

Suffolk University

Digital Collections @ Suffolk

College of Arts and Sciences and Sawyer
Business School Academic Catalogs

Suffolk University Academic Catalogs

1937

Suffolk University Academic Catalog, College Departments, 1937-1938

Suffok University

Follow this and additional works at: <https://dc.suffolk.edu/cassbs-catalogs>

Recommended Citation

Suffok University, "Suffolk University Academic Catalog, College Departments, 1937-1938" (1937). *College of Arts and Sciences and Sawyer Business School Academic Catalogs*. 186.
<https://dc.suffolk.edu/cassbs-catalogs/186>

This Catalog is brought to you for free and open access by the Suffolk University Academic Catalogs at Digital Collections @ Suffolk. It has been accepted for inclusion in College of Arts and Sciences and Sawyer Business School Academic Catalogs by an authorized administrator of Digital Collections @ Suffolk. For more information, please contact dct@suffolk.edu.

SUFFOLK UNIVERSITY
College of Liberal Arts



ANNOUNCEMENTS FOR 1938-1939

CATALOGUE FOR 1937-1938

BOSTON · MASSACHUSETTS

Series 1

MARCH 1938

Volume II

PURPOSE OF SUFFOLK UNIVERSITY COLLEGE OF LIBERAL ARTS

SUFFOLK UNIVERSITY COLLEGE of Liberal Arts is committed to the idea that training in the liberal arts is a necessary part of a complete education. It believes that opportunities for training in the liberal arts should be made available to all who can profit by them irrespective of economic status.

I. Co-education—Low Tuition. By maintaining low tuition rates and by offering instruction both in the day and in the evening, it makes this important type of education available to men and women who must earn their living while attending college.

II. Preparation for Further Study. It definitely prepares men and women for professional study, for graduate work in the liberal arts, and for teaching.

III. Preparation for Intelligent Living. Its spirit and purposes are such that it endeavors to aid its graduates in developing a foundation and framework of knowledge which will enable them to live intelligently in this new age.

SUFFOLK UNIVERSITY BULLETIN

SERIES I

MARCH 15, 1938

VOLUME II

SUFFOLK UNIVERSITY COLLEGE OF LIBERAL ARTS

ANNOUNCEMENTS 1938-1939
CATALOGUE 1937-1938



20 DERNE STREET
BOSTON, MASSACHUSETTS

TABLE OF CONTENTS

PURPOSE OF SUFFOLK UNIVERSITY

COLLEGE OF LIBERAL ARTS	Inside front cover
CALENDAR FOR THE YEARS 1938, 1939, AND 1940	2
CALENDAR FOR THE COLLEGE OF LIBERAL ARTS, 1938-1939	5
HISTORICAL SKETCH REGARDING SUFFOLK UNIVERSITY	6
BOARD OF TRUSTEES OF SUFFOLK UNIVERSITY	8
OFFICERS IN THE UNIVERSITY	9
OFFICERS OF ADMINISTRATION AND INSTRUCTION	10
ORGANIZATION OF THE FACULTY	13
DAY AND EVENING DIVISIONS; LATE AFTERNOON AND SATURDAY	
COURSES	14
ADMISSION REQUIREMENTS	16
ADMISSION TO THE FRESHMAN CLASS	16
ADMISSION TO ADVANCED UNDERGRADUATE STANDING	17
ADMISSION TO THE GRADUATE SCHOOL	18
ADMISSION OF SPECIAL STUDENTS	18
REQUIREMENTS FOR DEGREES	19
BACHELOR OF ARTS	19
BACHELOR OF SCIENCE	19
BACHELOR OF SCIENCE IN EDUCATION	20
MASTER OF ARTS	22
MASTER OF EDUCATION	22
COURSES OF INSTRUCTION	24
PRE-PROFESSIONAL COURSES	46
LAW	46
MEDICINE	47
DENTISTRY	47
COMBINED COURSES	48
FEES AND AID	48
REGISTRATION AND RELATED PROCEDURES	54
GRADES, EXAMINATIONS, PROMOTION	56
BUILDINGS AND EQUIPMENT	58
STUDENT ACTIVITIES	61
DEGREES CONFERRED IN 1937-1938	63
STUDENTS, 1937-1938	64
GIFTS AND BEQUESTS	66
INDEX	67

CORRESPONDENCE

All correspondence should be addressed to

Executive Secretary

SUFFOLK UNIVERSITY

20 Derne Street
Boston, Massachusetts

OFFICE HOURS

The Executive Offices will be open for conferences and registrations Mondays, Tuesdays, Thursdays, and Fridays from 9:00 A.M. to 9:00 P.M.; Wednesdays from 9:00 A.M. to 5:00 P.M. and Saturdays from 9:00 A.M. to 12:00 noon.

TELEPHONE

CAPitol 0555

CALENDAR FOR THE COLLEGE OF LIBERAL ARTS

1938 — 1939

First Semester

Founder's Day.....	Monday, September 19, 1938
Academic year opens—classes begin.....	Monday, September 26, 1938
First quarter bills payable.....	Monday, September 26, 1938
October Tests begin.....	Monday, October 17, 1938
October Tests end.....	Friday, October 21, 1938
*Armistice Day; exercises suspended	Friday, November 11, 1938
November Tests begin.....	Monday, November 14, 1938
November Tests end.....	Friday, November 18, 1938
Second quarter bills payable.....	Monday, November 21, 1938
*Thanksgiving Day; exercises suspended	Thursday, November 24, 1938
Christmas Recess begins.....	Saturday, December 17, 1938
Classes resume.....	Monday, January 2, 1939
First Semester Examinations begin.....	Monday, January 16, 1939
First Semester Examinations end.....	Friday, January 27, 1939

Second Semester

Second Semester begins—classes resume.....	Monday, January 30, 1939
Third quarter bills payable.....	Monday, January 30, 1939
February Tests begin.....	Monday, February 20, 1939
February Tests end.....	Friday, February 24, 1939
March Tests begin.....	Monday, March 27, 1939
Fourth quarter bills payable.....	Monday, March 27, 1939
March Tests end.....	Friday, March 31, 1939
Spring Recess begins.....	Saturday, April 1, 1939
Classes resume.....	Monday, April 10, 1939
Charter Day.....	Saturday, April 29, 1939
Junior Prom.....	Wednesday, May 10, 1939
Senior Banquet.....	Wednesday, May 17, 1939
Second Semester Examinations begin	Monday, May 22, 1939
Second Semester Examinations end.....	Friday, June 2, 1939
Baccalaureate Service.....	Sunday, June 11, 1939
Alumni Night.....	Monday, June 12, 1939
Class Day.....	Wednesday, June 14, 1939
Commencement Exercises.....	Thursday, June 15, 1939
Summer Session begins	Wednesday, July 5, 1939
Summer Session ends.....	Saturday, August 12, 1939

*Classes missed will be made up on the following Wednesday.

HISTORICAL SKETCH REGARDING SUFFOLK UNIVERSITY

Suffolk University was foreshadowed when Suffolk Law School was founded by Gleason Leonard Archer in September 1906. This school became, at an early date, the symbol of the open door of opportunity to the ambitious and worthy youth of the land who must win higher education if at all while engaged in wage-earning pursuits. The Law School early in its history gained national recognition as a leader in the field of higher education for self-supporting students. It became a leavening force in greater Boston and soon attracted a clientele of aspiring young men in an ever-widening circle until all New England and even foreign nations found representation in its student body.

Trained for leadership and worthily fulfilling their responsibilities as lawyers, judges, or legal experts in industrial fields in all parts of the Union, the alumni of the Law School indirectly created a demand for the extension of Suffolk's educational program. The rising cost of education in the day colleges, and above all the impressive demonstration of the value of combining educational theory and daily wage-earning experience as a preparation for life encouraged the Board of Trustees to offer similar educational opportunities in other fields than in law.

A College of Liberal Arts was naturally the first unit to be added. In July 1934, President Archer (then Dean Archer) was authorized by the Board of Trustees to take immediate action in the creation of a College of Liberal Arts to provide collegiate education in the liberal arts for young men and women who must earn their living while attending college. President Archer was fortunate in securing the co-operation of the late Dr. Patrick T. Campbell, Superintendent of Schools of Boston and Dr. Frank W. Wright of the State Department of Education. A splendid curriculum without unnecessary electives was agreed upon. With the further co-operation of other leading educators a faculty was chosen, men of outstanding ability as teachers. The College of Liberal Arts was formally opened on Monday evening, September 24, 1934. Although New England had long been famous for its day colleges, yet until our College of Liberal Arts was established, no opportunity existed in any of the five New England States whereby an ambitious man or woman might earn a Bachelor of Arts degree entirely through evening study. The Board of Trustees applied to the Massachusetts Legislature in January 1935 for degree-granting powers for the new College of Liberal Arts. The Legislature, with only two votes recorded in opposition, enacted the desired legislation (Chap. 15, Acts of 1935). On the same day, February 21, 1935, Governor James M. Curley signed the Charter. Thus was inaugurated the first evening College of Liberal Arts in New England.

The Graduate School of Law was authorized by the same legislative charter and in September 1935 this third department was created. Courses leading to the degree of Master of Laws have proven deservedly popular. Since its inception the Graduate School of Law has conferred its degree on forty-three candidates.

The College of Journalism was founded in 1936 at the suggestion of a group of newspaper publishers and advertising executives.

In 1936, the Board of Trustees voted to petition the Massachusetts Legislature for the consolidation of Suffolk's group of schools and colleges into Suffolk University. The General Court granted this privilege and also authorized the creation of a fifth department—a College of Business Administration. Suffolk University College of Business Administration opened its doors September 27, 1937.

THE CHARTER

Chapter 237

THE COMMONWEALTH OF MASSACHUSETTS

In the Year One Thousand Nine Hundred and Thirty-Seven

An Act to establish Suffolk University.

Whereas, the deferred operation of this act would tend to defeat its purpose, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

SECTION 1. The name of the Suffolk Law School, incorporated by chapter one hundred and forty-five of the acts of nineteen hundred and fourteen, is hereby changed to Suffolk University. Said corporation shall consist of not more than twenty-one members.

SECTION 2. Suffolk University shall include the departments now known as Suffolk Law School, Suffolk Graduate School of Law, Suffolk College of Liberal Arts, Suffolk College of Journalism and a new department to be known as Suffolk College of Business Administration.

The said university shall possess all the powers and privileges heretofore granted in chapter one hundred and forty-five, of the acts of nineteen hundred and fourteen and chapter fifteen of the acts of nineteen hundred and thirty-five together with such additional powers and privileges as are possessed by colleges of Journalism and Business Administration in this Commonwealth including power to confer degrees appropriate thereto and to grant diplomas therefor.

(Signed by Governor Charles F. Hurley, April 29, 1937.)

THE CORPORATION

Corporate Name: Suffolk University

OFFICERS OF THE CORPORATION

THOMAS JEFFERSON BOYNTON, *President*
JAMES MARCUS SWIFT, *Vice-President*
HIRAM JOHN ARCHER, *Clerk*
GLEASON LEONARD ARCHER, *Treasurer*

BOARD OF TRUSTEES

HON. THOMAS JEFFERSON BOYNTON, *President*
Attorney-General of Massachusetts, 1914
United States Attorney
District of Massachusetts, 1917-1920

HON. JAMES MARCUS SWIFT, *Vice-President*
Attorney-General of Massachusetts 1911-1913

GLEASON LEONARD ARCHER, *Treasurer*
Founder and Dean of Suffolk Law School

HIRAM JOHN ARCHER, *Clerk*
Director, Department of Research and Review,
Suffolk Law School

HON. JOSEPH EVERETT WARNER
Attorney-General of Massachusetts, 1928-1934

JOHN SHEPARD, 3d
President, The Yankee Network

HUBERT PRIOR VALLEE
President, Rudy Vallee, Inc.

JOHN GRIFFIN
Vice-President, John F. Griffin Company

THOMAS FRANCIS McNICHOLS
Branch Manager, First National Bank of Boston

OFFICERS IN THE UNIVERSITY

GLEASON LEONARD ARCHER
PRESIDENT OF THE UNIVERSITY

MISS CARROLLA ABBOTT BRYANT
EXECUTIVE SECRETARY OF THE UNIVERSITY

PAUL ABNER MacDONALD
BURSAR

MISS CATHARINE CECILIA CARAHER
ASSISTANT TREASURER

MISS CARROLLA ABBOTT BRYANT
ASSISTANT TREASURER

DONALD WILSON MILLER
GENERAL CHAIRMAN OF ENDOWMENT AND IMPROVEMENT CAMPAIGN

MISS MARY ESTHER NEWSOME
UNIVERSITY LIBRARIAN

MRS. MARIAN ARCHER MacDONALD
MANAGER UNIVERSITY BOOK STORE

MISS EDITH RHODA DOANE
DIRECTOR PLACEMENT BUREAU

WARD BROWNING
DIRECTOR OF DEBATING

MISS MARY ESTHER NEWSOME
DIRECTOR OF SUFFOLK PLAYERS

RALPH LeROY HARLOW
DIRECTOR OF MUSICAL CLUBS

THOMAS GEORGE ECCLES
FACULTY ADVISOR: THE SUFFOLK JOURNAL

**SUFFOLK UNIVERSITY
COLLEGE OF LIBERAL ARTS**

**OFFICERS OF ADMINISTRATION AND
INSTRUCTION**

Arranged in order of seniority in appointment to rank.

