1978

Suffolk University Academic Catalog, College of Business Administration–Graduate School of Administration, 1978-1979

Suffolk University

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Suffolk University Bulletin 1978-79

College of Business Administration

Graduate School of Administration
SUFFOLK UNIVERSITY BULLETIN (USPS 524-960)
College Catalog Issue

July, 1979
Volume LXXIII

The Suffolk University Bulletin is published six times a year as follows: February, College Summer Session; July 1, College of Liberal Arts & Sciences Catalogue Issue; July 5, College of Business Administration and Graduate School of Administration Catalogue Issue; April 15, College Evening Bulletin (Fall); August, College Entrance Information; November, College Evening Bulletin (Spring).

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Suffolk University
1978-79

College of Business Administration

Graduate School of Administration

45-47 Mount Vernon Street, Boston 02108
(617) 723-4700
ENROLLMENT (1977-78)

<table>
<thead>
<tr>
<th>College</th>
<th>Day</th>
<th>Evening</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Liberal Arts and Sciences</td>
<td>1,309</td>
<td>489</td>
<td>1,798</td>
</tr>
<tr>
<td>Graduate Education</td>
<td>47</td>
<td>265</td>
<td>312</td>
</tr>
<tr>
<td>College of Business Administration</td>
<td>875</td>
<td>708</td>
<td>1,583</td>
</tr>
<tr>
<td>Graduate (MBA, MPA)</td>
<td>136</td>
<td>760</td>
<td>896</td>
</tr>
<tr>
<td>Law School</td>
<td>944</td>
<td>776</td>
<td>1,720</td>
</tr>
<tr>
<td>Executive MBA (Saturday)</td>
<td>160</td>
<td>160</td>
<td>160</td>
</tr>
<tr>
<td></td>
<td>3,311</td>
<td>3,158</td>
<td>6,469</td>
</tr>
</tbody>
</table>

RETENTION

National studies indicate that of entering freshmen, the median percent graduated in four years varies from 32% to 37%. At Suffolk University, 36% of entering freshmen are graduated in four years, and 43% in six years.

DEGREES

College of Liberal Arts and Sciences

School of Law
Day and Evening Divisions: J.D.

College of Business Administration
Day and Evening Divisions, Undergraduate; B.S.B.A., B.S.P.A.
Day and Evening Divisions, Graduate: M.B.A., M.P.A.

LOCATION

41 Temple Street, Boston, adjacent to the Massachusetts State House and near the “New Boston” Government Center, public parking and transportation.

FACILITIES

288,000 Square Feet
46 Classrooms
28 Laboratories
Law School Library
College Library

LIBRARIES

<table>
<thead>
<tr>
<th>Library</th>
<th>Volumes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Library</td>
<td>102,500</td>
</tr>
<tr>
<td>Library for the Colleges</td>
<td>90,000</td>
</tr>
<tr>
<td>Microtexts</td>
<td>24,000</td>
</tr>
<tr>
<td>Zieman Library</td>
<td>4,000</td>
</tr>
<tr>
<td>Museum of Afro-American</td>
<td>2,500</td>
</tr>
<tr>
<td>History</td>
<td></td>
</tr>
<tr>
<td>Fenway Consortium</td>
<td>660,000</td>
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</table>
FACULTY

<table>
<thead>
<tr>
<th></th>
<th>Full Time</th>
<th>Part Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Liberal Arts &amp; Sciences</td>
<td>103</td>
<td>63</td>
</tr>
<tr>
<td>College of Business Administration</td>
<td>35</td>
<td>77</td>
</tr>
<tr>
<td>School of Law</td>
<td>40</td>
<td>39</td>
</tr>
</tbody>
</table>

FINANCES

- Endowment: $7,904,000
- Plant Assets: $12,500,000
- Operating Budget: $13,000,000

TUITION

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Liberal Arts &amp; Sciences</td>
<td>$2,340</td>
</tr>
<tr>
<td>College of Business Administration</td>
<td>$2,340</td>
</tr>
<tr>
<td>Graduate School of Administration</td>
<td>$2,610</td>
</tr>
<tr>
<td>School of Law</td>
<td>$3,120</td>
</tr>
</tbody>
</table>

FINANCIAL AID

- Federal (1977-78): $2,000,000
- University and other sources, including State Scholarships: $600,000

Altogther, about 1200 students receive some financial assistance — loans, work-study, or scholarships. Priority is given to needy students who file on time.

ATHLETICS

- Member of N.C.A.A., E.C.A.C., N.E.C.A.C.
- Intercollegiate Competition in: Basketball, Baseball, Golf, Tennis, Cross-Country
- Women’s Athletics: Intercollegiate Competition in Tennis, Basketball; Member of M.A.I.A.W.
- Intramural Competition in: Basketball, Football, Softball, Tennis
- Hockey Club
- 3 time winner of the Little Four Intercollegiate Golf Tournament
- 1974-1975 New England N.C.A.A. Basketball Regional Finalists
- 1975-1976 New England N.C.A.A. Basketball Regional Tournament
- 1976-1977 New England N.C.A.A. Basketball Regional Tournament
- 1977-1978 New England N.C.A.A. Basketball Regional Tournament

SPECIAL PROGRAMS

- Marine Biology Laboratory, Cobscook Bay, Maine
- Joint Programs with Emerson College
- Child Care, Crime & Delinquency, Clinical Chemistry*, Executive MBA, Medical Technology**, Social Work, Spanish-Sociology, Urban Studies, Pre-Dental, Pre-Legal, Pre-Medical, Pre-Optometry, Pre-Veterinary, Senior Citizens
Suffolk University is an independent, urban, co-educational institution located on historic Beacon Hill in Boston, Massachusetts. It was founded in 1906 when Gleason and Hiram Archer established Suffolk Law School — now one of the nation's largest. 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.

Suffolk University pioneered in creating an opportunity for working men and women, the sons and daughters of immigrants and other minority groups, to acquire a college education — at a time when such a concept was still socially and politically unpopular. Its faith has been justified, for the concept of non-discrimination has become the law of the land.

The enrollment of the University in 1977-78 consisted of 6,469 men and women. Of this total, 2,110 were enrolled in the College of Liberal Arts and Sciences, 2,639 in the College of Business Administration and Graduate School of Administration, and 1720 in the Law School. During the preceding ten years, the University's enrollment increased 103%.

The Colleges offer to both day and evening students, full and part-time programs that lead to associate's, bachelor's, and master's degrees, and the Law School awards the J.D. degree.
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. The University also rents office space on the third floor at 100 Charles River Plaza on Cambridge St.

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, are responsible for making their own arrangements for suitable living accommodations in the Boston area.

Over the seventy-two 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.

UNIVERSITY 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, handicap 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.

At the same time, the University recognizes its responsibility to provide career-related programs that will equip its graduates to compete in the professional job market. Consequently, many of its programs contain both liberal arts and career-oriented components.

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.

**ACCREDITATIONS**

Suffolk is accredited by the New England Association of Schools and Colleges, the American Chemical Society, the American Bar Association, and the Association of American Law Schools. Specified programs in Education have been approved by the State Department of Education for inclusion in the reciprocity privileges of the Interstate Certification Compact. The University Counseling Center is accredited by the International Association of Counseling Services.

**MEMBERSHIPS**

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

Students may apply for admission to Suffolk University for the Fall, Spring, or Summer sessions and may attend full or part-time.

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 the 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, must take the tests prior to the last semester of their senior year. However, this does not preclude students from taking a CLEP-Test in lieu of repeating a failed course.

**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.

**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. A $15 application fee is charged.
Special Students — Special students may apply credit earned at Suffolk towards a degree. Special students are required to submit a special student application. The Graduate School of Administration does not admit special students in the MBA program.

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 or the Test of English as a Foreign Language (TOEFL).

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 Arts or Science 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.

Admissions Information — Applications for admission may be obtained by writing to the Admissions Office, 56 Temple Street, Boston, Massa-
chusetts 02114. The Admissions Office is open Monday through Friday, 8:45 a.m. to 4:45 p.m. Telephone: 723-4700.

Admissions material for Business and Public Administration may be obtained at any time by calling 617-723-5443.
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 or 5 courses per term)  
- Undergraduate courses: $2,340. per year, $1,170. per semester
- Graduate courses: $2,610. per year, $1,305. per semester

**Excess Courses**  
- Undergraduate: $78. per semester hour
- Graduate: $87. per semester hour

**Part-Time** (1 to 3 courses per term — 9 semester hour maximum), Extension and Summer Courses  
- Undergraduate courses: $213. per 3 credit course, $71. per semester hour
- Graduate courses: $261. per 3 credit course, $87. per semester hour
- Executive MBA: $323.50 per 3 credit course

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 student’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 business manager, 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 1978 Summer Session rate will be $201 per 3 semester hour undergraduate course and $231 per 3 semester hour graduate course. In 1979 summer tuition will be $213 and $261 respectively.

All summer session students who take one course will pay their tuition in full, plus 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.

**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 terms may, on the recommendation of the Dean of Students and approval of Business Manager receive a reduction of their tuition liability according to the following schedule:

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

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.

**FEES**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (Not refundable)</td>
<td>$ 15</td>
</tr>
<tr>
<td>Tuition Deposit (Full-time day applicants only. Not refundable.)</td>
<td>100</td>
</tr>
<tr>
<td>Deferred Tuition (Service charge for installment payments)</td>
<td>5</td>
</tr>
<tr>
<td>Student Activities Fee (Full-time day students)</td>
<td>25</td>
</tr>
<tr>
<td>Student Activities Fee (Part-time students)</td>
<td>5</td>
</tr>
<tr>
<td>MBA or MPA Association Fee — full-time</td>
<td>10</td>
</tr>
<tr>
<td>MBA or MPA Association Fee — part-time</td>
<td>5</td>
</tr>
<tr>
<td>Late Registration</td>
<td>10</td>
</tr>
<tr>
<td>Laboratory (per semester for each laboratory course)</td>
<td>25</td>
</tr>
<tr>
<td>Change of course (charged after second week)</td>
<td>5</td>
</tr>
<tr>
<td>SCUBA (per course involving SCUBA)</td>
<td>30</td>
</tr>
<tr>
<td>Education Media — Educ. 4.0</td>
<td>15</td>
</tr>
<tr>
<td>Individual Intelligence Testing — Educ. 7.13</td>
<td>15</td>
</tr>
<tr>
<td>Make-Up Examination (per examination) — petition Dean of Students</td>
<td>5</td>
</tr>
</tbody>
</table>
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.

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.
FINANCIAL AID

General Information

Suffolk University does not discriminate against aid applicants on the basis of sex, race, color, national or ethnic origin or handicap.

Throughout the history of Suffolk University it has been the general policy to encourage and foster education for students of limited means. There are four main sources of financial aid: the federal government, the state government, the university and "other" sources. Federal programs include grants (no payback), low interest loans (pay back after leaving school) and work-study (money earned from part-time jobs through the college). In Massachusetts, full-time undergraduate state residents who demonstrate financial need may receive a $900.00 renewable grant. University assistance includes grants (no payback) and service scholarships (tuition credit for work performed on campus). Other programs include Veterans and Social Security benefits and private scholarships and awards.

Any undergraduate or graduate student enrolled in a degree program of at least 6 semester hours of credit may apply for consideration for assistance. All undergraduate aid applicants are expected to file Basic Educational Opportunity Grant and (if Massachusetts residents) state scholarship applications. Suffolk University is a member of the College Scholarship Service and endorses the principle that the amount of aid awarded to a student should depend on his or her demonstrated financial need.

Financial awards are made to help students to finance the cost of education when their personal and the family resources are not sufficient for this purpose. The difference between the total cost of education and the total family contribution is expressed as the financial need. In general, the higher the family income the greater the expectation of contributing to college costs and the smaller the award. Particular family circumstances and student summer and/or part-time earnings also have a bearing on financial need.

Awards for needy students are usually offered as a "package" — some combination of three principle kinds of aid (grants, loans and employment).

Financial awards usually are granted for academic year periods of study, September through June. One-half of the amount of aid granted will be credited to the student's fall account, and one-half to the spring account.
Most awards are limited to students enrolled full-time but some may be granted to students enrolled half-time (carrying at least 6 college credits per semester).

**LOANS**

**National Direct Student Loan** (negotiated in Accounting Office)
Veterans will automatically be considered independent of their parents when considered for this loan.

No interest is charged until repayment begins. Repayment schedules are set up by the Accounting Office, at an interest charge of 3% on the unpaid balance, beginning 9 months after graduation. Grace periods of 3 years without payment of capital or interest are allowed for military service, Peace Corps and VISTA service. Also, no payments are required as long as the student enrolls in at least 6 credits per term at the graduate level or undergraduate level.

Effective July 1, 1972 cancellations of 10% of the loan amount, plus interest, are no longer granted to those who become full-time teachers in elementary, secondary, or higher education institutions for each year of teaching up to a maximum of 50% for 5 years. The cancellation still applies to loans negotiated before July 1, 1972.

Also effective July 1, 1972, the teaching of emotionally, economically, physically and mentally handicapped students qualifies for a 100% cancellation over 5 years (15%, 15%, 20%, 30%). This replaces the old 15%/year cancellation up to 100% which is still in effect for loans negotiated before July 1, 1972. Teaching in a Headstart program now qualifies, under certain conditions, for 15%/year cancellation up to 100%.

Finally, borrowers involved in active military service after July 1, 1970 may qualify for 12½% per year cancellation up to 50%, although any loan negotiated after July 1, 1972 can be cancelled only for combat military service.

All amounts owed are cancelled in case of death or permanent total disability. Loans are renewable only upon application.

Student loans are based on need and cannot exceed the following limits:

**UNDERGRADUATE** — National Direct: Combined total of not more than $2500. during first two years and not more than $5000. during undergraduate career.

**GRADUATE** — National Direct: Combined total of not more than $10,000. for undergraduate and graduate career.
Help Loans, Guaranteed Insured Loans, and Bank Loans

These loan programs require a separate application from a bank or credit union in addition to the Suffolk University Financial Aid Application and Financial Aid Form. Depending on the student's state of residence, up to $2500. ($5000. for graduate students) can be borrowed annually with a maximum of $7500. (undergraduate) or $15,000. (combined undergraduate and graduate). The interest rate is normally 7% but, in cases where students qualify for and want the federal interest subsidy, the federal government will pay the interest on the loan while the student is in school. Repayment of the loan by the student usually begins 9 months after graduation, but can be deferred for graduate school or service in the military, Peace Corps or VISTA. If adjusted family income is $25,000. or less and the loan is $2000. or less, the loan automatically qualifies for the interest subsidy. Otherwise, the school is required to recommend to the bank a loan amount in all cases in which the student is seeking the federal interest subsidy. For this reason, the Financial Aid Form of the College Scholarship Service is required in order to determine need. Processing the FAF through Princeton, N.J. may take up to a month during peak filing times. Students are requested to allow sufficient time for the school to receive the form prior to submission of the bank application.

Law Enforcement Administration Loans

Eligible full-time criminal justice employees who are enrolled in a degree program on a full-time basis may borrow up to $2200. per academic year. Applications are processed on a semester basis, however. Funding may be limited and priority is given to prior recipients. The borrower can earn 25 per cent cancellation of the amount borrowed for each complete year of full-time criminal justice employment. For any portion of the loan which cannot be cancelled, the borrower will be required to repay principal plus accrued interest.

GRANTS

Basic Educational Opportunity Grant (BOG)

Undergraduate matriculating students enrolled for a minimum of 6 credits a semester may be entitled to an award from this federal grant source. Award amounts vary due to demonstrated financial need (as measured by the Financial Aid Form of the College Scholarship Service), but could range from $200. up to $1600. per academic year for full-time study.

Supplemental Educational Opportunity Grant (SEOG)

Full-time and half-time undergraduate students with exceptional demonstrated financial need may be awarded up to $1500. per academic year.
from this federal program. Awards may not exceed one-half of the student's need and must be matched dollar for dollar from other eligible matching sources controlled by the University. This award may be renewed if the student remains eligible, providing sufficient funding is available.

**Trustee Scholarships**
University grants are available in varying amounts for students with good academic potential and demonstrated need.

**Law Enforcement Administration Grant**
Full-time professional employees of a publicly funded police, court, corrections or other law enforcement and criminal justice agencies may be eligible for these grants. Awards may not exceed $400 per semester and priority is given to prior recipients. Award recipients must agree to remain in full-time criminal justice employment for a period of two years following completion of the course for which funds have been received.

