social Studies, Speech (in cooperation with Emerson College) and Business Education.

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. Student teachers must be degree candidates (with the exception of some special students in the Intensive Summer Student Teaching Program).

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 October 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 (in writing) 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 tuber-
culosis 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 1972**

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<th>Lowell</th>
<th>Newton</th>
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<tr>
<td>Everett</td>
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**FALL SEMESTER 1972**

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<td>Everett</td>
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**SPRING SEMESTER 1973**

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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.

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<thead>
<tr>
<th>Plan A (A.B. Degree) 122 Semester Hours</th>
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<td>Sociology 1.1</td>
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<td>First Year Foreign Language</td>
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30 30
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

32

**Plan B (B.S. Degree) 122 Semester Hours**

English 1.1-1.2    6    English Option    6
Communications Option*    6    Speech 1.2    3
Sociology 1.1    3    History 2.4    3
Psychology 1.1    3    Education 2.3    3
Humanities Option**    6    Electives    15
Laboratory Science***    8    

32

30

Junior

Education 3.2    3    Senior
Education 4.13    3    Education Elective****    3
Education 4.11-4.12    6    Education 4.20    9
Education 4.15    3    Electives    18
Education 4.8    3    
Electives    12    

30

30

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

**Humanities Option to be chosen from 2 semester sequences in:
Humanities, Literature, Philosophy (except Logic), or Speech (Oral Interpretation of Literature).

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

****Education 4.14, 4.2, 4.26, 4.27, 6.10, English 4.32, 4.33 or a course
approved by program advisor.

SECONDARY SCHOOL (JUNIOR-SENIOR HIGH) TEACHING

Students may choose to work toward an A.B. or B.S. degree with a major
in the teaching field and a supporting concentration in Secondary Education.
THE BACHELOR OF SCIENCE DEGREE

This program is designed for students in the College of Liberal Arts and Sciences who wish to prepare for secondary school teaching by pursuing a Bachelor of Science degree. The program was initiated in 1972-73 and may be elected by students in the classes of 1974 and 1975; the program should be followed by all members of the classes of 1976 and 1977 who are working toward a B.S. degree with a concentration in secondary teacher education. Students are advised that the sequences of the program are flexible and may be rearranged to suit the various needs of the students’ major requirements. The following majors are available: Biochemistry, Biology, Business Education (The New B.S. Degree may be utilized for course work in Business Education and the University may accept transfer students from approved Junior and Senior Colleges with a maximum of 60 credits and/or the Associate Degree in the Secretarial Sciences. However, no more than 24 credits in the skills (typewriting, shorthand, business machines, etc.) will be accepted. The program is also available for present Suffolk University students who may be allowed to earn their credits in the skills outside the University. These skill credits are to be applied only to a B.S. in Business Education), Chemistry, Chemistry-Physics (combined major), English, Foreign Languages, History, Humanities, Journalism-English (combined major), Mathematics, Physics and Speech. There is also a separate program leading to the B.S. in B.A. for those students in the College of Business Administration. Students may utilize appropriate courses within an option toward their major requirements. COURSE REQUIREMENT CHECKLISTS ARE AVAILABLE AT THE DEPARTMENT OF EDUCATION OFFICE — ROOM 213.

Bachelor of Science — Secondary Education
122 Semester Hours

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<td>English Option</td>
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<tr>
<td>Communications Option*</td>
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<td>Psychology 1.1</td>
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<td>6</td>
<td>Education 3.2</td>
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<tr>
<td>Humanities Option***</td>
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<td>Education 2.3</td>
<td>3</td>
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<tr>
<td>Laboratory Science Option****</td>
<td>8</td>
<td>Speech 1.2</td>
<td>3</td>
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<td></td>
<td>Major Field Electives</td>
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<td>Related or Free Electives</td>
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</table>
### Suffolk University

#### Junior

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>Educational Methods &amp; Curriculum Development</td>
<td>6</td>
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<tr>
<td>Education 4.9</td>
<td>3</td>
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<tr>
<td>Major Field Electives</td>
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<td>Related or Free Electives</td>
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**Total:** 30

#### Senior

<table>
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<tbody>
<tr>
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<td>9</td>
</tr>
<tr>
<td>Education 4.21</td>
<td>9</td>
</tr>
<tr>
<td>Related or Free Electives</td>
<td>12</td>
</tr>
</tbody>
</table>

**Total:** 30

*Communications Option 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 to be chosen from 2 semester sequences in: History, Government, Economics, Sociology, Education 2.1-2.2.

**Humanities Option to be chosen from 2 semester sequences in: Humanities, Literature, Philosophy (except Logic), or Speech (Oral Interpretation of Literature).

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

---

#### THE BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION DEGREE

This program is designed for students in the College of Business Administration who wish to prepare for a career in the teaching of business education at the secondary school level.

**Business Administration — Secondary Education**

**122 Semester Hours**

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Accounting 1.1-1.2</td>
<td>6</td>
<td>Management 2.1</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics 1.51-1.52</td>
<td>6</td>
<td>Marketing 2.1</td>
<td>3</td>
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<tr>
<td>English 1.1-1.2</td>
<td>6</td>
<td>English 2.3-2.4</td>
<td>6</td>
</tr>
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<td>Sociology 1.1</td>
<td>3</td>
<td>Accounting 2.3-2.4</td>
<td>6</td>
</tr>
<tr>
<td>Psychology 1.1</td>
<td>3</td>
<td>Natural Science Option*</td>
<td>8</td>
</tr>
<tr>
<td>Humanities and Philosophy Option*</td>
<td>6</td>
<td>Economics 2.2</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>Computer Science 2.1</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 30

**Total:** 32

*See list under Bachelor of Science in Business Administration.
BACHELOR OF ARTS DEGREE

This program is designed for students in the College of Liberal Arts and Sciences who wish to prepare for secondary school teaching by pursuing a Bachelor of Arts degree. The program is available in the following major fields: Biochemistry, Biology, Chemistry, English, Foreign Language, History, Humanities, Journalism-English, Mathematics, Physics, Physics-Chemistry (combined major), Social Studies, and Speech. Students in the Sciences are normally enrolled in the B.S. program but may choose the A.B. if they wish to do so (such students should consult with their advisors in both the Sciences and Education Department). COURSE REQUIREMENT CHECKLISTS FOR THE VARIOUS MAJORS LISTED ABOVE ARE AVAILABLE AT THE DEPARTMENT OF EDUCATION OFFICE IN ROOM 213.

ADVISORS FOR STUDENTS IN EDUCATION

Suffolk University is a member of the American Association of Colleges for Teacher Education. Suffolk’s membership in the Association is predicated on the fact that teacher education is a vital concern of the entire University. Consequently, responsibility for and interest in Suffolk’s teacher education programs involve personnel both within and without the Department of Education. The College Committee on Teacher Education, the Department Chairmen and the Department of Education are especially eager that students in the Education programs receive the professional assistance so vital in the shaping of a rewarding and meaningful academic career. Students are encouraged to meet often both with their professors in Education and with their major advisors. The advisors listed below have been designated as liaison faculty in the various Departments of the Colleges:

*See list under Bachelor of Science in Business Administration.
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 62 semester
hours in the prescribed curricula and who do not intend to continue their
work toward the completion of their bachelor’s degree in the Colleges of
Suffolk University. The candidate for this 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 com­
plete 66 or 67 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng. 1.1-1.2</td>
<td>Freshman English</td>
<td>6</td>
</tr>
<tr>
<td>Soc. 1.1</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Psych. 1.1</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Soc. 6.1</td>
<td>History of Social Work</td>
<td>3</td>
</tr>
<tr>
<td>Soc. 6.2-6.3</td>
<td>Social Work I and II: Values, Systems, Personnel and Resources</td>
<td>6</td>
</tr>
<tr>
<td>Soc. 6.4</td>
<td>Seminar in Social Work</td>
<td>3</td>
</tr>
<tr>
<td>Soc. 4.40</td>
<td>Field Studies</td>
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<tr>
<td>Related Electives in Sociology, Psychology, or Education</td>
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<td><strong>Total</strong></td>
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### ASSOCIATE IN ARTS IN SOCIAL WORK

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>Eng. 1.1-1.2</td>
<td>Freshman English</td>
<td>6</td>
</tr>
<tr>
<td>Soc. 1.1</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Psych. 1.1</td>
<td>General Psychology</td>
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<tr>
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<td>History of Social Work</td>
<td>3</td>
</tr>
<tr>
<td>Soc. 6.2-6.3</td>
<td>Social Work I and II: Values, Systems, Personnel and Resources</td>
<td>6</td>
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<tr>
<td>Soc. 6.4</td>
<td>Seminar in Social Work</td>
<td>3</td>
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<tr>
<td>Soc. 4.40</td>
<td>Field Studies</td>
<td>3</td>
</tr>
<tr>
<td>Restricted Electives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eng. 2.3</td>
<td>Literary Masters of England</td>
<td>3</td>
</tr>
<tr>
<td>Eng. 2.4</td>
<td>Literary Masters of America</td>
<td>3</td>
</tr>
<tr>
<td>Science Option</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>History, Humanities, or Philosophy Option</td>
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<td>6</td>
</tr>
<tr>
<td>Language Option</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Related Electives in Sociology, Psychology, Education</td>
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<td>9</td>
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<td><strong>Total</strong></td>
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### BACHELOR OF ARTS OR BACHELOR OF SCIENCE IN SOCIAL WORK

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<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<td>Soc. 6.1</td>
<td>History of Social Work</td>
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<tr>
<td>Soc. 6.2-6.3</td>
<td>Social Work I and II: Values, Systems, Personnel and Resources</td>
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<td>Soc. 6.4</td>
<td>Seminar in Social Work</td>
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<td>Soc. 4.40</td>
<td>Field Studies</td>
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<td>Soc. 3.3</td>
<td>Research Methods</td>
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<td>Sociology Options</td>
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<table>
<thead>
<tr>
<th>Category</th>
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<tr>
<td>Free Electives (24 Sem. Hrs. for A.B.; 42 for B.S.)</td>
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<td>All College Requirements (56 Sem. Hrs. for A.B.; 38 for B.S.)</td>
<td>56-38</td>
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</table>

**Total** 122

### UNDERGRADUATE SEQUENCE IN CHILD CARE

#### Certificate in Child Care

A Thirty Hour Certificate Program

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Eng. 1.1-1.2</td>
<td>Freshman English</td>
<td>6</td>
</tr>
<tr>
<td>Soc. 1.1</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Psych. 1.1</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>Soc. 4.20</td>
<td>Introduction to Child Care</td>
<td>3</td>
</tr>
<tr>
<td>Soc. 4.21-4.22</td>
<td>Child Care Methods and Field Experiences; I and II</td>
<td>6</td>
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<tr>
<td>Soc. 4.23</td>
<td>Seminar in Child Care</td>
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<tr>
<td>Two Related Electives in Sociology, Psychology, or Education</td>
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**Total** 30
### ASSOCIATE IN ARTS DEGREE IN CHILD CARE