- GLEASON LEONARD ARCHER** 40 Hancock Street, Boston
President of the University
LL.B. Boston University 1906, Honorary: LL.D. Atlanta Law School 1926.
- DONALD WILSON MILLER** 122 Bowdoin Street, Boston
Dean of the College
Professor of Psychology and Education
S.B. Colby 1925; A.M. George Peabody 1926; ED.M., ED.D. Harvard 1927, 1929.
- WALTER HAROLD CLAFLIN** 250 Park Street, West Roxbury
Professor of History
A.B., A.M., Ph.D. Harvard 1902, 1903, 1908; Sorbonne 1904-1905.
- FRANCIS MORTON CURRIER** 78 Cutter Hill Road, Arlington
Professor of German
A.B., A.M., Ph.D. Harvard 1917, 1921, 1936.
- SHIRLEY WILCOX HARVEY** 267 Orchard Street, Belmont
Professor of English
A.B. Dartmouth 1916; A.M. Harvard 1918; Ph.D. Boston University 1936.
-
- WILFRED FREDERICK KELLEY** 88 Redlands Road, West Roxbury
Associate Professor of History
A.B., A.M. Tufts 1915, 1922; ED.M. Harvard 1924.
- SEBASTIAN BARKANN LITTAUER** 9A Ware Street, Cambridge
Associate Professor of Mathematics
Ch.E. Rensselaer 1920; A.M. Columbia 1928; Sc.D. Massachusetts Institute of Technology 1930.
- WILLIAM FRANCIS LOONEY**, 105 Stratford Street, West Roxbury
Associate Professor of History
A.B. Harvard 1919; A.M. Boston College 1920; LL.B. Northeastern 1928; ED.M. Teachers College of the City of Boston 1934; Harvard 1927-1928.

ALBERT LORENZO DELISLE 65 Martin Street, Cambridge
Associate Professor of Biology
S.B. Massachusetts State 1932; A.M., Ph.D. Harvard 1933, 1937.

HARRY CLARK 15 Oxford Street, Cambridge
Associate Professor of Physics
B.S., M.S. New York University 1907, 1908; A.M., Ph.D. Harvard 1911, 1914.

VICTOR AUGUSTUS LOWE 40 Shepherd Street, Cambridge
Associate Professor of Philosophy
S.B., Case School of Applied Science 1928; A.M., Ph.D. Harvard 1931, 1935.

NORTON ENNEKING LONG 472 Broadway, Cambridge
Associate Professor of Government
A.B., A.M., Ph.D. Harvard 1932, 1933, 1937.

CLARENCE BYRON HILL 23 Pilgrim Road, Boston
Assistant Professor of Chemistry
A.B. Boston University 1906; Ed.M. Harvard 1928; Munich 1931-1932.

THOMAS WILLIAM SHEEHAN 78 Walnut Street, Natick
Assistant Professor of English
A.B. Clark 1909; A.M. Pennsylvania State 1915; LL.B. Suffolk 1933; Boston College 1931-1932.

ALVA TISDALE SOUTHWORTH 11 Danville Street, West Roxbury
Assistant Professor of History
A.B. Harvard 1903; Marburg 1906.

CHARLES BRADFORD SYLVESTER 4 Newport Road, Cambridge
Assistant Professor of Latin
A.B., A.M. Dartmouth 1905, 1906; Columbia 1924-1926; Boston University 1927-1928.

ALBERT WOODBURY EMMONS 7 Dexter Road, Lexington
Assistant Professor of Economics
A.B., M.C.S. Dartmouth 1917, 1920; LL.B. Suffolk 1931.

ROBERT BERNARD MASTERSON 258 LaGrange Street, W. Roxbury
Assistant Professor of Education
A.B., A.M. Holy Cross 1907, 1913; Ed.M. Harvard 1925.

WALLACE WYMAN PERKINS 937 Main Street, Woburn
Assistant Professor of French
A.B. Harvard 1922; A.M. Lehigh 1928; A.M. Harvard 1931.

CARLOS FREDERICO WEIMAN
Assistant Professor of Spanish
"Contador," University of Porto Alegre, Brazil, 1919; LL.B. Suffolk 1929; A.M. Harvard 1931.

NICHOLAS J. DEMERATH 5 Craigie Circle, Cambridge
Assistant Professor of Sociology
A.B. DePauw 1934; A.M. Harvard 1938.

WARD BROWNING 25 Rockwood Street, Jamaica Plain
Assistant Professor of English
A.B., A.M. Colgate 1918, 1923; Columbia 1924-1930.

FRANCIS JOSEPH O'CONNOR 14 Aldrich Street, Roslindale
Instructor in English
A.B., A.M., LL.B. Boston College 1924, 1925, 1935.

WALTER VALE MCCARTHY 8 Cataumet Street, Jamaica Plain
Instructor in Sociology
LL.B., LL.M. Suffolk 1920, 1936.

BENJAMIN FRANK KUBILIUS 2 Atlantic Street, South Boston
Instructor in Biology
S.B. Tufts 1932; Harvard 1930-1932.

FRANK LAUREL PIZZUTO 105 Lexington Street, East Boston
Instructor in Italian
A.B. Boston University 1923; A.M. Harvard 1925.

MARK VERNON CROCKETT 207 Manthorne Road, West Roxbury
Lecturer on Government
Professor of Law in the Law School
A.B. Maine 1919; LL.B. Suffolk 1927; ED.M. Teachers College of the City of Boston, 1937.

THOMAS JOSEPH FINNEGAN 40 Court Street, Boston
Lecturer on English
Professor of Law in the Law School
A.B. Boston College 1914; LL.B., LL.M. Suffolk 1926, 1936.

ROGER ADAMS STINCHFIELD 5 Forest Park Road, Woburn
Lecturer on Government
Professor of Law in the Law School
S.B. Colby 1926; LL.B., LL.M. Suffolk 1930, 1937.

CYRIL NICHOLS ANGELL 58 Prince Street, Needham
Lecturer on Economics
Assistant Professor of Accounting in the College of Business Administration
A.B., M.C.S. Dartmouth 1918, 1921.

CARROLLA ABBOTT BRYANT 59 Hancock Street, Boston
Registrar

THOMAS IGNATIUS HARKINS	19 Eaton Street, Winchester
Assistant to the Registrar	
NELLIE ANNE SMITH	Mill Street, Andover
Assistant in the Library	

THEODORE BAKER	17 Bowdoin Street, Boston
Superintendent of Buildings	

ORGANIZATION OF THE FACULTY

Secretary, Miss Carrolla Abbott Bryant

STANDING COMMITTEES

THE PRESIDENT OF THE UNIVERSITY AND THE DEAN OF THE COLLEGE are *ex officio* members of all committees.

-
- ***Admissions.** PROFESSORS MASTERSON AND SHEEHAN.
 - ***Catalogue.** PROFESSORS DEMERATH AND CLARK.
 - ***Curriculum.** PROFESSORS CLAFLIN AND HARVEY.
 - Graduate Work.** PROFESSORS LOWE AND DELISLE.
 - ***Library.** PROFESSORS BROWNING AND LONG.
 - ***Public Exercises.** PROFESSORS CURRIER, KUBILIUS, AND SOUTHWORTH.
 - ***Student Activities.** PROFESSORS KELLEY, PIZZUTO, AND LOONEY.
- *Members of this Committee join with members of similar Committees of the Faculties of the other colleges and schools of the University to constitute a General University Committee dealing with the problem indicated.

DAY AND EVENING DIVISIONS; LATE AFTERNOON AND SATURDAY COURSES

Since the main purpose of Suffolk University College of Liberal Arts is to provide college training for young people and others who are working for a living, it has been found necessary to arrange for those who are employed a program of instruction to provide opportunity for the satisfactory completion of the one hundred and twenty semester hours required of all candidates for the baccalaureate degrees. Employed students desiring to complete the requirements for a degree in the minimum time should enroll for a full program of twenty-four semester hours a year in either the Day Division or the Evening Division. Certain employed students may find it impossible to carry the entire program. Such students will be permitted to enroll for less than the normal number of hours a week. The tuition charges will be reduced proportionately.

Students who are able to devote all their time to college studies, however, may cut down the period of attendance in accordance with their ability to accomplish results. Thus one who attends day classes may, with the consent of the Dean of the College of Liberal Arts, take an extra course in the evening (six semester hours) each year and complete the requirements for the A.B. or S.B. degree in four years. All students who attempt more than the regular program must maintain an average of C or better in all courses.

Those unable to attend either the Day Division or the Evening Division may make substantial progress toward completing the requirements for a degree by attending the Late Afternoon or Saturday Morning classes.

Courses have been arranged so that the work of each semester stands by itself, thus permitting students to enter either in September or February.

Each full-year course, with the exception of certain laboratory courses, will be rated at six semester hours credit while one semester courses will be rated at three semester hours on the fifty-minute semester hour basis.

During the University Year (September to June), employed students may take a maximum of four courses (24 semester hours); students devoting full time to college studies may take a maximum of five courses (30 semester hours). However, in the Summer Session any student may be permitted to take six semester hours of college work.

I. Day Division—Classes will meet Monday, Tuesday, Thursday, and Friday mornings with sessions from 9:15 to 12:00 M. The Day Division is designed for those employed in the afternoon or evening or for those who wish to complete the requirements for the A.B. or S.B. degree in four years in accordance with the plan outlined above.

II. Evening Division—Classes will meet Monday, Tuesday, Thursday, and Friday evenings with sessions from 6:00 to 8:50 P.M. The Evening Division is designed especially for those employed during the day.

III. Late Afternoon Courses—A limited number of courses will be offered on Monday, Tuesday, Thursday, and Friday from 4:30 to 5:45 P.M. These courses should appeal especially to teachers in public and private schools desiring to make progress toward fulfilling the requirements for a degree.

IV. Saturday Morning Courses—Special courses, primarily for teachers, but open to other qualified students, will be offered on Saturdays with sessions from 9:30 to 12:00 M.

ADMISSION REQUIREMENTS

ADMISSION TO THE FRESHMAN CLASS

Suffolk University College of Liberal Arts is open to students of both sexes on equal terms, except that the college reserves the right to limit the number of women who may enter in any one year.

Applicants for admission to the freshman class must qualify by *one* of the following methods:

1. Graduation from an approved course of study in an accredited high school or preparatory school.

2. Completion of fifteen acceptable secondary school units with a degree of proficiency satisfactory to the Committee on Admissions.

All admissions to the freshman class or to advanced standing are under the direction of the Committee on Admissions. It is desirable that applicants meet the distribution of entrance units as given below in order that they may go forward without having to do any work in college preliminary to the prescribed courses. In the admission procedure, however, the committee places greater emphasis upon the applicant's scholastic record and other evidences of intellectual ability than upon any fixed distribution of entrance units.

In addition to scholarship the committee considers qualities of character, industry, leadership, and health. To this end, a personal interview with the Dean or Registrar is required before a student may be admitted to the college. It is advisable that this interview be arranged as far in advance of the opening date as possible. Testimonials of good moral character must be on file before the application can be accepted.

DISTRIBUTION OF ENTRANCE SUBJECTS

English	3 units	Algebra	1 unit
Foreign Language	2 units	Plane Geometry	1 unit
History	1 unit	Natural Science	1 unit
Other accepted units			6 units
			<hr/>
			Total15 units

1. Candidates for admission who lack any of the prescribed units will be admitted only by special action of the Committee on Admissions.
2. The requirements for the A.B. degree state that a student must major in Latin, French, or German. For admission to candidacy for this degree with a major in Latin, candidates should present two units, preferably four, of Latin.
3. Candidates for the S.B. or B.S. in Education degrees who

on entrance have not the full language, mathematics, or science requirements will receive college credit for the additional work required, but the number of hours available for elective subjects will be correspondingly reduced. Credit for such work counts only in the total toward graduation, not toward meeting the degree requirements, pages 19 and 20.

A unit of work in high school is defined as a course covering a school year of not less than thirty-six weeks with five periods of at least forty-five minutes each per week. Two periods of manual training, domestic science, drawing, or laboratory work are considered the equivalent of one period of classroom work.

The Committee on Admissions reserves the right to refuse the application of any student whose preparatory work is insufficient or whose scholastic record indicates inability to pursue successfully the work of the college.

ADMISSION TO ADVANCED UNDERGRADUATE STANDING

Applicants who have completed, with a grade of C or better, courses in a college, junior college, or other institution of collegiate rank of recognized standing will be permitted to enroll as students in advanced standing subject to conditions outlined below:

1. A certificate of honorable dismissal must be sent directly to the Registrar of Suffolk University College of Liberal Arts by the Registrar of the institution previously attended.
2. The applicant for advanced standing should request the Registrar of the college previously attended to send an official transcript of credits to the Registrar of Suffolk University College of Liberal Arts. Transcripts should specify courses, semester hours of credit and grade for each course, and the semester when taken, with the passing mark, a key to grades not in per cents, and a statement of the units accepted for entrance. Transcripts of such work, if possible, should be submitted one month in advance of Registration Day. Grade reports, diplomas, or lists of credits submitted by the applicant will not be accepted as a basis for granting advanced standing.
3. A catalogue of the college during the years in which the applicant was in attendance should be clearly marked to indicate the courses completed and submitted with the application.
4. All requirements for admission to the freshman class must

be fulfilled before advanced standing credit can be granted.

5. Not more than one-fourth of the credits accepted from another college may be of D grade.
6. All grants of advanced standing credit are made on a provisional basis. Grants so made become final only after the student has satisfactorily completed twenty-four semester hours of work in Suffolk University College of Liberal Arts.
7. Whenever a student enters with advanced standing and later proves to be inadequately prepared in any of his prerequisite subjects, the Faculty reserves the right to require him to make up such deficiencies prior to graduation.
8. The grant of advanced standing credit shall not exceed seventy-two semester hours.

In estimating advanced standing credit, the unit employed is the semester hour which is the equivalent of fifty lecture minutes a week for one semester. Two laboratory hours count as one lecture hour. After all credits have been evaluated, proper notification will be sent to the applicant.

ADMISSION TO THE GRADUATE SCHOOL

Candidates for the degree of Master of Arts or Master of Education must hold a bachelor's degree from Suffolk or from another college of satisfactory standing, and must present adequate credentials signifying their ability to carry on the work for the degree.

ADMISSION OF SPECIAL STUDENTS

Special students are those who do not intend to proceed to a degree. A limited number of such students may be admitted each year on satisfying the Committee on Admissions as to their ability to profit by the courses to which they seek admission.

