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### Suffolk University Academic Catalog, College of Business Administration--Graduate School of Administration, 1976-1977

Suffolk University

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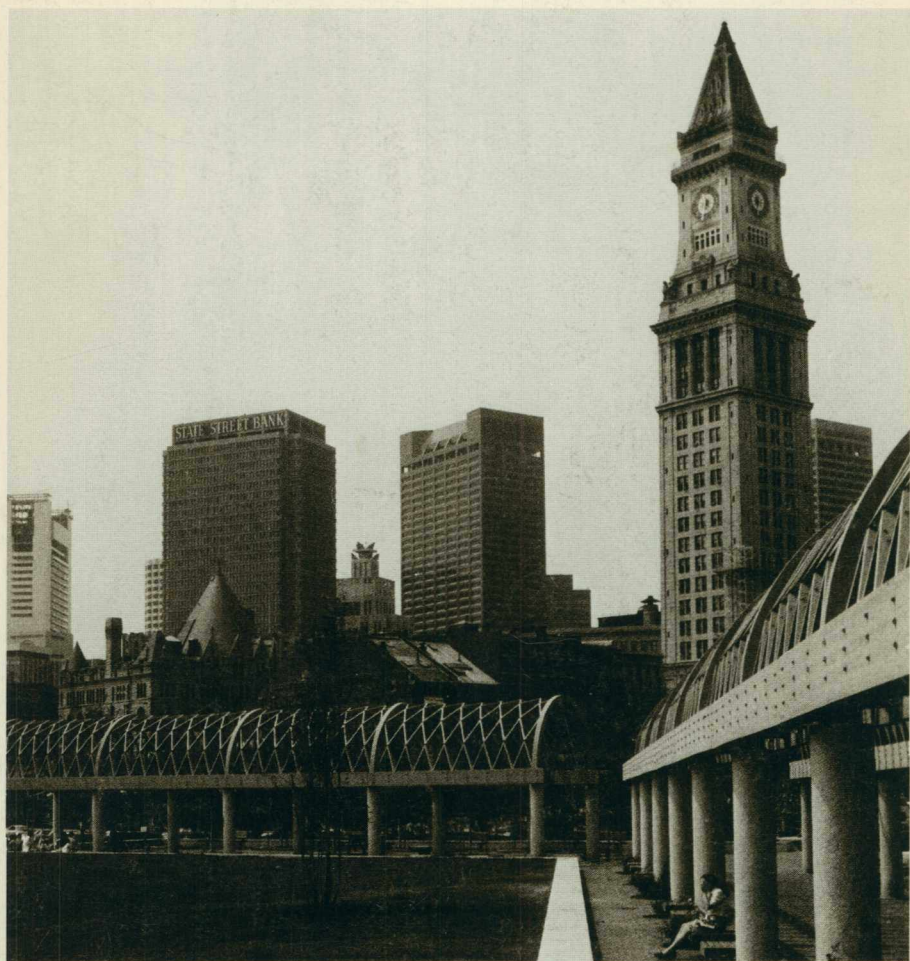
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# Suffolk University

## College of Business Administration

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### Graduate School of Administration



**1976-77 Bulletin**

SUFFOLK UNIVERSITY  
BOSTON  
ARCHIVES



## Colleges and Divisions

### 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., M.P.A.

### Graduate Department of Education

Degrees: A.M. in Education, Ed.M., M.S. in Business Education, M.S. in Counselor Education

### Evening Division

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

### Summer Sessions

Day and evening undergraduate and graduate courses.

### School of Law

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

## SUFFOLK UNIVERSITY BULLETIN

### College Catalog Issue

July, 1976  
Volume LXX

Boston, Massachusetts

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

February	<i>College Summer Session</i>
July 1	<i>College of Liberal Arts &amp; Sciences Catalogue Issue</i>
July 5	<i>College of Business Administration and Graduate School of Administration Catalogue Issue</i>
July 15	<i>College Evening Bulletin (Fall)</i>
August	<i>College Entrance Information</i>
November	<i>College Evening Bulletin (Spring)</i>

Second Class Postage Paid at Boston, Massachusetts.

Published by Suffolk University, 41 Temple St.,

Beacon Hill, Boston, Massachusetts 02114.

Phone 723-4700

# **SUFFOLK UNIVERSITY**

**College of Business Administration  
Graduate School of Administration**

**1976-1978**

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







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# Suffolk University

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 — now one of the nation's largest — 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. In April 1937 the Law School and the Colleges were incorporated into Suffolk University by the action of the Massachusetts legislature.

The enrollment of the University in 1975-76 consisted of 6,620 men and women. Of this total, 2,453 were enrolled in the College of Liberal Arts and Sciences and 2,271 in the College of Business Administration and Graduate School of Administration. The Colleges offer to both day and evening students programs that lead to associate's, 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 complex, the Frank J. Donahue Building, and in October, 1975 dedicated an additional six story multi-purpose center, the John E. Fenton Building. These facilities along with the Archer, Mount Vernon Street, and Ridgeway Lane Buildings provide modern space for laboratories, libraries, classrooms, cafeteria, and offices for faculty, administration and student activities.

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.

Over the seventy 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 and women, accountants, scientists, and social workers. In every professional and commercial field, they are making significant contributions to American society.

## PHILOSOPHY

*"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.

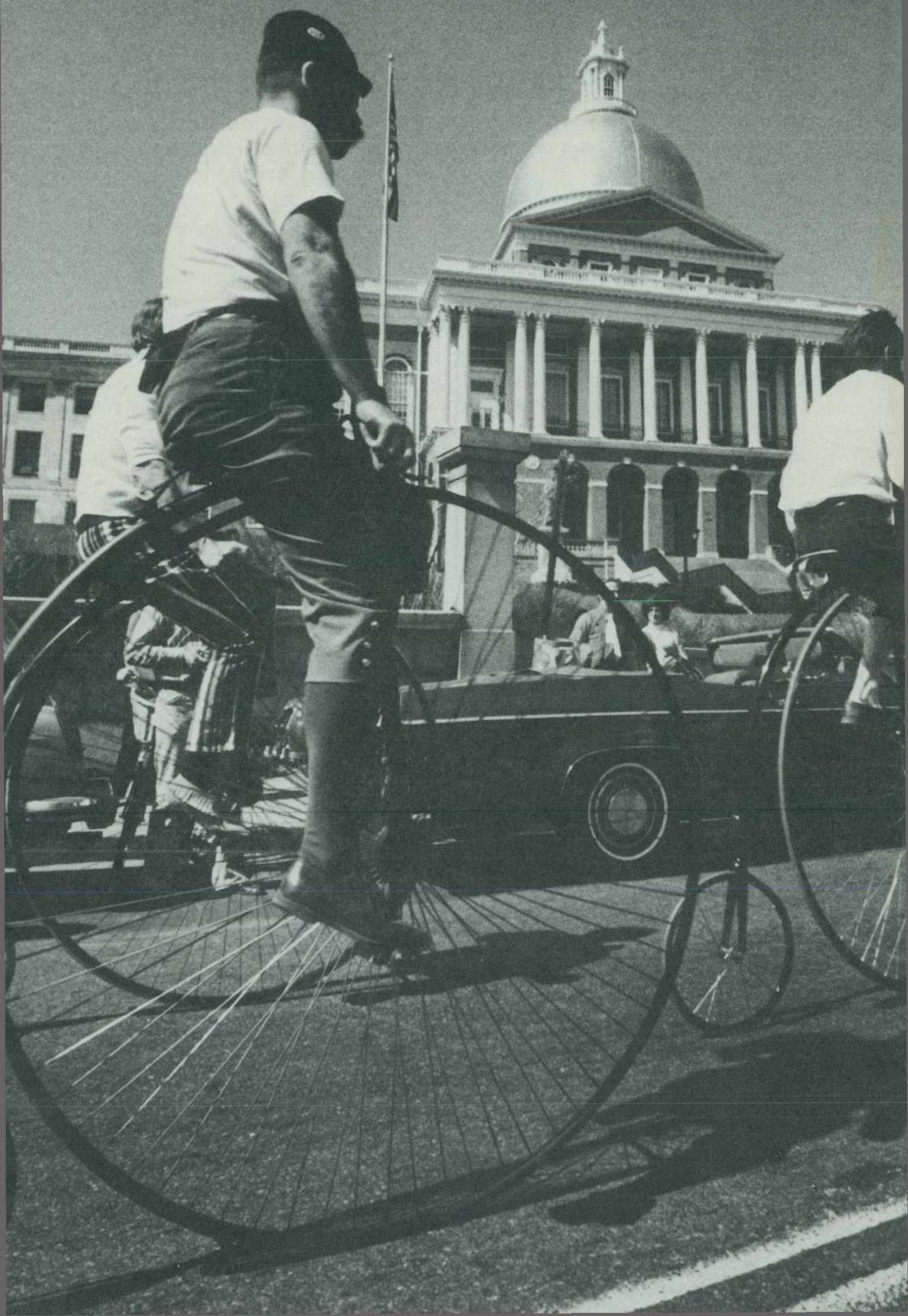
The opportunity to acquire a liberal education should be available to each person in a democratic society without regard to race, creed, religion, national origin, sex, age or economic status, but consistent with the student's ability to maintain required academic standards. The University is deeply 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 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 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.

## **ACCREDITATION AND MEMBERSHIPS**

Suffolk is accredited by or holds membership in the American Association of Colleges for Teacher Education, American Association of Collegiate Schools of Business Assembly, American Chemical Society, American Council on Education, Association of American Colleges, Association of Independent Colleges and Universities in Massachusetts, Association of University Evening Colleges, Boston Museum of Science, Children's Museum Resource Center, New England Aquarium, College Entrance Examination Board, College Scholarship Service, International Association of Counseling Services, National Association of College Summer Sessions, the New England Association of Schools and Colleges, and the National Association of Schools of Public Affairs and Administration. The undergraduate curriculum in accounting is registered by the State of New York. Specified programs in Education have been approved by the State Department of Education for inclusion in the reciprocity privileges of the Interstate Certification Compact.







# Admissions

*Suffolk University does not discriminate on the basis of race, color, religion, sex, national origin, age, marital or parental status in its admissions policies and in the administration and operation of all its programs and activities.*

Students may apply for day or evening admission to Suffolk University for the Fall, Spring, or Summer sessions.

**Freshmen** — The Admissions Committee judges freshmen applicants based on a successful high school college preparatory program. A rigid pattern of college subjects is not required. Consideration is given to the quality of the high school subjects, class rank, recommendation of the high school counselor, the college Board scores, and other pertinent information. Suffolk uses rolling admissions. Early decisions are given when there is evidence of three years of highly successful college preparatory study and above-average SAT's (Junior scores).

**Transfers** — Transfer applicants are accepted based on successful work at accredited two-year colleges, four-year colleges, or other institutions of collegiate rank. The last thirty hours in any bachelor's degree program must normally be earned at Suffolk.

Credit shall be allowed for "D" grades if a transfer student attended a regionally accredited institution and if his overall average is 2.0 or better.

If the transfer student has attended more than one institution, this policy shall be valid for each respective accredited institution, rather than collectively.

The Admissions and Retention Committee will, in concert with individual academic departments, review all accepted "D" grades and recommend appropriate academic measures, such as taking specified alternative or additional courses; and taking aptitude, interest, and academic achievement testing.

**Graduate Students** — Refer to Graduate Section of Bulletin for admission information.

**Advanced Placement** — College credit may be awarded for College Board Advanced Placement Tests taken in high school. Six semester hours are awarded for each test successfully completed.

**College Level Examination Placement Tests (CLEP)** — A maximum of 60 semester hours of credit may be awarded for the results of the CLEP tests. A maximum of thirty semester hours may be awarded for the five tests in the General Examination. The other thirty hours may be awarded for subject tests. The CLEP Test is administered by the College Board. In order to ensure that test scores are received in time for graduation, students should take the tests prior to the last semester of their senior year.

**Communication Process** — Selected Freshman students will be required to take Communication Process, Eng. 1.5 (three semester hours credit) and Writing Skills, Eng. 1.0 (three semester hours credit). These courses have been developed in an effort to help students improve their study and verbal skills so that they will more effectively attain their academic potentials while at Suffolk University. Students who wish to select this course may do so with the consent of the instructor.

**Evening Degree Students** — Applicants for degree status in the Evening Division are expected to meet the same requirements as day students. An Equivalency Certificate issued by any State Department of Education may be used in lieu of a high school diploma.

**Special Evening Students** — Special Evening students may apply credit earned at Suffolk towards a degree. Special students are only required to submit a special student application found in the Evening Division Bulletins. The Graduate School of Administration does not admit special students in the MBA program.

**Senior Citizens** — Senior citizens (65 or over) may take tuition-free undergraduate courses at Suffolk on a space-available basis. Applicants should consult the Admissions Office for enrollment procedures.

**Satellite Programs for Military Personnel** — Suffolk University offers courses for members of the United States Armed Forces at the Boston Army



Base and other on-site locations. These courses are scheduled evenings during four eleven-week terms. Credit earned through the Satellite Program are applicable to the Associate and Bachelor degrees.

**Continuing Education** — Men and women who have delayed or interrupted their education may take day or evening courses either as special non-degree students or as degree candidates. While most continuing education students attend evenings, those with family responsibilities or who work nights have the opportunity to attend days on either a part-time or full-time basis. Applicants should consult the Admissions Office for enrollment procedures. A wide range of advisory and supportive services is available to Continuing Education students.

**International Students** — A special information sheet is available for international students. The application deadline for the Fall Semester is March 1. All credentials must be received by April 15.

International students applying for the Spring Semester (January) must apply by October 1. All credentials must be received by November 15.

Students may be required to take Eng. 1.3, English as a Second Language, prior to taking Eng. 1.1 or 1.2, if a language deficiency exists as determined through testing by the English Department.

**Re-Admission to Suffolk** — Students re-entering Suffolk after an absence of one semester or more should request a special re-entry form from the Admissions Office.

**Notification of Acceptance** — Applicants are notified of the Admission Committee's decision as soon as all required credentials are received.

**Housing** — Suffolk University does not have dormitories. Students must make private arrangements for housing.

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

**Office Hours — Admissions** — Monday through Friday, 8:45 a.m. to 4:45 p.m. Telephone: 723-4700.

Applications for admission may be obtained by writing to the Admissions Office.



# Finances and Student Aid

## TUITION

Tuition charges are based on (1) the number of courses carried and on (2) whether the course is in the undergraduate or graduate program. A full-time course load consists of either four or five courses.

### **Full-Time Course Load** (4 to 5 courses per term)

Undergraduate courses	\$1,850. per year
Graduate courses	\$1,900. per year

### **Part-Time Course Load** (1 to 3 courses per term)

Undergraduate courses	\$185. per 3 credit course
Graduate courses	\$190. per 3 credit course

### **Extension Courses, Summer Courses and Excess Courses** (6th course)

Undergraduate courses	\$185. per 3 credit course
Graduate courses	\$190. per 3 credit course

### **Courses Other Than 3 Credit Courses**

Undergraduate courses	\$60. per semester hour
Graduate courses	\$65. per semester hour

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.

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 the stu-

dent's tuition liability may be reduced as described on page 15. 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 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 or she will be dismissed immediately from the University.

No other provision is made for installment payment, whether monthly, quarterly or otherwise, directly with the University. 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 University will be happy to cooperate with parents in arranging for loans with these outside institutions.

**Summer Session Tuition** — The 1976 Summer Session rate will be \$160 per 3-semester hour course and \$215 per 4-semester hour course. In 1977, summer tuition will be \$185 per 3-semester hour undergraduate course, and \$190 per 3-semester hour graduate course.

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 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 tuition for the summer session in which they register.



## FEES

Application Fee (Not refundable)	\$ 15
Tuition Deposit (Full-time day applicants only. Not refundable.)	100
Deferred Tuition (Service charge for installment payments)	5
Student Activities Fee (Full-time day students)	25
Student Activities Fee (Part-time students)	5
MBA or MPA Association Fee — full-time	10
MBA or MPA Association Fee — part-time	4
Late Registration	10
Laboratory (per semester for each laboratory course)	15
Change of course (charged after second week)	5
SCUBA (per course involving SCUBA)	20
Education Media — Educ. 4.0	15
Individual Intelligence Testing — Educ. 7.13	15
Make-Up Examination (per examination) — petition Dean of Students	5
Transcripts (first copy free, \$1.00 for second copy, and \$.50 per additional copy made at the same time)	1
Petition for Readmission (students dropped for academic or other reasons)	15
Graduation Fee — June graduation and commencement	25
January and September graduation	8
Special fees are assessed for courses involving travel, theatre tickets, and similar expenses.	