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
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<tr>
<td>Eng. 1.1-1.2</td>
<td>Freshman English</td>
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<td>Soc. 1.1</td>
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<td>3</td>
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<td>Psych. 1.1</td>
<td>General Psychology</td>
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<tr>
<td>Soc. 4.20</td>
<td>Introduction to Child Care</td>
<td>3</td>
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<tr>
<td>Soc. 4.21-4.22</td>
<td>Child Care Methods and Field Experiences, I and II</td>
<td>6</td>
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<tr>
<td>Soc. 4.23</td>
<td>Seminar in Child Care</td>
<td>3</td>
</tr>
<tr>
<td>Soc. 6.2-6.3</td>
<td>Social Work; I and II: Values, Systems, Personnel and Resources</td>
<td>6</td>
</tr>
<tr>
<td>Psych. 2.1</td>
<td>Child Psychology</td>
<td>3</td>
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<td>Psych. 2.2</td>
<td>Psychology of Adolescence</td>
<td>3</td>
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<tr>
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</tr>
<tr>
<td>Eng. 2.3</td>
<td>Literary Masters of England</td>
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<tr>
<td>Eng. 2.4</td>
<td>Literary Masters of America</td>
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<td>Science Option</td>
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<tr>
<td>History, Humanities, or Philosophy Option</td>
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<td>Language Option</td>
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<td><strong>Total</strong></td>
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### BACHELOR OF ARTS OR BACHELOR OF SCIENCE IN CHILD CARE

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
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<tr>
<td>Soc. 4.20</td>
<td>Introduction to Child Care</td>
<td>3</td>
</tr>
<tr>
<td>Soc. 4.21-4.22</td>
<td>Child Care Methods and Field Experiences, I and II</td>
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<tr>
<td>Soc. 4.23</td>
<td>Seminar in Child Care</td>
<td>3</td>
</tr>
<tr>
<td>Soc. 6.2-6.3</td>
<td>Social Work I, and II: Values, Systems, Personnel and Resources</td>
<td>6</td>
</tr>
<tr>
<td>Soc. 3.3</td>
<td>Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>Sociology Options</td>
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<tr>
<td><strong>Related Electives in Psychology</strong></td>
<td></td>
<td>12</td>
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<tr>
<td><strong>Free Electives (24 sem. hrs. for A.B.; 42 for B.S.)</strong></td>
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<td>42</td>
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<tr>
<td><strong>All College Requirements (56 sem. hrs. for A.B.; 38 for B.S.)</strong></td>
<td></td>
<td>122</td>
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</tbody>
</table>
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 or Bachelor of Science.

During the Academic year 1973-1974 the department will continue to offer three 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*

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>English 1.1-1.2</td>
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<tr>
<td>Sociology 1.1</td>
<td>3</td>
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<tr>
<td>Principles of Criminology</td>
<td>3</td>
</tr>
<tr>
<td>Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>Penology</td>
<td>3</td>
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<tr>
<td>History of Crime and Correction</td>
<td>3</td>
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<tr>
<td>Any two term courses</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1.1-1.2 and 2.3-2.4</td>
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<tr>
<td>History or Humanities or Philosophy</td>
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<tr>
<td>Science or Language</td>
<td>8</td>
</tr>
<tr>
<td>Sociology 1.1</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Criminology</td>
<td>3</td>
</tr>
<tr>
<td>History of Crime and Correction</td>
<td>3</td>
</tr>
<tr>
<td>Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>Penology</td>
<td>3</td>
</tr>
<tr>
<td>Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>Sociology Option</td>
<td>3</td>
</tr>
</tbody>
</table>

Further, two term courses may be selected from such related electives as:
- General Psychology 1.1
- Social Psychology 2.3
- Human Development 2.6
- Public Administration: Theory and Institutions 3.2
- Public Administration: Problems and Application 3.21
- Local Government 3.61
- Urban Economics
- Public Relations and/or Speech 1.2

Total: 50

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

Total: 56

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

BACHELOR OF ARTS OR BACHELOR OF SCIENCE DEGREE IN CRIME AND DELINQUENCY STUDIES

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Criminology</td>
<td>3</td>
</tr>
<tr>
<td>History or Crime and Correction</td>
<td>3</td>
</tr>
<tr>
<td>Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>Field Studies (not required of in-service personnel)</td>
<td>3</td>
</tr>
<tr>
<td>Seminar in Crime</td>
<td>3</td>
</tr>
<tr>
<td>Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>Seminar in Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>Penology</td>
<td>3</td>
</tr>
<tr>
<td>Methods in Social Research*</td>
<td>3</td>
</tr>
<tr>
<td>Sociology Option</td>
<td>3</td>
</tr>
</tbody>
</table>

Further related electives (12 sem. hrs.) may be selected from such areas as:
- General Psychology 1.1
- Social Psychology 2.3
- Human Development 2.6
- Public Administration: Theory and Institutions 3.2
- Public Administration: Problems and Application 3.21
- Local Government 3.61
- Urban Economics
- Public Relations and/or Speech 1.2

Total: 30

Free Electives (24 sem. hrs. for A.B.; 42 for B.S.)

Total: 24-42

All College Requirements (56 sem. hrs. for A.B.; 38 for B.S.)

Total: 56-38

*Not required of in-service personnel who may substitute a sociology option.
Bachelor of Arts or Bachelor of Science Degree
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 Crime and Delinquency Sequence.

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
<th>Related electives in</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Organization</td>
<td>3</td>
<td>Psychology, Government, Economics, Public Relations and/or Speech</td>
</tr>
<tr>
<td>Social Problems or Urban</td>
<td>3</td>
<td>8 term courses remain as Free Electives</td>
</tr>
<tr>
<td>Social Problems and Policies</td>
<td>3</td>
<td>24-42</td>
</tr>
<tr>
<td>Analysis of Sociology</td>
<td>3</td>
<td>66</td>
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<tr>
<td>Minorities</td>
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<td></td>
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<tr>
<td>Population and the Environment</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Social Planning and Change</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Research Methods</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Social Theory</td>
<td>3</td>
<td>All B.A. students must take</td>
</tr>
<tr>
<td>Field Studies</td>
<td>3</td>
<td>56 sem. hrs. of courses in</td>
</tr>
<tr>
<td>Sociology Options</td>
<td>6</td>
<td>all college requirements</td>
</tr>
<tr>
<td></td>
<td></td>
<td>56-38</td>
</tr>
<tr>
<td></td>
<td></td>
<td>122</td>
</tr>
</tbody>
</table>

Note: B.S. Candidates must take 42 semester hours of Free Electives and 38 in All-college requirements.

PROGRAM CROSS

Program Cross brings together the strength of two fields: Sociology and foreign language (Spanish). The program prepares students for a career in Social Work, with particular concentration on the social processes of Spanish speaking populations. In addition, the program offers students the opportunity for field experiences while the sequence of courses in Spanish is intended to provide necessary foreign language control.
### Suffolk University

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Sophomore</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>Soc. 1.1-3.1</td>
<td>6</td>
</tr>
<tr>
<td>Spanish 1.3-1.4</td>
<td>6</td>
</tr>
<tr>
<td>Hist. 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>Humanities Option</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior</th>
<th>Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soc. 2.1-3.3</td>
<td>6</td>
</tr>
<tr>
<td>Spanish 2.7-2.8</td>
<td>6</td>
</tr>
<tr>
<td>Science Option</td>
<td>8</td>
</tr>
<tr>
<td>Linguistics 2.9</td>
<td></td>
</tr>
<tr>
<td>2.10</td>
<td>6</td>
</tr>
<tr>
<td>Govt. 3.6 or 3.1</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>32</td>
</tr>
</tbody>
</table>

CROSS majors are also required to do at least one term of volunteer social service work in conjunction with one of the Major courses, usually Soc. 4.40. Please consult advisor from either Department as early as possible for field placement.

Sociology 1.1 and Spanish 1.3 and 1.4 are not counted toward a major program.

Majors in Program CROSS are encouraged to use electives for further work in Sociology and Spanish, and in closely related fields.

History 4.10-4.11 (Latin American History) acceptable as a substitution for Government 3.1 or 3.6-3.9.

Students currently enrolled as majors in Crime and Delinquency, Child Care, or Urban Track, will be allowed to take part of their program in the CROSS major, with approval of both departments. Students in these programs may also work out an interdepartmental major by doing the appropriate 21 hours of Spanish, and 21 hours of courses in their current major.

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

**Bachelor of Science in 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, Newswriting, Reporting I and II, Copy Editing, Feature and Special Articles, History of Journalism and Law of Communications) are included within the major.

The curriculum 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. To achieve these goals, the department 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 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 Mass Communications and Film 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 during the academic year 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1.1-1.2 Freshman English</td>
<td>6</td>
</tr>
<tr>
<td>History Option</td>
<td>6</td>
</tr>
<tr>
<td>Humanities Option</td>
<td>6</td>
</tr>
<tr>
<td>Social Science Option</td>
<td>6</td>
</tr>
<tr>
<td>Major Core Course</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>
## Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Option</td>
<td>6</td>
</tr>
<tr>
<td>Communications Option</td>
<td>6</td>
</tr>
<tr>
<td>Science Option</td>
<td>8</td>
</tr>
<tr>
<td>Major Core Course</td>
<td>6</td>
</tr>
<tr>
<td>One Related Elective</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>32</strong></td>
</tr>
</tbody>
</table>

## Junior Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>History-Government Option</td>
<td>6</td>
</tr>
<tr>
<td>Major Core Course</td>
<td>6</td>
</tr>
<tr>
<td>One Related Elective</td>
<td>6</td>
</tr>
<tr>
<td>Free Electives</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

## Senior Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Core Course</td>
<td>6</td>
</tr>
<tr>
<td>Major Journalism Course</td>
<td>6</td>
</tr>
<tr>
<td>Free Electives</td>
<td>18</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>122</strong></td>
</tr>
</tbody>
</table>

HUMANITIES OPTION — To be selected from 2 semester sequences in: Humanities, Literature, Philosophy (except Logic), Speech: Oral Interpretation of Literature (6 semester hours).

SOCIAL SCIENCE OPTION — To be selected from 2 semester sequences in Economics, Psychology 1.1 and an advanced psychology course, Sociology 1.1 and an advanced sociology course, Education 2.1-2.2 (6 semester hours).

ENGLISH OPTION — 2 semester sequences in English, preferably English 2.3-2.4 (6 semester hours).

COMMUNICATIONS OPTION — To be selected from 2 semester sequences in: Linguistics, Modern Languages, Speech, Logic, Computer Science (6 semester hours).

HISTORY OPTION — To be selected from 2 semester sequences in History.

HISTORY-GOVERNMENT OPTION — To be selected from 2 semester sequences in History or Government (6 semester hours).
SCIENCE OPTION — One year of laboratory science (3 semester hours) to be selected from the following:

BIOLOGICAL SCIENCE
Biology 1.3-1.4 (formerly Science 1.3-1.4 — The Living World & Man) or Biology 1.1-1.2, with permission of the Biology Department.

PHYSICAL SCIENCE
Science 1.1-1.2, Physical Science; Physics 1.1-1.2, with permission of the Physics Department; Chemistry 1.3-1.4 (Chemistry of the Environment); Chemistry 1.1-1.2 with permission of the Chemistry Department.