**Massachusetts State Scholarship Program (MBHE)**
About 15 million dollars will be awarded annually from this need-based grant program. The award value at Suffolk is $900 per academic year for residents of Massachusetts who are eligible for this program. Applications and information are available at the Financial Aid Office, but the Financial Aid Form of the College Scholarship Service must be filed with the State of Massachusetts as required.

**EMPLOYMENT**

**College Work-Study Employment Programs:** (summer, fall and spring)
With the assistance of Federal funds, the Financial Aid Office is able to provide to students enrolled for 6 or more semester hours each term many employment opportunities either on the campus or in various public or private non-profit off-campus agencies both in the greater Boston area and in the student’s home community (even in other states). Some of these jobs provide work experience directly related to the student’s educational objective while at the same time providing regular income for educational expenses. Students are limited to 20 hours per week during the school term, but may work 35 hours per week during the summer or other school vacations. Eligibility is based on need, and earnings must be related to total educational costs. Students must be authorized for each work period before reporting to the employing agency. To obtain authorization, students are asked to leave their names with the Financial Aid Office receptionist prior to each Work-Study period. They will receive further information at that time.
Service Scholarships
University part-time jobs are available as assistants in academic or administrative departments. This is a tuition remission credit based on number of hours provided to the department each semester. Particular skills and demonstrated need are factors in determining award recipients.

Location
The financial aid office is located on the 3rd floor of 100 Charles River Plaza on Cambridge Street. The telephone number is 723-4700 ext. 361.

Hours
8:45 a.m. to 5:00 p.m. Monday - Friday.

Walk-In Service
Peer counselors (trained by the federal government) are available for general information and questions on a walk-in basis. Appointments are available on request.

Confidentiality
All information provided to the Financial Aid Office will be regarded as confidential and will not be revealed without the student's express written consent.

Costs Estimated for 1978-79

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$2,340.00</td>
<td>$2,610.00</td>
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<tr>
<td>Fees</td>
<td>varies</td>
<td>varies</td>
</tr>
<tr>
<td>Room and Board (varies)</td>
<td>**</td>
<td>**</td>
</tr>
<tr>
<td>Books and Supplies (varies)</td>
<td>175.00</td>
<td>175.00</td>
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<tr>
<td>Medical and Infirmary</td>
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<tr>
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</tr>
<tr>
<td>Recreation</td>
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<td>50.00</td>
</tr>
</tbody>
</table>

These estimates are subject to change.

**While room and board at home constitutes a real cost, this is too much of a variable to be included in total expenses. It is considered, however, in the needs analysis procedure.
Deadlines

March 1
File Financial Aid Form of the College Scholarship Service
File Suffolk University Financial Aid Application

March 15, 1979
Basic Grant final application deadline for processing 1978-79 requests.

*Late applications may be considered for campus based programs, but funds are limited. The first priority of the Financial Aid Office will be to fund needy students who file on time.
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 this advisor or seek the services of another faculty member within the student's major department.

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.

Students are encouraged to discuss academic affairs and interests with members of the faculty whose interests overlap their 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 personal 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.

Students are encouraged to assume responsibility for their own affairs as much as possible. A significant 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.

**Archives** — The University Archives is a storehouse of Suffolkana. 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.

**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.

**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.

**College 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 certain particularly valuable books and reserve books, are on open shelves and easily accessible. Reference books and periodicals do not circulate, but all other books may be borrowed for periods ranging from overnight to one month. 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 Thursday; 8:00 a.m. to 9:00 p.m., Friday 9:00 a.m. to 5:00 p.m., Saturday, and from 1:00 p.m. to 11:00 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 8:00 a.m. to 10:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday. The Library is closed on Saturday and Sunday during the Summer.
FENWAY LIBRARY CONSORTIUM

In 1975 a small group of libraries located near one another in Metropolitan Boston formed the Fenway Library Consortium. The organization benefits member libraries through the:

1. Exchange of information and resources.
2. Increased research potential achieved by coordinated collection development.
3. Enhanced ability to receive private and government grant funds.

Walk-In Interlibrary Loan (WILL) which allows a user from any member library to borrow materials directly from other consortium libraries is a result of this cooperation.

1. Boston State College
2. Emmanuel College
3. Hebrew College
4. Mass. College of Art
5. Mass. College of Pharmacy
6. Simmons College
7. Suffolk University
8. Wentworth Library
9. Wheelock College
10. Museum of Fine Arts
11. Emerson College
The Zieman Library — Located within the College Library, the Zieman Library contains a substantial collection of poetry and criticism, some of them rare books, supplemented by a substantial collection of poetry sound recordings. Books may be borrowed from the collection although room use is generally restricted to seminars and special functions.

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.

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.

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.

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.
Office of Veterans Services — The Office of Veterans Services, established in August, 1974, is an itinerant service of the Veterans Administration. The Office functions as an intermediary between the V.A. and the University Community in all matters relating to the University's veteran students. The mission of the Office of Veterans Services is threefold: counseling and information dissemination; processing initial and follow-up benefit claims (primarily educational); and troubleshooting problem cases involving entitled veterans whose benefits have not been forthcoming. The office is located in Charles River Plaza, 2nd Floor Mezzanine.

Transfer Student Counselor — The Transfer Student Counselor's Office is open to both full and part time 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. After the student's transfer status has been clarified, however, the student must confer with a faculty advisor from his or her major department for subsequent academic advice.

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.

University Counseling Center (Department of Psychological Services) — The University Counseling Center exists to help students function more effectively by helping them to define and achieve their personal and academic goals. Counseling Center facilities and programs are offered to full- and part-time students, faculty, administration and alumni without charge. Owing to limited resources, however, 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.

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.

Counseling Center 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).
SCHOLARLY HONOR SOCIETIES

Alpha Delta Sigma Honor Society — This national honor society recognizes scholastic achievement in marketing and advertising studies. To qualify, students must have completed ninety semester hours, rank in the upper 10% of Marketing majors, have a minimum 3.0 average in marketing courses, have completed or be currently enrolled in a minimum of two marketing courses one of which is in advertising, and be a national member of the American Advertising Federation.

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. Chapter Alpha Psi presently limits membership to juniors and seniors. 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.
Delta Mu Delta National Honor Society — Delta Mu Delta honors undergraduate and graduate students who are engaged in the study of business administration. For undergraduate eligibility a student must have completed 60 credits with a cumulative average of 3.2 or better and be in the top 20% of the class. For graduate eligibility a student must have completed one half of the upper level courses with a cumulative average of 3.25 and be in the top 20% of the class. Induction is held in the Spring.

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) for juniors, the completion of at least fifteen semester hours of history courses with an average of 3.5, plus a general cumulative average of 3.5; or (2) for seniors, the completion of at least fifteen semester hours of history, averaging 3.5, plus a general cumulative average of 3.25. 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.

Psi Chi — The Suffolk University Chapter of Psi Chi, the national honor society in psychology was chartered on April 28, 1978. Psi Chi is a member of the American Association of College Honor Societies. Criteria for membership include (1) junior or senior class status, (2) academic standing in the upper 35th percentile of class, (3) completion of at least five courses in psychology or completion of four courses and current enrollment in a fifth, and (4) attainment of at least a 3.25 grade-point average in all courses in psychology.

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 University has a varied and well-formulated student activities program for undergraduate and graduate, full- and part-time students. The student organizations and student governments in conjunction with the Office of Student Activities offer many programs, activities and services. The extra-curriculum is designed to develop and encourage personal growth in the areas of leadership, initiative, cooperation and sportsmanship.

The following organizations are open to all students in Suffolk University. There are many other committees and University programs in which to become involved for those students who want to help shape the future of Suffolk University. For more information, contact the Office of Student Activities and consult the Log (Student Handbook).

Accounting-Finance Association
Afro-American Association
Alpha Phi Omega (National Service Fraternity)
Athletics (Varsity) — S.U. sponsors varsity intercollegiate teams in Basketball, golf, tennis, and cross country. The University is a member of the National Collegiate Athletic Association, the Eastern Collegiate Athletic Association, the New England College Athletic Conference, the Massachusetts Association of Intercollegiate Athletics for Women, and the Metropolitan Women's Intercollegiate Athletic Council.

Athletics (intramurals) — Intramural Sports are offered for both men and women at Suffolk University. 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.

The Beacon (Yearbook)
Cheerleaders
Chess Club
Christian Science Association
Communique — Women in Communications
Council of Presidents
Delta Sigma Pi (Business Fraternity)
Evening Division Student Association
Gamma Sigma Sigma (National Service Sorority)
Hellenic Cultural Club
History Society
Hockey Club
Humanities Club
International Student Association
Latin American Association
Modern Language Club
MBA Association
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 and Outing Club
Society for the Advancement of Management
Sociology Club
Student Affiliate Chapter of the American Chemical Society
Suffolk Evening Voice
Suffolk Journal
Suffolk University American Marketing Association
Suffolk University Drama Club
Suffolk University Journalism Society
Suffolk University Theatre
Suffolk University Veterans Association
Walter M. Burse Debating Society
Womens Program Committee
The Gold Key Society
Tau Kappa Epsilon
Venture Magazine
WSUB Closed Circuit Broadcasting (Television)
WSFR (Radio)
Registration — 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 part time students. The approximate deadline for the Spring semester is December 1 and for the Summer session is April 1. 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. Returning students register by mail.

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 faculty members. Faculty members are responsible for informing students of their 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 participa-
Absence is a determinant in grading, absence per se in other courses will not result in academic penalty.

Class Hours — Classes meet three times a week on Monday, Wednesday, and Friday for 50 minutes, twice a week on Tuesday and Thursday for 75 minutes, and for 2 hours and 40 minutes once a week in late afternoons and evenings. Classes meeting on Monday, Wednesday, and Friday and once a week 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 p.m. on Tuesday and Thursday is reserved for student activities, faculty meetings, guest lecturers, and films.

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 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 — Acceptable conduct is expected at all times of students of Suffolk. It is assumed that students 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 appointed representative. Before action is taken on any accusation or inappropriate conduct, the student concerned will be informed of the charge against him or her 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 University. 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. Students may, however, take the CLEP Test in lieu of repeating a failed course.

Normal Full Program — A program of four or five courses is considered a full load for a full-time 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 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.

**Change of Course** — Full time students who wish to add, drop, or change a course during the first two weeks of a term must obtain the signatures of the instructors of the affected courses and the faculty advisor. The form is then brought to the Accounting Office. Part-time students must obtain the signature of the instructor of the course they wish to add and the Dean’s Office of their college. The form is processed by the Dean’s Office.

Normally, courses may not be added or changed after the second week and, under no circumstances, after the fourth week. Full-time 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. Part time students need the signatures of the adding course instructor and, in all cases, the Dean’s Office of their college.

A $5 fee is charged for each course change after the first two weeks of a term.

**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, day freshmen will receive tentative reports of their 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.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Honor Point Equivalent</th>
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<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
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<tr>
<td>C</td>
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<tr>
<td>D+</td>
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<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Does not affect honor point average</td>
</tr>
<tr>
<td>W</td>
<td>Does not affect honor point average</td>
</tr>
<tr>
<td>P</td>
<td>Does not affect honor point average</td>
</tr>
<tr>
<td>L</td>
<td>Does not affect honor point average</td>
</tr>
</tbody>
</table>

"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). Students who merely stop attending a course without having completed the official forms should expect to receive a grade of "F".

Note: The Graduate School of Administration's grading system appears in the Graduate Program section, page 77. In the College of Business Administration 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. Contact the Dean's office to have this done. The course must be retaken the next time the course (or laboratory) is offered. This does not apply to courses offered in the College of Liberal Arts & Sciences.
"I" (Incomplete) 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.

"L" (Lost) is awarded when the student's name appears on a roster, but that student failed to appear in class or disappeared prior to the last day for course changes without complying with the official withdrawal procedures.

"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 the student 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.

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

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

For information concerning tuition liability, see p. 15.

**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, P, and L are not computed in determining honor points. In a 3 semester hour course, a grade of A will count as 12 Honor Points (3 x 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

<table>
<thead>
<tr>
<th>End of Freshman Year</th>
<th>Good Standing</th>
<th>Probation</th>
<th>Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 25 credits earned</td>
<td>1.80 or better average</td>
<td>Average of 1.50 - 1.79</td>
<td>Average less than 1.50</td>
</tr>
<tr>
<td>End of Sophomore Year</td>
<td>1.90 or better average</td>
<td>Average of 1.60 - 1.89</td>
<td>Average less than 1.60</td>
</tr>
<tr>
<td>Less than 55 credits earned</td>
<td>2.0 or better average</td>
<td>Average of 1.80 - 1.99</td>
<td>Average less than 1.80</td>
</tr>
<tr>
<td>End of Junior Year</td>
<td>2.0 or better average</td>
<td>Average of 1.85 - 1.99</td>
<td>Average less than 1.85</td>
</tr>
<tr>
<td>Less than 85 credits earned</td>
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<tr>
<td>Mid-Senior Year</td>
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<tr>
<td>More than 100 credits earned</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>End of Senior Year</td>
<td>2.0 or better average for graduation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At least 122 credits earned</td>
<td></td>
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</tbody>
</table>

Academic Probation — 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.

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

Academic Suspension and Dismissal — 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.

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 may be dropped from the University.
Petition for Re-admission — 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 at least 15 days prior to registration week of the desired re-entry term. 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.

Suspension, Enforced Withdrawal, and Expulsion — 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 and Plagiarism — 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.

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 the 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 the academic 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 at the BEGINNING of the student's final semester. Upon filing this application, the student is required to pay the balance of any tuition and fees, including the Graduation fee. The Registrar will not accept any forms for processing 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 Dean of Student'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.
The College of Business Administration offers a choice of five majors to its full and part time students: Accounting, Finance and Banking, Management and Computer Science, Marketing, and Public Management.

The program combines a strong background in the liberal arts which provides an awareness of society and culture with an intense study in the selected area of business or public administration. The business curriculum is in conformance with that of the American Assembly of Collegiate Schools of Business. The student is exposed to many areas of business, obtaining a working knowledge of accounting, computer science, marketing, management, finance, and economics. By the junior year a major field of concentration is chosen and an intense study of 18 credits proceeds. The student whose interest rests in the public sector can elect to study public management. Here a strong concentration of government and management in the public sector is provided. This program is in accordance with the guidelines set by the National Association of Schools of Public Affairs and Administration.

A student will normally be recommended for the degree of Bachelor of Science in Business or Public Administration upon completion of 122 semester hours of course work and a 2.0 cumulative average in accordance with one of the plans for a major outlined in the following section. Full time students normally complete their degrees in four years unless they attend Summer Session to accelerate their programs. Part time
students will normally take five, six, or seven years to complete the requirements depending on the course load carried and on whether they attend the Summer Session.

The College of Business Administration offers a full complement of classes in morning, afternoon, and evening hours, Monday through Saturday, on a yearly basis. Fall term runs from Labor Day to mid-December, Spring term from the end of January to mid-May, and Summer Session from the end of May to the end of August with two separate sessions. Students may enroll in the classes that suit their work and personal schedules. Often a part time student will find that the early morning hours are preferable for classes and late afternoon hours are often convenient for a full time student. The faculty and content for all courses are the same. Students are encouraged to take full advantage of the College of Business Administration's variety of course time offerings.
## Curriculum

### FINANCE, MANAGEMENT & MARKETING

<table>
<thead>
<tr>
<th>Freshman &amp; Sophomore</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Econ. 1.1-1.2</td>
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<tr>
<td>Eng. 1.1-1.2</td>
<td></td>
</tr>
<tr>
<td>Hum./Phil./Hist. Option</td>
<td></td>
</tr>
<tr>
<td>Math 1.51-1.52</td>
<td></td>
</tr>
<tr>
<td>Mgmt. 1.1*</td>
<td></td>
</tr>
<tr>
<td>Psych. 1.1/Soc. 1.1 or Gov't 1.1</td>
<td></td>
</tr>
<tr>
<td>Acct. 1.1-1.2</td>
<td></td>
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<tr>
<td>Eng. 2.3-2.4</td>
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<td>Natural Science Option</td>
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<tr>
<td>B.Law 2.1</td>
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<tr>
<td>C.Sci. 2.1</td>
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<td>Econ. 2.2 or Ma. 2.7</td>
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<tr>
<td>Econ. 3.3</td>
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<td>Freshman &amp; Sophomore</td>
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<tr>
<td>Principles of Economics</td>
<td>6</td>
</tr>
<tr>
<td>English Composition I-II</td>
<td>6</td>
</tr>
<tr>
<td>The World of Work</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Psychology, Principles of Sociology, or American Government</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Accounting I-II</td>
<td>6</td>
</tr>
<tr>
<td>Literary Masters of England &amp; America I-II</td>
<td>8</td>
</tr>
<tr>
<td>Statistics or Statistics with Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>Junior &amp; Senior</td>
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<td>Managerial Accounting I-II</td>
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<tr>
<td>Business Finance</td>
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<tr>
<td>Introduction to Management</td>
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</tr>
<tr>
<td>Introduction to Marketing</td>
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<tr>
<td>Organizational Behavior</td>
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<td>Free Electives</td>
<td>9</td>
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<td>Major Electives</td>
<td>18</td>
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<td>Government Policies and Business</td>
<td>3</td>
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<tr>
<td>Quantitative Methods</td>
<td>3</td>
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<tr>
<td>Business Policy</td>
<td>3</td>
</tr>
<tr>
<td>Business Elective</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

*Transfer students with business courses may substitute a business elective.

