1940

Suffolk University Academic Catalog, College of Arts and Sciences, Sawyer Business School, and College of Journalism, 1940-1941

Suffolk University

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SUFFOLK UNIVERSITY
College of Liberal Arts
College of Journalism
College of Business Administration

ANNOUNCEMENTS FOR 1941-42
Catalogue for 1940-41

BOSTON MASSACHUSETTS
Series 2 FEBRUARY 1941 Volume III
PURPOSE OF SUFFOLK UNIVERSITY

Suffolk University is committed to the ideal that training in the liberal arts is a necessary part of a complete education whether professional or otherwise. It believes that opportunities for instruction in the liberal arts should be made available to all who can profit by them irrespective of economic status.

I. Co-EDUCATION — MODERATE 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, and for graduate work in the liberal arts.

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

College of Liberal Arts
College of Journalism
College of Business Administration

ANNOUNCEMENTS FOR 1941-42
Catalogue for 1940-41

BOSTON . MASSACHUSETTS
Series 2 February 1941 Volume III
CORRESPONDENCE
All correspondence should be addressed to
Registrar, 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. During July and August the offices are closed
on Saturdays.

TELEPHONE
Capitol 0555

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CALENDAR FOR THE ACADEMIC YEAR 1941-1942

COLLEGE OF LIBERAL ARTS
COLLEGE OF JOURNALISM
COLLEGE OF BUSINESS ADMINISTRATION

FIRST SEMESTER 1941

Founder's Day (Thirty-fifth Anniversary) ........................................ Friday, September 19
Academic year opens—classes begin ............................................. Monday, September 22
First Quarter bills payable ............................................................ Monday, September 22
October Tests begin ...................................................................... Monday, October 20
October Tests end .......................................................................... Monday, October 31
Armistice Day; classes suspended ................................................... Tuesday, November 11
Second Quarter bills payable ....................................................... Monday, November 17
Thanksgiving Day; classes suspended ............................................ Thursday, November 27
December Tests begin .................................................................... Monday, December 1
December Tests end ........................................................................ Friday, December 12
Christmas Recess begins ................................................................. Saturday, December 20

1942

Classes resume ................................................................................. Monday, January 5
First Semester Examinations begin ................................................ Monday, January 12
First Semester Examinations end .................................................. Friday, January 23

SECOND SEMESTER

Second Semester begins; classes resume ........................................ Monday, January 26
Third Quarter bills payable .............................................................. Monday, January 26
February Tests begin ..................................................................... Monday, February 16
February Tests end .......................................................................... Friday, February 27
Fourth Quarter bills payable .......................................................... Monday, March 23
Spring Recess begins ...................................................................... Saturday, March 28
Classes resume ................................................................................ Monday, April 6
April Tests begin .............................................................................. Monday, April 13
April Tests end ................................................................................. Friday, April 24
Charter Day ...................................................................................... Wednesday, April 29
Junior Prom ........................................................................................ Wednesday, May 6
Senior Banquet ............................................................................... Wednesday, May 13
Second Semester Examinations begin ........................................... Monday, May 18
Second Semester Examinations end .............................................. Saturday, May 29
Baccalaureate Service ..................................................................... Sunday, June 7
Alumni Night ................................................................................... Monday, June 8
Class Day (College) ......................................................................... Tuesday, June 9
Class Day (Law School) ................................................................. Wednesday, June 10
Commencement Exercises ............................................................... Thursday, June 11

The University Building will be closed on all legal holidays.
The first unit of Suffolk University has been in successful operation for thirty-five years. Suffolk Law School was founded in September 1906 by Gleason Leonard Archer, a young lawyer who had encountered great hardship in winning his own education and who had succeeded only because a kind-hearted man of wealth had befriended him in a time of need. Resolved to establish a law school for ambitious young men who are obliged to work for a living, Mr. Archer held his first law classes in the living room of a modest apartment in Roxbury. Because of his enthusiasm for the work, his ability as a teacher and administrator the school speedily won success, being chartered with degree granting powers by the Legislature of Massachusetts in 1914. Early in its history the Suffolk Law School gained national recognition as a training school for lawyers. Self-supporting students in an ever widening circle found in Suffolk a haven of opportunity. Judges, lawyers, business men, leaders in political and civic life owe their advancement to the training received at Suffolk Law School. The rising cost of higher education in recent years has brought about an extension of Suffolk's educational program. Although New England has long been famous for its colleges and universities, until 1934 when Suffolk College of Liberal Arts was founded there was no opportunity east of New York City where an ambitious man or woman might earn a Bachelor of Arts degree entirely through evening study. Suffolk was the first to recognize and to provide for this need—our Liberal Arts department opening its doors to students September 24, 1934. The Legislature of Massachusetts gave the new college a special degree-granting charter in February 1935. A graduate School of Law was established in September 1935 and a College of Journalism opened its doors to students September 24, 1936. A building campaign was at once inaugurated to provide adequate facilities for the growing institution. The main building (erected in 1920-21) and annex (1923-24) were remodeled and upper stories added thus providing a thoroughly up-to-date building.

<table>
<thead>
<tr>
<th>SUMMARY OF DEPARTMENTS</th>
<th>DATE ESTABLISHED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suffolk Law School</td>
<td>September 19, 1906</td>
</tr>
<tr>
<td>College of Liberal Arts</td>
<td>September 24, 1934</td>
</tr>
<tr>
<td>Graduate School of Law</td>
<td>September 23, 1935</td>
</tr>
<tr>
<td>College of Journalism</td>
<td>September 22, 1936</td>
</tr>
<tr>
<td>College of Business Administration</td>
<td>September 27, 1937</td>
</tr>
</tbody>
</table>

THE CHARTERS

THE LAW SCHOOL CHARTER

Chapter 145—Acts of 1914

An Act to incorporate the Suffolk Law School

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows: Section 1. Gleason L. Archer, Bartlett, Joseph F. O'Connor and their successors are hereby made a corporation by the name of the Suffolk Law School for the purpose hereinafter named. The said corporation shall consist of seven members only and shall have power to fill vacancies within itself. Four of the members shall be members of the Massachusetts Bar. The corporation is hereby empowered to take over the property of the corporation known as the Suffolk School of Law located in Tremont Temple in the City of Boston.

Section 2. The purpose of the said corporation shall be to furnish instruction in law and for this purpose it may appoint such teachers and lecturers and adopt such forms of organization, by-laws, regulations and methods of administration as it may deem advisable. The corporation shall provide suitable offices, library and lecture halls and shall pay the expenses of maintaining said school devoting its income to that end.

Section 3. The course of instruction furnished by the corporation shall occupy not less than four years and to students of the school properly accredited and recommended by a majority of the faculty of the school the corporation may grant the degree of Bachelor of Law.

Section 4. This act shall take effect upon its passage.

THE LIBERAL ARTS CHARTER

Chapter 15—Acts of 1935

An Act to grant certain Powers to Suffolk Law School

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

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows: The trustees of Suffolk Law School, incorporated by chapter one hundred and forty-five of the acts of nineteen hundred and fourteen, are hereby empowered to confer the degree of Master of Laws and to establish and maintain a college of liberal arts with power to confer the degrees usual in this commonwealth except the degrees of doctor of philosophy and doctor of laws.

THE UNIVERSITY CHARTER

Chapter 237—Acts of 1937

An Act to establish Suffolk University

Whereas, the deferred operation of this act would 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 hereunto 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 together with such additional powers and privileges as are possessed by colleges of Journalism and Business Administration in this Commonwealth and may confer degrees and grants diplomas thereupon.
THE CORPORATION

Corporate Name: Suffolk University

OFFICERS OF THE CORPORATION

Hon. Thomas Jefferson Boynton, Chairman
Hon. James Marcus Swift, Vice-Chairman
Hiram John Archer, Clerk
Gleason Leonard Archer, Treasurer

BOARD OF TRUSTEES

Life Members

Hon. Thomas Jefferson Boynton
Attorney-General of Massachusetts, 1914; United States Attorney; District of Massachusetts, 1917-1920
Hon. James Marcus Swift
Attorney-General of Massachusetts, 1911-1913
Gleason Leonard Archer
Founder, Suffolk University Law School
Hiram John Archer
Director, Department of Research and Review, Suffolk University Law School
Hon. Joseph Everett Warner
Attorney-General of Massachusetts, 1928-1934
Associate Justice, Superior Court of Massachusetts, 1940
John Shepard, III
President, The Yankee Network
Term expires: June, 1942

John Griffin
Vice-President, John F. Griffin Company

Thomas Francis McNichols
Branch Manager, First National Bank of Boston
Term expires: June, 1943

Arthur Warren Hanson
Professor of Accounting, Harvard University

Ernest Roy Biaisdell
New England District Manager, The Structural Slate and Natural Slate Blackboard Company
Term expires: June, 1944

William F. A. Graham, Esq.
Senior Member, Lee and Graham, Attorneys at Law
Term expires: June, 1943

Rev. Dr. Harold John Ockenga
Pastor, Park Street Church, Boston

Gleason Leonard Archer, Jr.
Instructor of Modern Languages, Suffolk University College of Liberal Arts

OFFICERS IN THE UNIVERSITY

Gleason Leonard Archer, LL.D. ............................................President and Treasurer
Miss Carrolla Abbott Bryant ................................................Executive Secretary
Paul Abner MacDonald, LL.B. ............................................Bursar
Miss Mary Esther Newsome ..............................................University Librarian
Mrs. Margaret Gillespie .....................................................University Book Store
Miss Edith Rhoda Doane, A.B. ...........................................Director Placement Bureau

MEMBERS OF THE FACULTY AND TEACHING STAFF

PROFESSORS, ASSOCIATE PROFESSORS, ASSISTANT PROFESSORS

Gleason Leonard Archer, Jr. .............................................Professor of History

Harold Bennison .............................................................Professor of English
A.B. Harvard 1916; LL.B. Suffolk 1926; Reporter, Boston Journal, 1916-17; Reporter, Boston Post, 1917-18; Reporter, News Editor, Make-up Editor, City Desk, Staff Reporter, Boston Traveler, 1921—Appointed to faculty of Suffolk University College of Liberal Arts July 1936.

Donald Theodore Brodine ..................................................Professor of English

Walter Harold Claflin .......................................................Professor of History
A.B., A.M., Ph.D. Harvard 1902, 1903, 1908; Sorbonne 1904-1905. Teaching experience: Santa Monica (Cal.) Junior College 1915-25; Berkeley Preparatory School 1925-30; Pennington, N. J. 1930-31; Berkeley Preparatory School 1931. Appointed to faculty when College of Liberal Arts was organized, September 1934. Chairman of History Department.

Francis Morris Cody .......................................................Assistant Professor of Journalism
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Education</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Vernon Crockett</td>
<td>Lecturer on Government</td>
<td>A.B. University of Maine 1919; LL.B. Suffolk 1927; Ed.M. Teachers College of the City of Boston 1937; Teaching experience: Gloucester High School 1919-23; Boston Trade School 1925; Suffolk Law School 1927; Suffolk College of Liberal Arts 1934. Appointed to faculty of Suffolk Law School 1927. Appointed to faculty of Suffolk College of Liberal Arts 1934.</td>
<td></td>
</tr>
<tr>
<td>Francis Morton Currier</td>
<td>Professor of German</td>
<td>A.B., A.M., Ph.D. Harvard 1917, 1921, 1936. Faculty of Massachusetts Institute of Technology since 1928. Now Assistant Professor of German at Massachusetts Institute of Technology. Appointed to faculty of Suffolk University September 1937 — Chairman of Foreign Language Department.</td>
<td></td>
</tr>
<tr>
<td>Edith Rhoda Doane</td>
<td>Special Lecturer in Journalism</td>
<td>A.B. Boston University 1919; National magazine publishers' space salesman, publicity and advertising campaigns; copy 1923-33. Appointed to faculty of Suffolk University College of Journalism January 1940.</td>
<td></td>
</tr>
<tr>
<td>Stuart Edgerly</td>
<td>Instructor in English</td>
<td>A.B. Dartmouth 1925; A.M. Harvard University 1933, Teaching experience: Madison, New Hampshire, Bridgeport, Maine and Torrington, Connecticut 1923-29; Instructor in English, Syracuse University 1930-37; Instructor in English, Northeastern University, 1940-41. Appointed to the faculty of Suffolk University College of Liberal Arts in June 1940.</td>
<td></td>
</tr>
<tr>
<td>Horton Edmunds</td>
<td>Instructor in Journalism</td>
<td>B.S. Shimer College 1911, Teaching experience: Reporter, Boston Herald, 1911-12; Reporter, Boston Traveler, 1912-17, Rewrite man, Boston Traveler, 1920-27; Assistant City Editor, Boston Traveler, 1927-38; City Editor, Boston Traveler, 1938—. Appointed to faculty of Suffolk University College of Journalism February 1937.</td>
<td></td>
</tr>
<tr>
<td>Eugene Current-Garcia</td>
<td>Assistant Professor of English</td>
<td>A.B., A.M. Tulane University 1930-33; Instructor University of Nebraska 1936-39. Appointed to faculty of Suffolk University July 1939.</td>
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</tr>
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**SUFFOLK UNIVERSITY**


**RALPH LEROY HARLOW** ...................................... Assistant Professor of Journalism With Cohan and Harris Theatrical Producers, 1907-10; member Board of Directors, Wm. Pile's Sons Company, 1910-25; President and Treasurer, Nelson Duncan and Harlow Advertising Agency, 1925-28; Assistant to the President, Vice-President, Yankee Network, Inc., 1928—. Appointed to faculty of Suffolk University College of Journalism February 1937. |

**SUFFOLK UNIVERSITY**


**JOHN RUGGLES HERBERT** .................................. Instructor in Journalism B.S. in J., Boston University College of Business Administration 1921, Managing Editor, Patriot Ledger, Quincy, Massachusetts 1921; Member of American Society of Newspaper Editors, President, Alpha Chapter, Kappa Tau Alpha, national honorary scholastic journalistic fraternity. |

**ALDEN JAMISON** .......................................... Assistant Professor of Government B.S. Northwestern 1931; A.M. Tufts 1933; A.M. Harvard 1939. Teaching experience: Teaching Fellowship Tufts College 1932-33; Assistant Instructor Tufts College 1934-35; Instructor in History and Political Science Earlham College 1935-36; Assistant Instructor Tufts College 1936—. Appointed to faculty of Suffolk University September 1939. |

**CARROLL A. LAKE** ......................................... Assistant Professor of Journalism Grand Rapids: Junior College 1916-18; University of Michigan 1918-20; Reporter, Grand Rapids Herald and Grand Rapids News, 1918-20; Civil Engineer, Maintenance of Way Division, Pennsylvania Railroad, 1920-21; Reporter, rewrite man, copy reader, make-up St. Louis Globe-Democrat, 1921-27; Copyreader, head of copy desk and make-up, Christian Science Monitor, 1927—. Appointed to faculty of Suffolk University College of Journalism November 1937. |

**WILLIAM FRANCIS LOONEY** ................................ Associate Professor of History A.B. Harvard 1919; A.M. Boston College 1920; LL.B. Northeastern 1928; Ed.D. Teachers College of the City of Boston 1934. Appointed to faculty of Suffolk College of Liberal Arts September 1934. |

**FRANCES CARLETON MCVARISH** ......................... Instructor in Journalism Business experience: O'Malley Advertising Agency 1927-30; Nelson Duncan & Harlow 1930-31; Director of Research, Yankee and Colonial Networks 1931—.
GEORGE GLOVER MARVIN...........................Professor of Chemistry
B.S., M.S., Ph.D. Massachusetts Institute of Technology 1923, 1929, 1936.
Teaching experience: one year Industrial experience Pennsylvania Railroad
1923-24; Assistant in Chemistry Massachusetts Institute of Technology
1924-26; Instructor Massachusetts Institute of Technology 1926-36; Assistant
Professor in Chemistry Massachusetts Institute of Technology 1936—.
Appointed to faculty of Suffolk University November 1939. Chairman
of Department of Chemistry.

