Handbook for Families
A Message from the Dean of Students

We are pleased to offer this handbook of information to parents. At Suffolk you are an integral partner in the educational experience of your son or daughter. We believe that your support and attention to their academic and social progress can make a significant difference in their success here. Therefore, the Dean of Students Office attempts to provide information and programs that will assist parents in being well informed about the University and its services. The more you understand about Suffolk and the academic and social expectations of the institution, the better able we believe you will be to ask questions, provide suggestions, offer support and understanding and feel connected to your son’s or daughter’s college experience.

Suffolk is committed to providing the best educational experience possible. The University defines that experience in both academic and social terms. We not only want your child to be intellectually challenged in the classroom, but we also want him/her to grow in their understanding of people and ideas that may be different from their own. We also hope they will contribute to the community of the campus by participating in activities outside the classroom. For all the money required to attain a college degree, no student should limit his/her experience to attending classes and doing homework.

I hope that your membership in the community of Suffolk University is pleasant and satisfying.

Nancy C. Stoll, EdD. Dean of Students
Suffolk University History

Founded to overcome barriers of income and discrimination, Suffolk University has a proud history of enabling its students to become honored members of the academic community, the business world, and the professions of accounting, public service, health, law and the judiciary.

The College of Arts and Sciences (CAS)

Founded in 1934, CAS was one of the first institutions of higher education in New England where a student could earn a Bachelor of Arts degree entirely through evening study. One of the initial programs included the study of sciences, which was strengthened after the Second World War. Currently, there are seventeen academic departments in the College of Arts and Sciences, all of which offer over fifty programs of specialized study.

The purpose of the College of Arts and Sciences is to provide a traditional liberal arts education along with a professional career-related experience. The College offers liberal arts programs in the humanities, and the natural and social sciences. At the graduate level, there are programs in education, communication, computer science, criminal justice, political science, psychology, fine arts and international economics.

The Sawyer School of Management (SSOM)

The Suffolk University Business School, Sawyer School of Management was established in 1937 to serve part-time undergraduate students in business. It later expanded in 1948 to include graduate study in business and in 1973 to include public administration. The Business School offered New England’s first Executive MBA program in 1978. An undergraduate major in computer information systems was developed in 1981. In addition, the Business School provided and continues to provide a strong framework for business and government management in one of the most dynamic and competitive urban centers in the country. The Business School offers programs in management and public administration for the public, non-profit, and private sectors that develop abilities in problem solving and decision making in an organized setting.
Accreditation

Suffolk University is accredited by the New England Association of Schools and Colleges, Inc.; the American Assembly of Collegiate Schools of Business; the American Chemical Society; the American Bar Association; the National Association of Schools of Public Affairs and Administration; and the Association of American Law Schools. Specified Programs in Education have been approved by the State Department of Education for inclusion in the reciprocity privileges of the Interstate Certification Compact. The Bachelor of Fine Arts and Diploma Programs in Interior Design at The New England School of Art & Design at Suffolk University are accredited as Professional Level Programs by the Foundation for Interior Design Education Research (FIDER), a recognized member of the Commission on Recognition of Post-Secondary Accreditation. The University Counseling Center is accredited by the International Association of Counseling Centers. The Counseling Center Internship Program is accredited by the American Psychological Association.

Location

Suffolk University is fortunate in its location. Situated on historic Beacon Hill, it is near the State Capitol, government agencies, courts, and New England’s medical, business and financial centers. This location is ideal for commuting students. Suffolk University is also close to Government Center and Quincy Market, and is only a short walk from MBTA stations at Park Street, Government Center, North Station and Charles Street. It is readily accessible by major bus lines, railroads and airlines.

Throughout its history, Suffolk University has sought to establish connections with the local business, public administration, and legal communities, which have offered financial support, internships, cooperative education positions, research opportunities, professional advice and placement for graduates. This community relationship has grown significantly in recent years due to the more widely known quality of education offered to Suffolk University students. With such support and encouragement, Suffolk University envisions a future in which it will be able to extend its influence to a national level.

University Mission

Suffolk University is a private urban university which welcomes and remains accessible to people from the widest possible variety of backgrounds, educating the members of its community to live in a diverse society and to appreciate the richness of various cultures. It is the Institution’s tradition, and remains its practice, to provide academic services for people of various levels of preparation and ability, and programs of sufficient depth and academic quality to stimulate the most able. The University maintains a challenging yet supportive environment for motivated and capable students, offering them a quality education at a reasonable cost. To respond to the evolving needs of today’s world, Suffolk furnishes a variety of cross-cultural and international experiences in which diversity and excellence are inextricably interdependent.

Suffolk University places students at the center of its efforts and value structure, and emphasizes academic excellence through teaching, based on the application of theory and research to practice and public service. Located on Beacon Hill in the center of Boston, one of the world’s academic and cultural meccas, the University takes advantage of its urban setting, its location at the hub of New England’s business, government, and non-profit communities, its proximity to federal and state court houses and administrative agencies, and its situation adjacent to the Massachusetts State House, to educate students from the northeastern United States and from across the nation, as well as international students. In keeping with its historic mission of serving as many constituencies as possible, the University offers day and evening programs at both the graduate and undergraduate levels throughout the year, and is strongly committed to continuing education, with day-long and year-round scheduling flexibility, and complete credit equivalency between day, evening and summer programs.

The Law School provides an educational program designed to graduate informed, ethical and effective legal practitioners who are capable of positively influencing the profession and the larger society. It does so by means of a curriculum that is grounded in a strong central core of courses that provide an exposure to major fundamental areas of law (torts, contracts, property, constitutional law). This learning is expanded through extensive elective courses in areas ranging from international law to federal taxation, estate planning and public interest law, and is complemented by numerous clinical programs, internships and advocacy competitions. The publications of two nationally recognized legal journals by the Law School
make a significant contribution to the development of legal thought. These programs provide students with a practical understanding of the law and the legal profession. The Law School carries out its mission in day and evening divisions that are accredited by the American Bar Association and the Association of American Law Schools. An important aspect of the School’s mission is service to the local and national legal communities by the scholarly, public service and legal activities of the faculty.

The College of Arts and Sciences has as its credo that liberal learning prepares students of all ages and backgrounds to live more fulfilling lives, to appreciate and contribute to the communities of which they are members, and to reach their ethical, personal, intellectual and financial goals. To help its students maximize their potential, the College emphasizes critical and analytical thinking through a rigorous “success skills” undergraduate core program in written and oral communication, computing, analyzing and integrating. Faculty scholarship supports diversified liberal arts concentrations available in the humanities, the natural sciences and the social sciences, along with graduate programs in several fields, most offering career-related or professional program tracks and practical experience on- or off-campus.

The School of Management creates a learning environment that enables students to emerge as successful leaders in the practice of global business and public service. Its work augments the benefits of a unique location in the heart of Boston’s business and government communities. The School is accredited by both the AACSB International and the National Association of Schools of Public Affairs and Administration.

University Goals

In order to respond to the above mission statement, Suffolk University has formulated the following goals, toward which are directed the efforts of all divisions of the University:

• Work to strengthen the University’s commitment as its principal operational model to the conception of itself as a genuine community of student and faculty learners, mutually supportive and mutually respectful. Improve communication, collaboration and a sense of shared vision across the University.

• Combine quality education with increased diversity in ways that mutually reinforce and synergize each other, and that draw upon the University’s relatively small class size and upon its traditions of providing a welcoming and nurturing learning environment to students from many different backgrounds. Strengthen the offering of educational services appropriate to all admitted constituencies (including part-time and evening students) to raise them to a high level of competitiveness in their chosen field.

• Develop a strategic plan to assure ongoing financial stability by reducing the University’s dependency on tuition revenues through building the University’s endowment and enhancing non-tuition revenues from sources which will respond favorably to presentation of irrefutable evidence of the University’s achievements in quality and diversity, such as alumni and capital campaign donors, foundations and grant agencies. To assure ongoing quality and diversity, institutional financial aid must also be expanded, at least to offset continuing declines in state and federal funds.

• Improve and expand University facilities as required to support continued and enhanced educational quality and diversity, and with a comprehensive vision that takes into account and addresses equally the needs of all of the University’s academic units and constituencies.

Transition

The transition from high school to college, naturally, is handled differently by individual students. For some, it is a time of independence and a consequent eagerness and excitement to embrace college life. For others, the anticipation of college life is equated with the nervousness and anxiety that accompany any major life passage. For all, college is a time of change—a time of relinquishing the comfortable and familiar to experience the new. Helping students manage an effective transition as well as sharing in their joys and their disappointments are tasks that face all of us. Support and encouragement can greatly affect a student’s response to these changes and allow for a smoother transition. When students first arrive on campus, they are faced with many new demands—navigating an unfamiliar
campus, meeting new people, understanding advanced vocabulary, and for commuters, adapting a new school situation to a familiar home or apartment routine. Such changes would be stressful for anyone—perhaps we should be amazed that freshmen fare as well as they do! The first few weeks (most new students agree) usually involve an array of new challenges.

Beginning college marks an important turning point, as students face a greater degree of independence and autonomy than ever before. Responses to freedom vary greatly. One student may be so overzealous in enthusiasm for the myriad of clubs, activities and events that class work is given a back seat. Another, overwhelmed by the newness of it all, may tend to focus only on courses and studies, finding college to be a lonely and impersonal place. This type of change often means that students confront their insecurities and examine their priorities as they interact and adapt to a new environment. As a result many students’ sense of self-confidence waivers during their initial adjustment to college.

New students are faced with many decisions during their first year, and the tension between individual and group priorities often comes into play. Developing the ability and discipline needed to effectively manage time and balance multiple demands emerges as one of the significant challenges of the first year. This requires a great deal of effort in addition to some trial and error. Experimentation is a hallmark of the first year as students are exposed to new values and behaviors. Many students, looking back on their first months (or semesters) as college students, can remember very clearly the outcomes of early decisions and see their mistakes repeated by their younger classmates. Yet, as experience is the best teacher, most students will do their share of making what may later be regarded as “unbelievable” choices.

The sense of independence that develops through the trials of the first year helps students build confidence and discover their values, interests and strengths. Students learn to take initiative, to accept responsibility, and in doing so, begin to relate to peers, instructors and parents in new ways. We can all help students tremendously if we encourage self-direction.

### Academic Advisors

#### Sawyer School of Management (SSOM)

Matriculating freshman and transfer students meet with an academic advisor at the time of their initial orientation/registration at the University. Students will be assigned to a permanent faculty advisor by the third or fourth week of each Fall and Spring semester. In general, the faculty advisor is expected to:

- Be available to students;
- Assist students in program planning;
- Make sure students are aware of and understand the academic options available to them;
- Be sure students are aware of the support services available to them; and
- Be familiar with general course information relative to their particular department major and to make referrals to career counseling for specific information.

All students are expected to: know who their faculty advisor is; visit with their faculty advisor regularly; make sure all requirements for graduation are met; and become familiar with the University Catalog pertaining to degree requirements.

A student is expected to, and in most majors required to, confer with his/her advisor at least once a semester to complete registration forms and review his/her academic program. Students who do not know who their advisor is may check online, or contact Lauren Mahoney, Director, Undergraduate Programs (Sawyer School of Management).

#### College of Arts and Sciences (CAS)

A full-time faculty advisor is assigned to every student upon their entry into the College of Arts and Sciences. Students with a declared major are matched with a faculty member of their chosen department. Advising assignments are permanent unless formally changed by either the department or the individual student.
Undecided students, often referred to as open majors, are assigned a designated core advisor. The function of this advisor is to assist students in course selection and registration, to provide information about University resources, and to help transition the student into a major course of study. Once the student decides upon a major, the core advisor will assist the student in making contact with their chosen department where they will be assigned a permanent advisor.

After the initial advising consultation has been arranged between advisor and advisee, it becomes the student's responsibility to maintain contact with his or her advisor. Beyond the two mandatory visits needed to secure program approval each year (the fall and spring advising/registration periods), students should make it a practice to sustain regular communication with their advisor throughout the academic year.

Most academic advisors enjoy considerable knowledge of the day-to-day operations of the University and are valuable resources in helping students find solutions to problems that transcend the narrow sphere of "courses and curriculum."

A CAS student wishing to make a change in major or academic advisor should initiate the process by notifying the academic department of his/her intent.

**Academic Information**

**Academic Standing Committee**

Each semester an Academic Standing Committee composed of faculty and administrators meets to review the scholastic records of all students in the institution and attempts to identify any student not making satisfactory progress toward his/her academic degree. In such cases where the committee believes an action is warranted, the committee notifies the student of the gravity of the situation and may propose remedial action.

**Academic Probation**

A student may be placed on academic probation after any semester in which his/her cumulative grade point average falls below a 2.0 (C average). In almost all probation cases the student's course load is reduced. No student on academic probation shall be eligible to compete in athletics, hold elected or appointed offices, or represent the University in extracurricular or intercollegiate activities. A student on academic probation may, however, continue membership in extracurricular activities such as clubs or performing arts groups, and may write for, but not be, a staff member of the campus publications. In the event one's average does not improve, the Academic Standing Committee may require a limitation of extracurricular activities as a condition for continuation at Suffolk University.

**Academic Dismissal**

Upon failing to achieve a satisfactory average, a student becomes subject to dismissal from the University after review by the Academic Standing Committee. At any point during the academic year, however, a student may be dismissed if, in the opinion of the Academic Standing Committee, his/her record is unsatisfactory. Students are urged to monitor their academic progress and to seek timely assistance, if needed, after mid-term evaluations have been reported.

**Attendance**

Requirements for attendance are established by the instructors in all courses. Instructors are responsible for informing students of their policies and attitudes regarding attendance, at the beginning of each course. The student, when absent from class, has the responsibility of obtaining knowledge of materials covered in classes missed, especially information about announced tests, papers or other assignments. While absence may adversely affect grades in courses where class participation is a determination in grading, absence per se in other courses will not result in academic penalty. Students expecting to be absent for a period of two or more weeks should contact the Dean of Students Office at 617-573-8239, DOS@SUFFOLK.edu.

**Cheating and Plagiarism**

Suffolk University insists upon the highest standards of academic integrity in all student work, both written and oral. Penalties for cheating and plagiarism are severe, including possible suspension or expulsion. A full discussion of the responsibilities of students in this matter can be found in the Student Handbook and the Policies and Procedures Handbook.
Classification of Students

Classification of students depends on the number of semester hours earned prior to the first semester of the current year.

- Freshman standing is assigned to all those having less than twenty-four semester hours;
- Sophomore standing, at least twenty-four semester hours;
- Junior standing, at least fifty-four semester hours;
- Senior standing, at least eighty-four semester hours.

Dean's Honors List

The Dean's Honors List is composed of students who are deemed worthy of recognition because of high scholastic achievement.

Full-Time Student Dean's Honors List

A student shall be eligible for the College of Arts and Sciences Dean's Honors List in any semester in which his or her grade point average is between 3.30 and 3.699 inclusive, and provided he or she receives no grade of D, F, or I, and has earned a minimum of 12 semester hour credits. Students with 3.7 or higher grade point average are eligible for Dean's High Honors List.

A student shall be eligible for the Sawyer School of Management's Dean's Honors List in any semester in which his or her average is at least a 3.2 or above, has earned a minimum of 6 credits for the semester, and has not received a grade of D, F, or I. Some fulltime students will see their name on the part-time Dean's List if they are a part of a 2+2 program and enrolled in less than 12 SU credits.

Highest Class Honors

Each spring, the College of Arts and Sciences and the Sawyer School of Management present an Outstanding Student Award to the individual with the highest cumulative grade point average in his/her respective class. To be eligible for consideration, a student must be a full-time undergraduate enrolled in the day division and have accrued the following minimum credit hours while in attendance at Suffolk University: Freshman, 15; Sophomore, 42; Junior, 70; and Senior, 106. A fifth award is presented to the CAS senior transfer student with the highest cumulative grade point average who has earned not less than 46 credit hours while in attendance at Suffolk University and the SSOM senior transfer with no fewer than 39 SU credits.

Final Examinations

Final examinations are required in all regular courses unless waived by the department chairperson and by the Academic Dean of the department's college.

Final Exam Make-Ups

Only when incapacitating illness or other emergency makes attendance at a final examination impossible, may a make-up examination be requested. The request should be made promptly (within two weeks) to the Dean of Students. A medical certificate or other verification should accompany the request. Authorized make-up examinations must be taken no later than the next succeeding semester. A student who has completed a course with a grade of “F” is not eligible for a make-up examination. Students may, however, take the College Level Examination Placement (CLEP) test in lieu of repeating a failed course.
Grading Systems/Grade Point Average

The following grading system applies to all undergraduate students.

**Honor Grades:**

“A”, “A-”, “B+,” and “B”

**Satisfactory Work:**

“B-,” “C+,” and “C”

**Passing But Unsatisfactory Work:**

“C-,” “D+,” “D,” and “D-”

**“F” (Failing Grade)** indicates that the student has not completed all course requirements in a satisfactory manner. Students who stop attending a course without having complied with the official withdrawal procedure can anticipate receiving a grade of “F.” The “F” grade remains in the cumulative average even if the course is retaken. (See Repeating a Course on page 13.)

**“I” (Incomplete)** indicates a failure to complete course requirements. The “I” grade is given, at the instructor’s discretion, only if the student has satisfactorily completed at least half of the course requirements at the end of the semester, and there is a reasonable expectation that all course requirements can be completed in one academic year.

Unless an “I” grade is changed by the instructor to an evaluative grade within one academic year, it is automatically converted to an “F.” In those rare cases where a course or laboratory is not offered annually, the work outstanding must be completed not later than the end of the semester in which the lab is scheduled. The Registrar should be notified immediately in writing of this situation to prevent the “I” grade from prematurely converting to an “F.”

In the Sawyer School of Management, it is required that students must complete course work with the original instructor. The change in the “I” grade must be made by the original instructor, and in his or her absence, by the Department Chair. If this is not possible, arrangements must be made through the Department Chair in concurrence with an assigned instructor.

**“L” (Lost)** is awarded when a student’s name appears on a roster, but the student fails to appear in class or disappears before being formally evaluated by the instructor.