*Should be taken in the final term.*
## ACCOUNTING

<table>
<thead>
<tr>
<th>Freshman &amp; Sophomore</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Econ. 1.1-1.2</td>
<td>Principles of Economics I-II</td>
</tr>
<tr>
<td>Eng. 1.1-1.2</td>
<td>English Composition I-II</td>
</tr>
<tr>
<td>Hum./Phil./Hist.</td>
<td>Option</td>
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<td>Math 1.51-1.52</td>
<td>Finite Math I-II</td>
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<tr>
<td>Mgmt. 1.1*</td>
<td>The World of Work</td>
</tr>
<tr>
<td>Psych. 1.1, Gov't or Soc. 1.1</td>
<td>Principles of Psychology, American Government, or Principles of Sociology</td>
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<tr>
<td>Acct. 1.1-1.2</td>
<td>Principles of Accounting I-II</td>
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<tr>
<td>Eng. 2.3-2.4 Natural Science Option</td>
<td>Literary Masters of England &amp; America I-II</td>
</tr>
<tr>
<td>C.Sci. 2.1 Econs. 2.2 or Ma. 2.7 Gov't 4.8</td>
<td>Introduction to Data Processing</td>
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<tr>
<td>Liberal Arts Elective</td>
<td>Statistics or Statistics with Business Applications</td>
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<tr>
<td>Liberal Arts Elective</td>
<td>Government Policies and Business</td>
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<table>
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<th>Junior &amp; Senior</th>
<th>Sem. Hrs.</th>
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<tr>
<td>Acct. 2.1-2.2</td>
<td>Intermediate Accounting I-II</td>
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<td>Acct. 3.1-3.2</td>
<td>Cost Accounting I-II</td>
</tr>
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<td>Money and Banking</td>
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<tr>
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<td>Business Finance</td>
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<td>Mgmt. 3.0</td>
<td>Introduction to Management</td>
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<td>Mktg. 3.0</td>
<td>Introduction to Marketing</td>
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<td>Mgmt. 3.6</td>
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<td>Mgmt. 4.9**</td>
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</table>

*Transfer students with business courses may substitute a business elective.

**Should be taken in the final term.
### BACHELOR OF SCIENCE IN PUBLIC ADMINISTRATION

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<thead>
<tr>
<th>Freshman</th>
<th>Sem. Hrs.</th>
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<tr>
<td>Acct. 1.1-1.2</td>
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<td>Eng. 1.1-1.2</td>
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<td>Math. 1.51-1.52</td>
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<td>Soc. 1.1</td>
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<td>P.Ad. 1.1</td>
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<td><strong>Sophomore</strong></td>
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<td>Gov’t 1.1</td>
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<td>Gov’t 3.6 or 3.61</td>
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<td>Hum./Phil./Hist. Option</td>
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<td>Natural Science Option</td>
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<td>Liberal Arts Electives</td>
<td>6</td>
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<tr>
<td>Free Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

Note: Students majoring in Public Management must take at least 6 credit hours of electives of which 3 credits are in Government or Economics, and 3 in Psychology or Sociology.

**Options**

To be chosen from two-semester sequences, when available.
52 Suffolk University

*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
Fren. 2.3-2.4  Language Cultures
Span. 2.3-2.4  Language Cultures
Germ. 2.1-2.2  
Eng. 3.3-3.4  Great Books
Any History course

*Transfer students may elect Humanities 2.1, 2.3, 2.5, 3.2.

*Natural Science (8 credits)*
Sci. 1.1-1.2  Physical World and Man
Biol. 1.0/L1.0 and  Principles of Biology and
Biol. 1.3/L1.3 or  Living World and Man or
Biol. 1.5/L1.5  Man and the Sea
or L1.7  Scuba
Chem. 1.3/L1.3-1.4/L1.4  Chemistry of the Environment
Chem. 1.1/L1.3 or L1.1-1.12/  
   or L1.4 or L1.2  Introductory Chemistry
Chem. 1.1/L1.1-1.2/L1.2  With Departmental
Phys. 1.1-1.2  Permission

*Social Science Option (6 credits) — Public Management Only*
Economics  (Not including 1.1-1.2, 2.2, 3.3)
Government  (Not including 4.8)
ACCOUNTING AND BUSINESS LAW DEPARTMENT

Accounting Faculty


ROBERT C. WAELHER, Professor, B.S.B.A., Ed.M., C.P.A. — Currently interested in developing course material in the area of accounting for lawyers and for the non-business student.

WELDON H. WALKER (Chairperson), Professor, B.B.A., M.Ed., M.B.A., Ph.D. — Involved in academic and long range planning. Instructor for CPA review course.

Business Law Faculty

BENSON DIAMOND, Professor, B.S.B.A., M.B.A., J.D. — Consulting attorney with major interests in business and corporate organization and transfers of business ownership and property.

ANTHONY G. EONAS, Assistant Professor, B.S.I.E., M.B.A., J.D. — Areas of interest involve the effect of government regulations and the consumer movement on business and also the purchase and sale of small businesses.

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
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Students who expect to sit for the C.P.A. examination in states other than Massachusetts should consult with the Chairperson of the Accounting Department or a representative in planning their programs.

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Required Courses:

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

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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.)

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COMPUTER SCIENCES

Faculty
HOWARD F. AUCOIN, Assistant Professor, B.S.B.A., M.B.A., C.D.P. — Acts as private consultant in the computer field.
A. W. COURCHESNE, Assistant Professor, B.A., Ed.M., M.B.A. — A computer systems Design Engineer involved in the pragmatic aspects of data processing education. Author of several programming and analysis manuals and a consultant to industry.

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 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 DEPARTMENT

THOMAS ANDERSON, Assistant Professor, B.S., M.B.A. — Presently interested in the normative aspects of portfolio management and the impact of special trading techniques.

DEMETRIOS GIANNAROS, Assistant Professor, B.A., M.A. — Research focusing on the “Internalization of Firms from Less Developed Countries”. Interested in the effects of international investment on developing nations.

H. THOMAS O’HARA (Chairperson), Assistant Professor, B.S., M.B.A., Ph.D. — Financial management interests in the areas of revenue-expense-program reconciliation, profit planning and portfolio management.

DAVID RISSMILLER, Assistant Professor, B.Met.E., M.S., M.B.A., C.P.A. — Consults in the financial, tax planning and investment advising areas for small corporations.

ROGER K. SHAWCROSS, Assistant Professor, B.S., M.S. — Involved in research on Real Estate Residential Investment Property; author of text on insurance.

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:

<table>
<thead>
<tr>
<th>Required Courses:</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Investments</td>
<td>Fin. 3.6</td>
</tr>
<tr>
<td>Problems in Managerial Finance</td>
<td>Fin. 4.8</td>
</tr>
<tr>
<td>Taxation</td>
<td>Acct. 4.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses:</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Insurance</td>
<td>Fin. 3.5</td>
</tr>
<tr>
<td>Real Estate</td>
<td>Fin. 3.7</td>
</tr>
<tr>
<td>Analysis of Financial Statements</td>
<td>Fin. 4.3</td>
</tr>
<tr>
<td>Credits and Collections</td>
<td>Fin. 4.4</td>
</tr>
<tr>
<td>Investment Analysis and Portfolio Management</td>
<td>Fin. 4.6</td>
</tr>
<tr>
<td>Administrative (Budgetary) Accounting</td>
<td>Acct. 2.6</td>
</tr>
<tr>
<td>Advanced Taxation</td>
<td>Acct. 4.6</td>
</tr>
<tr>
<td>Introduction to Computer Programming</td>
<td>Comp. Sci. 2.2</td>
</tr>
</tbody>
</table>
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. Offered each semester.

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 3.0 and Management 3.0. 1 term – 3 semester hours. Offered alternate years – 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 DEPARTMENT

LINNE BOURGET, Assistant Professor, B.A., M.B.A., M.A., Ph.D. — Major areas of interest are positive feedback, management by caring; assertiveness in management; career and life planning; personal growth and professional effectiveness; implications of women's and men's role issues for organizational effectiveness.

JOHN J. CASTELLANO, Associate Professor, B.S., M.B.A., Ph.D. — Research integrating operations management and personnel/labor relations and the transfer of existing knowledge and research from the private to the public sector.

DAVID J. CIRILLO, Assistant Professor, B.A., M.A., Ph.D. — Research in applied behavioral science, management behavior and organizational effectiveness.

JOEL CORMAN, Professor, A.B., M.B.A., Ph.D. — Author of text and cases in the Operations Management area. Developed and maintains a relationship between the Small Business Association and the College of Business Administration and Graduate School of Administration.


DANIEL A. SANKOWSKY, Assistant Professor, B.A., Ph.D. — Research interest in the psychology of mathematical education. Authoring text which utilizes an innovative teaching approach to quantitative analysis.

CHARLES J. SHELLEY, Assistant Professor, B.A., Ph.D. — Interest in risk taking and decision analysis. Developing an approach toward risk analysis integrating material in mathematics, psychology and psychoanalysis.

NORMAN SLATER, Associate Professor, B.S.B.A., J.D., C.P.A. — Involved in growth and managerial control problems in retail and service chains with special emphasis on real estate and franchising skills.

L. W. SUTHERLAND, Assistant Professor, B.S.B.A., M.B.A., M.Ed. — Director of the Executive Seminar in Retail Store Management. Advisor to Suffolk University chapter of the Society for Advancement of Management.

STEVAN K. TROOBOFF (Chairperson), Associate Professor, B.B.A., M.B.A., D.B.A. — Teaching and action-oriented research in industry in the areas of Business Policy and Human Resource Management. Author of widely-used training programs for industry.
### BACHELOR OF SCIENCE IN PUBLIC ADMINISTRATION

<table>
<thead>
<tr>
<th>Freshman</th>
<th></th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct. 1.1-1.2</td>
<td>Principles of Accounting I-II</td>
<td>6</td>
</tr>
<tr>
<td>Eng. 1.1-1.2</td>
<td>English Composition I-II</td>
<td>6</td>
</tr>
<tr>
<td>Math. 1.51-1.52</td>
<td>Finite Mathematics I-II</td>
<td>6</td>
</tr>
<tr>
<td>Psych. 1.1</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Soc. 1.1</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>P.Ad. 1.1</td>
<td>Principles of Public Management</td>
<td>3</td>
</tr>
<tr>
<td>Hum./Phil./Hist.</td>
<td></td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Sophomore</th>
<th></th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Econ. 1.1-1.2</td>
<td>Principles of Economics I-II</td>
<td>6</td>
</tr>
<tr>
<td>Eng. 2.3-2.4</td>
<td>Literary Masters of England &amp; America I-II</td>
<td>6</td>
</tr>
<tr>
<td>C.Sci. 2.1</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>Gov't 1.1</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>Gov't 3.6 or 3.6l</td>
<td>State/Local or Urban Politics &amp; Gov't</td>
<td>3</td>
</tr>
<tr>
<td>Hum./Phil./Hist.</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior</th>
<th></th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Econ. 2.2 or Ma. 2.7</td>
<td>Statistics or Statistics with Business Application</td>
<td>3</td>
</tr>
<tr>
<td>Soc. 2.1</td>
<td>Community Development</td>
<td>3</td>
</tr>
<tr>
<td>P.Ad. 3.21</td>
<td>Functions &amp; Practices of PM</td>
<td>3</td>
</tr>
<tr>
<td>P.Ad. 3.22</td>
<td>The Content of Government</td>
<td>3</td>
</tr>
<tr>
<td>P.Ad. 3.23</td>
<td>Analysis of Governmental Units</td>
<td>3</td>
</tr>
<tr>
<td>P.Ad. 3.25</td>
<td>Public Organizations and Groups</td>
<td>3</td>
</tr>
<tr>
<td>P.Ad. 3.6</td>
<td>Public Labor/Management Relations</td>
<td>3</td>
</tr>
<tr>
<td>Pub. Mgmt./Soc.</td>
<td>Science Option</td>
<td>6</td>
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<tr>
<td>Free Elective</td>
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<tr>
<th>Senior</th>
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</thead>
<tbody>
<tr>
<td>P.Ad. 3.12</td>
<td>Governmental Fiscal Relations</td>
<td>3</td>
</tr>
<tr>
<td>P.Ad. 3.24</td>
<td>Legal and Legislative Research</td>
<td>3</td>
</tr>
<tr>
<td>P.Ad. 3.26</td>
<td>Governmental Policy Analysis</td>
<td>3</td>
</tr>
<tr>
<td>P.Ad. 4.10</td>
<td>Internship in Public Management</td>
<td>3</td>
</tr>
<tr>
<td>P.Ad. 4.11</td>
<td>Analysis in Public Management</td>
<td>3</td>
</tr>
<tr>
<td>P.Ad. 4.13</td>
<td>Seminar in Public Management</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Free Electives</td>
<td></td>
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</table>

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Note: Students majoring in Public Management must take at least 6 credit hours of electives of which 3 credits are in Government or Economics, and 3 in Psychology or Sociology.

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
- **Fren. 2.3-2.4** Language Cultures
- **Span. 2.3-2.4**
- **Germ. 2.1-2.2**
- **Eng. 3.3-3.4** Great Books
- **Any History course**

*Transfer students may elect Humanities 2.1, 2.3, 2.5, 3.2.*

**Natural Science (8 credits)**

- **Sci. 1.1-1.2** Physical World and Man
- **Biol. 1.0/L1.0 and Biol. 1.3/L1.3 or Biol. 1.5/L1.5 or L1.7** Principles of Biology and Living World and Man or Man and the Sea or Scuba
- **Chem. 1.3/L1.3-1.4/L1.4** Chemistry of the Environment
- **Chem. 1.11/L1.1 or L1.1-1.12/ or L1.4 or L1.2** Introductory Chemistry
- **Chem. 1.1/L1.1-1.2/L1.2** With Departmental Permission

**Social Science Option (6 credits) — Public Management Only**

- **Economics** (Not including 1.1-1.2, 2.2, 3.3)
- **Government** (Not including 4.8)
ACCOUNTING AND BUSINESS LAW
DEPARTMENT

Accounting Faculty


ROBERT C. WAEHLER, Professor, B.S.B.A., Ed.M., C.P.A. — Currently interested in developing course material in the area of accounting for lawyers and for the non-business student.

WELDON H. WALKER (Chairperson), Professor, B.S.B.A., M.Ed., M.B.A., Ph.D. — Involved in academic and long range planning. Instructor for CPA review course.

Business Law Faculty
BENSON DIAMOND, Professor, B.S.B.A., M.B.A., J.D. — Consulting attorney with major interests in business and corporate organization and transfers of business ownership and property.

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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

Elective Courses:
Administrative (Budgetary) Accounting  Acct. 2.6  3
Accounting Theory  Acct. 3.9  3
Advanced Taxation  Acct. 4.6  3
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**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 SCIENCES

Faculty
HOWARD F. AUROIN, Assistant Professor, B.S.B.A., M.B.A., C.D.P. — Acts as private consultant in the computer field.
A. W. COURCHESNE, Assistant Professor, B.A., Ed.M., M.B.A. — A computer systems Design Engineer involved in the pragmatic aspects of data processing education. Author of several programming and analysis manuals and a consultant to industry.