HELENE ELIZABETH MAVER..........................Instructor in German
A.B. Radcliffe College; Ed.M. Harvard University 1929; A.M. Radcliffe Col-
lege 1938. Teaching experience: Ecole Normale, Angers, France 1930; Wey-
mouth and Boston 1931-40. Appointed to faculty of Suffolk University College
of Liberal Arts in September 1940.

ARTHUR MUNROE MENADIER..........................Instructor in Journalism
Business University College of Liberal Arts 1925-26, Boston Globe 1925-27.
Business Experience: Advertising and related fields 1926-41. Partner Bennett,
Walther & Menadier, Inc., Boston.

MARY ESTHER NEWSOME...........................University Librarian
Special Lecturer on Use of Library
Northwestern University 1928-29; Harvard University Summer School 1937;
Suffolk University College of Liberal Arts 1936-38; Appointed Librarian
Suffolk College of Liberal Arts 1956; University Librarian April 1957.

WALTER JOHN NICKERSON.........................Laboratory Assistant in Biology
B.S. West Chester State Teachers College 1937; A.M. Harvard 1939. Ap-
pointed to faculty of Suffolk University College of Liberal Arts May 1939.

JOHN FRANCIS O'BRIEN.............................Assistant Professor of English,
Accounting and Economics
B.B.A. Boston University 1928; M.B.A. Boston University 1932; LL.B.
Harvard University 1935; M.B.A. Harvard University 1940. Teaching ex-
perience: Graduate Fellow in English, teaching public speaking in the En-
lish Department of Boston University College of Business Administration
1927-28; Professor of Commerce at St. Francis Xavier University, Canada
1928-33. Appointed to Suffolk University College of Business Administration
March 1939.

LESTER OTT...........................................Assistant Professor of History
A.B. Knox 1931; A.M. Harvard 1932. Teaching experience: Research As-
sistant in History at Harvard 1934-35; Teaching Assistant at Harvard and
Radcliffe 1935—. Appointed to faculty of Suffolk University April 1939.

FRANK LAUREL PIZZUTO.............................Assistant Professor of Italian
A.B. Boston University 1923; A.M. Harvard 1925. Instructor of Italian at
Drew University 1925-27. Appointed to faculty of Suffolk University January
1938.

HARLAND ROGERS RYCLIFFE.........................Assistant Professor of Journalism
B.S. Colby 1923; School and College Editor, Make-up Editor, City Editor,
Feature Editor, Boston Transcript, 1923—; Instructor in Journalism, Sim-
mons College, 1934-36. Appointed to faculty of Suffolk University College
of Journalism November 1937.

ROBERT EMMONS ROGERS..........................Associate Professor of English
A.B., A.M. Harvard 1909; LL.D. Suffolk University 1940. Professor of English,
Massachusetts Institute of Technology since 1913, Taught at Williams College
1909-10; Massachusetts Institute of Technology since 1913. Newspaper colum-
nist for eight years: Radio speaker. Author, The Voice of Science in 19th
Century Literature 1920; The Fine Art of Reading 1929; How to be Inter-
esting 1931. Appointed to faculty of Suffolk University September 1939.

JAMES HERBERT SCHULMAN..........................Instructor in Mathematics
B.S. Massachusetts Institute of Technology 1939. Teaching experience:
Teaching Fellow Massachusetts Institute of Technology 1939-40; Assistant
Massachusetts Institute of Technology; Summer School 1959. Appointed to
faculty of Suffolk University College of Liberal Arts February 1940.

JOHN ASA SHIMER..............................Instructor in Geology
B.S. Harvard University 1935; M.S. Massachusetts Institute of Technology
1939. Member of Boston Geological Society; Student Associate of American
Institute of Mining and Metallurgical Engineers. Appointed to faculty of
Suffolk University College of Liberal Arts May 1940.

ROGER ADAMS STINCHFIELD.........................Lecturer on Government
Professor of Law in the Law School
B.S. Colby 1926; LL.B., LL.M. Suffolk 1930-37. Teaching experience: As-
sistant in Department of Psychology and Education Colby College 1925-26.
Appointed to faculty of Suffolk Law School 1935—. Appointed to faculty of
Suffolk College of Liberal Arts 1937.

FRANCIS XAVIER SUTTON..........................Instructor in Sociology
B.S. Temple University 1938; A.M. Princeton University 1940. Teaching ex-
perience: Graduate Assistant, Princeton University 1938-39; Part-time in-
tuctor, Princeton University 1939-40. Appointed to faculty of Suffolk Uni-
versity College of Liberal Arts May 1940.

ROGER PHELPS TALMADGE..........................Instructor in Business Management
A.B. Wesleyan University 1940. Teaching experience: Assistant in Business
administration 1937. Investment Analyst, Old Colony Trust Com-
pany, Boston, Massachusetts 1938—. Appointed to the faculty of Suffolk
University College of Business Administration April 1940.

DICK TAYLOR, JR.................................Instructor in English
A.B. University of the South 1952; A.M. Tulane University 1959. Teaching ex-
perience: Graduate Assistant Tulane University 1937-39; Graduate
Assistant, Tulane Summer School 1938 and 1939. Appointed to faculty of
Suffolk University College of Liberal Arts June 1940.

ARTHUR F. WILLIAMS..........................Assistant Professor of Journalism
B.S. Massachusetts State College 1917. Manufacturing departments, Alfred
Knopf and Simon & Schuster, New York, N. Y. 1923-25; Designer, Manu-
facturing department, Little, Brown & Company, Boston 1923-38. Chief
of Department, Designer and Art Director, Little Brown & Company,
Boston 1938-40. Appointed to faculty of Suffolk University College of
Journalism July 1940.

LAWRENCE BRENTON WOOLIVER.................Chemical Laboratory Assistant
B.S. Massachusetts Institute of Technology 1939. Teaching Fellow Massachu-
setts Institute of Technology 1939—. Appointed to faculty of Suffolk Uni-
versity College of Liberal Arts August 1940.
STAFF MEMBERS

MISS CARROLLA ABBOTT BRYANT .................Registrar and Secretary to the Faculty
EBETH RHODA DOANE, A.B. .........................Field Secretary, Co-ordinator Student Activities
DOROTHY CARLSON, A.B. .........................Field Secretary, Co-ordinator Student Activities
WILLIAM R. CROOKS, A.M. .........................Student Advisor
LESTER OTT, A.M. .................................Student Advisor
ETHEL JENNEY ........................................Reference Librarian
BRYANT, A.M. ..........................................Assistant to the Registrar
THOMAS IGNATIUS HARRIS, LL.B.............Assistant to the Bursar
THEDORE BAKER ........................................Superintendent of Buildings

ADVISORY COUNCIL TO THE REGISTRAR

Mrs. Bulloch - Chairman
Mrs. Harvey - Arts
William T. Currier - Curricula
Dr. Garcia - Arts
Miss Griffin - Journalism
Miss O'Brien - Biol. Adm.
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 Library occupies the major portion of the third floor of the University building. The electrically ventilated reading room accommodates 230 students. The Library (including the balcony) has a total stack capacity of forty-five thousand volumes. All books, except those on required reading lists and certain valuable reference books, are on open shelves and easily accessible to students, faculty and alumn.

Law books and reference books may not be circulated, but all others may be borrowed for periods ranging from three to fourteen days. Some books on reserve for special courses must be used in the library.

The Library is open from 9:00 A.M. to 10:00 P.M. Monday through Friday; 9:00 A.M. to 5:00 P.M. Saturday, and 2:00 P.M. to 6:00 P.M. Sunday, during the regular school term.

The 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.

By arrangement with the Boston Public Library all Suffolk students, whether residents of Boston or not, are allowed the privileges of the Boston Public Library. Non-resident students must obtain special cards from the University Librarian.

Suffolk University Library is a member of the American Library Association, the Special Libraries Association and the American Association of Law Libraries.

LECTURES ON USE OF THE LIBRARY

A series of lectures on the Use of the Library is given by the University Librarian early in the Fall term. These lectures are given during the regular school hours, and are required of all first year students. Library regulations are described, the Library of Congress classification scheme is outlined and instruction is given in the use of catalogs, indices and bibliographies and other important reference works.

Sometimes when a Freshman has to write a paper on an unfamiliar subject he is at a loss as to how to begin. In the Library course a sample assignment is carefully worked out; all available sources of information consulted, and a working bibliography made. Methods of taking notes are described, and the basic forms for footnotes and bibliographic entries are illustrated.

One library lecture is on the history of printing, and the library assignment (required) is also on this subject.

BIOLOGICAL LABORATORY

Adjoining the Science Lecture Hall is the Biological Laboratory which is provided with standard laboratory furniture and equipment and is designed to accommodate forty students at a time. Compound microscopes, substage lamps and a large collection of prepared microscope slides of the highest quality are provided for individual student use. An excellent Micro Projector, a binocular dissecting microscope, a variety of experimental apparatus and many wall charts are available for demonstration purposes. An unusually fine lantern slide projector and a large number of lantern slides covering all phases of plant and animal biology greatly facilitate laboratory instruction.

In addition to the permanent equipment, large amounts of living and freshly preserved material are ordered each year from the leading biological supply houses. By an arrangement with the Harvard Greenhouse, a wealth of living plant material is available whose quality and variety is seldom surpassed even in advanced botany courses in much larger institutions.

In addition to the laboratory’s own collection of museum specimens and demonstration dissections, the superb collections of Greater Boston’s several museums of Natural History are available for study by Suffolk students.

CHEMICAL LABORATORY

The Chemical Laboratory is located on the top floor of the main building directly across the corridor from the Chemical lecture hall. The laboratory is approximately 40 x 60 feet in size with one end partitioned off to serve as a stock room for apparatus and chemicals. Sufficient desk room and equipment is available to accommodate as many as 75 students at one time. Modern forced draft ventilation, large fume hoods, distilled water unit, balances and other new equipment make up this Chemical Laboratory. The setup of the laboratory is such that more advanced courses in Chemistry may be accommodated with the existing facilities.

GEOLOGICAL LABORATORY

The Geological Laboratory is located on the fourth floor of the University Building. It is completely furnished with chairs, laboratory stools and tables, specimen cases, map cases, and wall boards for displaying maps. A physical globe and several hundred topographic, shaded relief, and geologic maps are included in the physical equipment, as well as individual sets of specimens for the study of the commoner minerals, rocks, and ores, together with the necessary equipment for making simple physical tests for identification. A reference collection of a few thousand typical geological, mineralogical and paleontological specimens are also provided.
PHYSICAL LABORATORY

Directly above the Biological Laboratory, in a room of the same dimensions, will be found the Physical Laboratory which was equipped during the Summer of 1938. The hall is provided with laboratory tables and stools to accommodate units of twenty students working at one time. Water, gas, and electricity are provided for laboratory use. Apparatus of excellent quality has been installed thus enabling students to perform the experiments customary in the most advanced laboratory courses.

UNIVERSITY AUDITORIUM

When the first unit of our school home was constructed it included an auditorium on the Temple Street side of the building with a seating capacity of one thousand. 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 open to students for recreational purposes. A large hall on the second floor of the school building is reserved for student activities.

ADMISSION REQUIREMENTS

ADMISSION TO THE FRESHMAN CLASS

Suffolk University is open to students of both sexes on equal terms, except that the College of Liberal Arts, the College of Journalism and the College of Business Administration reserve 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 Registrar is required before a student may be admitted to any of the Colleges. It is advisable that this interview be arranged as far in advance of the opening date as possible. Transcripts of record and two testimonials of good moral character must be on file before the application may be acted upon.

It is recommended that applicants under twenty-one years of age discuss their college plans thoroughly with their parents before enrolling, if possible it would be well for parents to attend the personal conference required prior to registration so that all questions may be thoroughly answered.

DISTRIBUTION OF ENTRANCE SUBJECTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>2</td>
</tr>
<tr>
<td>History</td>
<td>1</td>
</tr>
<tr>
<td>Algebra</td>
<td>1</td>
</tr>
<tr>
<td>Plane Geometry</td>
<td>1</td>
</tr>
<tr>
<td>Natural Science</td>
<td>1</td>
</tr>
<tr>
<td>Other accepted units</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>
Candidates for degrees who have not the full language, mathematics or science entrance requirements may enter on condition and will receive college credit for the additional work in such subjects required to be taken at Suffolk University, but the number of hours available for elective subjects will be correspondingly reduced. Credit toward such work counts only in the total toward graduation and not toward meeting specific degree requirements.

Students entering with conditions but who make a general average of more than 85% during the first 24 semester hours of a full degree program may petition the Committee on Admissions in writing that their case be reviewed and that entrance conditions be waived.