**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 "Make-up Examination," p. 29.

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

**Graduation Fee** — June Graduates. The graduation fee, including diploma, is \$25. This fee is payable whether or not the student attends the graduation ceremony. As there is no formal graduation ceremony in January or September, the graduation fee is \$8 (cost of diploma). January and September graduates also are invited to attend the June graduation



ceremony and, if attending, must pay the full graduation fee of \$25. This fee, together with any other unpaid balance, must be paid when the application for degree is filed.

**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 is 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 University Calendar for registration in any semester or summer session.

**Change of Course Fee** — No fee is charged for adding, dropping, or changing a course within the first two weeks of a term. Students who wish to add, drop, or change a course during the first two weeks of a term must obtain the permission and signatures of the instructors of the affected courses and the chairperson of their major department (evening students may obtain the signature of the dean of the appropriate college in lieu of the chairperson.)

Normally, courses may not be added or changed after the second week and, under no circumstances, after the fourth week. Students who wish to add, drop, or change a course after the first two weeks of a term must obtain the permission and signatures of the instructors of the affected courses and the Dean of Students. A \$5 fee is charged for each course change after the first two weeks of a term.

**Tuition Liability** — Students who are obliged to withdraw from the university or to drop courses before the end of the fourth week of the fall or spring term may, on approval of the Dean of Students and the Bursar, receive a reduction of their tuition liability according to the following schedule:



<b>Withdrawal Notice or Drop Form filed and approved within:</b>	<b>Student is liable for:</b>
Two weeks of opening of term	20%
Three weeks of opening of term	50%
Four weeks of opening of term	75%
After four weeks of opening of term	100%

All adjustments in the student's tuition liability will be based on the date on which the Withdrawal Form or Drop Form is **received** by the Accounting Office. The Summer Session Tuition Liability is published separately.

The tuition deposit of entering full-time students is non-refundable.

## **FINANCIAL ASSISTANCE**

**Scholarships** — Throughout the history of Suffolk University it has been the general policy to encourage and foster education for students of limited means. This has been made possible through bequests, grants, and gifts, from members of the faculty, trustees, alumni, and friends of the college. Funds for scholarships, student assistantships, work-study jobs on and off campus, and loans total \$800,000 per year. Approximately one-third of our students received financial aid during 1975-1976.

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 and the Parents' Confidential Statement (with the Dean of Students Office) by March 1. Financial assistance decisions are made shortly before the deposit deadline. Eligibility for financial assistance is determined by submitting the Parents' Confidential Statement to the College Scholarship Service, P.O. Box 176, Princeton, New Jersey 08540 for processing and forwarding to the Dean of Students office.

Specific scholarships include:

Daniel Bloomfield Scholarship in Business Administration  
Richard Cardinal Cushing Scholarship  
Dennis C. Haley Memorial Scholarship  
Trustee Scholarships for Entering Freshmen, for Other Undergraduates and  
for Evening Undergraduates  
Mio Davis Marketing Scholarship

Agnes F. Driscoll Memorial Scholarship  
John E. Fenton Scholarship  
The Martin J. Flaherty Memorial Prize in Journalism  
Graduate Fellowships  
Undergraduate Fellowships in the Department of Humanities and the  
Department of Sociology  
Summer Scholarships in Marine Biology  
Foreign Student-Teacher Exchange Program  
Dorothy M. McNamara Scholarship  
Ella M. Murphy Memorial Scholarship  
New England Business Communicators Award  
Henry E. Warren Scholarships  
George C. Seybolt Scholarship  
Income Tax Conference Scholarship  
Publicity Club of Boston Scholarships  
Scholarship Assistance in Journalism  
Scholarship Assistance in Speech and Debate

Additional financial aid programs include:

*Scholarships for Disadvantaged Students* – The Board of Trustees and friends of Suffolk have established a number of scholarships for qualified disadvantaged students. Those eligible for these renewable scholarships may enroll in any Suffolk program, day or evening.

*Student Assistants* – Qualified undergraduates may receive financial aid through appointment as laboratory assistants in Accounting, Biology, Chemistry, Physics, Psychology and Science. Selected graduate students are appointed research assistants in the Department of Psychological Services and in the Graduate School of Administration.

*Foreign Student Assistant Program* – Three assistantships are offered annually for students from a French-, German- or a Spanish-speaking country. The students provide informal help in their native language to fellow Suffolk students, and also cooperate in a wide range of activities in the Modern Languages Department.

*Federal Grant* – Two educational aid programs are provided by the federal government, the Basic Educational Opportunity Grant (BEOG) and the Supplemental Education Opportunity Grant (SEOG). For details of these programs, students should consult the Dean of Students.

*Department of Justice Loans and Grants* – Federal legislation provides for student loans up to \$2,200 annually and grants up to \$400 per semester for students presently employed in the law enforcement and corrections fields, not to exceed the cost of tuition and other fees.



Loan programs include:

*National Direct Student Loans (NDSL)* – Full-time and half-time students with financial need are eligible for annual loans under this program. It is designed for both undergraduate and graduate students.

*Guaranteed Loan Program* – These loans, made through individual application to a participating bank, are guaranteed for up to \$2,500 by the state and federal governments.

*Work-Study Program* – Federal funds provided under the Work-Study Program enable students with financial need to be employed by the University or other non-profit institutions for up to 15 hours a week while attending classes and 40 hours a week during vacation periods.

The University also offers the following loan funds: Elizabeth Young Munce Loan Fund, Revolving Fund for Summer Study Abroad (Project Safari) and the Albert K. Sheldon Loan Fund.

# Student Affairs

## SERVICES

**Advising** — Among the many advantages of Suffolk University is its relatively small size which enables students to maintain their individuality. Within the setting of a major university, each college affords an opportunity for extensive personal contacts, if desired. Faculty and Administration are readily available to students. Administrators and Faculty maintain an "open door" policy. Faculty office hours are posted. An active freshman advising program utilizes both faculty and upper class students. A faculty advisor is assigned to each freshman according to the intended major area of study. Upon earning sophomore status a student may elect to remain with his or her advisor or seek the services of another faculty member.

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 present or future progress.

The student is encouraged to discuss academic affairs and interests with members of the faculty whose interests overlap his or her 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 Students' 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 or her own affairs as much as possible. Part of this responsibility involves securing counsel or assistance whenever needed or helpful.



If a faculty advisor approves a student's program, the student is obliged to follow that program unless approval for change is obtained from the advisor.

**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, Archer Building, to discuss their religious, marital, social, or personal interests.

**Minority Student Advising** — The Minority Student Advisor is located in the Archer Building and is available to all students for advising. Students are encouraged to discuss matters of any sort with the Advisor.

**Department of Psychological Services** — The Department of Psychological Services exists to help students function more effectively by helping them to define and accomplish their personal and academic goals. Psychological Services Department facilities and programs are offered to day and evening students, faculty, administration and alumni, without charge.

The services include the following: (1) individual and group counseling relating to personal and academic adjustment and to career exploration, (2) administration and interpretation of aptitude, achievement, interest and personality tests to assist students in the process of exploring and defining career goals, (3) maintenance of a career/education library, (4) experiential group courses in Interpersonal Relations designed to help students foster personal growth by increasing self-awareness and awareness of others through face-to-face interchange with group members.

Psychological Services are available from 9:00 a.m. to 4:30 p.m. Monday through Friday, and on Wednesday evenings from 5:00 to 8:00 p.m. Appointments can be made in Archer 20 or by telephone (x 226).

Owing to limited resources, it is not always possible to provide complete support services for special non-degree students. When necessary, students will be referred to appropriate outside agencies for assistance.

**Archives** — The University Archives is a storehouse of Suffolkanas. A collection of Suffolk yearbooks, catalogs, newspapers, and other memorabilia are housed in the Archives. The Suffolk University Archives is located in the Mount Vernon Street Building.

**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.

**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 8:00 a.m. to 11:00 p.m., Monday through Friday; and 8:00 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.

**New Directions** — New Directions is a student-run information, service, and referral center for the Suffolk University community. New Directions' aim is to service any need of any student who contacts the office. The office emphasizes that it is a place to come and talk, a place to give information and services as well as receive them. New Directions is also helpful and more than willing to discuss, plan, and channel the ideas of individual students for activities within the University.

New Directions maintains a library of materials on subjects ranging from drugs, alcoholism, and birth control, to consumer protection and food stamps. Pamphlets, books and personal experience are provided with an



honest appraisal of their worth. New Directions enthusiastically provides information about almost everything at Suffolk University.

**Official University Bulletin Boards** — All students are responsible for information posted on the Official University Bulletin Boards located in the entrances in the Fenton and Mount Vernon Street Buildings.

**Transfer Student Counselor** — The Transfer Student Counselor's Office is open to both day and evening students, Monday through Friday, in the Admissions Office at 56 Temple Street. The Transfer Student Counselor is available to discuss transfer credit, the selection of courses, academic requirements, and problems encountered in the process of transfer.

**International Student Advice** — The advisor to international students is prepared to render aid in the student's official relations with one's own and the United States government. For assistance of an academic or personal nature, the international student should feel free to go to any of the University counselors or faculty. Financial assistance is not available to entering international students. In rare instances, after one full academic year of study, limited assistance may be awarded upon application.

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

## SCHOLARLY HONOR SOCIETIES

**Alpha Sigma Lambda** — The purpose of Alpha Sigma Lambda, Chapter Alpha Psi, is the advancement and recognition of scholarship among evening students. Membership is restricted to undergraduates who have completed a minimum of thirty semester hours of evening course work at Suffolk University, which must include at least fifteen semester hours outside the student's major field. Students must have been in attendance at a recognized college or university a minimum of four semesters. Members shall be elected only from the highest ten percent of the class in scholarship, provided, however, that the minimum grade point average shall not fall below 3.2.

**Delta Alpha Pi Society** — At the close of each term the deans and the faculties of the Colleges select high standing junior or senior Day Division students 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 the 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 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.

**Honors in English** — Juniors and seniors of high scholastic achievement are selected by the English faculty from among English, Journalism, and Humanities majors to take part in a special seminar each semester. They receive scholarly training based on intensive readings in literature. On completion of the program the participants are awarded certificates of merit and given a special notation of their accomplishment on the official record.

**Humanities Honors** — Students are eligible for Honors in Humanities when they have completed at least 21 hours in humanities courses with an average of at least 3.3. They should maintain an average of 3.0 in other courses, and should make a contribution to the extra-curricula activities.

**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 History Honor Society** — 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. Composed of both faculty and student members, the Theta Lambda Chapter is a flourishing group with an outstanding record. Student membership is based on (1) the completion of at least fifteen semester hours of history course work with an average of 3.4 before the senior year and of 3.25 in the senior year, PLUS (2) an average of 2.8 or better in at least two-thirds of all other course work at Suffolk. 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 Alpha Alpha** — is the National Honor Society for Public Affairs and Administration. The Suffolk Chapter has the distinction of being one of ten Chapters specifically authorized to admit graduate students.

**Pi Gamma Mu Honor Society** — Massachusetts Gamma Chapter is the Suffolk 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 one year is ten percent of upperclassmen 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 on April 26, 1965. Eligibility is open to all students (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 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 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).

**Who's Who in American Colleges and Universities** — Students nominated to Who's Who are selected in their senior year on the basis of scholastic and community achievements, scholarship ability, participation and leadership in academic and extracurricular activities, citizenship and service to Suffolk University, and potential for further achievement. Both day and evening students are eligible for consideration.

## **STUDENT ACTIVITIES**

Suffolk 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 sportspersonship. The following activities are open to all qualified students in the University.

Accounting-Finance Association

Suffolk University Afro-American Association

Alpha Phi Omega (National Service Fraternity)

Athletics (Varsity) — Suffolk 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

Athletics (Intramurals) — Intramural sports are offered for both men and women at Suffolk. Included in the program are flag football, basketball, weight-lifting, handball, squash, and softball. Clinics are held for tennis, and self defense. There is also a swimming program for women.

Suffolk University American Marketing Association

The Beacon (Yearbook)

Cheerleaders

Chess Club

Christian Science Association

Communique

Council of Presidents

Walter M. Burse Debating Society

Delta Sigma Pi (Business Fraternity)

Suffolk University Drama Club

Evening Division Student Association

Suffolk Evening Press

Film Co-op

Gamma Sigma Sigma (National Service Sorority)

The Gold Key Society

Higher Consciousness Collective

History Society

Hockey Club

Humanities Club

Suffolk Journal

Suffolk University Journalism Society

Latin American Association

Modern Language Club



New Directions

Phi Alpha Tau (Communicative Arts Fraternity)

Phi Chi Theta (Business Sorority)

Phi Sigma Sigma Sorority

Photography Club

Political Science Association

Psychology Club

Public Administration Society

Science Club

Ski & Outing Club

Society for Advancement of Management

Sociology Club

The Society of Professional Journalists

Student Government Association

Suffolk University Theatre

Suffolk University Veterans Association

Suffolk University Women's Program Committee

Tau Kappa Epsilon Fraternity

Venture Literary Magazine

WSUB Closed Circuit Broadcasting System (television & radio)

# 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** — Attendance requirements are left to the discretion of the faculty member in each of his or her classes. The faculty member is responsible for informing students of his or her attitude regarding attendance at the beginning of each course. The student, in turn, when absent from class, has the responsibility of obtaining knowledge of what happened in class, especially information about announced tests, papers or other assignments. While absence may adversely affect grades in courses when class participation is a determinant in grading, absence *per se* in other courses will not result in academic penalty.

**Class Hours** — Day classes normally meet three times a week on Monday, Wednesday, and Friday for 50 minutes, or twice a week on Tuesday and



Thursday for 75 minutes. Classes meeting on Monday, Wednesday, and Friday have a 10 minute break between classes. Classes meeting on Tuesday and Thursday have a 15 minute break. The period between 1:00-2:15 on Tuesday and Thursday is reserved for student activities, faculty meetings, and guest lecturers. Evening class hours, which start at 4:30 p.m. or later, are listed in the Evening Division section of this bulletin.

**Change of Address** — Each student is required to notify the registrar of any change of home or local 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. 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. Examples of unacceptable conduct include: unauthorized use of alcoholic beverages, theft, vandalism, gambling, plagiarism, and use, possession or distribution of illegal drugs.

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, the Suffolk University Joint Statement on Rights and Freedoms of Students, and other 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 the 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 within the Uni-



versity. Violations will 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.

**Dismissal** — 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 dismissal 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 dismissal.

**Examinations** — Final examinations are offered in all regular courses unless waived by the department chairperson and 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.

**Make-Up 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" is not eligible for a make-up examination.

**Normal Full Program** — A program of four or five courses is considered a full load for a day student in any semester of the 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 or she 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 four 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. This policy does not apply



to students admitted as continuing education students or as senior citizens who may carry reduced course loads at their own discretion.

**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 if the student has been in attendance at Suffolk two full semesters or more, provided that the 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 a program in advance of Registration Day. Students in their first two full semesters, excluding summer sessions, are limited to five courses.

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

Summer Session students whose average is below 2.5 are ordinarily limited to a program of not more than two courses in each term, but may petition the Committee on excess courses for permission to take a third course. Students whose average is 2.5 or better may carry three courses in each term.

**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 except in extremely unusual and rare instances. 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 freshman will receive tentative reports of his or her 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** — Effective as of the Spring Semester of 1976, the following grading system will apply to all undergraduate students.

<i>Letter Grade</i>	<i>Honor Point Equivalent</i>
A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
D+	1.5
D	1.0
F	0.0
I	Does not affect honor point average
W	Does not affect honor point average
P	Does not affect honor point average

"A", "B+", and "B" are honor grades.

"C+" and "C" represent satisfactory work.

"D+" and "D" represent passing but unsatisfactory work.

"F" is a failing grade. It indicates (a) that more than half of the course requirements are complete but unsatisfactory by the end of the semester or, (b) that the student dropped the course or withdrew from the University without valid cause after the mid-point of the course (in terms of weeks of class). (Up to five "F" grades may be removed from the student's record if the course is retaken and a passing grade received. The grade point average will be recomputed without the zero contribution from the "F" grade. The course must be retaken the next time the course (or laboratory) is offered.)