**“W”** signifies official WITHDRAWAL from a course. It is assigned administratively if a student either drops the course or withdraws or goes on a Leave of Absence from the University between the end of the drop/add period and the tenth week of the semester, or drops the course or officially withdraws or takes a Leave of Absence from the University for valid and serious cause after the tenth week of the semester. (Valid cause includes serious illness, job transfer, problems involving family responsibilities, and similar circumstances beyond the student’s control.) The legitimacy of such declarations for cause will be determined by the Dean of Students Office. Any reason for cause must be documented, certified and submitted with the completed petition.

**“AU” (Audit)** In an audited course, a student will not receive credit or honor points; however, a student must pay the same tuition as if taking the course for credit. It is the student’s decision to elect an audit course, and it must be made within the first two weeks of classes. Any course that is audited will appear on the student’s transcript with a grade of AU.

**“P” (Pass-Fail Option)** is available to students in lieu of letter grades. (For detailed information see Course Bulletin.)

**Repeating a Course**

A CAS course may not be retaken for credit once it has been completed with a passing grade (D- or better).

In the Sawyer School of Management, undergraduate students may retake any business course for credit by paying the appropriate tuition. All grades will be recorded permanently on a student’s record. When a student repeats a course, all grades will appear on a student’s transcript, however, only the most recent course grade will be used to compute the cumulative grade point average. When repeating courses, only one course may be used for credit to fulfill degree requirements. A student may repeat a course a maximum of two times. A repeated course will be designated by appropriate notation on a student’s transcript.
Withdrawal or Drop Policy

Tuition liability will be based on the date in which the Leave of Absence/Withdrawal Form is received by the Dean of Students Office, or the Drop Form is received by the Registrar’s Office.

<table>
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<tr>
<th>Leave of Absence/Withdrawal Form or Drop Form filed and approved within:</th>
<th>Student is liable for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First two weeks of classes</td>
<td>0%</td>
</tr>
<tr>
<td>Third week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>Fourth week of classes</td>
<td>75%</td>
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<tr>
<td>After fourth week of classes</td>
<td>100%</td>
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Non-attendance does not constitute official withdrawal or dropping of a course. Tuition is not refunded after the fourth week of class. Reasonable collection costs, including attorney fees, will be added to delinquent accounts. All tuition charges are subject to change by action of the Board of Trustees. Any such change may be made applicable to students already enrolled in the University. For Executive MBA students and students enrolled in the Masters in Finance courses, workshops and seminars, please consult the Student Accounts Office for the appropriate liability schedule. For special short courses and institutes, consult the Student Accounts Office on the refund policy.

Tuition Refund Plan

As a supplement to the University’s Refund Policy, the University offers an insurance program, The Tuition Refund Plan (TRP) through A.W.G. Dewar, Inc.

This plan enhances the University’s refund schedule and provides more generous refunds throughout the entire term. If a student withdraws from classes due to personal physical illness or accident, this Plan will return 100% of the insured tuition and fees. If the withdrawal results from a personal medical or psychological illness, then 60% of the insured tuition and fees will be refunded.

Please contact A.W.G. Dewar, Inc. at 617-774-1555 or access their website at www.collegerefund.com for more information or to apply.

Letter Grade

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<tr>
<th>Honor</th>
<th>Grade Point Score</th>
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<tbody>
<tr>
<td>A</td>
<td>4.0</td>
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<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
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<tr>
<td>B-</td>
<td>2.7</td>
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<tr>
<td>C+</td>
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<tr>
<td>C</td>
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<td>C-</td>
<td>1.7</td>
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<td>D+</td>
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<tr>
<td>D</td>
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<td>0.7</td>
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<tr>
<td>F</td>
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Leave of Absence/Withdrawal

Leave of Absence

Any student may be granted a leave of absence from the University for up to one year. Students on leave remain subject to the degree requirements under which they were admitted rather than the degree requirements in effect when they return as long as they resume their studies within one year of leaving. Students who are away from the University for longer than one year should contact the Admissions Office to inquire about re-entry without having to re-apply for admission. Eligibility for re-entry will depend on how long students have been away and if there have been significant changes to the curriculum under which they were admitted.

Requests for Leaves of Absence are made through the Dean of Students Office, 73 Tremont Street, 12th floor, 617-573-8239.

Withdrawal

If it becomes necessary for a student to withdraw from the University, he/she is expected to complete an official withdrawal form available from the Dean of Students Office and have a brief exit interview with a Dean in the Dean of Students Office concerning the reason for withdrawal from college. It is the student’s responsibility to notify the University if they plan to withdraw. If you have questions, please call the Dean of Students Office.
Normal Full Program

A program of four or five courses is considered a full load for a full-time student in any semester. All full-time undergraduate students are expected to complete at least four courses each semester. This policy does not apply to students admitted as continuing education students, non-degree students, or senior citizens who may carry reduced course loads at their own discretion.

Class Hours

Classes meet either three times a week on Monday, Wednesday and Friday for 50 minutes, twice a week on Monday and Wednesday or Tuesday and Thursday for 75 minutes, or for 2 hours and 40 minutes once a week in late afternoons and evenings and Saturdays. Classes meeting on Monday, Wednesday and Friday have a 10 minute break between classes. Classes meeting on Monday and Wednesday or Tuesday and Thursday have a 15 minute break. The Activity Period between 1:00 p.m. – 2:15 p.m. on Tuesday and Thursday is reserved for student activities, faculty meetings, guest lectures and films.

Studio classes in the New England School of Art & Design are held twice a week for 2 hours and 40 minutes. Non studio classes are held twice a week for 1 hour and 15 minutes.

Reading Days

Reading days are days set aside each semester between the end of classes and the beginning of final exams. These days are provided to allow students to have concentrated study time to prepare for exams. In addition, reading days are a good opportunity for group review sessions, library work and special meetings with faculty. Announcements are made late in the semester about ways to use these days and the special services that may be provided by University offices at that time.

Tuition

Tuition charges are based on the number of courses carried and whether the student is in the undergraduate or graduate program. Any additional credits will be charged at the excess tuition rate.
Athletics

The Ridgeway Building, located at 148 Cambridge Street, houses the recreational and fitness programs for all students at Suffolk University. A regulation-size gymnasium accommodating opportunities for basketball, volleyball and running is located on the basement level of the building. The Fitness Center, located on the second floor, provides an individual the challenges of exercising on a variety of cardiovascular fitness equipment, specifically:

- 8 Station universal machines;
- 3 Challenger treadmills;
- 6 Bicycles;
- 2 Recumbent bicycles;
- 3 Stair climbers;
- 2 Concept II rowing machines;
- 14 Bodymaster exercise machines;

as well as free weights, both dumbbell and olympic barbell. Aerobic Step and Yoga classes have been offered each semester for a nominal fee. All instructors are AFM certified.

Intramural team activity provides a student the opportunity to join classmates in the sports of volleyball and basketball.

Intercollegiate athletic competition is offered in 12 varsity sports—five for men, five for women and two open teams. The men’s programs are baseball, basketball, hockey, cross-country, and tennis with the women competing in basketball, cross-country, softball, volleyball and tennis. The open teams are soccer and golf. Suffolk University teams are called the RAMS. All intercollegiate sports are governed by the rules and regulations of the National Collegiate Athletic Association-Division III.

Ballotti Learning Center

The Geno A. Ballotti Learning Center is a multifaceted support service providing diverse programs for the Suffolk University community. Most Learning Center programs include strategies and techniques for improving the educational experience. For this reason, the Learning Center programs are appropriate for students preparing for graduate school as well as for students needing academic support. The following services are available at the Center:

Peer Tutor Program

Peer instruction in strategies for time management, exam preparation, text comprehension, note-taking, and learning style analysis applied to current course work. This is particularly appropriate for students having academic problems in more than one course.

Study Group Program and Other Course Support

Study group sessions are offered in high-risk classes during which student leaders model techniques and strategies for understanding course content. Tutor groups are occasionally arranged for specific classes when a group of students request this service. In-class assistants are provided to certain classes upon the request of faculty.

Campus Referral

Central service for providing referral information about resources on campus.

University Achievement Program

The University Achievement Program represents a proactive program designed to assist conditionally admitted students in their academic and personal adjustments to Suffolk University. Workshop and seminar activities focus on helping students establish goals, develop problem solving skills, and negotiate the University system and resources.

Boston Public Scholars Program

In collaboration with the Office of Enrollment and Retention Management and the Learning Center, the Boston Public Scholars Program provides a rewarding experience for incoming freshmen who have graduated from the Boston public school system. While participating in this program, these students receive the support they need to adjust to the academic and personal demands of college by successful navigating of the University system.
CLEP

College Level Exam Program allows students to receive college credit by demonstrating content achievement. CLEP credit will not be awarded in the senior year (the last 30 hours of the degree program).

Educational Consultants Program

Outreach program to provide support to high risk students identified by faculty and/or academic standing committees. Educational Consultants are available by appointment.

Learning Disability Services

Students with learning disabilities who need assistance in understanding their learning disability diagnosis and compensatory strategies should contact the B.L.C. Learning Disabilities Specialist at the Ballotti Learning Center at 617-573-8235 or stop by Donahue 208 to make an appointment with Margaret Suby-Dorney.

The Ballotti Learning Center is located in the Donahue Building, 41 Temple Street, 2nd Floor. The Center is open 9:00 a.m. – 5:00 p.m., Monday – Friday. Evening hours in the Ballotti Learning Center are posted each semester. All services are free. For further information stop by the Center or call 617-573-8235 or on the Internet (www.suffolk.edu/ballotti/home.html).

Bookstore

The Bookstore is located in the Ridgeway Building at 148 Cambridge Street. In addition to carrying textbooks and supplies for courses, the bookstore carries clothing, gifts, candy and snacks, and soda/ juices and is a sales location for monthly T Passes.

Book Buy Back Policy

At the end of each semester, the Bookstore will buy back books for 50% of the purchase price if the book is being used in the immediate Fall or Spring semester and the book is not overly written in or damaged. If the book is not being used, the current wholesale price will be offered. Half price can only be offered at the end of the semester after the professor’s orders have been entered. The wholesale price will be offered at anytime during the semester. The Bookstore reserves the right to determine quality, quantity and price for books being bought back.

Purchase Policy

Visa, MasterCard, Discover, Debit cards or personal checks are acceptable in the exact amount of purchase with a student ID or a valid driver's license. The purchaser's name must be imprinted on checks, and an address and phone number must be provided. A fee of $15 will be charged for all returned checks.

Refund Policy

Fall & Spring Semesters:

<table>
<thead>
<tr>
<th></th>
<th>Monday – Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9:00 a.m. – 6:00 p.m.</td>
<td>9:00 a.m. – 5:00 p.m.</td>
</tr>
</tbody>
</table>

New and used books in “as purchased” condition accompanied by a sales receipt may be returned for a 100% refund for three weeks from the start of the semester. Purchases made by personal check will have a store credit issued, which can be redeemed for cash after a three-week waiting period. All other merchandise is refundable within 30 days of purchase with receipt.

During the first two weeks of the Spring and Fall semesters there are extended hours. Reduced hours apply during the summer months. For more information, call the Bookstore at 617-227-4085 or fax requests to 617-742-7213.

Campus Dining Services

The Donahue Cafe is located on the lower level of the Donahue Building (41 Temple Street) and is open to all students. Hours of operation are 8:00 a.m. – 6:00 p.m., Monday – Thursday, 8:00 a.m. – 1:30 p.m. on Friday. The menu features salads, full grill, deli, and beverage program and entrees (at lunch).

The Sawyer Cafe is located at the Sawyer Building (8 Ashburton Place) in Room 308. “Good to Go” sandwiches, beverages, desserts and snacks are featured in this location. Hours of operation are 8:00 a.m. – 7:30 p.m., Monday – Thursday and 8:00 a.m. – 1:30 p.m. on Friday. “Anywhere”
meal plan dollars, RAM accounts and currency are accepted at Sawyer. Residents of 150 Tremont and Miller Hall are required to participate in a declining balance meal plan. Each student receives an initial balance of $1080 per semester on his or her student ID card. Students may opt to participate in the $960 plan (for lighter eaters or those who will be away on weekends) or the $1200 plan which is for those who are hearty eaters or those who will frequent the late night program in addition to traditional meals. All balances carry over from Fall to Spring. Any remaining amount at the end of the Spring semester is forfeited.

Each meal plan has $250 (of the $960, $1080 or $1200) designated as "Anywhere" points. These points may be used at any dining location on campus including the Suffolk University Convenience Store at 150 Tremont Street and the Sawyer Cafe. Students who wish to join a meal plan or change their meal plan must do so with a meal change card submitted to the Switchboard Office in the Sawyer Building. Changes may be made until Friday, October 6, 2006. An updated invoice will be issued in early October. Students will be billed for the same plan as the Fall semester unless a change is made by Friday, February 2, 2007.

<table>
<thead>
<tr>
<th>10 Somerset/150 Tremont Dining Room Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast 7:00 a.m. – 9:30 a.m. Monday – Friday</td>
</tr>
<tr>
<td>Lunch 11:00 a.m. – 1:30 p.m. Monday – Friday</td>
</tr>
<tr>
<td>Brunch 10:30 a.m. – 1:30 p.m. Saturday – Sunday</td>
</tr>
<tr>
<td>Dinner 4:30 p.m. – 8:00 p.m. Monday – Sunday</td>
</tr>
<tr>
<td>Late Night 8:00 p.m. – 10:00 p.m. Monday – Sunday</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Convenience Store Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday 10:00 a.m. – 11:00 p.m.</td>
</tr>
<tr>
<td>Friday 10:00 a.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>Saturday – Sunday 10:00 a.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>Holidays 10:00 a.m. – 7:00 p.m.</td>
</tr>
</tbody>
</table>

Commuter Meal Plan

The RAM account is a prepaid declining balance account which may be used at any dining location. Deposits may be made at any dining hall. Accepted methods of payment include cash, check (to Sodexo USA), or credit card (Visa, MC, or AMEX). Credit card deposits may be made by dialing 617-305-2511 Monday to Friday, 9:00 a.m. to 4:00 p.m. Any deposit made during the first four weeks of a semester will receive a 10% enhancement. All RAM funds remain in your account as long as you are affiliated with Suffolk University.

Campus Ministry

The Office of Campus Ministry and Interfaith Center exist to help students, faculty and staff meet their spiritual, moral and social needs. The Center offers a meditation room, as well as an 18-seat Interfaith Room, to members of the University’s many religious traditions. The University Chaplain serves as counselor and spiritual guide. All are invited to the 5th floor of the Donahue Building, to discuss whatever personal, social or religious concerns they might have. Upon request, arrangements can be made with other religious leaders for counseling and guidance. A Muslim prayer room is also available in the Sawyer Building on the 7th floor. The Hillel Council of New England provides Suffolk with a Jewish activities coordinator. The programs of the nearby Boston Synagogue, the Paulist Fathers and St. Anthony’s Shrine are available to the Suffolk University community, as well. The Reverend Amy Fisher is available by appointment at 617-573-8325 in the Interfaith Center.

Career Services and Cooperative Education

Career Services

The Career Services and Cooperative Education Office assists students in developing career objectives, exploring career alternatives and initiating the strategies and techniques necessary to secure successful, fulfilling employment.

Career exploration opportunities include cooperative education place-
ments, which are part-time and full-time career related jobs, and unpaid internships. Workshops and mini-courses focus on career opportunities, resume writing, and interview skills. Alumni career advisory assistance, full and part-time job listings and on-campus recruiting are also available. Staffed by experienced professionals, the Career Services and Cooperative Education Office offers individual career counseling and access to a comprehensive resource library that includes books, periodicals and directories as aids for all levels of careers.

After completing their freshman year, full-time students who are in good academic standing may be eligible to participate in either part-time or full-time cooperative education opportunities. These opportunities provide career-related experience while students earn needed funds. For further information, call 617-573-8480 or 617-573-8312.

Cooperative Education

Cooperative Education is an approach to learning that integrates academically relevant work experience with classroom education. Students in the Co-op Program work full- or part-time in a job directly related to their major course of study.

The Co-op experience allows students to: make more realistic career choices; learn through the practical application of their academic study; become more competitive in the job market upon graduation; and in many instances earn a decent portion of their college tuition.

Full-time students are eligible for the Co-op Program if they have completed their freshman year (or one semester for transfer students) and have earned a grade point average of 2.5 or above. Co-op is an optional, non-credit program and students may choose to enroll in only one or as many as five full-time or nine part-time terms. Work terms often coincide with the school calendar, and can begin and end at the start and finish of each semester.

Co-op placements are available with all types of employers: accounting firms, banks, law firms, brokers, retailers, hospitals, universities, government and social service agencies. The specific placements for which students apply depend upon interest, experience and ability. There are placements suitable for sophomores with no employment experience as well as for seniors and graduate students about to enter their chosen professions.

For further information or to obtain a Co-op Student Handbook, please call 617-573-8312.

Internships

The Cooperative Education Office acts as a clearinghouse for internship and volunteer opportunities. Using the internship listings, which are categorized by interest areas (including Communications, Business, Social Service, Government, Environment, and Public Health), students can pursue relevant possibilities and gain valuable experience. Internships are non-paying or carry a small stipend. Students seeking academic credit must contact their department chair or academic advisor for consideration. The office is located at 20 Ashburton Place, 1st Floor. Career Services and Cooperative Education is open 8:45 a.m. – 4:45 p.m., Monday – Friday, as well as two evenings per week during the Fall and Spring semesters.

Center for International Education

Suffolk University has a well-established tradition of educating and advising international students from around the world. The Center for International Education offers programs and services to international students and scholars to assist them in attaining their educational and career goals, and assists faculty and staff of Suffolk University with matters related to international education exchange.

Staff in the Center for International Education provide information and assistance to students and scholars on a wide range of matters including applying for visas and lawful entry to the United States, orientation to the University, adjustment to life in the United States, immigration regulations, employment and academic and personal issues.

The staff provides information on study abroad opportunities for U.S. and international students at Suffolk University campuses in Madrid, Spain and Dakar, Senegal and at other locations through educational exchange agreements in a variety of countries.