DEFINITION OF A UNIT

A unit of work in high school is considered as a course covering a school year of not less than thirty-six weeks with 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. Each high school graduate is expected to complete four years of high school English, for which only three entrance units are allowed.

REFUSAL OF APPLICATION

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. The Registrar of the institution previously attended must send a certificate of honorable dismissal direct to the Registrar of the College of Liberal Arts, College of Journalism or College of Business Administration, depending upon which department the student desires to enter.
2. The applicant for advanced standing should request the registrar of the college previously attended to send also an official transcript of credits. 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.

REGISTRATION AND GENERAL REGULATIONS

REGISTRATION PROCEDURE

All new students are required to file applications, make out registration and Bursar's cards, secure lecture schedules and Handbooks prior to opening day or evening. This clerical procedure should be completed at least two weeks in advance of the first lecture.
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.

REGISTRATION FROM OTHER DEPARTMENTS

A student enrolled as a candidate for a degree in another Department of the University may register for courses in either of the Colleges without payment of an additional registration fee.

REGISTRATION FOR COURSES IN OTHER INSTITUTIONS

No student in any College of Suffolk University in the expectation of receiving advanced standing credit may enroll for courses in other institutions without notifying in writing the Registrar of the College in which he is enrolled. 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 by the Registrar of the institution in which the course was taken direct to the Registrar of the College in which the student is enrolled in Suffolk University.

DAY AND EVENING DIVISIONS

Although Suffolk University is open to worthy students of all types it nevertheless makes special provision for those who must earn a part or all of their expenses while attending school. Day and evening classes are maintained in all undergraduate departments. Thus students who are not under the necessity of working may select lecture schedules that will permit them to take thirty semester hours a year and so earn a degree in four years. Professional courses are scheduled in the Evening Division only. Students taking more than twenty-four semester hours will pay tuition on a pro rata basis.

Students who are working cannot hope to take more than twenty-four semester hours a year, thus requiring five years of attendance for a Bachelor of Arts or another undergraduate degree.

A student may enroll for less than twenty-four semester hours on a pro rata tuition basis.

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.

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

SUMMER SESSIONS

Students may attend summer sessions but cannot earn more than six semester hours in a given summer. Students who have been admitted to the Freshman class with entrance conditions should plan to clear them during the summer session.

Summer Sessions in Suffolk University College of Liberal Arts will not be held during the Summer of 1941.

LECTURE HOURS

Day Division—Classes will meet Monday, Tuesday, Thursday and Friday mornings with sessions from 9:15 A.M. to 12:00 M. No professional courses are at present scheduled for the Day Division, except in Law.

Evening Division—Classes will meet Monday, Tuesday, Thursday and Friday evenings with sessions from 6:10 to 8:30 P.M. The Evening Division is designed especially for those employed during the day. Professional courses are scheduled for the Evening Division only.

LABORATORY SESSIONS

A student taking an eight-semester-hour Science course in addition to other regularly scheduled classes must attend laboratory sessions Wednesdays, mornings or evenings, depending upon the Division in which he is enrolled.

ATTENDANCE

Except in special cases all candidates for degrees are required to attend all lectures in every course for which they are registered. However, in cases of emergency satisfactorily explained in writing the Registrar may allow a reasonable number of cuts.

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 because 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.

All omitted written exercises must be made up within one week after the resumption of lectures. Otherwise, they will be counted as failures. Students under twenty-one years of age must present written excuses from their parent or guardian.

A student who is absent for one month will be automatically withdrawn. A notice to that effect will be sent to her. No student, except as mentioned, whose absences are in excess of 10% will be admitted to the mid-year or final examinations; nor will he receive semester-hour credit for the course.

ATTENDANCE COUPONS

Attendance coupons will be issued to each student by the Bursar upon the payment of tuition. A coupon must be presented to the professor before admittance to lectures may be granted. These coupons serve as a record of attendance and should be guarded with care. Coupons are individually numbered and must not be exchanged. Incorrectly marked or dated coupons will not be recorded.
CHANGE OF COURSES
The regular procedure in changing a course or in withdrawing from a course is by written recommendation of the professor whose course is to be discontinued and by written consent of the Registrar of the College in which the student is enrolled. Blanks may be obtained from the Registrar. These notices must be sent to the Registrar's Office for recording.

Takmg a new course in lieu of the one discontinued shall be by written consent of the professor in charge of such course and with the approval of the Registrar of the College in which the student is enrolled.

Notices must be sent to the Registrar's Office for recording.

Students under twenty-one years of age must submit written approval of parent or guardian before any change in course will be permitted.

WITHDRAWAL FROM COURSES—PENALTIES
Courses for which the student has been officially enrolled and from which he withdraws without permission will be recorded as "failure", unless discontinued within the first two weeks of the semester because of illness or other reasons satisfactory to the Registrar of the College in which the student is enrolled.

Any course carried beyond the second week of any semester must be passed successfully before a student may present himself as a candidate for a degree.

WITHDRAWAL FROM COLLEGE
A student desiring to withdraw from College before the end of a semester must give notice to the Registrar in writing prior to the withdrawal. Written permission for such withdrawal from a parent or guardian must be filed by a student under twenty-one years of age.

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

SCHOLASTIC STANDING—PROBATION
A student whose college work is unsatisfactory will be placed on probation. If he is unable to raise the quality of work to such a grade as to indicate a reasonable chance of graduation he will be asked to withdraw from the College in which he is enrolled. At the discretion of the Committee on Admissions a student so dismissed may re-enter on probation after a reasonable period of absence.

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. His conduct in lecture halls and University buildings must be in accordance with necessary rules and regulations.

THE CATALOGUE AND STUDENT'S HANDBOOK
An official booklet, "Student's Handbook", is issued by the University for the students of the College of Liberal Arts, the College of Journalism and the College of Business Administration. Copies are distributed to all students at the opening of College. The regulations contained therein are in accord with a college of high standards.

All students are held responsible for all rules and regulations contained in the catalogue and student's Handbook.

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

A—excellent
B—good
C—average
D—passing
E—incomplete
F—failing

Grades are also reported in terms of plus or minus the above marks except in the case of a grade of E.

An incomplete grade must be removed before the end of six weeks of the next semester of attendance by the student at the University otherwise the grade of E will automatically become an F.

Semester reports will be issued to all students in good standing 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.

Semester reports will be withheld from Freshmen who have not satisfactorily completed assignments on the use of the Library.

No student will be awarded a degree whose average for the entire course is less than 70%.

For the Associate in Arts Certificate not more than 15 semester hours out of sixty semester hours may be of "D" grade.

For the Bachelor of Arts degree not more than 30 semester hours out of 120 semester hours may be of "D" grade.

Those students who attain an average of 85% (B) or better in any semester are eligible for the Dean's List.

EXAMINATIONS, MONTHLY TESTS, MAKEUP EXAMINATIONS
Tests are regularly held in all courses each month. Such tests cover the work of the preceding month. Tests are required of all students. Semester averages are based in part upon test averages.
Tests that have been missed cannot be made up. A deduction of ten points is made in the test average for absences therefrom unless an adequate excuse has been presented in writing to the Registrar the week following the scheduled test. Students who miss tests and fail to offer any satisfactory excuse will receive zero for the test grade.

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

Students who for sufficient cause have been absent from a semester examination are permitted to take a special examination. In order to be eligible for a special examination a student must send, within two weeks after the date on which the examination was scheduled, a written request to the Registrar of the College in which he is enrolled, stating the reasons why the privilege of a special examination should be granted. Students under twenty-one years of age must submit letters from their parents or guardian.

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. This fee must accompany the written request. 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.

CLASSIFICATION OF STUDENTS

Students taking the five-year course in the College of Liberal Arts, the College of Journalism or the College of Business Administration are classified as Freshmen, Sophomores, Mid-Juniors, Juniors and Seniors.

Four-year students are classified as Freshmen, Sophomores, Juniors and Seniors.

Classification of students depends upon the number of semester hours earned prior to the first semester of a given year. Freshman standing is assigned to all those having less than twenty-four semester hours; Sophomore standing, twenty-four semester hours; Mid-Junior standing, forty-eight semester hours; Junior standing, seventy-two semester hours; Senior standing, ninety-six semester hours.

Freshmen who have not satisfactorily completed their assignments on the Use of the Library will not be promoted to Sophomore standing.
able in full with the first quarter's tuition. This fee is to be proportioned among the various recreational facilities and other student activities.

LABORATORY FEE
Students taking regular laboratory courses (Biology, Geology, Physics) will pay a laboratory fee of $10.00 for each course.
Students taking Chemistry will pay a laboratory fee of $15.00.
All laboratory fees are due and payable with the first quarter's tuition.

DISSECTING SETS
A charge of $1.00 per year is made for rental of instruments used in Biology classes. A refund of seventy-five cents will be made at the end of the year if the case and instruments have not been damaged. Instruments may be rented from the Suffolk University Bookstore.

BREAKAGE
Students will be billed proportionately each month for laboratory breakage. Bills must be paid when presented.

DESK EQUIPMENT
All students taking General Chemistry will be charged a desk fee of $3.50 for non-returnable equipment. This fee is in addition to the regular laboratory fee and breakage charges and is due and payable the first quarter.

TEXTBOOKS
The cost of textbooks will vary from year to year but should not exceed $30.00 in any one year.

SPECIAL EXAMINATIONS
A fee of $3.00 will be charged for each special examination payable on or before date of examination. Special examinations will be given only to those who for sufficient cause have been absent from semester examinations. A student, within two weeks after the date on which the examination was scheduled, must make a written request to the Registrar of the College in which he is enrolled, setting forth the reasons why the privilege of a special examination should be granted. Students under twenty-one must submit letters from their parents or guardians.

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

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 of date desired. No transcripts will be issued during the busy season.

COMPETITIVE SCHOLARSHIPS
In June 1939 the Trustees of Suffolk University voted to establish competitive scholarships open to high school graduates of the year in which competitions are held. The first competitive examinations were held on August 1, 1939 in English and United States History. Twenty-seven scholarships were awarded. A similar competition will be held on July 1, 1941. Six full scholarships ($150. each) and twenty-four half scholarships ($80. each) will be awarded. In order to be eligible to compete the applicant must be a graduate of a standard New England day high school and furnish proof of the same from the school authorities together with two satisfactory letters of reference. A student may compete in either English or United States History. It is our desire that talented boys and girls of limited means may thus be given the opportunity of college training. This offer is open to those who desire pre-legal or pre-professional courses as well as to those who wish to pursue a regular Liberal Arts course.

The University reserves the right to cancel the balance of a scholarship award at the end of the first semester if the recipient makes unsatisfactory grades during the semester or to cancel the balance of the award at any time for misconduct by the recipient.

SHEPARD LOAN FUND
A special gift of one thousand dollars ($1,000) from John Shepard III to the student loan fund will be available for this purpose in 1941-42.

PLACEMENT BUREAU
Suffolk University has maintained a free Placement Bureau for many years because it has always championed the cause of the students who must earn a living while attending school. A Director keeps in constant touch with the employment situation to discover all possible kinds of desirable work for students, according to their varying backgrounds of work experience. Advertising appears regularly in the Boston newspapers and proves an invaluable aid in developing requests from prospective employers.

Placement Service is available to all students, both while enrolled for courses in any department of the University and after graduation. The Bureau cannot, however, service students who withdraw from the University and permanently sever their connections with it.

It is urged that new students (entering at fall or mid-year terms) who will need income from employment during the school year, register promptly with the Placement Bureau after filing their University application blanks. While a large number of entering students can be assisted, registration with the Bureau is not a guarantee of work; therefore such students should have available at time of enrollment at least the cost of the first quarter's tuition and books.
VOCATIONAL GUIDANCE

The Director of the Placement Bureau is also available for counselling students on their vocation problems. Helpful suggestions will be offered which will assist students in reaching their own decisions or initiating courses of action. Those students who present problems bordering more on the personal and scholastic rather than the vocational and financial will be referred to a member of the Faculty associated with the Advisory Council.

A series of talks to students concerning trends in employment and specific professional job opportunities is planned for 1941-42.

STUDENT ACTIVITIES

Suffolk University has four well-established undergraduate schools, with a steadily-increasing number of "co-eds" in each department. Student activities which develop personal qualities of leadership, initiative, cooperation and sportsmanship are being encouraged. In some cases it has been found necessary to establish two separate divisions of the same activity in order that both day and night students may participate at times most convenient for all. Membership is based on the maintenance of a satisfactory scholastic standard. In order to discourage excessive participation in such activities, which would be incompatible with high standards of scholarship, the University has certain regulations regarding participation which are printed in the Student's Handbook. A member of the executive staff has been appointed to serve as Co-ordinator of Student Activities. The Co-ordinator works closely with student groups in all matters of organization, meetings, public performances, etc. The following activities are open to all qualified students in the University.

STUDENT COUNCIL

Any regular student who is maintaining a scholastic average that would qualify him or her for a University degree is eligible for election or re-election to the Student Council from his departmental division. All divisions, day and evening, in each department are represented. Election takes place on the last Friday in October. Regular meetings are held the first Monday evening of each month. The Student Council, among other functions, acts as a student committee to investigate and recommend action on all cases of student violations of University regulations and to make and enforce social regulations for the betterment of the University.

DEBATING

All students in the College Departments are eligible to join the Thomas J. Boynton Debating Society and membership is particularly recommended to those who are taking the Pre-legal course. There is also the Archer Debating Society for students in the Law School.

During 1940-41 these two societies were combined into one group under a member of the faculty who served as coach. Meetings were held once a week at 1:00 P.M. Instruction was given in effective public speaking and debating technique and procedure. Panel discussions and intra-mural debates were open to the student body and extra-mural debates with other college teams were arranged as proved suitable and convenient.

The specific plan of procedure for 1941-42 cannot be announced until the opening of the fall term but Debating will be offered as an extra-curricular activity on a basis convenient to the majority of students who wish to participate in it.

ITALIAN CLUB

Students who are taking courses in Italian have formed "II Circolo Italiano" for the purpose of combining social activities with the more serious aspects of the study of the Italian language, its literature and culture. It affords students an opportunity to practice the language in social as well as classroom conversation. Day and evening sections meet twice a month, their programs co-ordinated by one president and supervised by a member of the faculty.