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 Department 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journ. 2.1</td>
<td>Introduction to Journalism</td>
</tr>
<tr>
<td>Journ. 2.3</td>
<td>Law of Communications</td>
</tr>
<tr>
<td>Journ. 3.1</td>
<td>Reporting I</td>
</tr>
<tr>
<td>Journ. 3.5</td>
<td>Copy Editing</td>
</tr>
<tr>
<td>Journ. 2.2</td>
<td>Newswriting</td>
</tr>
<tr>
<td>Journ. 3.3</td>
<td>History of Journalism</td>
</tr>
<tr>
<td>Journ. 4.3</td>
<td>Reporting II</td>
</tr>
<tr>
<td>Journ. 4.1</td>
<td>Feature and Special Articles</td>
</tr>
</tbody>
</table>

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.
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.

*If English Option satisfies this requirement, Journalism or English substitution may be made with permission of the Journalism Department Chairman.

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.

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.
Major Core Courses

Sem. Hrs.
24
Mkt. 2.1 Principles of Marketing
3
Mkt. 3.2 Principles of Advertising
3

30

Related Electives
Sem. Hrs.
12
Mgmt. 2.1 Principles of Management
Journ. 2.9 Photojournalism
Journ. 3.4 Press and Society
Journ. 3.8 Copywriting
Mkt. 3.8 Consumer Behavior
Journ. 4.2 Semantics of Journalism
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.

Major Core Courses

Sem. Hrs.
24
Journ. 2.8 Film as Communicator
3
Journ. 4.7 Documentary Writing
3

30

Related Electives
Sem. Hrs.
12
MC 207 Film Basics
Journ. 2.9 Photojournalism
Journ. 3.4 Press and Society
Journ. 3.7 Film History
Journ. 4.2 Semantics of Journalism
Journ. 4.6 Broadcast Journalism—Television
Journ. 4.8 Propaganda and the Mass Media and other courses in Film and mass communications and film.

Journalism-English and Secondary Education (Interdepartmental Program — 122 semester hours)

Freshman

Sem. Hrs.
6
English 1.1-1.2
6
History 1.1-1.2 or 1.3-1.4
6
Humanities Option
6
Social Studies Option
6
Journalism 2.1-2.2
6

30

Sophomore

Sem. Hrs.
6
English 2.3-2.4
6
First Year Foreign Language
6
English Electives
6
Science Option
8
Journalism 2.3
3
Journalism 3.3
3

32

Junior

Sem. Hrs.
3
Journalism Elective
6
Second Year Foreign Language
15
English Electives
3
Education 2.3
3
Education 4.9
3

30

Senior

Sem. Hrs.
3
Journalism 3.5
3
English Elective
6
Education 4.31-4.32
3
Education 3.2
9
Education 4.21
3
Speech 1.2
3
Elective
3

30
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 Principles of 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.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate Accounting Problems</td>
<td>6</td>
</tr>
<tr>
<td>Cost Accounting</td>
<td>6</td>
</tr>
<tr>
<td>Advanced Accounting Problems</td>
<td>6</td>
</tr>
<tr>
<td>Auditing</td>
<td>3</td>
</tr>
<tr>
<td>Taxation</td>
<td>3</td>
</tr>
<tr>
<td>Business Law</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative (Budgetary) Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Accounting Theory</td>
<td>3</td>
</tr>
<tr>
<td>C.P.A. Examination Review</td>
<td>6</td>
</tr>
<tr>
<td>Advanced Taxation</td>
<td>3</td>
</tr>
<tr>
<td>Municipal and Governmental Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Computer Programming</td>
<td>3</td>
</tr>
<tr>
<td>Computer Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>Cobol</td>
<td>3</td>
</tr>
</tbody>
</table>

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:
General Insurance
Principles of Investments (Required)
Real Estate
Analysis of Financial Statements
Credits and Collections
Investment Analysis and Portfolio Management
Problems in Managerial Finance (Required)
Administrative (Budgetary) Accounting
Taxation (Required)
Advanced Taxation
Introduction to Computer Programming
Computer Systems Analysis and Design
Cobol
Quantitative Decision Making
Marketing Research
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 the overall integration and co-ordination of all the functional aspects of the firm. The firm’s primary purpose is to produce goods and services. Management’s purpose is to see that these goods and services are produced in the proper quantities, at the proper time, and in the proper place. In order to do this, the manager must possess an understanding of all the functional areas of the business organization.

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

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
General Insurance Fin. 3.5 3
MARKETING MAJOR

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

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Management (Required)</td>
<td>Mktg. 3.1</td>
</tr>
<tr>
<td>Advertising</td>
<td>Mktg. 3.2</td>
</tr>
<tr>
<td>Industrial Marketing</td>
<td>Mktg. 3.3</td>
</tr>
<tr>
<td>Retail Store Organization and Management</td>
<td>Mktg. 3.6-3.7</td>
</tr>
<tr>
<td>Consumer Behavior (Required)</td>
<td>Mktg. 3.8</td>
</tr>
<tr>
<td>Distributions Systems</td>
<td>Mktg. 4.2</td>
</tr>
<tr>
<td>Marketing Research (Required)</td>
<td>Mktg. 4.4</td>
</tr>
<tr>
<td>Marketing Policies and Strategies (Required)</td>
<td>Mktg. 4.8</td>
</tr>
<tr>
<td>Introduction to Computer Programming</td>
<td>Comp. Sci. 2.2</td>
</tr>
<tr>
<td>Computer Systems Analysis and Design</td>
<td>Comp. Sci. 3.1</td>
</tr>
<tr>
<td>Cobol</td>
<td>Comp. Sci. 4.3</td>
</tr>
<tr>
<td>General Insurance</td>
<td>Fin. 3.5</td>
</tr>
<tr>
<td>Principles of Investments</td>
<td>Fin. 3.6</td>
</tr>
<tr>
<td>Real Estate</td>
<td>Fin. 3.7</td>
</tr>
<tr>
<td>Credits and Collections</td>
<td>Fin. 4.4</td>
</tr>
<tr>
<td>Personnel Administration</td>
<td>Mgmt. 3.1</td>
</tr>
<tr>
<td>Purchasing Management</td>
<td>Mgmt. 3.5</td>
</tr>
<tr>
<td>Industrial Management</td>
<td>Mgmt. 4.1</td>
</tr>
<tr>
<td>Organization and Operation of Small Business</td>
<td>Mgmt. 4.4</td>
</tr>
<tr>
<td>Collective Bargaining and Labor Relations</td>
<td>Mgmt. 4.7</td>
</tr>
<tr>
<td>One Advanced Economics course may be offered</td>
<td></td>
</tr>
<tr>
<td>as an elective in this major field.</td>
<td></td>
</tr>
</tbody>
</table>
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  
Business Administration  
Economics  
Finance and Banking  
Management  
Marketing  
Computer Science  

24

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Accounting</td>
<td>Acct. 1.1-1.2</td>
</tr>
<tr>
<td>Managerial Accounting*</td>
<td>Acct. 2.3-2.4</td>
</tr>
<tr>
<td>Business Law**</td>
<td>Law 2.1-2.2</td>
</tr>
<tr>
<td>Introduction to Data Processing</td>
<td>Comp. Sci. 2.1</td>
</tr>
<tr>
<td>Principles of Economics</td>
<td>Econ. 1.1-1.2</td>
</tr>
<tr>
<td>Introduction to Statistics</td>
<td>Econ. 2.2</td>
</tr>
<tr>
<td>Money and Banking</td>
<td>Econ. 3.3</td>
</tr>
<tr>
<td>Freshman English</td>
<td>Eng. 1.1-1.2</td>
</tr>
<tr>
<td>Literary Masters of England and America</td>
<td>Eng. 2.3-2.4</td>
</tr>
<tr>
<td>Business Finance</td>
<td>Fin. 3.1</td>
</tr>
<tr>
<td>Government Policy and Business</td>
<td>Gov’t. 4.8</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>Mgmt. 2.1</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>Mktg. 2.1</td>
</tr>
<tr>
<td>Finite Mathematics for Business</td>
<td>Math. 1.51-1.52</td>
</tr>
<tr>
<td>General Psychology</td>
<td>Psych. 1.1</td>
</tr>
<tr>
<td>Industrial Psychology or Industrial Sociology</td>
<td>Psych. 3.6 or Soc. 3.6</td>
</tr>
<tr>
<td>Principles of Sociology</td>
<td>Soc. 1.1</td>
</tr>
</tbody>
</table>

*Accounting majors substitute Acct. 2.1-2.2.

**Full year of Business Law is required of Accounting majors. Other majors may substitute a business elective for B. Law 2.2.
**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

**Curriculum**

**Freshman Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct. 1.1-1.2</td>
<td>Principles of Accounting</td>
</tr>
<tr>
<td>Eng. 1.1-1.2</td>
<td>Rhetoric and Composition (<em>Freshman English</em>)</td>
</tr>
<tr>
<td>Soc. 1.1</td>
<td>Principles of Sociology (<em>Either Semester</em>)</td>
</tr>
<tr>
<td>Psych. 1.1</td>
<td>General Psychology (<em>Alternate Semester</em>)</td>
</tr>
<tr>
<td>Math. 1.51-1.52</td>
<td>Finite Mathematics for Business</td>
</tr>
<tr>
<td></td>
<td>Humanities and Philosophy Option (<em>see below</em>)</td>
</tr>
</tbody>
</table>

**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct. 2.3-2.4</td>
<td>Managerial Accounting (Accounting majors take Acct. 2.1-2.2 in lieu of 2.3-2.4)</td>
</tr>
<tr>
<td>Eng. 2.3-2.4</td>
<td>Literary Masters of England and America</td>
</tr>
<tr>
<td>Mgmt. 2.1</td>
<td>Principles of Management (<em>Either Semester</em>)</td>
</tr>
<tr>
<td>Mkt. 2.1</td>
<td>Principles of Marketing (<em>Alternate Semester</em>)</td>
</tr>
<tr>
<td>Comp. Sci. 2.1</td>
<td>Introduction to Data Processing (<em>Either Semester</em>)</td>
</tr>
<tr>
<td>Econ. 2.2</td>
<td>Introduction to Statistics (<em>Alternate Semester</em>)</td>
</tr>
<tr>
<td></td>
<td>Natural Science Option (<em>see below</em>)</td>
</tr>
</tbody>
</table>

**Junior Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Econ. 1.1-1.2</td>
<td>Principles of Economics</td>
</tr>
<tr>
<td>Fin. 3.1</td>
<td>Business Finance (<em>Either Semester</em>). Recommend Finance and Banking majors take in Fall Semester.</td>
</tr>
<tr>
<td>Soc. 3.6 or Psych. 3.6</td>
<td>Industrial Sociology or Industrial Psychology (<em>Either Semester</em>)</td>
</tr>
<tr>
<td></td>
<td>Social Science Option (<em>see below</em>)</td>
</tr>
<tr>
<td>Major Courses</td>
<td>9</td>
</tr>
<tr>
<td>Free Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Senior Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Govt. 4.8</td>
<td>Governmental Policy and Business (<em>Either Semester</em>)</td>
</tr>
<tr>
<td>Econ. 3.3</td>
<td>Money and Banking (<em>Alternate Semester</em>)</td>
</tr>
<tr>
<td>Major Courses</td>
<td>9</td>
</tr>
<tr>
<td>Law 2.1-2.2</td>
<td>Business Law</td>
</tr>
<tr>
<td>Free Elective</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

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

Humanities and Philosophy (6 credits)
Hum. 1.1-1.2 Introduction to Humanities*
Phil. 1.4-1.5 Introduction to Philosophy
Phil. 2.1-2.2 History of Philosophy
Phil. 1.3-4.1 Ethics — World Religions
Hist. 3.3-3.4 Cultural History
Fren. 2.3-2.4
Span. 2.3-2.4 Language Cultures
Germ. 2.1-2.2
Eng. 3.3-3.4 Great Books

Natural Science (8 credits)
Sci. 1.1-1.2 Physical World and Man
Biol. 1.3-1.4 Living World and Man
Biol. 1.1-1.2
Chem. 1.1-1.2 With Departmental
Phys. 1.1-1.2 Permission

Social Science Option (6 credits)
Economics (Not including 1.1-1.2, 2.2, 3.3)
Education
Government (Not including 4.8)
History
Psychology (Not including 1.1 and 3.6)
Sociology (Not including 1.1 and 3.6)

*Transfer students may elect Hum. 2.1, 2.3, 2.5, or 3.2.