"I" indicates that at least half of the course requirements have been completed with a passing average ("D" or better) at the end of the 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.

"W" signifies official withdrawal from a course. It is assigned administratively, (a) if a student voluntarily drops the course or withdraws from the University prior to the start of the mid-point of the course, in terms of weeks of class, or, (b) if he drops the course or officially withdraws from the University for *valid and serious cause* after the mid-point of the course.

Valid cause includes serious illness, job transfer, problems involving family responsibilities, and similar circumstances beyond the students' control.

The legitimacy of such declarations for cause will be determined by the Dean of Students' Office. Any reasons for cause must be documented and certified and submitted with the completed petition.

An excessive number of "W's" can lead to academic probation or dismissal.

Courses officially dropped during the add-drop period will not appear on the student's record.

STUDENTS WHO MERELY STOP ATTENDING A COURSE WITHOUT HAVING COMPLETED THE OFFICIAL FORMS MUST EXPECT TO RECEIVE A GRADE OF "F"

For information concerning tuition liability, see pp. 15-16.

**Honor Point System** — Scholastic averages will be computed as follows: 4.0 Honor Points will be granted for each semester hours of A grade work, 3.5 Honor Points for B+ work, 3.0 for B work, 2.5 for C+ work, 2.0 for C work, 1.5 for D+ work, 1.0 for D work, and 0.0 for F work. Grades of I, W, and P are

not computed in determining honor points. In a 3 semester hour course, a grade of A will count as 12 Honor Points ( $3 \times 4.0$  Honor Points = 12 Honor Points). A minimum average of 2.0 (C) is required for graduation. In some departments, a higher average is required in the major.

**Pass-Fail Courses** — A Pass-Fail 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-Fail course with the consent of the instructor.

Pass-Fail 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-Fail on their registration forms at the time of registration. No changes from this designation to the letter grade system or vice-versa are 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-Fail basis. The instructor and the Registrar will transcribe a Pass as P and a Fail as F 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-Fail 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 student or at least three courses as an evening student with an average of 3.0 or better for the semester. A grade of F or I disqualifies a student for the Dean's List, regardless of average.

### **Academic Standing, Probation, Dismissal**

	<i>Good Standing</i>	<i>Probation</i>	<i>Dismissal</i>
End of Freshman Year (At least 24 credits attempted)	1.8 or better average	Average of 1.5 to 1.8	Average less than 1.5
End of Sophomore Year (At least 54 credits attempted)	1.9 or better average	Average of 1.6 to 1.9	Average less than 1.6
End of Junior Year (At least 84 credits attempted)	2.0 or better average	Average of 1.8 to 2.0	Average less than 1.8
Mid-Senior Year (After 100 credits attempted)	2.0 or better average	Average of 1.85 to 2.0	Average less than 1.85
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 W 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 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 one's average does not improve, the Dean of the college or the Academic Standing Committee may require a limitation of 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 fall and spring semester 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, the 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 the 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 the 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 academic probation after a hearing by the Dean of Students or by the Joint Committee on Student Conduct, which hearing has been held at the option of the student, is subject to suspension, enforced withdrawal, or expulsion from the University or appropriate lesser penalties if warranted by the circumstances.

Cheating on examinations, plagiarism, and/or improper acknowledgement of sources in essays or research papers, and the use of a single essay or paper in more than one course, without the permission of the instructor, constitute unacceptable academic conduct. A student who has been found to have violated this rule after a hearing by the Dean of Students or by the Joint Committee on Student Conduct, which hearing has been held at the option of the student, is subject to 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 English 1.0, English 1.3, English 1.5, or English 1.6 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 the student 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 courses 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 normal 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 or she receives an F or an I grade, regardless of his or her 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 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 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 or I.
5. Students shall be ineligible to be elected to Delta Alpha Pi who have more than one grade of F or I.

**Application for Degree** — Students must complete an Application for Degree at the Accounting Office no later than two months prior to the end of the final semester of work. Upon filing this application, the student is required to pay the balance of any tuition and fees (including the graduation fee) at that time. The Registrar will not accept any forms until clearance has been granted by the Accounting Office. 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 or she 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, the student or parents should write to the Dean of Students concerning the reason that requires withdrawal from college.

# **Undergraduate Degree Program Bachelor of Science in Business Administration**

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

The College of Business Administration offers to full-time day students the choice of five majors: Accounting, Finance and Banking, Management, Marketing, and Public Management. In addition to the above majors, evening students may elect to pursue a General Business major.

## **OBJECTIVES**

1. To provide an environment which will encourage freedom of thought and expression.
2. To provide a strong, well-rounded education in order to acquaint students with the fundamentals of business and to develop their awareness of their cultural and personal role in society.
3. To provide professional programs in accounting, finance, management, marketing, public management, and business administration.
4. To provide education opportunities for qualified men and women who might otherwise be deprived of them as a result of economic, social or cultural handicaps.
5. To provide society with well educated men and women who are highly qualified in their chosen professions.



## Curriculum

## Freshman Year

## Sem. Hrs.

Acct. 1.1-1.2	✓ Principles of Accounting .....	6
Eng. 1.1-1.2	✓ Rhetoric and Composition ( <i>Freshman English</i> ) .....	6
Soc. 1.1	✓ Principles of Sociology ( <i>Either Semester</i> ) .....	3
Psych. 1.1	✓ General Psychology ( <i>Alternate Semester</i> ) .....	3
Math. 1.51-1.52	✓ Finite Mathematics for Business .....	6
	✓ Humanities and Philosophy Option ( <i>see Options</i> ) .....	6
		<hr/> 30-30

## Sophomore Year

## Sem. Hrs.

Acct. 2.3-2.4	✓ Managerial Accounting (Accounting majors take Acct. 2.1-2.2 in lieu of 2.3-2.4). ....	6
Eng. 2.3-2.4	✓ Literary Masters of England and America .....	6
Mgmt. 2.1	✓ Principles of Management ( <i>Either Semester</i> ) .....	3
Mkt. 2.1	✓ Principles of Marketing ( <i>Alternate Semester</i> ) .....	3
Comp. Sci. 2.1	✓ Introduction to Data Processing ( <i>Either Semester</i> ) .....	3
Econ. 2.2 or Ma. 2.7	Introduction to Statistics ( <i>Alternate Semester</i> ) or .....	3
	Statistics with Business Application	
Options	next sem. Natural Science Option ( <i>see Options</i> ) .....	8
		<hr/> 32-82

## Junior Year

## Sem. Hrs.

Econ. 1.1-1.2	next sem. Principles of Economics .....	6
Fin. 3.1	next sem. Business Finance ( <i>Either Semester</i> ). Recommended.	
	Finance and Banking majors take in Fall Semester. ..	3
Soc. 3.6 or Psych. 3.6	fall Industrial Sociology or Industrial Psychology ( <i>Either Semester</i> ) .....	3
Options	next sem. Social Science Option ( <i>see Options</i> ) .....	6
Major Courses	need Consumer Behavior	9
Free Elective	Marketing Research Marketing Policies & Strategies	3
		<hr/> 30-92

## Senior Year

## Sem. Hrs.

Govt. 4.8	fall Governmental Policy and Business ( <i>Either Semester</i> ) ....	3
Econ. 3.3	fall Money and Banking ( <i>Alternate Semester</i> ) .....	3
Major Courses		9
Law 2.1-2.2*	next sem. Business Law .....	6
Free Elective	need 3 major courses	3
Liberal Arts Electives		6
		<hr/> 30-122

Major courses are selected from required and elective courses listed in specific major, e.g.: Accounting; Finance and Banking; Management; Marketing; Public Management; and General Business (evening).

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

### Options

*To be chosen from two-semester sequences, when available.*

#### *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. 1.3-1.4 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.*

## ACCOUNTING AND BUSINESS LAW

*Professors:* Stone (Chairperson), Diamond, Waehler; *Associate Professors:* Dennis, Meyler; *Assistant Professors:* Burke, Volk; *Instructor:* Cusack.

### 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 Chairperson of the Accounting Department or a representative in planning their programs.



Students who wish to major in Accounting must complete 24 semester hours of advanced 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.

<b>Required Courses:</b>		<b>Sem. Hrs.</b>
Intermediate Accounting Problems	Acct. 2.1-2.2	6
Cost Accounting	Acct. 3.1-3.2	6
Advanced Accounting Problems	Acct. 3.3-3.4	6
Auditing	Acct. 4.1	3
Taxation	Acct. 4.5	3
Business Law	B. Law 2.2	3
<b>Elective Courses:</b>		<b>Sem. Hrs.</b>
Administrative (Budgetary) Accounting	Acct. 2.6	3
Accounting Theory	Acct. 3.9	3
Advanced Taxation	Acct. 4.6	3
Municipal and Governmental Accounting	Acct. 4.7	3
Introduction to Computer Programming	Comp. Sci. 2.2	3
Computer Systems Analysis and Design	Comp. Sci. 3.1	3
Cobol	Comp. Sci. 4.3	3

## Accounting Courses

**Accounting 1.1-1.2 — Principles of Accounting.** The basic fundamentals of accounting are defined, explained, and illustrated. Subjects covered include: basic accounting statements, development and operation of accounts, books of original entry, controlling accounts, work-sheets, and introduction to partnership and corporation accounting. No previous knowledge of bookkeeping required. *2 terms – 6 semester hours. Offered each semester.*

**Accounting 2.1-2.2 — Intermediate Accounting Problems.** A thorough familiarization of the basic assumptions, the procedures and methods that underlie modern accounting, and their application to the preparation of financial statements and accounting reports. With this background, the accounting major is prepared to analyze and interpret the full product of accounting; and to continue with advanced studies that will enable the student to achieve professional status. *Prerequisite: Acct. 1.2. 2 terms – 6 semester hours. Offered annually.*

**Accounting 2.3-2.4 — Managerial Accounting.** A full year accounting course for non-accounting majors. A general presentation of the use and application of accounting information for management purposes required for all non-accounting majors. Includes statement composition and presentation, fund flows, cost accounting, financial statement analysis, budgeting, capital and pricing decision. *Prerequisite: Acct. 1.2. 2 terms – 6 semester hours. Offered annually. (Accounting majors may not take this course for major credit.)*

**Accounting 2.6 — Administrative Accounting.** Principles and methods of budgeting, estimating income, and operating budgetary control systems. Analysis of financial statements and determination of ratios. *Prerequisite:* Acct. 1.2. 1 term — 3 semester hours. *Offered every other year.*

**Accounting 3.1-3.2 — Cost Accounting.** Accounting in a manufacturing business for materials, labor, and manufacturing expenses. Job order, process and standard cost systems are studied. *Prerequisite:* Acct. 1.2. 2 terms — 6 semester hours. *Offered annually.*

**Accounting 3.3-3.4 — Advanced Accounting Problems.** Accounting problems in partnerships, consignments, installment sales, statement of affairs, receivership, realization and liquidation, estates and trusts, branch accounting, parent and subsidiary accounting, and consolidated statements. *Prerequisite:* Acct. 2.2. 2 terms — 6 semester hours. *Offered annually.*

**Accounting 3.9 — Accounting Theory.** A study is made of the various AICPA publications with emphasis on the most recent trends and developments as discussed in current accounting periodicals. References are made to the Accounting Research and Terminology Bulletins, Accounting Principles Board Opinions, Statements, and Interpretations. Problem solving and student presentations accompany independent research to demonstrate the applications of generally accepted accounting principles and concepts. *Prerequisite:* Acct. 2.2. 1 term — 3 semester hours. *Offered annually.*

**Accounting 4.1 — Auditing.** A study is made of auditing procedures from the inception of an audit to its completion. The preparation of working papers, financial statements and accompanying comments are studied in the light of modern practice. *Prerequisite:* Acct. 2.2. 1 term — 3 semester hours. *Offered annually.*

**Accounting 4.5 — Taxation.** The main emphasis of the course is upon Basic Federal Taxation as it applies to individuals, partnerships and corporations. Practical situations and the preparation of tax returns are discussed. *Prerequisite:* Acct. 1.2. 1 term — semester hours. *Offered each semester.*

**Accounting 4.6 — Advanced Taxation.** This course is designed to bring about an appreciation and understanding of the impact of taxation on business decisions. Application of tax principles will be illustrated by specific problems. Estate and Trust Planning. *Prerequisite:* Acct. 1.2 and 4.5. 1 term — 3 semester hours. *Offered annually.*

**Accounting 4.7 — Institutional and Governmental Accounting.** A presentation of accounting principles and financial statement reporting for governmental, charitable foundations, hospitals, universities and other non-profit units. *Prerequisite:* Acct. 1.2 and 2.2. 1 term — 3 semester hours. *Offered annually.*

## Business Law Courses

**Business Law 2.1 — Introduction to Business Law.** Nature and sources of law, courts and court procedure, Crimes and torts; Contracts, Agency and Personal Property. 1 term — 3 semester hours. *Offered each semester.*

**Business Law 2.2 — Introduction to Business Law.** Partnerships, Corporations, Real Property, Sales, and Negotiable Instruments. *Prerequisite:* Bus. Law 2.1. 1 term — 3 semester hours. *Offered each semester.*



## COMPUTER SCIENCE

*Assistant Professor:* Aucoin; *Instructor:* Courchesne.

### Computer Science Courses

**Computer Science 2.1 — Introduction to Data Processing.** An introductory course in Data Processing with emphasis on the use of the computer as a tool in decision making. After two brief discussions of card equipment and computer hardware, the course content will include flow-charting information systems, and computer programming. *1 term – 3 semester hours. Offered each semester.*

**Computer Science 2.2 — Introduction to Computer Programming.** The FORTRAN and BASIC languages will be introduced as programming tools. The course is non-scientific in nature and is intended for business, liberal arts, and science students. Students are assigned a variety of problems to be solved on an electronic computer. *Prerequisite: Computer Science 2.1. 1 term – 3 semester hours. Offered each semester.*

**Computer Science 3.1 — Computer Systems Analysis and Design.** A course in the analysis and logical design of business information systems. Students will flow chart problems in inventory control, accounts receivable, accounts payable, payroll, billing, general ledger, and production control. *Prerequisite: Computer Science 2.1. 1 term – 3 semester hours. Offered annually.*

**Computer Science 3.2 — Accounting Systems and Control.** A survey of all aspects of modern system building with appropriate emphasis on data processing. The basic needs of an accounting system from the point of management at all levels. The analysis and interpretation of accounting systems as a tool in decision making. Computer techniques for the auditor and control problems of electronic data processing will also be discussed. *Prerequisite: Computer Science 2.1. 1 term – 3 semester hours. Offered annually.*

**Computer Science 4.3 — COBOL.** A programming course for business majors with emphasis on the writing of COBOL programs. COBOL methods and typical applications of computers in business, and methods of attack in applying a computer to a business problem are discussed. *Prerequisite: Computer Science 2.1. 1 term – 3 semester hours. Offered annually.*

## FINANCE AND BANKING

*Assistant Professors:* Rissmiller (Chairperson), Shawcross.

### Finance and Banking Major

The Finance and Banking curriculum 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. Finance and Banking majors learn 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 18 semester hours of course work from the following:

**Required Courses:**

		<b>Sem. Hrs.</b>
Principles of Investments	Fin. 3.6	3
Problems in Managerial Finance	Fin. 4.8	3
Taxation	Acct. 4.5	3

**Elective Courses:**

		<b>Sem. Hrs.</b>
General Insurance	Fin. 3.5	3
Real Estate	Fin. 3.7	3
Analysis of Financial Statements	Fin. 4.3	3
Credits and Collections	Fin. 4.4	3
Investment Analysis and Portfolio Management	Fin. 4.6	3
Administrative (Budgetary) Accounting	Acct. 2.6	3
Advanced Taxation	Acct. 4.6	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
Quantitative Decision Making	Mgmt. 4.6	3
Marketing Research	Mkt. 4.4	3
An Advanced Course in Economics		3

**American Institute of Banking at Boston and Suffolk University Joint Evening Degree Program in Banking** — The American Institute of Banking at Boston and Suffolk University are associated in the presentation of an evening degree program.

Students will complete the first 2½ years at the American Institute of Banking and upon acceptance at Suffolk University will continue the remaining 2½ years for their Associate Degree and, thereafter, can continue with the remaining requirements for the Bachelor of Science Degree.