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 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 DEPARTMENT

THOMAS ANDERSON, Assistant Professor, B.S., M.B.A. — Presently interested in the normative aspects of portfolio management and the impact of special trading techniques.

DEMETRIOS GIANNAROS, Assistant Professor, B.A., M.A. — Research focusing on the "Internalization of Firms from Less Developed Countries". Interested in the effects of international investment on developing nations.

H. THOMAS O'HARA (Chairperson), Assistant Professor, B.S., M.B.A., Ph.D. — Financial management interests in the areas of revenue-expense-program reconciliation, profit planning and portfolio management.

DAVID RISSMILLER, Assistant Professor, B.Met.E., M.S., M.B.A., C.P.A. — Consults in the financial, tax planning and investment advising areas for small corporations.

ROGER K. SHAWCROSS, Assistant Professor, B.S., M.S. — Involved in research on Real Estate Residential Investment Property; author of text on insurance.

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:

<table>
<thead>
<tr>
<th>Required Courses:</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Investments</td>
<td>Fin. 3.6</td>
</tr>
<tr>
<td>Problems in Managerial Finance</td>
<td>Fin. 4.8</td>
</tr>
<tr>
<td>Taxation</td>
<td>Acct. 4.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses:</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Insurance</td>
<td>Fin. 3.5</td>
</tr>
<tr>
<td>Real Estate</td>
<td>Fin. 3.7</td>
</tr>
<tr>
<td>Analysis of Financial Statements</td>
<td>Fin. 4.3</td>
</tr>
<tr>
<td>Credits and Collections</td>
<td>Fin. 4.4</td>
</tr>
<tr>
<td>Investment Analysis and Portfolio Management</td>
<td>Fin. 4.6</td>
</tr>
<tr>
<td>Administrative (Budgetary) Accounting</td>
<td>Acct. 2.6</td>
</tr>
<tr>
<td>Advanced Taxation</td>
<td>Acct. 4.6</td>
</tr>
<tr>
<td>Introduction to Computer Programming</td>
<td>Comp. Sci. 2.2</td>
</tr>
</tbody>
</table>
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. Offered each semester.

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 3.0 and Management 3.0. 1 term — 3 semester hours. Offered alternate years — 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.
CHESS CLUB

BUSINESS MEETING

F 134B
1-2 30 PM
3/11/78

IMPORTANT!

E.D.S.A. Sponsor

FREE COFFEE

Week of March 13-16 5-7PM
Fenton & Mt. Vernon St. Buildings

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Fill out Pub survey at coffee.

For Info
MANAGEMENT DEPARTMENT

LINNE BOURGET, Assistant Professor, B.A., M.B.A., M.A., Ph.D. — Major areas of interest are positive feedback, management by caring; assertiveness in management; career and life planning; personal growth and professional effectiveness; implications of women's and men's role issues for organizational effectiveness.

JOHN J. CASTELLANO, Associate Professor, B.S., M.B.A., Ph.D. — Research integrating operations management and personnel/labor relations and the transfer of existing knowledge and research from the private to the public sector.

DAVID J. CIRILLO, Assistant Professor, B.A., M.A., Ph.D. — Research in applied behavioral science, management behavior and organizational effectiveness.

JOEL CORMAN, Professor, A.B., M.B.A., Ph.D. — Author of text and cases in the Operations Management area. Developed and maintains a relationship between the Small Business Association and the College of Business Administration and Graduate School of Administration.


DANIEL A. SANKOWSKY, Assistant Professor, B.A., Ph.D. — Research interest in the psychology of mathematical education. Authoring text which utilizes an innovative teaching approach to quantitative analysis.

CHARLES J. SHELLEY, Assistant Professor, B.A., Ph.D. — Interest in risk taking and decision analysis. Developing an approach toward risk analysis integrating material in mathematics, psychology and psychoanalysis.

NORMAN SLATER, Associate Professor, B.S.B.A., J.D., C.P.A. — Involved in growth and managerial control problems in retail and service chains with special emphasis on real estate and franchising skills.

L. W. SUTHERLAND, Assistant Professor, B.S.B.A., M.B.A., M.Ed. — Director of the Executive Seminar in Retail Store Management. Advisor to Suffolk University chapter of the Society for Advancement of Management.

STEVAN K. TROOBOFF (Chairperson), Associate Professor, B.B.A., M.B.A., D.B.A. — Teaching and action-oriented research in industry in the areas of Business Policy and Human Resource Management. Author of widely-used training programs for industry.
Management Major

Management is concerned with the overall integration and coordination of the functional aspects of an organization. Management's goal is to ensure that the planning, organization, integration, and control of the business is such that, that business may achieve its purpose, be it a profit or non-profit organization. To do this, a manager must possess an understanding of the functional areas of the business organization. In addition, he or she must also understand how to organize and interrelate these functions to achieve desired ends.

The major in Management may be attained by the completion of 18 semester hours of course work from the following:

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Sem. Hrs.</th>
</tr>
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<td>Mgmt. 4.8</td>
</tr>
<tr>
<td>Personnel Administration</td>
<td>Mgmt. 3.1</td>
</tr>
<tr>
<td>Production and Operations Management</td>
<td>Mgmt. 4.1</td>
</tr>
<tr>
<td>Small Business Enterprises Organization and Operation</td>
<td>Mgmt. 4.4</td>
</tr>
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</tr>
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<th>Course Description</th>
<th>Sem. Hrs.</th>
</tr>
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<tbody>
<tr>
<td>Purchasing Management</td>
<td>Mgmt. 3.5</td>
</tr>
<tr>
<td>Introduction to Computer Programming</td>
<td>C.Sci. 2.2</td>
</tr>
<tr>
<td>Cobol</td>
<td>C.Sci. 4.3</td>
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<tr>
<td>Sales Management</td>
<td>Mktg. 3.1</td>
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<td>Mktg. 3.8</td>
</tr>
<tr>
<td>Marketing Research</td>
<td>Mktg. 4.4</td>
</tr>
</tbody>
</table>

**Management Courses**

**Management 1.1 — The World of Work.** This course is designed to introduce first year business students to the business environment. Introduction to the functional areas of business takes place through an exploration of business careers in finance, accounting, production marketing and general management. Perspective is given through an exploration of business' role (historical and future) in society. Attention is also given to individual life planning in relation to business education and careers. *1 term – 3 semester hours. Offered each semester.*

**Management 3.0 — Introduction to 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 3.0. 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. 3.0 and Mkt. 3.0. 1 term – 3 semester hours. Offered annually.

Management 3.6 — Organizational Behavior. This course explores the application of sociological, psychological and anthropological concepts in business settings. Primary attention is paid to individual and group behavior and interaction. Emphasis is also given to how larger organizations function from a systems viewpoint. Course makes extensive use of readings and cases. 1 term – 3 semester hours. Offered each semester.

Management 4.1 — Production and Operations 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 3.0. 1 term – 3 semester hours. Offered each semester.

Management 4.4 — Small Business Enterprises-Organization and Operation. 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. Prerequisite: Management 3.0. 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 or her particular field of interest, must be conversant with and able to use appropriate mathematical and analytical tools for solving problems. Primary emphasis is on gaining understanding of the techniques, where and how they are used, their reliability, validity, and reality. Prerequisite: Management 3.0, Economics 2.2. 1 term – 3 semester hours. Offered each semester.


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 3.0. Open only to seniors who are majoring in Management. Day students enroll in the day section. 1 term – 3 semester hours. Offered each semester.
Management 4.9 — Business Policy. This is a synthesis course for business students combining the functional areas of business such as marketing, accounting, management, finance, personnel, production, etc. The course focuses on strategic and policy issues in the business setting where the student takes the viewpoint of senior management. Discussion and study of actual case histories gives the student experience and a conceptual framework for making strategy and policy decisions. 1 term - 3 semester hours. Offered each semester. To be taken in the last term when possible.
MARKETING DEPARTMENT

WALLACE FELDMAN (Chairperson), Associate Professor, B.A., M.B.A., D.B.A. — Interests in marketing management, communication, consumer behavior. Authored Marketing Science Institute working papers in marketing communication. Teaches and consults on marketing for developing nations.

JOSEPH P. VACCARO, Assistant Professor, B.S.B.A., M.B.A., J.D. — Interests in advertising and in legal aspects of marketing. Authored two casebooks. Advisor to two student marketing organizations. Consultant to small businesses.

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:

Required Courses:
Sales Management  
Consumer Behavior  
Marketing Research  
Marketing Policies and Strategies

Elective Courses:
Promotion Management  
Introduction to Computer Programming  
Cobol  
General Insurance  
Principles of Investments  
Real Estate  
Analysis of Financial Statements  
Credits and Collections  
Personnel Administration  
Purchasing Management  
Production and Operations Management  
Small Business Enterprises  
Labor Relations

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<tr>
<td>Labor Relations</td>
<td>Mgmt. 4.7</td>
</tr>
</tbody>
</table>
Marketing Courses

Marketing 3.0 — 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 marketplace. 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 3.0. 1 term — 3 semester hours. Offered annually.

Marketing 3.2 — Promotion Management. The role of promotion in society and in the marketing mix of the firm. Tools of promotion and the promotional mix. Budgeting, messages, media, and campaign evaluation. Prerequisite: Marketing 3.0. 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 3.0. 1 term — 3 semester hours. Offered annually.

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 3.0. 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 3.0 plus nine additional hours of marketing. 1 term — 3 semester hours. Offered annually.
PUBLIC MANAGEMENT AND ADMINISTRATION DEPARTMENT

FRANCES BURKE, Associate Professor, S.B., A.M., Ph.D. — Research and publications in executive reorganization, intergovernmental management and organizational effectiveness; editor, Association of Voluntary Action Scholars.

DONALD LEVITAN, Professor, S.B., M.A., D.P.A. — Author of publications on government operations; specialist in Grantsmanship and Government Financial Administration.

DAVID PFEIFFER (Chairperson), Associate Professor, B.A., M.A., M.Div., Ph.D. — Research and publications in public policy analysis; presently focusing on government policy toward handicapped individuals; past work on housing, transportation, and decision theory.

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.

Public Management Courses

P. Ad. 1.1 — Principles of Public Management. An investigation of the principles and techniques which will serve as the basis for the successful organization and administration of governmental bureaucracies. Sections to be examined include: bureaucratic problems, developing a public organization, policy development, budgetary analysis, and policy evaluation. 1 term - 3 semester hours. Offered each semester.

P. Ad. 3.12 — Governmental Fiscal Relations. An overview of the federal, state and local governmental financial structure and process will be presented. Revenue and Taxation concepts and principles at each level of government will be stressed. 1 term - 3 semester hours. Offered annually.


P. Ad. 3.22 — The Content of Government. An institutional and behavioral survey of Federal, State, Regional and Local governments, with an examination of the Inter
governmental structures and procedures. Concentration on the related knowledge, skills and tools available to the public manager. 1 term - 3 semester hours. Offered annually.

P. Ad. 3.23 — The Analysis of Governmental Units. The application of analytical knowledge, skills and tools to Federal, State and Local government units with emphasis on the use of diverse methods of analysis in public decision-making, report preparation and writing. 1 term - 3 semester hours. Offered annually.

P. Ad. 3.24 — Legal and Legislative Research. Fundamentals of the legal, administrative and legislative process. The analysis and application of the statutes of the legislatures and the regulations of administrative agencies to problems and issues of Federal, State, Local and Regional Units of government. 1 term - 3 semester hours. Offered annually.

P. Ad. 3.25 — Public Organizations and Groups. A survey of the human behavioral patterns in public organizations and small groups, examining individual, group and intergroup activities. Individual motivation, modes of leadership and decision-making processes are explored through texts, simulations, and cases. Evaluation techniques are applied to organizational and small group behavior. 1 term - 3 semester hours. Offered annually.

P. Ad. 3.26 — Governmental Policy Analysis. A thorough study of several public policy areas such as housing, transportation, welfare and taxes. Both quantitative and qualitative techniques will be used. The student will have ample opportunity to analyze a public policy area. 1 term - 3 semester hours. Offered annually.

P. Ad. 3.6 — Public Labor/Management Relations. Public Personnel theory and practices; strategies of public management and labor leaders. Major issues underlying labor-management relations in the late 1970's; particular emphasis on collective bargaining. 1 term - 3 semester hours. Offered annually.

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.)*

P. Ad. 4.13 — Seminar in Public Management. Contemporary issues and problems examined through the Classical and Current writings of Public Administration. An introduction to the foundation and recurrent themes in the study of modern bureaucracies in a changing environment. Examination of the impact of values, expertise and ethics in bureaucratic decision-making. 1 term - 3 semester hours. Offered annually.
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 full or part time. 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.

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.

**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 17 for federal and state sponsored aid information. Students applying for this aid should furnish a Financial Aid Form. This is provided by the College Scholarship Service in Princeton, New Jersey.

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 need and are awarded to individuals who present a strong academic background.

Applications for Graduate Fellowships and Graduate Service Scholarships should be returned to the Financial Aid Office, Suffolk University, Boston, Massachusetts 02114.

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 by: March 1 for the fall semester; October 15 for the spring semester.

**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 include both lower and upper level courses and are as follows:

**Recommended Action**
For any one of the following circumstances:

A. Cumulative grade point average below 3.0 at the end of any single semester: Warning
B. Cumulative grade point average below 3.0 for three semesters (not necessarily successive semesters): Dismissal
C. Cumulative total of two C grades: Warning
   Cumulative total of three C grades: Dismissal
D. Receipt of an F grade: Warning, with note that course must be retaken.
   Cumulative total of 2 F grades: Dismissal
E. Two or more I grades carried more than one semester following receipt: Dismissal

**Grading System**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
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<td>B</td>
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</tr>
<tr>
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</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

**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 lower level courses are satisfactorily completed or waived, and all upper level courses satisfactorily completed (minimum C grade).
2. An overall average of 3.0 or higher for the entire graduate program.
3. All degree requirements are completed within five years after the start of graduate course work.

**TUITION AND COSTS**

Tuition for full time study is $2,610 per year; for part time study $261 per 3 credit hours. Books and case material are approximately $35 per course. Student activity fees total $10 per year for full time students and $5 per year for part-time students. Tuition payment and refund information is located on pages 14, 15.
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.

M.B.A. COURSE OF STUDY

The M.B.A. curriculum is divided into a lower level course component and upper level course component. The lower level 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. Credit is
not granted for work experience. All M.B.A. courses are open to matriculated students only.

Full time students are expected to enroll in day courses when available.

Lower level courses are to be completed prior to enrolling in any upper level courses. Upper level courses may be taken in any sequence except that 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.

M.B.A. CURRICULUM

Lower Level

<table>
<thead>
<tr>
<th>Course #</th>
<th>Description</th>
<th>Cr.</th>
<th>Waiver by Undergraduate course(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.Ad. 6.1</td>
<td>Graduate Financial Accounting I</td>
<td>3</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>B.Ad. 6.2</td>
<td>Graduate Financial Accounting II</td>
<td>3</td>
<td>Principles of Accounting II and Business Finance</td>
</tr>
<tr>
<td>B.Ad. 6.3</td>
<td>Managerial Principles</td>
<td>3</td>
<td>Introduction to Mgmt.</td>
</tr>
<tr>
<td>B.Ad. 6.4</td>
<td>Marketing Principles</td>
<td>3</td>
<td>Introduction to Mkt.</td>
</tr>
<tr>
<td>B.Ad. 6.5</td>
<td>Quantitative Analysis</td>
<td>3</td>
<td>Statistics</td>
</tr>
<tr>
<td>B.Ad. 6.6</td>
<td>Managerial Economics</td>
<td>3</td>
<td>*</td>
</tr>
<tr>
<td>B.Ad. 6.7</td>
<td>Applied Economics of Management</td>
<td>3</td>
<td>**</td>
</tr>
<tr>
<td>B.Ad. 6.8</td>
<td>Business Law</td>
<td>3</td>
<td>Business Law I</td>
</tr>
</tbody>
</table>

The lower level courses are to be completed with a grade of C or better prior to enrolling in the upper level courses. Any waiver of lower level courses must be done during the admission process. Once a student is admitted into the M.B.A. program, any remaining lower level courses are to be taken at Suffolk University or waived by the CLEP exam.

Waived with two courses of principles of economics (macro and micro) taken in past seven years.