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 Principles of 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 Business Finance ............................................................... 3 credits
Psych. 1.1 or Math 1.51 or one semester of Laboratory science ........... 3 or 4 credits
Humanities and Philosophy or Social Science Option ....................... (see previous page)
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.

*Full year of Business Law is required for Accounting majors. Other majors may substitute a business elective for B. Law 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.

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.

Center for State Government Management

The Center for State Government Management functions as a professional and academic activity of Suffolk University. Founded in 1973 with a grant from the New England Regional Commission, the Center has the following goals:

Education: To establish graduate and undergraduate programs within Suffolk University in the field of public administration and management.
Service: To provide short term educational and training programs in public Administration and management.
Research: To provide a setting for research related to public management and policy problems.

In 1973, the Center will establish programs in public administration and management. During 1973, the Center will seek University approval for its undergraduate and graduate degree programs. If approval is granted, these programs will be available in 1974. Non-credit educational and training activity is expected to begin in the 1973-1974 academic year.

Persons wishing to participate in these activities should contact the Director, Center for State Government Management, Suffolk University.

The Center is administered through the College of Business Administration and the Graduate School of Administration in cooperation with other Departments and Colleges of the University.
VI
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. or Ed.M. 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 specialists in education and business.

Candidates for the Master's degree must complete a program of study approved by their major department head, their faculty advisor, 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.

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 thirty-six hours of graduate work is required. Any one grade less than a B- (but not less than a C-) may be balanced with any one grade of A- or A.
The A.M. in Education is offered for inexperienced candidates in Elementary Education and in Secondary Education. The Ed.M. is offered in Counselor Education (either secondary school counseling or college and community agency counseling), 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:
A 30 semester hour minimum program would include seven courses (Education 3.2, 4.8, 4.11, 4.12, 4.13, 4.15 and 8.2) plus student teaching (Education 4.20) taken in a sequence typified by the following:

<table>
<thead>
<tr>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education 4.11</td>
<td>Education 4.8</td>
<td>Education 4.20</td>
</tr>
<tr>
<td>Education 4.15</td>
<td>Education 4.12</td>
<td>Education 8.2</td>
</tr>
<tr>
<td></td>
<td>Education 4.13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Education 3.2</td>
<td></td>
</tr>
</tbody>
</table>
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 Masters of Arts in Education degree can generally expect to complete their degree requirements in one year 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 Joseph McCarthy, Program Director, at all stages of their progress.

III. Program of studies:

Required Courses: 21 hours
- Philosophy of Education
- Curriculum Methods in specific teaching field (6 hours)
- Problems of Secondary Education
- Student Teaching — Application for student teaching may be made by graduate students in Secondary Education after completion and/or enrollment in twelve semester hours of course work (to include six semester hours of secondary methods and curricula).

Restricted Electives in Foundations of Education 6 hours
Unrestricted Elective 3 hours
Candidates are encouraged to enroll in academic courses in or related to their teaching field.

IV. A vital and required 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 students to function effectively as counselors in public and private secondary schools or colleges and community agencies. 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 design. 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 be expected 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. Candidates in Counselor Education who matriculate in September or in June can normally complete the program in two semesters and a summer session. Those candidates who matriculate in January, however, should plan a minimum of three regular academic semesters of residence in order to fulfill proper course sequences. A minimum program involves 36 semester hours of work, depending on undergraduate preparation. Degree candidates are advised to consult with members of the faculty of the Counselor Education Program at all stages of their progress. The Director of the Program is Dr. Glen A. Eskedal.

III. Program of studies:

Candidates for the Master of Education Degree in Counseling may elect either Track A (Secondary School Counseling) or Track B (College & Community Agency Counseling) for their program of study. The following is a list of courses offered within the Counselor Education Program (denoting course by Track):
<table>
<thead>
<tr>
<th>TRACK A—SECONDARY SCHOOL COUNSELING</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Courses:</strong></td>
<td>--</td>
</tr>
<tr>
<td>Counseling: Theory &amp; Practice</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Personnel Services</td>
<td>3</td>
</tr>
<tr>
<td>Psychology of Vocational Development</td>
<td>3</td>
</tr>
<tr>
<td>Clinical Practice I</td>
<td>3</td>
</tr>
<tr>
<td>Clinical Practice II</td>
<td>6</td>
</tr>
<tr>
<td>Psychological Tests in Counseling</td>
<td>3</td>
</tr>
<tr>
<td>Methods of Education Research</td>
<td>3</td>
</tr>
<tr>
<td>Elective in Historical and/or Social Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td><strong>27 Sem. Hrs.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Restricted Electives:</strong></td>
<td>--</td>
</tr>
<tr>
<td>Principles of Placement</td>
<td>3</td>
</tr>
<tr>
<td>Organization &amp; Administration of Personnel Services</td>
<td>3</td>
</tr>
<tr>
<td>Psychodynamics of the Young Adult</td>
<td>3</td>
</tr>
<tr>
<td>Seminar in Community Resources</td>
<td>3</td>
</tr>
<tr>
<td>Individual Intelligence Tests</td>
<td>3</td>
</tr>
<tr>
<td>Seminar in Group Counseling</td>
<td>3</td>
</tr>
<tr>
<td>Psychopathology</td>
<td>3</td>
</tr>
<tr>
<td>Seminar in Counseling Psychology</td>
<td>3</td>
</tr>
<tr>
<td>(Course work in related disciplines may be elected subject to approval of faculty advisor)</td>
<td></td>
</tr>
<tr>
<td><strong>9 Sem. Hrs.</strong></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TRACK B—COLLEGE AND COMMUNITY AGENCY COUNSELING</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Courses:</strong></td>
<td>--</td>
</tr>
<tr>
<td>Psychology of Vocational Development</td>
<td>3</td>
</tr>
<tr>
<td>Counseling: Theory &amp; Practice</td>
<td>3</td>
</tr>
<tr>
<td>Clinical Practice I</td>
<td>3</td>
</tr>
<tr>
<td>Clinical Practice II</td>
<td>6</td>
</tr>
<tr>
<td>Psychopathology</td>
<td>3</td>
</tr>
<tr>
<td>Psychological Tests in Counseling</td>
<td>3</td>
</tr>
<tr>
<td>Methods of Educational Research</td>
<td>3</td>
</tr>
<tr>
<td><strong>24 Sem. Hrs.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Restricted Electives:</strong></td>
<td>--</td>
</tr>
<tr>
<td>Principles of Placement</td>
<td>3</td>
</tr>
<tr>
<td>Organization and Administration of Personnel Services</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Personnel Services</td>
<td>3</td>
</tr>
<tr>
<td>Psychodynamics of the Young Adult</td>
<td>3</td>
</tr>
<tr>
<td>Seminar in Community Resources</td>
<td>3</td>
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<td>Individual Intelligence Tests</td>
<td>3</td>
</tr>
<tr>
<td>Seminar in Group Counseling</td>
<td>3</td>
</tr>
<tr>
<td>Seminar in Counseling Psychology</td>
<td>3</td>
</tr>
<tr>
<td>(Course work in related disciplines may be elected subject to approval of faculty advisor)</td>
<td></td>
</tr>
<tr>
<td><strong>12 Sem. Hrs.</strong></td>
<td></td>
</tr>
</tbody>
</table>
IV. 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 secondary school teacher; and (2) completion of the following four courses: (a) Introduction to Personnel Services; (b) Counseling: Theory & Practice; (c) Psychology of Vocational Development; and (d) Psychological Tests in Counseling.

Students in Track A who have not satisfied the course requirements (including student teaching) for teacher certification must complete such courses in addition to the 36 semester hours required as part of the 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.

V. 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.

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**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. A Seminar in
Foundations will be offered each academic year and will be open only to those students in the later stages of the Ed.M. Program in Foundations of Education.

III. Program of Studies:
Required Courses: 12 hours
- Philosophy of Education
- Sociology of Education
- Elementary Curriculum Evaluation
- or
- Secondary Curriculum Development
- Seminar in the Foundations of Education

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)
- Educational Anthropology (8.3)
- 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 Elementary or Secondary 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 (see section V. below). 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: 21 hours
One course from the following three:
1) Foundations of Reading Instruction
2) Competency in Teaching Elementary Level Reading Skills
3) Competency in Teaching Secondary Level Reading Skills.
Psychology of Learning and Reading Disabilities
Diagnosis of Reading Disabilities
Correction of Reading Disabilities
Seminar in Reading
Practicum in Reading (see section IV. below)

Restricted Electives 9 hours
Children’s Literature
Human Development
Educational Psychology
Tests and Measurements
Abnormal Psychology
Individual Intelligence Testing
Statistics for the Behavioral Sciences
Psychological Tests in Counseling
Theories of Personality
Child Psychology
Psychology of Adolescence
Introduction to Personnel Services
Psychopathology
Introduction to Childhood Education
Behavior Problems in Childhood and Adolescence

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 4.2, 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 or 7.51 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.

**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:

(A) Principles of 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

(B) Management Principles (Mgmt. 2.1) 3 semester hours
(B) Marketing Principles (Mkt. 2.1) 3 semester hours

(A) Business Finance (Fin. 3.1) 3 semester hours
Statistics (Econ. 2.2) 3 semester hours
Introduction to Data Processing (C.Sci. 2.1) 3 semester hours

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

(B) A student who is accepted in the Master in Business Administration Program who has not taken Management Principles (Mgmt. 2.1) and Marketing Principles (Mkt 2.1) is required to take Introduction to the Functional areas of Management and Marketing (B.Ad. 6.3) for 3 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, Financial Management — 3 semester hours
Business Administration 10.7, Managerial Economics — 3 semester hours
Business Administration 10.9, Business Government and Society — 3 semester hours
Business Administration 10.10, Business Policy. This course may only be taken during the final semester of the M.B.A. program — 3 semester hours
Business Administration 10.11, Human Behavior in Organization — 3 semester hours

Advanced Graduate Electives — 9 semester hours

B.Ad. 10.21—Data Processing for Managers
B.Ad. 10.22—Taxation for Managers
B.Ad. 10.23—International Business
B.Ad. 10.24—Legal Environment of Business
B.Ad. 10.26—Operations Management
B.Ad. 10.27—Marketing Research for Managers
B.Ad. 10.28—Advanced Investment Analysis
B.Ad. 10.29—Real Estate Finance and Investment
B.Ad. 10.30—Advanced Financial Management
B.Ad. 10.31—Organization Development
B.Ad. 10.32—Advanced Economic Analysis
B.Ad. 10.33—Studies in Managerial Problem Solving

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. 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.
VII

Evening Division

The great law of culture is: let each become
all that he was created capable of being:
expand, if possible to his full growth; and show himself
at length in his own shape and stature, be these what they may.
Thomas Carlyle 1795-1881

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 1800 students of all ages are enrolled in the Evening Colleges of Liberal Arts and Business Administration, and over 1100 in the Evening Division of 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 or business administration, or who wish to take selected courses as special students for professional advancement or to meet teacher certification requirements.