The program, structuring both Associate and Bachelor Degrees, is directed towards banking and finance, and enables the student to achieve both banking and business administration education. Evening transfer students may substitute courses in banking for some of the elective courses in Finance curriculum.

In addition, many courses at the American Institute of Banking can provide the prerequisites necessary for admission to the Masters of Business Administration Program at Suffolk University.

A total of 36 credit hours of work at American Institute of Banking is accepted for transfer.

## Finance Courses

**Finance 3.1 — Business Finance.** A study of the functions of business finance: forms of business organization; acquiring and administering funds of business firms; types of instruments of corporate finance; capital budgeting. *Prerequisite:* Acct. 1.1-1.2. 1 term — 3 semester hours. Normally offered each semester.



**Finance 3.3 — Financial Institutions.** A comprehensive study of various financial institutions, including credit and credit instruments; commercial and savings banking; consumer credit; securities exchanges; savings and loan; investment companies; trustee services; and the Federal Reserve System and other governmental financial institutions. *1 term – 3 semester hours. Offered summers only.*

**Finance 3.5 — General Insurance.** Stresses theory, practice, and problems of risk-bearing in business including life, property, and casualty insurance, and corporate suretyship. *1 term – 3 semester hours. Offered annually.*

**Finance 3.6 — Principles of Investments.** An introductory study of the investment of funds by individuals and institutions, including budgeting, insurance, wills and trusts, real estate, income taxes, pensions, savings and stocks and bonds. Analysis of types of investments and security markets. Mechanics of investing. *Prerequisite: Finance 3.1. 1 term – 3 semester hours. Offered annually.*

**Finance 3.7 — Real Estate.** An examination of principles and practices of land economics, forms of ownership and consideration of related areas of law, finance, insurance, taxation, investment, appraisal, and brokerage. *1 term – 3 semester hours. Offered annually.*

**Finance 4.3 — Analysis of Financial Statements.** Analysis, interpretation, and form of financial statements. Comparative financial statements, trend and ratio analysis. *Prerequisite: Acct. 1.2. 1 term – 3 semester hours. Offered alternate years – evenings.*

**Finance 4.4 — Credit and Collections.** Principles and practices observed in wholesale and retail credit granting. Organization and operation of the credit department. *Prerequisite: Marketing 2.1 and Management 2.1. 1 term – 3 semester hours. Offered alternate years – evenings.*

**Finance 4.6 — Investment Analysis and Portfolio Management.** An advanced course in investment analysis stressing economy, industry and firm analysis; portfolio construction and management. Risk versus return. *Prerequisite: Finance 3.6. 1 term – 3 semester hours. Offered annually – evenings.*

**Finance 4.8 — Problems in Managerial Finance.** In depth study of current finance theory and methodology applicable to the firm. Case analyses, computer simulation game, current readings. *Prerequisite: Finance 3.1. 1 term – 3 semester hours. Offered annually.*

## MANAGEMENT

*Professors: Corman, Donahue; Associate Professors: Trooboff (Chairperson), Slater; Assistant Professors: Aucoin, Sutherland; Instructor: Courchesne.*

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

<b>Required Courses:</b>		<b>Sem. Hrs.</b>
Personnel Administration	Mgmt. 3.1	3
Industrial Management	Mgmt. 4.1	3
Organization and Operation of Small Business	Mgmt. 4.4	3
Problems of General Management	Mgmt. 4.8	3
<b>Elective Courses:</b>		<b>Sem. Hrs.</b>
Purchasing Management	Mgmt. 3.5	3
Motion and Time Study	Mgmt. 4.3	3
Quantitative Decision Making	Mgmt. 4.6	3
Collective Bargaining and Labor Relations	Mgmt. 4.7	3
Introduction to Computer Programming	Comp. Sci. 2.2	3
Computer Systems Analysis and Design	Comp. Sci. 3.1	3
Cobol	Comp. Sci. 4.3	3
General Insurance	Fin. 3.5	3
Principles of Investments	Fin. 3.6	3
Real Estate	Fin. 3.7	3
Credits and Collections	Fin. 4.4	3
Sales Management	Mktg. 3.1	3
Industrial Marketing	Mktg. 3.3	3
Retail Marketing	Mktg. 3.6	3
Retail Management and Organization	Mktg. 3.7	3

## Management Courses

**Management 2.1 — Principles of Management.** The principles and techniques underlying the successful organization and management of business activities. Management problems; planning and developing the organization; departmental functions; the operation of merchandise, sales, financial, and production departments; selection and training of personnel; incentives; methods of securing better results; expense problems; control methods. *1 term – 3 semester hours. Offered each semester.*

**Management 3.1 — Personnel Administration.** A study of the modern personnel department in industry, with special emphasis upon the techniques and methods of management and utilization of manpower and contemporary human relations problems. *Prerequisite: Management 2.1. 1 term – 3 semester hours. Offered each semester.*

**Management 3.5 — Purchasing Management.** The place of the procurement function as it relates to other management functions in the modern industrial enterprise; organization for purchasing; procurement procedures and controls; appraising purchasing department performance. *Prerequisites: Mgt. 2.1 and Mkt. 2.1. 1 term – 3 semester hours. Offered annually.*

**Management 4.1 — Industrial Management.** The course will emphasize management of the productive process, taking into consideration that production is a universal task in all



organizations and, as such, is examined in the light of the newer techniques such as linear programming and learning curve. It also covers the traditional topics such as inventory control and quality control. The traditional concepts will be examined and expanded to include current thought and applicability. *Prerequisite: Management 2.1. 1 term – 3 semester hours. Offered each semester.*

**Management 4.3 — Motion and Time Study.** This course is designed to present in a scientific, but non-technical, manner, Motion and Time study as a basic tool in industrial management. Emphasis is placed upon operation analysis, principles of motion economy, synthetic time systems and establishing of standards. *Prerequisite: Management 2.1. 1 term – 3 semester hours. Offered annually.*

**Management 4.4 — Organization and Operation of Small Business.** This course is designed to acquaint the potential businessperson and business students with the requirements of attaining success in a small business. Emphasis is placed on the practical approach to solving contemporary problems of the small businessperson with some of the modern management techniques that can be applied to small business. *1 term – 3 semester hours. Offered each semester.*

**Management 4.6 — Quantitative Decision Making.** This course is designed to acquaint the students with the newer quantitative techniques current in management literature and usage. It recognizes that the manager of today, regardless of his field of interests, must be conversant with such topics as waiting line theory, learning curve, and simulation. Primary emphasis is on gaining understanding of the techniques, where and how they are used, their reliability, validity, and reality. *Prerequisite: Management 2.1, Economics 2.2. In general, limited to seniors or by permission of instructor. 1 term – 3 semester hours. Offered annually.*

**Management 4.7 — Collective Bargaining and Labor Relations.** A comparison of union-management objectives, functions and structures and its impact on managerial authority. The collective bargaining process and the problems involved in the negotiation, interpretation, and administration of collective bargaining agreements. *Prerequisite: Management 2.1. 1 term – 3 semester hours. Offered annually.*

**Management 4.8 — Problems of General Management.** This capstone course is designed to pull together the various threads of previous course work and, building on the reservoir of previous knowledge, to develop analytical and decision-making ability. To accomplish the course purposes, each section of the course will review and synthesize past material as the basis for case discussion and problem solving. Analytical and logical skills will be emphasized. Understanding the various facets of the firm and their interrelationships in decision-making will be stressed. *Prerequisite: Management 2.1. Open only to seniors who are majoring in Management. 1 term – 3 semester hours. Offered each semester.*

## MARKETING

*Associate Professors:* Auer (Chairperson), Feldman; *Assistant Professors:* Eonas, Vaccaro.

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

<b>Required Courses:</b>		<b>Sem. Hrs.</b>
✓ Sales Management	Mktg. 3.1	3
Consumer Behavior	Mktg. 3.8	3
Marketing Research	Mktg. 4.4	3
Marketing Policies and Strategies	Mktg. 4.8	3
<b>Elective Courses:</b>		<b>Sem. Hrs.</b>
Advertising	Mktg. 3.2	3
Industrial Marketing	Mktg. 3.3	3
Retail Marketing	Mktg. 3.6	3
Marketing Problems in the Legal Environment	Mktg. 3.9	3
Distributions Systems	Mktg. 4.2	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
Principles of Investments	Fin. 3.6	3
Real Estate	Fin. 3.7	3
Credits and Collections	Fin. 4.4	3
Personnel Administration	Mgmt. 3.1	3
Purchasing Management	Mgmt. 3.5	3
Industrial Management	Mgmt. 4.1	3
Organization and Operation of Small Business	Mgmt. 4.4	3
Collective Bargaining and Labor Relations	Mgmt. 4.7	3

## Marketing Courses

**Marketing 2.1 — Principles of Marketing.** An introduction to marketing as a functional area of business enterprise, and an analytical survey of problems encountered in promoting and distributing goods and services. Emphasizes the role of the consumer in the market place. *1 term – 3 semester hours. Offered each semester.*

**Marketing 3.1 — Sales Management.** Problems solved in managing a sales force, including sales organization, sales force recruitment, selection and training, compensation, supervision and motivation of the sales organization, sales planning, sales analysis and control, and an appraisal of both new and established trends in measuring the sales manager's performance. *Prerequisite: Marketing 2.1. 1 term – 3 semester hours. Offered annually.*

**Marketing 3.2 — Principles of Advertising.** Managerial analysis of principles and practices in advertising. Considers whether a firm should advertise, social and economic aspects of



advertising, relationship of advertising to public relations and publicity, survey of creating and production of advertisements, advertising budgeting and evaluation, demand stimulation, and media selection. *Prerequisite: Marketing 2.1. 1 term – 3 semester hours. Offered annually.*

**Marketing 3.3 — Industrial Marketing.** Managerial consideration of the major activities involved in the marketing of industrial products. Analysis of industrial market structures, habits and motives of industrial purchasers, types of industrial products, pricing policies in the industrial market, and industrial distribution. *Prerequisites: Marketing 2.1. 1 term – 3 semester hours. Offered every other year.*

**Marketing 3.6 — Retail Marketing.** Background for the study of retailing. Merchandise. Planning and Control. Pricing. Buying and distribution of Merchandise. *1 term – 3 semester hours. Offered annually.*

**Marketing 3.8 — Consumer Behavior.** The behavioral aspects of the marketing process are examined and the contributions of psychology, sociology, economics, anthropology, and political science are applied to the marketing process. The factors motivating the consumer and influencing the buying process are studied. *Prerequisite: Marketing 2.1. 1 term – 3 semester hours. Offered annually.*

**Marketing 3.9 — Marketing Problems in the Legal Environment.** The course objective is to acquaint the marketing student with legal forces which influence their decisions. Representative areas of investigation are: administrative agencies, anti-trust, restraint of trade, warranties, product labeling, consumer protection, advertising copy, patents, copyrights, trade marks, and product liability. *Prerequisites: Marketing 2.1, Business Law 2.1 or by permission of instructor. 1 term – 3 semester hours. Offered annually.*

**Marketing 4.2 — Distributions Systems.** Analytical evaluation and critical analysis of distribution channels. Relationship of channel policy to physical distribution and other managerial areas is explored. Costs and effectiveness of alternative distribution policies are studied. *Prerequisite: Marketing 2.1. 1 term – 3 semester hours. Offered every other year.*

**Marketing 4.4 — Marketing Research.** Fundamental techniques in marketing research including implementing marketing surveys, questionnaire construction, determination of market potentials, selection of territories, sampling theory, interpretation of results and report presentation. The functional areas of advertising research, sales research, new product research, motivation research and market research will be explored. *Prerequisite: Marketing 2.1. 1 term – 3 semester hours. Offered annually.*

**Marketing 4.8 — Marketing Policies and Strategies.** Analysis of marketing problems and policies. Integrates all areas of marketing activity and relates these to other areas of business activity. Problem-solving approach is utilized to develop the student's analytical ability. *Prerequisites: Marketing 2.1 plus nine additional hours of marketing. 1 term – 3 semester hours. Offered annually.*

## PUBLIC MANAGEMENT MAJOR

The undergraduate program in Public Management is designed for college transfers and for new students who are working in government or who wish to prepare for careers in government. It also serves men and women in

private organizations, including business, who are actively involved in government related activities.

The educational program provides a strong base in management, government and economics, and offers an internship to consolidate employment experience for government employees, or to provide employment experience for pre-professional students.

## Curriculum

		Sem. Hrs.
<b>Freshman Year</b>		
Acct. 1.1-1.2	Principles of Accounting .....	6
Eng. 1.1-1.2	English Composition .....	6
Math. 1.51-1.52	Finite Mathematics .....	6
Psych. 1.1	Principles of Psychology .....	3
Soc. 1.1	Principles of Sociology .....	3
	Humanities and Philosophy Option .....	6
		30-30
<b>Sophomore Year</b>		
		Sem. Hrs.
Acct. 2.3-2.4	Managerial Accounting .....	6
Eng. 2.3-2.4	Literary Masters of Eng. & Amer. ....	6
Mgmt. 2.1	Principles of Management .....	3
Mktg. 2.1	Principles of Marketing .....	3
Comp. Sci. 2.1	Introduction to Data Processing .....	3
Econ. 2.2 or	Statistics or .....	3
Ma. 2.7	Statistics with Business Application	
	Natural Science Option .....	8
		32-62
<b>Junior Year</b>		
		Sem. Hrs.
Econ. 1.1-1.2	Principles of Economics .....	6
Govt. 1.1	American Government .....	3
Govt. 3.6 or 3.61	State and Local Government or Urban Politics and Govt. ....	3
	Social Science Option .....	6
Major Courses*		9
Free Electives		3
		30-92
<b>Senior Year</b>		
		Sem. Hrs.
Mgmt. 3.1 or 4.7	Personnel Management or Collective Bargaining & Labor Relations .....	3
Govt. 2.0	Political Analysis .....	3
Govt. 3.62	State and Municipal Law .....	3
Econ. 4.6	Public Finance .....	3
Major Courses*		9
Free Elective		3
Liberal Arts Electives		6
		30-122

\*Major courses are selected from required and elective course lists in the Public Management Major.



Required Courses:		Sem. Hrs.
Govt. 3.2	Public Administration: Theory and Institutions .....	3
P.Ad. 3.21	Functions and Practices of Public Management .....	3
P.Ad. 4.10	Internship in Public Management .....	3
P.Ad. 4.11	Analysis in Public Management .....	3

**Elective Courses:**  
Students majoring in Public Management must take at least 6 credit hours of electives in Business, Government, Psychology, Sociology, or Economics. Courses must be previously approved by the program advisor.

### Public Management and Administration Courses

- P. Ad. 3.21 — Functions and Practices of Public Management.** Introduction to the field of public management. Role of managers in publicly controlled bureaucracies. Cognitive and observed patterns in publicly managed organizations. Techniques for analyzing and participating in the implementation phase of public policy making.
- P. Ad. 4.10 — Internship in Public Management.** Aided by the University where necessary, students arrange part-time employment in a government agency, or in a publicly oriented function of private industry. Minimum time: 15 hours weekly. May be paid or unpaid. (*Must be taken with 4.11.*)
- P. Ad. 4.11 — Analysis of Public Management.** Analysis and interpretation of experience in employment in a publicly oriented organization. Relationship of experience to widely accepted concepts in public administration and management, to the social sciences, and to normative concepts. Integration of theory and practice. (*Must be taken with 4.10.*)

*See the Graduate Program in Public Administration p. 67 for graduate level courses.*

### Center for Public Management

The Center for Public 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 operate 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 established programs in public administration and management. During 1974, the Center implemented and expanded its undergraduate and graduate degree programs. Non-credit educational and training activities are generated by the center.



Persons wishing to participate in these activities should contact the Director, Center for Public 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.

## THE BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION-SECONDARY EDUCATION 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.

### Bachelor of Science — Secondary Education

(122 Semester Hours)

Freshman	Sem. Hrs.	Sophomore	Sem. Hrs.
English 1.1-1.2 .....	6	English Option .....	6
Communications Option* .....	6	Psychology 1.1 .....	3
Social Science Option** .....	6	Education 3.2 .....	3
Humanities Option*** .....	6	Education 2.3 .....	3
Laboratory Science Option**** .....	8	Speech 1.2 .....	3
		Major Field Electives .....	9
		Related or Free Electives .....	3
	32		30
<hr/>			
Junior	Sem. Hrs.	Senior	Sem. Hrs.
Educational Methods & Curriculum Development .....	6	Major Field Electives .....	9
Education 4.9 .....	3	Education 4.21 .....	9
Major Field Electives .....	12	Related or Free Electives .....	12
Related or Free Electives .....	9		
	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.