Men and women over twenty-one years of age who have not graduated from a high school may be received as special students upon recommendation of the Committee on Admissions. It will be necessary for the applicant to file with the Registrar a full statement of his qualifications. Candidates are requested to present this statement at least three weeks before the opening of College. Registration of a special student is for one semester only. Re-registration will be refused if the student does not meet the required scholastic standing.

If a special student later desires to become a candidate for a degree, the conditions of graduation will be outlined by the Committee on Admissions.

REQUIREMENTS FOR DEGREES

The Trustees of the University confer the following degrees on candidates recommended by the Faculty of the College of Liberal Arts:

- Bachelor of Arts (A.B.).
- Bachelor of Science (S.B.).
- Bachelor of Science in Education (B.S. in Ed.).
- Master of Arts (A.M.).
- Master of Education (Ed.M.).

Degrees are conferred only at regular commencement exercises. The Trustees may withhold any degree when in their opinion the best interests of the University are thereby furthered. No student with entrance or other conditions will be recommended by the Faculty for a degree until such conditions have been satisfactorily removed.

I. Course Leading to the Degree of Bachelor of Arts or Bachelor of Science.

For the degree of Bachelor of Arts or Bachelor of Science the student must receive credit and maintain an average of at least 70 per cent in 120 semester hours of prescribed college work, forty-eight of which must be taken in Suffolk University College of Liberal Arts. The last twelve semester hours of the degree requirement must be earned at Suffolk University College of Liberal Arts during the regular college year. The 120 semester hours must be distributed in accordance with the following plan, in which no subject may be counted more than once:

- a. General Foundation—Required Courses, 48 semester hours.
 1. Thirty semester hours of English (Eng. I, 1, 2; II, 1, 2; III, 1, 2; IV, 1, 2; and V, 1, 2).
 2. Twelve semester hours of History (H. I, 1, 2; II, 1, 2).
 3. Six (or eight) semester hours of Biology or Chemistry or Physics (Sc. II, 1, 2; or, Sc. III, 5, 6; or, Sc. III, 3, 4).
- b. Maintenance of a suitable standard of English throughout the entire course. No student reported for a deficiency in English will be recommended for a degree until he has satisfied the Faculty that this deficiency has been corrected.
- c. If the candidate for a degree has not had French, German, Italian, or Spanish he will be required to take twelve se-

mester hours in one of these languages, and also pass a reading test. Students who have previously studied French, German, Italian, or Spanish, by passing the reading test, may be excused from the language requirement and permitted to elect a different minor.

1. This requirement may be met by passing either the French Reading Test or the German Reading Test or the Italian Reading Test or the Spanish Reading Test set by the College of Liberal Arts. A certificate will be issued to each student demonstrating a reading knowledge of French or German or Italian or Spanish. Such a certificate exempts the candidate for a degree from the requirement to take any courses in French or German or Italian or Spanish at Suffolk regardless of when and how the reading knowledge was gained.
 2. This requirement also may be met by electing a minor of twelve semester hours in either French, German, Italian, or Spanish and passing the Reading Test at the termination of the minor.
- d. Majors and Minors.
1. Each student is required to have completed before graduation one major and two minors. A *major* is a subject pursued for three consecutive years, or the equivalent. A *minor* is a subject pursued for two consecutive years, or the equivalent. Both the major and the minors must be selected with the advice and approval of the Dean of the College of Liberal Arts.
 2. A student who chooses his major in Latin, French, or German becomes a candidate for the degree of Bachelor of Arts.
 3. A student who chooses his major in Mathematics, Biological and Physical Science, Psychology, Education, Government, Economics, or Sociology becomes a candidate for the degree of Bachelor of Science.
- e. Electives, to bring the total up to 120 semester hours.

II. Course Leading to the Degree of Bachelor of Science in Education.

Teachers of industrial arts, commercial subjects, physical education, kindergartens, and of other special divisions of the educational system whose training for their professional work has been obtained in normal schools and teachers colleges and has included a considerable number of professional courses in

the field of Education are admitted as candidates for the degree of Bachelor of Science in Education from Suffolk University College of Liberal Arts provided their previous courses of study have not culminated in a degree. Advanced standing will be granted for credits earned in certain normal schools and teachers colleges.

For the degree of Bachelor of Science in Education the student must receive credit and maintain an average of at least 70 per cent in 120 semester hours of college work, forty-eight of which must be taken in Suffolk University College of Liberal Arts. The last twelve semester hours of the degree requirement must be earned at Suffolk University College of Liberal Arts during the regular college year. The 120 semester hours must be distributed in accordance with the following plan, in which no subject may be counted more than once:

- a. General Foundation, Non - Professional — Required Courses, 33 semester hours.
 1. Eighteen semester hours of English (Eng. I, 1, 2; II, 1, 2; and III, 5, 6).
 2. Six semester hours of History (H. I, 1, 2).
 3. Six semester hours of Biology (Sc. II, 1, 2).
 4. Three semester hours of Sociology (S. III, 1).
- b. General Foundation, Professional—Required Courses, 24 semester hours.
 1. Nine semester hours of Psychology (Ps. I, 1; II, 1; II, 2).
 2. Fifteen semester hours of Education (Ed. I, 2; III, 2; V, 1; V, 2; or the equivalent must be included).
- c. Advised Electives to bring the total up to 120 semester hours.
 1. Advised electives are to be selected with the advice of the Chairman of the Department of Philosophy, Psychology, and Education and chosen so that they form a consistent plan of study bearing direct relationship to the type of work the individual is preparing for. All candidates for the degree of Bachelor of Science in Education must take at least 24 semester hours in the subject they expect to teach or present satisfactory evidence of possession of the equivalent.
 2. As Suffolk University College of Liberal Arts does not intend to maintain a teacher-training department, every student who becomes a candidate for the degree of Bachelor of Science in Education must check with the State Department of Education of the State in which he desires to teach in order to determine

whether or not he has included in his program a sufficient number of semester hours in Psychology and Education to meet the requirement of that particular State.

- d. Maintenance of a suitable standard of English throughout the entire course. No student reported for a deficiency in English will be recommended for a degree until he has satisfied the Faculty that this deficiency has been corrected.

III. For the Degree of Bachelor of Arts, Bachelor of Science, or Bachelor of Science in Education with Honor.

For the degree of Bachelor of Arts, Bachelor of Science, or Bachelor of Science in Education "With Highest Honors," the Faculty of the College of Liberal Arts recommends candidates who maintain a general average of 90% or over in the first seven semesters of their college course. Students awarded degrees "With Highest Honors" will receive diplomas with this notation.

For the degree of Bachelor of Arts, Bachelor of Science, or Bachelor of Science in Education "With Honor," the Faculty of the College of Liberal Arts recommends candidates who maintain a general average of 85% or over but less than 90% in the first seven semesters of their college course. Students awarded degrees "With Honor" will receive diplomas with this notation.

IV. Course Leading to the Degree of Master of Arts or Master of Education.

Suffolk University College of Liberal Arts offers to those who have been admitted to its Graduate School curricula leading to the degrees of Master of Arts and Master of Education. Degrees will be awarded only at regular commencement exercises.

For the degree of Master of Arts or Master of Education the student must earn a grade of at least B in 36 semester hours of graduate work to be selected from the following departments: Education, English, History, and Psychology. At least thirty of the thirty-six semester hours must be taken in Suffolk University College of Liberal Arts. Not more than six semester hours of the course requirement may be obtained in Suffolk Summer Sessions.

Graduate work in Suffolk University College of Liberal Arts will be assigned by the Committee on Graduate Work

after a careful study of the educational background of each applicant. The purpose of the Graduate School will be to assign such advanced courses only as may be appropriate to the needs and capabilities of the candidate. Certain courses now listed in the upper years of the curriculum for the bachelor's degree are of graduate grade. Others will be added from time to time. No general list of graduate courses is offered at present, since assignments are to be arranged to meet individual needs.

The general requirements are as follows:

- a. Every applicant will be required to satisfy the Committee on Graduate Work that he has a reading knowledge of French or German.
- b. Major and Minor.
 1. A major of fifteen semester hours must be selected from the following departments: Education, English, History, and Psychology.
 2. A minor of six semester hours must be selected from the three departments not chosen for the major.
 3. Examinations will be required in all major and minor courses.
- c. Research and Thesis.
 1. Research in the major field amounting to fifteen semester hours is required in addition to the fifteen semester hours constituting the major. The research will culminate in a thesis.
 2. An applicant must present, prior to April first of the year he expects to receive his degree, a thesis based upon some phase of his major field. The thesis must be approved by the professors with whom the student takes his major and minor courses and must be satisfactory to the Committee on Graduate Work. Three typewritten copies of the thesis must be submitted.

COURSES OF INSTRUCTION

The courses offered by the College of Liberal Arts are arranged under seven Departments:

- I. DEPARTMENT OF ENGLISH
- II. DEPARTMENT OF FOREIGN LANGUAGE
- III. DEPARTMENT OF MATHEMATICS
- IV. DEPARTMENT OF BIOLOGICAL AND PHYSICAL SCIENCE
- V. DEPARTMENT OF PHILOSOPHY, PSYCHOLOGY, AND EDUCATION
- VI. DEPARTMENT OF SOCIAL SCIENCE
- VII. DEPARTMENT OF ART AND MUSIC

Note: In the list of courses, *Roman numerals indicate year; Arabic odd numerals first semester; Arabic even numerals second semester.* Courses that are required are indicated on pages 19-23 under the section "Requirements for Degrees."

Not all of the courses listed are given each year. Those to be offered in any regular session of the College of Liberal Arts are announced in the Summer directly preceding.

Each student by frequent consultations with the Registrar should check his credits in order to make certain that all requirements are being satisfied.

I. DEPARTMENT OF ENGLISH

SHIRLEY WILCOX HARVEY, Ph.D., Professor and Chairman of the Department.

THOMAS WILLIAM SHEEHAN, A.M., Assistant Professor.

WARD BROWNING, A.M., Assistant Professor.

FRANCIS JOSEPH O'CONNOR, A.M., Instructor.

THOMAS JOSEPH FINNEGAN, A.B. LL.M., Lecturer.

Eng. I, 1, 2—English Composition and Rhetoric.

A study of the rhetorical effect of the order and arrangement of words and phrases in sentences, grammatical construction, the mechanics of correct writing. Practice in narration, description and exposition, as well as the writing of essays involving independent thought will be required of all students.

Both semesters

6 semester hours

*Assistant Professor Browning
Mr. O'Connor*

Eng. II, 1, 2—Survey of English Literature.

A study of the development of our literary background from the beginning. The course includes a careful analysis of each period, with a sufficient reference to English History. Representative works in each period are studied. It is an introduction to the proper appreciation of the best in English Literature. Themes and book reviews serve to continue student training in English composition.

Both semesters

6 semester hours

Assistant Professor Sheehan

Eng. II, 3, 4—Advanced English Composition.

The aim of this course is to give the student mastery of the important techniques of organization of thought, of investigation and research, and of forms for presenting thought. Emphasis is upon the long paper, the thesis, and the business report. Attention is given to particularized points of good usage, so important in the business world. Partly because some students may later write professionally and partly because a knowledge of them is of value to any person, some analysis is made in the course of the specialized principles of the essay, the short story, and the drama. Prerequisite: Eng. I, 1, 2.

Both semesters

6 semester hours

Assistant Professor Browning

Eng. III, 1—Shakespeare and His Contemporaries.

A study of Elizabethan dramatic poetry and its backgrounds, with reading of selected plays by Shakespeare and his major contemporaries. The course aims to give the student an understanding of Elizabethan drama as a whole and in proper relation to the social and political backgrounds of the period.

First semester

3 semester hours

Assistant Professor Sheehan

Eng. III, 2—Drama of the Restoration and Eighteenth Century.

A study of the rise and development of the Heroic Tragedy and the Comedy of Intrigue during the Restoration period, and the Comedy of Manners in the eighteenth century. Selected reading of the plays of the two periods, with consideration of social backgrounds and the changing technique of the theater.

Second semester

3 semester hours

Assistant Professor Sheehan

Eng. III, 3—The English Novel.

A study of the English novel in the making; the novel of the 19th Century; types of novels; the historical novel; the masterpieces of prose fiction, studied from the standpoint of literary quality and in relation to certain phases of contemporary English life and thought.

First semester

3 semester hours

Eng. III, 5—Argumentation and Logic.

This course is designed to give students the fundamentals of logic, argumentation, and debate; preparation and delivery of speeches; study and practice of parliamentary procedure.

First semester

Professor Finnegan

3 semester hours

Assistant Professor Browning

Eng. III, 6—Effective Public Speaking.

An intensive study of the preparation and delivery of various types of public address, the theories underlying public speaking, and the psychology of the audience as influenced by the vocal and visual appeal of the speaker.

Second semester

3 semester hours

Assistant Professor Browning

Eng. IV, 1, 2—Survey of American Literature.

A study of American life and thought as reflected in literary developments from colonial times to the present day. The course will include readings from the representative authors of the various periods with emphasis on the social and economic changes mirrored in their works.

Both semesters

Professor Harvey

6 semester hours

Eng. IV, 3—English Poetry of the Nineteenth Century.

A study of the development of English poetry from the rise of Romanticism to the end of the Victorian period. Students will be made acquainted with the changes in the national temper and mood as reflected in the work of the major and minor writers of verse during the period.

First semester

3 semester hours

Eng. IV, 4—English Prose of the Nineteenth Century.

A study of the origins of the great social, economic, and artis-

tic movements of the nineteenth century, as evidenced in the prose literature of the period; the Romantic and Victorian essayists, the struggle between rationalism and faith.

Second semester

3 semester hours

Eng. V, 1, 2—Studies in American Literature.

An intensive study of a group of major American writers of the nineteenth and twentieth centuries. The first semester will be devoted to the works of Emerson, Hawthorne, Poe, and Whitman; the second semester will consider the significant writings of Clemens, Howells, Robinson, and O'Neill. Assigned readings and reports. Prerequisite: Eng. IV, 1, 2.

Both semesters

Professor Harvey

6 semester hours

Eng. V, 3—Anglo-Saxon.