8. Senior citizens who wish to take tuition-free courses on a space available basis.
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. A variety of majors are available within the broad areas of liberal arts, science, social science, business administration, education, and journalism. The master's degree is awarded in education and business administration. 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 4:00 to 5:30, 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 6:16-8:55.

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

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

By carrying three courses each semester and two in the summer, a student can earn twenty-four semester hours per year and complete his degree in five years.
Students employed full-time will find it difficult to carry more than two or three courses in a given semester. 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: 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 receive advanced standing credit not to exceed a total of 60 semester hours. This testing program, developed by the College Entrance Examination Board, is intended to enable mature and talented individuals who have acquired their education in non-traditional ways (such as TV courses, tutoring, independent study, military
Evening Division

Evening Division

experiences, 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.


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 or to the Master in Business Administration degree 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

<table>
<thead>
<tr>
<th>Biology</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>Life Studies</td>
</tr>
<tr>
<td>Education*</td>
<td>Philosophy</td>
</tr>
<tr>
<td>English</td>
<td>Psychology</td>
</tr>
<tr>
<td>Government</td>
<td>Sociology</td>
</tr>
</tbody>
</table>

*Students planning teaching careers may elect the bulk of their liberal arts courses during the evening, but should consult an advisor from the Department of Education concerning required education courses, many of which may be taken only in the day.

Requirements for other majors such as clinical chemistry, economics, French, mathematics, Physics, Spanish, and Speech 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

<table>
<thead>
<tr>
<th>Child Care</th>
<th>Pre-Legal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crime and Delinquency</td>
<td>Pre-Medical</td>
</tr>
<tr>
<td>Social Work</td>
<td>Pre-Medical Technology</td>
</tr>
<tr>
<td>Urban Studies</td>
<td>Pre-Optometry</td>
</tr>
<tr>
<td>Pre-Dental</td>
<td>Pre-Veterinary</td>
</tr>
<tr>
<td>Spanish/Sociology</td>
<td></td>
</tr>
</tbody>
</table>

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. The B.S. in G.S. resembles the B.S. degree described elsewhere, but provides a variety of interdepartmental majors in the humanities, social studies, Life Science, or Physical Science. These majors
consist of 42 semester hours 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 — 122 Sem. Hrs.**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1.1-1.2 Freshman English</td>
<td>6</td>
</tr>
<tr>
<td>English Option</td>
<td>6</td>
</tr>
<tr>
<td>Communications Option</td>
<td>6</td>
</tr>
<tr>
<td>to be chosen from 2 semester sequences, when available, in: Linguistics, Modern Languages, Mathematics (except Math. 1.3-1.4), Speech, Computer Science, Journalism Logic</td>
<td></td>
</tr>
<tr>
<td>Social Science Option</td>
<td>6</td>
</tr>
<tr>
<td>to be chosen from 2 semester sequences, when available, in: History, Government, Economics, Psychology, Sociology, Education 2.1-2.2</td>
<td></td>
</tr>
<tr>
<td>Humanities Option</td>
<td>6</td>
</tr>
<tr>
<td>to be chosen from 2 semester sequences, when available, in: Humanities, Philosophy, (except Logic) Oral or Written Literature</td>
<td></td>
</tr>
<tr>
<td>Laboratory Science Option</td>
<td>8</td>
</tr>
<tr>
<td>to be chosen from 2 semester sequences, when available, with lab in: Biology, Chemistry, Physics, Physical Science</td>
<td></td>
</tr>
<tr>
<td>Interdepartmental Major</td>
<td>42</td>
</tr>
<tr>
<td>Free electives</td>
<td>42</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>122</strong></td>
</tr>
</tbody>
</table>

**Interdepartmental Majors**

Humanities: courses in humanities, literature, philosophy, speech
Physical Science: courses in chemistry, physics, mathematics
Life Science: courses in biology and chemistry
Social Science: courses in economics, government, history, psychology, sociology, education

Students may count appropriate courses within an option toward their major. Other combinations of major courses appropriate for meeting the student's objectives may be developed with the approval of the Dean.

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 V.

Major Fields of Study

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance and Banking</td>
<td>Marketing</td>
</tr>
<tr>
<td>General Business</td>
<td></td>
</tr>
</tbody>
</table>

COMBINED PROGRAM IN BANKING AND FINANCE

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 A.B.A. and 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.
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 and Business Administration.

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 to eight semester hours' credit) in the Evening Division. Day courses meet Monday through Thursday; Evening courses meet Monday, Wednesday, and Thursday evenings.
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.
... Housewives and other women who want to continue their education.

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 were admitted to the Summer Session only and 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 1973 summer session).
IX

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 class hours, which start at 4:00 P.M. or later, are listed in Section VII.

<table>
<thead>
<tr>
<th>Monday, Wednesday, Friday</th>
<th>Tuesday and Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00- 8:50</td>
<td>8:30- 9:45</td>
</tr>
<tr>
<td>9:00- 9:50</td>
<td>10:00-11:15</td>
</tr>
<tr>
<td>10:00-10:50</td>
<td>11:30-12:15</td>
</tr>
<tr>
<td>11:00-11:50</td>
<td></td>
</tr>
<tr>
<td>12:00-12:50 (Activity Period)</td>
<td>1:00- 2:15</td>
</tr>
<tr>
<td>1:00- 1:50</td>
<td>2:30- 3:45</td>
</tr>
<tr>
<td>2:00- 2:50</td>
<td>4:00- 5:15</td>
</tr>
<tr>
<td>3:00- 3:50</td>
<td></td>
</tr>
</tbody>
</table>

**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 Code of Justice and policies and procedures governing student behavior and disciplinary measures are contained in the Log, the Suffolk University Student Handbook.

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.

SMOKING

Smoking is permitted in the student lounges, in the cafeteria, and in designated areas of the University. No students or faculty are permitted to smoke in classrooms or in the University Library due to state fire regulations.

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 unless waived by the Department Chairman or Dean. 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 they are 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 cumulative honor point average is 2.5 or better at the time of the petition. 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 Registrar’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 as 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, each day freshmen will receive tentative reports of his standing 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%
- **B** 80-89%
- **C** 70-79%
- **D** 60-69%
- **P or Pass** 60-100%
- **NC** No Credit
- **I** Incomplete
- **W** Withdrawn

A and B are honor grades; C represents satisfactory work; D is passing but unsatisfactory; I signifies incomplete; W signifies official withdrawal from a course.

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, with the exception that ‘I’ grades in Laboratory courses must be made up the next time the Laboratory is offered.

The Registrar will record grade changes that are made within two weeks after the close of the examination period. Changes made after this period will be recorded at the end of the next semester.

An excessive number of I’s can lead to academic probation or dismissal. For the purposes of the Academic Standing Committee’s June review, the grade of I is considered part of the record unless changed by the instructor within two weeks of the close of the examination period.

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.

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 with an average of 3.0 or better for the semester. A grade of NC or I disqualifies a student for the Dean’s List, regardless of his average.
Academic Standing, Probation, Dismissal

<table>
<thead>
<tr>
<th>Good Standing</th>
<th>Probation</th>
<th>Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.8 or better average</td>
<td>1.5 to 1.8 Average of average</td>
<td>Average less than 1.5</td>
</tr>
<tr>
<td>1.9 or better average</td>
<td>1.6 to 1.9 Average of average</td>
<td>Average less than 1.6</td>
</tr>
<tr>
<td>2.0 or better average</td>
<td>1.8 to 2.0 Average of average</td>
<td>Average less than 1.8</td>
</tr>
<tr>
<td>2.0 or better average</td>
<td>1.85 to 2.0 Average of average</td>
<td>Average less than 1.85</td>
</tr>
</tbody>
</table>

End of Freshman Year
(At least 24 credits attempted)

End of Sophomore Year
(At least 54 credits attempted)

End of Junior Year
(At least 84 credits attempted)

Mid-Senior Year
(After 100 credits attempted)

End of Senior Year
(At least 122 credits earned)

2.0 or better average for graduation

Any student who receives 3 or more grades of NC and/or I in any academic year shall be subject to review by the Academic Standing Committee.

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 year’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 1.5, 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 Academic Dean at least fifteen 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 or 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 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.

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

1. No student shall be eligible for the Dean’s Honor List in any semester in which he receives an NC or an I grade, regardless of his average.

2. To be eligible to graduate summa cum laude a student must have completed at least 60 semester hours at Suffolk University, have a cumulative average between 3.8 and 4.0 and no grades of F, NC, or I.

3. To be eligible to graduate magna cum laude a student must have completed at least 60 semester hours at Suffolk University, have a cumulative average between 3.5 and 3.7, and have no grades of F, NC, or I.

4. To be eligible to graduate cum laude, a student must have completed at least 60 semester hours at Suffolk University, have a cumulative average between 3.0 and 3.4, and have no more than one grade of F, NC or I.

5. Students shall be ineligible to be elected to Delta Alpha Pi who have more than one grade of F, NC, or I.

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.
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 transportation facilities. Every important transportation point is within easy walking distance. Applications for special student transportation tickets on certain railroad lines 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.

**Health Careers Committee**

The primary responsibility of the Health Careers Committee is to write recommendations for qualified Suffolk students seeking admission to professional schools in preparation for careers in applied health. Such careers include medicine, medical technology, nursing, veterinary medicine, dentistry, and public health.

Any Suffolk student seeking admission to a professional school in the area of applied health should fill out a Health Careers information Form (available in Room 40). The completed form should be given to Dr. Hayes Lamont, Chairman. In addition, the student should provide Dr. Lamont with a list of the names and addresses of schools to which admission is being sought. The Health Careers Information Form and the list of professional schools must be typed.

The Health Careers Committee will review the applicant’s academic record and will obtain personal evaluations from faculty members who know the applicant. Working with this information, the Committee will decide whether or not to recommend the applicant. If the decision is affirmative, the Committee will write a recommendation for the applicant and will send a copy of this recommendation to each school on the applicant’s list.
Many professional schools, having received a committee recommendation, will not require recommendations from individual faculty members. The Health Careers Committee can transmit copies of individual faculty evaluations to any school that specifically requests them.

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.

During the Summer Session, the Library is open from 8:45 a.m. to 10:00 p.m., Monday through Thursday, and 8:45 a.m. to 4:45 p.m. on Friday. The Library is closed on Saturday and Sunday during the Summer.

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 Suffolkanana. 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.

**Advising at Suffolk University**

Advising at Suffolk is available with a wide variety of members of the faculty, administration and staff. Problems discussed may be of academic, 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 matters.