Waived if undergraduate degree is in Economics completed in past seven years or waived with intermediate economic analysis (micro and macro) and a semester of Money & Banking if taken within the last seven years.

Upper Level

<table>
<thead>
<tr>
<th>Course #</th>
<th>Description</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.Ad. 10.1</td>
<td>Human Behavior in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>B.Ad. 10.3</td>
<td>Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>B.Ad. 10.4</td>
<td>Production and Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>B.Ad. 10.5</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>B.Ad. 10.6</td>
<td>Analysis of Business Decisions Under</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Uncertainty — Quantitative Approaches</td>
<td></td>
</tr>
</tbody>
</table>
Master in Business Administration

Electives

Environmental Analysis and Strategic Planning 3
Business Policy (to be taken in the last term) 3
Electives 9

Graduate Electives — Electives are open to matriculated M.B.A. degree candidates who have satisfied all prerequisite courses.

Accounting

B.Ad. 10.22 — Taxation for Managers
B.Ad. 10.34 — Intermediate Graduate Level Accounting
B.Ad. 10.35 — Graduate Accounting for Managers
B.AD. 10.39 — Internal Auditing
B.Ad. 10.40 — Accounting Information Systems
B.Ad. 10.41 — Current Accounting Theory

Business Law

B.Ad. 10.24 — Legal Environment of Business

Computer Science

B.Ad. 10.21 — Data Processing for Managers

Finance

B.Ad. 10.28 — Advanced Investment Analysis
B.Ad. 10.30 — Advanced Financial Management
B.Ad. 10.38 — Risk Management and Insurance
B.Ad. 10.53 — Portfolio Management
B.Ad. 10.54 — Seminar in Finance
B.Ad. 10.55 — Money and Capital Markets
B.Ad. 10.56 — Business Forecasting

Management

B.Ad. 10.23 — Management of International Business
B.Ad. 10.26 — Operations Management
B.Ad. 10.29 — Real Property
B.Ad. 10.31 — Organization Development
B.Ad. 10.33 — Action Research in Organizations
B.Ad. 10.42 — Personnel and Labor Relations
B.Ad. 10.43 — Real Property: Asset Development
B.Ad. 10.44 — Written Analysis-Business Problems
B.Ad. 10.45 — Personal Development and Life Work Planning
B.Ad. 10.58 — Management of Small Business

Marketing

B.Ad. 10.27 — Marketing Research for Managers
B.Ad. 10.36 — Marketing Communication and Promotion
B.Ad. 10.47 — Consumer Behavior
B.Ad. 10.48 — Industrial Marketing
B.Ad. 10.49 — Multinational Marketing
B.Ad. 10.50 — Marketing for Non-Profit Organization
B.Ad. 10.51 — Marketing Problem Case Seminar
B.Ad. 10.52 — Prod. Planning, Launch, and Development
B.Ad. 10.57 — Sales Management

All Public Management graduate level courses can be used to fulfill the elective requirement.
Transfer credit may be awarded for up to six (6) credit hours of upper level course work prior to matriculation. Students wishing to transfer upper level credits should complete a transfer request form available at the Admissions Office. Courses applied to a previous degree will not be granted credit toward the M.B.A. degree.

**Lower Level 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. 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 — Managerial Principles.** A survey course dealing with contemporary management issues. Course covers a wide range of conceptual and practical materials, including such areas as labor relations, human behavior, organizational structures, personnel systems, organizational development, etc. Conceptual material covered through reading with cases used to bring concepts to life. 1 term – 3 semester hours. Offered annually.

**Business Administration 6.4 — Marketing Principles.** An accelerated survey course for students without previous marketing coursework. Includes the role of marketing in society and within an organization, the structure of our marketing system, the marketing decision variables, and the marketing management function. 1 term – 3 semester hours. Offered annually.

**Business Administration 6.5 — Quantitative Analysis.** This course will introduce students to basic quantitative analysis and computer usage. Approximately one-half the course will deal with understanding and utilizing the computer for problem solving. The second half of the course will deal with the application to statistical and quantitative techniques including descriptive statistics, linear programming, and present value analysis. 1 term – 3 semester hours. Offered annually.

**Business Administration 6.6 — Managerial Economics.** This course develops the basic economic tools of macroeconomics and microeconomics with special emphasis on economic aspects dealing with understanding the economic environment for business decision-making. Topics such as price system, market structures, economic systems, labor markets, national accounts, government control, fiscal and monetary policy, inflation, unemployment and the banking system will be covered. 1 term – 3 semester hours. Offered annually.

**Business Administration 6.7 — Applied Economics of Management.** This course develops skill in the systematic analysis of the economic aspects of business decisions and in the development of quantitative data of the firm. It deals with a more in-depth analysis of the market, the theory of consumer behavior, oligopoly, monopoly, perfect competition, optimal production, costs, profit maximization, corporate pricing and technology. Also some application of national investment and monetary and fiscal policy. The emphasis is application of these topics to real world situations. 1 term – 3 semester hours. Offered annually. Prerequisite – B.Ad. 6.6 or its equivalent.
Business Administration 6.8 — Business Law. Introduction to law and judicial procedure as it affects the now common business transactions. Introduction to the substantive areas of Contracts, Agency, Property, and Business Associations. 1 term — 3 semester hours. Offered annually.

Upper Level Courses

Business Administration 10.1 — Human Behavior in Organizations. 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 Organizations 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. Prerequisite: B.Ad. 6.3. 1 term — 3 semester hours. Offered each semester.

Business Administration 10.3 — Marketing Management. The course examines the tools of analysis, planning and control used in the management of the marketing process, beginning with need assessment and proceeding through formulation of the offering, and the pricing, promotion and distribution decisions required. Applications stressed through case analysis and projects. Prerequisite: B.Ad. 6.4. 1 term — 3 semester hours. Offered each semester.

Business Administration 10.4 — Production and Operations 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. Prerequisite: 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. Prerequisite: B.Ad. 6.1-6.2. 1 term — 3 semester hours. Offered each semester.

Business Administration 10.6 — Analysis of Business Decisions Under Uncertainty — Quantitative Approaches. This course will provide in-depth knowledge for students in mathematical techniques used in business decision making. Particular effort will be focused on the process of analyzing decisions under uncertainty. Concepts include decision trees, profitability theory, and preference theory. Heavy attention will be given to application of techniques through case studies. Prerequisite: B.Ad. 6.5. 1 term — 3 semester hours. Offered each semester.

Business Administration 10.9 — Environmental Analysis and Strategic Planning. This course deals with the relationship between the internal business strategic process and the external influences on business which come from consumers, government, and society in general. Case situations concerning direct and indirect business/government/societal relations are used in helping the participant identify and learn to cope with the problems
facing the business administrator in a highly complex and changing environment. Specific focus is given to the formulation of long-term strategic processes rather than the details of an ever-changing current environment. 1 term – 3 semester hours. Offered each semester.

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. Not offered summers.

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. 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. 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 acquaint the manager with the constitutional, legislative and administrative environment within which one must work. Particular emphasis is placed on the problems of partnerships, corporations, sales law, commercial paper, business property and simplified estate planning. 1 term – 3 semester hours. Offered annually.

Business Administration 10.26 — Operations Management. An advanced graduate elective for those preparing for a career in operations management. The primary objective of the course is to explore the application of operations management to the design and management of service delivery systems. Using the case method, factory derived tools and techniques will be employed to highlight the key considerations in evaluating and implementing alternative equipment and process techniques for delivering a given service. Prerequisite: B.Ad. 10.4. 1 term – 3 semester hours. Offered annually.

Business Administration 10.27 — Marketing Research for Managers. The role of research in the marketing decision process; the cost and value of information. Problem definition, research design, sampling, questionnaire design, field methods, and data analysis and reporting are investigated through cases and problems. 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 annually.

Business Administration 10.29 — Real Property. 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 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: B.Ad. 10.1. 1 term – 3 semester hours. Offered annually.

Business Administration 10.33 — Action Research in Organizations. 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 alternate years.

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. 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. 1 term – 3 semester hours. Offered annually.

Business Administration 10.36 — Marketing Communication and Promotion. The role, scope, and tools of promotion; the communication process and the limits of persuasion. The management of the promotional campaign, including formulation of objectives, resource allocation, message and media strategy, measurement and evaluation. 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.
Business Administration 10.39 — Internal Auditing. Appraisal and review of the internal operational performance, effectiveness of financial services, accounting control, and other operations necessary to Management. 1 term – 3 semester hours. Offered annually.

Business Administration 10.40 — Accounting Information Systems. Examination as a component of the total business information process. Particular attention to accountant’s role in simplification, internal control and mechanical accounting techniques. 1 term – 3 semester hours. Offered annually.

Business Administration 10.41 — Current Accounting Theory. Review and exploration of the concepts and development theoretical aspects of accounting. Recent development and interrelationships of accounting theory to other business activities considered. Current values, index, replacement value, and recent accounting promulgations. 1 term – 3 semester hours. Offered annually.

Business Administration 10.42 — Personnel and Labor Relations. Basic background in personnel systems and labor management issues. Recruitments and selection; wage and salary administration; training; labor negotiations; grievance procedures. Specialized knowledge of contemporary business practice in this area. 1 term – 3 semester hours. Offered annually.

Business Administration 10.43 — Real Property: Asset Development. This course will build upon Real Property (B.Ad. 10.43). It will deal in depth with the development process including such topics as site selection, cash flow, marketing, feasibility studies, property management. It will provide specialized knowledge for those seeking careers in real estate areas. Prerequisite: B.Ad. 10.29. 1 term – 3 semester hours. Offered annually. By permission.

Business Administration 10.44 — Written and Oral Analysis of Business Problems. This course provides instruction and experience in written and oral analysis of business problems. Primary focus is on typical business problem analysis. Each paper and presentation will be systematically reviewed and students would receive substantial individualized feedback. Topics to be covered include format, dealing with assumptions, sorting out evidence, clarifying expectations, etc. 1 term – 3 semester hours. Offered annually.

Business Administration 10.45 — Personal Development and Life Work Planning. This course will focus on individuals assessing their strengths and weaknesses; matching these with their work and non-work aspirations; and accordingly, developing a life plan. This course will also deal with contemporary concepts related to career and life development. 1 term – 3 semester hours. Offered annually.

Business Administration 10.47 — Consumer Behavior. Applications of the behavioral sciences to understanding human behavior in the marketplace. Topics include individual and social influences on consumer decision processes, attitudes, persuasion, motivation and other related matters of concern to the marketer attempting to develop and implement strategy. Prerequisite: B.Ad. 10.3. 1 term – 3 semester hours. Offered annually.

Business Administration 10.48 — Industrial Marketing. The application of current marketing principles and practices in the specialized industrial market and environment. A course for managers whose interests are so selective that they feel that an advanced course geared to their special needs has value. Prerequisite: B.Ad. 10.3. 1 term – 3 semester hours. Offered alternate years.
Master in Business Administration

Business Administration 10.49 — Multinational Marketing. The extension of marketing principles and practices to application in the multinational or world environment. Attention given to the kinds of skills needed by culture crossing marketeers. Prerequisite: B.Ad. 10.3. 1 term – 3 semester hours. Offered alternate years.

Business Administration 10.50 — Marketing for Non-Profit Organizations. A course specifically organized for managers of non-profit organizations which have, but do not always recognize that they have, marketing problems related to goal definition, planning, positioning of themselves in the non-profit market place, identification of the segment(s), of the market their services and ideas fill the needs of, and promotion of their "messages" to gain or capture share of mind within their appropriate consumer segment(s). Prerequisite: B.Ad. 10.3. 1 term – 3 semester hours. Offered alternate years.

Business Administration 10.51 — Marketing Problem Case Seminar. The course focuses on analysis of complex cases drawn from real consumer and industrial marketing situations. The emphasis is on analysis, decision-making, and implementation of decisions by the marketing manager within the constraints imposed by lack of time and ambiguity of information. Suggested background: marketing experience or one additional graduate marketing course beyond 10.3. Prerequisite: B.Ad. 10.3. 1 term – 3 semester hours. Offered evenings alternate years.

Business Administration 10.52 — Product Planning, Launch, and Development. Product innovation is a necessity for corporate survival today. This course examines the processes of, as well as the problems connected with, product conception, product screening, product launch and development, as well as product pruning and phase out. Prerequisite: B.Ad. 10.3. 1 term – 3 semester hours. Offered alternate years.

Business Administration 10.53 — Portfolio Management. Quantitative and qualitative methods used in portfolio building, maintenance and evaluation; effect of uncertainty; nature and evaluation of selected institutional portfolios and investment objectives and attitudes toward income and risk. Cases. Prerequisite: B.Ad. 10.28. 1 term – 3 semester hours. Offered annually.

Business Administration 10.54 — Seminar in Finance. Theory decision making and current readings in business finance and investments supplemented by special problems and a research project. Prerequisite: B.Ad. 10.30 and 10.28. 1 term – 3 semester hours. Offered alternate years.


Business Administration 10.57 — Sales Management. Examines the roles of the sales force and sales manager in implementing marketing programs, with emphasis on the functions and problems of the sales manager. Areas of concern include organization,
selection, training, compensation, motivation and supervision of the sales force, measure­
ment of performance, planning and control of the field sales function. Prerequisite: B.Ad. 10.3. 1 term – 3 semester hours. Offered annually.

Business Administration 10.58 — Management of Small Business. The purpose of this course is to help prepare yourselves for successful careers as entrepreneurs or as mana­
gers in small business. The emphasis will be on the management strategy for the on-going operations of the small business rather than the start-up or formulation of new ventures. 1 term – 3 semester hours. Offered alterante years.

Students in the M.B.A. Program may substitute the following courses offered by the Suffolk University Law School for a graduate elective. Permission must be obtained from the instructor.

Law School Courses

Corporate Finance. This course is designed to develop the student’s awareness of the legal problems and solutions involved in financing the corporation or similar business entity. Students should have taken Accounting for Lawyers or be able to work with accounting principles in analyzing financial statements. Topics covered will include: basics of evaluating corporations and their securities; the process of designing the right financing for the desired task; packaging and marketing the financing; disclosure duties of public corporations; liabilities of officers and directors; securities litigation; and several special areas such as reorganizations, condominiums and “tax shelter” offerings. The course will familiarize students with basic principles of federal and Massachusetts securities, corporate and other laws related to financing and give students a chance to apply these principles to a number of problems. Prerequisite: B.Ad. 10.5. 3 credit hours.

Arbitration. Broad, basic course covering both commercial and labor arbitration with the emphasis on the basic aspects. It will not supplant nor infringe on any other courses covering labor law indepth. It is designed for the practical aspects and needs of the business and legal community. Topics covered include the common law and statutory aspects, arbitration agreement, their use and enforcement, qualifications, appointments and powers of arbitrators, the role and functions of the American Arbitration Association, the growing field of public sector fact finding, and arbitration. The class will participate in an arbitration based on a commercial case. Films and guest speakers will be used. 3 credit hours.

EXECUTIVE MBA PROGRAM

The Master in Business Administration is available at the Suffolk Uni­
versity 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 extensive work experience. A minimum of five years managerial experience is required. This program provides currently employed men
and women the opportunity to achieve senior managerial responsibility in business, government and nonprofit 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 elective courses chosen from the fields of Accounting, Management and Marketing are required.

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.
Master in Public Administration Program

The MPA curriculum is concerned with a pragmatic approach to education in Public Management and Administration.

The program emphasizes and allows for the development of knowledge and expertise so that each student may perform managerial and 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 guidelines and standards of the National Association of Schools of Public Affairs and Administration.

Full time students in the M.P.A. program are offered a mix of day, evening, and Saturday classes.

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
  Function and Practice of Public Management (P.Ad. 3.21) or
  Principles of Management (B.Ad. 6.3)
Managerial Economics I-II (B.Ad. 6.6-6.7) .................. 6
Financial Accounting I-II (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
Governmental Financial Administration (P.Ad. 11.62) or
  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) (Pre-career only)* .................. 3
Practicum Seminar in Public Management (P.Ad. 11.11) .................. 3
Governmental Context for Public Administration (P.Ad. 11.22) ......... 3
Organizational Effectiveness in Government (P.Ad. 11.12) ............... 3

II. Graduate Electives
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)
Analysis of Public Policy (P.Ad. 11.13)
Individual Study (P.Ad. 11.14)
Administrative Strategies of Grants-in-Aid (P.Ad. 11.21)
Human Services Integration (P.Ad. 11.33)
Financing State and Local Government (P.Ad. 11.63)
Data Processing for Managers (B.Ad. 10.21)
Human Behavior in Organizations (B.Ad. 10.1)**

Total Required Credits 30

*Pre-career students not taking P.Ad. 11.10 will enroll in four graduate electives
**All other M.B.A. courses may be substituted as electives with the permission of an M.P.A. advisor.