An introduction to Anglo-Saxon grammar and the linguistic development of the English language. Reading in Anglo-Saxon literature in the original and in translation. Open only to seniors and graduate students.

First semester

3 semester hours

Eng. V, 4—Chaucer and His Contemporaries.

A reading of the major works of Chaucer, with such consideration of his life and chief contemporaries as will serve to give the student an understanding of this important and formative period of English literature.

Second semester

3 semester hours

II. DEPARTMENT OF FOREIGN LANGUAGE

FRANCIS MORTON CURRIER, Ph.D., Professor and Chairman of the Department

CHARLES BRADFORD SYLVESTER, A.M., Assistant Professor

WALLACE WYMAN PERKINS, A.M., Assistant Professor

CARLOS FREDERICO WEIMAN, A.M., Assistant Professor

FRANK LAUREL PIZZUTO, A.M., Instructor

Latin

L. I, 1—Latin Comedy.

A study of the development and influence of Latin Comedy. Two or three plays of Plautus and Terence. Lectures on the

form and content of Roman Comedy. Open to students who present four units of Latin for admission. Students who enter with three units of Latin may be admitted to this course after consultation with the instructor.

First semester *Assistant Professor Sylvester* 3 semester hours

L. I, 2—Catullus and Horace.

In this course selections from Catullus, and from the Satires and Epistles of Horace are studied. Prerequisite: L. I, 1.

Second semester *Assistant Professor Sylvester* 3 semester hours

L. II, 1, 2—The Roman Historians.

The work of the first semester in this course involves extensive reading in the Latin authors who deal with the republican period of Roman history. The second semester is devoted to extensive reading in the Latin authors who deal with the imperial period of Roman history. Prerequisite: L. I, 1, 2.

Both semesters *Assistant Professor Sylvester* 6 semester hours

L. III, 1, 2—Lucretius, Cicero; Epigram and Satire.

Greek and Roman philosophy as exemplified in the works of Lucretius and Cicero comprise the work of the first semester. The second semester is devoted to a study of the origin, development, and influence of Latin epigram and satire. Prerequisite: L. II, 1, 2.

Both semesters

6 semester hours

French

F. III, 1, 2—Elementary French.

A course in elementary French for beginners, easy reading, practice in writing and speaking the language.

Both semesters *Assistant Professor Perkins* 6 semester hours

F. IV, 1, 2—Intermediate French.

Review of grammatical principles; oral and written drill; the building up of an active vocabulary; reading of classical and modern prose.

Both semesters *Assistant Professor Perkins* 6 semester hours

F. V, 1, 2—Introduction to French Literature.

In this course a study is made of selected works of Corneille,

Racine, Moliere, Voltaire, Hugo, Musset, Vigny, Hervieu, Becque, Rolland, and Romain. Prerequisite: F. IV, 1, 2.

Both semesters

6 semester hours

German

G. III, 1, 2—Elementary German.

This course is intended for students who have not previously studied German. Through the study of the essentials of grammar and the reading of carefully graded modern material, the student obtains a thorough foundation in the language. Vocabulary building is aided by the study of word formation and derivation. In keeping with modern practice, part of the material read is descriptive of Germany and its inhabitants.

Both semesters

Professor Currier

6 semester hours

G. IV, 1, 2—Intermediate German.

A course intended for students who have had one year of German in college or two years in high school. In connection with the writing of exercises in German, there is a review of elementary grammar and the study of additional principles. The reading is selected from modern authors.

Both semesters

Professor Currier

6 semester hours

G. V, 1, 2—German Literature.

This course introduces the student to the masterpieces of German literature (including the works of Lessing, Goethe, and Schiller). Comparison is made with the works in other literatures familiar to the student. This course requires a good reading knowledge of German. Prerequisite: Three years of high school German or G. IV, 1, 2.

Both semesters

6 semester hours

Italian

Ital. I, 1, 2—Elementary Italian.

The primary aim of the course is to enable the student to read modern Italian prose fluently and at sight, to understand simple Italian when spoken, and to read a passage aloud correctly and intelligently. The first part of the year is devoted to an analysis of the language, the recognition of forms, the translation of a simple modern text, and to frequent aural and oral drills. Later the study of the language in synthetic, and, while the aural ex-

ercises go on in the form of talks by the instructor on the subject of a short assigned chapter, more reading is done, and the student is drilled in the inflections, the elements of Italian syntax, and in the use of a practical vocabulary.

Both semesters *Mr. Pizzuto* 6 semester hours

Ital. II, 1, 2—Intermediate Italian.

This course involves a more thorough study of the Italian grammar, accompanied by exercises in free composition and drills in conversation based on more difficult and varied reading. Stress is laid on the acquisition of a fairly wide active vocabulary and on the ability to express one's self fluently and idiomatically, both orally and in writing.

Both semesters *Mr. Pizzuto* 6 semester hours

Spanish

Sp. I, 1, 2—Elementary Spanish.

This course covers the fundamentals of Spanish grammar, with practice in conversational Spanish and the reading of a considerable amount of simple Spanish. Elective for students who have offered no Spanish for entrance.

Both semesters *Assistant Professor Weiman* 6 semester hours

Sp. II, 1, 2—Modern Spanish Literature.

Advanced grammar, composition, and conversation. Reading of modern novels and plays. Prerequisite: Sp. I, 1, 2 or the admission requirement of two units.

Both semesters *Assistant Professor Weiman* 6 semester hours

III. DEPARTMENT OF MATHEMATICS

....., Professor and Chairman of the Department
(To be appointed)

SEBASTIAN BARKANN LITTAUER, Sc.D., Associate Professor

M. I, 1—Trigonometry.

A complete course in elementary trigonometry that should equip the student to apply principles of trigonometry to the solution of triangles as well as to the more advanced courses where a knowledge of trigonometry is essential. Trigonometric ratios, inverse functions, goniometry, logarithms, circular meas-

ure, the laws of sines, cosines, tangents, half angles; the solution of oblique and right triangles; transformation and solution of trigonometric and logarithmic equations. Practical problems involving the above principles will be features of the course.

First semester

3 semester hours

M. II, 1—Analytic Geometry and Calculus.

A basic course involving a thorough knowledge of the fundamentals of Algebra. It covers cartesian and polar co-ordinates; graphs, equations of curves derived from their geometric properties; a study of straight lines; circles; conic sections; intersections of curves; solution of algebraic, trigonometric and logarithmic equations; together with such other topics as are usually covered in a course of this nature.

First semester

3 semester hours

M. II, 2—Differential Calculus.

The course consists of differentiation of algebraic, trigonometric, exponential, and logarithmic functions; slopes of curves, maxima and minima, with applied problems; parametric equations; derivations; curvature; evolutes and involutes; velocities; acceleration; indeterminate forms and the like. The practical application of theory is stressed throughout the course.

Second semester *Associate Professor Littauer* 3 semester hours

M. IV, 1—Analytical Geometry.

A study of analytic geometry in three dimensions with rectangular, cylindrical and spherical co-ordinates and transformations among the three systems, equations of the first and second degree, systems of lines and planes, and surfaces in general.

First semester *Associate Professor Littauer* 3 semester hours

IV. DEPARTMENT OF BIOLOGICAL AND PHYSICAL SCIENCE

HARRY CLARK, Ph.D., Associate Professor and Chairman of the Department.

ALBERT LORENZO DELISLE, Ph.D., Associate Professor

CLARENCE BYRON HILL, Ed.M., Assistant Professor

BENJAMIN FRANK KUBILIUS, S.B., Instructor

Sc. II, 1, 2—General Biology.

A course in the principles of animal and plant biology, presenting the basic facts of vital structure and function with special emphasis upon vertebrates and flowering plants. Some conception of the evolution of plants and animals is given by the laboratory study of a series of types beginning with the unicellular. Two lecture hours and one two-hour laboratory period weekly.

Both semesters

6 semester hours

*Associate Professor Delisle and Mr. Kubilius***Sc. II, 3, 4—General Biology.**

A course similar to Sc. II, 1, 2 but involving more laboratory work. Designed especially for those students who expect to study medicine or dentistry. Two lecture hours and two two-hour laboratory periods weekly.

Both semesters

8 semester hours

*Associate Professor Delisle and Mr. Kubilius***Sc. III, 1, 2—Comparative Anatomy of Vertebrates.**

This course deals with the morphology of vertebrates from a comparative standpoint, and illustrates the evolution of animals from the fishes to the mammals. The classification of the chordates, theories of vertebrate structure, and the homologies of organs are discussed. The dogfish and *Necturus* are used as the types of vertebrates for study and dissection. Dissections of other forms are used for demonstrating homologous organs. The laboratory work of the second semester is devoted to the study of the cat, but comparisons of systems of organs are made with those of animals studied earlier in the course. Prerequisite: Sc. II, 1, 2 or Sc. II, 3, 4. Two lecture hours and two two-hour laboratory periods weekly.

Both semesters

Mr. Kubilius

8 semester hours

Sc. III, 3, 4—General Physics.

A course intended to acquaint the student with mechanics, sound, heat, electricity, magnetism, light, and the essentials of the electron theory. Three lecture hours and one two-hour laboratory period weekly.

Both semesters

Associate Professor Clark

8 semester hours

Sc. III, 5, 6—General Inorganic Chemistry.

The first semester of this course is devoted to theoretical

chemistry and descriptive chemistry of the non-metals and the second semester to the general chemistry of the metals and qualitative analysis. During the second semester the laboratory work is in elementary qualitative analysis. Two lecture hours and two two-hour laboratory periods weekly.

Both semesters *Assistant Professor Hill* 8 semester hours

Sc. IV, 1, 2—Organic Chemistry.

This course is an introduction to the chemistry of the carbon compounds. Methods of establishing the structural formulas of organic compounds are described, and some account is given of the arrangement of the atoms of a molecule in space. The organic products of industrial or of biological significance are described, such as petroleum, rubber, dye-stuffs, drugs, perfumes, carbohydrates, proteins. The laboratory work will begin with simple experiments which involve the manipulations most frequently employed with organic compounds. The latter experiments will be chosen so as to represent the typical reactions of the more important classes of substances. Two lecture hours and two two-hour laboratory periods weekly. Prerequisite: Sc. III, 5, 6.

Both semesters *Assistant Professor Hill* 8 semester hours

Sc. V, 1, 2—Astronomy.

A study of astronomical instruments, the celestial sphere, and the solar system. Not offered in 1938-1939.

Both semesters 6 semester hours

V. DEPARTMENT OF PHILOSOPHY, PSYCHOLOGY, AND EDUCATION

DONALD WILSON MILLER, Ed.D., Professor and Chairman of the Department

VICTOR AUGUSTUS LOWE, Ph.D., Associate Professor

ROBERT BERNARD MASTERSON, Ed.M., Assistant Professor

Philosophy

Ph. IV, 1—History of Ancient Philosophy.

The beginnings of European philosophic thought; the life and work of Socrates; Plato; Aristotle; the Stoic and Epicurean philosophies.

First semester *Associate Professor Lowe* 3 semester hours

Ph. IV, 2—History of Modern Philosophy.

This course studies the main ideas of philosophic thought in their development from the seventeenth century to the present time. Some attention will be given to the relation of these philosophic ideas to ways of thinking in other fields.

Second semester *Associate Professor Lowe* 3 semester hours

Ph. V, 1—The Present Problems of Philosophy.

A systematic study, aiming at an understanding of some of the main metaphysical problems which our age has inherited from the past and which are alive today.

First semester *Associate Professor Lowe* 3 semester hours

Ph. V, 2—Logic.

Approach to philosophy from the side of logic. By means of case studies of straight and crooked thinking on current issues in politics and morals, and by analysis of the methods of reasoning employed in the sciences, the course aims to show the student the nature of theories, the function and limitations of abstraction, analogy, etc.; and, in general, to provide training in independent reflection and logical criticism. The ideal aimed at is twofold: development of logical consistency in thinking, and development of ability to distinguish between triviality and breadth of thought (which is the essence of philosophy).

Second semester *Associate Professor Lowe* 3 semester hours

Ph. V, 2—Ethics.

Conceptions of the good life, drawn from discussion of classical and modern analyses of central ethical concepts, such as duty, happiness, self-realization, the relation between the individual and society, etc.

Second semester 3 semester hours

Psychology**Ps. I, 1—General Psychology.**

This course provides a rapid survey of the field of general psychology and a satisfactory introduction of the subject to the beginning student. Instinct, emotion, sensation and perception, habit, memory, imagination, reasoning, and personality are the main topics. (For undergraduates only.)

First semester *Professor Miller* 3 semester hours

Ps. I, 2—Applied Psychology.

The applications of psychology in the fields of business, education, medicine, law, etc. Prerequisite: Ps. I, 1.

Second semester 3 semester hours

Ps. II, 1—Educational Psychology.

The objective of this course is to acquaint the student with the relations and applications of individual and social psychology to the problems of learning and teaching. Among the topics considered are: the problem of instinct and learning; emotions and the development of emotional control; the nature and growth of intelligence or scholastic aptitude; individual differences, types of differences, their extent and importance, and how to provide for them; meaning, types, laws, conditions, and improvement of learning; and transfer of training.

First semester *Professor Miller* 3 semester hours

Ps. II, 2—Experimental Psychology: Learning and Memory.

This is a laboratory course in the psychology of learning and memory designed for those students of psychology and education who wish to investigate the problems of learning and retention beyond the scope of the usual introductory course in general psychology. The experiments will deal with the various types of learning, the factors affecting progress in learning, and the principal methods of measuring retention. The methods and results of some of the classical as well as more recent experiments which have contributed to our understanding of the nature and laws of learning are studied in connection with the laboratory work.

Second semester 3 semester hours

Ps. II, 4—Mental Hygiene.

An analysis of the facts basic to mental health and their relation to success and happiness in life. Special attention will be given to the best methods of prevention and cure of behavior disorders in home and school.

Second semester *Professor Miller* 3 semester hours

Ps. III, 2—Abnormal Psychology.

