

# Suffolk-specific

## Schools/Departments within the University

The three major divisions of Suffolk University are:

College of Arts & Sciences  
41 Temple Street  
Boston, MA 02114

Sawyer Business School  
8 Ashburton Place Boston, MA 02108

Suffolk University Law School  
120 Tremont Street  
Boston, MA 02108

The New England School of Art & Design is a subdivision of the College of Arts & Sciences:

New England School of Art & Design  
75 Arlington Street  
Boston, MA 02116

\*Please note use of the ampersand (&).

Avoid using abbreviations for the names of schools/colleges (e.g., SULS, SBS, CAS) within the University. On first reference, always spell out the full name.

First reference:  
Suffolk University Law School

Second reference:  
Suffolk Law  
the Law School

First reference:  
College of Arts & Sciences  
Second reference:  
the College

First reference:  
Sawyer Business School  
Second reference:  
the Business School  
(never just Sawyer)

First reference:  
New England School of Art & Design  
Second reference:

the art school  
School of Art & Design

(never reference as a department)

First reference:  
Modern Theatre at Suffolk University

Second reference:  
Suffolk's Modern Theatre  
Modern Theatre  
the Modern

Do not abbreviate the words "association," "avenue," "boulevard," "department," "institute," and "street" in narrative text.

Suffolk students also may study at our international campus:

Madrid Campus

**Research centers and institutes (with acceptable abbreviations, upon second reference, if applicable)**

Barbara and Richard M. Rosenberg Institute for East Asian Studies (Rosenberg Institute for East Asian Studies)  
Beacon Hill Institute (BHI)  
Center for Advanced Legal Studies  
Center for Crime and Justice Policy Research (CCJPR)  
Center for Entrepreneurial Studies (CES)  
Center for Global Business Law and Ethics  
Center for Innovation and Change Leadership  
Center for Public Management  
Center for Restorative Justice (CRJ)  
Center for Teaching Excellence (CTE)  
Center for Women's Health and Human Rights (CWHHR)  
B. S. Friedman Field Station  
Institute for Executive Education  
John Joseph Moakley Institute on Public Policy and Political Leadership (Moakley Institute)  
Juvenile Justice Center (JJC)  
Poetry Center  
Rappaport Center for Law and Public Service (Rappaport Center)  
Sagan Energy Research Laboratory  
Suffolk University Archives  
Suffolk University Political Research Center (SUPRC)

**People, places and events**

President James McCarthy (do not use Jim McCarthy)  
President McCarthy

**Location**

Our location is generally referred to as "Boston" or "downtown Boston" (not "Beacon Hill")

**Web taxonomy**

TBD

**Degree abbreviations**

Bachelor of Arts (BA)  
Bachelor of Fine Arts (BFA)  
Bachelor of Science (BS)  
Bachelor of Science in Business Administration (BSBA)

Doctor of Juridical Science (SJD)

Juris Doctor (JD) Master of Arts in Communication (MA)

Master of Arts in Graphic Design (MA)  
Master of Arts in Interior Design (MA)  
Master of Fine Arts in Interior Architecture (MFA)  
Master of Education in Administration of Higher Education  
Master of Education in Foundations of Education (MEd)  
Master of Education in Middle School Teaching (MEd)  
Master of Education in Secondary School Teaching (MEd)

Master of Laws (LLM)  
Master of Science in Computer Science (MS)  
Master of Science in Crime and Justice Studies (MS)  
Master of Science in Economic Policy (MS)  
Master of Science in Ethics and Public Policy (MS)  
Master of Science in International Economics (MS)  
Master of Science in Mental Health Counseling (MS)  
Master of Science in School Counseling (MS)  
Master of Science in Organizational Learning (MS)  
Master of Science in Organizational Learning and Development  
Master of Science in Political Science (MS)  
Master of Business Administration (MBA)  
Master of Health Administration (MHA)  
Master of Public Administration (MPA)  
Executive Master of Business Administration (MBA)

Note: The BSBA is the only undergraduate degree offered by Sawyer Business School; they do not offer a BS or other bachelor's degree.

**Class year style**

[Degree abbreviation] ['XX]

(note the space between the abbreviation and the apostrophe)

e.g. MBA '03, BS '75, MA '95

Dual degree: John Smith, BSBA '04, MBA '07

For current students who have not yet earned a degree, only the expected year of their graduation is used. (e.g. Sally Jones '15) You may also write "Senior Sally Jones is running for class president."