Other foreign-language groups will be organized as soon as sufficient student participation is assured.

PLAYERS

The Suffolk University Players is an organization of undergraduates for the purpose of fostering dramatics in the University. There are both day and evening groups which function separately under subordinate officers co-operating with one president and supervised by members of the Faculty. One major dramatic production is usually presented annually in the University Auditorium. Except when preparing for productions, the Players devote their meetings to the various aspects of play-producing, play-writing, costuming, stagecraft, etc. At least two social dances are held each year to help finance the activities of this group.

MUSIC GROUPS

Many students have signified their interest in a Music Appreciation group, to study the best-known classical compositions and listen to broadcasts of operatic and symphonic programs. A radio is now available and will be of material assistance to such a group when organized during 1941-42.

A Suffolk University Glee Club, composed of both men and women, and also an Orchestra will without doubt take their places as important student activities during the coming year. Both will have competent supervision and will be trained with special reference to appearance at all University functions such as the Freshman Reception and Convocations.

RECREATIONAL FACILITIES

ATHLETICS

At the present time because of the National emergency, plans for athletics have had to be postponed at the University. Athletics
which the University has sponsored in the past and will probably again sponsor in the future are, tennis, basketball and baseball. Soon after the opening of the Fall term in September, 1941 a definite announcement regarding athletics will be made.

Arrangements have been made with the Y.W.C.A. for the women students to receive instruction in basketball, swimming and bowling.

Recreation Room A recreation room is provided for the student body for recreational purposes. Here students congregate before and after classes and use of the piano and radio-phonograph is allowed during certain hours which do not conflict with lectures and the use of the Library. Informal Saturday night dances are held in this room from time to time. Round tables for discussion groups, bulletin boards for student communications and notices are also provided. Recently two Ping-pong tables plus other minor games have been added to the equipment of the room.

Suffolk Journal
The Suffolk Journal, a bi-monthly newspaper, is the official student publication of the University. While it serves as a laboratory course for those enrolled in the College of Journalism, students enrolled in all other departments may participate in furnishing news and material. This paper is published under faculty supervision but news columns, features, editorials, advertising, makeup and mechanical work are of student origin. Appointment to the staff is a reward for prior services to the Journal.

ALL-UNIVERSITY FUNCTIONS

Freshmen Reception
The Annual Reception to Freshmen (and entering students in all departments) is held the first week in October. A co-operating committee composed of the officers of all student activity groups assists the Coordinator of Student Activities in handling the arrangements. President and Mrs. Archer, assisted by the members of the departmental faculties and their wives, greet and welcome the students in the University Library on the third floor. After a social period and refreshments, informal dancing, in which the upper classmen join, is enjoyed in the Recreation Hall, which is attractively decorated with exhibits arranged by and depicting the activities of the various student groups.

Convocations
A series of Convocations will be inaugurated during the school year starting September 1941. They will be held in December, just preceding the Christmas vacation, and the latter part of April to commemorate Charter Day on April 29th. These will be the only two times during the year when it will be possible to have the entire student body of the University assembled in the Auditorium. Outstanding speakers with inspirational and educational messages will be heard.
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 faculty and Registrar of the College of Liberal Arts.

(c) Electives
1. A sufficient number of semester hours of elective courses to bring the total to 122 semester hours.

II. DEGREE OF BACHELOR OF ARTS WITH HONORS
For the degree of Bachelor of Arts "With Highest Honors" candidates must 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 "With Honor" candidates must maintain a general average of 85% or over in the first seven semesters of their college course. Students awarded degrees "With Honor" will receive diplomas with this notation.

**COLLEGE OF JOURNALISM**

The Trustees of the University confer the following degree on candidates recommended by the FACULTY OF THE COLLEGE OF JOURNALISM:

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

I. DEGREE OF BACHELOR OF SCIENCE IN JOURNALISM
Candidates must maintain an average of at least 70 per cent in 122 semester hours of prescribed college work. Sixty-eight of which must be taken in residence in Suffolk University College of Journalism. Of the 122 semester hours of prescribed college work 68 semester hours must be taken in Liberal Arts subjects before the student takes up the strictly professional courses given by the Faculty of the College of Journalism. The last twelve semester hours of the degree requirement must be earned at Suffolk University College of Journalism during the college year preceding graduation. The 122 semester hours must be distributed in accordance with the following plan:

(a) General Foundation—Liberal Arts Courses, 68 semester hours Required of all candidates
1. Eighteen semester hours of English (CLA Eng. I, 1, 2; and CLA Eng. II, 1, 2; CLA Eng. II, 3, 4).
2. Thirty-six semester hours of Social Science (CLA H. I, 1, 2; CLA H. V, 3, 4; CLA Ps. I, 1; and CLA Ps. I, 2 or CLA Gv. II, 1, 2; CLA S. III, 1, 2; CLA Ec. IV, 1, 2).
3. Eight semester hours of Science (CLA Sc. I, 1, 2 or CLA Sc. II, 1, 2; CLA Sc. III, 3, 4; CLA Sc. IV, 1, 2).
4. Six semester hours of a Modern Foreign Language.

(b) Professional Courses—Required, 54 semester hours
1. Twenty-seven semester hours in Editorial Methods (CLA Eng. II, 3, 4; CJ Ed. III, 1; CJ Ed. IV, 1, 2; CJ Ed. IV, 3; CJ Ed. IV, 5; and CJ Ed. V, 1, 2).
2. Eighteen semester hours in Administration (CJ Adm. III, 2; CJ Adm. IV, 2; CJ Adm. V, 1; and V, 4).
3. Twelve semester hours in Advertising (CJ Adv. IV, 1, 2; CJ Adv. V, 1, 2).

(c) 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.

(d) All Freshmen will be required to attend the special lectures on the Use of the Library and to pass special examinations covering the lecture material.

II. DEGREE OF BACHELOR OF SCIENCE IN JOURNALISM WITH HONORS
For the degree of Bachelor of Science in Journalism "With Highest Honors", the Faculty of the College of Journalism recommends candidates who maintain a general average of 90% or over in the first 105 semester hours of their college course. Students awarded degrees "With Highest Honors" will receive diplomas with this notation.

For the degree of Bachelor of Science in Journalism "With Honor", the Faculty of the College of Journalism recommends candidates who maintain a general average of 85% or over but less than 90% in the first 105 semester hours of their college course. Students awarded degrees "With Honor" will receive diplomas with this notation.
The Trustees of the University confer the following degree on candidates recommended by the FACULTY OF THE COLLEGE OF BUSINESS ADMINISTRATION:

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

I. DEGREE OF BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Candidates must maintain an average of at least 70 per cent in 122 semester hours of prescribed college work, forty-eight of which must be taken in residence in Suffolk University College of Business Administration. Of the 122 semester hours of the prescribed college work, 62 semester hours must be taken in Liberal Arts subjects before the student takes up the strictly professional courses given by the faculty of the College of Business Administration. The last twelve semester hours of the degree requirement must be earned at Suffolk University College of Business Administration during the college year preceding graduation. The 122 semester hours must be distributed in accordance with the following plan.

(a) General Foundation—Liberal Arts Courses, 62 semester hours

Required of all candidates
1. Eighteen semester hours of English (CLA Eng. I, 1, 2; CLA Eng. II, 1, 2; CLA Eng. II, 3, and CLA Eng. III, 8)
2. Forty-four semester hours of Natural and Social Science (CLA Sc. III, 1, 2; CLA Sc. I, 1, 2 (or CLA Sc. II, 1, 2; CLA Sc. III, 1, 2); CLA H. I, 1, 2; CLA H. II, 1, 2; CLA Ec. I, 1, 2; CLA Ec. II, 1, 2; CLA Ec. III, 1, 2).
3. (Electives) Twelve semester hours of a Modern Foreign Language or six semester hours of Psychology.

(b) Professional Courses—Required, 60 semester hours
1. Six semester hours of Accounting (CBA A. III, 1, 2).
2. Six semester hours of Management (CBA Man. III, 1, 2).
3. Six semester hours of Marketing (CBA Mar. IV, 1, 2).
4. Three semester hours of Finance (CBA Fin. IV, 2).
5. Six semester hours of Law (CBA L. V, 1, 2).
6. Three semester hours of Economics (CBA Ec. V, 2).

(c) Major in Accounting or Advertising or Business Management, 30 semester hours
1. Accounting Major (CBA A. IV, 1, 2; CLA Ec. IV, 3; CBA A. IV, 1, 2; CBA A. V, 1, 2; CBA A. V, 3; CBA A. V, 4; and CBA Fin. V, 1).

II. DEGREE OF BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION WITH HONORS

For the degree of Bachelor of Science in Business Administration "With Highest Honors", the Faculty of the College of Business Administration recommends candidates who maintain a general average of 90% or over in the first 105 semester hours of their college course. Students awarded degrees "With Highest Honors" will receive diplomas with this notation.

For the degree of Bachelor of Science in Business Administration "With Honor", the Faculty of the College of Business Administration recommends candidates who maintain a general average of 85% or over but less than 90% in the first 105 semester hours of their college course. Students awarded degrees "With Honor" will receive diplomas with this notation.
Associate Professor, construction through a study of contemporary prose models, "Both Eng. SOREN GARCIA, assistant professor, Department, - seven departments: TAYLOR, any once a scientist, UI, '38 on line with the core of the following: 3-Anglo-Saxon; *Eng. TAYLOR. The University reserves the right to withdraw any course for which an insufficient number of students register. Each student, by consultations with the Registrar, should check credits at least once a year in order to make certain that all requirements are being satisfied.

I. DEPARTMENT OF ENGLISH

SHERLEY WILCOX HARVEY, PH.D., Professor and Chairman of the Department; Associate Professor, ROBERT EMMONS ROGERS, LITT.D.; Assistant Professors, DONALD THEODORE BORDINE, A.M.; EUGENE CURRENT-GARCIA, A.M.; JOHN FRANCIS O'BRIEN, M.B.A.; Instructors, DICK TAYLOR, A.M.; STUART EDGERLY, A.M.; Lecturer, MARY ESTHER NEWSOME.

In order to major in English a student must earn six hours beyond the required thirty hours. Ordinarily the major in English will include the following courses: Eng. I, 1, 2—English Composition and Rhetoric; Eng. II, 3, 4—Advanced English Composition; Eng. II, 1, 2—Survey of English Literature; Eng. IV, 1, 2—Survey of American Literature; and courses totaling twelve additional hours chosen from the following: Eng. III, 1—Shakespeare; Eng. III, 2—Restoration Drama; Eng. III, 3—English Novel; Eng. IV, 3—Nineteenth Century Poetry; Eng. IV, 4—Nineteenth Century Prose; Eng. V, 1, 2—Studies in American Literature; Eng. V, 3—Anglo-Saxon; Eng. V, 4—Chaucer.

Prerequisites for Junior and Senior elective courses listed below may be waived only with the consent of the Chairman of the Department of English.

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

The basic course in composition. Through a review of grammatical construction and the mechanics of correct writing, through frequent practice in writing the simpler expository and narrative forms; and through a study of contemporary prose models, this course is designed to give the student facility in organizing his thought and expressing it in a clear, concise, forceful manner. Required of all Freshmen. Both semesters Associate Professor Rogers Mr. Taylor 6 semester hours * Required

*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. Required of all third year students who have not had Eng. IV, 1, 2—Survey of American Literature. Prerequisite: Eng. I, 1, 2 or Eng. II, 3, 4. Both semesters Assistant Professor Brodine 6 semester hours Mr. Edgerly

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

The aim of this course is to give the student mastery of the important techniques for analyzing and investigating problems, organizing material for sustained discourse, and presenting thought attractively and coherently in the longer expository and narrative forms. Emphasis is upon the investigative paper, the critical review, the feature article, and the short story. Intensive practice in writing is correlated with a study of the best contemporary examples of each type considered. Both semesters Assistant Professor Carreno-Garcia 6 semester hours

*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. Elective for Juniors and Seniors. Prerequisite: Eng. II, 1, 2—Survey of English Literature. First semester Professor Harvey 3 semester hours *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 theatre. Elective for Juniors and Seniors. Prerequisite: Eng. II, 1, 2—Survey of English Literature. Second semester 3 semester hours

*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. Elective for Juniors and Seniors. Prerequisite: Eng. II, 1, 2—Survey of English Literature. First semester Professor Harvey 3 semester hours * Required
1 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. Primarily for pre-legal students. Ordinarily taken in the Summer Session.
First semester Assistant Professor Broidine 3 semester hours

2 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. Primarily for pre-legal students. Ordinarily taken in the Summer Session.
Second semester Assistant Professor O'Brien 3 semester hours

*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. Required of all third year students who have not had Eng. II, 1, 2—Survey of English Literature.
Both semesters Professor Harvey 6 semester hours

Eng. IV, 3—English Poetry of the Nineteenth Century—Elective
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. Elective for Juniors and Seniors. Prerequisite: Eng. II, 1, 2—Survey of English Literature.
First semester 3 semester hours

Eng. IV, 4—English Prose of the Nineteenth Century—Elective
A study of the origins of the great social, economic, and artistic movements of the nineteenth century, as evidenced in the prose literature of the period; the Romantic and Victorian essayist, the struggle between rationalism and faith. Elective for Juniors and Seniors. Prerequisite: Eng. II, 1, 2—Survey of English Literature.
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, and Melville; the second semester will consider the significant writings of Whitman, Mark Twain and O'Neill. Assigned readings and reports. Required of all Juniors and Seniors. Prerequisite: Eng. IV, 1, 2—Survey of American Literature.
Both semesters Professor Harvey 6 semester hours

Eng. V, 3—Chaucer and His Contemporaries—Elective
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. Open only to Seniors and graduate students. Prerequisite: Eng. III, 1, 2 or Eng. IV, 3, 4.
First semester 3 semester hours

Eng. V, 4—Anglo-Saxon—elective
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 with the consent of the instructor. Prerequisite: Eng. V, 3.
Second semester 3 semester hours

II. DEPARTMENT OF FOREIGN LANGUAGE
FRANCIS MORTON CURRER, PH.D., Professor and Chairman of the Department; Assistant Professor, FRANK LAUREL PIZZUTO, A.M.; Instructors, GLEASON LEONARD ARCHER, JR., A.M.; HELENE ELISABETH MAYER, A.M.