This course will treat the various phenomena which furnish evidence of unconscious psychic processes, motor and sensory

automatisms, trances, hypnosis, dreams, hysterical states, affective disturbances, phobias and anxieties, obsessions and compulsions. Individual psychology, types of personality, stages of growth, methods of investigation, and the principles of therapeutics will also be considered.

Second semester *Professor Miller* 3 semester hours

Ps. IV, 1—Social Psychology.

This course presents a systematic treatment of those mental processes in the individual which determine his social behavior. Among the topics considered are the history of social psychology; the individual and society; group phenomena, including custom, convention, prejudice, superstition, and behavior in crowds; group conflicts; and institutions.

First semester 3 semester hours

Ps. VI, 1, 2—Research in Psychology.

This course culminates in a graduate thesis treating a suitable and worthwhile as well as properly delimited problem in the field of psychology. Open only to properly qualified graduate students.

Both semesters *Professor Miller* 6 semester hours

Education

Ed. I, 2—Introduction to Education.

This is an introductory course both for students of education and for those liberal arts students who wish a bird's-eye view of our educational system. Topics treated are the national school system and its cost; objectives; pre-school, elementary, secondary, and higher education; curriculum and methods; measurements; training for occupation; part-time and adult education; extra-curricular activities; teaching staff; organization, control, and issues in American education.

Second semester *Assistant Professor Masterson* 3 semester hours

Ed. III, 2—Educational Measurement.

This course will present a broad survey of the field of educational tests and measurements. It will include a consideration of the need for educational measurement; the nature of standard tests and scales; kinds of tests; uses and misuses of tests; the measurement of achievement, intelligence, aptitude, and personality; and the construction of new-type tests for classroom

use. Sufficient elementary statistics will be included to enable students to use intelligently the results of testing.

Second semester

3 semester hours

Ed. V, 1—Advanced Principles of Secondary Education.

An intensive study of the nature of secondary education; its development in the United States; the secondary-school pupils; social principles and objectives; functions of junior and senior high schools; selection of subject matter in various fields of the secondary school curriculum; the curriculum as a whole; relation of the secondary school to the college; organization in urban and rural districts.

First semester

Professor Miller

3 semester hours

Ed. V, 2—Principles of Teaching.

The aims of teaching; the nature and extent of the teacher's responsibility; the fundamental processes in learning and teaching; special phases of teaching; analysis and criticism of outstanding suggestions for classroom procedure; ways of measuring the effectiveness of teaching; classroom management and discipline.

Second semester

Professor Miller

3 semester hours

Ed. VI, 1, 2—Research in Education.

This course culminates in a graduate thesis treating a suitable and worthwhile as well as properly delimited problem in the field of education. Open only to properly qualified graduate students.

Both semesters

Professor Miller

6 semester hours

VI. DEPARTMENT OF SOCIAL SCIENCE

WALTER HAROLD CLAFLIN, Ph.D., Professor and Chairman of the Department

WILFRED FREDERICK KELLEY, A.M., Ed.M., Associate Professor

WILLIAM FRANCIS LOONEY, A.M., Ed.M., Associate Professor

NORTON ENNEKING LONG, Ph.D., Associate Professor

ALVA TISDALE SOUTHWORTH, A.B., Assistant Professor

ALBERT WOODBURY EMMONS, A.B., M.C.S., Assistant Professor

NICHOLAS J. DEMERATH A.M., Assistant Professor

WALTER VALE MCCARTHY, LL.M., Instructor

MARK VERNON CROCKETT, Ed.M., Lecturer

ROGER ADAMS STINCHFIELD, S.B., LL.M., Lecturer

CYRIL NICHOLS ANGELL, A.B., M.C.S., Lecturer

History

H. I, 1—History of Civilization.

This course includes a survey of ancient and medieval history to 1500 A. D., with special reading assignments covering the social, economic, and cultural phases of the most important periods.

First semester *Associate Professor Looney* 3 semester hours

H. I, 2—History of Civilization.

This course includes a survey of the history of Europe since 1500 A. D. Special attention will be given to such subjects as the Renaissance, the Reformation, the French Revolution, the Industrial Revolution, the Development of the Modern Nations, the Growth of Democracy, the World War, Trends in Europe since the World War. Reading assignments including the social, intellectual, political, and economic phases of the various periods will be included.

Second semester *Associate Professor Looney* 3 semester hours

H. I, 4—American Colonial History.

An intensive study of the early history of the colonies of Virginia, Plymouth, Massachusetts Bay, and the other New England colonies to discover the origin of influences that shaped the governmental policies of the United States. This course is intended to cover the period from 1607 to 1790.

Second semester *President Archer* 3 semester hours

H. II, 1—English History—History of England to 1603.

The political, social and cultural development of England from pre-conquest Britain to the close of Elizabeth's reign. Emphasis is placed on England's contributions to civilization: i.e., the courts and parliamentary systems; also on the development of English economic life.

First semester *Assistant Professor Southworth* 3 semester hours

H. II, 4—English History—1603 to the Present Time.

Political, social, economic, intellectual developments. A study of the great struggles in building the nation such as the Civil War, The Glorious Revolution, the contest with France for colonial empire. Transition from aristocracy to democracy. A

consideration of domestic and imperial developments with emphasis on the accompanying problems and policies.

Second semester *Assistant Prof. Southworth* 3 semester hours

H. II, 2—History of the United States.

A broad survey of the United States from the close of the Revolutionary War to the present time, including the causes and the process of westward migration, national expansion, growth of democracy, the slavery issue, the Civil War, reconstruction, and problems of recent generations.

Second semester *Professor Claflin* 3 semester hours

H. II, 3—American Constitutional History.

A study of the development of the constitutional system of the United States from Colonial times.

First semester *Professor Crockett* 3 semester hours

H. III, 1—Ancient Civilization.

A study of Ancient Civilization from the earliest times to the Age of Alexander. In this course the contributions of the Ancient Civilizations of the Near East will be studied with particular attention to the basic importance for modern civilization of the Greek Concepts of art, government, literature, and science.

First semester *Professor Claflin* 3 semester hours

H. III, 2—Ancient Civilization.

A study of Rome and the Mediterranean World to 476 A.D. The growth and decline of the Republic and the Empire. Roman institutions, methods of government and concepts of law.

Second semester *Professor Claflin* 3 semester hours

H. IV, 1, 2—English Constitutional History.

The political history of England from the time of the invasion by Germanic tribes to 1832, including the long struggle between the common people and the ruling classes for supremacy in Government. The development of legal safeguards against the tyranny of rulers or the passions of a popular assembly, resulting in the British Constitution, will be traced with care.

Both semesters *Professor Claflin* 6 semester hours

H. IV, 3—History of American Foreign Policy.

A survey of the external relations of the United States, from the Revolution to the present time. The course includes a study of the struggle for commercial recognition; the origin and development of the Monroe Doctrine; Westward extension of the nation; international developments during the Civil War period; international arbitration; neutral rights during the World War.

First semester *Associate Professor Kelley* 3 semester hours

H. V, 1, 2—Modern European History.

The development of European nations from the Battle at Waterloo to 1914; the influences of the Metternich system; the building up of the Italian nation; French Republic; evolution of Prussian power; political and social influences of England; international relations and rivalries that precipitated the World War.

Both semesters *Assistant Professor Southworth* 6 semester hours

H. V, 4—Current History.

This course deals with present day problems. History in the making.

Second semester 3 semester hours

Government**Gv. II, 2—Town, Municipal and State Government.**

A survey of United States city governments especially designed for those interested in the management and administration of municipal affairs, and for those who live in an urban environment. Discussion will center about such problems as municipal elections, local law enforcement, efficient municipal administration, experiments in large cities and the relationship of municipal government to federal, state and county governments. A study of the administrative machinery and its relation to public health, public lighting, public recreation, education, fire, and police protection is afforded the student from a variety of angles involving the social and economic as well as the political aspects of the problem. Attention will be focused upon the newer types of municipal organization such as commission plan of government, city manager plans. Problems of financial management of municipalities will be presented to the student for critical discussion.

Second semester *Associate Professor Long* 3 semester hours

Gv. III, 1—National Government and Political Parties.

The background and beginning of American Government; the history of the formation of the Constitution and of the principles embodied in it; the structures of the central government and of the division of powers and the rise of political parties, their effect on popular opinion and on the workings of the Constitution; the national executive and the organization of Congress.

First semester *Professor Crockett* 3 semester hours

Gv. III, 2—National Government and Political Parties.

The powers of Congress over commerce and in matters of trade regulations; power over taxation and finance; war power; control over territories, postal and other powers. A study of National Conservation and of foreign relations; constitutional limitations and of the Judicial System. Special attention is given throughout the course to the applications and interpretations of the Constitution and to important court decisions. Lectures, notebook and reports.

Second semester *Professor Crockett* 3 semester hours

Gv. IV, 1—Comparative Government.

A study of the principal governments of contemporary Europe both dictatorial and democratic with particular attention to the government of England. Comparisons will be made with the government of the United States.

First semester *Associate Professor Long* 3 semester hours

Gv. IV, 2—Taxation and Public Finance.

A survey of the principles of public finance designed for those interested in a general understanding of the economic and social effects of collecting and spending money to satisfy the increasing demands by people for a more complete assumption of functions by the government. Emphasis is placed upon the characteristics of the existing tax programs and the principles underlying the expenditures of public funds, the levy and collection of taxes and the use of public credit. General theories and the principles of taxation, incidences of taxation and the newer concepts of taxation are carefully analyzed. Practical problems of federal, state, and local taxation are presented for

consideration by the student. Detailed study is given to public revenue, public domain and property, public works, fees, assessments, and licenses.

Second semester

3 semester hours

Gv. V, 1—International Law.

This subject deals with the principles of international relations in peace and in war; development of international arbitration; movements toward world peace, international treaties, extradition and the like.

First semester

Professor Stinchfield

3 semester hours

Economics

Ec. II, 1, 2—Elementary Accounting.

This course is an introduction to the study of accounting intended for the general student of business as well as for the beginning student who plans to specialize in this field. It deals primarily with the fundamental principles of accounting applied to the sole proprietorship, partnerships and corporations. The following problems are discussed: principles of debits and credits, books and records used in business enterprises, classification and analysis of accounts, controlling and summary accounts, partnership problems and corporation accounts, opening and closing of books, trial balance, nature and scope of work sheet and preparation of financial statements.

Both semesters

Assistant Professor Angell

6 semester hours

Ec. IV, 1—Introduction to Economics.

This course is an introductory survey of economic principles underlying the processes of production, distribution, pricing, credit, and capital formation in our contemporary society. Corporate organization, specialization, forces underlying price movements, speculation, money and banking, foreign exchange, and the business cycle are discussed.

First semester

Assistant Professor Emmons

3 semester hours

Ec. IV, 2—Introduction to Economics.

This course is a continuation of Ec. IV, I and considers problems of business organization; wages, rent, interest, profits; theories of population and immigration; public finance and taxation; free trade and protection; problems of labor organization; and programs of social and economic reform.

Second semester

Assistant Professor Emmons

3 semester hours

Ec. IV, 4—Economic History of the United States.

This course traces the major developments in the economic policies of the United States since the second war with England; considering interstate and international relations, particularly as to tariffs, taxation and revenue.

Second semester *Associate Professor Looney* 3 semester hours

Ec. V, 1, 2—Money and Banking.

A detailed analysis of the functions of money and credit and the relation between money and credit and the business cycle; the role of money in economic life; monetary standards and the structure of our banking system. The policies of the Federal Reserve Board and the problems of controlling money and credit are considered.

Both semesters *Assistant Professor Emmons* 6 semester hours

Ec. V, 3—Elements of Statistics.

The course is prefaced by a review of algebra, linear and quadratic functions, logarithms, the progressions, permutations and combinations, and the elementary theory of probability. Particular emphasis will be devoted to a study of the fundamentals of statistical method with major emphasis upon data chosen from fields of economics and business administration. Analysis and description of numerical data by means of the statistical constants which measure central tendency, dispersion; the elementary theory of probability and its application to the normal curve and the theory of probable error.

First semester

3 semester hours

Sociology**S. III, 1, 2—Principles of Sociology.**

The aim of this course is to supply the student with a broad, workable understanding of the society in which he lives, its institutions, economics, politics, family, religion, and education. How are social groups and classes interrelated; what is the structure of society and how does it change; how does any society and culture shape the behavior of the individuals in it—these are fundamental questions to be considered.

Both semesters *Assistant Professor Demerath* 6 semester hours

S. IV, 1—Sociology of City Life.

In a relatively short time farm and country living has given

way to a predominately city or urban way of life. Numerous problems have arisen with this congestion of men in city areas such as widespread general dissatisfaction with old values, mass unemployment and dependency, crime, etc. Every well informed, intelligent citizen should understand the social and economic implications of city life. This course is designed to further such understanding through lectures, reading, and a familiarity with the Boston area.

First semester *Assistant Professor Demerath* 3 semester hours

S. IV, 2—Sociology of Law and Ethics.

Designed particularly for those students interested in the law or government work, this course will interpret the function of ideals in law and order. Why are some laws obeyed, others not? What is effective legislation, what is useless? A criticism of certain statutes in the light of sociological principles will be offered.

Second semester

3 semester hours

S. V, 1—The Family.

The Family and marriage and their relation to the lives of husband and wife, parent and child in historic and contemporary societies comprise the major interest of this course. The role of the Family as the basic social institution; the conduct of husband and wife; the problems of population, divorce, etc. will be discussed.

First semester *Assistant Professor Demerath* 3 semester hours

S. V, 2—Social Problems.

The plagueing problems of war and peace, unemployment and poverty, freedom and suppression, delinquency and crime, will be analyzed in a realistic fashion and without political or economic prejudice. Criticism of certain private and public policies and attempted prevention will be made.

Second semester *Commissioner McCarthy* 3 semester hours

S. V, 3, 4—Criminology.

The study of the nature and causes of crime. The history of criminal laws; types and theories of criminology. Ancient and modern points of view in the punishment of criminals. Delinquency in general; mental diseases, defectiveness, poverty; racial background; crime as related to other social problems.