Courses applied toward a previous degree will not be granted toward the M.P.A. degree.

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.
Master in Business Administration

Business Administration 10.49 — Multinational Marketing. The extension of marketing principles and practices to application in the multinational or world environment. Attention given to the kinds of skills needed by culture crossing marketeers. Prerequisite: B.Ad. 10.3. 1 term – 3 semester hours. Offered alternate years.

Business Administration 10.50 — Marketing for Non-Profit Organizations. A course specifically organized for managers of non-profit organizations which have, but do not always recognize that they have, marketing problems related to goal definition, planning, positioning of themselves in the non-profit market place, identification of the segment(s), of the market their services and ideas fill the needs of, and promotion of their "messages" to gain or capture share of mind within their appropriate consumer segment(s). Prerequisite: B.Ad. 10.3. 1 term – 3 semester hours. Offered alternate years.

Business Administration 10.51 — Marketing Problem Case Seminar. The course focuses on analysis of complex cases drawn from real consumer and industrial marketing situations. The emphasis is on analysis, decision-making, and implementation of decisions by the marketing manager within the constraints imposed by lack of time and ambiguity of information. Suggested background: marketing experience or one additional graduate marketing course beyond 10.3. Prerequisite: B.Ad. 10.3. 1 term – 3 semester hours. Offered evenings alternate years.

Business Administration 10.52 — Product Planning, Launch, and Development. Product innovation is a necessity for corporate survival today. This course examines the processes of, as well as the problems connected with, product conception, product screening, product launch and development, as well as product pruning and phase out. Prerequisite: B.Ad. 10.3. 1 term – 3 semester hours. Offered alternate years.

Business Administration 10.53 — Portfolio Management. Quantitative and qualitative methods used in portfolio building, maintenance and evaluation; effect of uncertainty; nature and evaluation of selected institutional portfolios and investment objectives and attitudes toward income and risk. Cases. Prerequisite: B.Ad. 10.28. 1 term – 3 semester hours. Offered annually.

Business Administration 10.54 — Seminar in Finance. Theory decision making and current readings in business finance and investments supplemented by special problems and a research project. Prerequisite: B.Ad. 10.30 and 10.28. 1 term – 3 semester hours. Offered alternate years.


Business Administration 10.57 — Sales Management. Examines the roles of the sales force and sales manager in implementing marketing programs, with emphasis on the functions and problems of the sales manager. Areas of concern include organization,
selection, training, compensation, motivation and supervision of the sales force, mea-
measurement of performance, planning and control of the field sales function. Prerequisite:
B.Ad. 10.3. 1 term – 3 semester hours. Offered annually.

Business Administration 10.58 — Management of Small Business. The purpose of this
course is to help prepare yourselves for successful careers as entrepreneurs or as mana-
gers in small business. The emphasis will be on the management strategy for the on-going
operations of the small business rather than the start-up or formulation of new ventures. 1
term – 3 semester hours. Offered alterante years.

Students in the M.B.A. Program may substitute the following courses offered by the Suffolk University Law School for a graduate elective. Permission must be obtained from the instructor.

Law School Courses

Corporate Finance. This course is designed to develop the student's awareness of the
legal problems and solutions involved in financing the corporation or similar business
entity. Students should have taken Accounting for Lawyers or be able to work with
accounting principles in analyzing financial statements. Topics covered will include:
basics of evaluating corporations and their securities; the process of designing the right
financing for the desired task; packaging and marketing the financing; disclosure duties of
public corporations; liabilities of officers and directors; securities litigation; and several
special areas such as reorganizations, condominiums and “tax shelter” offerings. The
course will familiarize students with basic principles of federal and Massachusetts
securities, corporate and other laws related to financing and give students a chance to
apply these principles to a number of problems. Prerequisite: B.Ad. 10.5. 3 credit hours.

Arbitration. Broad, basic course covering both commercial and labor arbitration with the
emphasis on the basic aspects. It will not supplant nor infringe on any other courses
covering labor law indepth. It is designed for the practical aspects and needs of the
business and legal community. Topics covered include the common law and statutory
aspects, arbitration agreement, their use and enforcement, qualifications, appointments
and powers of arbitrators, the role and functions of the American Arbitration Association,
the growing field of public sector fact finding, and arbitration. The class will participate in
an arbitration based on a commercial case. Films and guest speakers will be used. 3 credit
hours.

EXECUTIVE MBA PROGRAM

The Master in Business Administration is available at the Suffolk Uni-
versity 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 extensive work experience. A minimum of five years managerial
experience is required. This program provides currently employed men
and women the opportunity to achieve senior managerial responsibility in business, government and nonprofit 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 elective courses chosen from the fields of Accounting, Management and Marketing are required.

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.
Master in Public Administration Program

The MPA curriculum is concerned with a pragmatic approach to education in Public Management and Administration.

The program emphasizes and allows for the development of knowledge and expertise so that each student may perform managerial and 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 guidelines and standards of the National Association of Schools of Public Affairs and Administration.

Full time students in the M.P.A. program are offered a mix of day, evening, and Saturday classes.

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
  Function and Practice of Public Management (P.Ad. 3.21) or
  Principles of Management (B.Ad. 6.3)
Managerial Economics I-II (B.Ad. 6.6-6.7) ...................................... 6
Financial Accounting I-II (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
Governmental Financial Administration (P.Ad. 11.62) or
  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) (Pre-career only)* ......... 3
Practicum Seminar in Public Management (P.Ad. 11.11) ..................... 3
Governmental Context for Public Administration (P.Ad. 11.22) ............ 3
Organizational Effectiveness in Government (P.Ad. 11.12) .................... 3

II. Graduate Electives
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 Cooperation (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)
Analysis of Public Policy (P.Ad. 11.13)
Individual Study (P.Ad. 11.14)
Administrative Strategies of Grants-in-Aid (P.Ad. 11.21)
Human Services Integration (P.Ad. 11.33)
Financing State and Local Government (P.Ad. 11.63)
Data Processing for Managers (B.Ad. 10.21)
Human Behavior in Organizations (B.Ad. 10.1)**

Total Required Credits 30

*Pre-career students not taking P.Ad. 11.10 will enroll in four graduate electives

**All other M.B.A. courses may be substituted as electives with the permission of an M.P.A. advisor.
Courses applied toward a previous degree will not be granted toward the M.P.A. degree.

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. 11.3 — 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 annually.

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. 11.13 — 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. 11.21 — 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.

Public Administration 11.33 — Human Services Integration. An overview of the major characteristics of and trends in the planning, delivery and management of human services explored in the context of the public and private sectors. Particular attention to the service integration movement, and to selected issues, such as deinstitutionalization. 3 credits. Offered each semester.

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.

P.Ad. 11.63 — Financing State and Local Government. In this course we shall review the macroeconomics of the political economy and their interrelationships: federal, state and local. Within this frame of reference the management of state and local financial administration will be analyzed. Stressed will be the analysis of the revenue, taxation and borrowing functions. 1 term - 3 credits. Offered annually.
THE MANAGEMENT EDUCATION CENTER

The Management Education Center (MEC) was created in 1977 through the merging of the Institute for Business Management and the Center for Public Management. It is the focus for professional education and training activities for business, government, and non-profit organizations served by Suffolk University. MEC also sponsors specialized and technical programs in cooperation with leading consultants and professional societies. Most programs are intensive non-academic seminars, many of which award Continuing Education Units (CEUs) upon completion. Seminar formats include 2-3 day workshops, weekend conferences, and extended evening meetings. In all its programs, MEC utilizes outstanding training professionals and experts renowned in their specialized field. By special arrangement MEC can provide in-house programs for interested organizations. Program offerings include such topics as: grantsmanship, product promotion, office space planning, communications, and health care management. The professional atmosphere and quality of MEC programs and operations reflect MEC's standard of excellence in serving professionals. MEC strives to enrich the organizations it serves by developing their personnel through quality management education training. For MEC program information, call the Director at (617) 723-4700, Ext. 372.
Due to continued development of the University, frequent revision of curricula is required. In every new bulletin some improvements are indicated. When no hardship is imposed on the student because of changes, and when the facilities of the school permit, the student is expected to meet the requirements of the latest bulletin. If the student is unsure of requirements in specific instances he or she should contact the appropriate office (or Dean’s Office) for a determination of whether the current bulletin or the bulletin of the year in which he or she entered is binding.
Finances and Student Aid

TUITION

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

It can be assumed that during your years of attendance, with continued inflation and its effect on the cost of education, tuition will probably rise each year.

**Full-Time Course Load** (4 or 5 courses per term — 12 to 15 semester hours)

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Yearly Rate</th>
<th>Semester Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>$2,580</td>
<td>$86 per semester hour</td>
</tr>
<tr>
<td>Graduate</td>
<td>$2,910</td>
<td>$97 per semester hour</td>
</tr>
</tbody>
</table>

**Excess Courses**

<table>
<thead>
<tr>
<th>Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>$1,290 per semester</td>
</tr>
<tr>
<td>Graduate</td>
<td>$1,455 per semester</td>
</tr>
</tbody>
</table>

**Part-Time** (1 to 3 courses per term — 9 semester hour maximum), Extension and Summer Courses

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Course Fee</th>
<th>Semester Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>$234 per 3 credit course</td>
<td>$78 per semester hour</td>
</tr>
<tr>
<td>Graduate</td>
<td>$291 per 3 credit course</td>
<td>$97 per semester hour</td>
</tr>
<tr>
<td>Executive MBA</td>
<td>$366 per 3 credit course</td>
<td></td>
</tr>
</tbody>
</table>

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.
FEES

Application Fee (Not refundable) $15
Tuition Deposit (Full-time day applicants only. Not refundable.) 100
Deferred Tuition (Service charge for installment payments) 7
Student Activities Fee (Full-time day students) 35
Student Activities Fee (Part-time students) 5
MBA or MPA Association Fee — full-time 10
MBA or MPA Association Fee — part-time 4
Late Tuition Payment 10
Late Registration 25
Laboratory (per semester for each laboratory course) 25
Change of course (charged after second week) 10
SCUBA (per course involving SCUBA) 40
Education Media-Educ. 4.0 25
Individual Intelligence Testing-Educ. 7.13 25
Make-up Examination (per examination)-petition Dean of Students 10
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.

Withdrawal Notice or Drop Form filed and approved within:

<table>
<thead>
<tr>
<th>Time</th>
<th>Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two weeks of opening of term</td>
<td>20%</td>
</tr>
<tr>
<td>Three weeks of opening of term</td>
<td>50%</td>
</tr>
<tr>
<td>Four weeks of opening of term</td>
<td>75%</td>
</tr>
<tr>
<td>After four weeks of opening of term</td>
<td>100%</td>
</tr>
</tbody>
</table>

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

DEFERRED TUITION PAYMENT

A service charge of $7.00 per semester is added to the tuition bill under Plan 2. A late payment fee of $10 is assessed for late payment of tuition.

Plan 2: Two payments — one-half before registration; one half in sixty days. Open only to students carrying two or more courses.
FINANCIAL AID INFORMATION
Graduate and Undergraduate Students

HELP LOANS, GUARANTEED INSURED LOANS, AND BANK LOANS

These loan programs require a separate application from a bank or credit union in addition to the Suffolk University Financial Aid Application and Financial Aid Forms. Depending on the student's state of residence, up to $2500. ($5000. for graduate students) can be borrowed annually with a maximum of $7500. (undergraduate) or $15,000 (combined undergraduate and graduate). The interest rate is 7%, the government will pay the interest on the loan while the student is in school. Repayment of the loan by the student usually begins 9 months after graduation, but can be deferred for graduate school or service in the military, Peace Corp or VISTA. The school is required to recommend to the bank a loan amount. Students are requested to have a Suffolk University Financial Aid Application and Financial Aid Form on file prior to submission of the bank loan application.

GRANTS

Basic Educational Opportunity Grant (BEOG)
Undergraduate matriculating students enrolled for a minimum of 6 credits a semester may be entitled to an award from this federal grant source. Award amounts vary due to demonstrated financial need (as measured by the Financial Aid Form of the College Scholarship Service), but could range from $260. up to $1800. per academic year for full-time study.

Permanent Charities Fund
Permanent Charities money is maintained by a private foundation and administered by Suffolk University. Scholarships are available to Massachusetts residents transferring with a minimum of 54 credit hours from an accredited two-year college within the Commonwealth into Suffolk University. The student must maintain full-time status, and demonstrate financial need as defined by the College Scholarship Service and the Financial Aid Office. This award is renewable for up to two years, or four semesters, as long as the student remains in good academic standing and continues to demonstrate financial need.
FINANCIAL AID EMPLOYMENT

Service Scholarships (Undergraduate)
University part-time jobs are available as assistants in academic or administrative departments. This is a paid position based on the number of hours provided to the department each semester. Particular skills and demonstrated need are factors in determining award recipients.

Refer to pgs. 17 and 18 for general financial aid information.

FINANCIAL AID DEADLINES

February 15          File Financial Aid Form of the College Scholarship Service.
March 3              File Suffolk University Financial Aid Application.
March 15             Basic Grant final application deadline for processing 1979-80 requests.

CAREER PLANNING AND PLACEMENT CENTER

The Career Planning and Placement Center exists to assist students and alumni in developing career plans, in becoming acquainted with the job market and in developing the strategies and techniques needed to secure successful employment.

Placement services include full and part-time job listings, on-campus employment interviewing, workshops in resume writing and job interview techniques, individual and group career counseling, and employment information referrals. Services also include information concerning the job market, occupational trends, and wage and salary fluctuations. In addition to these services, the Placement Center provides students and alumni access to the state job bank through its microfiche viewer.

Located within the Center is a Placement Library which contains descriptive information on over 500 companies and governmental agencies which hire at the baccalaureate and graduate levels. In addition to this, there are numerous publications concerning the current job market, future employment trends, and salary and wage information. Detailed handout materials on resume writing, job interviewing, how to develop and implement a successful job campaign and a selection of directories of government, business and educational institutions are also housed at the Placement Library.

The Career Planning and Placement Center is located in the Charles River Plaza Building and is open from 8:45 to 4:45. Individual appoint-
ments with the Director can be scheduled from 9:00 till 4:00 Monday through Friday. Visit the Center or call extension 118 for more information.

Prerequisites — Undergraduate

Prerequisites for Management 3.0, Marketing 3.0 and Finance 3.1 are as follows:

- Accounting 1.1-1.2
- Economics 1.1-1.2
- Math 2.7 or Economics 2.2

GRADUATE SCHOOL OF ADMINISTRATION
MASTER IN PUBLIC ADMINISTRATION

The MPA is offering a new curriculum commencing in Fall, 1979.

There are three (3) foundation courses and ten (10) additional courses (39 semester hours) required for the MPA.

Master in Public Administration

Required Courses:
- Foundations of Public Organization Administration
- Foundations of Public Policy
- Foundations of Public Financial Administration
- Governmental and Fund Accounting
- Governmental Financial Administration
- Legal Basis of Public Management
- Quantitative Analysis
- Practicum in Public Management (pre-career only)
- Practicum Seminar in Public Management
- Organizational Effectiveness in Government

Elective Courses (select three (3) from the following):*
- Administrative Strategies of Federal Government
- Administrative Strategies of State Government
- Administrative Strategies of Local Government
- Administrative Strategies of Regional Government
- Human Services Integration
- Intergovernmental Conflict and Cooperation
- Personnel Management and Organized Labor in the Public Sector
- Client and Community Relations
- Analysis of Public Policy
- Administrative Strategies of Grants-in-Aid
- Financing State and Local Government
- Governmental Context for Public Administration
- Communications in the Public Sector
- Public Management Information Systems
- Individual Study

MBA courses for which the MPA student has completed prerequisites are acceptable if approved by an MPA advisor.

*Students not taking P.Ad. 11.10 will enroll in four graduate electives.
New Course Listing

Public Administration 11.15. Foundations of Public Organization Administration. The structures and processes of government organizations as it is found at various levels — federal, state, regional, and local will be examined. Students will explore the historical and political rationale for the present operations of the public sector. A review of research methods, techniques, and tools will be made, including identification of sources of relevant information; and formats for communication will be implemented. 3 credits.