Advising 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.

**The Problem Center**

The Problem Center is a multi-service organization run by concerned individuals of the Suffolk University community. The Center provides information on a whole range of topics, which includes such things as drugs, birth control, civil liberties, liberation groups, social alternatives (work, etc), and several others. Within the framework of these general areas, the Problem Center has a large volume of related reference material and complete listings of those agencies that are concerned with these “life” matters. There is some informational material which the student can obtain from the Center at little or no cost.

While no formal counseling is attempted at the Problem Center, all those who are in need of help and/or information will find the resources of the Center very comprehensive in either dealing with a problem or in making...
a referral to the proper agency. Under any circumstances the students of Suffolk University are invited to come talk with the various staff members of the Problem Center in order to promote further understanding of the Center’s services or in order just to “rap.” The Problem Center is located in Room 451, 45 Mt. Vernon St. (Business building).

Official University Bulletin Board

All students are responsible for information posted on the Official University Bulletin Board located beside the elevators in the Foyer of the Donahue Building.

Transfer Student Counselor

The Transfer Student Counselor’s Office is open to both day and evening students, Monday through Friday. The Transfer Student Counselor is available to discuss transfer credit, the selection of courses, academic requirements, and problems encountered in the process of transfer.

Campus Ministry

To meet the spiritual, moral, and social needs of young men and women, chaplains of various religious faiths are available to provide religious services at appropriate times and to counsel students. All are invited to visit the Campus Ministry Office to discuss their religious, marital, social, or personal interests.

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 helped by the Reading Specialist to discover and resolve through reading classes those reading and study-skills problems which inhibit successful academic performance. Individualized reading instruction is available, in some instances, when recommended by a counselor or requested by a student.

The program also includes 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.

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 3.6 or higher shall be eligible for early selection for the honor society.

Students who have more than one grade of F, NC, or I are ineligible for election to Delta Alpha Pi.

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 3.4 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" and no failures in Government, Economics, Sociology, History, Philosophy, and Social Psychology. The maximum number of students who may be admitted in any year is 10% of upper-classmen specializing in any of the Social Sciences. 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 sophomores, 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 Association**

**Alpha Phi Omega (National Service Fraternity)**

**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 (Yearbook)**

**Committee on Minority Student Affairs**

**Walter M. Burse Debating Society**

**Delta Sigma Pi Business Fraternity**

**Evening Division Student Association**

**Suffolk Evening Shadow**

**Gamma Sigma Sigma National Service Sorority**

**The Gold Key Society**

**Hockey Club**

**Humanities Club**
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

Suffolk University Journalism Society

The Marketing Association (AMA)

Modern Language Club

Phi Alpha Tau Communicative Arts Fraternity

Phi Sigma Sigma Sorority

Political Science Association

Photography Club

Psychology Club

Science Club

Society for Advancement of Management

Sociology Club

Student Government

Suffolk Action for Vital Environment (S.A.V.E.)

Tau Kappa Epsilon Fraternity

Suffolk University Theatre (Drama)

Venture Literary Magazine

Suffolk University Veterans Association

Who's Who in American Universities and Colleges
XI

Course Offerings

In general, beginning level courses are offered annually. Many advanced courses are also offered annually, but some are offered every second or third year.

ACCOUNTING AND BUSINESS LAW

Accounting 1.1-1.2 — Principles of Accounting
Accounting 2.1-2.2 — Intermediate Accounting
Accounting 2.3-2.4 — Managerial Accounting
Accounting 2.6 — Administrative Accounting
Accounting 3.1-3.2 — Cost Accounting
Accounting 3.3-3.4 — Advanced Accounting Problems
Accounting 3.9 — Accounting Theory
Accounting 4.1 — Auditing
Accounting 4.41-4.42 — Certified Public Accounting Review Course
Accounting 4.5 — Taxation
Accounting 4.6 — Advanced Taxation
Accounting 4.7 — Institutional and Governmental Accounting
Business Law 2.1. — Introduction to Business Law
Business Law 2.2. — Partnership

BIOLOGY

Biology 1.1 — General Biology (Botany)
Biology 1.2 — General Biology (Zoology)
Biology 1.3-1.4 — The Living World and Man (Formerly Science 1.3-1.4)
Biology 1.31-1.32 — Heredity and Evolution
Biology 1.41-1.42 — Man in Nature
Biology 1.7 — Underwater Collecting Techniques
Biology 2.1-2.2 — Comparative and Developmental Anatomy
Biology 2.3 — Biosociology
Biology 2.4 — Plant Anatomy
Biology 2.5 — Seedless Plants
Biology 2.6 — Seed Plants
Biology 3.1 — Comparative Histology
Biology 3.2 — Genetics
Biology 3.21 — Biometrics
Biology 3.3 — Parasitology
Biology 3.4 — Microscopic Technique
Biology 3.5 — Ecology
Biology 3.51 — Field Ecology
Biology 3.6 — The Natural History of New England Vertebrates
Biology 3.7 — Marine Botany
Biology 3.8 — Biochemistry and Metabolism
Biology 3.9 — Physiological Ecology
Biology 4.1-4.2 — General Physiology
Biology 4.3-4.4 — Invertebrate Zoology
Biology 4.5 — General Bacteriology
Biology 4.61 — Immunology
Biology 4.7 — Endocrinology
Biology 4.8 — Natural History of Marine Plants
Biology 4.9 — Natural History of Marine Invertebrates
Biology 5 — Biology 5H and Biology 5T Seminar
Biology S6.0 — Biology of Marine Organisms
Biology 10 — Directed Study

BUSINESS ADMINISTRATION

Business Administration 6.1 — Financial Accounting
Business Administration 6.2 — Financial Management Accounting
Business Administration 6.3 — Introduction to the Functional Areas of Management and Marketing

GRADUATE COURSES IN BUSINESS ADMINISTRATION

These courses are only open to students enrolled in the M.B.A. program.

Business Administration 10.3 — Marketing Management
Business Administration 10.4 — Production Management
Business Administration 10.5 — Financial Management
Business Administration 10.6 — Financial Management
Business Administration 10.7-10.8 — Managerial Economics
Business Administration 10.9 — Business, Government, and Society
Business Administration 10.10 — Business Policy
Business Administration 10.11 — Human Behavior in Organization
Business Administration 10.21 — Data Processing for Managers
Business Administration 10.22 — Taxation for Managers
Course Offerings

Business Administration 10.23 — Management of International Business
Business Administration 10.24 — Legal Environment of Business
Business Administration 10.26 — Operations Research for Management
Business Administration 10.27 — Marketing Research for Managers
Business Administration 10.28 — Advanced Investment Analysis
Business Administration 10.29 — Real Estate, Finance and Investment
Business Administration 10.30 — Advanced Financial Management
Business Administration 10.31 — Organization Development
Business Administration 10.32 — Advanced Economic Analysis
Business Administration 10.33 — Studies in Managerial Problem Solving

CHEMISTRY

Chemistry 1.1-1.2 — General Inorganic Chemistry with Qualitative and Quantitative Analysis
Chemistry 1.3-1.4 — Chemistry of the Environment
Chemistry 2.1-2.2 — Organic Chemistry
Chemistry 2.41-2.42 — Biochemistry
Chemistry 2.43 — Advanced Biochemistry
Chemistry 2.5 — Synthetic Organic Chemistry
Chemistry 2.6 — Qualitative Organic Analysis
Chemistry 2.9 — Advanced Organic Chemistry
Chemistry 3.2 — Instrumental Analysis
Chemistry 3.3 — Instrumental Electronics
Chemistry 3.41-3.42 — Clinical Chemistry Methods
Chemistry 3.51-3.52 — Clinical Chemistry Practice
Chemistry 4.3 — Advanced Physical Chemistry
Chemistry 4.5 — Advanced Inorganic Chemistry I
Chemistry 4.6 — Nuclear and Radiochemistry
Chemistry 4.11 — Physical Chemistry

Graduate Courses in Chemistry

Chemistry 10.0 — Thesis
Chemistry 10.1 — Special Topics in Inorganic Chemistry
Chemistry 10.11 — Advanced Inorganic Chemistry II
Chemistry 10.12 — Organometallic Chemistry
Chemistry 10.2 — Special Topics in Organic Chemistry
Chemistry 10.21-10.22 — Chemistry of Natural Products
Chemistry 10.23 — Alicyclic Chemistry
Chemistry 10.24 — Polymer Chemistry
Chemistry 10.3 — Special Topics in Analytical Chemistry
Chemistry 10.4 — Special Topics in Physical Chemistry
Chemistry 10.41 — Group Theory
Chemistry 10.42 — Magnetic Resonance
Chemistry 10.43 — Quantum Chemistry
Chemistry 10.44 — Statistical Thermodynamics
COMPUTER SCIENCE

Computer Science 2.1 — Introduction to Data Processing
Computer Science 2.2 — Introduction to Computer Programming
Computer Science 3.1 — Computer Systems Analysis and Design
Computer Science 3.2 — Accounting Systems and Control
Computer Science 4.1 — Scientific Uses of the Computer
Computer Science 4.3 — COBOL

ECONOMICS

Economics 1.1-1.2 — Principles of Economics
Economics 2.2 — Introduction to Statistics
Economics 2.3 — Economic History of Europe since 1750
Economics 2.4 — Economic History of the United States
Economics 2.5 — Location Economics
Economics 2.6 — Urban Economics
Economics 2.7 — Economic Development
Economics 3.1-3.2 — History of Economic Thought
Economics 3.3 — Money and Banking
Economics 3.4 — International Trade
Economics 3.5 — International Financial Relations
Economics 3.7 — Intermediate Economic Theory
Economics 3.8 — Intermediate Macro-Economic Theory
Economics 3.9 — Introduction to Econometrics (I)
Economics 3.91 — Econometrics II
Economics 4.1 — Labor Economics
Economics 4.4 — Economics of Welfare Programs
Economics 4.5 — Comparative Economic Systems
Economics 4.6 — Public Finance
Economics 4.7 — Optimization Techniques in Economics I
Economics 4.8 — Optimization Techniques in Economics II
Economics 5 — Studies in Economics

EDUCATION

Education 2.1-2.2 — Introduction to Education in American Society
Education 2.3 — Cultural Foundations of Education
Education 3.2 — Educational Psychology
Education 4.0 — Educational Media
Education 4.11-4.12 — Elementary Methods: Reading and the Related Language Arts
Education 4.13 — Elementary Methods: Mathematics and its Teaching
Education 4.14 — Elementary Methods: Arts
Education 4.15 — Elementary Methods: Social Studies
Education 4.16-4.17 — Curriculum and Methods in the Teaching of Secondary School Social Studies
Education 4.18 - 4.19 — Curriculum and Methods in the teaching of Secondary School Business Subjects
Education 4.2 — Tests and Measurements
Education 4.20 — Student Teaching (Elementary)
Education 4.21 — Student Teaching (Secondary)
Education 4.26 — Elementary Curriculum Development
Education 4.27 — Elementary Curriculum Evaluation
Education 4.30 — Secondary Curriculum Development: Seminar in Innovations in Practices
Education 4.3 — Methods of Teaching (Secondary)
Education 4.31-4.32 — Curriculum and Methods in the Teaching of Secondary School English
Education 4.33-4.34 — Curriculum and Methods in the Teaching of Secondary School Mathematics and Science
Education 4.37-4.38 — Curriculum and Methods in the Teaching of Foreign Languages at the Secondary Level
Education 4.4 — Curriculum Development (Secondary)
Education 4.28 — Open Concept Education
Education 4.5 — Philosophical Foundations of Education I
Education 4.6 — Philosophical Foundations of Education II
Education 4.7 — Seminar in Methodology: Art
Education 4.8 — Elementary Methods: Science
Education 4.9 — Reading and Study Skills in the Secondary School
Education 5 — Studies in Education

