The reputation of the Institute depends largely upon the record of performance of its graduates in the business world; hence the Institute is conscious of a responsibility to business, to itself, and to its graduates in seeing that men who are placed in positions by the school, are properly qualified. All problems relating to this and to student administration are handled by the Personnel office under the direction of Mr. Charles E. Butler.

The plan of instruction at Babson makes it necessary to limit the number of students who may be enrolled. Mr. Francis C. Oakley, Director of Admissions, and Mr. Harry T. Emmons, Secretary of Admissions, in conjunction with the Committee on Admissions, investigate the ability of the individual applicant to pursue the intensive work of the program.

All matters relating to student finances are handled in the Treasurer’s office by Mr. Irwin K. French, Secretary of the Institute and Assistant to the Treasurer.

Mr. Gilbert Cam, Librarian and Office Manager, rates each student periodically on his personal qualities and work habits, in order that helpful criticism may be given each man.

Student health requires the services of Dr. Daniel B. Coleman, Institute physician; Miss Mary B. Welsh, R.N.; and Dr. DeWitt G. Wilcox, instructor in public health and personal hygiene. Living arrangements and personal problems are in charge of Mr. Philip V. Burt, Dormitory Manager.