The Office is located 73 Tremont Street and is open Monday – Friday, 8:45 a.m. – 4:45 p.m. Staff can be contacted at the following numbers:

<table>
<thead>
<tr>
<th>Immigration Issues</th>
<th>617-573-8154</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Student Programs</td>
<td>617-573-4221</td>
</tr>
<tr>
<td>Study Abroad</td>
<td>617-573-8072</td>
</tr>
</tbody>
</table>
Open Your Eyes To The World Around You — Study Abroad!

Earn academic credit while gaining new and exciting experience. Living in another country for a semester or an academic year teaches you about different cultures and customs and provides you with a better understanding of yourself.

Travel to Suffolk University’s campuses in Madrid, Spain or Dakar, Senegal or any of our international education programs in the following locations:

- Argentina
- Australia
- Czech Republic
- Denmark
- England
- France
- InterFuture
- Ireland
- Italy
- Mexico
- New Zealand
- Norway
- Sweden
- Turkey

Overall, the Office of Study Abroad Programs has a number of host institutions and two overseas campuses. To learn more about our programs, please visit us at: www.suffolk.edu/studyabroad, call 617-573-8072, or email studyabroad@suffolk.edu.

Policies and Procedures

Reading and understanding the following policies and procedures established by Suffolk University are crucial to the success of the study abroad experience. For questions, please feel free to contact us.

Younma Hinnawi
Director of Study Abroad Programs

Rebekka Bennett
Assistant Director of Study Abroad Programs

Requirements

In order to participate in Suffolk University’s Study Abroad Programs you must meet the following requirements:

- Student is in an accredited university or college.
- Have a cumulative GPA of 2.5 or higher; some programs may require a higher GPA.
- If your GPA is slightly lower than required, then your application will be reviewed on a case-by-case basis.
- Must have completed at least 45 credit hours at Suffolk University or Home University. Students who have less than 30 credit hours are only eligible to study abroad at Suffolk University overseas campuses in Madrid, Spain and Dakar, Senegal.
- If a student is within 30 credits of graduation, s/he will only be eligible to study abroad at Suffolk University overseas campuses in Madrid, Spain and Dakar Senegal, unless you receive written consent from the dean of your college.
- Must not have transferred into Suffolk University with more than 61 credit hours.
- Must submit a completed application with the required documents signed by yourself, your advisor and the dean of your college.

Choosing Time Abroad—Semester or Year?

A student may choose to study abroad for a semester or for a full academic year. However, this decision to stay longer than one semester needs to be made prior to departure from the United States and the necessary documents must be submitted. If a student decides to study abroad for longer than stated in the signed “Acknowledgement” form, then a student will not receive any credit for the courses taken. All students must obtain written approval from their academic advisor and dean of their college for all the courses they wish to receive credit for prior to their departure. There are no exceptions to this rule!

Living Abroad

The living arrangements abroad depend on the program. Some programs require the student to complete a housing form and submit it with the completed application.
Pre-Departure Orientation

All students accepted into Suffolk University’s Study Abroad Programs are required to attend the Pre-Departure Orientation. The date, time and location will be mailed to students after they have made their $500 (nonrefundable) deposit.

Change of Address, Phone Numbers or Contact Information

A student must notify Suffolk University’s Office of Study Abroad Programs of any changes of address, phone numbers or email that arise after the application is submitted.

Failure to do so may jeopardize prompt notification of any new developments or other important information pertaining to the study abroad program.

Deadlines

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>March 15</td>
</tr>
<tr>
<td>Fall</td>
<td>April 15</td>
</tr>
<tr>
<td>Spring</td>
<td>October 25</td>
</tr>
</tbody>
</table>

Code of Conduct

The following regulations are in accordance with Suffolk University's Student Policy and Procedures Handbook.

The University has the right to expect that students, as members of the academic community, will conduct themselves in a manner which is consistent with the educational mission of freedom to learn and that they will respect the rights of their fellow citizens. Any departure from these standards that can be shown to be injurious to the Program's pursuit of its normal activities may be subject to appropriate disciplinary actions, which could include dismissal from the Program.

In addition to the stated conduct, a student studying through Suffolk University assumes an important personal obligation to conduct himself/herself in a manner that is compatible with local laws and regulations. Also, the student is responsible to know and comply with all of the rules and expectations of the study abroad program and/or host institution regarding student conduct.

Disciplinary Action

The Suffolk student’s conduct abroad may be subjected to judicial proceedings at Suffolk University if his/her alleged conduct violates Suffolk University's expectations for student conduct and academic responsibility. The following disciplinary actions may be taken:

- The Office of Study Abroad Programs will notify the appropriate dean(s) and Dean of Student's Office of the alleged offense. These offices will decide together the disciplinary action for the student, which can range from financial implications, withholding of transcript, or dismissal from Study Abroad Program with no credits received and no refund of tuition or other program-related costs.
- The student and the parents of the student will be asked to attend a meeting with the above-stated offices to discuss the alleged offense. After a decision is made, another meeting will be held, if deemed necessary.

If the student participates in illegal activity while abroad, he/she will be solely responsible for any legal action that may be taken against him/her by local governments and authorities, for which neither Suffolk University nor the U.S. Government or agencies may provide assistance. The University/host institution may terminate the student’s participation in the study abroad program if the student engages in action endangering himself/herself or others or jeopardizing the success of the study abroad program.

Payment Plan

Students who enroll in Suffolk University's Study Abroad Programs and wish to receive credit toward their degree will pay Suffolk University the full cost of tuition. Room and board cost is not included in the tuition for the program; it is an additional cost, which varies from program to program. The payment for room and board is paid directly to the program/host institution. To find out the cost of room and board for your program, please contact the Office of Study Abroad Programs.

For some students, their financial aid package may cover the cost for them to study abroad.
Cancellation Policy

Because Suffolk University makes financial commitments on a student’s behalf well in advance of the program start date, refunds can only be made in accordance with the terms listed below.

1. A student who withdraws voluntarily will receive the following refund of fees paid:
   
   • Withdrawing more than 30 days prior to program commencement will result in a refund of all fees paid less the $40.00 application fee (Non-Suffolk students) and the $500.00 program deposit.
   
   • Withdrawing less than 30 days prior to program commencement will result in no refund.

   Note: All voluntary cancellations must be made in writing to the Study Abroad Office at Suffolk University.

2. In cases where Suffolk University is forced to cancel or suspend a program or in the case of serious documented illness, the following refund policies will be applied:

   • If the program has not yet begun, all funds will be refunded, less the $40.00 application fee (Non-Suffolk students).
   
   • If the program has begun, Suffolk University will refund any portion of the student’s expense (excluding travel expense) that has not been used or committed less the $40.00 application fee (Non-Suffolk students).

   Note: Cancellation or suspension of any program will result in (1) the United States Department of State issues a travel warning advising U.S. citizens not to travel to a particular country or, if in the country, to leave, or (2) Suffolk University deems it necessary to cancel or suspend the program for any other reason. Any serious illness that causes a student to withdraw must be documented by a licensed U.S. physician with notification sent to the Study Abroad Office at Suffolk University.

Travel Insurance

Since travel expenses (including airplane tickets and other means of travel) are not paid to Suffolk, Suffolk is not responsible for paying these fees. Suffolk University strongly recommends purchasing Travel Insurance. This will provide protection if cancellation or suspension of any program results from the United States Department of State issuing a travel warning advising U.S. citizens not to travel to a particular country or, if in the country, to leave. Please contact a travel agent for more details.

Safety Issues

Safety is often a concern to students and their families when deciding to study abroad. Suffolk University is officially a member of the SAFETI Consortium, which gives helpful information on safety issues and answers many questions about studying in another country. Visit the SAFETI Consortium site at: http://www.usc.edu/dept/education/globaled/safeti/consortium.html.

Also, Suffolk is in constant communication with overseas staff and host institution officials who have access to local information and who have your safety in mind. Our overseas staff maintains contact with the United States Embassies and Consulates and with local officials for the latest security information.

Lastly, the staff is constantly monitoring a number of official web sites, such as the U.S. State Department's Bureau of Consular Affairs, Overseas Security Advisors Committee (OSAC) and the Center for Disease Control and Prevention. The web sites for each are listed below:

U.S. State Department's Bureau of Consular Affairs: www.travel.state.gov
Overseas Security Advisors Committee (OSAC): www.ds-osac.org/
Center for Disease Control and Prevention: www.cdc.gov

If there are any additional questions about safety or any of the policies and procedures, please feel free to contact the Office of Study Abroad Programs.
Strict confidentiality of counseling records and relationships is maintained at all times. No information regarding a client’s counseling relationship is shared without the prior written approval of the client.

Counseling Center facilities and programs are offered without charge to full-time students, and to part-time students, faculty, administration and alumni as resources permit. Counseling services are available Monday – Friday from 8:00 a.m. – 4:30 p.m. and evenings by appointment. Appointments can be made either by contacting the Counseling Center in Ridgeway 305 or by telephone at 617-573-8226.

Crime Prevention

The Crime Prevention Program includes the following:

- Periodic seminars are held by the Crime Prevention Officer for students and employees, run either in conjunction with local authorities or separately;
- Crime prevention newsletters are published in student newspapers and employee publications; and posted on the website: http://www.suffolk.edu/supd;
- Crime prevention notices are issued to office staff;
- A crime prevention portfolio is maintained by the Suffolk University Police Department;
- Public Safety literature is located at all three University Police desks in the Donahue, Sawyer and Ridgeway Buildings and at various locations throughout the campus;
- Emergency phone stickers are placed on all University phones with the numbers of the University Police.

Educational programs are offered throughout the year to promote awareness of rape, acquaintance rape and other sex offenses. These programs are generally sponsored by the University Police, University Counseling Center, Student Program Council and/or other interested campus organizations. Campus phones are located in the lobby of each building in a visible location to all who enter, as well as outside certain buildings.
Escort Program

The Suffolk University Police will provide a walking escort to all members of the Suffolk University community upon request. The department will provide this walking escort service seven days a week beginning at dusk and ending at 11:30 p.m. The walking escort service locations are:
- Park Street T Station Entrance;
- Cambridge Street Garage Entrance;
- Staniford Street Parking Garage Entrance;
- Center Plaza Garage Entrance; and
- Government Center T Station.

Students are asked to make an effort to inform the Suffolk University Police of the need for an escort in advance. The phone number is 617-573-8333.

Sexual Assault

The University responds to any report of sexual assault that is brought to its attention. If a student is a victim of sexual assault on campus, s/he may wish to contact the University Police, Health Services or the University Counseling Center. Staff in those offices can advise students regarding their options for taking legal action, for utilizing the University disciplinary procedures, and for seeking medical and counseling assistance. Victims of sexual assault have options to remain anonymous.

Suffolk University Police and Security Department

The University Police will respond to all complaints of a crime on the property of Suffolk University and will immediately notify the Boston or State Police Departments of a crime that is reported to us that occurs off of Suffolk University property. Through crime watch meetings and arrangement with area police off-campus, crimes are monitored and recorded as required.

For further information, students should call 617-573-8333.
For emergencies, call 617-573-8111 or TDD 617-557-4874.

All Suffolk University Police Officers are licensed under Massachusetts General Law, Chapter 22, section 63 by the State Police granting them the same powers of arrest as a city or town police officer while on the property owned, used, or occupied by Suffolk University.

Dean of Students Office

The Dean of Students Office is responsible for creating and maintaining programs and services that enhance student life at the University. The office functions as a resource and referral source for a variety of student concerns and welcomes the opportunity to hear from students about their experiences at the University.

In addition to working with students around certain academic petitions and requests for leaves of absence and withdrawals, the Dean works cooperatively with other parts of the University, ensuring the institution is responsive to students’ needs in all areas. The Dean of Students specifically coordinates the work of the Student Services Division, which includes Athletics, Campus Ministry, Career Services and Cooperative Education, Diversity Services, Health Services, Residence Life and Summer Programs, Student Activities and Service Learning and Performing Arts. The Dean of Students Office also coordinates campus-wide services for students with disabilities and adjudicates graduate and undergraduate student conduct matters. If a student has a question, problem or an idea and is unsure where to take it, the Dean of Students Office is a good place to begin.

The Dean of Students Office serves as the major point of contact between parents and the University and offers a variety of outreach programs for parents (see Page 69). For questions on any of the programs sponsored by the Dean of Students Office, call 617-573-8239, TDD 617-557-4875. The Dean of Students Office is located in the 73 Tremont Street Building, 12th Floor. http://www.Suffolk.edu/studentservices/dean.html

Diversity Statement

Suffolk University has given a high priority to creating a truly multicultural, multiracial, gender-balanced community receptive to cultural diversity. The future vitality of Suffolk and other urban universities depends on their ability to be responsive to and provide a welcoming climate for people of many cultures.

As part of Suffolk’s efforts to reach this goal, the University strives to create and actively promote a welcoming and supportive environment in order to recruit, hire, retain and support a culturally diverse faculty and staff. University policies and procedures concerning faculty and employees’
development are structured to encourage such diversity. Likewise, the University strives to actively recruit and retain a widely diverse student body. Faculty and employees are encouraged to actively promote such diversity and such welcoming environment for all. Efforts to achieve those goals will be favorably considered in evaluations.

The University is also committed to creating and maintaining educational curricula in each of its schools that incorporate the values of a multicultural and diverse community and that reflect the pluralism of the United States and the world society. This commitment is congruent with the University's stated mission to prepare and educate men and women to be future leaders and citizens who can function effectively in an evolving, pluralistic and increasing diverse society.

The University further seeks to ensure that student support services, academic support services and co-curricular programs at Suffolk University are sufficiently diverse to meet the needs of a multicultural student body. Alumni activities and community networks will also be utilized to promote the goals of diversity.

Financial Aid

General Information

Throughout the history of Suffolk University, it has been general policy to encourage and foster education for students of limited means. Commitment to the goal of keeping higher education affordable is apparent in the University's policy of maintaining tuition costs substantially below those of other private institutions of higher learning in the New England area. Even so, the cost of higher education represents a significant financial burden for many families. Suffolk University offers numerous financial aid programs to help families alleviate this financial burden.

There are four sources of financial aid available at Suffolk University. They are: the federal government, the state government, the University, and private sources. Federal programs include grants, low interest loans, and employment programs. The Commonwealth of Massachusetts awards loans and grants to state residents who demonstrate financial need. The University and private agencies/organizations award scholarships, grants and loans to needy students.

Financial aid awards are made to assist students in financing the cost of education when their personal and family resources are not sufficient. Hence, most funding is awarded on the basis of demonstrated need. The difference between the total cost of education and the total possible family contribution is expressed as the financial need. In general, higher family incomes require greater expected contributions to University costs. Particular family circumstances and student summer and/or part-time earnings also have a bearing on financial need. Suffolk University adheres to the principle that the total amount of financial assistance shall not exceed the student's demonstrated financial need.

Any undergraduate or graduate student enrolled in a degree or certificate program of at least six semester hours of credit may apply for financial aid consideration (undergraduate students enrolled in only 3 credits per semester may apply for a Federal Pell Grant). Most awards are limited to students enrolled full-time. A student must also be in good academic standing, must be making satisfactory progress, not have defaulted on previous education loans, not have a drug-related conviction, not owe a refund on a Federal Pell, SEOG or SSIG and, if required, be registered with Selective Service. Undergraduate aid applicants are required to apply for Pell Grant and state scholarship consideration. International students are ineligible for all forms of federal and state financial aid. However, international students may apply for all university funded employment programs.

Financial aid awards usually are granted for an academic year of study, September through May. One-half of the amount of aid granted will be credited to the student's tuition account in the fall semester and one-half in the spring semester. Awards are often offered as a “package,” i.e., some combination of the three types of aid (grants, loans, and employment).

Applicants must reapply for funding each year and can generally expect to receive the same level of funding (although the composition may change) providing:

a. University funding levels remain the same
b. Application deadlines are met
c. Need levels remain the same
d. Satisfactory academic progress is maintained
e. Enrollment status remains the same

Applicants have the right to appeal a decision and should contact the Office of Financial Aid for further details on the appeal procedure.
Satisfactory Progress Policy

Suffolk University students must be making satisfactory academic progress in order to qualify for any form of financial assistance (grants, scholarships, loans or employment). Satisfactory progress is evaluated at the end of each academic term by the Office of Financial Aid in conjunction with the Academic Standing Committee of each school. Academic progress requirements stipulate the following:

a. Students attempting up to 59 credits are required to maintain a cumulative grade point average of at least 1.8.

b. Students attempting 60 to 123 credits are required to maintain a cumulative GPA of at least 2.0.

c. Transfer students are required to maintain at least a 1.8 cumulative GPA for up to 29 credits attempted at Suffolk. Transfer students attempting 30 credits or more must achieve a cumulative GPA of at least 2.0.

d. Graduate students are required to maintain a minimum grade point average of 3.0.

e. Students are not only required to maintain minimum GPAs, but also must successfully complete at least 75% of the credits they attempt.

For example a student who has registered for 60 credits would be required to have successfully completed at least 45 credits. I, W, L, NG, Pass and Fail grades will be included in the determination of completion rate.

Courses in which grades of NG or Pass are received will be counted as successfully completed. Courses in which grades of I, W, L or Fail are received will be counted as not successfully completed. When a student is given a final grade for a course that was previously considered incomplete, GPA and rate of completion will be recalculated. If completion of an incomplete course results in a student meeting satisfactory academic progress (SAP) requirements, he/she will be considered to have maintained SAP during the semester that the final grade was received.

The Academic Standing Committee and the Office of Financial Aid review each student’s progress at the end of each semester. Students not meeting the minimum SAP requirements are placed on probation for a period of one semester. Students will continue to receive financial aid during this probationary period. At the completion of the probationary period, the student’s progress will again be reviewed. If the student is still not meeting the minimum SAP requirements, he/she will lose eligibility for financial aid.

Students who are found to be ineligible for financial aid due to failure to meet satisfactory academic progress standards will regain eligibility once satisfactory progress standards have been met but can only be considered for funds available at that time.