LATIN
A student majoring in Latin will take L. I, 1, 2; L. II, 1, 2; and L. III, 1, 2. A student electing to minor in Latin ordinarily will take L. I, 1, 2 and L. II, 1, 2.

Latin I, 1, 2—Elementary Latin
An introduction to a language the knowledge of which is indispensable to a thorough command of English vocabulary and orthography, and which has moreover been an inspiration to all the great literatures of modern Europe. The first semester will be devoted to grammar and forms, special attention being given to the derivation of the Latinate portion of the English language. In the second semester interesting and easy selections from Nepos, Caesar, and other classical authors will be read.
Both semesters Assistant Professor Pizzuto 6 semester hours

Mr. Archer, Jr.

L. II, 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 3 semester hours
I. Authors who deal with the imperial 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. Second semester: 3 semester hours.

L. III, 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: 6 semester hours.

L. IV, 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
A student majoring in French shall take three years of this language. He shall take one of his two minors in another modern foreign language. The second minor is at the discretion of the student (subject to the approval of the Chairman of the Foreign Language Department). A year of Modern European History is strongly recommended for any student majoring in French.

F. III, 1, 2—Elementary French
A course in elementary French for beginners, easy reading, practice in writing and speaking the language. Open to students who do not present French for admission. Both semesters: Mr. Archer, Jr. 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. Prerequisite: F. III, 1, 2—Elementary French or two years of high school French. Both semesters: 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 Romains. Prerequisite: F. IV, 1, 2—Intermediate French or three years of high school French. Both semesters: 6 semester hours.

GERMAN
A student majoring in German shall take three years of this language. He shall take one of his two minors in another modern foreign language. The second minor is at the discretion of the student (subject to the approval of the Chairman of the Foreign Language Department). A year of Modern European History is strongly recommended for any student majoring in German.

G. III, 1, 2—Elementary German
This course offers for students who have not previously studied German a thorough working-knowledge of the grammar and vocabulary which will not only enable them to enjoy one of the most interesting and significant of the modern literatures, but also equip them with a linguistic knowledge indispensable to a thorough study of any of the modern sciences. The first semester is mainly concerned with the essentials of grammar and the reading of carefully graded modern material, the vocabulary affinity of German to English being constantly stressed. The second semester will be devoted to grammatical review and the rapid reading of easy texts. Both semesters: Professor Currier 6 semester hours.

G. IV, 1, 2—Intermediate German
This course is 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
A student majoring in Italian shall take three years of this language. He shall take one of his two minors in another modern foreign language. The second minor is at the discretion of the student (subject to the approval of the Chairman of the Foreign Language Department). A year of Modern European History is strongly recommended for any student majoring in 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 is synthetic and, while the aural exercises 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 the use of a practical vocabulary.

Both semesters  Assistant Professor Pizzato  6 semester hours

Italian II, 1, 2—Intermediate Italian
This course consists of a more thorough study of the Italian grammar, accompanied by exercises in composition and conversation, together with a number of selected readings from such modern authors as Manzoni, Goldoni, Panzini, Negri, Bontempelli, Bocage, Zuccoli, Verga, Pirandello, Capuana, Papini, Farina, and others. *Prerequisite: One year of Italian in college or two years in high school.*

Both semesters  Assistant Professor Pizzato  6 semester hours

Italian III, 1, 2—The Works of Dante
This course introduces the student to the greatest masterpiece of Italian literature. As an introduction to the Divine Comedy, the *Vita Nuova* will be read entire to acquaint the student with the early life of Dante as a youth and as a man. Attention is also given to Dante's other works in Italian and in Latin. *Prerequisite: A reading knowledge of Italian or Italian I, 1, 2.*

Both semesters  6 semester hours

Italian IV, 1, 2—Italian Literature of the Fifteenth and Sixteenth Centuries
In this course a special study is made of selected works of the great writers of the fifteenth and sixteenth centuries. Special attention is given to Machiavelli's *Principe*, Pulci's *Morgante*, Ariosto's *Orlando Furioso*, Castiglione's *Cortegiano*, and Cellini's *Vita*. *Prerequisite: Intermediate Italian or three years of high school Italian.*

Both semesters  6 semester hours

Spanish
A student electing to minor in Spanish ordinarily will take Sp. I, 1, 2 and Sp. II, 1, 2.

Spanish

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  6 semester hours

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  6 semester hours

III. Department of Mathematics

James Herbert Schulman, B.S., Instructor.

A student electing to minor in Mathematics ordinarily will take M. I, 1, 2 and M. II, 1, 2.

M. I—College Algebra
A semester course in Algebra including such fundamental topics as special products and factoring, fractions, linear equations, exponents, radicals, quadratic equations, simultaneous equations, binomial theorem, and logarithms. Open to freshmen. *No prerequisites.*

First semester  3 semester hours

M. I—Trigonometry and Analytic Geometry
A first semester course devoted to the fundamentals of Trigonometry and Analytic Geometry. Topics included in each one:

Trigonometry—Angular measure, the trigonometric functions, the fundamental identities, trigonometric functions of more than one angle, solution of trigonometric equations, law of sines, cosines, tangents, solution of right and oblique triangles.

Analytic Geometry—The study of equations of curves as derived from their geometric properties. A special study is given to the straight line, circle, conic sections, transformation of the plane, and loci problems. Open to freshmen. *No prerequisites.*

Second semester  3 semester hours

M. II—Differential Calculus
This course consists of differentiation of algebraic, trigonometric, exponential, and logarithmic functions, implicit differentiation, slopes of curves, maxima and minima, curve tracing, velocities and rates, parametric equations and other topics usually included in a course of this nature. *Prerequisite: M. I, 1, 2 or the equivalent.*

First semester  3 semester hours

M. II—Integral Calculus
This course consists of integration of algebraic, trigonometric, exponential and logarithmic functions, the determination of areas, lengths of arcs, volumes of revolution, surface areas of revolution; the definite integral and other topics usually included in a course of this nature. *Prerequisite: M. II, 1 or the equivalent.*

Second semester  3 semester hours

M. III—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. *Prerequisite: M. II, 2 or the equivalent.*

First semester  3 semester hours
M. III, 2—Advanced Calculus
This course is a continuation of M. II, 1, 2. Prerequisite: M. III, 1.
Second semester 3 semester hours

IV. DEPARTMENT OF BIOLOGICAL AND PHYSICAL SCIENCE

GEORGE GLOVER MARVIN, Ph.D., Professor and Chairman of the Department; Instructors, HORACE FEATHERSTONE DRURY, Ph.D.; JOHN ASA SHIMER, M.S.

GEODESY

Sc. I, 1, 2—General Geology
The object of this course is to acquaint the student with the salient facts of geology and to cultivate in him an intelligent understanding of geologic phenomena. A study is made of the form and composition of the Earth, the structure of its crust, the natural processes ever at work modifying its surface, the long history of changes so brought about, the development of plants and animals in their many and highly varied forms, and the influence of geologic environment on the development and civilization of mankind. Specimens, maps, and models are used in the classroom and in the laboratory. In the Fall and Spring there will be several field trips in place of laboratory periods. Two lecture hours and one two-hour laboratory period weekly.
Both semesters Mr. Shimer 8 semester hours

BIOLOGY

Students electing to minor in Biology will take either Sc. II, 1, 2 or Sc. II, 3, 4 and Sc. III, 1, 2.

Sc. II, 1, 2—General Biology
This course deals with the study of structure and physiology of plants and animals. It includes a general survey of the morphology, development, reproduction, activities, importance and evolution of the various groups of plants and animals with special emphasis in the laboratory on the flowering plants and the vertebrates. Two lecture hours and one three-hour laboratory period weekly.
Both semesters Dr. Drury 6 semester hours

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 Dr. Drury 8 semester hours

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 homologies 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 8 semester hours

CHEMISTRY

Students electing to minor in Chemistry will take Sc. III, 5, 6 and Sc. IV, 1, 2.

Sc. III, 5, 6—General Inorganic Chemistry
The first semester of this course is devoted to the fundamental principles of chemical science along with the generalizations derived from these fundamental principles. During the second semester a descriptive course of the more common elements and their compounds are covered. Two demonstration lecture hours and one three-hour laboratory period constitute the assignment for one week.
This course presupposes no previous knowledge of Chemistry, although desirable. Open to Freshmen.
Both semesters Professor Marvin 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, dyestuffs, 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. Open to all classes except Freshmen. Prerequisite: Sc. III, 5, 6.
Both semesters Professor Marvin 8 semester hours

PHYSICS

Students electing to minor in Physics will take Sc. III, 3, 4 and Sc. III, 7, 8.

Sc. III, 3, 4—General Physics
A course intended to acquaint the student with mechanics, sound, heat, electricity, magnetism, light, and the essentials of electron theory, and to train him in the quantitative applications of natural laws. Three lecture hours and one two-hour laboratory period weekly.
Both semesters 8 semester hours
Sc. III, 7, 8—Mechanics
A study of the foundations of mechanics with special topics in the theory of electrostatics and electromagnetism. Lectures and conferences—no laboratory. Elective for students who have taken Sc. III, 3, 4—General Physics and who are taking or have taken M. I, 1, 2.
Both semesters 4 semester hours

V. DEPARTMENT OF PHILOSOPHY AND PSYCHOLOGY

(WILLIAM RAMSDEN CROOKS, A.M., Assistant Professor, Chairman of the Department)

First semester 3 semester hours
Ph. III, 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. Ps. I, 1—General Psychology; Ps. I, 2—Applied Psychology; and Sc. III, 3, 4—General Physics will be found helpful to students electing this course but are not required as prerequisites. Prerequisite: H. I, 1, 2—History of Civilization or the equivalent.
First semester 3 semester hours
Second semester 3 semester hours
Ph. III, 2—Introduction to Social Philosophy
This course endeavors to single out and clarify the philosophic and ethical issues involved in the attitudes commonly spoken of as 'Liberalism' and 'Individualism'. There will also be some study of the historical origin of these attitudes. Prerequisite: H. I, 1, 2—History of Civilization or the equivalent. H. II, 1—English History and H. II, 2—History of the United States will be found helpful to students electing this course but are not required as prerequisites.
Second semester 3 semester hours
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. Prerequisite: H. I, 1, 2—History of Civilization or the equivalent.
First semester 3 semester hours
Second semester 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. Prerequisite: H. I, 1, 2—History of Civilization or the equivalent.
Second semester 3 semester hours

SUFFOLK UNIVERSITY
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. Prerequisite: Ps. I, 1 or the equivalent.
First semester 3 semester hours

Ps. II, 2—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. Prerequisite: Ps. I, 1 or the equivalent.
First semester 3 semester hours

Ps. III, 1—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. Prerequisite: Ps. I, 1 or the equivalent.
Second semester 3 semester hours

Ps. III, 2—Child and Adolescent Psychology
A survey of the development of the individual from birth to maturity. The problems of adaptation will be considered and some of the problems of child training will be brought to light. Prerequisite: Ps. I, 2 or the equivalent.
Second semester 3 semester hours

Ps. IV, 1—Experimental Psychology; Introduction
Introductory laboratory course. Psychophysical methods, the sensory processes, and perception. Lectures and laboratory periods. Prerequisite: Ps. I, 1 or the equivalent.
First semester 3 semester hours

Ps. IV, 2—Experimental Psychology; Learning and Memory
This is a lecture and 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. Prerequisite: Ps. I, 1 or the equivalent.
Second 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 6 semester hours
aristocracy in the seventeenth and eighteenth centuries; the evolution of modern capitalism and the attendant transformation of society; the emergence of democracy during the French Revolution and the oscillations of revolution and reaction during the following century; the dynamics of nationalism and the unification movements in Italy and Germany; modern imperialism and the struggle for colonies; and, finally, the crisis of modern civilization in the twentieth century.

Second semester  Assistant Professor Ott  3 semester hours

H. I, 4—American Colonial History—Elective
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. Prerequisite: H. I, 1, 2.
Second semester  Professor Archer  3 semester hours

*H. II, 1—History of the United States
The centuries of exploration, the founding of the English Colonies, political, social, and economic developments, the struggle for the continent, the American Revolution, will be considered in this course. Open to all except Freshmen. Prerequisite: H. I, 1, 2 or the equivalent.
First semester  Professor Clafin  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. Open to all except Freshmen. Prerequisite: H. I, 1, 2 or the equivalent.
Second semester  Professor Clafin  3 semester hours

*H. II, 3—English History to 1605
A general survey of the political, social, economic, constitutional and intellectual development of England from pre-Roman conquest Britain to the close of Elizabeth's reign. Lectures, discussion, reading and a report. Open to all except Freshmen. Prerequisite: H. I, 1, 2 or the equivalent.
First semester  Assistant Professor Ott  3 semester hours

*H. II, 4—English History 1603 to the present
A continuation of the first semester survey of the development of British civilization. Stress is placed upon the evolution of the Empire, the transition from aristocracy to democracy, the cultural contribution of the English people and their position in world affairs today. Collateral reading, lectures, discussions, and a report. Open to all except Freshmen. Prerequisite: H. I, 1, 2 or the equivalent.
Second semester  Assistant Professor Ott  3 semester hours

H. III, 1, 2—Ancient Civilization—Elective
A survey of Ancient Civilization from earliest times to 476 A.D. In this course will be studied the contributions of the Ancient Civilizations of the Near East; the history of Ancient Greece with particular attention to the basic importance for Modern Civilization of Greek concepts of art, government, science and literature; the growth and decline of the Roman Republic and Empire with their institutions, methods of government, concepts of law and of religion. Elective for all classes except Freshmen. Prerequisite: H. I, 1, 2 or the equivalent.
Both semesters  Assistant Professor Ott  6 semester hours

*H. IV, 1—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. Prerequisite: H. I, 1, 2 or the equivalent.
Second semester  Professor Clafin  3 semester hours

*H. IV, 2—American Constitutional History
A survey of the development of the Constitutional system of the United States from Colonial times. Prerequisite: H. I, 1, 2 or the equivalent.
Second semester  Mr. Crockett  3 semester hours

H. IV, 3—History of American Foreign Policy—Elective
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. Prerequisite: H. I, 1, 2 or the equivalent.
First semester  3 semester hours

*H. V, 1—European History, 1815-1914
A study of the History of Europe from the Congress of Vienna to the outbreak of the First World War. The essential topics are reaction and revolution in the first half of the century; nationalism and unification in Germany and Italy; the triumph of democracy in France and England; reform and revolution in Russia; the emergence of the Balkan States and the problem of the Near East; the progress of industrialization and its consequences in social and political life; modern imperialism and the expansion of Europe; power politics, and the conflicts and entanglements that led to the First World War.
First semester  Professor Greer  3 semester hours

* Required.
*Economics, II, I, 2—Elementary Accounting I

This course is an introduction to accounting designed to provide a firm foundation upon which may rest all subsequent work in accounting. To this end it has as its primary objective development of a complete understanding of fundamental accounting, relationships and of a real facility in handling the technical tools of the accountant. The first part of the work will be concerned, then, with underlying concepts and relationships and will cover definitions, an introduction to financial statements, and an examination into some implications of the accounting equation. From this will follow naturally the accountant's debit and credit analysis and bookkeeping technique. Consideration of the bookkeeping cycle will include study of the nature and use of journals and ledgers, including special forms of journals, the use of controlling accounts, account classification, adjustments, worksheets and preparation of statements, and closing the books. Attention will be given to the design of records and procedure. The balance of the time available will be used for examination of the principles of statement, classification and arrangement and an introduction to the problems raised by the various forms of proprietary ownership. Throughout both semesters the class work will be divided between discussions of text and supervised problem work. A practice set will be used to provide facility and to co-ordinate the class work. This course is a prerequisite to all subsequent accounting courses. Open to Freshmen.