\*\*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.

Students interested in careers in Business Education should consult the catalogue of the College of Liberal Arts as well as confer with the advisor to Business Education in the Department of Education.



## **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 18 semester hours of advanced course work (not including background courses) in two or more of the following:

Accounting	Management
Business Administration	Marketing
Economics	Computer Science
Finance and Banking	

Please refer to p. 75 of this catalogue for further information on this program.

## **PRELEGAL STUDY**

Admissions requirements for law schools throughout the country are becoming increasingly rigorous. Only students who have consistently earned honor grades in their undergraduate courses and who score high on the Law School Admissions Test should consider the study of law as a realistic goal.

Applicants for admission to an accredited law school must possess the bachelor's degree prior to registration. Since applicants come from many universities with varied curricula, law schools do not specify particular subjects as the "best" preparation for the study of law. Law schools are concerned, however, that applicants have a broad knowledge of the liberal arts and sciences, and depth in one or more areas of concentration. Any undergraduate major is suitable. Courses in accounting, economics, English, government, history, humanities, philosophy, sociology, psychology, public speaking, and argumentation will give good preparation for the study of law. The importance of skill in writing and speaking cannot be overemphasized. Participation in intercollegiate debate as an extracurricular activity is appropriate. Knowledge of a foreign language is useful for students who plan to work with minority groups or in a foreign country.

The Suffolk University Law School Admissions Committee is highly selective and places emphasis on the quality of undergraduate work and the results of the LSAT. Only students with above average records and LSAT scores can expect to gain admission. The Law School offers a Juris Doctor degree after three years of study in the Day Division or four years in the Evening Division.



Although Suffolk University Law School normally awards the Juris Doctor degree after seven years of full-time study — four in college and three in law school — it is sometimes possible for a limited number of outstanding Suffolk undergraduates to gain early admission to the Law School at the end of their junior year of college. Such students are able to earn the combined bachelor's degree and Juris Doctor degree in six years instead of the customary seven. The first three years of study are at the College of Liberal Arts and Sciences or College of Business Administration, and the final three years are at Suffolk University Law School. Students in the Evening Division of Suffolk University are also eligible to apply for early admission, though it normally takes a minimum of eight years of study to complete the combined degrees evenings — four in college and four in law school. The bachelor's degree is awarded after the successful completion of the first full-year of law study.

Students who seek early admission to Suffolk University Law School must enter Suffolk University as freshmen and complete 92 semester hours toward the bachelor's degree. This credit must include all required courses for the particular degree and major that the student selects, with the exception that the first full year of law study is substituted for major courses and electives that are normally taken in the senior year. Credit earned at other colleges or through the CLEP Test may not be counted toward the 92 semester hours. **ONLY SUFFOLK STUDENTS WITH DISTINCTLY SUPERIOR RECORDS AND LSAT SCORES CAN EXPECT TO QUALIFY FOR EARLY ADMISSION AND COMBINED DEGREES.**

Applicants to Suffolk University Law School should take the LSAT in October of their Senior Year (or of their Junior Year if applying for early admission and combined degrees). Experience has shown that applicants who take the LSAT a second or third time generally achieve higher scores on the later tests. Applicants should ask the Dean of Students, Dr. D. Bradley Sullivan, who also serves as Prelegal Advisor, to send a letter to the Law School certifying that they have completed their academic requirements. The Law School Admissions Committee will make its decision after it receives a transcript that includes final course grades.

Prospective law students will find additional information in the 1976-1977 edition of the *PreLaw Handbook* published by the Law School Admissions Council and the American Association of Law Schools. This publication contains information on prelegal study, a brief work picture of most American law schools, and other relevant information. A copy of the *PreLaw Handbook* may be obtained through many college bookstores or ordered directly from: L.S.A.S., Educational Testing Service, Princeton, N.J. 08540.



### **Small Business Institute**

The College of Business Administration of Suffolk University is associated with the Small Business Administration. The Institute sponsors a program in which students, as part of their class assignment, work with small, local businesses in need of assistance. The students act in a consulting capacity, applying the knowledge and skills they have developed during their career at Suffolk University.

The Small Business Institute is involved in a program that incorporates schools across the United States in a student assistance program. Suffolk University is one of the 385 colleges nation-wide that is associated with the Institute in this manner. The College of Business Administration has been involved in this program since its inception in the Boston area. The school is aware of the great value programs such as this one can be in the final development of a student's education, blending academic knowledge with practical skills.

# **Graduate School of Administration Graduate Degree Programs**

Suffolk University's Graduate School of Administration offers programs leading to the degrees of Master in Business Administration and Master in Public Administration. These programs are offered in the day and evening sessions, and may be taken as a full or part time student.

The purpose of the Graduate Programs is to offer advanced study in the field of administration in the public and private sectors. The facilities and courses offered allow a student to investigate and experience in-depth the knowledge and preparation needed to become a successful career person. A student is encouraged to become deeply involved in course work and projects.

The Graduate School of Administration offers a variety of program concepts and locations. Satellite locations are existing in both the North and South Shore areas of Boston and in several governmental agencies in Boston. The completion of a master's degree is possible in the day and evening hours and on Saturdays. Suffolk University is aware and proud of the diversity among its graduate student population and is constantly striving to accommodate their needs.



## ADMISSION

Admission in the M.B.A. and M.P.A. programs is open to qualified men and women holding a bachelor's degree from a regionally accredited United States College or University or from a recognized foreign institution of higher education.

Application for admission requires the following:

**M.B.A. Program:** 1) completed application form; 2) transcripts from all colleges attended; 3) GMAT test scores; 4) typewritten statement of activities and achievements.

**M.P.A. Program:** 1) completed application form; 2) transcripts from all colleges attended; 3) two letters of recommendation; 4) typewritten statement concerning interest in M.P.A. program.

Applications and accompanying documents must be received by the Admissions Office not later than: July 15 for the Fall semester; December 1 for the Spring semester; April 1 for the Summer session.

## FINANCIAL AID

A variety of financial aid is available to graduate students. Please refer to the financial aid section on page 12 for federal and state sponsored aid information. Students applying for this aid should furnish a GAPS FAS\* form.

The Graduate School of Administration provides a number of full and partial tuition Graduate Fellowships, Graduate Service Scholarships, and Teaching Fellowships to qualified graduate students. These awards, made directly by the Graduate School, are based upon merit and are awarded to individuals who present a strong academic background.

Applications for Graduate Fellowships and Graduate Service Scholarships should be returned to Office of Dean of Students, Suffolk University, Boston, Massachusetts 02114. All students completing GAPS FAS applications will be considered for Graduate Fellowships and Service Scholarships.

Applications for Teaching Fellowships may be obtained from and returned to: Office of the Dean, Graduate School of Administration, Suffolk University, 45 Mt. Vernon Street, Boston, Massachusetts 02108.

Applications for financial aid must be received (including GAPS FAS information) by: March 1 for the fall semester; October 15 for the spring semester.

*\*Graduate and Professional School Financial Aid Service, Box 2614, Princeton, New Jersey 08540.*

## ACADEMIC STANDARDS

Graduate students are expected to maintain satisfactory grades in all course work attempted. Formal guidelines for academic performance as applied to graduate students are as follows:

### *Recommended Action*

#### I. Prerequisite Courses

- (A) One D or F grade - *Warning*
- (B) Two D or F grades - *Dismissal*
- (C) Two or more I grades in one semester - *Warning*
- (D) Two or more I grades carried beyond one semester following receipt of I grades - *Dismissal*

#### II. Graduate Courses

- (A) One F - *Warning* (With note indicating course must be re-taken), with copy to Faculty Advisor.
- (B) Two F grades - *Dismissal*, with notice to Faculty Advisor.
- (C) Two C grades - *Warning*, with notice to Faculty Advisor.
- (D) Three C grades - *Dismissal*, with notice to Faculty Advisor.
- (E) Two or more I grades carried beyond one semester following receipt of I grades - *Dismissal*, with notice to Faculty Advisor.

The grading system is as follows:

LETTER GRADE	GRADE POINT EQUIVALENT
A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
F	0.0

## TRANSFER CREDIT

Transfer credit may be awarded for up to six (6) credit hours of upper level course work. Students wishing to transfer upper level credits should complete a transfer request form available at the Admissions Office or the Graduate School Office. Degree candidates may take prerequisite courses at other accredited institutions and should submit transcripts and requests for transfer credit to the Office of the Dean of Students.



## **DEGREE REQUIREMENTS**

The faculty will recommend to the President and Trustees of the University the award of the Master in Business Administration, or Master in Public Administration degree if the following conditions are satisfied:

1. All prerequisite courses are satisfactorily completed (with a C grade) or waived.
2. All ten upper level courses are completed with a B average or better. The minimum passing grade for a graduate course is C.
3. All degree requirements are completed within five years after the start of graduate course work.

Each degree candidate at the beginning of his or her final semester must file an application for the award of his or her degree on official forms available at the Graduate School Office or at the Registrar's Office.

## **TUITION AND COSTS**

Tuition for full time study is \$1,900 per year; for part time study \$185 per 3 credit hours for prerequisite courses and \$190 per 3 credit hours for graduate courses. Books and case material are approximately \$25 per course. Student activity fees total \$10 per year for full time students and \$4 per year for part-time students. Tuition payment and refund information is located on pages 12-16.

# Master in Business Administration Program

**Philosophy** — The philosophy of the Graduate School of Administration is that a program based on broad rather than specialized training is best suited for the preparation of managers who will be challenged by the myriad of opportunities and problems encountered in a rapidly changing economic, social, and political environment. This philosophy is translated into specific M.B.A. program objectives.

**Objectives** — To develop an understanding of particular business functions and their interrelationships.

To develop an understanding of the role and responsibilities of business in the society.

To develop an ability to identify problems, obtain relevant information, devise alternative courses of action, reach conclusions, and implement decisions.

To develop the attitudes, skills, professional identification and commitment of professional management.

To provide the opportunity for limited concentration in accounting, finance, marketing, management, operations or general management.

## M.B.A. COURSE OF STUDY

The M.B.A. curriculum is divided into a prerequisite course component and upper level course component. The prerequisite courses may be waived if satisfactorily completed (with at least a C grade) in the undergraduate program of an accredited institution, or through satisfactory performance on



a CLEP Examination in the subject matter. Non-matriculated students may enroll in prerequisite courses as special students.

Students needing Principles of Accounting (Acct. 1.1-1.2) and Business Finance (Fin. 3.1) should enroll in Graduate Financial Accounting (B.Ad. 6.1-6.2). Students needing Principles of Management (Mgmt. 2.1) and/or Principles of Marketing (Mktg. 2.1) should enroll in Introduction to the Functional Areas of Management and Marketing (B.Ad. 6.3).

Required Upper Level (10 level) courses are open only to matriculated degree candidates. These courses may be taken in any sequence except Business Policy (B.Ad. 10.10) must be taken during the final semester of the M.B.A. program. M.B.A. elective courses may be taken in any sequence if all prerequisites for the particular elective are satisfied.

Concentration is possible for M.B.A. candidates who seek limited specialization in their graduate program. A concentration, which consists of 9 (nine) courses of advanced graduate electives, is available in the following areas:

**Accounting**

Intermediate Graduate Level  
Accounting  
Graduate Accounting for  
Managers  
Taxation for Managers

**Finance**

Advanced Financial Management  
Advanced Investment Analysis  
Advanced Economic Analysis

**Marketing**

Marketing Research for Managers  
Marketing Communication Systems  
Legal Aspects of Marketing

**Management**

Data Processing for Managers  
Operations Management  
Organization Development

**Prerequisite Courses** — The following are prerequisite core courses which can be waived if satisfactorily completed in the undergraduate program or via CLEP Examination.

	Credits
Principles of Accounting (Acct. 1.1-1.2)* .....	6
Principles of Economics (Econ. 1.1-1.2) .....	6
Business Law (B.Law 2.1) .....	3
Principles of Management (Mgmt. 2.1)** .....	3
Principles of Marketing (Mktg. 2.1)** .....	3
Business Finance (Fin. 3.1)* .....	3
Statistics (Econ. 2.2 or Math. 2.7) .....	3
Introduction to Data Processing (Comp. Sci. 2.1) .....	3
	<hr/> 30

\*Graduate Financial Accounting (B.Ad. 6.1-6.2) may be taken by M.B.A. candidates to satisfy the Acct. 1.1-1.2 and Fin. 3.1 requirements.

\*\*Introduction to the Functional Areas of Management and Marketing (B.Ad. 6.3) may be taken by M.B.A. candidates to satisfy the Mgmt. 2.1 and Mktg. 2.1 requirements.

Prerequisite courses may not be taken on a pass-fail credit basis.

**Upper Level Courses** — The following courses may only be taken upon acceptance as a degree candidate in the graduate program and after completion of all prerequisites.

	<b>Credits</b>
Marketing Management (B.Ad. 10.3) .....	3
Production Management (B.Ad. 10.4) .....	3
Financial Management (B.Ad. 10.5) .....	3
Managerial Economics (B.Ad. 10.7) .....	3
Business, Government, & Society (B.Ad. 10.9) .....	3
Business Policy (B.Ad. 10.10) .....	3
Human Behavior in Organization (B.Ad. 10.11) .....	3
Advanced Graduate Electives .....	9
	30

**Advanced Graduate Electives** — Electives are open to matriculated M.B.A. degree candidates who have satisfied all prerequisite courses and any specific upper level course requirements listed below.

**Advanced Graduate Electives**

**Upper Level Prerequisite**

B.Ad. 10.21 — Data Processing for Managers	None
B.Ad. 10.22 — Taxation for Managers	None
B.Ad. 10.23 — International Business	None
B.Ad. 10.24 — Legal Environment of Business	None
B.Ad. 10.26 — Operations Management	B.Ad. 10.4 Production Management
B.Ad. 10.27 — Mktg. Research for Managers	B.Ad. 10.3 Marketing Management
B.Ad. 10.28 — Advanced Invest. Analysis	None
B.Ad. 10.29 — Real Estate Fin. & Investments	None
B.Ad. 10.30 — Advanced Financial Management	B.Ad. 10.5 Financial Management
B.Ad. 10.31 — Organization Development	B.Ad. 10.11 Human Behavior in Organization
B.Ad. 10.32 — Advanced Economic Analysis	B.Ad. 10.7 Managerial Economics
B.Ad. 10.33 — Studies in Managerial Problem Solving	None
B.Ad. 10.34 — Intermediate Graduate Level Accounting	None
B.Ad. 10.35 — Graduate Accounting for Managers	None
B.Ad. 10.36 — Marketing Communication Systems	B.Ad. 10.3 Marketing Management
B.Ad. 10.37 — Legal Aspects of Marketing	B.Ad. 10.3 Marketing Management
B.Ad. 10.38 — Risk Management and Insurance	None

The following courses offered by Suffolk University Law School may be taken by a limited number of M.B.A. candidates for elective credit:

Arbitration

Corporate Finance (Prerequisite B.Ad. 10.5 Financial Management).