In very unusual cases, satisfactory progress standards may be waived if mitigating circumstances prevented the student from meeting the standards. Examples of such circumstances would include illness of the student, or death or illness of a family member. All requests for waiver of the SAP standards must be directed in writing to the Assistant Dean of Enrollment Management. The request must outline the specific reason for the appeal and should include supporting documentation.

STUDENTS WILL BE ELIGIBLE FOR FINANCIAL AID TO COVER EACH FAILED COURSE ONLY ONCE.

NOTE: PROGRAMS DESIGNATED WITH A * REQUIRE FULL-TIME ENROLLMENT; PROGRAMS DESIGNATED WITH A + REQUIRE A SEPARATE APPLICATION.
**Federal Loans**

(* Requires full-time enrollment. + Requires separate application.)

**Federal Direct Stafford Loan Programs**

This loan program is available to full- and part-time undergraduate and graduate students. The Federal Direct Stafford Loan program enables students to borrow from, and repay loans directly to, the U.S. Department of Education through its servicing center.

Federal Direct Stafford loans offer a variable interest rate never to exceed 8.25%. It is adjusted each year on July 1. Federal Direct/Federal Stafford loan limits are as follows:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Dependent Student Sub/Unsub</th>
<th>Independent Student Sub + Unsub = Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>$2625</td>
<td>$2625 + 4000 = $6,625</td>
</tr>
<tr>
<td>Sophomore</td>
<td>$3500</td>
<td>$3500 + 4000 = $7,500</td>
</tr>
<tr>
<td>Junior</td>
<td>$5500</td>
<td>$5500 + 5000 = $10,500</td>
</tr>
<tr>
<td>Senior</td>
<td>$5500</td>
<td>$5500 + 5000 = $10,500</td>
</tr>
<tr>
<td>Graduate Student</td>
<td>N/A</td>
<td>$8500 + 10000 = $18,500</td>
</tr>
</tbody>
</table>

Please note the federal government pays the interest on a subsidized loan while the student is enrolled in school for at least 6 credits, during grace periods and during authorized deferment periods. However, with an unsubsidized loan, the student is responsible for the interest while he/she is enrolled in school, during grace periods and during authorized deferment periods. (During this time, students may either pay the accumulating interest or capitalize the interest.) Capitalization means the unpaid interest is added to the principal balance of the loan. Subsidized Stafford loans are available to those who demonstrate need; unsubsidized Stafford loans are offered to those students who don’t meet demonstrated need requirements.

**Maximum Aggregate Loan Limits**

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Sub and Unsub</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent Undergrad Student</td>
<td>$23,000</td>
</tr>
<tr>
<td>Independent Undergrad Student</td>
<td>$46,000*</td>
</tr>
<tr>
<td>Graduate Student</td>
<td>$138,500*+</td>
</tr>
</tbody>
</table>

* Note: the maximum subsidized loan amount is $23,000 for undergraduate study and $65,500 for graduate study. + includes loans for undergraduate study.

**Federal Direct PLUS Loan**

This program is available to parents of dependent students. Parents may borrow up to the cost of education less financial aid received. PLUS loans carry a variable interest rate, which will never exceed 9%. It is adjusted each year on July 1. If the parent of a dependent student is denied the PLUS loan, the dependent student may apply for additional unsubsidized loan funding. (Applications for additional unsubsidized loan funding must be accompanied by a PLUS denial letter.)

Note: Please keep in mind that Stafford and PLUS loans will not be processed for an entering student until he/she has paid the admissions deposit or has registered for the upcoming semester. Loans for a returning student will not be processed until he/she is registered for the upcoming semester. With the exception of Perkins and University funded loans, most carry origination/processing fees so the amount disbursed will be less than that borrowed.

The Office of Financial Aid recommends students and parents apply early for loans since processing can take up to 4 weeks during peak periods. Additional time may be needed for bank or guarantee agency authorization. Please note a borrower must be enrolled at the time loans are disbursed. If not enrolled when loan proceeds are received by Suffolk University, the funding may have to be returned to the bank/credit agency. Deferment information on all loans is available on the promissory note. Be sure to carefully read all promissory note information when negotiating any loan. Borrowers are reminded loans are generally disbursed in two equal disbursements and fees can be deducted from proceeds.
Federal Perkins Loan Program
The Perkins Loan Program is directly administered by the Office of Financial Aid as part of the Federal Campus-Based Aid Programs. Generally a Perkins loan is awarded to a student as part of a total aid package.

The current interest rate for a Perkins Loan is 5%. Repayment starts 9 months after a student ceases to be at least a half-time student. Details on repayment schedules are available in the Office of the Bursar.
Perkins loans are need-based and cannot exceed the following limits:
Undergraduate: $20,000.
Graduate: Total of not more than $40,000 for undergraduate and graduate studies.

Full or partial cancellation of a Perkins loan is allowed under certain conditions, i.e., teaching emotionally, economically, and mentally handicapped students; death; or permanent disability; service as a Vista or Peace Corps Volunteer.

No Interest Loan Program
The Commonwealth of Massachusetts offers this no interest loan program to full-time undergraduate students who are residents of Massachusetts. Recipients are selected on the basis of demonstrated financial need.
Recipients must negotiate a promissory note with the Office of Financial Aid.

University Loans
(* Requires full-time enrollment. + Requires separate application.)

The President’s Incentive Loan/Grant*
An innovative financial assistance program which encourages recipients to graduate. Each award is offered in the form of a loan; recipients are required to negotiate promissory notes. Loans range from $1,000 to $1,500 and are renewed each year provided academic progress is maintained. However, when the recipient graduates, all loans are forgiven, thereby converting to a grant. The recipient must repay the loan with interest if he/she withdraws or transfers from the University.

The Suffolk University Low Interest Loan Program
Offers institutionally funded loans of up to $2,500 per year at an interest rate of 5% to students enrolled for at least six credits per semester. Repayment is not required until the student graduates or ceases to be enrolled as a halftime student.

Outside/Alternative Loans
Students/parents interested in additional private loan programs should contact the Office of Financial Aid. Such programs would include M.E.F.A., TERI, CitiAssist and Key.

Federal Scholarships/Grants

Federal Pell Grant
This federal grant is designed to assist undergraduate students. The actual amount a student receives depends on the financial information reported on application forms, length of enrollment during the academic year, and the cost of education. Undergraduate students enrolled for only 3 credits per semester may apply for a Federal Pell Grant. For 2005-2006 awards range up to $4,050.

Federal Supplemental Education Opportunity Grant
This grant program is available to full and part-time undergraduate students with substantial need.

State
(* Requires full-time enrollment. + Requires separate application.)

MassGrant*
Full-time undergraduate students who are legal residents of the Commonwealth of Massachusetts are eligible for MassGrant consideration. The 2005-2006 tentative award schedule ranges up to $2,300.

Gilbert Matching Grant*
This state program is available to needy full-time undergraduates who are Massachusetts residents.
University Scholarships

(*) Requires full-time enrollment. (+ Requires separate application.)

The Pvt. Sheldon R. Cohen Scholarship*
Offered to an entering full-time freshman from Chelsea High School with demonstrated need.

The Community Service Scholarship+
Offered to one undergraduate and one graduate student on the basis of community service involvement and academic record. Award is $3,000 and renewable.

The Connell Scholarship
Established to assist students who demonstrate financial need, are residents of Lynn, and/or graduates of St. Mary Regional High School. Graduates of St. John’s Preparatory High School or any Lynn High School are also considered.

The John M. Corcoran Scholarship*+
Established through the generosity of Trustee John M. Corcoran. These awards are based primarily on SAT scores and are only offered to entering students. A minimum 3.0 cumulative GPA is required for renewal.

The P. Leo and Helen Corcoran Scholarship*+
Was established through the generosity of Mr. & Mrs. Corcoran. These awards are based primarily on SAT scores and are only offered to entering students. A minimum 3.0 cumulative GPA is required for renewal.

The J.W.S. COX Scholarship
Awarded to deserving art and design students enrolled in the New England School of Art and Design at Suffolk University.

The E. William Dandes Scholarship
Provides scholarship assistance to an accounting major.

The Mio Davis Marketing Scholarship
Available to a marketing major in the junior year. The student must be in good academic standing and demonstrate financial need.
The Graduate Management Part-Time Scholarship+
Part-time graduate students with no or partial employer tuition remission may apply for these $3,000 non-renewable merit-based awards through the Graduate Admissions Office.

The Grandfathered Tuition Plan for Meritorious Students
An undergraduate student enrolled for 2005-2006 with a cumulative GPA of 3.6 or higher will be charged the 2004-2005 tuition rate, thereby absorbing no tuition increase. Applicants must have been enrolled at Suffolk University (Boston campus) for at least one full academic year (not including summer), have no “D,” “F,” or Incomplete grades, and plan to enroll during the 2005-2006 school year. Grades are reviewed once per year following the Spring Semester only. Does not apply to joint programs with the Law School. Part-time awards equal the tuition increase for 6 credits.

Griffin Fellows Scholarship*
This scholarship is awarded to full-time entering freshmen and transfer students enrolled in the Frank Sawyer School of Management. Applicants must be entering or second-year students and recipient must have a minimum 3.3 cumulative GPA over a full-time course load per semester for renewal.

Mary Hefron Scholarship*
This scholarship is awarded to incoming freshmen from Arlington who have successfully completed one semester. Applicants must demonstrate need.

MSC Scholarship*+
Awarded to both graduate and undergraduate upperclassmen based on merit. In exchange for 40 hours employment per week in the Math/CS Support Center, five graduate recipients receive a $1,800 grant/$3,600 employment and five undergraduates receive a $4,000 year ($1,800 grant/$2,200 employment). Awards are renewable and recipients must maintain a minimum 3.0 cumulative grade point average.

The Joseph M. Kelley Scholarship
Available to needy entering freshmen from Boston English, Catholic Memorial or Watertown High School.
The Geraldine F. Lavin Scholarship+
Awarded to a Suffolk/Cape Cod student enrolled in Sawyer School whose life has been impacted by breast cancer.

The Lynch Foundation Scholarship Program
Offers scholarships to graduates of the eight inner city high schools of the Archdiocese of Boston enrolled in the College of Arts and Sciences.

The Massachusetts Society of Certified Public Accountant’s Educational Foundation Scholarship*
Awarded to Junior Accounting majors who are planning to enter the Accounting profession in Massachusetts. The recipient must be a legal and voting resident of the Commonwealth of Massachusetts, possess good character, financial need, scholarship ability and be a full-time undergraduate who has completed at least two academic years at Suffolk University. Each recipient receives a $1,000 scholarship.

The Ella M. Murphy Memorial Scholarship
Awarded to a senior in good standing majoring in English.

National Association of Black Accountants (NABA) Scholarship*
A $10,000 grant awarded to an incoming freshman enrolled full-time at the Sawyer School of Management who is also a member of NABA.

Newire Scholarship
Established through the generosity of the New England Women in Real Estate, this $1,000 scholarship is awarded to a part-time, female, undergraduate management student. Recipient is selected on the basis of need and merit, with priority given to applicants planning a career in real estate.

The Boston Newspapermen’s Benevolent Association Scholarship*+
Available to an academically qualified and deserving student, preferably a journalism student planning to enter the print media. Priority given to juniors and seniors.

The Stephen P. Novak Educational Trust Fund
Established to provide scholarship support to deserving incoming freshmen.

The Road Less Traveled Scholarship
Established to provide support to graduates of Milford Senior High School enrolled, or planning to enroll, in the College of Arts and Sciences.

The Francis A. & Edith V. Sagan Scholarship
Provides financial assistance to needy and academically qualified undergraduates enrolled in the College of Arts and Sciences.

The George C. Seybolt Scholarship*
A full tuition scholarship available to students with demonstrated need.

The Frederick Spaziani Prize
Offered yearly to one full-time ($4000) and one part-time ($1000) student in the engineering program. Recipients are selected on the basis of merit. This fund was established by HNU Systems, Inc. in memory of Mr. Spaziani, one of that company’s founding partners.

The Maria Stewart Scholarship*
A $10,000 grant offered to ten incoming freshman/transfer students. This program was established to encourage diversity within the Suffolk Community. These renewable awards are extended on the basis of need and talent to graduates of Boston Public High Schools, and Bunker Hill and Roxbury Community Colleges. A minimum 2.5 cumulative GPA required for renewal.

The Harold Stone Scholarship
A grant offered to an outstanding junior accounting student.

The Ethelanne Trent and Charles Silver Scholarship*
A $10,000 grant awarded to an incoming freshman enrolled full-time at the Sawyer School of Management who is also a member of NABA.

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The Fellowship Program+
Offers a number of fellowship opportunities to full-time graduate students. Recipients assist faculty and administration with research projects or administrative tasks. These awards are based on merit. Placements are available with the Sawyer School of Management, College of Arts and Sciences and various administrative offices. Dependent on the amount of funding received, fellows work 8 to 16 hours per week.

The Student Employment Program+
Offers international students a $1,500 award for on-campus employment.

The Orientation/Scheduling Assistantship Program*+
Offers a $4,000 scholarship to 10 full-time students. Applicants must have been enrolled full-time for at least one academic year (Boston Campus) and have a GPA of 2.8 or higher. In exchange for the scholarship, recipients will provide 300 hours of support to the Student Activities and Registrar’s Offices on Orientation/Registration projects.

The Ambassador Program*+
Offers recipients a $4,000 scholarship in exchange for 300 hours of support with various offices/departments including Admissions, Enrollment Management, the Writing Center, the Sawyer Dean’s Office and the College of Arts and Sciences. Awards are merit-based and applicants must be full-time undergraduates enrolled at least one year prior (Boston Campus) to receipt of the scholarship with a minimum GPA of 2.8. (Note: Sawyer Ambassadors must have minimum 3.0 GPA.)

Note: Student employment recipients must have placement forms on file with the Aid Office by the dates listed below or the award will be revoked.

Fall & Spring  Oct. 15
Spring only    Feb. 15
Summer        May 15

Confidentiality
All information provided to the Office of Financial Aid is regarded as confidential and cannot be released without the expressed written consent of the student applicant.
**Location**

The Office of Financial Aid is located at 41 Temple Street, Boston, MA 02114. The telephone number is 617-573-8470. The fax number is 617-720-3579.

**Hours**

The Office of Financial Aid is open Monday through Thursday from 8:45 a.m. to 4:45 p.m. and Friday from 8:45 a.m. to 3:00 p.m. During the Fall and Spring semesters when classes are in session, the office may remain open until 6:00 p.m. Monday through Thursday. General information and questions are handled on a walk-in basis by the Office of Financial Aid staff. Appointments with specific administrators are available on request.

**Late Applicants**

Students who need financial aid to obtain registration clearance must have an award decision two weeks prior to registration in order to use aid funding towards tuition payment requirements. No exceptions will be made.

**Registration**

Financial aid recipients must be properly registered for the appropriate number of credits at the close of “Add/Drop” period, or financial aid may be reduced or revoked. Suffolk University assumes no responsibility for aid lost as a result of not being properly registered.

**Web Access**

Financial Aid information is available online at www.suffolk.edu/finaid. Financial aid applications and forms are available from this web site.

**Deadlines**

**March 1**

Application for undergraduate student financial assistance must be submitted to the Office of Financial Aid.

**April 1**

Application for graduate financial assistance must be submitted to the Office of Financial Aid. Complete application includes:

1. Suffolk University Financial Aid application—due March 1 for undergraduates or April 1 for graduate students.
2. Free Application for Federal Student Aid (FAFSA)—filing date February 15, but considered “on time” through March 1.
3. Signed copies of applicant’s and parents’ federal tax returns if applicant is a NEW student—due April 15. (Independent students may not be required to submit parents’ tax forms—see Free Application for Federal Student Aid for clarification.) Returning students need not submit tax forms unless selected by the U.S. Department of Education or Suffolk University for verification. Refer to the Student Aid Report for selection determination.

**November 1**

Applications are due for students admitted for spring semester.

**March 1**

Summer application and other supporting documents are due.

**Employer Support**

Many students receive direct tuition assistance from their employer as an employment benefit. Contact your Personnel Office for information. Students who receive tuition remission from Suffolk University may only be considered for Pell, MassGrant, and/or Federal, State and alternative loan programs.

**Outside/External Awards**

Any financial aid awarded to a student which is not listed on the recipient’s award letter can result in a reduction in total aid offered by Suffolk University. Students are required to report any outside funding to the office of Financial Aid immediately upon receipt. If necessary, the aid offer will be revised. In most cases, if a reduction is required, self help awards (loan or employment) will be reduced/eliminated before grant/scholarship dollars.
Co-Op and Financial Aid
A student participating in the Co-op Program may be considered for financial aid if enrolled for a minimum of six credits per semester.

Revising or Revoking Programs/Awards
Please note Suffolk University reserves the right to revise or revoke an award offer or program at any time.

Counselors
Each financial aid applicant is assigned a specific counselor within the Office of Financial Aid. Assignments are based on the first letter of the applicant’s last name.

<table>
<thead>
<tr>
<th>Last Names Beginning With</th>
<th>Counselor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-D</td>
<td>Dianne Goguen or Antonia Rizzo</td>
</tr>
<tr>
<td>E-J</td>
<td>Barbara Wendland</td>
</tr>
<tr>
<td>K-M</td>
<td>Glory Peguero</td>
</tr>
<tr>
<td>N-Q</td>
<td>Jennifer Ricciardi</td>
</tr>
<tr>
<td>R-Z</td>
<td>Bob Rauseo</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate Students</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A-L</td>
<td>Antonia Rizzo</td>
</tr>
<tr>
<td>M-Z</td>
<td>Dianne Goguen</td>
</tr>
</tbody>
</table>

Registration
Aid recipients must be properly registered for the appropriate number of credits at the close of “Add/Drop period.” Suffolk University assumes no responsibility for funding reduced or revoked as a result of not being properly registered.

Appeals
All students have the right to appeal a financial aid decision. Appeals should be based on new or changing information which was not included with the student’s original application. Appeal applications are available at
Requests for Information
On occasion, a student may need a financial aid transcript, fee waiver, or letter detailing need and/or award information. It is important to plan ahead in such cases since, during peak periods, it can take up to ten working days to accommodate such requests. Please forward any requests for information two weeks prior to the date needed.