Both semesters  Assistant Professor O'Brien  6 semester hours

CLA Economics, II, I, 2—Accounting II

This course is a continuation of Accounting I. It will begin with a short review of the bookkeeping cycle as it relates to the corporation. This will be followed by a study of the problems created by the issue, redemption and repurchase of securities by the corporation. Attention will be given to the technical treatment of various balance sheet items,

* Required.
Gv. II, 1—Government and Politics in the United States

The aim of this course, together with Gv. II, 2, is to acquaint the student with his government, its organization, and administration, in all of its many aspects. The Federal Constitution, the frame work of the national government, legislative procedure, the powers and duties of the executive, and the importance of the federal judiciary are studied. Actual participation by the citizen in his government is constantly emphasized by reference to events of current interest, and the daily newspaper furnishes an indispensable source of classroom material.

First semester
3 semester hours

* Required

Assistant Professor Ott
Professor Jamison

Gv. II, 2—Government and Politics in the United States

State and local governmental forms and administration are the chief concentration, but the relationships existing among these units, as well as their relations with the Federal Government are surveyed. The structure of political parties; the importance of political organization, and such new developments as the initiative and referendum, proportional representation, and the city manager, are given considerable attention. Current examples are frequently used. (*This course is essentially a continuation of Gv. II, 1, although it may be taken separately.*)

Second semester
3 semester hours
Assistant Professor Jamison

Gv. IV, 1—Comparative European Government

The governmental forms of the important European nations are studied, compared, and contrasted, especially in the light of contemporary developments. Sufficient historical background is included to provide a basis for understanding the association of democratic methods with England and France, and the rise of dictatorial and totalitarian forms in Italy, Germany, and Russia. Current problems in all of these countries furnish the material for application and discussion.

First semester
3 semester hours

* Required

Assistant Professor Jamison

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. Elective for Juniors and Seniors; Sophomores by permission. *Prerequisite: either Gv. II, 1 or Gv. II, 2.*

Second semester
3 semester hours

SUFFOLK UNIVERSITY

Gv. V, 1—International Law and Relations

International relations, particularly in the period since the first World War, are studied in relation to the principles of international law as formulated over a considerably longer period. The aim of the course is to gain a better understanding of the practice of international relations and diplomacy by examining the principles of international law which have gained recognition. Actual cases, heard and decided by national and international tribunals, are used wherever possible. Contemporary claims and counter-claims of violations of international law are given special attention. A timely course for students of Government and History, also of interest to those enrolled in the Pre-legal course.

First semester
3 semester hours

Sociology

A student majoring in Sociology will ordinarily take S. III, 1, 2; S. IV, 1; S. V, 2; S. V, 3; and S. VI, 1 or Ps. II, 1 or Ps. III, 1. A student electing to minor in Sociology ordinarily will take S. III, 1, 2; S. IV, 1; and S. V, 2.

S. III, 1, 2—Introductory 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. Not open to Freshmen. *No prerequisite although H. I, 1, 2—History of Civilization and Sc. III, 1, 2.—General Biology are strongly advised as preliminary or collateral courses.*

Both semesters
6 semester hours

* Required
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. H. II, 2—History of the United States will be found helpful by students electing this course but it is not required as a prerequisite. **Prerequisite: S. III, 1, 2—Introductory Sociology.**

First semester 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. **Prerequisite: S. III, 1, 2—Introductory Sociology or other preparation satisfactory to the instructor.**

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. **Psychology will be found helpful to students electing this course but it is not required as a prerequisite. Elective for Juniors and Seniors.**

First semester 3 semester hours

S. V, 2—Social Problems
The plaguing 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. No prerequisites.

Second semester 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. **Prerequisite: S. III, 1, 2 or Ps. I, 1, 2 or Criminal Law.**

Both semesters 6 semester hours
### Schedule of Courses by Years

#### First Year

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course</th>
<th>Required/Electives</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLA Eng. I, 1, 2</td>
<td>English Composition and Rhetoric</td>
<td>Required</td>
<td>6</td>
</tr>
<tr>
<td>CLA H. I, 1, 2</td>
<td>History of Civilization</td>
<td>Required</td>
<td>6</td>
</tr>
<tr>
<td>CLA Sc. I, 1, 2</td>
<td>General Geology</td>
<td>Electives</td>
<td>8</td>
</tr>
<tr>
<td>CLA Sc. II, 1, 2</td>
<td>General Biology</td>
<td>Electives</td>
<td>8</td>
</tr>
<tr>
<td>CLA Sc. III, 3, 4</td>
<td>General Physics</td>
<td>Electives</td>
<td>8</td>
</tr>
<tr>
<td>CLA Sc. *III, 5, 6</td>
<td>General Inorganic Chemistry</td>
<td>Electives</td>
<td>8</td>
</tr>
<tr>
<td>CLA I, 1, 2</td>
<td>A Modern Foreign Language</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

#### Second Year

<table>
<thead>
<tr>
<th>Course Number</th>
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<th>Required/Electives</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLA Eng. II, 1, 2</td>
<td>Survey of English Literature</td>
<td>Required</td>
<td>6</td>
</tr>
<tr>
<td>CLA H. V, 1</td>
<td>European History 1815-1914</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CLA H. V, 3</td>
<td>Contemporary History</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CLA Ps. I, 1</td>
<td>General Psychology</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CLA Ps. I, 2</td>
<td>Applied Psychology</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CLA S. III, 1, 2</td>
<td>Introductory Sociology</td>
<td>Electives</td>
<td>6</td>
</tr>
<tr>
<td>CLA I, 1, 2</td>
<td>A Modern Foreign Language</td>
<td></td>
<td>6</td>
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</tbody>
</table>

#### Third Year

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLA Eng. II, 3, 4</td>
<td>Advanced English Composition</td>
<td>6</td>
</tr>
<tr>
<td>CLA Sc. II, 1, 2</td>
<td>Introduction to Economics</td>
<td>6</td>
</tr>
<tr>
<td>CLA Gv. II, 1, 2</td>
<td>Government and Politics in the United States</td>
<td>6</td>
</tr>
<tr>
<td>CJ Ed. III, 1</td>
<td>History and Principles of Journalism</td>
<td>3</td>
</tr>
<tr>
<td>CJ Adm. III, 3</td>
<td>Law of the Press</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Fourth Year

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ Ed. IV, 1</td>
<td>News and Feature Writing</td>
<td>3</td>
</tr>
<tr>
<td>CJ Ed. IV, 2</td>
<td>Reporting the News</td>
<td>3</td>
</tr>
<tr>
<td>CJ Ad. IV, 1, 2</td>
<td>Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>CJ Ed. IV, 3</td>
<td>Editorial and Editorial Department</td>
<td>3</td>
</tr>
<tr>
<td>CJ Ad. V, 1, 2</td>
<td>Typography</td>
<td>3</td>
</tr>
<tr>
<td>CJ Ad. R. IV, 2</td>
<td>Radio and Radio Advertising</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Fifth Year

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ Ed. V, 1</td>
<td>Copy Editing and the Copy Desk</td>
<td>3</td>
</tr>
<tr>
<td>CJ Ed. V, 2</td>
<td>Newspaper Makeup</td>
<td>3</td>
</tr>
<tr>
<td>CJ Ad. V, 1, 2</td>
<td>Newspaper Advertising</td>
<td>6</td>
</tr>
<tr>
<td>CJ Adm. V, 3</td>
<td>Newspaper Publicity</td>
<td>3</td>
</tr>
<tr>
<td>CJ Adm. V, 3</td>
<td>Mechanics of Production</td>
<td>3</td>
</tr>
<tr>
<td>CJ Adm. V, 1</td>
<td>Newspaper Administration</td>
<td>3</td>
</tr>
<tr>
<td>CJ Adm. V, 4</td>
<td>Advanced Organization Problems</td>
<td>3</td>
</tr>
</tbody>
</table>

* Students electing Chemistry should substitute Mathematics for a Modern Foreign Language. Laboratory classes in all science courses will be held on Wednesday mornings or evenings. Professional courses are scheduled for the evening Division only.

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### Courses of Instruction

The courses offered by the College of Journalism are arranged under six departments:

1. **Department of Editorial Methods**
2. **Department of Administration**
3. **Department of Advertising**
4. **Department of Radio and Radio Advertising**
5. **Department of Language**
6. **Department of Natural and Social Science**

Note: In the list of courses, Roman numerals indicate year; Arabic odd numerals first semester; Arabic even numerals second semester.

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**I. Department of Editorial Methods**

**Carroll A. Lake**, Assistant Professor and Acting Chairman of the Department; Assistant Professors, Harold Bennison, A.B.; Harland Rogers Ratcliffe, B.S.; Arthur F. Williams, B.S.; Instructors, Horton Edmonds, John Ruggles Herbert, B.S. in J.

Ed. III, 1—History and Principles of Journalism

American and European journalistic practices. Ethics. The newspaper in politics. Community leadership. The place of women in journalism. First semester Assistant Professor Ratcliffe 3 semester hours

Ed. IV, 1—News and Feature Writing

An introductory course in news writing prerequisite to all other courses in writing and editing. Elements of news; the lead; style and structure of the news story as compared with other forms of writing will be stressed throughout. The course is also based upon the theory that writing is an art to be mastered through practice. Newspaper and magazine articles of recognized literary merit will be used. News and feature articles, editorials, and critical reviews of the day will be analyzed and evaluated. The individual student will be encouraged to develop his own powers in the art of writing and to contribute his work to THE SUFFOLK JOURNAL, the University quarterly.

First semester Assistant Professor Bennison 3 semester hours

Ed. IV, 2—Reporting the News

Practical work in gathering news and news writing. This course is designed to acquaint the student with the usual news sources and the work of press associations.

Second semester Mr. Edmonds 3 semester hours
Ed. IV, 3—Editorials and Editorial Departments


First semester Mr. Herbert 3 semester hours

Ed. IV, 5—Typography


First semester Assistant Professor Williams 3 semester hours

Ed. V, 1—Copy Editing and the Copy Desk

Every newspaper man—and woman—needs to know the fundamentals of the editing of copy. The Copy Desk is the clearing house for all news. The scope and responsibility of the Copy Desk. The technique and handling of newspaper copy. The study of headlines includes the development and trends. Headline types. Selling the news. Writing of headlines. Rewrite. The proofroom. Telegraph, cable, local copy, country correspondence. The news editor, city editor, magazine editor, country or farm editor.

First semester Assistant Professor Lake 3 semester hours

Ed. V, 2—Newspaper Makeup


Second semester Assistant Professor Lake 3 semester hours

II. DEPARTMENT OF ADMINISTRATION

HARLAND R. RATCLIFFE, B.S., Assistant Professor and Acting Chairman of the Department; Assistant Professor, CHARLES GRIFFIN, M.B.A.

Adm. III, 2—Law of the Press

Freedom of the press and struggles to secure it. Study of libel and other laws affecting the press. Court decisions.

Second semester Assistant Professor Griffin 3 semester hours

Adm. IV, 2—Newspaper Circulation and Promotion

Method of distributing and coverage. Costs, postal regulations, newspaper and mail subscriptions. Circulation campaigns. Building sales and reader interest. Advertising and circulation promotion. Public relations. Second semester Assistant Professor Griffin 3 semester hours

Adm. V, 1—Newspaper Administration

Organization and operating set-up. Financial structure. Departmental relations. First semester Assistant Professor Ratcliffe 3 semester hours

Adm. V, 2—Mechanics of Production

The mechanical side to getting out a newspaper. The press and composing rooms. Stereotyping, photography, illustration, rotogravure. Making up the pages. Second semester Assistant Professor Ratcliffe 3 semester hours

Adm. V, 3—Newspaper Publicity

Consideration of the wide and varied field of public relations. From the approach to the prospective client to the clipping of the story from the papers. Study of the various fields which find publicity desirable. Appreciation of what the individual or organization seeking publicity expects from the agent; explanation of the form the publicity must take to satisfy the exacting requirements of a metropolitan city editor. An answer to these questions: What is publicity for? What can it hope to accomplish? How does it rate as a vocation? Intensive study of "the tricks of the (publicity) trade" which will enable a publicity agent to arrive at a profitable compromise between the wishes of his client and the newspaper whose columns he hopes to invade.

First semester Assistant Professor Ratcliffe 3 semester hours

Adm. V, 4—Advanced Organization Problems

Trade unions, taxation and insurance. Competition with other media. Personnel. Second semester 3 semester hours

III. DEPARTMENT OF ADVERTISING

............................, Professor and Chairman of the Department

Assistant Professor, FRANCIS MORRIS CODY, M.B.A.; Lecturer, EDITH RHODA DOANE, A.B.

Ad. IV, 1, 2—Principles of Advertising

History and philosophy of advertising. Place of advertising in modern business. Typography and composition, engraving, and other reproduction processes. Physical uses of advertising. The advertising agency; its functions. Radio advertising, showmanship.