Both semesters

6 semester hours

VII. DEPARTMENT OF ART AND MUSIC

....., Professor and Chairman of the Department
(To be appointed)

....., Assistant Professor
(To be appointed)

A. V, 1—Art Appreciation.

This course involves a study of composition, color and mediums as exemplified in representative paintings of the important "schools" from the time of the Renaissance and characteristics of design of the main periods of architecture, furniture, textiles, silver, glass, etc. An attempt will be made to give the student background for the intelligent evaluation of art in his environment. Lectures illustrated by slides, assigned readings, and reports of individual visits to museums will be a part of the method of this course.

First semester

3 semester hours

Mus. V, 2—Musical Appreciation.

A study of the typical forms and styles of musical composition from the listener's standpoint. The course is illustrated by presentation of representative compositions in piano arrangement and phonographic reproductions. No technical preparation is required.

Second semester

3 semester hours

PRE-PROFESSIONAL COURSES

The Dean of the College of Liberal Arts will gladly advise students who are planning to enter, after preliminary work in the College of Liberal Arts, professional schools offering preparation for law, library work, medicine, religious work, speech, social work, and dentistry. Pre-professional courses for law, dentistry, and medicine are outlined below.

Law

Starting with the class entering in September 1938, Suffolk University Law School will require applicants for admission to candidacy for the degree of LL.B. to present proof of the successful completion of at least 60 semester hours in a college approved by the Board of Bar Examiners of Massachusetts prior to the beginning of the study of law. Graduates of an approved course of study in an accredited high school or preparatory school or those who have had some college work may enter Suffolk University College of Liberal Arts and by evening or day study qualify to enter upon the study of law. The time required will depend upon the capabilities and industry of the applicant, but the pre-legal course is laid out in a three-year schedule.

Semester Hours

First Year

Eng.	I, 1, 2—English Composition and Rhetoric . . .	6
H.	I, 1, 2—History of Civilization	6
H.	I, 4 —American Colonial History	3
Ps.	I, 1 —General Psychology	3
Ec.	II, 1, 2—Elementary Accounting	6

Second Year

Eng.	II, 1, 2—Survey of English Literature	6
H.	II, 1 —English History	3
H.	II, 2 —History of the United States	3
Sc.	II, 1, 2—General Biology	6
Ec.	IV, 1, 2—Introduction to Economics	6

Third Year

Eng.	III, 5 —Argumentation and Logic	3
Eng.	III, 6 —Effective Public Speaking	3
Gv.	III, 1, 2—National Government and Political Parties	6
G.	IV, 1, 2—Intermediate German	6
S.	III, 1 —Principles of Sociology	3
G.	IV, 2 —History of Law	3

Medicine

Most of the medical schools give preference to the superior applicant who has completed a full college course. The course outlined below is designed to meet the requirements of a medical school that admits students with two years of college work.

	Semester Hours
First Year	
Eng. I, 1, 2—English Composition and Rhetoric	6
Sc. II, 3, 4—General Biology	8
Sc. III, 3, 4—General Physics	8
Second Year	
G. III, 1, 2—Elementary German	6
Sc. III, 1, 2—Comparative Anatomy of Vertebrates	8
Sc. III, 5, 6—General Inorganic Chemistry	8
Third Year	
G. IV, 1, 2—Intermediate German	6
Sc. IV, 1, 2—Organic Chemistry	8
Ps. I, 1 —General Psychology	3
M. I, 1 —Trigonometry	3
Eng. II, 2 —Survey of English Literature	3

Dentistry

All of the dental schools admit students who have completed at least sixty semester hours of college work in an approved college. The course outlined above for "medicine" is designed so as to meet also the requirements of a dental school.

COMBINED COURSES

With the College of Business Administration

Students may elect, on written recommendation from the Dean of the College of Liberal Arts, certain courses in the College of Business Administration. Courses thus elected may be counted toward the degree of Bachelor of Arts or Bachelor of Science, to an amount not exceeding twenty-four semester hours.

With the College of Journalism

Students may elect, on written recommendation from the Dean of the College of Liberal Arts, certain courses in the College of Journalism. Courses thus elected may be counted toward the degree of Bachelor of Arts or Bachelor of Science, to an amount not exceeding twenty-four semester hours.

With the Law School

If a candidate for the degree of Bachelor of Arts or Bachelor of Science has earned by the end of his fourth year ninety-six semester hours credit, at least forty-eight of which have been earned in this College, and has met all requirements for graduation except in number of hours, he may enter the Law School, and on completing satisfactorily the full work of the first year in the regular law course receive his collegiate degree.

FEES AND AID

The University Charges for an education in the College of Liberal Arts have been kept as low as possible in order to permit attendance of students of extremely limited means as well as those who must earn their living while attending. Furthermore, the University, through its Placement Bureau, will render to ambitious students every possible assistance in securing employment to defray the modest charges which it makes.

I. Undergraduate Students

The chief University Charges for new students in the College of Liberal Arts are for: (1) Matriculation Fee; (2) Tuition; (3) University Fee; (4) Laboratory Fee; and (5) Textbooks. For students previously enrolled, no matriculation fee is charged.

(1) Matriculation Fee

Applications for admission to the College of Liberal Arts must be accompanied by a matriculation fee of \$5.00. This fee is payable the first year only. No application is recorded until this fee has been received. *The matriculation fee is not a part of the tuition and will not be refunded after the student has been duly admitted to the College of Liberal Arts.* However, upon receipt of written request it may be applied to another year, should the applicant re-register.

(2) Tuition

The tuition fee is based upon a unit charge of approximately seven dollars a semester hour; namely, \$160.00 (twenty-four semester hours) per year. Students who do not carry a full program of studies (twenty-four semester hours) pay tuition on a pro rata basis. See tabulation of estimated charges below.

Tuition is payable in four quarterly payments on September 26, November 21, January 30, and March 27. In special cases students may be permitted to pay tuition other than quarterly but only upon application to the Registrar in writing, setting forth satisfactory reasons for the request. There will be no reduction in tuition for late registration.

All payments should be made at the Treasury Department on the second floor of the University Building. *Checks should be made payable to Suffolk University.*

Students are cautioned to consider thoroughly the courses they are to take, since *tuition fees are not refunded nor transferred if a student withdraws during any quarter for which payment has been made.* No student will be recommended for a degree whose tuition is in arrears.

(3) University Fee

All students will pay an annual University Fee of \$10.00 due and *payable in full* with the first quarter's tuition. The fee is not a part of the tuition, but an administrative fee which includes library fee; admission to University dramatic activities; admission to intercollegiate debates held at the University; use of the recreational facilities provided on the roof campus; and also entitles the student to a year's subscription to *The Suffolk Journal*.

(4) Laboratory Fee

Students who take laboratory courses will pay a special fee of \$10.00 for each laboratory course. It is due and payable upon registration for the course.

(5) Textbooks

The cost of textbooks will vary from year to year but should not exceed thirty dollars in any one year in the case of students who take a full program of studies.

**Estimated Annual University Charges for Freshmen in
the College of Liberal Arts**

	Full Program (24 s.h.)	Half Program (12 s.h.)	Quarter Program (6 s.h.)
Matriculation Fee	\$ 5.00	\$ 5.00	\$ 5.00
Tuition	160.00	84.00	42.00
University Fee	10.00	10.00	10.00
Laboratory Fee	10.00	10.00	10.00
Textbooks	30.00	15.00	7.50
	<hr/> \$215.00	<hr/> \$124.00	<hr/> \$74.50

Special University Charges are made for the following items in the case of students in the College of Liberal Arts: (1) Special Examinations; (2) Graduation Fee; and (3) Additional Transcripts of Record.

(1) Special Examinations

A fee of \$3.00 will be charged for each special examination. Special examinations will be given only to those who for sufficient cause have missed or failed in semester examinations. A written request to the Registrar of the College of Liberal Arts setting forth the reasons why the privilege of a special examination should be granted must be made within six weeks after the date on which the examination was scheduled.

(2) Graduation Fee

The graduation fee, including diploma, is \$15.00. It is due and payable on May 15th prior to graduation.

(3) Transcript of Record

A student may receive one certified transcript of his college record without charge. For each transcript after the first, a charge of \$1.00 will be made. Requests for transcripts should be made in writing at least two weeks in advance.

II. Graduate Students

The chief University Charges for students in the Graduate School of the College of Liberal Arts are for: (1) Matriculation Fee; (2) Tuition; (3) University Fee; and (4) Text-books.

(1) Matriculation Fee

Applications for admission to the Graduate School of the College of Liberal Arts must be accompanied by a matriculation fee of \$5.00. No application is considered by the Committee on Graduate Work until this fee has been paid. *The matriculation fee is not a part of the tuition and will not be refunded after the student has been duly admitted to the Graduate School.* However, upon receipt of written request it may be applied to another year, should the applicant re-register.

(2) Tuition

The tuition fee is based upon a unit charge of eight dollars a semester hour. Since not more than twenty-four semester hours may be taken in one year, the tuition charge for one year will be \$192.00. Since thirty-six semester hours constitute the complete course, the tuition charge for the complete course will be \$288.00. Students who do not carry a full program of graduate studies (twenty-four semester hours) pay tuition at the rate of \$8.00 a semester hour.

Tuition is payable in four quarterly payments on September 26, November 21, January 30, and March 27. In special cases students may be permitted to pay tuition other than quarterly but only upon application to the Registrar in writing, setting forth satisfactory reasons for the request. There will be no reduction in tuition for late registration.

All payments should be made at the Treasury Department on the second floor of the University

Building. *Checks should be made payable to Suffolk University.*

Students are cautioned to consider thoroughly the courses they are to take, since *tuition fees are not refunded nor transferred if a student withdraws during any quarter for which payment has been made.* No student will be recommended for a degree whose tuition is in arrears.

(3) University Fee

All students will pay an annual University Fee of \$10.00, due and *payable in full* with the first quarter's tuition. The fee is not a part of the tuition, but an administrative fee which includes library fee; admission to University dramatic activities; admission to inter-collegiate debates held at the University; use of the recreational facilities provided on the roof campus; and also entitles the student to a year's subscription to *The Suffolk Journal*.

(4) Textbooks

The cost of textbooks will vary from year to year but should not exceed forty dollars for the complete course.

(5) Thesis Fee

A thesis fee of \$10.00 to cover binding and other costs is payable at the time the candidate for the degree presents his thesis in final form.

(6) Graduation Fee

The graduation fee, including diploma, is \$15.00. It is due and payable on May 15th prior to graduation.

Estimated University Charges for Complete Master's Course

Matriculation Fee	\$ 5.00
Tuition	288.00
University Fee (two years)....	20.00
Textbooks	40.00
Thesis Fee	10.00
Graduation Fee	15.00
	<hr/>
	\$378.00

Placement Bureau

From its inception Suffolk has championed the cause of the student who must earn a living while attending school. For many years it has maintained a free Employment Bureau. The economic depression has intensified the problem of finding employment for needy students. In September 1935, a Placement Bureau was established and a director was assigned to the task of keeping in constant touch with the employment situation in order to discover desirable employment for students. Scores of students have been enabled to continue their education during the past year through the activities of the Placement Bureau. The office of the Placement Bureau is in the University Building.

REGISTRATION AND RELATED PROCEDURES

Registration Limits

Except in special cases no registration will be accepted after the first week in any semester. Credit will not be given for a course in which a student has not formally registered.

No public school teacher actively engaged in that profession may register for more than two full courses, or twelve semester hours, in any one year except with written permission from his Superintendent of Schools.

Registration from Other Departments

A student enrolled as a candidate for a degree in another Department of the University, may register for courses in the College of Liberal Arts without payment of a matriculation fee.

Registration for Courses in Other Institutions

No student of Suffolk University College of Liberal Arts in the expectation of receiving advanced standing credit may enroll for courses in other institutions without notifying the Dean of the College of Liberal Arts in writing. A marked catalogue showing the proposed course must accompany the request. If permission to take outside work has been granted, upon its completion an official transcript must be sent direct to the Registrar of the College of Liberal Arts by the institution in which the course was taken.

Attendance

Except in special cases, all candidates for degrees are required to attend at least 90% of the lectures in every course for which they are registered. Unless satisfactorily explained, ten recorded absences during any semester will result in loss of class standing. A student who is absent from class longer than one week on account of illness must, on his return, file with the Registrar a statement from his physician attesting to the illness, otherwise, the absences will be charged against him. No student, except as mentioned, whose absences exceed the 10% allowance will be admitted to the mid-year or final examinations, nor will he receive semester-hour credit for the course. All omitted written exercises must be made up within one week after the resumption of lectures. Otherwise they will be counted as failures.

Attendance Coupons

Attendance coupons will be issued to each student upon the payment of tuition. These coupons must be signed by the student and presented to the monitor in charge at the beginning of each lecture. They serve as a record of attendance and should be guarded with care. Signatures should be printed or typewritten to avoid illegible or nameless coupons being passed in, thereby causing one to be marked absent. Incorrectly marked or dated coupons will not be recorded.

Changing Courses

Regular procedure in changing a course or in dropping a course shall be by written recommendation of the professor whose course is to be discontinued and by written consent of the Dean of the College of Liberal Arts. Taking up a new course in lieu of the one discontinued shall be by written consent of the professor in charge of the new course and with the approval of the Dean. Courses for which the student has been officially enrolled and from which he withdraws without permission shall be recorded as "failure". Courses dropped with permission shall be recorded as failure, unless they are dropped within the first two weeks of the semester or are dropped because of sickness or other good reasons of which the College is to be the sole judge. *Any course if carried beyond the second week of any semester must be passed successfully before a student may present himself as a candidate for a degree.*

Withdrawals from College

A student desiring to withdraw from the College before the end of a semester must give notice to the Registrar in writing *prior to the withdrawal*. Students failing to do this will be given the status of "dishonorable dismissal". Written permission for such withdrawal from a parent or guardian must be filed by a student under twenty-one years of age.