Enrollment Changes
Changes in enrollment status (i.e., full- to part-time) can result in reduced or revoked financial aid.

Books and Related Expenses
Students should plan to use their own resources to cover the cost of books, etc. since all aid may not be posted at the time books must be purchased.

Attendance
Financial aid recipients are expected to attend class regularly. Class attendance is often monitored by faculty and non-attendance can have an impact on financial aid.

General Policies and Procedures
An Act Excusing the Absence of Students for Their Religious Beliefs
In keeping with the amendment of Chapter 151C of the Massachusetts General Laws, any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study or work requirement shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study or work requirement that he/she may have missed because of such absence on any particular day; provided, however, that such make-up examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his/her availing him/herself of the provisions of this section.

Drug and Alcohol Policy
The University prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by employees and students. The University complies with all local, state and federal regulations pertaining to alcohol and illicit drugs. In addition, the University complies with the regulations of both the Drug Free Work Place Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989.

Standards of Conduct
The University prohibits the unlawful possession, use or distribution of illicit possessions, use or distribution of alcohol on University property or as any part of a University-sponsored activity.

Policy Opposing Harassment
Suffolk University does not tolerate any behavior of administrators, faculty, staff or students that constitutes harassment of students or employees on the basis of race, color, sex, religion, national origin, sexual orientation or disability. Such forms of harassment have, among other things, been recognized as discriminatory, and therefore, violations of Title VII of the Civil Rights Law of 1964, Title IX of the Higher Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act. Harassment is defined as verbal or physical conduct that has the intent or effect of unreasonable interference with an individual's or group's educational experience or working conditions, or creating an intimidating, hostile or offensive educational or employment environment. Harassment on the basis of race, color, sex, religion, national origin, sexual orientation or handicap includes harassment of an individual in terms of a stereotyped group characteristic, or because of that person's identification with a particular group. Specifically, sexual harassment is defined as conduct that is either explicitly sexual in nature or that might reasonably be perceived by an individual as
affecting educational decisions, interfering with a student’s educational experience or adversely affecting an employee’s working environment. Within this definition are included unwelcome sexual advances, requests for sexual favors in exchange for grades or services, and other physical or verbal conduct or written communication of an intimidating, hostile or offensive sexual nature.

Violations of this policy by faculty, administration, staff or students will lead to disciplinary action, including suspension, expulsion or termination.

Hazing

Suffolk University does not tolerate any form of hazing. In compliance with the Commonwealth of Massachusetts’ Anti-Hazing Statute, the University annually provides each student with a copy of the state law and requires officers of student organizations to distribute a copy of the law to all members. This law defines hazing as “any conduct or method of initiation into any student organization, whether on public or private property, that willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any such student or other person, or that subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. The University disciplinary processes will be applied in cases of alleged hazing.

Rights and Privacy (Buckley Amendment)

In keeping with provisions of the Family Educational Rights and Privacy Act of 1974 (PL. 93-380) as amended (PL. 93-568), also known as the Buckley Amendment, Suffolk University will provide eligible students or their parents with the opportunity to review the student’s education records, to seek corrections of information contained in those records and to limit disclosure of information from those records.

The University is required to give students or their parents annual written notice of these rights and the right to file complaints with HEW concerning alleged failures by the institution to comply with the requirements of the Act. A written policy governing institutional record keeping is on file at the Registrar’s Office.

The provisions on privacy are affected by Section 510 of the Veterans Education and Employment Act of 1976 (PL. 94-52), which provides that, notwithstanding PL. 93-568, records and accounts pertaining to veterans as well as those of other students shall be available for examination by government representatives. The exception is found in Title 38 of the U.S. Code, Sec. 1790 (c).

Student Conduct

Acceptable conduct is expected of Suffolk University students at all times. Examples of behavior considered unacceptable include:

1. All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the Institution and forgery and alteration or use of institutional documents of identification with intent to defraud.
2. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other Suffolk activities.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or conduct that threatens or endangers the health or safety of any person.
4. Rape, including acquaintance/date rape, and sexual assault in any form.
5. Behavior or activities that endanger the safety of one’s self or others, including, but not limited to, the throwing of objects from University buildings, the unauthorized storage, possession and/or use of firearms, dangerous weapons, or hazardous chemicals on University premises or at University-sponsored activities.
6. Intentionally or recklessly misusing or damaging fire or other safety equipment.
7. Vandalism, the intentional damage, destruction or defacement of University property or the property of any person while on University premises.
8. Attempted or actual theft of University property or the property of any person while on University premises.
9. Possession, use or distribution of any controlled substance or illegal drug, or drug paraphernalia.
10. Illegal use, possession or distribution of alcoholic beverages.
11. False reporting of emergency: the false report of bomb, fire, or other emergency in any building, structure or facility on University premises by means of activating a fire alarm or in any other manner.
12. Unauthorized presence in or forcible entry into a University facility.
13. Unauthorized use of University property, equipment or keys.
14. Unauthorized use of candles or open flame in University facilities.
15. Theft or other abuse of computer time, files or equipment.
16. Unauthorized use of alcoholic beverages in campus facilities; public intoxication and drunk and disorderly conduct.
17. Failure to comply with the directions of University officials, including University Police Officers and other staff or faculty acting in the performance of their duties.
18. Gambling.
19. Any actions that tend to discredit or injure the University.
20. Aiding or abetting any conduct described above.

A detailed “Suffolk University Joint Statement on Rights and Freedoms of Students” has been ratified. This statement is consistent with the statement approved by the U.S. Student Association, Council on the American Association of University Professors, Association of American Colleges, National Association of Student Personnel Administrators and National Association of Women in Education.

Suffolk University does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, Vietnam era or disabled veteran status in its employment, admission policies, or in the administration of, operation of, or access to its academic and non-academic programs and policies. It does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. Inquiries regarding disabilities and Section 504 of the Rehabilitation Act of 1973 may be directed to the appropriate coordinator.

**Graduation Information**

**Application for Degree**

Students must submit an Application for Degree to the Registrar’s Office at the beginning of the student’s final semester. The Registrar will not confer any degrees until clearance has been granted by the Student Accounts Office. Failure to comply with this requirement may delay graduation.

**Eligibility to Participate in Commencement Exercises**

In addition to those students who have completed, in quality and quantity, the requirements for their respective degrees, students meeting the following conditions may also participate:

1. They are within three courses or nine credits of fulfilling their requirements and have a 2.0 average in both their major field of concentration and current GPA;
2. These last three to nine credits must be completed in the subsequent summer session at Suffolk University; and
3. Petitions to attend the Ceremony are filed in the Registrar’s Office. Completed petitions will be reviewed by the Registrar’s Office and Dean of the respective College for approval.
Immunization Requirement

All students entering Suffolk on or after Fall Semester 2005, regardless of the number of credits they are registered for, must have either a meningococcal vaccine within the last five (5) years or submit a written waiver. The only acceptable waiver is the Commonwealth of Massachusetts Department of Public Health waiver form. This form can be found on the websites www.suffolk.edu/health or www.universityhealthplans.com. If you choose to have the meningococcal vaccine it must have been given at least two weeks prior to your first day of orientation.

Under Massachusetts law, all students who are enrolled in 12 credits or more must submit evidence that they have been properly immunized against measles, mumps, rubella, hepatitis B and tetanus/diphtheria. All international students are required to submit evidence of immunization requirements, regardless of the number of credits in which they are enrolled. This information must be sent to the Health Services department. Failure to comply with these requirements will result in the student being blocked from registering for classes.

Library

**The Sawyer Library is open during the Academic Year as follows:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>8:00 a.m. – 11:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>1:00 p.m. – 9:00 p.m.</td>
</tr>
</tbody>
</table>

**During the Summer the library is open as follows:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>8:00 a.m. – 9:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>11:00 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

The library is closed on some holidays. Please call 617-573-8535 if you have any questions.

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Health Services

The Health Services staff comprises nurse practitioners, a physician assistant, a consulting physician, an office coordinator and a staff secretary. Office hours are Monday – Thursday from 8:00 a.m. – 6:00 p.m., Fridays 9:00 a.m. – 5:00 p.m. Summer hours are Monday – Friday from 9:00 a.m. – 5:00 p.m. The office is not open on weekends or holidays. Care is available weekdays during vacations. Health Services is on the fifth floor of 73 Tremont Street. The telephone number is 617-573-8260.

Services include: Routine medical care, gynecological services, pregnancy testing, sexually transmitted disease evaluation, premarital blood work, throat and urine cultures, and physicals for University athletic teams. In addition, Health Services maintains a library of health information and can provide pamphlets and brochures on various health related topics. Health Services also sponsors health promotion programs throughout the school year including AIDS and STD education, smoking cessation and alcohol awareness education.

All visits to Health Services are confidential. The student’s permission must be obtained before information will be given to anyone not directly connected with his/her health care. This applies to University officials and parents. All accidents or injuries occurring on University property should be reported to Health Services. Anyone who is exposed to or contracts a communicable disease should also contact Health Services. In the event of an emergency when Health Services is closed, please call University Police at 617-573-8111.

Health Insurance

Massachusetts State Law mandates that all students, enrolled in nine credits or more, have adequate health insurance. All international students are required to purchase the Suffolk University sponsored health insurance plan. To enroll or waive the insurance you must go online at www.universityhealthplans.com, go to Suffolk University and follow the prompts. This must be done every fall by September 30th. Students who fail to waive the insurance will automatically be enrolled and billed for the plan. The charge for the insurance plan during the 2005-2006 school year is $1,354.00. International students with a J-1 Visa are charged $1,490.00. Further information can be obtained by contacting Health Services at 617-573-8260.
Math/CS Support Center

The Math/CS Support Center (MSC), operated by the Department of Mathematics and Computer Science, offers a variety of services to the university. The center offers tutoring to math students through its Math Help program, help for computer science students in its Programming Help program, and special sessions for those students who need review before starting Math 104, Math 106, Math 108 or Math 121 through Mathshop. These services are offered during day and evening hours in the Fall, Spring and Summer semesters. The center administers and grades a Math Placement Exam used to assess the preparedness of new students to successfully complete math courses of various levels. The MSC provides homework graders to instructors to ease the burden of monitoring and assessing student progress. In addition the Math Support Center hires and trains the graders and tutors it provides, and maintains a small library of extra and additional texts for the use of students, tutors and teachers while at the center. The following is a brief outline of services available from the Math/CS Support Center. Complete schedules are published at the start of each semester and are available from the MSC and on the Web at www.mcs.suffolk.edu. The main office for the center is located in Fenton 636. Please call 617-973-5336 for more information.

Staffing

Assistance is provided by caring adjunct faculty and upper-level undergraduate and graduate students, selected for their mathematical and/or computer programming skills and teaching ability.

Drop-in Math Help (Fenton 636)

Math Help offers individual and small group tutoring, on a drop-in basis, in course content for all freshmen level mathematics courses. The program provides students with an accessible forum to ask questions about daily homework and lectures before questions become problems. The center is open more than 50 hours each week, divided between day and evening hours. The center is open and manned from the first week of classes through final exams. Students may visit the Math/CS Support Center at any time the center is open, whether they are having severe difficulty with their math courses, need just a little bit of help, or just want a friendly place in which to do their math homework.
One-On-One Help by Appointment

In addition to our drop-in help, The Math/CS Support Center offers a limited amount of one-on-one tutorial help in course content for all freshmen level mathematics courses. Tutors will answer questions about material presented in your class, go over problems similar to assigned homework, review for exams, and work on techniques strategies for studying math. Tutoring sessions will be tailored to the needs of the student. Unlike the drop-in math help program, students participating in this service are guaranteed a 1-1 appointment for a specified amount of time. Our services are always free of charge, and those who register for one-on-one help can also take advantage of the drop-in services offered by the Center. To participate in this new service, students need first to register in person at the MSC during the open registration hours.

Programming Help

Programming Help offers drop-in tutorial help for students taking introductory computer science courses (through CMPSC 132). There are more than 35 hours of help each week divided between day, evening, and Saturday hours. Sessions are manned by caring upper class and graduate students and span the Fall, Spring and Summer semesters from the first week of classes through final exams.

Mathshop

Mathshop is a non-credit, full-semester workshop designed for students who need substantial review before starting Math 104, Math 106, or Math 121. Similar to a course, Mathshop meets three hours per week, throughout the semester. It systematically covers the fundamentals of mathematics such as: arithmetic with signed numbers, fractions, decimals, percentages, basic algebra, and equation solving. Study skills and strategies for dealing with math anxieties are also discussed. Each section of Mathshop meets three hours per week. There are usually six sections of Mathshop each fall semester, three sections of Mathshop each Spring semester, and one session during each summer session.

Mathematics Placement Exam

Students entering Suffolk University come from many different schools, countries and programs, which differ greatly in the kind and level of mathematics courses provided. Because of these diverse mathematics backgrounds it is difficult for students to select courses, and for advisors to provide guidance. To assist in this process, the MSC staff administers and grades a mathematics placement exam. The Mathematics Placement Exam is given to all incoming freshmen and transfer students, and is provided during each orientation period. To allow students to prepare for the exam, a packet of sample problems is mailed to incoming students in time for them to study for the exam. The review sheets are also available on the Web at www.mcs.suffolk.edu. The exam is designed by a committee chosen from the mathematics faculty of the Department of Mathematics and Computer Science, and includes problems ranging from elementary to advanced.

Mathematics Survival Guide

The purpose of the survival guide is to answer two questions that are of interest to most students who are taking first year math courses:
1. What is the math requirement?
2. What resources are available to help me with my math courses?
This guide is available from the Math/CS Support Center as well as from the Web at www.mcs.suffolk.edu.

MSC Scholarships

The MSC administers a scholarship program through which scholarships are provided to upper-class undergraduate and graduate students each year. The scholarships are awarded based on academic performance, and dedication to helping other students. MSC scholars receive a partial tuition reduction as well as an employment award requiring 10 hours of work per week in the Math/CS Support Center throughout the academic year.
**Writing Center**

The Writing Center offers tutoring to all students interested in improving their writing. Students need not be struggling in a course, or failing, in order to work with one of our tutors. We will help students generate ideas for their papers, formulate a good thesis, organize and detail their arguments, strengthen their sentences and refine their style. We will also help with reading comprehension, literary analysis, research techniques and, of course, grammar and punctuation. Since the Writing Center does not offer drop-in tutoring students need first to register during our open registration hours posted each semester at the Center. A recent writing sample would be most helpful. Registration takes approximately fifteen minutes and tutoring usually begins in a day or so. Our service is, of course, free of charge. The Writing Center is located in Fenton 203.

**Off-Campus Housing**

The Off-Campus Housing Office (OCHO) is designed to guide you and provide you with the resources needed to get you started in the process of finding an apartment. They not only supply you with the tools needed, but also have a talented staff to answer any questions you might have and assist you in finding the necessary resources to enable you to be successful in your search. The OCHO staff is always available to provide pointers on how to utilize resources, work with area realtors and offer their expertise on the city and surrounding towns.

Need a roommate? OCHO can help by providing you with a roommate list that offers you the opportunity of making connections with other Suffolk students who may already have an apartment or are looking for a roommate.

The Off-Campus Housing Office will supply you with a list of reputable realtors, a list of concerns that you should be aware of before signing any leases, maps and transportation information, an apartment listing and a roommate list. They also offer workshops and “housing searches” in July. There are no fees charged by the Off-Campus Housing Office. All services are offered free of charge to help you find safe and affordable housing.

The Off-Campus Housing Office is located at 73 Tremont Street on the third floor. Feel free to stop by between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday to pick up information and the latest listings. Call 617-573-8647 to receive additional information or if you have specific questions, please email the director, Susan James Leyva at sleyva@suffolk.edu or ocho@suffolk.edu. Also, you can request information via the website (www.suffolk.edu/ocho) by filling out the registration form and clicking on submit. The information is sent directly to email and provides the office with the information necessary to better assist you.

**Parent Programs**

Suffolk University believes in working in partnership with parents and families to enhance the relationship between the University and families, and to help parents become better informed about their student’s college experience. The University offers several programs exclusively designed for families.

**Suffolk One Source**

Linked directly from the University’s main page and designed specifically for parents, the Suffolk One Source site serves as a gateway to information about programs, services, events, and campus life. Visit the site at www.suffolk.edu/parents

**Orientation for Parents and Families**

In June and August of each year, the University offers orientation programs designed for parents and family members of freshmen students. Family Orientation is a one-day event specifically designed to educate parents on first-year academic and social transition issues of students. The program focuses on the concerns of parents pertaining to the academic challenges, institutional demands, and social adjustment of their students and generally includes in-depth presentations by faculty, staff and representatives from various University support centers. For additional information, visit the Orientation web site at www.suffolk.edu/orientation.

**New Student Convocation**

Parents and families are invited to celebrate the start of the academic year and the beginning of your student’s college career at Suffolk. For additional information, visit the convocation web site at www.suffolk.edu/convocation.
Family Weekend

Family Weekend is held in the fall, and celebrates the families and friends of the campus community. This event gives families an opportunity to meet Suffolk University staff, faculty, administrators and other parents. Activities are scheduled throughout the weekend for parents and students, and include events both on campus and in the city of Boston. For additional information and updates on Family Weekend, visit the Student Activities web site at www.suffolk.edu/getinvolved.

Special Topic Workshops

In an effort to maintain ongoing communication with parents, the Dean of Students Office sponsors workshops addressing diversified topics during the spring semester. Past topics have included financial aid, career planning, and study abroad opportunities. For more information, go to www.suffolk.edu/student-services/workshops.html.

Handbook for Families

Updated and distributed annually through the Dean of Students Office, this handbook serves as the best clearinghouse of information for parents and families of Suffolk students. The Handbook consists of information on academic policies, student services and resources, administrative procedures, grading systems, financial aid, support centers, and more. The handbook is available in hard copy or online at www.suffolk.edu/student-services/handbooks.html.

Campus Connections Newsletter

Published each semester, Campus Connections offers insights into student and University life, and presents news of current campus activities, introduces individual faculty and staff, and provides information on upcoming events and deadlines. The newsletter is mailed to all parents of Suffolk students and can be viewed at www.suffolk.edu/student-services/newsletter.html.