Graduate Courses in Education

Education 6.0 — Early Childhood Education
Education 6.1-6.15 — History of Education
Education 6.2 — Principles of Placement
Education 6.3 — Comparative History of Modern Education
Education 6.4 — Organization and Administration of Personnel Services
Education 6.5 — Introduction to Personnel Services
Education 6.6 — Counseling: Theory and Practice
Education 6.7 — Psychology of Vocational Development
Education 6.8 — Philosophy of Education
Education 6.9 — Sociology of Education
Education 6.10 — Urban Education
Education 6.11 — History of American Education
Education 6.12 — Psychodynamics of the Young Adult
Education 6.13 — Seminar in Community Resources
Education 6.20 — Clinical Practice I
Education 6.21 — Clinical Practice II
Education 7.12 — Psychological Tests in Counseling
Education 7.13 — Individual Intelligence Testing
Education 7.14 — Seminar in Group Counseling
Education 7.17 — Methods of Educational Research
Education 7.2 — Problems of Secondary Education
Education 7.5 — Foundations of Reading Instruction
Education 7.51 — Competency in Teaching Elementary Level Reading Skills
Education 7.52 — Competency in Teaching Secondary Level Reading Skills
Education 7.6 — Psychology of Learning and Reading Disabilities
Education 7.7 — Diagnosis of Reading Disabilities
Education 7.8 — Correction of Reading Disabilities
Education 7.9 — Practicum in Reading
Education 8.0 — Seminar in Reading
Education 8.2 — Seminar in Elementary Education
Education 8.3 — Educational Anthropology
Education 8.4 — Administration and Supervision in the Secondary School
Education 8.5 — Seminar in the Foundations of Education
Education 10 — Directed Study

ENGLISH

English 1.1 — Freshman English
English 1.2 — Freshman English
English 2.3 — Literary Masters of England
English 2.4 — Literary Masters of America
English 3.1 — The Age of Dryden, Swift and Pope
English 3.2 — The Age of Johnson and Blake
English 3.3 — Great Books of World Literature
English 3.4 — Great Books of World Literature
English 3.5 — Shakespeare: The Comic Spirit
English 3.6 — Shakespeare: The Tragic Spirit
English 3.73 — Chaucer
English 3.75 — The Golden Age of Elizabeth
English 3.8 — Seventeenth-Century Literature
English 3.9 — Milton
English 3.10 — Masters of English Drama: 1590-1690
English 3.11 — Classical Drama
English 3.12 — Classics Before Christ
English 3.15 — Creative Writing (formerly 1.5)
English 3.16 — Creative Writing (formerly 1.6)
English 3.21 — The Rise of American Fiction
English 3.22 — American Renaissance Writing
English 3.23 — American Realism and Naturalism
English 3.76 — The Bible as Literature
English 4.1 — Modern European Drama
English 4.3 — The Eighteenth-Century English Novel: Defoe to Scott
English 4.4 — The Nineteenth-Century English Novel: Scott to Hardy
English 4.5 — The Romantic Age: Poetry and Prose
English 4.6 — The Victorian Age: Poetry and Prose
English 4.7 — Modern English Poetry
English 4.8 — Modern American Poetry
English 4.9 — Modern English and American Drama
English 4.10 — American Theatre Today
English 4.11 — Modern English Fiction
English 4.12 — Modern American Fiction
English 4.15 — Irish Literature
English 4.20 — Literary Satire
English 4.21 — Contemporary European Fiction
English 4.25 — The Anti-Hero in the Modern Novel
English 4.26 — Yeats and Joyce
English 4.28 — Fantasy and Folklore
English 4.30 — Afro-American Literature: 1746-1940
English 4.31 — Afro-American Literature: 1940 to Present
English 4.32 — Children’s Literature
English 4.33 — Children’s Literature
English 4.36 — The Theater of the Absurd
English 4.37 — Literary Criticism: Theory
English 4.38 — Literary Criticism: Practice
English 4.39 — Murder as a Fine Art: Classic Tales of Mystery and Terror
English 4.40 — Science Fiction
English 4.41 — The World on Film
English 5H — Honors in English

FINANCE

Finance 3.3 — Financial Institutions
Finance 3.5 — General Insurance
Finance 3.6 — Principles of Investments
Finance 3.7 — Real Estate
Finance 4.3 — Analysis of Financial Statements
Finance 4.4 — Credits and Collections
Finance 4.6 — Investment Analysis and Portfolio Management
Finance 4.8 — Problems in Managerial Finance

FRENCH

French 1.1-1.2 — Elementary French for the Humanities
French 1.3-1.4 — Elementary French for the Social Sciences
French 2.1-2.2 — Intermediate French for the Humanities
French 2.3-2.4 — Intermediate French: French in the Modern World
French 2.7 — Contemporary French Civilization
French 2.8 — Cultural French
French 3.1 — General Survey of French Literature
French 3.2 — General Survey of French Literature
French 3.3-3.4 — Advanced Composition and Conversation
French 4.1 — French Literature of the 17th Century
French 4.2 — French Literature of the 18th Century
French 4.3 — Nineteenth Century Prose and Poetry
French 4.4 — French Literature of the 20th Century
French 5 — Studies in French
GERMAN

German 1.1-1.2 — Elementary German
German 2.1-2.2 — Intermediate German

German 1.1-1.2 — Elementary German
German 2.1-2.2 — Intermediate German

GOVERNMENT

Government 1.1 — American Government
Government 1.2 — Comparative Government
Government 2.0 — Political Analysis
Government 2.1-2.2 — American Constitutional Law and Government
Government 2.3-2.4 — American Foreign Policy
Government 2.5 — Politics of Western Europe
Government 2.51 — Politics of the Middle East
Government 2.6 — The American Presidency
Government 2.7 — Legislative Process
Government 2.8 — American Political Thought
Government 2.9 — Political Global Geography
Government 3.0-3.1 — International Relations
Government 3.2 — Public Administration: Theory and Institutions
Government 3.21 — Public Administration: Problems and Application
Government 3.22 — Administering Social Change
Government 3.3-3.4 — Political Theory
Government 3.5 — American Parties and Politics
Government 3.6 — State and Local Government
Government 3.61 — Urban Politics and Government
Government 3.7 — African Politics
Government 3.8 — Politics of Developing Nations
Government 3.9 — Politics of Latin America
Government 4.0 — Seminar in Urban Policies and Problems
Government 4.1-4.2 — Government Regulation of Industry
Government 4.3 — The Labor Movement in the United States
Government 4.5 — International Law and Organization
Government 4.6 — Public Opinion and Propaganda
Government 4.7 — Government and Economics in the Soviet Union
Government 4.8 — Government Policies and Business
Government 4.9 — Current Problems and Great Issues
Government 5 — Studies in Government

HISTORY

History 1.1-1.2 — History of Western Civilization from 768 to the Present
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History 2.3-2.4 — American History
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History 2.5 — American Diplomatic History until 1900
History 2.51 — American Diplomatic History During the Twentieth Century
History 2.6 — American Colonial History
History 2.7-2.8 — English History
History 2.9-2.10 — History of the Westward Movement
History 3.1-3.2 — Intellectual and Cultural History of Modern Europe
History 3.3 — Cultural History of the Middle Ages
History 3.4 — The Renaissance and the Reformation
History 3.6 — The French Revolution and Napoleon I
History 3.7-3.8 — Europe since 1815
History 3.91 — The Far East
History 3.92 — South and Southeast Asia
History 3.93 — History of Indochina
History 3.94-3.95 — History of Japan
History 3.96-3.97 — History of China
History 3.10 — The Middle East of 1828
History 3.11 — The Middle East Since 1828
History 4.1 — History of Traditional West African Societies
History 4.2 — Afro-American History
History 4.3 — Russia to 1855
History 4.4 — Russia Since 1855
History 4.5-4.6 — Eastern Europe
History 4.7-4.8 — American Social and Cultural History
History 4.9 — The United States in the Twentieth Century
History 4.10-4.11 — Latin American History
History 5.1 — The Era of the American Revolution, 1763-1789
History 5.2 — The American Civil War and Reconstruction
History 6 — Studies in History

HUMANITIES

Humanities 1.1-1.2 — Introduction to the Humanities
Humanities 2.1-2.2 — History of Visual Arts in the West
Humanities 2.3-2.4 — Humanities in Contemporary Life
Humanities S2.5 — Around Boston
Humanities ES2.6 — Music Around Boston
Humanities 2.7-2.8 — History of Music
Humanities 2.9-2.10 — Drawing
Humanities 2.11-2.12 — Introduction to the Visual Arts
Humanities 2.13-2.14 — Art and Civilization of England
Humanities 2.15-2.16 — Painting
Humanities 2.17-2.18 — Photography as an Art
Humanities 2.19 — Religion in the United States
Humanities 3.1-3.2 — Music Appreciation
Humanities 3.3-3.4 — Seminar in Humanities
Humanities 5 — Independent Study
INTERDEPARTMENTAL SENIOR SEMINAR
Interdepartmental Senior Seminar and Honors Program on Intercultural Concepts.