## Graduate Business Administration Prerequisite Courses

**Business Administration 6.1 — Financial Accounting.** A basic course encompassing the concepts of accounting fundamentals, external statement reporting, and their interpretation for financial decisions. Only open to graduate students having no previous credit in accounting and business finance or by department consent. *1 term – 3 semester hours. Offered annually.*

**Business Administration 6.2 — Financial Accounting.** An investigation of internal concepts of managerial costs, budgets, and their related functional areas of finance for profit maximization. *Prerequisite: B.Ad. 6.1 or Acct. 1.1. 1 term – 3 semester hours. Offered annually.*

**Business Administration 6.3 — Introduction to the Functional Areas of Management and Marketing.** The principles of both management and marketing are investigated in an accelerated format. Development and control of the organization and how it functions to fulfill the demand for goods and services is analyzed. Open only to graduate students having no previous credit in management or marketing. *1 term – 3 semester hours. Offered each semester.*

## 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.** The objective of this course is to develop in graduate students the ability to analyze marketing problems and to acquaint them with the function and structure of the distribution of products with relation to price, sales promotion, control, and the ultimate consumer. *Prerequisite: Mkt. 2.1 or B.Ad. 6.3. 1 term – 3 semester hours. Offered each semester.*

**Business Administration 10.4 — Production Management.** The course emphasizes management of the production process as a universal task whose goal is the creation of utility. Thus, the course goals are to develop an analytical ability and an understanding of both the newer quantitative techniques, such as linear programming, simulation, waiting line theory, and the more traditional topics such as work measurement, layout, and inventory control. Conceptual development and applicability are stressed through the use of text and cases. *Prerequisites: Mgmt. 2.1, Econ. 2.2, or B.Ad. 6.3. 1 term – 3 semester hours. Offered each semester.*

**Business Administration 10.5 — Financial Management.** An investigation, analysis, planning and solution of problems in the management of assets. Funds requirements, capital costs, short and long term financing, planning of the capital structure, use of capital markets, capital budgeting. Analysis of business cases. *Prerequisites: Acct. 1.1-1.2, Fin. 3.1 or B.Ad. 6.1-6.2. 1 term – 3 semester hours. Normally offered each semester.*

**Business Administration 10.7 — Managerial Economics.** This course develops skill in the systematic analysis of the economic aspects of business decisions and in the development and use of quantitative data on the firm. This course is required for all M.B.A. candidates. *Prerequisites: Acct. 1.1-1.2, or B.Ad. 6.1-6.2, Econ. 1.1-1.2, Econ. 2.2. 1 term – 3 semester hours. Offered annually.*

**Business Administration 10.9 — Business, Government, and Society.** This course deals with the relations between business, government, and society from the point of view of the business administrator. Case situations concerning both direct business/government relations and the relationships between business and its environment in general are used to identify and solve



problems facing the business administrator in the area of business, government, and society. *Prerequisite: completion of all required business core courses. 1 term – 3 semester hours. Offered annually.*

**Business Administration 10.10 — Business Policy.** Business Policy offers students the opportunity to develop a general management point of view rather than a functional or departmental orientation. This course builds upon and integrates the other work in the M.B.A. program by means of cases and other materials designed to develop skills in determining and implementing company objectives and policies. *Prerequisite: this course may only be taken in the final semester of the M.B.A. Program. 1 term – 3 semester hours. Offered each semester.*

**Business Administration 10.11 — Human Behavior in Organization.** Human Behavior offers the student an opportunity to understand the genesis of behavioral patterns in organizations as these patterns concern individual, group and intergroup activities, and the effect these activities have on the organization, leading to the development of “emergent behavior”. An understanding of and an ability to work within the organization will be stressed. Human Behavior in Organization offers an opportunity to study the various theories of behavior of people in organization. The student traces the evolution of behavioral theories from the intuition-based ideas up through the latest research-based conceptualizations. Conceptual development and applicability are developed by the use of texts and cases. *1 term – 3 semester hours. Offered each semester.*

**Business Administration 10.21 — Data Processing for Managers.** The primary objective of this course is to investigate, analyze, and solve computer management problems in a business environment. The student will be introduced to computer hardware, software systems flowcharting, and the BASIC programming language. The remainder of the course will deal with decision making techniques in data processing. *Prerequisites: Comp. Sci. 2.1, M.B.A. candidates only. 1 term – 3 semester hours. Offered annually.*

**Business Administration 10.22 — Taxation for Managers.** Taxation for Managers is designed to bring about an understanding of tax principles relating to specific and pertinent business problems. Practical situations and their impact on business decisions will be discussed as well as estate and trust planning. *Prerequisite: M.B.A. candidates only. 1 term – 3 semester hours. Offered annually.*

**Business Administration 10.23 — Management of International Business.** This course focuses on the principles of International Business and the characteristics which distinguish it from domestic U.S. business. It deals with problems of international law, monetary matters, finance and cultural and political matters, considerations of the complexity of multinational corporation formation and operation and the related problems are also covered. *1 term – 3 semester hours. Offered annually.*

**Business Administration 10.24 — Legal Environment of Business.** This course is designed to emphasize the legal and judicial environment in which the businessperson must operate and the problems created in the decision making process. It considers many of the legal problems a businessperson must face on a daily basis in our free society with special emphasis on the more common and practical of those legal problems. *1 term – 3 semester hours. Offered annually.*

**Business Administration 10.26 — Operations Management.** The course delves into Management Decision Making Techniques by introducing the qualitative and quantitative analysis methods used in the solution of problems dealing with: Allocation of Resources, Inventory Control, Waiting Lines, Management Games and Computer Simulation. *Prerequisite: B.Ad. 10.4. 1 term – 3 semester hours. Offered annually.*



**Business Administration 10.27 — Marketing Research for Managers.** The role of Marketing Research as an information system for decision making is investigated by use of cases, problems and projects. Emphasis is on problem definition, model design and personnel requirements. *Prerequisite: B.Ad. 10.3. 1 term – 3 semester hours. Offered annually.*

**Business Administration 10.28 — Advanced Investment Analysis.** Risk-Reward analysis of security investments including an analysis of the national economy, industry, firm and market; portfolio construction and management; emphasis on theory and professional application. Analyses of cases. *Prerequisite: B.Ad. 10.5. 1 term – 3 semester hours. Offered evenings annually.*

**Business Administration 10.29 — Real Estate Finance and Investment.** In depth study of the financial and investment viewpoints of real estate. Topics include taxation, government regulation, law, insurance, valuation, syndications and special accounting considerations of cash flow and depreciation. Review of real property and estates. *1 term – 3 semester hours. Offered annually.*

**Business Administration 10.30 — Advanced Financial Management.** In depth study of capital costs, capital budgeting, leasing, mergers and acquisitions, and other current problems of business finance. Analysis of business cases and problems is supplemented by current readings in theory and practice. *Prerequisite: B.Ad. 10.5. 1 term – 3 semester hours. Offered evenings annually.*

**Business Administration 10.31 — Organization Development.** The course offers the student the opportunity to utilize the principles and theories of organization behavior to change the beliefs, attitudes, values and structure of organizations so that they may be able to recognize and adapt to new technologies and challenges. *Prerequisite: Human Behavior 10.11. 1 term – 3 semester hours. Offered annually.*

**Business Administration 10.32 — Advanced Economic Analysis.** This course extends the scope of economics beyond that of microeconomic analysis, or the study of the firm, as covered in Managerial Economics 10.7. Dealing in the macroeconomic arena, it addresses problems of the firm in the overall economy. The course is designed to teach the future businessperson the implications of government control methods, such as dollar devaluation and wage and price controls, and to show possible avenues of reactions to such controls. Major areas covered include fiscal and monetary policy, input-output analysis, the Federal Reserve System, taxation structure implications and Multiplier Analysis. *Prerequisite: Management Economics 10.7. 1 term – 3 semester hours. Offered annually.*

**Business Administration 10.33 — Studies in Managerial Problem Solving.** The student will be offered the opportunity to investigate, identify, analyze, and solve problems facing the ongoing business firm. The team approach will be utilized in studying the cooperating firms. By permission of instructor or department chairperson. *1 term – 3 semester hours. Offered days annually.*

**Business Administration 10.34 — Intermediate Graduate Level Accounting.** This course develops an understanding of accounting concepts and generally accepted principles; auditing of functions; and an introduction to the reporting requirements of the Securities and Exchange Commission. *Prerequisite: Acct. 1.1-1.2 or B.Ad. 6.1-6.2. 1 term – 3 semester hours. Offered annually.*

**Business Administration 10.35 — Graduate Accounting for Managers.** Course content focuses on the development of knowledge of administrative (budgetary) accounting and cost accounting. Areas covered include: profit planning and control systems; sales and cash budget analysis; accounting for manufacturing expenses, job order, process, and standard cost



systems; and managerial applications. *Prerequisite:* Acct. 1.1-1.2 or B.Ad. 6.1-6.2. 1 term – 3 semester hours. Offered annually.

**Business Administration 10.36 — Marketing Communications Systems.** The role of communications as it pertains to the marketing function is investigated as a system. The relevant segments include the promotional aspects of advertising, public relations, personal selling and also information assimilation. Formal, informal, internal and external communications are discussed. *Prerequisite:* B.Ad. 10.3. 1 term – 3 semester hours. Offered annually.

**Business Administration 10.37 — Legal Aspects of Marketing.** The course objective is to acquaint marketing managers with legal forces which influence their decisions. Representative areas of investigation are administrative agencies, anti-trust, restraint of trade, warranties, product labeling, consumer protection, advertising copy, patents, copyrights, trade marks, and franchises. *Prerequisite:* B.Ad. 10.3. 1 term – 3 semester hours. Offered annually.

**Business Administration 10.38 — Risk Management and Insurance.** A study of property, casualty, life, health and group insurance protection applicable to the firm, risk analysis to determining priorities or allocating financial resources, including self-insurance. 1 term – 3 semester hours. Offered evenings annually.

## EXECUTIVE MBA PROGRAM

The Master in Business Administration is available at the Suffolk University Graduate School of Administration in a uniquely conceived SATURDAY ONLY offering.

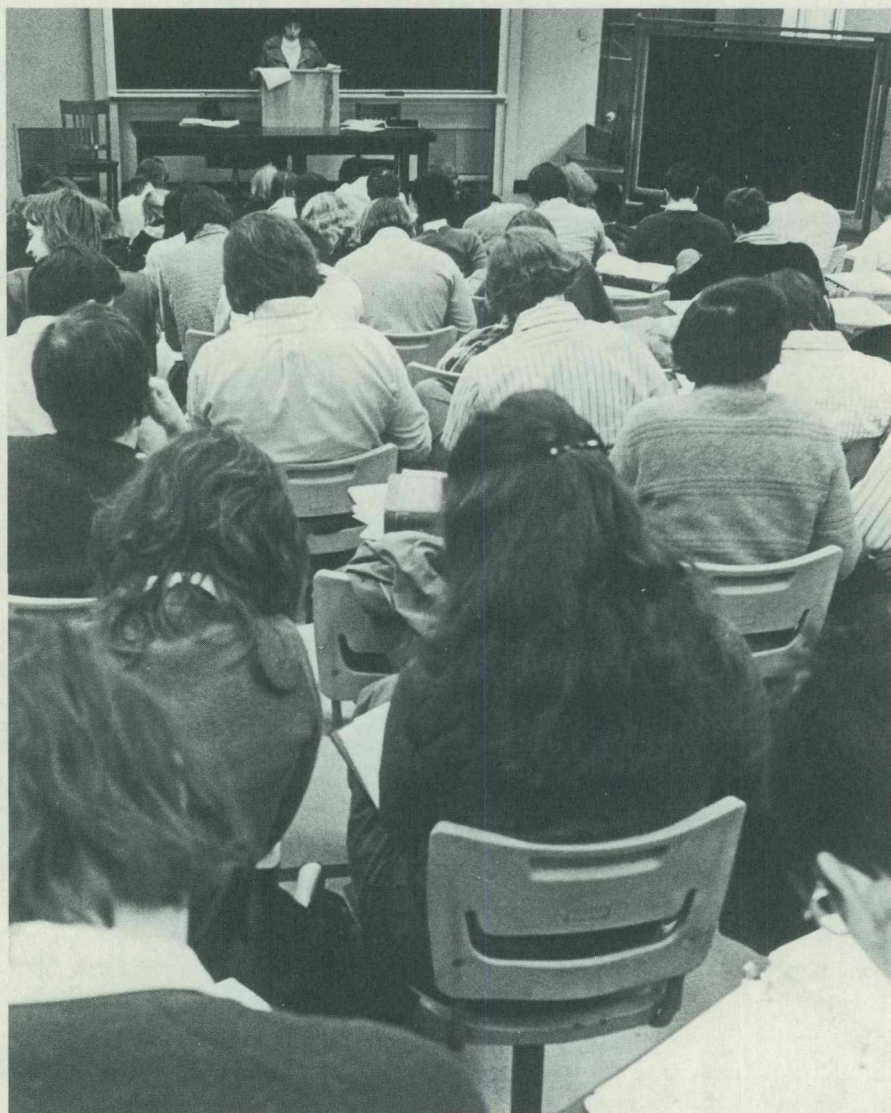
The Executive MBA Program is a rigorous, challenging, and unique educational opportunity for men and women who have clear career objectives. Admission is granted on the basis of previous educational and work experience. This program provides currently employed men and women the opportunity to achieve senior managerial responsibility in business, government and non-profit organizations.

The Executive MBA Program is designed to accommodate men and women who have had no prior academic training in business related subjects, as well as those who already possess an undergraduate degree in business. The sessions consist of eleven week segments of two courses per session; one in the morning and one in the afternoon. In the upper graduate level students take seven core courses in small, self-contained groups, interacting and learning with the same people throughout the program. In addition, three concentration courses (electives) are required in one of the four areas of concentration available to Executive MBA Program members. These concentration courses are: Accounting, Finance, Management, or Marketing.

Students with no prior academic business preparation, can complete the degree requirements in 99 instructional weeks, while students whose prior record permits admission directly to the upper level, can complete the MBA degree requirements in as few as 55 instructional weeks.

Additional information about the program can be obtained by contacting the Director, Executive MBA program at (617) 723-4700.





# The Master in Public Administration Program

The MPA curriculum is concerned with a pragmatic approach to training in Public Administration.

The program emphasizes and allows for the development of knowledge and skills so that each student may perform administrative work at all levels of government or in a public service institution.

**Objectives** — The major objective is that each student be considered in terms of his/her potential as a public manager. The curriculum has been designed to meet the needs of the students:

- . . . for the preparation of a career in the public service.
- . . . for those now in service who are interested in further study and advancement, and
- . . . for those in public service agencies (community as well as voluntary).

The curriculum has been established to correspond to the criteria of the National Association of Schools of Public Affairs and Administration in the following areas:

1. The Political, Social, Economic and Intellectual Context of Public Administration.
2. Analytical Tools: Quantitative as well as Non-quantitative.
3. Individual, Group and Organizational Dynamics.
4. Policy Analysis.
5. Administrative and Management Processes.

The MPA curriculum includes 15 credit hours of prerequisite courses and 30 credit hours of upper level graduate courses.



**Prerequisite Courses**— The following are prerequisite courses which can be waived if satisfactorily completed in the undergraduate program or via CLEP examination.

One (1) course from the following .....	3
Principles of Management (Mgmt. 2.1)	
Function and Practice of Public Management (P.Ad. 3.21)	
Principles of Economics (Econ. 1.1-1.2) .....	6
Financial and Managerial Accounting (B.Ad. 6.1 and 6.2) .....	6

Prerequisite courses may not be taken on a pass-fail credit basis.