Registration

Registration materials are available to currently enrolled students via the web. Students will receive an email from the Registrar’s Office informing them of when the course offering information will be available via the SAIL Students search engine. Students can view and/or print the semester schedule. Students may also request a paper copy via the web or pick up a copy at the Registrar’s Office. Students will also be instructed to print a copy of their program evaluation, which lists the required courses for their major, the requirements completed/ pending, and remaining requirements.

Except in special cases, registration is closed after the first full week in any semester. A late registration fee of fifty dollars ($50) will be required of students who are authorized to register during the first and second weeks of class. A late registration fee of one hundred dollars ($100) will be required during the third and fourth week of class. A late registration fee...
of one hundred and fifty dollars ($150) will be required after the fourth week of class.

The registration process includes checking to ensure that students are well prepared for their courses:

• Prerequisites must be completed for courses; and
• An approved petition must be on file to take more than 16 credits.

Retention Services

The Office of Retention Services (ORS) is a resource for students who have concerns about Suffolk University’s Policies, Procedures, Program Offerings and Support Services. ORS serves as an advocate to resolve student issues related to enrollment and matriculation. ORS provides financial counseling for students who are having difficulty financing their education, maintains a Student Advisory Line (SAL) to answer questions about Suffolk University, sends monthly Tip-Cards to students informing them of important information such as course registration, tuition payments, financial aid deadlines and support services and much, much more. ORS also serves as a referral source for those in need of services at Suffolk University. To focus attention on student concerns, the Student Team Advising Retention Services Committee (STARS) was formed. STARS serves as an advisory board for the Office of Retention Services. It is a forum for discussing student concerns and developing initiatives to address them. Meetings are held once a month and are open to the Suffolk University community. The Director of the Office of Retention is Judy Benson; her office is located at 73 Tremont Street, 7th floor. ORS is open from 8:45 a.m. – 5:00 p.m., Monday – Thursday and 8:45 a.m. – 4:00 p.m. on Friday. We encourage you to give us a call at 617-573-8718, or visit our web site: www.suffolk.edu/ors.

Residence Life and Summer Programs

The Office of Residence Life and Summer Programs is responsible for establishing and maintaining a positive living/learning environment for students who live in University housing. An Assistant Director (professional staff person) and the resident assistants live in the residence halls at 150 Tremont Street and 10 Somerset Street and are responsible for the day-to-day operations of the buildings. Together with the Director and Associate Director, the Residence Life and Summer Programs staff supports, coordinates and oversees the social and educational programs and services that take place within University housing. During the Summer months, the Office strives to offer a positive residential experience to a variety of conference guests from across the 50 states and around the globe. The Office of Residence Life and Summer Programs works closely with the Dean of Students Office, Health Services, Counseling Center, Student Activities and Service Learning, University Police and other campus services to ensure the academic and social well-being of all resident students.

Student Life

Student Activities Center

The Student Activities Center (SAC) is the heart of campus activity, providing cultural, social and recreational opportunities to complement education in the classroom. Suffolk’s recently renovated activities center provides office and programming space for clubs and organizations. Located on the fourth floor of the Donahue Building, the center offers club and organization offices, lounge space for relaxing and studying between classes, multipurpose meeting rooms, TV and reading lounges, a student photography gallery, Internet stations, snack machines, campus radio station and a table tennis game. The SAC Desk is open evenings (5 p.m. – 10 p.m.) to better meet the needs of our students when The Hub is closed. The SAC Desk can be reached during operating hours by calling 617-994-4224 or stopping by the SAC.

Activities Center:
Monday – Friday, 7 a.m. – 10 p.m.
Saturday & Sunday, 7 a.m. – 9 p.m.

Student Activities Center Desk:
Monday – Friday, 5 p.m. – 10 p.m.
The Hub

The Hub at Suffolk University is an information center located in the Sagan Lobby, Donahue Building. The Hub is staffed Monday – Friday 9:00 a.m. – 5:00 p.m. (excluding holidays) while school is in session.

Available Services:

- Academic, Social and Event Calendars
- Campus Maps and Discount Parking Information
- Club and Organization Event Tickets
- Computer and Phone Access
- Discount Movie Tickets
- MBTA Maps and Schedules
- Officer/Department Contact Information
- Semester T-Pass Pick-Up (Advanced Sales Only)

The Hub staff is available to answer questions, provide directions and generally make your day a little less hectic. The Hub can be reached during regular operating hours at 617-994-4225 or by email at thehub@suffolk.edu to answer all your questions.

Student Government Association (SGA)

The Student Government Association is “your voice on campus.” It is the representative body for full-time undergraduate students. SGA focuses on issues that affect students academically, financially and cocurricularly.

The goal of Student Government is to be the major channel of communication for students to voice their opinions and ideas to faculty, administration and trustees.

- Academic Organizations – College of Arts and Sciences
  - American Chemical Society
  - Beta Beta Beta Biological Honor Society
  - Health Careers Club
  - Institute of Electrical and Electronics Engineers
  - Interior Design Council (Undergraduate)
  - PHOCUS – Photography Club for Undergraduate Students

- Students
  - Political Science Association

Pre-Law Association
Public Relations Club
S.U. History Society
S.U. Paralegal Association
Student Political Association
SubText
Suffolk Economics Association (SEA)

- Academic Organizations – Sawyer School of Management
  - Beta Alpha Psi
  - Computer Information Systems Club
  - Griffin Honor Society
  - International Business Club
  - Professional Marketing Association
  - SUBCO – Suffolk University Business Career Organization
  - Suffolk University Toastmasters
  - Suffolk University Women in Business

- Campus Organizations
  - Commuter Student Association
  - Performing Arts Council
  - Program Council
  - Residence Hall Community
  - Student Athlete Advisory Council

- Community Service
  - Best Buddies
  - Helping Hands – Best Buddies
  - Jumpstart Inc., Suffolk/Emerson
  - S.O.U.L.S Community Service Center
  - Up ’Til Dawn!

- Cultural & International
  - African Student Association
  - Asian-American Association
  - Black Student Union
  - Caribbean Student Network
  - Hellenic Club
  - International Student Association
  - Japanese Student Association
Orientation and Registration

The mission of the Orientation and Registration program is to provide new students with comprehensive programs to promote positive academic and social transitions into the Suffolk community.

The goals of Orientation are to:

- Develop and coordinate programs that support academic success, personal and social development;
- Provide students with information about services, support systems; and
- Address the issues and concerns facing college students.

S.O.U.L.S. Community Service Center

Suffolk's Organization for Uplifting Lives through Service (S.O.U.L.S.) was established in the fall of 1997 to engage the University community in service activities in Greater Boston. S.O.U.L.S. is continually developing partnerships with local service agencies which will benefit both the needs of the community as well as the volunteer. Short-term and long-term volunteer opportunities are available with organizations in a multitude of diverse service areas. S.O.U.L.S. also offers three annual scholarships
awarded to students who have a demonstrated history of service and plan on continuing their support to the community. The mission is to engage Suffolk University students, faculty, staff and alumni in a variety of meaningful service opportunities designed to strengthen communities and improve the quality of life for individuals.

Visit us at www.suffolk.edu/communityservice.

**T-Pass**

Coordinated through the Student Activities Office, semester passes must be purchased in advance and can only be ordered prior to each semester, so keep a look out for this information as it saves you 11% on your costs. Passes are available for subway and all commuter rail zones. Pre-purchased semester passes are available for pick-up on the first three and last three days of each month at The Hub (when classes are in session). Pre-purchased passes for September and June are available for pick-up on the first three and last three days of the month at the Office of Student Activities & Service Learning. Individual monthly passes can be purchased (cash only) at the Bookstore on the first three and last three days of each month. For more information contact the Office of Student Activities & Service Learning at 617-573-8320 or visit the web site at www.suffolk.edu/getinvolved.

**Students with Disabilities**

The Dean of Students Office functions as an advocate for students with disabilities and responds to individual’s requests for special assistance. Assessing student needs and making recommendations or referrals to other offices or programs is also part of the services provided by the office. The Office also provides information and accommodations such as: note takers, taping lectures, interpreters, readers, test accommodations, priority registration, Braille translation, taping books, seating and classroom arrangements, and tutorials. All assistive technology equipment is provided by the Dean of Students Office and is housed in offices around campus, with the exception of the Law School.

All students with disabilities should submit disability documentation to the Assistant Dean of Students upon admission to the University. Documentation is required for accommodations and disability services.

A Handbook for *Students with Disabilities*, produced by the Dean of Students Office, covers policies, procedures, support services, resources, student organizations, disciplinary and grievance procedures, emergency measures, residence hall information, important phone numbers, state and federal support services, and other pertinent information. If you want to obtain the handbook or need further information on disability services, contact the Dean of Students Office at 617-573-8239 or TDD 617-557-4875.

**Tuition Payment Terms**

**Fall 2005**

Pre-registration for the Fall semester occurs during the Spring. Students must have a zero balance from Spring 2005 in order to submit a registration form. The Office of the Bursar will then generate a bill in July with a due date of August 1, 2005.

**Spring 2006**

Registration occurs in mid-November through mid-December 2005. Students with a zero balance for the Fall semester may register without payment. Students will be sent an invoice in November with a payment due date of December 15, 2005.

**Summer 2006**

The 2006 Summer Session rates will be charged according to the semester hour. See Part-Time Tuition Rates (Course Bulletin 2005 – 2006, Tuition and Fees section). Student activity fees are not charged during the summer sessions.

**Payment Options**

**Payment in full:** Students who pay their tuition balance in full by August 1, 2005 will avoid paying any additional charges.

**The Deferred Payment Plan:** One half of the charges after financial aid (if applicable) must be paid by August 1, 2005, and the remaining balance will be due by November 1, 2005. The Office of the Bursar will mail an invoice in October that includes a $35.00 deferred fee. This fee will be charged to all students with a balance at the time the invoices are pre-
pared. Accounts not paid in full by the deferred due date will be assessed a $50.00 late payment fee. Also, students that have an outstanding balance for the Fall will not be allowed to preregister for Spring 2006. (The University reserves the right to require payment in full on any account that has been previously delinquent.) If you have any questions, please contact the Office of the Bursar at 617-573-8407, fax 617-557-4399, email stdact@suffolk.edu.

Methods of Payment: The Office of the Bursar accepts personal checks, e-checks, money orders, traveler’s checks, VISA, MasterCard and Discover. Cash payments are not accepted. Checks should be made payable to Suffolk University or you may wire funds to Suffolk University at Citizens Bank, Account # 1105064708, ABA # 011-500-120. Please make sure to reference the student’s name and school ID # on payments. We also accept electronic checks, VISA, MasterCard and Discover online. Go to www.suffolk.edu/stdact and click on “Make a Payment.” Any credit balance that is a result of a credit card payment will be reversed back to that credit card. No refunds will be made by check, regardless of the time between payment by credit card and the date of refund.

Academic Management Services (AMS)

AMS offers the Suffolk University Monthly Payment Plan. This plan allows the students to pay his/her annual expenses in 10 interest-free installments for the year. Additional details regarding this plan should be directed to AMS at 1-800-635-0120.
Andrea Ortisi – A.S., B.S., M.S. – Budget Director
David J. Gallant – B.A., M.A., A.B.D. – Director of Undergraduate Advising
Mark S. Rotondo – B.S., M.S.P.A., J.D. – Data Analyst
Sharon Lenzie – B.A. – Program Director, CAS Graduate Programs

Suffolk University Law School
Robert H. Smith – A.B., J.D. – Dean
John C. Deliso – B.S., J.D. – Associate Dean
Bernard V. Keenan – B.A., J.D., L.I.M. – Associate Dean
Marc G. Perlin – B.A., J.D. – Associate Dean
Beverly Coles-Roby – B.S., M.S., J.D. – Dean of Students
Laura Ferrari – B.S., M.B.A., J.D. – Assistant Dean of Students
Gail N. Ellis – B.A., J.D. – Dean of Admissions
Susan F. Archdeacon – B.A. – Administrative Associate to the Dean
Lorraine D. Cove – Law Registrar and Assistant to the Dean

Mildred F. Sawyer Library
Rebecca Fulweiler – A.B., M.L.S., M.B.A. – Assistant Director, Technical Services
Kathleen Maio – B.A., M.A., M.L.S. – Assistant Director, Reference Services
Sonia Didriksson – B.S., M.A., M.L.S. – Senior Reference Librarian
Connie Sellers – B.S., M.A., M.L.S. – Senior Reference Librarian
Ellen Yen – B.A., M.L.S. – Senior Reference Librarian
Barbara Mann – B.A., M.A., M.L.S. – Senior Reference Librarian

University Counseling Center
Lynda D. Field – B.S., M.A., Ph.D. – Psychologist

Paul R. Korn – A.B., M.A., Ph.D. – Psychologist
Sheila McCarthy – Staff Assistant

Geno A. Ballotti Learning Center
Michael Dickinson, - B.A., M.A. – Director
Jeanne Morton – B.S., M.S. – Associate Director
Brian Moore – B.S., M.A. – Associate Director
Mary Beck – B.A., M.A. – Associate Director
Paula Z. Sack – B.A., M.Ed. – Dean Support Services Coordinator
Margaret Suby – M.Ed., CAGS – Learning Disabilities Coordinator
Rebecca Torre – B.S., M.Ed – Assistant Director
Randall Livingstone – B.S., M.A. – Assistant Director

Second Language Services
Linda Foley-Vinay – B.A., M.A. – Director
Elaine Pascale – B.A., M.A. – Assistant Director and Program Coordinator, ESL Program
Janet Oliver – B.A., M.A. – Program Coordinator, LRS Program
Linda Werbner – B.A., M.A. – Program Coordinator, ELI Program

Writing Center
Peter Caputo – B.A., M.A., Ph.D. – Director

Business and Financial Administration

Vice President and Treasurer’s Office
Francis X. Flannery – C.P.A., B.S.B.A., M.B.A. – Vice President/Treasurer
Michael F. Dwyer – B.S.B.A., M.B.A. – Assistant Treasurer
Maureen C. Stewart – B.S.B.A., M.B.A. – Budget Director, Risk Manager
Karan Sandhu – B.S. – Associate Budget Director
Paul J. Ryan – B.S., M.B.A. – Business Manager
Greg Harris – Associate Business Manager
Sandy Scott – C.P.A., B.S., B.A., M.S.T. – Controller
University Media Services
Midge Wilcke – A.B., Ed.M. – Director
George Comeau – B.S., M.P.A., J.D. – Managing Associate Director
Roxana Canales – B.S. – UMCS Coordinator
William Walcott – B.A., Ed.M. – Assistant Director
Stephen Smith – B.S. – Assistant Director
Derek Pearson – B.S., M.P.A. – Assistant Director
Ron Boston – B.A. – Media Coordinator
Erlyn Ordinario – M.A. – Media Coordinator
Patrick O’Hanlon – B.A. – Media Specialist
Carolyn Potts – B.A. – Web PC Specialist
Adam Sparrow – B.S. – Web PC Specialist
Steve Becker – B.A. – Web Editor

Human Resources Office
Judith Minardi – B.A. – Director
Lisa Vigliotta – B.A., M.Ed. – Associate Director
Lori Cawthorne – B.A., M.P.A. – Assistant Director
Liz Berman – B.A. – Assistant Director

Management Information Services
Paul F. Ladd – B.S.B.A. – Director
Robert DiGuardia – B.S.J., M.Ed. – Director of Administrative Computing
Darlene Poplawski – B.S.B.A. – Program Analyst/Training Manager
Peter Porcello – B.S., M.B.A. – Director, Computer Operations
Fuad Yatim – B.S., M.B.A. – Director of Networking Services/Micro Systems
Gregory Curtis – Director/Senior Micro Systems Specialist
Vincent M. Hom – Assistant Director, Computer Operations
Andrew Wark – Micro Comp Specialist

Office of Public Affairs
Rosemarie E. Sansone – M.Ed. – Director
Tony Ferullo – B.S. – Associate Director
Mariellen Norris – B.A. – Senior Marketing Public Relations Strategist
Nancy Kelleher – B.S. – Senior Writer
Karen Decilio – B.S. – Media Coordinator
Jessica Merenda – B.S. – Public Affairs Assistant

Ronald K. Brunelle – B.S.B.A. – Accounting Manager
Paula M. Fleck – B.S. – Bursar
Loretta Dinon – Managing Associate Bursar
Regina Clinton – B.A., M.S. – Associate Bursar/Technical
Danny Luu – B.S.B.A. – Assistant Bursar
Rita Tzimorangas – Student Loan Manager
Diane Wise – B.S. – Senior Administrative Associate

Human Resources Office
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Lisa Vigliotta – B.A., M.Ed. – Associate Director
Lori Cawthorne – B.A., M.P.A. – Assistant Director
Liz Berman – B.A. – Assistant Director

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Nancy Kelleher – B.S. – Senior Writer
Karen Decilio – B.S. – Media Coordinator
Jessica Merenda – B.S. – Public Affairs Assistant

Facilities Planning
TBA – Director
Paul Delaney – B.S. – Assistant Director
Michael Feeley – B.A., J.D. – Counsel

University Police and Security
John Pagliarulo – B.S., M.B.A. – Chief

Office of Environmental Health & Safety
Robin Brodsky – B.S., M.S. – EHS Manager

Facilities Management
Eric Ness – P.E., M.S., B.S., ARM – Director
Mike Lane – B.S. - Associate Director
Brian McDermott – B.S. – Assistant Director
Karen Hernandez – Staff Assistant

University Police and Security
John Pagliarulo – B.S., M.B.A. – Chief

Office of Environmental Health & Safety
Robin Brodsky – B.S., M.S. – EHS Manager

Facilities Planning
TBA – Director
Paul Delaney – B.S. – Assistant Director
Michael Feeley – B.A., J.D. – Counsel
Bookstore
Melanie Butler – General Manager
Chris Petit – Textbook Manager

Student Services
Athletics Office
James Nelson – B.S.B.A., M.Ed. – Director
Cary McConnell – B.S., M.Ed. – Associate Director
Vicki Schull – B.S., M.S. – Associate Director
Jeffrey Stone – B.S., M.Ed. – Athletic Trainer
Adam Nelson – B.A. – Assistant Director / Men’s Basketball Coach
Carol Maggio – Staff Secretary