JOURNALISM

Journalism 2.1 — Introduction to Journalism
Journalism 2.2 — News Writing
Journalism 2.3 — Law of Communications
Journalism 2.5 — Introduction to Public Relations
Journalism 2.7 — Secondary School Journalism
Journalism 2.8 — Film as Communicator
Journalism 2.9 — Photojournalism
Journalism 3.3 — History of Journalism
Journalism 3.4 — Press and Society
Journalism 3.5 — Copy Editing
Journalism 3.6 — Magazine Editing and Typography
Journalism 3.7 — Film History
Journalism 3.8 — Copywriting
Journalism 4.1 — Feature and Special Articles
Journalism 4.2 — Semantics of Journalism
Journalism 4.3 — Reporting II
Journalism 4.5 — Broadcast Journalism - Radio
Journalism 4.6 — Broadcast Journalism - Television
Journalism 4.7 — Documentary Writing
Journalism 4.8 — Propaganda and the Mass Media
Journalism 4.9 — Minority Press in America
Journalism 5 — Advanced Studies in Journalism

LINGUISTICS

Linguistics 2.9 — Introduction to General Linguistics
Linguistics 2.10 — Language and Culture

MANAGEMENT

Management 2.1 — Principles of Management
Management 3.1 — Personnel Administration
Management 3.5 — Purchasing Management
Management 4.1 — Industrial Management
Management 4.3 — Motion and Time Study
Management 4.4 — Organization and Operation of Small Business
Management 4.6 — Quantitative Decision Making
Management 4.7 — Collective Bargaining and Labor Relations
Management 4.8 — Problems of General Management
MARKETING
Marketing 2.1 — Principles of Marketing
Marketing 3.1 — Sales Management
Marketing 3.2 — Principles of Advertising
Marketing 3.3 — Industrial Marketing
Marketing 3.6 — Retail Store Organization and Management
Marketing 3.7 — Retail Store Organization and Management
Marketing 3.8 — Consumer Behavior
Marketing 4.2 — Distributions Systems
Marketing 4.4 — Marketing Research
Marketing 4.8 — Marketing Policies and Strategies

MATHEMATICS
Mathematics 1.3 — Freshman Mathematics I
Mathematics 1.4 — Freshman Mathematics II
Mathematics 1.51-1.52 — Finite Mathematics with Business Applications I and II
Mathematics 1.7-1.8 — Elements of Mathematics
Mathematics 2.1-2.2 — Calculus I and II
Mathematics 2.3-2.4 — Calculus III and IV
Mathematics 2.5 — Ordinary Differential Equations
Mathematics 2.6 — Computer Analysis
Mathematics 3.21-3.22 — Probability and Mathematical Statistics I and II
Mathematics 4.1-4.2 — Modern Algebra I and II
Mathematics 4.31-4.32 — Geometry I and II
Mathematics 4.41-4.42 — Advanced Calculus I and II
Mathematics 4.51-4.52 — Topics in Analysis I and II
Mathematics 5 — Studies in Mathematics

PHILOSOPHY
Philosophy 1.1 — Elementary Logic
Philosophy 1.2 — Logic
Philosophy 1.3 — Ethics
Philosophy 1.4-1.5 — Introduction to Philosophy
Philosophy 1.6 — Social Ethics
Philosophy 1.7 — Seminar in Ethical Theory
Philosophy 2.1 — History of Ancient and Medieval Philosophy
Philosophy 2.2 — History of Modern Philosophy
Philosophy 2.3 — Social and Political Philosophy
Philosophy 2.4 — Philosophy of Religion
Philosophy 2.5 — Philosophy of History
Philosophy 2.6 — 19th Century Philosophy
Philosophy 2.8 — Philosophy of Plato and Aristotle
Philosophy 2.9 — Philosophy of Kant and Hegel
Philosophy 3.0 — Philosophy in Literature
Philosophy 3.1 — Problems of Philosophy
Philosophy 3.2 — Contemporary Philosophy
Philosophy 3.3 — Philosophy of Personality
Philosophy 3.4 — Seminar and Philosophical Psychology
Philosophy 3.5 — Philosophy of Art: Aesthetics
Philosophy 4.0 — Oriental Philosophy
Philosophy 4.1 — Judeo-Christian Philosophy
Philosophy 4.2 — Metaphysics: Theories of Reality
Philosophy 4.3 — Philosophy of Science
Philosophy 4.4 — Seminar in American Philosophy
Philosophy 4.5 — Seminar in Existentialism
Philosophy 4.6 — Seminar in Phenomenology
Philosophy 5 — Studies in Philosophy

PHYSICAL EDUCATION

Physical Education 3.7 — Theory and Practice of Athletics
Physical Education 3.8 — Theory and Practice of Athletics

PHYSICS

Physics 1.1-1.2 — College Physics
Physics 2.1-2.2 — General Physics
Physics 3.1-3.2 — Classical Mechanics
Physics 3.3 — Heat and Thermodynamics
Physics 3.4 — Kinetic Theory of Gas
Physics 3.5-3.6 — Wave Motion, Sound and Optics
Physics 3.7-3.8 — Intermediate Laboratory I,II
Physics 4.1-4.2 — Electromagnetics I,II
Physics 4.3-4.4 — Modern Physics I,II
Physics 4.5 — Solid State Physics
Physics 4.6 — Modern Electronics
Physics 4.7-4.8 — Advanced Laboratory
Physics 4.9-4.10 — Mathematical Physics
Physics 5 — Advanced Studies in Physics

Graduate Courses in Physics

Physics 6.01 — Introduction to Theoretical Physics: Theoretical Mechanics
Physics 6.02 — Introduction to Theoretical Physics: Thermodynamics
Physics 6.03 — Introduction to Theoretical Physics: Electrodynamics
Physics 6.04 — Introduction to Theoretical Physics: Radiation and Optics
Physics 6.05 — Nuclear Physics
Physics 6.06 — Solid State Physics
Physics 6.07 — Physics of Elementary Particles
Physics 6.08 — Statistical Physics
Physics 6.09-6.10 — Quantum Mechanics
Physics 6.11-6.12 — Mathematical Methods of Physics
Physics 6.13 — Atomic and Molecular Spectra
Physics 10.0 — Thesis Research
PSYCHOLOGICAL SERVICES

Psychological Services 1.3-1.4 — Interpersonal Relations
Psychological Services 1.5 — Communication Process
Psychological Services 1.6 — Communication Process
Psychological Services 1.8 — Verbal Cognition and Learning

PSYCHOLOGY

Psychology 1.1 — General Psychology
Psychology 1.6 — Statistics for the Behavioral Sciences
Psychology 2.1 — Child Psychology
Psychology 2.2 — Psychology of Adolescence
Psychology 2.3 — Social Psychology
Psychology 2.4 — Abnormal Psychology
Psychology 2.5 — Psychology of Women
Psychology 2.6 — Human Development
Psychology 2.8 — Theories of Personality
Psychology 3.0 — Environmental Psychology
Psychology 3.1 — Human Factors Engineering
Psychology 3.2 — Psychological Tests and Measurements
Psychology 3.3 — Advanced Human Factors Engineering
Psychology 3.4 — Psychology of Learning
Psychology 3.5 — Humanistic Psychology
Psychology 3.6 — Industrial Psychology
Psychology 3.7 — Psychology of Vocational Development
Psychology 3.8 — Behavior Problems in Childhood and Adolescence
Psychology 3.9 — Psychology of Rehabilitation
Psychology 4.0 — Psychology of Organization and Management
Psychology 4.1 — Experimental Psychology I: Perception
Psychology 4.2 — Experimental Psychology II: Learning
Psychology 4.3 — Systematic Psychology
Psychology 4.4 — Community Mental Health
Psychology 4.5 — Advanced General Psychology
Psychology 4.6 — Advanced Tests and Measurements
Psychology 4.7 — Adult Intelligence Testing
Psychology 4.8 — Physiological Psychology
Psychology 4.9 — Theory and Development of Group Process in Psychology
Psychology 5 — Directed Studies in Psychology
Psychology 5.5 — Practicum

SCIENCE: INTERDISCIPLINARY PROGRAMS

Science 1.1-1.2 — Introduction to Physical Science
Science 1.3-1.4 — The Living World and Man (see Biology 1.3-1.4)
Science 2.1 — Introduction to Marine Sciences
Science 2.2 — Introduction to Environmental Science Technology
Science 4.2 — Advanced Environmental Science Technology
SOCIOLOGY

Sociology 1.1 — Introductory Sociology
Sociology 1.13 — The Separate Society
Sociology 2.1 — Community Development
Sociology 2.10 — Sociology of Mental Health
Sociology 2.2 — Sociology of Law
Sociology 2.21 — The Role of the Lawyer
Sociology 2.3 — Cultural Anthropology
Sociology 2.4 — Introduction to Physical Anthropology
Sociology 2.5 — Sociology of Minorities
Sociology 2.6 — Population and the Environment
Sociology 2.7 — Social Planning and Change
Sociology 2.8 — Political Sociology
Sociology 2.9 — Women in Contemporary Society
Sociology 3.0 — History of Crime and Correction
Sociology 3.1 — Marriage and Family Living
Sociology 3.2 — Principles of Criminology
Sociology 3.21 — Administration of Justice
Sociology 3.22 — Criminal Law
Sociology 3.23 — Penology
Sociology 3.24 — Juvenile Delinquency
Sociology 3.25 — Sociology of Deviance
Sociology 3.3 — Research Methods in Sociology
Sociology 3.5 — Social Stratification in the Modern World
Sociology 3.6 — Industrial Sociology
Sociology 3.7 — Social Theory
Sociology 3.8 — Seminar in Delinquency
Sociology 3.9 — Seminar in Crime
Sociology 4.1 — Urban Social Problems and Policies
Sociology 4.20 — Introduction to Child Care
Sociology 4.21-4.22 — Child Care Methods and Field Experiences I and II
Sociology 4.23 — Seminar in Child Care
Sociology 4.3 — Analysis of Social Problems
Sociology 4.30 — The Sociology of Violence
Sociology 4.40 — Field Studies
Sociology 4.5 — Culture and Personality
Sociology 4.6 — History of Sociological Thought
Sociology 4.7 — Sociology of Religion
Sociology 4.9 — Biosociology
Sociology 5 — Studies in Sociology
Sociology 5H — Honors Program in Sociology
Sociology 6.0 — Institute of Drug Abuse Information and Education
Sociology 6.1 — History of Social Work in America
Sociology 6.2-6.3 — Social Work I and II: Values, Systems, Personnel and Resource
Sociology 6.4 — Seminar in Social Work
Education 6.9 — Sociology of Education
SPANISH
Spanish 1.1-1.2 — Elementary Spanish for the Humanities
Spanish 1.3-1.4 — Elementary Practical Spanish
Spanish 2.1-2.2 — Spanish for the Humanities
Spanish 2.3-2.4 — Functional Spanish
Spanish 2.7-2.8 — Hispanic Culture
Spanish 3.1-3.2 — General Survey of Spanish Literature
Spanish 4.1 — Literature of Spain's Golden Age
Spanish 4.2 — Latin American Literature of the Twentieth Century
Spanish 4.3 — Spanish Literature of the Nineteenth Century
Spanish 4.4 — Latin American Literature of the Nineteenth Century
Spanish 4.5 — Spanish Literature of the Twentieth Century
Spanish 4.6 — Caribbean Culture
Spanish 5

SPEECH
Speech 1.1 — Voice and Articulation
Speech 1.2 — Public Speaking
Speech 2.1 — Fundamentals of Oral Interpretation
Speech 2.2 — Advanced Oral Interpretation
Speech 2.7 — Propaganda and Public Opinion
Speech 3.8 — Argumentation
Speech 4.32 — Group Dynamics
Speech 4.35 — Business and Professional Communication
Speech 3.50 — Persuasion

For a complete list of courses available to Speech majors and to Theatre Arts majors under the affiliated Cooperative Program with Emerson College, consult the Emerson College Bulletin and Schedule of Courses.
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1. Archer Building
2. Donahue Building
3. Student Activities Building
4. Development/Alumni Building
5. College of Business Administration
6. Property undergoing renovation
COLLEGES AND DEPARTMENTS
OF SUFFOLK UNIVERSITY

College of Liberal Arts and Sciences
Degrees: A.B., B.S., 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

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 1972-73 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 approximately 120 graduates from preparatory schools in the following foreign nations: Barbados, Brazil, Canada, China, Colombia, Cuba, Egypt, Ethiopia, Finland, France, Germany, Greece, Hong Kong, India, Iran, Ireland, Italy, Kuwait, Lebanon, Liberia, Mexico, Nigeria, Northern Ireland, Pakistan, Poland, Scotland, Sweden, Syria, Taiwan, Thailand, Trinidad & Tobago, Turkey, Venezuela, and Zaire.