Public Administration 11.16. Foundations of Public Policy. This course covers the process of policy formation and elementary techniques of policy analysis. Using the basic principles of public administration as a starting point, a framework for understanding policy as the input as well as the output of the governmental system is developed. Basic models of policy formation and basic principles of public administration are combined to form the framework for the analysis. Descriptive statistics and elementary techniques of economic analysis are used to study a policy which is under current public discussion. 3 credits.

Public Administration 11.17. Foundations of Public Financial Administration. This course covers the basic principles and concepts of public sector financial administration. Financial record keeping, statement preparation, resource allocation, and budget cycle are covered as they are to be found in the public sector. The relationship of governmental revenues and expenditures on the federal, state, and local levels are considered in the light of differing fiscal policies. The objective is to provide an understanding of the basic precepts of the financial management of governmental units. 3 credits.

Public Administration 11.23. Communication in the Public Sector. Techniques and directives related to information processing and research analysis will be examined. Communication skills, styles, and strategies will be stressed through the use of all forms of media. The management of public documents and the issues involved in "Sunshine Laws" and Privacy Acts will be included. 1 term - 3 semester hours.

Public Administration 11.41. Public Management Information Systems. This course examines systematic approaches to the management of data and information and its integration into governmental operations. Emphasis will be on the analytic skill and expertise needed for use of PMIS as a decision-making system and on the role of the manager. 1 term - 3 semester hours.

Public Administration 11.22. Governmental Context of Public Administration. An analysis of the institutional and behavioral dynamics within federal, state, regional, and local governments with concentration on improving the internal management and administration of each governmental unit. Research methods and leadership alternatives will be stressed. 1 term - 3 semester hours.

Refer to pages 91-94 for description of on-going courses.
New Course Listings

Business Administration 6.05-Quantitative Analysis. An Introduction to probability and statistics. This course will impart the ability to comprehend and logically use quantitative methods through one of three forms: (1) analysis, 2) the creation of arguments with objective support for various premises, and 3) the systematic application of problem-solving techniques. 1 term - 3 semester hours.

Business Administration 10.42-Labor Relations. This course provides a basic knowledge of Labor Relations by examining, in turn, the historical perspective, legal framework and administrative practices. Class methodology includes lecture, discussion and case analyses. 1 term - 3 semester hours. Prerequisite: B.Ad. 10.1.

Business Administration 10.59-Personnel and Human Resources Management. This course is offered specifically for the practitioner and student interested in understanding the role and the skills involved in human resources management. The course will have two distinct conceptual themes: 1) the nature and scope of traditional personnel functions, and 2) the role of the newly emerging personnel specialist concerned with recently observed changes in worker attitudes, expectations and education. In covering a broad array of human resource topics, the traditional functions and role will be merged with these recent changes. 1 term - 3 semester hours. Prerequisite: B.Ad. 10.1.

Refer to pages 79-88 for description of on-going courses.

The following electives will not be offered in the 1979-1980 calendar year:

- B.A.D. 10.39  Internal Auditing
- B.A.D. 10.40  Accounting Information Systems
- B.A.D. 10.41  Current Accounting Theory
- B.A.D. 10.48  Industrial Marketing
- B.A.D. 10.52  Product Planning, Launch, and Development
Administration and Faculty

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Herbert C. Hambelton, Headmaster, Boston Business School, Boston, MA (1982)
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Associate Dean Law School
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Associate Dean Law School
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James R. Coleman, B.A., M.A., M.L.S., Assistant College Librarian and Reference Librarian
Catherine Axon, A.B., M.S.L.S., Reference Librarian
Ruth E. Winn, B.A., M.A., M.S.L.S., Technical Services Librarian
Timothea F. McDonald, B.A., M.A.L.S., Reference Librarian

Media Technology
Donald F. Mikes, A.B., M.A., Director

BUSINESS AND FINANCIAL ADMINISTRATION

Treasurer’s Office
Francis X. Flannery, B.S.B.A., M.S. in B.A., C.P.A., Vice President and Treasurer
Paul J. Ryan, B.S., M.B.A., Business Manager
Michael F. Dwyer, B.S.B.A., M.B.A., Comptroller
Alice A. De Rosa, Payroll and Group Benefits Advisor

Personnel Office
Karen E. Hickey, B.S., Director of Personnel and Equal Employment Opportunity

Data Processing Office
Paul F. Ladd, B.S.B.A., Director of Data Processing
Robert D. DiGuardia, Chief Programmer/Analyst
Physical Plant

Ivan Banks, Director
Edward Farren, Jr., A.S., Assistant Director
Michael Roper, Night Supervisor

Security

Edward Farren, Jr., A.S., Chief

University Archives

P. Richard Jones, B.S. in J., M.Ed., Director of Archives

Bookstore

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

STUDENT PERSONNEL SERVICES

Dean of Students' Office

D. Bradley Sullivan, B.S., M.B.A., Ed.D., Dean of Students
Charles L. Niles, B.S., Senior Citizen Program Advisor

Admissions Office

William F. Coughlin, A.B., M.Ed., Director of Admissions
Edward F. Saunders, A.B., Assistant Director of Admissions
Nancy J. Fine, A.B., M.Ed., Transfer Student Counselor
Martha L. Holmes-Barrett, B.A., M.Ed., Admissions Counselor

Registrar's Office

Mary A. Hefron, A.B., M.A. in Ed., Registrar
Joan Monahan, B.A., Assistant Registrar

University Counseling Services

Kenneth F. Garni, A.B., Ed.M., Ed.D., Chairperson

Student Activities Office

Bonita Betters-Reed, B.A., M.A., Director
Sheila O'Rourke, B.A., M.Ed., Assistant Director

Athletics Office

James E. Nelson, B.S. in B.A., M.Ed., Director
Thomas A. Walsh, B.S., M.Ed., Assistant to the Director
Ann Guilbert, B.S., M.S., Assistant to the Director: Women's Programs
Financial Aid Office
Edwinia Middleton, B.S., M.Ed., Director
Darcie Lincoln, B.A., Assistant Director
James J. Mallozzi, B.S., B.A., Student Information Officer
Chris Perry, B.A., M.Ed., Job Development Officer

Placement Office
Michael H. Rubino, B.A., M.Ed., Director of Career Planning and Placement

Health Services
C.J.E. Kickham, M.D., University Physician
Mary E. Gibbons, R.N., University Nurse
Frances O’Leary, R.N., Evening Division Nurse

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

Campus Ministry
Carol Robb, B.A., M.A., Ph.D., Campus Minister
Rev. Daniel McLellan, O.F.M., Campus Minister
Rev. Paul J. Lynch, Campus Minister
Nancy B. Coonen

DEVELOPMENT, ALUMNI, AND PUBLIC RELATIONS

University Development
Frank Whitson, B.S., M.S., Director
William C. Amidon, A.B., M.A., Assistant Director
Ellen Peterson, A.B., Ed.M., Director of Alumni Activities

Public Relations
Louis B. Connelly, B.S. in J., M.Ed., Director

SECRETARIES TO THE ADMINISTRATIVE OFFICES
Marjorie C. Kelleher, B.A., M.Ed., Executive Secretary to the President and to the Chairman of the Board
Dolly Madden Hunter, A.A., Secretary to the President
Maureen Dooley, A.S., Executive Secretary to the Vice President and Treasurer
Nancy Bliss, A.A., B.S., Administrative Secretary to the Dean of the College of Liberal Arts and Sciences
Theresa O’Neill, Administrative Secretary to the Dean of the College of Business Administration
Sherry A. Moulton, A.S., Administrative Secretary to the Associate Dean of the College of Liberal Arts and Sciences
Mary F. Fraser, Administrative Secretary to the Dean of Students
College of Business Administration
Graduate School of Administration
Full-Time Faculty

Howard F. Aucoin, Assistant Professor of Management and Computer Sciences. B.S.B.A., Boston College; M.B.A., Northeastern University; C.D.P.

Frances Burke, Professor of Public Management and Administration. S.B., Simmons College; A.M., Ph.D., Boston University

John J. Burke, Assistant Professor of Accounting. B.S. in B.A., Boston College; B.A., St. John's Seminary; M.B.A., Suffolk University, C.P.A., Massachusetts. (on leave)

John Castellano, Associate Professor of Management. B.S., University of New Hampshire; M.B.A., Saint Louis University; Ph.D., State University of New York at Buffalo.

David J. Cirillo, Assistant Professor of Management. B.A., Lycoming College; M.A., University of Detroit; Ph.D., Temple University.

Joel Corman, Professor of Management. A.B., Brandeis; M.B.A., Ph.D. University of Pennsylvania.

Andre W. Courchesne, Assistant Professor of Computer Science. B.A., St. Michael's College; Ed.M., Suffolk University; M.B.A., Babson College.

Stanley R. Dennis, Associate Professor of Accounting. A.S.A., Bentley College; B.S. in B.A., M.S. in B.A., Suffolk University; C.P.A., Massachusetts.

Benson Diamond, Professor of Business Law. B.S. in B.A., J.D., Suffolk University; M.B.A. Northeastern.

Martin W. Donahue, Professor of Management. B.S. in B.A., M.A. in Ed., Suffolk University; M.B.A., Boston College; C.A.G.S., Boston College; J.D., Suffolk University.

Anthony G. Eonas, Assistant Professor of Business Law. B.S.I.E., M.B.A., Northeastern University; J.D., Suffolk University.

Wallace Feldman, Associate Professor of Marketing. B.A., University of Pittsburgh; M.B.A., Northeastern University; D.B.A., Harvard University.

Donald Levitan, Professor of Public Management and Administration. S.B., Boston College; M.A., Syracuse University; D.P.A., New York University.

Richard L. McDowell, Professor of Business and Public Administration. S.B., S.M., Massachusetts Institute of Technology; Ph.D., Tufts University.

Bernard W. Meyler, Associate Professor of Accounting. A.B.A., Baltimore College of Commerce; B.S., University of Baltimore; M.B.A., Northeastern University; Ed.M., Suffolk University; C.P.A., Massachusetts.

H. Thomas O'Hara, Assistant Professor of Finance and Banking. B.S., St. Lawrence University; M.B.A., Ph.D., Clark University.

David G. Pfeiffer, Associate Professor of Public Management and Administration. B.A., M.A., University of Texas; M.Div., Episcopal Theological Seminary; Ph.D., University of Rochester.
David G. Rissmiller, Assistant Professor of Finance and Banking. B.Met.E., M.S., Rensselaer Polytechnic Institute; M.B.A., Rutgers University; C.P.A., Massachusetts.

Daniel A. Sankowsky, Assistant Professor of Management and Computer Science. B.A., University of Pennsylvania; Ph.D., University of California-Berkeley.

Roger K. Shawcross, Assistant Professor of Finance and Banking. B.S., M.S., University of Rhode Island.

Charles J. Shelley, Assistant Professor of Management. B.A., Ph.D., University of Massachusetts-Amherst.

Norman Slater, Associate Professor of Management. B.S. in B.A., J.D., Boston University; C.P.A., Massachusetts and Texas.

Harold M. Stone, Professor of Accounting. B.S. in Ed., Ed.M., Boston University; M.B.A., Boston College; C.P.A., Massachusetts.

Lee Sutherland, Assistant Professor of Management. B.S. in B.A., Suffolk University; M.B.A., University of Maine; M.Ed., Suffolk University.


Joseph P. Vaccaro, Assistant Professor of Marketing. B.S. in B.A., Boston College; M.B.A., J.D., Suffolk University.

Roger L. Volk, Assistant Professor of Accounting. B.S. in B.A., Boston University; M.B.A., M.Ed., Suffolk University; C.P.A., Massachusetts.

Robert C. Waehler, Professor of Accounting. B.S. in B.Ed., Ed.M., Boston University; C.P.A., Massachusetts.

Weldon H. Walker, Professor of Accounting. B.B.A., M.Ed., North Texas State University; M.B.A., West Texas State University; Ph.D., University of Missouri.

Adjunct Faculty

Francis A'Hearn, Accounting. B.S., Massachusetts Institute of Technology; M.B.A., University of Nebraska.

Stephen Anderson, Management. B.S., U.S. Naval Academy; M.S., Sloan School, Massachusetts Institute of Technology.

Henry Barr, Public Administration. B.A., University of Massachusetts; J.D., Boston College.


David Baum, Management. B.S., Rutgers University; M.B.A., Suffolk University.


Hugh Brown, Computer Science. A.B., Boston University; M.B.A., Boston College


Andre Chambre, Management. A.B., Assumption College; M.B.A., Boston University.

Jarry Cohen, Computer Science. B.S.I.E., Southeastern Massachusetts University.

Norman Cohen, Accounting. B.S., Boston College; J.D., Suffolk University.
Malcolm Cole, Public Management and Administration. B.S., Springfield College; M.S.W., Boston University.

Clarence Cooper, Management. B.S., Pennsylvania State College; M.A., Temple University; M.P.A., Harvard University.

Warren Cormier, Management. B.A., University of Massachusetts; M.A., Northeastern University.


James Dachtler, Management. B.S., Suffolk University; M.U.A., Boston University.

Edward Davidson, Management. B.A., University of Massachusetts; J.D., Georgetown University.


Orie Dudley, Jr., Finance. B.A., Harvard University.


George Dunn, Management. B.S.B.A., Boston College; M.A., Suffolk University; M.B.A., Northeastern University.


Frank Falcetta, Marketing. B.S.B.A., Suffolk University; M.B.A., Suffolk University.


Joseph Flynn, Accounting. A.B., Harvard University; M.B.A., Columbia University; C.P.A.

Robert Galibois, Accounting. A.B., Boston College; M.S., Northeastern University.


Michael Green, Accounting. B.B.A., University of Massachusetts; M.B.A., Babson College.

Eugene Harding, Management. B.A., University of Maryland; M.B.A., Suffolk University.

Charles Kantor, Marketing. B.S., Illinois University; M.B.A., Babson College.

James Lancaster, Management. B.S., University of Vermont; M.Ed. and M.B.A., Suffolk University.


Richard Letterman, Business Law. A.B., Boston University; J.D., New England School of Law.

Lewis Levenson, Public Management and Administration. B.S., Georgia Institute of Technology.


James Mariner, Accounting. B.S., Ohio State University.

Thomas Magliozi, Management. B.S., Massachusetts Institute of Technology; M.S., Northeastern University.

John Monticone, Accounting. B.A., Boston University; C.P.A.

Elizabeth Moore, Management. B.A., State University of Iowa; M.A. State University of California.

Peter Murphy, Management. A.B., St. John's Seminary; M.Ed., Boston College.
Michael Nee, Accounting. B.S.A., Bentley College; M.B.A., Suffolk University.

Peter Nessen, Accounting. A.B., Dartmouth College; M.B.A., Amos Tuck Graduate School; C.P.A.

Walter Ollen, Business Law. B.S. and J.D., Boston University.

Joseph Palombo, Accounting. B.A., College of the Holy Cross; M.S.T., Bentley College; C.P.A.


Frank Pate, Business Law. B.A., Providence College; J.D., New England School of Law.

John Phillips, Accounting. B.S. and M.S., Bentley College.

Barry Pinciss, Accounting. B.A., University of Massachusetts; M.B.A., Boston University; C.P.A.


Thomas Quin, Accounting. B.S.A., Bentley College; M.B.A., Boston College.

Donald Reilly, Public Management and Administration. B.S., Boston State College; M. Ed., Suffolk University.

Reginald Sapp, Public Management and Administration. B.A., Brandeis University; M.A., Tufts University.


Donald Short, Marketing. B.A., Colby College; M.B.A., University of Pennsylvania.

Ernest Silver, Management. B.S., Northeastern University; M.B.A., Babson College.

Lou Stern, Management. B.A., University of Massachusetts; M.A., University of Minnesota; Ph.D., University of Minnesota.

William Stratton, Accounting. B.S., Pennsylvania State University; Ph.D., Claremont Graduate School.

Lewis Sullivan, Accounting. B.S. and M.B.A., Boston College.


William Tinti, Public Management and Administration. B.A., University of Massachusetts; J.D., Boston College.


Timothy Vaill, Finance. B.S., Tufts University; M.B.A., Harvard University.

David Walsh, Marketing. B.S., College of the Holy Cross; Ed.M., Springfield College; M.B.A., Western New England College.