**Graduate Program of Studies**

**I. Required Courses** (Six courses from the following):

Governmental Financial Administration (P.Ad. 11.62) <i>or</i>	
Governmental and Fund Accounting (P.Ad. 11.61) .....	3
Legal Basis of Public Management (P.Ad. 11.1) .....	3
Quantitative Analysis in Management (P.Ad. 11.2) .....	3
Practicum in Public Management (P.Ad. 11.10) <i>or</i>	
Practicum Seminar in Public Management (P.Ad. 11.11) .....	3
Governmental Context for Public Administration (P.Ad. 11.22) .....	3
Human Behavior in Organization (B.Ad. 10.11) .....	3
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**II. Advanced Graduate Electives** (Choose four courses from the following):

Administrative Strategies of Federal Government (P.Ad. 11.3)	
Administrative Strategies of State Government (P.Ad. 11.4)	
Administrative Strategies of Local Government (P.Ad. 11.5)	
Administrative Strategies of Regional Government (P.Ad. 11.6)	
Intergovernmental Conflict and Co-operation (P.Ad. 11.7)	
Personnel Mgmt. and Org. Labor in Public Sector (P.Ad. 11.8)	
Client and Community Relations in Public Administration (P.Ad. 11.9)	
Organizational Effectiveness in Government (P.Ad. 11.12)	
Analysis of Public Policy (P.Ad. 11.13)	
Individual Study (P.Ad. 11.14)	
Macroeconomics and Taxation (P.Ad. 11.15)	
Administrative Strategies of Grants-in-Aid (P.Ad. 11.21)	
Public Finance (Ec. 4.6)	
Data Processing for Managers (B.Ad. 10.21)	
Operations Management (B.Ad. 10.26)	
Marketing Research for Managers (B.Ad. 10.27)	
Organizational Development (B.Ad. 10.31)	
Advanced Economic Analysis (B.Ad. 10.32)	
Marketing Communication Systems (B.Ad. 10.36)	

## Graduate Courses in Public Administration

**P.Ad. 11.1 — Legal Basis of Public Management.** Review and development of basis for administrative practice. Legal interpretation of statutes, regulations, and proposed legislation with an impact on Public Administration. *Offered annually.*

**P.Ad. 11.2 — Quantitative Analysis in Management.** Quantitative approaches to issues of public management. Descriptive and inferential statistics. Crosstabulation and scaling. Correlation and regression. General model building. Introduction to operations research. Methodology presented through substantive applications in management analysis. *Offered annually.*

**P.Ad. 11.3 — Administrative Strategies of the Federal Government.** Exploration of administrative practice of the federal government based on the theory and history of its development. Detailed examination of major federal activities and practice in one of four areas such as defense, labor, housing, civil service, health, education, and welfare. *Offered every other year.*

**P.Ad. 11.4 — Administrative Strategies of State Government.** Theoretical and empirical review of the role of state government and its impact on administrative practice. Analysis of impact of state government structural change and management practice in various geographic and functional areas. Detailed review of history and development in one or more policy areas of state management activity. *Offered every other year.*

**P.Ad. 11.5 — Administrative Strategies of Local Government.** Variations in administrative practice in local government will be described and analyzed. Impact of population growth and shifts on service delivery, and introduction of new demands and technologies on local management structures will be explored. Particular emphasis on one or more of the major areas of local government policy making and service delivery such as public safety, public education, land use, or property tax administration. *Offered every other year.*

**P.Ad. 11.6 — Administrative Strategies of Regional Government.** Exploration of rapid growth of variations of regional government structures. Problems of control and management in unifunctional and multifunctional regional governmental action, and evaluation of experience in various geographical areas. *Offered every other year.*

**P.Ad. 11.7 — Intergovernmental Conflict and Cooperation.** Review of patterns of intergovernmental funding and administration. Special emphasis on techniques of intergovernmental grant program funding and administration. Emerging patterns of intergovernmental relations. *Offered every other year.*

**P.Ad. 11.8 — Personnel Management and Organized Labor in the Public Sector.** Detailed study of three styles of personnel management: patronage, merit (civil service), and union-management in the public sector. Concepts for the evaluation of organizational effectiveness as well as the effectiveness of public employees will be considered. Development of organized labor as a force in government. Theoretical and practical bases of legitimacy and power. Trends in labor-management practice in the public sector. Stress on collective bargaining. *Offered annually.*

**P.Ad. 11.9 — Client and Community Relations in Public Administration.** The relationship between human service agencies, their clients and the community. The historical background of the current situation will be reviewed. Cases of successful and unsuccessful relationships and interventions by governmental agencies. *Offered every other year.*



**P.Ad. 11.10 — Practicum in Public Management.** A one-semester internship for those students without professional experience in government service or in private organizations working with government. The internship will form the basis for P.Ad. 11.11. *Offered annually.*

**P.Ad. 11.11 — Practicum Seminar in Public Management.** Using the student's professional experience in government service or in private organizations working with government, an analysis and interpretation of the problems in public management will be carried out. Relationship of that experience to widely accepted concepts in public administration and management, the behavioral tradition in social science, and normative concepts will be reviewed. Students without the required professional experience must take P.Ad. 11.10. *Offered annually.*

**P.Ad. 11.12 — Organizational Effectiveness in Government.** Alternative measures of organizational effectiveness. Techniques for manipulating organizational effectiveness with various constraints. Evaluation of various factors related to organizational performance. Special attention to programming, planning, budgeting, and current applications of economic decision making. Feedback systems in program operations. Alternative measures of productivity. Relationship of productivity to political and personnel factors. *Offered every other year.*

**P.Ad. 11.13 — Analysis of Public Policy.** Theory and practice of techniques for analyzing public policy. Concentration on program evaluation, systems analysis and citizen feedback will be made. *Offered annually.*

**P.Ad. 11.14 — Individual Study.** Directed study or research.

**P.Ad. 11.15 — Macroeconomics and Taxation.** A review of public revenue collection and disbursements on federal, state, regional, and local economic activity. Particular attention to relationship of tax policy to economic decision making in the public and private sectors. *Offered annually.*

**P.Ad. 11.21 — Administrative Strategies of Grants-in-Aid.** The labyrinth of federal and private grants-in-aid will be examined. The course will stress the understanding and skills needed in locating a grant source, how to obtain funds, grant preparation, how to program and manage a grant. *Offered annually.*

**P.Ad. 11.22 — Governmental Context of Public Administration.** An institutional and behavioral survey of federal, state, and local government with concentration on the related knowledge, skills, and tools needed by the public manager. *Offered annually.*

**P.Ad. 11.61 — Governmental and Fund Accounting.** A comprehensive study of fund procedures and cost determination techniques for governmental units and other non-profit entities. *Offered annually.*

**P.Ad. 11.62 — Governmental Financial Administration.** An overview of federal, state and local governmental budgetary principles and practices. The budgetary process, cycle and system of each will be examined. *Offered annually.*

# Evening Division

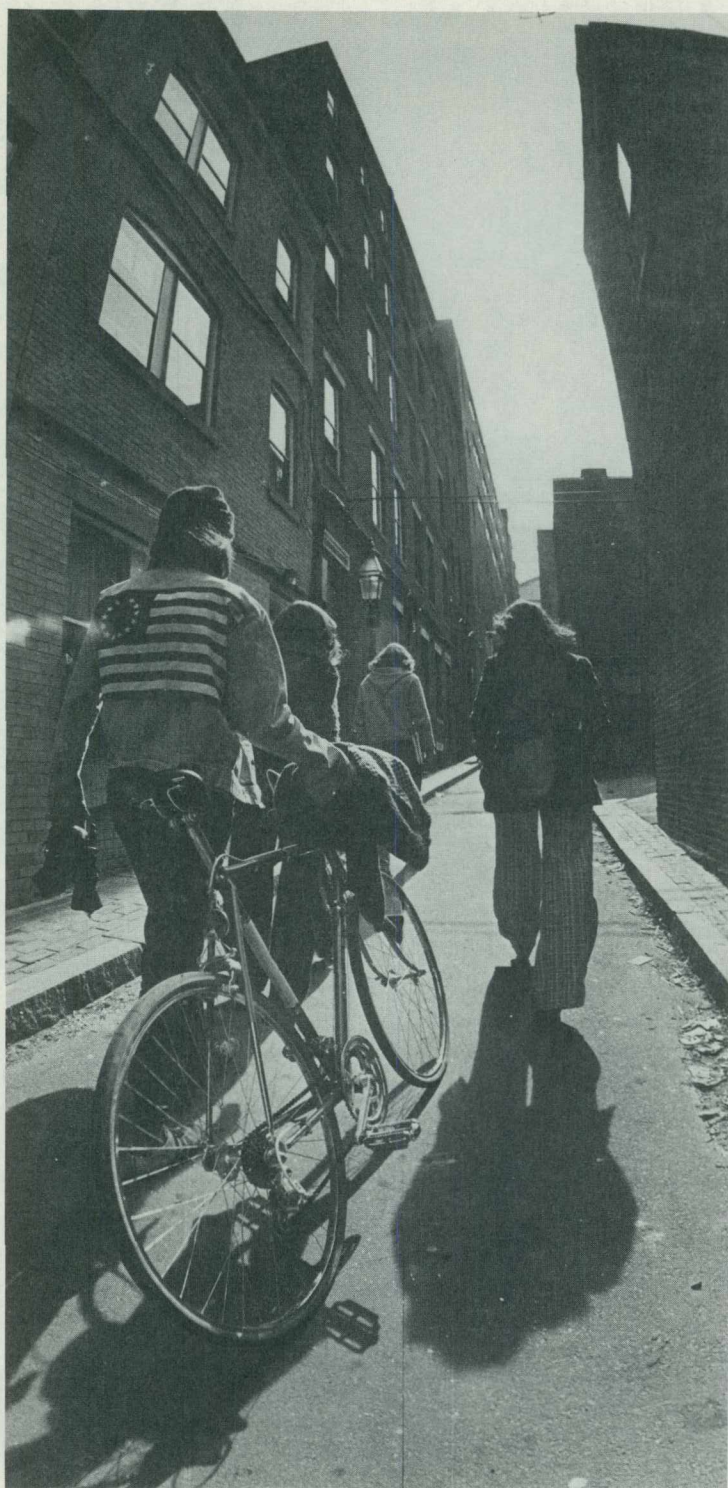
Suffolk University was the first institution of higher education in the Boston area at which students could earn the bachelor's degree entirely through evening study. In keeping with this tradition, the Evening Division provides an opportunity for qualified men and women to obtain a college education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

While it is important for the individual to have an opportunity to achieve one's 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 2300 students of all ages are enrolled in the Evening Colleges of Liberal Arts and Business Administration, and over 1200 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*, but who prefer to attend evenings on either a part-time or full-time basis.
2. Adults who wish to acquire or to update professional knowledge, whether for personal interest or professional advancement.
3. Transfer students from two-year and four-year colleges who are recommended for study toward the baccalaureate.
4. Graduates of accredited colleges who wish to take *graduate level courses* toward the master's degree in business administration or public administration.
5. Senior citizens who wish to take tuition-free courses on a space-available basis.

## Curricula

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. Major courses are available within accounting, finance, management, marketing, public management, and general business administration. The master's degree is awarded in public administration and business administration.

## 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 16-week semesters and a summer session with day and evening courses. During the fall and spring terms evening courses meet one evening a week at 4:30 and 7:15 p.m. from Monday thru



Thursday and at 5:15 p.m. on Friday, thus allowing a student to normally take two courses in one evening. Saturday classes are held at 8:30 and 11:15 a.m. During the summer session, evening courses meet two evenings a week at 5:10 and 7:45 p.m. allowing for two courses in two evenings.

The length of time required to earn a bachelor's degree varies with the number of courses carried and with attending the summer session. By taking a moderate load of two courses each fall and spring semester and in 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 fall and spring semester and two in the summer, a student can earn 24 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.

The Evening Division Student Association represents the interests of evening students in both academic-related and social concerns. Several events are planned by E.D.S.A. each year, to include an Oktoberfest, the Mystery Ride, and Recognition Night. The Evening Division Press is published periodically during the year by evening students and features items of special interest to evening students.

## SUFFOLK UNIVERSITY ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION

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	.....	options

*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 a request in writing to the registrar at the beginning of the final semester. At least 30 credits toward the degree must be earned at Suffolk University.

## GENERAL BUSINESS ADMINISTRATION MAJOR

In addition to the majors outlined in the College of Business Administration Section, evening students have the option of a major in General Business Administration. This major consists of 18 semester hours of advanced



course work (not including background courses) in two or more of the following:

Accounting	}	18
Business Administration		
Economics		
Finance and Banking		
Management		
Marketing		
Computer Science		

## Business Administration Background Requirements

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

		Sem. Hrs.
Principles of Accounting	Acct. 1.1-1.2	6
Managerial Accounting*	Acct. 2.3-2.4	6
Business Law**	Law 2.1-2.2	6
Introduction to Data Processing	Comp. Sci. 2.1	3
Principles of Economics	Econ. 1.1-1.2	6
Introduction to Statistics or Statistics with Business Application	Econ. 2.2 or Ma. 2.7	3
Money and Banking	Econ. 3.3	3
Freshman English	Eng. 1.1-1.2	6
Literary Masters of England and America	Eng. 2.3-2.4	6
Business Finance	Fin. 3.1	3
Government Policy and Business	Govt. 4.8	3
Principles of Management	Mgmt. 2.1	3
Principles of Marketing	Mktg. 2.1	3
Finite Mathematics for Business	Math. 1.51-1.52	6
General Psychology	Psych. 1.1	3
Industrial Psychology or Industrial Sociology	Psych. 3.6 or Soc. 3.6	3
Principles of Sociology	Soc. 1.1	3

\*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.

## SATELLITE PROGRAMS

The College of Business Administration and Graduate School of Administration offer various programs at satellite locations throughout the Eastern Massachusetts area. These programs are an integral part of Suffolk University offering the same course and program content as the Beacon Hill campus. The courses are taught by qualified Suffolk University faculty.

*Merrimack Valley Satellite* – Suffolk University's Merrimack Valley satellite offers Bachelor of Science in Business Administration (BSBA) and Master in Business Administration (MBA) courses at Bradford College, Route 125, in Haverhill, Massachusetts. Courses are offered Monday through Thursday during the fall, spring and summer terms.

Students may enroll in undergraduate courses in business administration as degree candidates or special students. Liberal arts undergraduate courses may be taken during the day and evening at Bradford College. Most MBA prerequisite courses, all required MBA upper level courses, and a limited number of MBA elective courses are offered at the Merrimack Valley satellite.

Applications for admission to degree status may be submitted to the Admissions Office at Suffolk University or at the Special Registration held each semester at Bradford College.

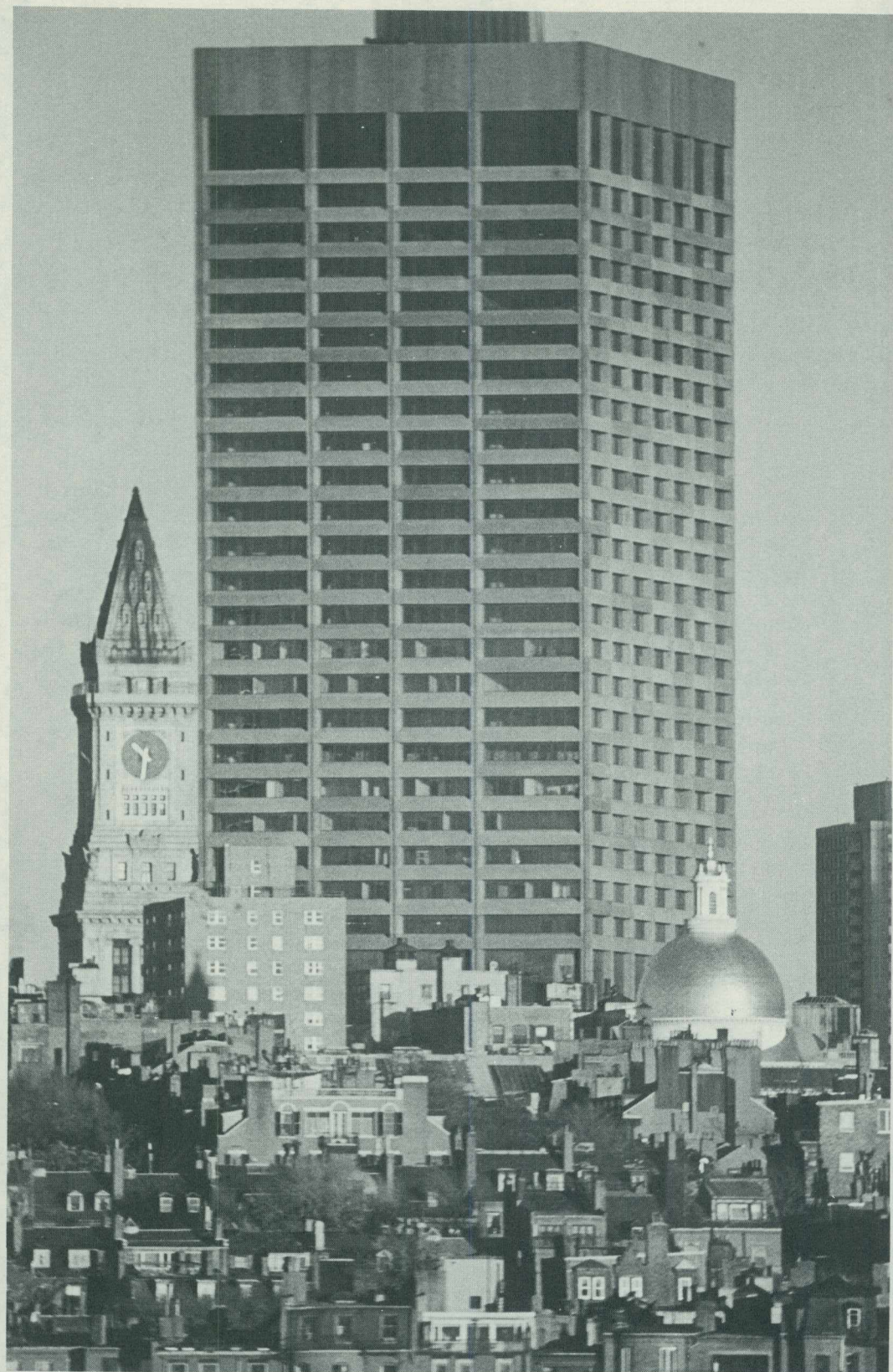
Shortly before the beginning of each semester a registration is held at the Bradford College campus. At the registration new and returning students may register for courses at the Merrimack Valley satellite and all other locations (including the Boston campus) in which Suffolk courses are offered. New and returning students may also register for Merrimack Valley courses during the University's registration periods in Boston. University registration periods are listed in the enclosed brochure.