Campus Ministry
Amy Fisher – B.S., M.Div., M.T.S. – Director of Interfaith Center, University Chaplain

Career Services and Cooperative Education
Paul Tanklefsky – B.A., M.Ed. – Director
Peter McQuaid – B.A., M.Ed. – Director, Cooperative Education
Elizabeth McDowell – B.Mus., B.M.A., M.S. – Associate Director, Career Services
Gary Anthony Wallace – B.S., M.S. – Associate Director, Cooperative Education
Michele Rapp – B.A., M.Ed. – Associate Director, Career Services for Graduate Students
Laura Marchant – B.A. – Assistant Director, Employer Relations
Miranda Elmorsi – B.S. – Cooperative Education Coordinator
Terrence Wells – B.S. – Recruiting Coordinator

Dean of Students Office
Elliot Gabriel – B.A., M.A., Ed.D. – Associate Dean
Christopher Giordano – B.A., M.A. – Assistant Dean
TBA – Administrative Associate
D. Seamus Gallagher – B.S. – Coordinator
Mary Ellen Potter – Staff Secretary

Diversity Services
Jeremy Hayes – B.S. - Assistant Director
Bridget Robinson – B.S. – Staff Secretary

Health Services
Sharon Yardley – B.S., M.S., R.N.C.S. – Director
Art Klossner – R.N.C., M.S.N. – Associate Director
Traci Doherty – B.S., M.S.N., R.N.C.S. – Nurse Practitioner
Gloria Holbrook – R.N.C., N.P. – Nurse Practitioner
Victoria Lothrop – Coordinator
Jo-ann Mastro – A.S. - Staff Assistant

Office of Student Activities and Service Learning
Aurelio Valente – B.S., M.B.A., M.Ed. – Director
Carolina Garcia – B.A., M.S. - Director of Service Learning
Dan McHugh – B.A., M.Ed. – Associate Director
Beth M. Rosenbleet – B.A., M.A. – Associate Director of New Student Programs
Bessie Chuang – B.A., M.Ed. – Assistant Director
Elizabeth L. Tenglia – MACC Vista / Assistant Director of Service Learning
Kim Heagney – B.A. – Coordinator
Kristen Gleason – B.M. – Staff Assistant / Business Manager

Career Services and Cooperative Education
Paul Tanklefsky – B.A., M.Ed. – Director
Peter McQuaid – B.A., M.Ed. – Director, Cooperative Education
Elizabeth McDowell – B.Mus., B.M.A., M.S. – Associate Director, Career Services
Gary Anthony Wallace – B.S., M.S. – Associate Director, Cooperative Education
Michele Rapp – B.A., M.Ed. – Associate Director, Career Services for Graduate Students
Laura Marchant – B.A. – Assistant Director, Employer Relations
Miranda Elmorsi – B.S. – Cooperative Education Coordinator
Terrence Wells – B.S. – Recruiting Coordinator

Dean of Students Office
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Christopher Giordano – B.A., M.A. – Assistant Dean
TBA – Administrative Associate
D. Seamus Gallagher – B.S. – Coordinator
Mary Ellen Potter – Staff Secretary

Diversity Services
Jeremy Hayes – B.S. - Assistant Director
Bridget Robinson – B.S. – Staff Secretary

Health Services
Sharon Yardley – B.S., M.S., R.N.C.S. – Director
Art Klossner – R.N.C., M.S.N. – Associate Director
Traci Doherty – B.S., M.S.N., R.N.C.S. – Nurse Practitioner
Gloria Holbrook – R.N.C., N.P. – Nurse Practitioner
Victoria Lothrop – Coordinator
Jo-ann Mastro – A.S. - Staff Assistant
TBA – Director

Student Performing Arts Program
Kathy Maloney – B.A. – Assistant Director
Erica Corry – B.A. – Office Coordinator

Enrollment and International Programs
Marguerite J. Dennis – B.A., M.A. – Vice President
Walter E. Caffey, III – B.A., M.P.A. – Dean of Enrollment
Christine A. Perry – B.A., M.Ed. – Assistant Dean of Enrollment Management, Director of Financial Aid
Judy Benson – B.S., M.S. – Director of Retention Services
Susan Bonvouloir – B.S., M.B.A. – Director of Off-Campus Sites
John Hamel – B.A., B.S., M.B.A. – Director, Undergraduate Admission
Susan James Leyva – Director, Off-Campus Housing
Mary Lally – B.S., M.S. – Registrar
Judith Reynolds – A.B., M.A., M.B.A. – Director, Graduate Admission
Julie Schiniewind – M.Ed. – Director, Corporate Education
Charlene N. Andrews – Senior Administrative Associate

Center for International Education
Marguerite J. Dennis – B.A., M.A. – Vice President
Rebekka Bennett – B.S., M.A. – Assistant Director, Study Abroad Programs
Jennifer J. Bergeron – B.A. – International Student Advisor
Daphne Durham – B.A., M.S. – Director, Internationalization Services
Lauren M. Grover – B.S., M.P.A. – Coordinator, Center for International Education
Youmna Hinnawi – B.S., M.A. – Director, Study Abroad Programs
R. Scott Reedy – B.S.J. – Director, International Programs
Dorothy Zahir – B.S., B.A. – Director, International Alumni Relations

Corporate Education
Julia W. Schiniewind – M.Ed. – Director
Linda J. Nazzaro – B.A., M.S. – Associate Director

Enrollment Research and Planning
Rebecca A. Mathews – B.A., M.Ed – Associate Director
Jake Deehan – B.A. – Assistant Director

Undergraduate Admission Office
John Hamel – B.S., M.B.A. – Director
Nancy J. Fine – A.B., M.Ed. – Managing Associate Director
Joseph F. Walsh – B.A. – Associate Director
Jeanne Aversa – A.B., M.A. – Associate Director
James G. Shulze – B.S., M.Ed. – Associate Director
Lou Greenwald – B.S.B.A., M.A. – Assistant Director
Kelly Montrym – B.A., M.Ed. – Assistant Director
Yvette Velez – B.A., M.Ed. – Assistant Director
Matthew Abrams – B.S.B.A. – Assistant Director
Sara Middlesworth – B.A. – Assistant Director

Graduate Admissions Office
Judith L. Reynolds – A.B., M.A., M.B.A. – Director
Theresa D. Bishop – B.S., M.Ed. – Managing Associate Director
Ellen M. Driscoll – B.A., M.B.A. – Associate Director
Judith Entin – B.A. – Manager of Admission and Recruitment Operations

Office of Financial Aid
Christine A. Perry – B.A., M.Ed. – Director
Jennifer Ricciardi – B.S., M.Ed. – Senior Associate Director
Robert Rauseo – B.S., M.B.A. – Associate Director
Dianne Goguen – B.A. – Associate Director
Michelle Le May – Associate Director, Technical Services
Glory Peguero – B.S.B.A., M.P.A. – Assistant Director
Chuck Felch – B.A. – Assistant Director of Student Employment
Antonia Rizzo – B.S. – Associate Director

Registrar’s Office
Mary M. Lally – B.S., M.S. – Registrar
Aeri J. Meyers – B.S.B.A., M.Ed. – Managing Associate Registrar
Stacey Taylor – B.S. – Associate Registrar
Kelly DeLuca – B.S., M.Ed. – Associate Registrar
Michael Spooner – B.S.B.A. – Assistant Registrar
Rachel Scott – B.A. – Assistant Registrar
TBA – Assistant Registrar

Advancement Office
Kathryn Battillo – Vice President, Advancement
Matthew Eynon – Assistant Vice President, Advancement
Courtney Barth – Director, Donor Relations & Stewardship
Humberto Batista – Data Coordinator, Information Services / AIS
Jean Campbell – Director, Alumni Relations / CAS
Anne Condon – Leadership Giving Coordinator, Annual Fund
Melissa DiPlacido – Administrative Assistant, Development
Michael Dixon – Administrative Assistant, School-Based Fundraising / Law
Charley Eaton – Major Gift Officer, School Based Fundraising / SSOM
Diane Economides – Administrative Assistant, Alumni Relations / Annual Fund
Katie Fanara – Administrative Assistant, Reception / Research
Lori Friedman – Major Gift Officer, School-Based Fundraising / Law
Erin Gianni – Prospect Researcher, Research
Felecia Glover – Data Coordinator, Information Services / AIS

Mark Gough – Director, Annual Fund
Martha Hanlon – Senior Director, Operations & Research
David Hegerty – Information Administrator, Operations & Research
Elizabeth Jesus – Administrative Assistant, Planned Giving / Corporate & Fund Relations
Lisa Keane – Reporting & Tracking Manager, Operations and Research
Leigh Kooyoomjian – Associate Director, Annual Fund
Annie Lee – File Research Coordinator, Information Services / AIS
Kendra Mar – Administrative Assistant, Alumni Relations, Major gifts / SSOM
Sara McLane – Administrative Assistant, Alumni Relations, CAS / Annual Fund
Margaret McNamara – Director, Corporate & Foundation Relations
Joyce Miller – Manager, Information Services / AIS
Annamaria Mueller – Administrative Assistant, Alumni Relations / Law
Christina Mullen – Data Entry Associate, Information Services / AIS
Kristyn O’Brien – Administrative Assistant, Donor Relations & Campaign
Shelagh F. O’Brien – Campaign Director, Development
Colleen O’Coin – Assistant Director, Corporate & Foundations Relations
Maria Palomino – Development Writer, Advancement Communications
Diane Schoenfeld – Director, Alumni Relations / Law
Phoebe Sinclair – Sr. Administrative Associate (temp), Vice President’s Office
Charlotte Sober – Director, Planned Giving
Ellen Solomita – Senior Director, Alumni Relations/Annual Fund
Patrick Sylvester – Leadership Giving Officer, Annual Fund
George Syrigos – Associate Director, Donor Relations & Stewardship
Paula Weaver – Director, Alumni Relations / SSOM
Jim Wolken – Senior Director, Advancement Communications
Mary Ziniti – Prospect Researcher, Research
Where to Go/Whom to See

Absences

**Long Term**
Dr. Nancy Stoll,
Dean of Students Office
73 Tremont Street 12th Floor, Ext. 8239

**Short Term**
Instructor in Course

Academic Advising

**College of Arts & Sciences**
David Gallant, Director of
Undergraduate Advising
Donahue Building, Room 140
617-305-1971

**School of Management**
Lauren Mahoney, Coordinator
Undergraduate Advising
Sawyer Building, 8th Floor, Ext. 8225
Myra Lerman, Assistant Dean
Sawyer Building, 5th Floor, Ext. 8225

Academic Computing

**School of Management**
Theresa Nelson, Director
Ext. 8338

**College of Arts & Sciences**
Thomas Dellicicchi, Director
Donahue, 5th Floor, Ext. 8529

Academic Requirements

Faculty Advisor and Catalog

Academic Standing

**College of Arts & Sciences**
Dr. Peter Sartwell, Associate Dean
Donahue Building, 1st Floor, Ext. 8268

**School of Management**
Myra Lerman, Assistant Dean
Sawyer Building, 8th Floor, Ext. 8225

Admissions

**Undergraduate**
John Hamel, Director
73 Tremont Street, Ext. 8460

**Graduate**
Judith L. Reynolds, Director
73 Tremont Street, Ext. 8302

AHANA (African-American, Hispanic, Asian and Native American) Student Support
Assistant to the President and Director of Diversity Services Donahue Building,
2nd Floor, Ext. 8613

Alumni Activities

**College of Arts & Sciences**
Jean Campbell, Director
20 Beacon Street, 7th Floor, Ext. 8457

**School of Management**
Paula Waer, Director
73 Tremont Street, 12th Floor, Ext. 4231

Assistive Technology

Information
Assistant Dean, Dean of Students Office
73 Tremont Street, 12th Floor, Ext. 8239

Athletics

**Men's Varsity**
James E. Nelson, Director
Ridgeway Building, 2nd Floor, Ext. 8379

**Intramural**
Cary McConnell, Associate Director
Ridgeway Building, 2nd Floor, Ext. 8379

**Women's Varsity**
Associate Director
Ridgeway Building, 2nd Floor, Ext. 8379

Books and Supplies

Melanie Butler or Chris Petit, Managers
University Bookstore
148 Cambridge Street, Ext. 8218

Calendar

University Dateline – Student Activities,
Kristen Gleason, Donahue Building,
5th Floor, Ext. 8320

Career Library

Suffolk University Counseling Center
Ridgeway Building, 3rd Floor, Ext. 8226

Career Services and Cooperative Education

Paul Tanklefsky, Director
20 Ashburton Place, 1st Floor, Ext. 8480

Change of Address
Registrar's Office
Donahue Building, 3rd Floor, Ext. 8430
| Change of Course(s) | Registrar’s Office  
| Donahue Building, 3rd Floor, Ext. 8430 |
| Change of Major | CAS, Chairperson of old/new major departments / SSOM, Academic Dean's Office  
| Registrar's Office, Donahue Building, 3rd Floor, Ext. 8430 |
| Chaplain | Rev. Amy Fisher, Campus Ministry  
| Donahue Building, 5th Floor, Ext. 8325 |
| Clubs and Organizations | Student Activities Center, Bessie Chuang  
| Donahue Building, 5th Floor, Ext. 8320 |
| Cobscook Bay Laboratory | Beatrice Snow, Director  
| Chairperson/Professor, Biology Dept.  
| Archer Building, 5th Floor, Ext. 8347 |
| College Level Examination Program (CLEP) | Ken Brown, Ballotti Learning Center  
| Donohue Bldg. |
| Complaints | Department Chairperson  
| Dr. Nancy Stoll, Dean of Students  
| 73 Tremont Street, 12th Floor, Ext. 8239 |
| Computers for Student Use | Sawyer Library  
| Sawyer Building, 1st Floor, Ext. 8535 |
| Donahue Computer Lab | Donahue Building, 5th Floor, Ext. 8619  
| One Beacon Street Lab, 25th Floor |
| SSOM Computer Lab | Sawyer Building, 5th Floor, Ext. 8636 |
| Ridgeway Computer Lab | Ridgeway Building, 4th Floor, Ext. 8701 |
| Counseling and Testing | Ken Garni, Director, Counseling Center  
| Ridgeway Building, 3rd Floor, Ext. 8226 |
| Dateline | Student Activities, Kristen Gleason  
| Donahue Building, 5th Floor, Ext. 8320 |
| Disabilities | Christopher Giordano, Assistant Dean  
| Dean of Students Office  
| 73 Tremont Street, 12th Floor, Ext. 8239 |
| Discrimination | Dr. Nancy Stoll, Dean of Students  
| 73 Tremont Street, 12th Floor, Ext. 8239  
| Assistant to the President and  
| Director of Diversity Services  
| Donahue Building, 2nd Floor, Ext. 8613 |
| Employment (Student) | Career Services & Cooperative Education  
| 20 Ashburton Place, Ext. 8480 |
| Excess Course Authorization | Registrar's Office, Donahue Building, 3rd Floor, Ext. 8430 |
| Fee Payments | Bursar's Office  
| Donahue Building, 3rd Floor, Ext. 8407 |
| Final Examination / Make-Up | Dean of Students Office  
| 73 Tremont Street, 12th Floor, Ext. 8239 |
| Financial Aid | Chris Perry, Director, Financial Aid  
| Donahue Building, 1st Floor, Ext. 8470 |
| Food Service | Tom Fuller, Director,  
| University Dining Facility, Ext. 8683 |
| Forensics Team | Vicki Karns, Associate Professor  
| Communications & Journalism  
| Ridgeway Building, 4th Floor, Ext. 8768 |
| Friedman Field Station | Dr. Carl Merrill  
| Archer Building, 5th Floor, Ext. 8398 |
| Grades | Registrar’s Office  
| Donahue Building, 3rd Floor, Ext. 8430 |
| Graduate Exam Prep (GRE, LSAT, GMAT) | Ballotti Learning Center  
| Ridgeway Building, 3rd Floor, Ext. 8235  
| Donahue Building, 2nd Floor |
| Graduate School Information | Career Services & Cooperative Education  
| 20 Ashburton Place, 1st Floor, Ext. 8480 |
| Health Careers | Henry Mulcahy, Associate Professor  
| Biology Department  
| Archer Building, 5th Floor, Ext. 86225 |
| Health Issues | Sharon Yardley, Director, Health Services  
<p>| 73 Tremont Street Building, 5th Floor, Ext. 8260 |</p>
<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hub</td>
<td>Donahue Building, 617-994-4225</td>
</tr>
<tr>
<td>ID Card (New or Replacement)</td>
<td>University Police, Sawyer Building, 2nd Floor, Ext. 8333</td>
</tr>
<tr>
<td>Insurance (Student)</td>
<td>Health Services, 73 Tremont Street, 5th Floor, Ext. 8260</td>
</tr>
<tr>
<td>InterFuture</td>
<td>David Robbins, Associate Dean, Donahue Building, 1st Floor, Ext. 8267</td>
</tr>
<tr>
<td>International Student Advising</td>
<td>Daphne Durham, Director Immigration Services, 73 Tremont Street, 6th Floor, Ext. 8154</td>
</tr>
<tr>
<td>Internships</td>
<td>Career Services &amp; Cooperative Education, 20 Ashburton Place, 1st Floor, Ext. 8480</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>Dean of Students Office, 73 Tremont Street, 12th Floor, Ext. 8239</td>
</tr>
<tr>
<td>Lockers</td>
<td>Physical Plant, Archer Building, BA-16, Ext. 8110</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>Chief John Pagliarulo, University Police, Sawyer Building, BA-16, Ext. 8333</td>
</tr>
<tr>
<td>Media Services</td>
<td>Midge Wilcke, Director, One Beacon, 25th Floor, Ext. 8167</td>
</tr>
<tr>
<td>Math Support Center</td>
<td>Prof. Jeanne Dodge, Administrator, Fenton Building, Room 636, Ext. 8763</td>
</tr>
<tr>
<td>Minority Student Support</td>
<td>See AHANA Student Support Center</td>
</tr>
<tr>
<td>Newspaper (CAS/SSOM)</td>
<td>Chris DeFillippi, Editor, Suffolk Journal, Donahue Building, 4th Floor, Ext. 8323</td>
</tr>
<tr>
<td>News Releases</td>
<td>Public Affairs Department, One Beacon Street, 25th Floor, Ext. 8447</td>
</tr>
<tr>
<td>Off-Campus Housing</td>
<td>Enrollment &amp; Retention Management, 73 Tremont Street, 3rd Floor, Ext. 8647</td>
</tr>
<tr>
<td>Parent Programs, Parent Handbook, Workshops</td>
<td>Dean of Students Office, 73 Tremont Street, 12th Floor, Ext. 8239</td>
</tr>
<tr>
<td>Peer Tutoring in Writing &amp; Writing Services</td>
<td>Peter Caputo, Director, Writing Center, Fenton Building, 5th Floor, Ext. 8270</td>
</tr>
<tr>
<td>Peer Tutoring in Learning Strategies Applied to Course Work</td>
<td>Ballotti Learning Center, Donahue Building, 2nd Floor, Ext. 8235</td>
</tr>
<tr>
<td>Performing Arts Extracurricular</td>
<td>Performing Arts, Donahue, 4th Floor, Ext. 6307</td>
</tr>
<tr>
<td>Personal Counseling and Testing</td>
<td>Suffolk University Counseling Center, Ridgeway Building, 3rd Floor, Ext. 8226</td>
</tr>
<tr>
<td>Photocopying</td>
<td>Sawyer Library 1st &amp; 2nd Floors, Ext. 8535</td>
</tr>
<tr>
<td>Facilities Services</td>
<td>Eric Ness, Archer Building 183, Ext. 8110</td>
</tr>
<tr>
<td>Pre-Law Advisor</td>
<td>John O’Callaghan, Associate Professor, Government Department, Donahue Building, 5th Floor, Ext. 8125</td>
</tr>
<tr>
<td>Pre-Medical Advisor</td>
<td>Anthony Eonas, Associate Professor, Business Law, Sawyer Building, 6th Floor, Ext. 8362</td>
</tr>
<tr>
<td>Program Council</td>
<td>Henry Mulcahy, Associate Professor, Biology Department, Archer Building, 5th Floor, Ext. 8622</td>
</tr>
<tr>
<td>Re-Admission (Undergraduates)</td>
<td>Admissions, Donahue Building, 4th Floor, Ext. 8697</td>
</tr>
<tr>
<td>Reading Improvement/ Writing Services</td>
<td>Peter Caputo, Director, Writing Center, Fenton Building, 5th Floor, Ext. 8270</td>
</tr>
<tr>
<td>Refunds, Tuition and Fees</td>
<td>Paula Fleck, Bursar, Donahue Building, 3rd Floor, Ext. 8407</td>
</tr>
</tbody>
</table>
Suffolk University Academic Calendar
June 2005 - September 2006