Both semesters Assistant Professor Cody 6 semester hours
Ad V, 1, 2—Newspaper Advertising
Both semesters 6 semester hours

IV. DEPARTMENT OF RADIO AND RADIO ADVERTISING
RALPH LEROY HARLOW, Assistant Professor and Chairman of the Department. Instructors: FRANCIS CARLETON McVARISH and ARTHUR MUNROE MENADIER.
Ad. R. IV, 1—Radio and Radio Advertising
This course includes the historical background of radio beginning with early attempts of men to convey signals and messages through space leading up to wireless telegraphy and radio broadcasting together with history of the great broadcasting networks.
Radio of today—the American and foreign systems of control contrasted. The radio station and radio networks.
Radio programs—sustaining and commercial; musical and non-musical; radio technique in general; educational programs; transcriptions and recordings.
Law of the air—rights of parties; slander and libel; government control of air lanes—"Public interest, convenience and necessity"—Radio Act of 1927, 1934, zones, licenses, copyrights, etc.
Radio's place as an advertising medium.
Second semester Assistant Professor Harlow Mr. McVarish Mr. Menadier 3 semester hours

V. DEPARTMENT OF LANGUAGE
The following English courses and one modern foreign language will be required of all students in the College of Journalism. These courses, however, will be taken in collaboration with the College of Liberal Arts. For course description please refer to the curriculum for the College of Liberal Arts:
CLA Eng. I, 1, 2—English Composition and Rhetoric; CLA Eng. II, 3, 4—Advanced English Composition; CLA Eng. II, 1, 2—Survey of English Literature; A Modern Foreign Language.

VI. DEPARTMENT OF NATURAL AND SOCIAL SCIENCE
The following courses in Natural and Social Science will be required of all students in the College of Journalism. These courses, however, will be taken in collaboration with the College of Liberal Arts. For course description please refer to the curriculum for the College of Liberal Arts:
CLA Sc. II, 1, 2—General Biology (or General Inorganic Chemistry, General Physics or General Geology); CLA Ps. I, 1—General Psychology; CLA Ps. I, 2—Applied Psychology; CLA H. V, 1—History of Civilization; CLA H. I, 2—CLA H. V, 1—European History, 1815-1914; CLA H. V, 3—Contemporary History; CLA Gv. II, 1, 2—Government and Politics in the United States; CLA Sc. II, 1—Introduction to Economics; CLA Sc. II, 2—Introduction to Economics; CLA S. III, 1, 2—Introductory Sociology; a Modern Foreign Language.
First Year students must take one science—General Biology, General Geology, General Physics or Chemistry. Students will be given the privilege of electing which science they will study.
Students electing Chemistry or Physics should substitute Mathematics for a Modern Foreign Language.
Science laboratory sessions are held on Wednesday mornings and evenings.
## COLLEGE OF BUSINESS ADMINISTRATION

### SCHEDULE OF COURSES BY YEARS

#### First Year—Required of all First Year Students

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE</th>
<th>SEMESTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLA Eng.</td>
<td>I, 1, 2 English Composition and Rhetoric</td>
<td>6</td>
</tr>
<tr>
<td>CLA H.</td>
<td>I, 1, 2 History of Civilization</td>
<td>6</td>
</tr>
<tr>
<td>CLA A.</td>
<td>I, 1, 2 Elementary Accounting I</td>
<td>6</td>
</tr>
<tr>
<td>CLA Sc.</td>
<td>General Biology, *General Physics, General Geology, or <em>General Inorganic Chemistry</em></td>
<td>(8)</td>
</tr>
</tbody>
</table>

*Students electing Chemistry or Physics should substitute Mathematics for a Modern Foreign Language.

#### Second Year—Required of all Second Year Students

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE</th>
<th>SEMESTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLA Eng.</td>
<td>II, 1, 2 Survey of English Literature</td>
<td>6</td>
</tr>
<tr>
<td>CLA S.</td>
<td>III, 1, 2 Introductory Sociology</td>
<td>6</td>
</tr>
<tr>
<td>CLA H.</td>
<td>II, 1, 2 United States History</td>
<td>6</td>
</tr>
<tr>
<td>CLA A.</td>
<td>II, 1, 2 Elementary Accounting II</td>
<td>6</td>
</tr>
<tr>
<td>CLA Ps.</td>
<td>I, 1 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>CLA Ps.</td>
<td>I, 2 Applied Psychology</td>
<td>3</td>
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</table>

#### Third Year—Required of all Third Year Students

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE</th>
<th>SEMESTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLA Eng.</td>
<td>II, 3 Advanced English Composition</td>
<td>3</td>
</tr>
<tr>
<td>CLA Ec.</td>
<td>III, 1, 2 Introduction to Economics</td>
<td>6</td>
</tr>
<tr>
<td>CBA A.</td>
<td>III, 1, 2 Accounting Theory and Practice</td>
<td>6</td>
</tr>
<tr>
<td>CBA Man.</td>
<td>III, 1, 2 Fundamentals of Business Organization and Management</td>
<td>6</td>
</tr>
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</table>

#### Fourth Year—Required of all Fourth Year Students

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE</th>
<th>SEMESTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBA Fin.</td>
<td>IV, 2 Corporation Finance</td>
<td>3</td>
</tr>
<tr>
<td>CBA Mar.</td>
<td>IV, 1, 2 Principles of Marketing</td>
<td>6</td>
</tr>
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</table>

### MAJOR PROGRAMS

#### I. Accounting—Electives

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE</th>
<th>SEMESTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBA A.</td>
<td>IV, 1, 2 Cost Accounting</td>
<td>6</td>
</tr>
<tr>
<td>CLA Ec.</td>
<td>IV, 3 Elements of Statistics</td>
<td>3</td>
</tr>
<tr>
<td>CJ Ad.</td>
<td>IV, 1, 2 Principles of Advertising</td>
<td>6</td>
</tr>
</tbody>
</table>

#### II. Advertising—Electives

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE</th>
<th>SEMESTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ Ad.</td>
<td>IV, 1, 2 Principles of Advertising</td>
<td>6</td>
</tr>
<tr>
<td>CJ Ad. R.</td>
<td>IV, 2 Radio and Radio Advertising</td>
<td>3</td>
</tr>
<tr>
<td>CBA Man.</td>
<td>IV, 2 Factory Management</td>
<td>6</td>
</tr>
</tbody>
</table>

#### III. Business Management—Electives

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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<th>SEMESTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBA Man.</td>
<td>IV, 1, 2 Factory Management</td>
<td>6</td>
</tr>
<tr>
<td>CLA Ec.</td>
<td>IV, 3 Elements of Statistics</td>
<td>3</td>
</tr>
<tr>
<td>CJ Ad.</td>
<td>IV, 1, 2 Principles of Advertising</td>
<td>5</td>
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</tbody>
</table>

*Students electing Chemistry or Physics should substitute Mathematics for a Modern Foreign Language.

Laboratory classes in all Science courses will be held on Wednesday mornings and evenings.

Professional courses are scheduled for the Evening Division only.
SUFFOLK UNIVERSITY

COURSES OF INSTRUCTION

The courses offered by the College of Business Administration are arranged under four Departments:

I. DEPARTMENT OF ACCOUNTING
II. DEPARTMENT OF BUSINESS MANAGEMENT
III. DEPARTMENT OF LANGUAGE
IV. DEPARTMENT OF NATURAL AND SOCIAL SCIENCE

Note: In the list of courses general Roman numerals indicate year; Arabic odd numerals first semester; Arabic even numerals second semester. Courses that are required are indicated under the section "Requirements for Degrees".

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

The University reserves the right to withdraw any course which an insufficient number of students register.

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 ACCOUNTING

CLA A, I, 1, 2—Elementary Accounting I
This course is an introduction to accounting designed to provide a firm foundation upon which may rest all subsequent work in accounting. To this end it has as its primary objective development of a complete understanding of fundamental accounting relationships and of a real facility in handling the technical tools of the accountant. The first part of the work will be concerned, then, with underlying concepts and relationships and will cover definitions, an introduction to financial statements, and an examination into some implications of the accounting equation. From this will follow naturally the accountant's debit and credit analysis and bookkeeping technique. Consideration of the bookkeeping cycle will include study of the nature and use of journals and ledgers, including special forms of journals, the use of controlling accounts, account classification, adjustments, worksheets and preparation of statements, and closing the books. Attention will be given to the design of records and procedures. The balance of the time available will be used for examination of the principles of statement classification and arrangement and an introduction to the problems raised by the various forms of proprietary ownership. Throughout both semesters the class work will be divided between discussions of text and supervised problem work. A practice set will be used to provide facility and to co-ordinate the class work.

Both semesters Assistant Professor O'Brien 6 semester hours

CBA A. II, 1, 2—Accounting II
This course is a continuation of Accounting I. It will begin with a short review of the bookkeeping cycle as it relates to the corporation. This will be followed by a study of the problems created by the issue, redemption and repurchase of securities by the corporation. Attention will be given to the technical treatment of various balance sheet items, the use of special ledgers, and the statement of source and application of funds. The course will conclude with a discussion of the questions involved in branch house accounting, mergers, and consolidations.

Both semesters Assistant Professor O'Brien 6 semester hours

CBA A. III, 1, 2—Accounting Theory and Practice
This course is concerned with the application of accounting theory to business practice, and is designed not only as a professional course but as a course which will provide a sound basis for the interpretation of financial statements. A major consideration is the nature and determination of income. This leads to a study of the problems relating to the valuation of balance sheet items, plant accounting, and the retirement, depreciation, and amortization of assets. Questions concerning the treatment of capital stock, surplus, and reserves will be considered from the standpoints of both the accountants and the managers of the corporation. Most of the material in the course will consist of cases taken from actual business practice.

Both semesters Assistant Professor O'Brien 6 semester hours

CBA A. IV, 1, 2—Cost Accounting
The subject matter of this course is primarily concerned with the principles of industrial cost accounting. Particular attention is paid to the analysis of a number of specific cases from which broad principles may be drawn. The topics discussed include: elements of costs, control of labor material, and overhead, methods of allocating overhead expenses, classification of costs, types of cost systems, control of cost books, use of factory ledger approach, determination of by-product costs, standard rates, use of budgets, apportionment of selling and administrative costs. The student learns to solve cost accounting problems through the application of generalized principles to the varying conditions and circumstances of the business enterprise.

Both semesters 6 semester hours

CBA A. V, 1, 2—Auditing
This course is designed to provide the necessary preparation for State C. P. A. examinations by presenting the fundamental principles of auditing and their practical application. The theory underlying the principles of auditing is presented the student with special emphasis on the definition, purposes, and classes of auditing; qualifications and legal responsibilities of the auditor and professional ethics. Consideration is also given to the fundamentals of each type of audit, methods of handling engage-
ments, general procedure in making operating accounts, income accounts, and expense accounts, detection of errors, frauds, and waste, preparation of report, letter of presentation, comments, and statements. Through outside and supervised problem work the student will be given experience in preparing working papers.

Both semesters 6 semester hours

CBA A. V, 3—Tax Accounting
This course consists of study of income and corporate tax systems of the Federal and Massachusetts jurisdictions. Systematic examination of the law and regulations applying to income taxation will be the backbone of the work. Actual preparation of various tax returns and forms is required.

First semester 3 semester hours
Second semester 3 semester hours

CBA A. V, 4—C. P. A. Review
This course is designed especially for those candidates preparing for the Massachusetts C. P. A. examinations. Admission to this course is open only to those who have had a complete course in Accounting or who can qualify through practical experience. Practical accounting problems, auditing and theory of accounts, analysis and discussion feature the course, which constitutes a review of all prior work.

Second semester 3 semester hours

II. DEPARTMENT OF BUSINESS MANAGEMENT

Professor and Chairman of the Department


ADVERTISING

CJ Ad. R. IV, 2—Radio and Radio Advertising
This course includes the historical background of radio beginning with early attempts of men to convey signals and messages through space leading up to wireless telegraphy and radio broadcasting together with history of the great broadcasting networks.

Radio of today—the American and foreign systems of control. The radio station and radio networks. Radio programs—sustaining and commercial; musical and non-musical; radio technique in general; educational programs; transcriptions and recordings.

Law of the air—rights of parties; slander and libel; government control of air lanes—"Public interest, convenience and necessity"—Radio Act of 1927, 1934, zones, licenses, copyrights, etc.

Radio's place as an advertising medium.

Second semester Assistant Professor Harlow 3 semester hours
Mr. McVairish
Mr. Manadier

CJ Adm. V, 3—Newspaper Publicity
Consideration of the wide and varied field of public relations. From the approach to the prospective client to the clipping of the story from the papers. Study of the various fields which find publicity desirable. Appreciation of what the individual or organization seeking publicity expects from the agent; explanation of how the publicity must take to satisfy the exacting requirements of a metropolitan city editor. An answer to these questions: What is publicity for? What can it hope to accomplish? How does it rate as a vocation? Intensive study of "the tricks of the (publicity) trade" which will enable a publicity agent to arrive at a profitable compromise between the wishes of his client and the newspaper whose columns he hopes to invade.

First semester Assistant Professor Ratcliffe 3 semester hours

ECONOMICS

CLA Ec. III, 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 O'Brien 3 semester hours

CLA Ec. III, 2—Introduction to Economics
This course is a continuation of Ec. II, 1 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. Open to all classes except Freshman.

Second semester Assistant Professor O'Brien 3 semester hours
functions, 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

CBA Ec. V, 2—Labor and Industrial Relations

The purpose of this course is to examine and appraise the main forces that give rise to the modern labor movement. The philosophy, methods, and history of organized labor and American trade unionism are surveyed. Other topics discussed are open shop, shop committees, collective bargaining, company unions, injunctions, yellow dog contracts, picketing, sit down strikes, minimum wage laws. An effort is made to acquaint the student with the underlying causes and influences that have contributed to our contemporary labor problems. Related assignments and written reports on contemporary problems are required of all students. A thorough study is made of forms of social security, unemployment, old age, sickness, and health insurance.