Gerald Wasserman, Management. B.A., University of Massachusetts; M.B.A., Columbia University.

Calvin Williams, Management. A.B., Harvard University; M.A., Suffolk University.

John Williams, Management. B.A., Pennsylvania State University; M.B.A., Boston College.

Paul Wishengrad, Accounting. B.A., University of Vermont; M.B.A., New York University.

Mark Yessian, Public Management and Administration. B.A., Clark University; Ph.D., Syracuse University.
Ralph Zelinsky, Management. B.S.B.A., University of Connecticut; M.B.A., Boston University.

Visiting Committee
Members and Terms

Vernon R. Alden, Chairman, Massachusetts Business Development Council, Boston
Anne L. Bryant, Educational Director, National Association of Bank Women, Inc., Boston
John P. Chase, Chairman of the Board, Phoenix Investment Counsel of Boston, Inc., Boston
John F. Collins, Esq., Attorney at Law, Boston
William Edgerly, Chairman of the Board and President, The State Street Bank and Trust Company, Boston
Charles H. W. Foster, Ph.D., Dean, School of Forestry and Environmental Management, Yale University, New Haven, Connecticut
Thomas A. Fulham, President, Suffolk University, Boston
Kenneth Guscott, President, Kenneth Guscott and Associates, Boston
Ralph Hayden, Jr., President, Association For Land Use Alternatives, Inc., Boston
John S. Howe, Retired Chairman of the Board and Chief Executive Officer, The Provident Institution for Savings, Boston
Leroy Keith, Jr., Chancellor, Board of Higher Education, Boston
Regina Kyle, Program Director, Association of American Colleges
Michael Linquata, President, Seven Seas Wharf, Gloucester
Frank B. Maher, Director, The John Hancock Mutual Life Insurance Company, Boston
Joseph J. Melone, Senior Vice President, Prudential Insurance Company of America, Newark, New Jersey
Joseph W. Powell, Jr., Chairman, Technicare, Boston
Richard Weeks, Ph.D., Dean, College of Business Administration, University of Rhode Island
Roger U. Wellington, Boston

Business School Advisory Council
Members and Terms

John P. Chase, Chairperson

TERMS EXPIRING JUNE, 1980

Nancy E. Concannon, Second Vice President, John Hancock Mutual Life Insurance Company, Boston
Phillip B. Holmes, Insurance Consultant, Amherst, New Hampshire
George D. Noble, Jr., Vice President, New England Telephone Company, Boston
Julian M. Sobin. Senior Vice President, International Minerals and Chemical Corporation, Boston
Jacqueline Sullivan. Director of Executive Recruitment and Placement, Filene’s, Boston
M. Greeley Summers. General Agent, New England Life, Boston
S. Peter Volpe, President and Treasurer, The Volpe Construction Co., Inc., Malden

TERMS EXPIRING JUNE, 1981

Alfred W. Archibald, President, South Boston Savings Bank, South Boston
*John P. Chase, Chairman, Phoenix Investment Counsel of Boston, Inc.
C. Bernard Fulp, Vice President, New England Merchants National Bank
Robert W. Hinman, Vice President, The Gillette Company, Boston
Geurard H. Howkins, Jr., Director of Financial Relations, Raytheon Company, Lexington
Anne M. McCarthy, Vice President, New England Mutual Life Insurance Company, Boston
Janet Pavliska, President, Arlington Five Cents Savings Bank

*Trustee

Public Management and Administration Advisory Council
Members and Terms

TERMS EXPIRING JUNE, 1980

Margery M. Battin, Vice Chairman, Board of Selectmen, Lexington
Samuel Beer, Professor, Harvard University
Micleta H. Bruce, Manpower Development Specialist, U.S. Department of Labor, Boston
Vivian L. Buckles, Assistant Regional Administrator, Women’s Bureau, U.S. Department of Labor, Employment Standards Administration, Boston
John R. Buckley, Secretary, Executive Office of Administration and Finance, Commonwealth of Massachusetts
Charles J. Hamilton, Assistant Director, Massachusetts State Lottery Commission
John F. Kendrick, Town Clerk, Brookline
A. Hunter Rineer, Jr., State Librarian, State House Library, Boston
Florence R. Rubin, Newton.
TERMS EXPIRING JUNE, 1981

John Bean, Jr., Regional Director, Department of Health, Education, and Welfare

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

Garreth Lynch, Mayor of Westfield

Walter W. Mode, Past President, American Society for Public Administration, Former Regional Commissioner, Social Security Administration

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

FACULTY STANDING COMMITTEES FOR 1979-1980

Committees of the Office of the President

Alumni Relations:
Chairperson: Dr. West. Members: Mr. Connelly, Dr. Clark, Mr. Donahue, Dr. Levitan, Mr. J.D. McCarthy, Mr. Kindregan, Dr. Santeusanio, Dr. Webb, and Mr. Jones.

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

Long Range Planning:
Chairperson: Associate Dean Strain. Dr. Elmusa, Dr. Bonaventura, Mr. Slater, Dr. Levitan, Dean McDowell, Dean Ronayne, Dr. Sullivan, Dr. Unger, Dr. Vogel, Dr. W. Johnson, Dr. Weatherbee, Mr. Callahan, Mr. Maleson, and Dean Sargent.

Status of Women:
Convener: to be announced. Recorder: Ms. Bliss. Members: Mr. Eonas, Ms. Hickey, Ms. Holt, Dr. Mishura, Ms. Talmadge, Dr. Robb, Dr. Wertz, Dr. West, Dr. Weatherbee. 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 Advisory Committee on University Affairs:

Heritage Committee:
Chairperson: Dr. Robbins. Members: Mr. Amidon, Dr. Cavanagh, Mr. Connelly, Mr. Griffin, Dr. Hartmann, Dr. Hughes, Mr. Jones, Dr. Robb, Mr. Stone, Dr. Strain, Dr. Vogel, Dr. West, Ms. Zybalia, Ms. Brown and Mr. Maleson.
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.

Minority Students:
Chairperson: The co-ordinator of Minority Student Affairs. Members: Dr. Clark, Mr. Coughlin, Mr. Deleso, Ms. Dushku, Dr. Garni, Mr. Jones, Ms. Minardi, Ms. Peterson, Mr. Shawcross, Mr. Cannon, Dean Sullivan, Mr. Eskedal, and Ms. Monahan. 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.

CBA Curriculum:
Chairperson: Dr. O'Hara. Members: Mr. Diamond, Mr. Donahue, Dr. Feldman, Dr. Levitan, Mr. Meyler, Dr. Walker, Assistant Dean and Staff Assistant.

CBA Admissions, Transfer, and Academic Standing:
Chairperson: Mr. Stone. Members: Dr. Cirillo, Mr. Courchesne, Mr. Eonas, Dr. Sankowsky, Mr. Shawcross, Mr. Vaccaro, Mr. Volk, and Staff Assistant.

CBA Financial Aid, Student Life, Counseling and Placement:
Chairperson: Mr. Eonas. Members: Mr. Aucoin, Dr. O'Hara, Dr. Pfeiffer, Mr. Rissmiller, Dr. Sankowsky, Mr. Shawcross, Mr. Sutherland, Mr. Volk, and Staff Assistant, Financial Aid Director Middleton, Dean Sullivan, Placement Director Rubino.

GSA Curriculum:
Chairperson: Dr. Feldman. Members: Dr. Corman, Dr. O'Hara, Dr. Pfeiffer, Mr. Stone, Dr. Trooboff, Dr. Walker, Assistant Dean and Staff Assistant.

GSA Admissions, Transfer and Academic Standing:
Chairperson: Mr. Rissmiller. Members: Dr. Castellano, Mr. Dennis, Mr. Diamond, Dr. Feldman, Dr. Levitan, Mr. Slater and Staff Assistant.

GSA Financial Aid, Student Life, Counseling and Placement:
Chairperson: Dr. Cirillo. Members: Dr. Burke, Dr. Castellano, Dr. O'Hara, Dr. Pfeiffer, Dr. Shelley, Mr. Slater, Staff Assistant, Financial Aid Director Middleton, Dean Sullivan and Placement Director Rubino.

CBA/GSA Administrative Services and Continuing Education Personnel, Library, Building:
Chairperson: Dr. Walker. Members: Dr. Burke, Mr. Donahue, Mr. Meyler, Mr. Slater, Mr. Sutherland, Dr. Trooboff, and Dean.

CBA/GSA Promotion, Tenure and Review:
Dr. Corman, Mr. Waehler, Mr. Stone, and Dean McDowell, Chairperson.

CBA/GSA Educational Policy:
Dr. Burke, Dr. Sankowsky, Mr. Shawcross, Mr. Vaccaro, Mr. Waehler, and Dean McDowell, Chairperson.
CBA/GSA Library Committee: Chairperson: Mr. Meyler. Members: Mr. Aucoin, Dr. Castellano, Mr. Dennis, Mr. Donahue, Mr. Rissmiller, Dr. Shelley.

Faculty Life Committee:
Chairperson: Elected by the Committee. Dr. Cirillo (1982), Dr. Corman (1981), Dr. Levitan (1980), and Mr. Waehler (1983).

Social Committee:
Chairperson: Mr. Dennis. Members: Mr. Aucoin, Mr. Courchesne, Mr. Eonas, Dr. Shelley, Mr. Vaccaro, and Mr. Volk.

Nercomp/Aacomp Representative:
Mr. Courchesne

Faculty Secretary:
Mr. Sutherland
# COLLEGE CALENDAR

## 1979-1980

### FALL SEMESTER 1979

<table>
<thead>
<tr>
<th>September</th>
<th>4-7, Tuesday-Friday</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8, Saturday</td>
<td>Saturday classes convene</td>
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<tr>
<td></td>
<td>10, Monday</td>
<td>Day and evening classes convene</td>
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<tr>
<td></td>
<td>17, Monday</td>
<td>Last day for new evening student admission and for late registration</td>
</tr>
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<td></td>
<td>24, Monday</td>
<td>Last day for course changes</td>
</tr>
<tr>
<td>October</td>
<td>8, Monday</td>
<td><strong>Columbus Day Holiday</strong></td>
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<tr>
<td></td>
<td>10-11, Wednesday-Thursday</td>
<td>Spring and Summer Final Examination Make-up</td>
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<tr>
<td></td>
<td>27, Saturday</td>
<td>Late date for withdrawal without penalty of &quot;F&quot; grade</td>
</tr>
<tr>
<td></td>
<td>29, Monday</td>
<td>Freshman mid-term grades due</td>
</tr>
<tr>
<td>November</td>
<td>12, Monday</td>
<td><strong>Veterans Day Holiday</strong></td>
</tr>
<tr>
<td></td>
<td>13, Tuesday</td>
<td>Monday classes meet on Tuesday to make up for holiday. Tuesday classes and Activity Period cancelled.</td>
</tr>
<tr>
<td></td>
<td>21-25, Wednesday-Sunday</td>
<td>Thanksgiving recess begins 1:00 P.M. Wednesday, November 21 through Sunday, November 25</td>
</tr>
<tr>
<td>December</td>
<td>15, Saturday</td>
<td>Last classes for Fall Semester</td>
</tr>
<tr>
<td></td>
<td>17,22, Monday-Saturday</td>
<td>Fall Semester Final Examinations</td>
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<tr>
<td></td>
<td>22 - Jan. 13</td>
<td><strong>Winter recess begins 5:00 P.M. Saturday, December 22, 1979, through Sunday, January 13, 1980.</strong></td>
</tr>
<tr>
<td>Month</td>
<td>Date</td>
<td>Event</td>
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<tr>
<td>January</td>
<td>7-11, Monday-Friday</td>
<td>Registration</td>
</tr>
<tr>
<td></td>
<td>12, Saturday</td>
<td>Saturday classes convene</td>
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<tr>
<td></td>
<td>14, Monday</td>
<td>Day and evening classes convene</td>
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<tr>
<td></td>
<td>15, Tuesday</td>
<td><em>Martin Luther King Day Holiday</em></td>
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<tr>
<td></td>
<td>21, Monday</td>
<td>Last day for Special Student Admission and last day for registration</td>
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<tr>
<td></td>
<td>26, Saturday</td>
<td>Last day for course change</td>
</tr>
<tr>
<td>February</td>
<td>13-14, Wednesday-Thursday</td>
<td>Fall Final Examination Make-up</td>
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<tr>
<td></td>
<td>18, Monday</td>
<td><em>Washington's Birthday Holiday</em></td>
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<tr>
<td></td>
<td>19, Tuesday</td>
<td>Monday classes meet on Tuesday to make-up for holiday. Tuesday classes cancelled.</td>
</tr>
<tr>
<td>March</td>
<td>7, Friday</td>
<td>Freshman mid-term grades due</td>
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<tr>
<td></td>
<td>8, Saturday</td>
<td>Last date for withdrawal without penalty of &quot;F&quot; grade.</td>
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<tr>
<td></td>
<td>16-23, Sun.-Sun.</td>
<td>Spring Recess</td>
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<tr>
<td></td>
<td>17, Monday</td>
<td><em>Evacuation Day Holiday</em></td>
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<tr>
<td>April</td>
<td>7-11, Monday-Friday</td>
<td>Faculty course advising for students continuing in the Summer Session</td>
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<tr>
<td></td>
<td>14-18, Monday-Friday</td>
<td>Summer Session registration for students attending the Spring term</td>
</tr>
<tr>
<td></td>
<td>21 Monday</td>
<td><em>Patriots Day Holiday</em></td>
</tr>
<tr>
<td>May</td>
<td>3, Saturday</td>
<td>Last class</td>
</tr>
<tr>
<td></td>
<td>5-10, Monday-Saturday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td></td>
<td>26, Monday</td>
<td><em>Memorial Day Holiday</em></td>
</tr>
<tr>
<td>June</td>
<td>8, Sunday</td>
<td>Commencement Day</td>
</tr>
</tbody>
</table>
### SUMMER SESSION 1980

**Tentative Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>May 19 - Monday</td>
<td>Registration, First Sessions and Nine-Week Accounting Courses</td>
</tr>
<tr>
<td>May 20 - June 27</td>
<td>First Six-Week Session</td>
</tr>
<tr>
<td>May 20 - July 3</td>
<td>First Seven-Week Evening Session</td>
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<tr>
<td>July 7 - Monday</td>
<td>Registration, Second Sessions</td>
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<tr>
<td>July 8 - August 15</td>
<td>Second Six-Week Session</td>
</tr>
<tr>
<td>July 8 - August 22</td>
<td>Second Seven-Week Evening Session</td>
</tr>
</tbody>
</table>

### EXECUTIVE MBA CALENDAR

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>7, Saturday</td>
<td>Session Commence</td>
</tr>
<tr>
<td>September</td>
<td>15, Saturday</td>
<td>Session Ends</td>
</tr>
<tr>
<td>September</td>
<td>29, Saturday</td>
<td>Session Commence</td>
</tr>
<tr>
<td>November</td>
<td>24, Saturday</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>December</td>
<td>15, Saturday</td>
<td>Session Ends</td>
</tr>
<tr>
<td>January</td>
<td>5, Saturday</td>
<td>Session Commence</td>
</tr>
<tr>
<td>March</td>
<td>15, Saturday</td>
<td>Session Ends</td>
</tr>
<tr>
<td>March</td>
<td>29, Saturday</td>
<td>Session Commence</td>
</tr>
<tr>
<td>June</td>
<td>7, Saturday</td>
<td>Session Ends</td>
</tr>
</tbody>
</table>
To Boston & Suffolk University

As a commuter institution, Suffolk University urges students to use public transportation whenever possible. The University is located adjacent to the Massachusetts State House and near the “New Boston” Government Center, only a short walk from MBTA subway stations at Park Street, Government Center, Bowdoin, North Station, and Charles Station. It is also readily accessible by major bus lines and railroads.

Students who must commute by automobile may park at a reduced rate upon presentation of a stamped parking ticket at the Charles River Plaza Garage, Boston Common Garage, and Government Center Garage.

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.

Suffolk University
1. Archer Building
2. Donahue Building
3. Student Activities Ridgeway Building
4. 56 Temple St. — Admissions Office & Faculty Offices
5. 47 Mt. Vernon St. — College of Business Administration
6. Fenton Building — College of Liberal Arts and Sciences
7. 100 Charles River Plaza — Accounting, Personnel, Placement, Registrar, Athletics, Alumni, Public Relations.
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