Students in good standing who withdraw from the College may re-enter subject to the rules and regulations in effect at the time of re-entry.

Scholastic Standing

Students not doing satisfactory college work are placed on probation. When a student has not been able to raise the quality of his work to such an extent that he has a reasonable chance of graduation, he is asked to withdraw from the College. A

student so requested to leave may re-enter on probation after a reasonable period of absence if the Committee on Admissions grants his request.

Students in Good Standing

In order to remain in good standing a candidate for a degree must meet his tuition obligations promptly; attend classes regularly; and maintain a satisfactory scholastic average and conduct in lecture halls and University buildings.

Student's Handbook

An official booklet, "Student's Handbook" is issued by the University for the students of the College of Liberal Arts. Copies are distributed to all students at the opening of College. The regulations contained therein are consonant with a college of high standards.

ALL STUDENTS IN THE COLLEGE OF LIBERAL ARTS ARE HELD RESPONSIBLE FOR ALL RULES AND REGULATIONS CONTAINED IN THE CATALOGUE AND STUDENT'S HANDBOOK.

GRADES, EXAMINATIONS, PROMOTION

Grades

The work of students will be graded at the end of each semester in accordance with the following system:

- A, 90—100%
- B, 80— 89%
- C, 70— 79%
- D, 60— 69%, passing but not satisfactory.
- E, 50— 59%, failure but condition may be removed by examination.
- F, Below, 50%, complete failure and work must be repeated.

A mark of "A" indicates a very high type of achievement reached only by a small percentage of the members of a given course. "B" students are above the average; whereas a mark of "C" indicates the average achievement of students in the same course.

In order to qualify for the Dean's List in any semester a student must make an average of 85% or better.

Semester reports will be issued to all students in good stand-

ing within a reasonable time after the close of the semester. If a student is under twenty-one years of age, reports will be issued to his parents or guardian.

Examinations

Tests are regularly held in all courses each month. Such tests cover the work of the preceding month. Tests that have been missed cannot be made up.

Examinations, covering the work of the entire semester, are held the last two weeks of each semester.

Students receiving 50-59% in any course for a semester must take a special examination to make up the condition. Students who for sufficient cause have missed a semester examination are also required to take a special examination.

In order to be eligible for a special examination, a written request to the Registrar of the College of Liberal Arts setting forth the reasons why the privilege of a special examination should be granted must be made within six weeks after the date on which the examination was scheduled. *Requests for the privilege of a special examination must be accompanied by a fee of \$3.00 for each special examination in order for the request to be considered.*

Renewal of the privilege after failure to appear at a special examination entails an additional fee of \$2.00 for each special examination which must accompany the request for renewal of the privilege.

In any case special examinations cannot be taken later than the end of the semester following the failure or absence. A student failing to pass a special examination must repeat the course. Only one examination may be taken to remove a condition. Conditioned students are expected to make definite plans for additional study in preparation for special examinations. At such times as may appear desirable, the Dean and Registrar hold conferences with conditioned students relative to their plans for the removal of conditions.

Promotion

Although its program for a degree is organized on a five-year basis, rather than four-year, the College of Liberal Arts classifies its students as Freshmen, Sophomores, Juniors, and Seniors. Classification of students depends upon the number of semester hours earned. Place in the several class lists requires a total credit at the beginning of the second semester as follows: for Sophomore standing, thirty semester hours; for Junior standing, sixty; and for Senior standing, ninety-six.

BUILDINGS AND EQUIPMENT

Boston—Center of Superior Educational Advantages

Students will find in historic Boston unrivaled opportunities for culture or recreation. The Boston Public Library System is justly famous. The State Library and the State Archives are next door to the University. The Museum of Fine Arts and the Museum of Natural History are easily accessible. Boston Common, the Public Gardens and the Charles River Esplanade all have special appeal in summer days. To the student of history Greater Boston is world-famous for its shrines of American Liberty—Faneuil Hall, the Old State House, the Old North Church, King's Chapel, the home of Paul Revere, and the various burying grounds where our historic dead are sleeping. No city in America could be more inspiring to students and certainly none more conducive to scholarship. Beacon Hill and the State House form the very heart of historic Boston.

Location

The University owns and is housed in two buildings: the University Building and the Suffolk University Press Building.

These buildings are located on Beacon Hill; the University Building at 20 Derne Street and the other buildings on Hancock Street. All buildings of the University are opposite the rear wing of the State House.

All classes and laboratory work of the College of Liberal Arts are held in the University Building.

Transportation

The main railroad centers in Boston, the North and South Stations, are within a few minutes walk from the University. The same holds true for the Park Street subway station and the Park Square and Bowdoin Square bus lines. The State House is a landmark even for strangers in Boston and the rear wing of the Capitol as indicated above, is next-door neighbor to the University buildings. Few, if any, locations could offer greater accessibility to transportation facilities.

I. University Building

The main University Building is a modern fireproof structure located at the corner of Derne and Temple Streets. The cornerstone of the first unit of the building was laid in 1920 by Calvin Coolidge, then Governor of Massachusetts and nominee for Vice-President of the United States. The last unit was added in 1937 and the completed building was formally dedicated in February 1938.

The University Building occupies the entire block bounded by Temple Street, Derne Street and Ridgway Lane running back 150 feet to an alley; hence it has light and air on all sides. Eleven dwelling houses were razed to make way for this massive structure. The building has a total floor area of more than 82,000 square feet—six stories in the rear (because of the downward slope of the hill) and five stories on Derne Street.

Splendid accommodations for educational work are provided in this building. Located in it are the Executive Offices, the University Library, twenty-three lecture halls, laboratories for Biology, Chemistry, and Physics, the University Auditorium, Faculty Room, Trustees Room, bookstore, rest rooms for women, and lounging rooms for men. A directory indicating the location of each of these facilities will be found in the *Student's Handbook*. Certain of the more important facilities are described below.

The University Library. The University Library occupies the major portion of the third floor of the University Building. A Reading Room, 68 by 85 feet, has seating accommodations for over two hundred readers. The mezzanine or balcony of the Reading Room makes the total stack capacity of the library 45,000 volumes. A research room, and office for the University Librarian, and a library workroom are provided adjacent to the Reading Room. The most modern ventilating conveniences, especially designed to provide an abundance of fresh air, free from dust, have been installed.

The University Library serves, not only the College of Liberal Arts, but also the Law School, the College of Journalism, the College of Business Administration, and the graduate schools. Reference books, encyclopedias, classical and historical volumes, source material for research, and every aid to scholarship are provided.

Biological Laboratories. Adjoining the Science Lecture Hall, which has a seating capacity of 100, will be found a large room, 40 by 34 feet, provided with laboratory tables and stools to accommodate seventy-two students working at one time. A commodious cabinet provided with glass doors provides storage and display space for laboratory equipment and specimens. Water, gas, and electricity is provided for laboratory use.

The Biological Laboratories contain 20 sets of 100 microscope slides covering topics in both Botany and Zoology; 21 compound microscopes each with two objectives and eyepieces, of Spencer, Bausch and Lomb, as well as Zeiss manufacture; 20 microscope lamps; a Zeiss Micro Projector; lantern slide

projector with delinescope attachment; a collection of 100 lantern slides illustrating various phases of Botany and Zoology; a collection of films covering eighteen different topics; and other laboratory apparatus.

Chemical Laboratories. The University is fortunate in having available a room 38 by 57 feet for the development of its chemical laboratories. When completely equipped, the chemical laboratories will be adequate for both introductory and advanced work and will accommodate seventy-two students working at one time. Already a portion of the equipment has been installed; the balance will be installed as needed.

Physical Laboratories. Before the start of the University Year 1938-39, plans call for the equipping of a modern physical laboratory. Apparatus for lecture-room demonstrations as well as for student use in the laboratory will be supplied.

University Auditorium. The University is especially fortunate in having available for its use an auditorium on the Temple Street side of the building with a seating capacity of one thousand. Through the generosity of a Suffolk Alumnus, Joseph P. Collins, of the Collins Piano Company, a piano has been provided. A completely equipped stage affords excellent facilities for student dramatics. The auditorium is also used for mass meetings, commencements, concerts, and similar functions.

Bookstore. The Bookstore is located on the second floor of the University Building. It has every facility for the rapid handling of textbooks and other college supplies, thus avoiding delays and congestion.

Recreational Facilities. The University Building has a flat roof with an area of more than thirteen thousand square feet. Plans call for the development of this area into a sky-high campus. Thus, high in the air on Beacon Hill, the students of all Departments of Suffolk University may find healthful relaxation on their own premises.

II. Suffolk University Press

The building at the corner of Hancock and Myrtle Streets, formerly used by the College of Liberal Arts, will become the headquarters of the Suffolk University Press in the near future. An up-to-date rotary printing press large enough to print *The Suffolk Journal* will be installed. The editorial and newsrooms and the "City Desk" of *The Suffolk Journal* will be on the second floor.

STUDENT ACTIVITIES

Suffolk University believes that student activities offer splendid opportunities for the development of individual initiative, co-operative effort, and leadership. The University encourages every student to participate in such activities as may appeal to him and appoints a member of the faculty to serve as advisor for each student activity. In order to discourage *excessive* participation in such activities which would be incompatible with a high standard of scholarship, the University has certain regulations regarding participation which are printed in the *Student's Handbook*. The following Student Activities are open to students of the College of Liberal Arts.

The Suffolk Journal

The Suffolk Journal, a monthly newspaper, is the official publication of the University. While it serves as a laboratory course for the students in Suffolk University College of Journalism, students enrolled in the College of Liberal Arts and other Departments of the University may participate in furnishing news and other material. This paper is published under faculty supervision, but news columns, features, editorials, advertising, makeup and mechanical work is of student origin. Election to the staff is a reward for prior services to the Journal and not by popular vote of the student body.

Intercollegiate Debating

Debate teams, selected by competitive try-outs, meet teams from different universities and colleges during the Winter months. The University engages for its whole student body a Director of Debating who coaches the teams and supervises the intercollegiate activities in public debating. Through the co-operation of broadcasting stations, intercollegiate debates may be put on the air.

Dramatics

Suffolk Players is an association of undergraduates organized for the purpose of fostering dramatics in the University. One or more dramatic productions are presented annually by the organization in the University Auditorium. Play-writing contests are held from time to time.

The Thomas J. Boynton Debating Society

This society was organized in February 1937 under the leadership of Professor Francis J. O'Connor of the Department of

English of the College of Liberal Arts. Membership in the society is open to students in the College of Liberal Arts, College of Journalism, and the College of Business Administration. Inter-Departmental debates and interclass debates are features of the work of this society. The society usually engages in a debate with a team representing the Suffolk University Law School Debating Club.

The Wilmot R. Evans Oratorical Prize

Established by members of the faculty of Suffolk University College of Liberal Arts this will be an annual contest open to students of the College of Liberal Arts, as well as the College of Journalism and the College of Business Administration, for excellence in original oration upon an assigned topic common to all contestants. Elimination trials will be held on or before March 15th, the prize contest to come on April 15th with eight competitive orations. A first prize of \$25 and a second prize of \$15 will be awarded to the winners.

Musical Clubs

University Glee Club and University Orchestra will be composed of vocalists and instrumentalists who are selected competitively.

Athletics

The University encourages forms of intercollegiate and inter-departmental athletics that are suited to its organization and educational program. Sports such as swimming, golf, tennis, and volley ball will be organized as demand and facilities seem to make advisable.

DEGREES CONFERRED IN 1937-1938

Honorary

Master of Arts

ERNEST CUMMINGS MARRINER, A.B., Colby

Professor of English and Dean of the Men's Division of
Colby College

*EDITH LESLEY WOLFARD

Director of The Lesley School

Doctor of Letters

*BANCROFT BEATLEY, A.M., ED.D., Harvard

President of Simmons College

*ARTHUR WARREN HANSON, A.M., M.B.A., Harvard;
LL.B., Suffolk

Professor of Accounting and Dickinson Fellow
Harvard University Graduate School of Business Ad-
ministration

*THOMAS JEFFERSON BOYNTON

Attorney-General of Massachusetts, 1914; President,
Board of Trustees of Suffolk University

*WYMAN PARKHURST FISKE, A.B., M.B.A., Harvard;
LL.B., Suffolk

Associate Professor of Accounting, Massachusetts Insti-
tute of Technology

*Degrees thus indicated were conferred at the Convocation held in con-
nection with the Dedicatory Exercises of the University Building on
February 6, 1938.

All other degrees listed were conferred at the Annual Commencement,
June 16, 1937.