*Swampscott Satellite* – The Masters Degree in Public Administration is available to North Shore area residents at the Swampscott Satellite campus located at Swampscott High School. This program is available to any qualified candidate.

*Boston City Hall and Public Welfare Department* – The Masters Degree in Public Administration is available to employees of City Hall and the Welfare Department at their place of business. These two programs are closed programs whereby only employees may partake in the courses offered at their specific governmental departments.

In each MPA program two courses are offered per term with two semesters per year. The same courses and faculty offered to students at the Beacon Hill are offered to those participating in the satellite programs.







# Summer Session

Summer provides an opportunity for study, whether for pleasure, acceleration, or remedial purposes. Suffolk's quiet, air-conditioned buildings offer 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 discussion and quiet reflection. Recreational and cultural activities available in the Boston area range from community sailing on the Charles River to the Boston Pops.

## DAY SESSIONS

The Day Sessions are unique in that they *combine a four-day week with two six-week sessions*. Not only do students have great flexibility of choice, but they also have three-day weekends for study or relaxation. Day courses will normally meet four days per week, Monday through Thursday.

Day students normally carry two courses per term, and may attend either or both sessions. However, students whose average is 2.5 or better may carry a third course each term, thereby readily completing a full semester's work during the summer.

## EVENING SESSION

The Evening Session consists of an eight-week calendar, with time slots enabling students to carry two courses. Evening students may, however, carry a third course if they can attend four nights per week or the special four-week courses that follow the end of the eight-week session.

Evening classes will normally meet two evenings per week, Tuesday and Thursday or Monday and Wednesday.



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**Gordon H. Berg**, *President, Berg & Co., Boston*

**\*John P. Chase**, *Chairman, John P. Chase, Inc., Boston*

**Cleo F. Jaillet**, *Budget Analyst, Taxation, Senate Ways and Means Committee, Boston*

**Edward Kennedy**, *Director of Training, The First National Bank of Boston, Boston*

**Harry E. Wilkinson**, *President, University Affiliates, Inc., Wayland*

**Robert W. Hinman**, *Vice President, The Gillette Company, Boston*

**Anthony Bille, Esquire**, *Sullivan & Bille, Tewksbury*

**Anne M. McCarthy**, *Vice President, New England Mutual Life Insurance Company, Boston*

**David L. Bens**, *President, London Harness Company, Boston*

**James J. Carroll**, *Assistant Vice President, State Street Bank and Trust Company, Boston*

**Gerard J. Kennedy**, *Vice President, The Foxboro Company, Foxboro*

**Guerard H. Howkins, Jr.**, *Director of Financial Relations, Raytheon Company, Lexington*

**\*Joseph J. Malone**, *Vice President, Prudential Insurance Co., Boston*

#### **TERMS EXPIRING JUNE, 1979**

**Anne Bryant**, *Educational Director, National Association of Bank Women, Inc., Educational Foundation, Boston*

**Joseph Serio**, *Public Affairs Manager, Western Electric Company, Boston*

**Joseph W. Powell, Jr.**, *Chairman, Technicare, Boston*

**George R. Baldwin**, *Vice President, Kaler Carney Liffler & Co., Inc., Boston*

**Paul M. Cloonan**, *Partner, Peat, Marwick, Mitchell & Co., Boston*

**\*Trustee**

## **ADVISORY COUNCIL FOR PUBLIC MANAGEMENT AND ADMINISTRATION**

#### **TERMS EXPIRING JUNE, 1977**

**The Honorable Monte G. Basbas**, *Special Justice, Newton District Court*

**Nancy B. Beecher**, *Former Chairperson, Massachusetts Civil Service Commission*

**Ray Lora**, *COMPA/ASPA Minority Committee, Boston*

#### **TERMS EXPIRING JUNE, 1978**

**Robert Fulton**, *Regional Director, Department of Health, Education and Welfare, Boston*

**Walter J. Kelliher**, *Former Mayor, Malden, Massachusetts*

**Walter H. Mode**, *Past President, American Society for Public Administration, Regional Commissioner, Social Security Administration*

**Robert J. M. O'Hare**, *Chief, Division of Intergovernmental Personnel Programs, Boston*

**Max Rote**, *Assistant Regional Director of Intergovernmental Relations, U.S. Department of Health, Education, and Welfare*

**Muriel B. Knight**, *Action for Boston Community Development, Boston*

**James M. Lombard**, *Assistant Dean, John Fitzgerald Kennedy School of Government, Harvard University*

#### **TERMS EXPIRING JUNE, 1979**

**John F. Collins**, *Professor, Sloan School of Management, Massachusetts Institute of Technology*

**Albert A. Gammal, Jr.**, *New England Regional Administrator, General Services Administration, Chairman, Federal Executive Board, Boston*

**Regina Herzlinger**, *Assistant Professor, Harvard Business School*

**Edward W. Powers**, *Employee Relations Director, Harvard University*

**Donald F. Reilly**, *Employee Training Section, Massachusetts Department of Personnel and Standardization, Boston*

**Kennedy Shaw**, *Executive Director, Massachusetts League of Cities and Towns*

**Richard T. Moore**, *President, Massachusetts Board of Selectmen*

#### **FACULTY STANDING COMMITTEES FOR 1976-1977**

##### **Committees of the Office of the President**

###### **Alumni Relations:**

*Chairperson:* Dr. West. *Members:* Mr. Connelly, Dr. Clark, Mr. Diamond, Mr. J. D. McCarthy, Mr. Kindregan, Dr. Santeusano, Dr. Webb, and Mr. Jones.

###### **Community Relations:**

*Chairperson:* Mr. Castanino. *Members:* Mr. Connelly, Dr. Clark, Ms. Gapstur, Mr. Maleson, Mr. Parks, Dr. Petherick, and Dr. Trooboff.

###### **Long Range Planning:**

*Chairperson:* Associate Dean Strain. *College Members:* Dr. Archon, Dr. Bonaventura, Dr. Fiorillo, Dr. Lamont, Dr. Levitan, Dean McDowell, Dr. Raben, Dean Ronayne, Mr. Slater, Dr. Sullivan, Dr. Unger, Dr. Vogel, Dr. Wetherbee, *Law School Members:* Mr. Callahan, Mr. Maleson, and Dean Sargent.



**Minority Students:**

*Chairperson:* The co-ordinator of Minority Student Affairs. *Members:* Mr. Carrick, Dr. Clark, Mr. Coughlin, Mr. Deleso, Ms. Dushku, Dr. Garni, Ms. Johnson, Mr. Jones, Ms. Minardi, Ms. Peterson, and Mr. Shawcross.

**Status of Women:**

*Convener:* Dr. Bonaventura. *Co-convener:* Ms. Epps. *Recorder:* Ms. Minardi. *Members:* Mr. Banks, Mr. Eonas, Dr. Ezust, Ms. Fairchild, Ms. Johnson, Ms. Robb, Ms. Soolman, and Dr. Wetherbee. Two student representatives from the College of Liberal Arts and Sciences, two student representatives from the Law School, two representatives from the College of Business Administration and the Graduate School of Administration.

**Trustees' Joint Council on University Affairs:**

*Chairperson:* President Fulham. *Members:* Trustees Fulmer, Hambelton, and Hession, Deans McDowell, Ronayne, and Sargent. *Members elected by the Faculty:* Two each from the College of Business Administration, College of Liberal Arts and Sciences and Law School.

**Joint Committee of the College of Liberal Arts and Sciences  
and the College of Business Administration**

**Joint Council on Student Affairs:**

*Chairperson:* Dean Sullivan. *Members:* Deans McDowell and Ronayne, Associate Dean Strain, Mr. Kelly, and Ms. Williams. Eight faculty representatives (elected annually), President of Student Government, Editor of the *Suffolk Journal*. One student representative each from the Freshman, Sophomore, Junior and Senior classes, and one from the Evening Division Student Association.

The Dean and the Associate Dean of the College of Liberal Arts and Sciences and the Dean and Assistant Dean of the College of Business Administration are members of all Joint Committees *ex officio*.

**FACULTY COMMITTEES**

**CBA Curriculum:**

*Chairperson:* Mr. Diamond. *Members:* Mr. Aucoin, Dr. Auer, Dr. F. Burke, Mr. Donahue, Dr. Trooboff, Mr. Volk and Assistant Dean.

**CBA Admissions, Transfer, and Academic Standing:**

*Chairperson:* Mr. Vaccaro. *Members:* Mr. Aucoin, Mr. Courchesne, Mr. Meyler, Mr. Volk, Mr. Waehler and Staff Assistant.

**CBA Financial Aid, Student Life, Counseling, and Placement:**

*Chairperson:* Mr. J. Burke. *Members:* Mr. Eonas, Mr. Sutherland and Staff Assistant.

**GSA Curriculum:**

*Chairperson:* Dr. Corman. *Members:* Dr. Feldman, Dr. Levitan, Mr. Slater, Dr. Trooboff and Assistant Dean.

**GSA Admissions, Transfer, and Academic Standing:**

*Chairperson:* Mr. Dennis. *Members:* Dr. Auer, Dr. Feldman, Dr. Levitan, Mr. Slater and Staff Assistant.

**GSA Financial Aid, Student Life, Counseling and Placement:**

*Chairperson:* Mr. Stone. *Members:* Dr. Pfeiffer, Mr. Slater, Mr. Waehler and Staff Assistant.

**CBA/GSA Administrative Services and Continuing Education Personnel, Library, Building:**

*Chairperson:* Mr. Rissmiller. *Members:* Mr. Donahue, Dr. Feldman, Dr. Pfeiffer and Dean.

**CBA/GSA Promotion, Tenure and Review:**

Mr. Diamond, Mr. Donahue, Mr. Stone and the Dean.

**CBA/GSA Educational Policy:**

Dr. Auer, Dr. F. Burke, Mr. J. Burke, Mr. Shawcross, Dr. Trooboff and Dean.

**Faculty Life Committee:**

*Chairperson:* Elected by Committee. *Members:* Dr. Levitan (1980), Mr. Meyler (1978), Mr. Sutherland (1977) and Mr. Waehler (1979).

**Social Committee:**

Mr. Aucoin, Mr. J. Burke

**Faculty Secretary:**

Mr. Sutherland

The Dean and the Assistant Dean are ex officio members of all committees of the College of Business Administration/Graduate School of Administration.

**STUDENTS ACCREDITED TO COMMITTEES  
OF THE SUFFOLK UNIVERSITY BOARD OF TRUSTEES**

**Business School Committee:**

Students accredited to meet with the Committee: Two graduate students designated by the M.B.A. Association; Member, Evening Division Student Association; One member chosen by the Presidents of the American Marketing Association, the Society of the Advancement of Management and the Accounting and Finance Club.

**College Committee:**

Four students accredited to meet with the Committee: President, Student Government Association; Vice-President, Student Government Association; President, Sophomore Class; President, Evening Division Student Association.



# CALENDAR

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# COLLEGE CALENDAR

1976-1977

## Holiday

## Make-up Class

### FALL SEMESTER 1976

September	7-10, Tuesday-Friday	Registration See p.00
	11, Saturday	Saturday classes convene
	13, Monday	Day and evening classes convene
	20, Monday	Last day for new evening student admission and for late registration
	27, Monday	Last day for course changes
October	11, Monday	<i>Columbus Day Holiday</i>
	13, Wednesday-	Spring and Summer Final Examination
	14, Thursday	<b>Make-up</b>
	15, Friday	<b>Make-up class for evening classes cancelled on Monday, October 11</b>
November	11, Thursday	<i>Veterans Day Holiday</i>
	12, Friday	<b>Make-up class for evening classes cancelled on Thursday, November 11</b>
	8-24, Monday-Wednesday	Faculty advising and program approval for Spring Semester
	24-28, Wednesday-Sunday	Thanksgiving recess begins 1:00 P.M. Wednesday, November 24, through Sunday, November 28
December	6-9, Monday-Thursday	Preregistration for students continuing in the Spring Semester See p. 00.
	11, Saturday	Last classes for Fall Semester
	13-18, Monday-Saturday	Fall Semester Final Examinations <i>Christmas recess begins 5:00 p.m. Saturday, December 18, 1976 through Sunday, January 16, 1977</i>

### SPRING SEMESTER 1977

January	5, Saturday	<i>Martin Luther King Day (Holiday)</i>
	17-20, Monday-Thursday	Registration See p. 00
	22, Saturday	Saturday classes convene
	24, Monday	Day and evening classes convene
	31, Monday	Last day for Special Student admission and last day for registration



February	5, Saturday 21, Monday <b>23-24 Wednesday-Thursday</b> 25, Friday	Last day for course change <i>Washington's Birthday Holiday</i> <b>Fall Final Examination Make-up</b> <b>Make-up class for evening</b> <b>classes cancelled on Monday,</b> <b>February 21</b>
March	17, Thursday 19-27, Saturday-Sunday	<i>Evacuation Day Holiday</i> Spring Recess
April	18, Monday 19-22, Tuesday-Friday	<i>Patriot's Day Holiday</i> Faculty course advising for students continuing in the Summer Session
May	14, Saturday 16-21, Monday-Saturday 30, Monday	Last class Final Examinations <i>Memorial Day Holiday</i>
June	12, Sunday	Commencement Day

### SUMMER SESSION 1977

May 24 - July 1	First Six Week Session
July 6 - August 12	Second Six Week Session
May 24 - July 15	Eight Week Evening Session

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# To Boston & Suffolk University

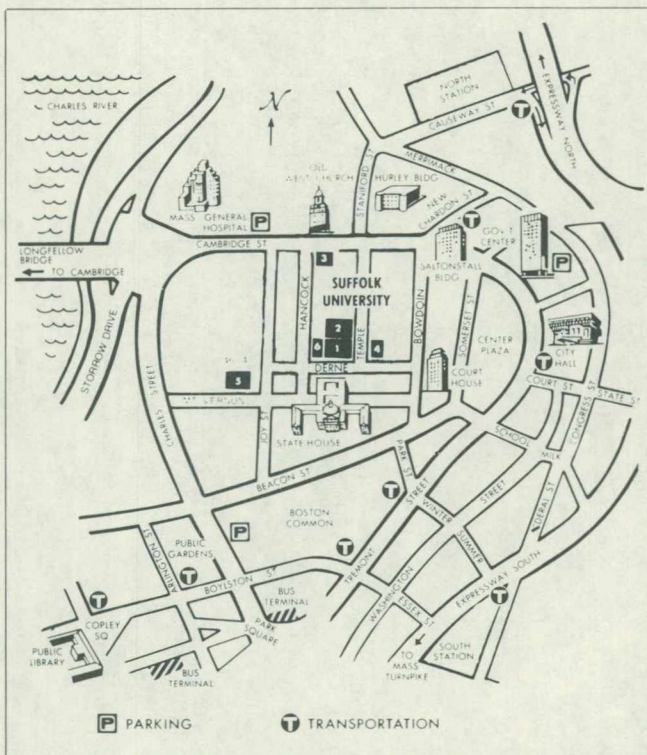
Persons traveling by car to Suffolk from outside of Boston should use the following directions:

**From the South —** Southeast Expressway to the Causeway Street exit; Causeway Street to Staniford Street; right onto Cambridge Street to Public Parking Garage adjacent to Holiday Inn.

**From the North —** Expressway south to Haymarket Square exit; Government Center Garage at exit, or take New Chardon Street to Cambridge Street; right on Cambridge to Public Parking Garage.

**From the West —** Massachusetts Turnpike and Turnpike Extension to Expressway; Expressway north to Causeway Street exit; Causeway to Staniford Street; right onto Cambridge Street to Public Parking Garage.

Suffolk also is accessible by major bus lines, railroad and major airlines.



## Suffolk University

1. Archer Building
2. Donahue Building
3. Ridgeway Lane Building
4. Development/Alumni Building
5. Mount Vernon Street Building
6. Fenton Building





**Suffolk University**  
**Beacon Hill**  
**Boston, Massachusetts 02114**