Second semester 3 semester hours

CBA Ec. V, 5—Business Economics

One objective of this course is to develop ability to apply economic analysis to the solution of business problems. Cases are studied which present business problems involving the assumption or avoidance of various types of risks, the character of demand, the setting of prices, the determination of rate of output, the analysis of various types of costs, decisions as to wages, and estimates of the supply and demand situation in particular commodity markets. A second objective of the course is to promote understanding of some of the external forces which affect the operations of individual businesses. An attempt is made to analyze the movements of general business conditions with particular reference to the business cycle. An opportunity will be afforded to discuss the relation of business to certain current problems of general economic and social policy, such as managed currency, public works, old-age pensions, unemployment and regulation of competition.

First semester 3 semester hours

CBA Ec. V, 6—Business and Government

This course involves a consideration of the relationships that exist between government and business. Particular emphasis is placed upon the legal duties and liabilities that the State imposes upon the various forms of business enterprises. The topics covered in the course include

the doctrine of laissez-faire, status of collective bargaining, public utilities, combinations in restraint of trade, government aids to business, analysis of important court decisions and legislative and government enactments. Current regulatory legislation touching upon government and business is presented to the student for analysis and consideration.

Second semester 3 semester hours

FINANCE

CBA Fin. IV, 2—Corporation Finance

This course is designed to provide the student with accurate knowledge of the financial structure of our industrial organization. The work is concerned with the launching of an enterprise, stages of financing, factors in selecting the form of organization, the forms of organizations, types of securities used in financing, forms of borrowed capital, types and forms of mortgages, classification and description of stocks and bonds, methods of refinancing sources of working capital, requirements of working capital, surplus and dividend policies, functions of underwriting syndicates, holding companies, consolidations, mergers, receivership and reorganization and the mechanism of the stock exchange.

Second semester 3 semester hours

CBA Fin. V, 1—Principles of Investments

This course is designed for two groups of students; first, those who wish to obtain a working knowledge of the principles of sound investment, second, those who wish to acquire a foundation for managing their personal financial affairs. The following subjects are emphasized: an introductory survey of the elements of corporation finance, the relationship between investment and speculation, analysis of various types of stocks, bonds, and real estate securities, distribution of investment funds, the needs and objectives of the different groups of investors, and the effect of economic changes on investments. Attention is focused upon fraudulent securities and how to detect them. Prerequisite: CBA Fin. IV, 8.

First semester 3 semester hours

LAW

CBA L. V, 1, 2—Business Law

A consideration of topics introductory to the study of law. Contracts, including offer and acceptance, formal requisites, capacity and reality of consent, consideration, effects of illegality of subject matter, the operation and discharge of contracts, the law of personal property and the law of agency. A study of negotiable instruments, business organizations, including partnership and corporations, bankruptcy, real property.

Both semesters Mr. Crockett 6 semester hours
tices in the marketing and merchandising of goods as well as the social and economic factors at work. The course will include a consideration of the historical background of marketing, marketing functions, types of middlemen and their functions, mail order houses, chain store distribution, department store organization, purchasing, storage, warehousing, price policies, speculation, unfair methods of competition, and co-operative marketing.

Both semesters 6 semester hours

CBA Mar. V, 1—Salesmanship and Sales Management

This course is organized to provide the student of business with a knowledge of the principles underlying personal selling and the problems of sales management from the point of view of the sales manager. Inasmuch as success in business depends in part upon the development of personality, emphasis is placed upon the factors underlying personal selling. The topics covered include analysis of selling appeals, motivation, suggestion and argument. The latter half of the course will be devoted primarily to the broader problems of sales management; selection, management, and control of sales force, formulation of sales policies, sales research, trade investigations and statistics, determination of quotas, co-ordination of sales department with the other business departments, and analysis of sales and advertising campaigns.

First semester 3 semester hours

CBA Mar. V, 2—Retail Store Management

This course deals with the problems, problems, and policies of retail store management. Discussion will be based upon specific problems in store location, store organization, layout and display, buying and planning, receiving and marketing of merchandise, stock control, sales promotion and analysis, markdown and mark up analysis, returned goods, retail delivery, retail credit and collections, personnel administration and training, statistical data and store service.

Second semester 3 semester hours

V. DEPARTMENT OF LANGUAGE


The following English courses and one modern foreign language will be required of all students in the College of Business Administration. These courses, however, will be taken in collaboration with the College of Liberal Arts. For course description please refer to the curriculum for the College of Liberal Arts.

CLA Eng. I, 1, 2—English Composition and Rhetoric; CLA Eng. II, 1, 2—Survey of English Literature; CLA Eng. II, 3—Advanced English Composition; CBA Eng. III, 3—Advanced Business English and Report Writing (description below); CLA G. III, 1, 2—Elementary German; CLA G. IV, 1, 2—Intermediate German; CLA Ital. I, 1, 2—Elementary Italian; CLA Ital. II, 1, 2—Intermediate Italian; CLA Sp. I, 1, 2—Elementary Spanish; CLA Sp. II, 1, 2—Modern Spanish Literature.
CBA Eng. III, 8—Advanced Business English and Report Writing
This course gives training in writing for business purposes with particular emphasis upon the application of the writing of English to the immediate needs of the business student. The course is devoted to the development of the power to write clearly, forcibly, and logically, to the practice of persuasive writing, and to the analysis of business reports and communications. Business letters, including sales, collection adjustment, application and follow up, are analyzed from the point of view of effectiveness and psychology and business judgment. Articles for trade journals, reports and addresses for conventions and trade meetings, briefs for business executives, are studied in detail. Lectures and written assignments constitute the nature of the work with particular emphasis upon the individual problems of the students.

Second semester 3 semester hours

IV. DEPARTMENT OF NATURAL AND SOCIAL SCIENCE


The following courses in Natural and Social Science will be required of all students in the College of Business Administration. These courses, however, will be taken in collaboration with the College of Liberal Arts. For course description please refer to the curriculum for the College of Liberal Arts.

CLA Sc. II, 1—General Psychology; Ps. I, 2—Applied Psychology; CLA H. I, 1—History of Civilization; CLA H. I I, 1, 2—United States History; CLA H. II, 1, 2—History of Civilization; CLA H. III, 1, 2—Introductory Sociology; CLA Ec. I, 1, 2—Elementary Accounting I and CLA Ec. II, 1, 2—Elementary Accounting II; CLA Ec. III, 1, 2—Introduction to Economics.

1 First Year students must take one science—General Biology, General Geology, General Physics or Chemistry. Students will be given the privilege of electing which Science they will study. Students electing Chemistry or Physics should substitute Mathematics for a Modern Foreign Language. Science Laboratory sessions are held on Wednesday mornings and evenings.
PRE-MEDICAL AND PRE-DENTAL COURSES

Since admission to medical or dental schools is usually restricted, Suffolk University advises students who aspire to medical or dental careers to take their pre-medical courses at the University in which they intend to study medicine. However, we admit such students to appropriate courses in our regular curriculum. We do not maintain a Pre-Medical or Pre-Dental Department.

COMBINED COURSES

WITH THE COLLEGE OF BUSINESS ADMINISTRATION

Students enrolled in the College of Liberal Arts may elect, on written recommendation from the faculty and Registrar, 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 enrolled in the College of Liberal Arts may elect, on written recommendation from the faculty and Registrar, 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

A candidate for the degree of Bachelor of Arts or Bachelor of Science in Business Administration who has earned by the end of his fourth year ninety-six semester hours credit, at least forty-eight of which have been earned in Suffolk University, and who has met all requirements for graduation except in number of hours, may enter the Law School and on completing satisfactorily the full work of the first year in the regular law course he will be granted his collegiate degree.

GRADUATE SCHOOL

COLLEGE OF LIBERAL ARTS

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

DEGREE OF MASTER OF ARTS

Suffolk University College of Liberal Arts offers in its Graduate School curricula leading to the degree of Master of Arts. Degrees will be awarded only at regular commencement exercises.

For the degree of Master of Arts the student must earn a grade of at least B in 36 semester hours of graduate work to be selected from the following departments: 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 taken 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: 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.
REGISTRATION FEE

Applications for admission to the Graduate School of the College of Liberal Arts must be accompanied by a registration fee of $5.00. No application is considered by the Committee on Graduate Work until this fee has been paid. The registration 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.

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 23, November 18, January 27, and March 24. In special cases students may be permitted to pay tuition other than by the quarterly plan 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 Bursar's Office, 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.

TEXTBOOKS

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

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.

GRADUATION Fee

The graduation fee, including diploma, is $15.00. It is due and payable on May 15th prior to graduation.
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<tr>
<th>Name</th>
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O'Donnell, Mary Clare .......................................... Watertown, Mass.
Osgood, Anson Gilbert, Jr. ................................... Manchester, N. H.
O'Toole, Barbara Anne ......................................... Quincy, Mass.
Paddalino, Joseph John ....................................... Lawrence, Mass.
Parslow, John Joseph ........................................... Manchester, Mass.
Pena, Manuel Samuel .......................................... Marion, Mass.
Pineles, Bernard Mason ....................................... Marblehead, Mass.
Procopriani, Constantino ................................. Watertown, Mass.
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Richardson, Nathan ............................................ Dorchester, Mass.
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Strain, Hugh Joseph ............................................ Revere, Mass.
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Tumenas, John Thomas ...................................... Cambridge, Mass.
Walker, Joseph Francis ...................................... Boston, Mass.
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Wilson, Roger ...................................................... Lynn, Mass.
Wood, Buelah Viola ............................................. Roxbury, Mass.

COLLEGE OF BUSINESS ADMINISTRATION

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Burnham, Roger ................................................... Methuen, Mass.
Butler, Helena Teresa ......................................... Dorchester, Mass.
Churru, Phyllis Ethel ......................................... Dorchester, Mass.
Cordeschi, Josephine ......................................... Brookline, Mass.
David, Marilyn Rosenberg ................................ Brookline, Mass.
David, Marilyn Rosenbery ................................. Groton, Mass.
Dzu, Vee Sing ....................................................... Lowell, Mass.
Evans, Malcolm Tay ............................................. Wakefield, Mass.

SUFFOLK UNIVERSITY

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Gromen, George Aveen, Jr. ............................... Woburn, Mass.
Hapshi, Milton Augustine ................................... Woburn, Mass.
Johnson, Clifford Harry ..................................... Quincy, Mass.
McCarthy, Daniel Marion .................................. Roxbury, Mass.
Moen, Francis Paul ............................................. Allston, Mass.
Murphy, Robert George ..................................... Somerville, Mass.
Oberhauser, Charles .......................................... Boston, Mass.
Patricia, Mary Grace .......................................... Boston, Mass.
Rottenberg, Marvin ........................................... Roxbury, Mass.
Stephenson, Joseph Henry .................................. Boston, Mass.

COLLEGE OF JOURNALISM

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Brown, Margaret Katherine ................................ Boston, Mass.
Cardinale, Vincent George ................................... East Boston, Mass.
Casari, Katherine Ann ....................................... Winchester, Mass.
Coppola, John Donnie ...................................... Boston, Mass.
D'Apuzzo, Alfonso Mario .................................. Medford, Mass.
Davis, Charles Freeborn .................................. Winchester, Mass.
Dawson, Frank Geddes ..................................... Belmont, Mass.
Doloff, Maurice Eugene ..................................... Medford, Mass.
Duddy, Mary Margaret ....................................... Arlington, Mass.
Emmure, Addie Phyllis ....................................... Revere, Mass.
Ellis, John J. ......................................................... Watertown, Mass.
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Hall, John Pryor ..................................................... Boston, Mass.
Hawthorne, Jean Rowena ................................... Boston, Mass.
Heinrich, Frances .................................................. Arlington, Mass.
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Irish, Ethel Frances ............................................ Poughkeepsie, N. Y.
Jachrimo, Timothy ............................................... Falmouth, Mass.
Jenkins, Basil Graves ......................................... Wollaston, Mass.
Lothrop, Celia Sayer .......................................... Medford, Mass.
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Marks, Wilfred Elliot ......................................... Boston, Mass.
Moffitt, June Martha ............................................. New London, R. I.
Mackley, Carolyn Martha ................................... Cambridge, Mass.
Reiter, Howard Heinz ............................................. Boston, Mass.
Robbins, Carl Frankl Francis ............................ Newtonville, Mass.
Sanborn, Robert Joseph ..................................... Newtonville, Mass.
Sanborn, Virginia ............................................... Allston, Mass.
Schacht, Charles .................................................. Westfield, Mass.
Sheehan, Francis Xavier, Jr. ............................... Boston, Mass.
Simmons, Norman Everett .................................. Medford, Mass.
Swanson, Peter .................................................... Brockton, Mass.
Tammaro, Daniel Joseph ................................... Brookline, Mass.
Thompson, Daisy .................................................. Everett, Mass.
Tillicos, Christopher George ............................ Medford, Mass.
Wright, Paul Gardner ......................................... Chatham, Mass.
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 will gladly confer with any prospective donors as to the needs of the various departments.

FORM OF BEQUEST

I give and bequest to Suffolk University, a corporation organized by the Legislature of Massachusetts for the educational uses and purposes of the said University and under its direction the following sums:

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**SUFFOLK UNIVERSITY**

**Co-educational All Departments**

**COLLEGE OF LIBERAL ARTS**

Sixth year begins September 22, 1941.

Sixth-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.

Day and Evening Divisions—Monday, Tuesday, Thursday, and Friday—9:15 to 12:00 M., or 6:10 to 8:50 P.M.

Tuition—$160 a year, payable quarterly.

**COLLEGE OF JOURNALISM**

Sixth year begins September 22, 1941.

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.

Day and Evening Divisions—Monday, Tuesday, Thursday, and Friday—9:15 to 12:00 M., or 6:10 to 8:50 P.M.

Tuition—$160 a year, payable quarterly.

**COLLEGE OF BUSINESS ADMINISTRATION**

Fifth year begins September 22, 1941.

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.

Day and Evening Divisions—Monday, Tuesday, Thursday, and Friday—9:15 to 12:00 M., or 6:10 to 8:50 P.M.

Tuition—$160 a year, payable quarterly.

**SUFFOLK LAW SCHOOL**

Thirty-sixth year begins September 22, 1941.

Four-year course leading to the Bachelor of Laws degree.

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

Classes—Students may attend classes day or evening, Monday, Tuesday, Thursday, and Friday.

Tuition—$160 a year, payable quarterly.

**GRADUATE SCHOOL OF LAW**

Seventh year begins September 22, 1941.

Two-year course leading to the Master of Laws degree.

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

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

Tuition—$120 for One-year course; $240 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.