Conferred in Course

Bachelor of Science in Education

Edwin Christian Andersen	Quincy
Charles William Borden	Medford
Victor John Campbell	Roxbury
Charles Manassah Doherty	Medford
Lillian Margaret Gormley	Wollaston
Albert Francis Hanrahan	West Roxbury

Eric Harrison	Medford
Thomas Edward Houston	Hyde Park
John Russell Howard	Dorchester
John Stanley Mahoney	Jamaica Plain
Secondo Anthony Mazzuchelli	Brighton
Warren James Moran	Brighton
Gunnar Munnick	Quincy
William Thomas Murray	Mattapan
Arthur Joseph O'Leary	Hyde Park
Alice Marie Romano	Medford
Samuel Renard Romano	Brighton
Freeman Daniel Shepherd	Roslindale
John Joseph Shepherd	Roslindale

STUDENTS, 1937-1938

Benson, Alfred Norman	Arlington
Bircher, Jack Lawrence, Jr.	Boston
Blyth, Agnes Stirling	Newton
Bodwell, Theresa Miriam	Woburn
Bradley, James Joseph	Salem
Camp, Mrs. Harrie Staple	Taunton
Cheevers, John Samuel, Jr.	Dorchester
Church, Foster Quentin	Boston
Clark, Dana Brooks	Quincy
Connolly, Patrick Joseph, Jr.	Woburn
Coyle, Vincent Elliott	Attleboro
Cray, James Joseph	West Roxbury
Creamer, Anna Marie	Dorchester
Daniel, Oliver Gerard	Boston
Delli Colli, Peter Alexander	Somerville
Dinkle, Dorothy Louise	Roxbury
Doherty, Joseph Aloysius	Woburn
Doherty, Paul Louis	Woburn
Fickett, Edward Joseph	Newtonville
Finegan, Joseph William	Everett
Foster, Harriet Ethelyn	Wakefield
Foster, Marjorie Elaine	Jamaica Plain
Furlong, Gale Patrick	Boston
Gilbert, Ernest Manning	Boston
Gill, William Franklin	Brighton
Given, John Frederick	Woburn
Gordon, Gertrude Pauline	Readville
Hagerty, Gerardine Anna	Woburn
Harris, Frank James	Dorchester
Hickey, Helen Marguerite Colbert	Melrose

Hutchins, Thelma Corrinne	Somerville
Hutchinson, Mrs. Doris Bradford	Fall River
Johnson, Eldean Frances	Boston
Johnston, Dorcas Victoria	Medford
Johnston, Thomas Haddon	Medford
Kandler, Harriet Muriel	East Boston
Kelly, Martha Veronica	Cambridge
Kiefer, Patrick Leo	Boston
Laird, Charles	Cambridge
Lavery, Agnes Catherine	Brookline
Leahy, John Patrick	Dorchester
Martin, Sarah Elizabeth	Roxbury
Maxwell, Doris Althea	Winchester
McAvoy, Anastasia Lillian	Brookline
McCarthy, Walter Vale	Jamaica Plain
McDonald, Francis John	Winthrop
McKenzie, William	Dorchester
Metastazio, Arthur Paul	Cambridge
Mitchell, John Augustine	Boston
Moen, Francis	Lexington
Morgan, John Mark	Canton
Morris, Edwin Whitley	Roxbury
Murch, Grace Marion	Boston
Newsome, Mary Esther	Boston
Payne, Thelma	Allston
Pickett, Margery Forbes	Winter Hill
Pillsbury, Charles Bender	Allston
Powers, John Paul	Boston
Quigley, Gerard Gilbride	Charlestown
Rich, Frank Patrick	Roxbury
Shalhoub, Charles	West Roxbury
Shaughnessy, Walter Edward	Woburn
Smith, Mrs. Eleanor Swan	North Dighton
Snell, Roberta Cecilia	Waltham
Sylvia, Sherman Francis	Provincetown
Teravainen, Agnes Cecelia	Boston
Travers, Joseph Patrick	Medford
Webb, Lillian Ruth	Revere
Whittridge, Harland Vaughan	Saugus
Wood, Beulah Viola	Roxbury
Wray, Norman Leslie	Worcester

GIFTS AND BEQUESTS

Gifts and bequests of money, securities or real estate are gratefully received by Suffolk University.

To serve the University in this way it is not necessary to make a large gift or bequest. There are doubtless many who, without injury to family or other interests, could give or bequeath \$500, \$1,000, or \$5,000; and some who might bequeath a much larger sum.

In order to extend its educational service, Suffolk University will welcome gifts and bequests:

(a) For Endowment

- (1) of professorships in any department
- (2) of Library in any department
- (3) of scholarships in any department
- (4) unrestricted

(b) For Equipment and Buildings

- (1) reference books in any department
- (2) additional equipment for science laboratories
- (3) additional buildings

Unless other use is specified, it is the general policy of the University to designate funds so given as a part of the permanent unrestricted endowment. In this case, the principal is never expended, but is loaned on adequate security.

The President of the University or the General Chairman of the Improvement and Endowment Campaign will gladly confer with any prospective donor as to the needs of the various departments.

FORM OF BEQUEST

I give and bequeath to Suffolk University, a corporation organized by the Legislature of Massachusetts for the education of deserving youth by Chapter 237, Acts of 1937, to be applied to the educational uses and purposes of the said University and under its direction the following sums:

INDEX

- Absence, 54, 57
 - From classes, 54
 - From examinations, 57
- Admission, 16-18
 - Advanced Undergraduate standing, 17
 - Committee on, 13
 - Freshman Class, 16
 - Graduate School, 18
 - Refusal, 17
 - Requirements, 16
 - Special Students, 18
 - Subjects, 16
- Advanced Undergraduate standing, 17
 - Transcript of Credits, 18
- Advantages of Boston, 58
- Aid, 48
- Anatomy, 32, 47
- Anglo-Saxon, 27
- Argumentation, 26
- Art, 45
- Astronomy, 33
- Athletics, 62
- Attendance, 54
 - Coupons, 55
- Auditorium, 60
- Bachelor of Arts, admission, 16
 - Requirements, 19-20
- Bachelor of Science, admission, 17
 - Requirements, 19-20
- Bachelor of Science in Education, admission, 17
 - Requirements, 20-22
- Biology, courses, 31-32
 - Laboratory, 59
- Bills, 48-52
- Bookstore, 60
- Boston, Advantages of, 58
- Buildings and Equipment, 58-60
- Bureau, Placement, 53
- Calculus, 31
- Calendar for 1938, 1939, 1940, 2 College, 5
- Certificate, physicians, 54
- Charter, 7
- Charter Day, 6
- Chemistry, courses, 32-33
 - Laboratory, 60
- Class standing, 55-56
- Co-educational, 16
- College of Business Administration, combined course with, 48
- College of Journalism, combined course with, 48
- Combined courses, 48
 - College of Business Administration, 48
 - College of Journalism, 48
 - Law School, 48
- Commencement Fees, 50
 - Week, 5
- Committees, Faculty, 13
- Conditions, 19, 22, 50, 57
 - English, 19, 22
 - Removal of, 57
 - Special Examinations, 50
- Corporation,
 - Officers, 8
- Correspondence, 4
- Coupons, Attendance, 55
- Courses
 - Changing, 55
 - Elective, 24
 - Five-year, 14
 - Four-year, 14
 - Late afternoon, 15
 - Limits, 54
 - Other Departments, 46
 - Other Institutions, 48
 - Outside Work, 48
 - Pre-Dental, 47
 - Pre-Legal, 46
 - Pre-Medical, 47
 - Saturday Courses, 15
 - Withdrawals, 55
- Courses of Instruction, 24-47
 - Accounting, 42
 - Anatomy, 32
 - Anglo-Saxon, 27
 - Argumentation, 26
 - Art, 45
 - Astronomy, 33
 - Biology, 31
 - Calculus, 31
 - Chemistry, 32
 - Debating, 26
 - Economics, 42
 - Education, 36
 - English Composition, 24
 - English Literature, 25-26
 - French, 28
 - Geometry, 31
 - German, 29
 - Government, 40-41
 - History, 38-40
 - Italian, 29
 - Latin, 27
 - Law, International, 42
 - Mathematics, 30
 - Music, 45
 - Natural Science, 31-32
 - Philosophy, 33
 - Physics, 31
 - Psychology, 34-35
 - Public Speaking, 26
 - Romance Languages, 27-30
 - Social Science, 37-44
 - Spanish, 30
 - Trigonometry, 30
- Credits, 16
 - By advanced standing, 17
 - Grades, 56
 - Junior College, 17
 - Majors, 20
 - Minors, 20
 - Transcript, 18, 51
- Day Division, 15
- Debating, 26, 61
- Dean's List, 56
- Degrees, A.B., S.B., B.S. in Ed., A.M., Ed.M., 19
 - Admission Requirements, 19-23
 - Conferred, 1937-1938, 63
 - Course Requirements, 19-23
 - Withholding, 19
 - With Honor, 22
- Directory, University, inside back cover
- Dramatics, 61
- Economics, 42
- Education, 36
- Electives, 24
- Employment, 48
- English, 24-27
- English Deficiency, 19, 22
- Entrance, Subjects, 16
- Ethics, 34
- Evening Division, 15
- Examinations, 57
 - Fees, 48, 50
 - Schedule, 57
 - Semester, 57

INDEX (Continued)

- Special, 57
- Excuses, 54
- Executive Offices, 58
- Expenses: See Fees, 48-52
- Faculty, 10-13
 - Committees, 13
 - Secretary, 13
- Failures, 56
- Fees, 48-52
 - Graduation, 50
 - Laboratory, 50
 - Matriculation, 51
 - Reduction, 51
 - Refunds, 51
 - Textbooks, 50
 - Transcript, 51
 - Tuition, 51
 - University, 51
- Fine Arts, 45
- Five-Year Course, 14
- Founder's Day, 5
- Four-Year Course, 14
- French, 28
- Geometry, 31
- German, 29
- Gifts and Bequests, 66
- Glee Club, 62
- Government, 40-41
- Grades, 56
- Graduate School, admission, 18
 - Degree Requirements, 22
- Graduation Fee, 52
- Historical Sketch, 6
- History, 38-40
- Honor, degrees with, 22
- Hours, lecture, 14
 - Office, 4
- Illness, 54
- Instruction, courses of, 24-47
- Interviews, 16
- Italian, 29
- Journal, The Suffolk, 61
- Junior College Credits, 17
- Laboratories, 59-60
- Late Afternoon Courses, 15
- Latin, 27
- Law Department, inside back cover
 - Pre-Legal Course, 46
- Law School, combined course with, 48
- Lecture, Halls, 59
 - Schedule, 15
- Library, 59
- Location of College, 58
- Logic, 34
- Lounges, 59
- Mathematics, 30
- Matriculation Fee, 51
- Mid-Year, 14
- Musical Clubs, 62
- Music, 45
- Office, hours, 4
- Officers, Corporation, 8
 - Instruction and Administration, 10-14
 - University, 9
- Oratorical Contests, 62
- Orchestra, 62
- Philosophy, 33
- Physics, Courses, 31
 - Laboratory, 60
- Placement Bureau, 53
- Pre-Dental, 47
- Pre-Legal, 46
- Pre-Medical, 47
- Press, University, 60
- Program Changes, 55
- Promotion, class, 57
- Psychology, 34-35
- Public Speaking, 26
- Readmission, 57
- Record, transcript of, 51
- Refund, 51, 55
- Registration, 54
 - Attendance, 54
 - Fee, 49
 - From other Departments 54
 - Late, 54
 - Limits, 54
- Re-registration, 57
- Reports, semester, 56
- Requirements for Admission, 16-18
- Requirements for Degrees, 19-23
 - Bachelor of Arts, 19-20
 - Bachelor of Science, 19-20
 - Bachelor of Science in Education, 20-21
 - Master of Arts, 22
 - Master of Education, 22
- Romance Languages, 27-30
- Saturday Courses, 15
- Scientific Equipment, 59
- Scholastic Standing, 55
- Semester examinations, 57
- Semester hour, 14
- Semester report, 56
- Social Science, 37-40
- Spanish, 30
- Special Examinations, 57
- Special Students, admission, 18
- Standing, scholastic, 55
 - Class, 55-56
- Student Activities, 61
- Students, list of, 1937-1938, 64-65
- Students
 - Admission, 16
 - Classification, 57
 - Matriculated, 49
 - Part-time, 14
 - Reinstatement, 55
 - Re-registration, 55
 - Special, 18
 - Standing, 55
- Suffolk Journal, 61
- Suffolk Players, 61
- Suffolk University Press, 60
- Summer Session, inside back cover
- Tests, 57
- Textbooks, 52
- Transcript of Record, 51
- Trigonometry, 30
- Trustees, 8
- Tuition fees, 51
 - Arrears, 49
- Unit, definition, 16
- University Building, 58
- University Directory, inside back cover
- University Fee, 52
- University Glee Club, 62
- University, Officers in, 9
- University Orchestra, 62
- University Press, 60
- Withdrawals, 55

SUFFOLK UNIVERSITY

SUFFOLK LAW SCHOOL

Thirty-third year begins September 19, 1938.

Open to men and women.

Four-year course leading to the degree of LL.B.

Entrance Requirements—Sixty semester hours of work in an approved college.

Classes—Students may attend classes at: 10:00 A.M., 5:30 P.M., 7:30 P.M., Monday, Tuesday, and Friday.

Tuition—\$160 a year, payable quarterly.

COLLEGE OF LIBERAL ARTS

Fifth year begins September 26, 1938.

Open to men and women.

Four-year and five-year courses leading to the degrees of A.B., S.B., and B.S. in Education.

Courses leading to the degrees of A.M. and Ed.M. open to graduates of approved colleges.

Entrance Requirements—Graduation from an accredited high school or the completion of fifteen acceptable secondary school units.

Day and Evening Divisions—Monday, Tuesday, Thursday, and Friday—9:15 to 12:00 A.M., or 6:00 to 9:00 P.M.

Saturday and Late Afternoon Courses.

Summer Session.

Tuition—\$160 a year, payable quarterly.

COLLEGE OF JOURNALISM

Third year begins September 26, 1938.

Open to men and women.

Five-year course leading to the degree of B.S. in Journalism.

Entrance Requirements—Graduation from an accredited high school or the completion of fifteen acceptable secondary school units.

Evening Classes—Monday, Tuesday, Thursday, and Friday—6:00 to 9:00 P.M.

Tuition—\$160 a year, payable quarterly.

COLLEGE OF BUSINESS ADMINISTRATION

Second year begins September 26, 1938.

Open to men and women.

Five-year course leading to the degree of B.S. in Business Administration.

Entrance Requirements—Graduation from an accredited high school or the completion of fifteen acceptable secondary school units.

Evening Classes—Monday, Tuesday, Thursday, and Friday—6:00 to 9:00 P.M.

Tuition—\$160 a year, payable quarterly.

GRADUATE SCHOOL OF LAW

Fourth year begins September 26, 1938.

Open to men and women.

One-year course leading to the degree of LL.M.

Entrance Requirements—Graduation from Suffolk University Law School or another recognized law school with the degree of LL.B.

Classes—Monday, Tuesday, and Friday—6:00 to 9:00 P.M.

Tuition—\$160 for One-year course; \$175 for Two-year course.

*For further information regarding any of the above schools and colleges,
address Suffolk University
20 Derne Street, Boston, Mass. Tel. Cap. 0555*