FALL SEMESTER 2005

June

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Thursday</td>
<td>MSF/MSFSB Third Quarter ends</td>
</tr>
<tr>
<td>6</td>
<td>Monday</td>
<td>NESAD/SU Summer Session classes convene</td>
</tr>
<tr>
<td>13-14</td>
<td>Mon-Tues</td>
<td>Orientation and Registration for Freshman students</td>
</tr>
<tr>
<td>15</td>
<td>Wednesday</td>
<td>Deadline to apply for Graduate Programs  for Fall Semester</td>
</tr>
<tr>
<td>16-17</td>
<td>Thurs-Fri</td>
<td>Orientation and Registration for Freshman students</td>
</tr>
<tr>
<td>18</td>
<td>Saturday</td>
<td>Executive MBA classes convene</td>
</tr>
<tr>
<td>20-21</td>
<td>Mon-Tues</td>
<td>Orientation and Registration for Freshman students</td>
</tr>
<tr>
<td>23-24</td>
<td>Thurs-Fri</td>
<td>Orientation and Registration for Freshman students</td>
</tr>
<tr>
<td>24</td>
<td>Friday</td>
<td>Summer Session I Day classes end (including finals)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tuition Due for Summer Session II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deferred due date Summer Session I</td>
</tr>
<tr>
<td>27-28</td>
<td>Mon-Tues</td>
<td>Orientation and Registration for Freshman students</td>
</tr>
<tr>
<td>30</td>
<td>Thursday</td>
<td>Orientation and Registration for Transfer students</td>
</tr>
</tbody>
</table>

July

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Friday</td>
<td>Summer Session I Evening classes end (including finals)</td>
</tr>
<tr>
<td>4</td>
<td>Monday</td>
<td>University Closed - Independence Day</td>
</tr>
<tr>
<td>5</td>
<td>Tuesday</td>
<td>Summer Session II classes convene</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MSF / MSFSB Fourth Quarter convenes</td>
</tr>
<tr>
<td>11</td>
<td>Monday</td>
<td>Last day to register for Summer Session II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MSF/MSFSB last day for 100% tuition reimbursement</td>
</tr>
<tr>
<td>23</td>
<td>Saturday</td>
<td>Last day MBA Online Summer Session</td>
</tr>
<tr>
<td>25</td>
<td>Monday</td>
<td>MSF/MSFSB last day for 50% tuition reimbursement</td>
</tr>
<tr>
<td>26</td>
<td>Tuesday</td>
<td>MSF/MSFSB 100% tuition forfeiture begins</td>
</tr>
<tr>
<td>30</td>
<td>Saturday</td>
<td>MSF/MSFSB Fourth Quarter First</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Saturday Session meets</td>
</tr>
</tbody>
</table>
### August

1. **Monday**
   - Tuition Due for Fall

4. **Thursday**
   - Last day for non-degree (CAPS) students to register by mail for Fall

12. **Friday**
   - Last day of DAY classes for Summer Session II including finals

15. **Monday**
   - Last day for NESAD/SU Summer Session

19. **Friday**
   - Last day of EVENING classes for Summer Session II including finals

20. **Saturday**
   - MSF/MSFSB Fourth Quarter Second Saturday Session meets

25. **Thursday**
   - Graduate International Orientation

26. **Friday**
   - Undergraduate International Orientation

27. **Saturday**
   - Last day of Executive MBA classes

29-30 **Mon-Tues**
   - Orientation and Registration for New Freshman

30. **Tuesday**
   - Deadline to apply for Executive MBA program for Fall Quarter

31. **Wednesday**
   - Orientation and Registration for Transfer students

### September

1. **Thursday**
   - Walk-in Registration 4:00-6:30 pm
   - MBA Online New Student Orientation 7:00-8:30 pm on the web

3. **Saturday**
   - No executive MBA classes

4. **Sunday**
   - Residence Hall Open for Students

5. **Monday**
   - Labor Day Holiday
   - Residence Halls open for RETURNING Students

6. **Tuesday**
   - Convocation
   - Welcome Back Orientation for all New Students
   - EVENING classes convene

7. **Wednesday**
   - DAY classes convene

10. **Saturday**
    - Executive MBA classes convene

14. **Wednesday**
    - Last day for filing application for Spring and Summer final

15. **Thursday**
    - MSF/MSFSB Fourth Quarter ends

19. **Monday**
    - Last day to add/drop in Fall without financial liability
    - Last day for course changes and late registration

### October

1. **Saturday**
   - Last day to apply for January graduation

3. **Monday**
   - MSF/MSFSB last day for 100% tuition reimbursement

4. **Tuesday**
   - Last day to drop a course without a grade “W”

5. **Wednesday**
   - 100% Tuition liability for Fall

7. **Friday**
   - Deadline for CAS undergraduate performance evaluations

10. **Monday**
    - Columbus Day Holiday - University closed

14. **Friday**
    - MBA/MPA Monday DAY classes and ALL MONDAY EVENING meet to make up for Columbus Day Holiday

14-16 **Fri-Sun**
    - Family Weekend

15. **Saturday**
    - MSF/MSFSB First Quarter Saturday session meets

17. **Monday**
    - Graduate Student Priority WEB Registration

18. **Wednesday**
    - MSF/MSFSB last day for 50% tuition reimbursement

19. **Wednesday**
    - MSF/MSFSB 100% tuition forfeiture begins

21. **Friday**
    - All Wednesday Evening classes meet

### November

1. **Tuesday**
   - All Tuesday EVENING classes cancelled and all Thursday EVENING classes meet
   - Financial Aid application deadline for the Spring Semester
   - Deadline to apply for Graduate programs for Spring Semester
   - Fall Deferred Tuition Payment due

3. **Thursday**
   - Last day to drop a course without a grade “W”

4. **Friday**
   - All Tuesday EVENING classes meet and Tuesday DAY MBA/MPA classes meet

5. **Saturday**
   - MSF / MSFSB First Quarter Second Saturday Session meets
   - Graduate Student Priority WEB Registration

7. **Monday**
   - Senior Priority registration for Spring
SPRING SEMESTER 2006

January

2 Monday Deadline to apply for PhD/Psychology Program for Fall Semester
3 Tuesday MSF/MSFSB second quarter begins
7 Saturday Executive MBA classes convene
10 Tuesday MSF/MSFSB last day for 50% tuition forfeiture begins
12 Thursday MBA online New Student Orientation 7:00-8:30 pm on the web
15 Sunday Residence Halls Open at 10:00 a.m.
16 Monday Martin Luther King Jr. Holiday - University closed
17 Tuesday Spring DAY and EVENING classes convene

December

8 Thursday Last day for DAY and EVENING classes
9 Friday Reading Day (except NESAD/SU)
10 Saturday Last day for Fall undergraduate Saturday classes
12-17 Mon-Sat Final Exams Week and NESAD Portfolio week
15 Thursday Tuition for Spring Due
17 Saturday Residence Halls close at 10 am
Dec. 18-Jan. 16 Winter Vacation
21 Wednesday Deadline for submission of Fall grades to Registrar

February

1 Wednesday Deadline to apply to PhD/Economics Program for Fall Semester
4 Saturday MSF/MSFSB Second Quarter Second Saturday Session begins
7 Tuesday 75% tuition liability for Spring
10 Friday Deadline for CAS undergraduate performance evaluations
14 Tuesday Last day to Drop a course without the grade of "W"
15 Wednesday 100% tuition liability for Spring
20 Monday Presidents’ Holiday - University closed
24 Friday All Monday EVENING classes meet to make up for Holiday

Monday MPA classes meet
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>Saturday</td>
<td>MSF/MSFSB second Quarter Third Saturday Session begins</td>
</tr>
<tr>
<td>28</td>
<td>Tuesday</td>
<td>Last day to apply for May graduation</td>
</tr>
</tbody>
</table>

**March**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wednesday</td>
<td>Financial aid application deadline for Fall undergraduates</td>
</tr>
<tr>
<td>9</td>
<td>Thursday</td>
<td>MSF/MSFSB last day of Second Quarter classes</td>
</tr>
<tr>
<td>11</td>
<td>Saturday</td>
<td>Residence Halls close at 10:00 a.m.</td>
</tr>
<tr>
<td>12-18</td>
<td>Sun-Sat</td>
<td>Spring Break</td>
</tr>
<tr>
<td>15</td>
<td>Wednesday</td>
<td>Deadline for Graduate students seeking financial aid</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deferred tuition due date</td>
</tr>
<tr>
<td>17</td>
<td>Friday</td>
<td>Evacuation Day Holiday - University closed</td>
</tr>
<tr>
<td>18</td>
<td>Saturday</td>
<td>No Executive MBA classes</td>
</tr>
<tr>
<td>19</td>
<td>Sunday</td>
<td>Residence Halls open at 10:00 a.m.</td>
</tr>
<tr>
<td>21</td>
<td>Tuesday</td>
<td>MSF/MSFSB Third Quarter convenes</td>
</tr>
<tr>
<td>22</td>
<td>Wednesday</td>
<td>All Wednesday EVENING classes cancelled and all Monday EVENING classes meet Wednesday DAY MBA/MPA classes are cancelled Monday DAY MBA classes meet</td>
</tr>
<tr>
<td>24</td>
<td>Friday</td>
<td>All Wednesday EVENING classes meet and Wednesday DAY MBA/MPA classes meet Last day to withdraw without penalty of an &quot;F&quot; grade</td>
</tr>
<tr>
<td>27</td>
<td>Monday</td>
<td>Graduate Student Priority registration for Summer and Fall</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MSF/MSFSB last day for 100% tuition reimbursement</td>
</tr>
<tr>
<td>28</td>
<td>Tuesday</td>
<td>Senior Priority registration for Summer and Fall</td>
</tr>
<tr>
<td>29</td>
<td>Wednesday</td>
<td>Junior Priority registration for Summer and Fall</td>
</tr>
<tr>
<td>30</td>
<td>Thursday</td>
<td>Sophomore Priority registration for Summer and Fall</td>
</tr>
<tr>
<td>31</td>
<td>Friday</td>
<td>Freshman Priority registration for Summer and Fall</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deadline for Summer Graduate admission applications</td>
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</table>

**April**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>2</td>
<td>Sunday</td>
<td>Suffolk showcase - Undergraduate Admitted Reception</td>
</tr>
<tr>
<td>3</td>
<td>Monday</td>
<td>Non-degree registration</td>
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<tr>
<td></td>
<td></td>
<td>Financial aid deadline for Fall Graduate students</td>
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<tr>
<td></td>
<td></td>
<td>Deadline to apply for Graduate programs for Summer semester</td>
</tr>
</tbody>
</table>

**May**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6</td>
<td>Mon-Sat</td>
<td>Final exams/NESAD portfolio week</td>
</tr>
<tr>
<td>5</td>
<td>Friday</td>
<td>Tuition due for Summer I</td>
</tr>
<tr>
<td>6</td>
<td>Saturday</td>
<td>Dean College Last Day of Spring classes</td>
</tr>
<tr>
<td>6</td>
<td>Saturday</td>
<td>Residence Halls close at 12 noon</td>
</tr>
<tr>
<td>8-11</td>
<td>Mon-Thurs</td>
<td>Final exams for undergraduate courses at Dean College</td>
</tr>
<tr>
<td>10</td>
<td>Wednesday</td>
<td>Deadline for submission of Spring grades to Registrar</td>
</tr>
<tr>
<td>11</td>
<td>Thursday</td>
<td>MBA online New Student Orientation 7:00-8:30 pm on the web</td>
</tr>
<tr>
<td>13</td>
<td>Saturday</td>
<td>MSF/MSFSB Third Quarter Second Saturday Session meets</td>
</tr>
<tr>
<td>15</td>
<td>Monday</td>
<td>Summer Session I classes convene</td>
</tr>
</tbody>
</table>
June

1 Thursday Last day of MSF/MSFSB Third Quarter classes
5-6 Mon-Tues Orientation and Registration for new students Fall
7 Wednesday Deadline for Fall Graduate applications
8-9 Thurs-Fri Orientation and Registration for new students Fall
12-13 Mon-Tues Orientation and Registration for Transfer Students
15-16 Thurs-Fri Orientation and Registration for new students Fall
15 Thursday Last day to register for Summer Session II
       Deadline to apply for Graduate Programs for Fall semester
19-20 Mon-Tues Orientation and Registration for new students Fall
21 Wednesday Summer Session I Deferred due date/
       Summer Session II due date
23 Friday DAY classes end (including finals) (Except NESAD/SU)
30 Friday EVENING classes end (including finals)
       (Except NESAD/SU)

July

1 Saturday No Executive MBA classes
4 Tuesday Independence Day Holiday
5 Wednesday Summer Session II classes convene (Except NESAD/SU)
       MSF/MSFSB Fourth quarter convenes
       Summer I Grades Due
7 Friday Tuesday MSF classes meet to make up for holiday
11 Tuesday MSF/MSFSB last day for 100% tuition reimbursement
22 Saturday Last day of MBA Online Summer Session
25 Tuesday MSF/MSFSB last day for 50% tuition reimbursement
26 Wednesday MSF/MSFSB 100% tuition forfeiture
29 Saturday MSF/MSFSB Fourth quarter
       First Saturday session meets

August

1 Tuesday Tuition for Fall due
2 Wednesday Last day of NESAD/SU summer Session
4 Friday DAY classes end (including finals)
11 Friday Evening classes end (including finals)
16 Wednesday New Graduate and Part-Time Evening
       Student Registration for Fall
19 Saturday MSF/MSFSB second Saturday session meets
       No Executive MBA classes
25 Friday International Student Orientation: Graduate
26 Saturday Last day for Executive MBA classes
       International Student Orientation: Undergraduate
31 Thursday MBA Online New Student Orientation
       7:00 – 8:30 pm on the web

September

3 Sunday Residence Halls open for NEW Students
4 Monday Labor Day Holiday
       Residence Halls open for RETURNING Students
5 Tuesday CONVOCATION
       Welcome Back Orientation for all new students
       EVENING classes convene
9 Saturday Executive MBA classes convene
University Telephone Numbers

Main University Number ................... .617-573-8000
Admissions (Undergraduate) ................. .617-573-8460
                                      TDD 617-557-4876
Athletics ............................... .617-573-8379
Ballotti Learning Center ..................... .617-573-8235
Bursar’s Office (Student Accounts) ......... .617-573-8407
C. Walsh Theatre ........................... .617-573-8282
Campus Ministry ........................... .617-573-8325
Career Services & Cooperative Education ...... .617-573-8480
Counseling Center .......................... .617-573-8226
Dean of CAS ............................... .617-573-8265
Dean of SSOM ............................... .617-573-8300
Dean of Students Office ..................... .617-573-8239
                                      TDD 617-557-4875
Diversity Services .......................... .617-573-8613
Financial Aid .............................. .617-573-8470
Health Services ............................ .617-573-8260
Housing (Off-Campus) ....................... .617-573-8647
Hub ......................................... .617-994-4225
International Student Advising .............. .617-573-8154
Registrar .................................... .617-573-8430
Residence Life/Summer Programs ............. .617-305-2500
                                      TDD 617-723-5746
Retention Services .......................... .617-523-8718
Student Activities and Service Learning ...... .617-573-8320
University Police ........................... .617-573-8333/8111
                                      TDD 617-557-4874