

# GUIDELINES FOR CHANGE OF MAJOR INTO BIOLOGY

***Please note:*** Each semester, the Biology Department is able to accept a limited number of current TCNJ students into the department as new biology majors. Current TCNJ students must apply to the department to change their major into biology, but acceptance into the major is not guaranteed. The criteria below are the minimum criteria for submitting an application, and are NOT necessarily sufficient for acceptance into the program. Acceptance is determined by a committee of faculty members in the Department of Biology, and it is based on the criteria outlined below and, most importantly, the availability of space for additional students in the specific program to which the student has applied. Although the committee places emphasis on the applicant's academic performance, it takes a holistic approach to the review of our applicants and considers student abilities and involvement beyond academics. The department values a student population with a diversity of backgrounds and interests.

## **1. Who may apply?**

Students are eligible to apply at the end of the semester in which they will have **completed at least 8 course units at TCNJ** (transfer credits and AP credits are excluded) and will have completed the following required courses:

- BIO 185 and BIO 211
- CHE 201 and CHE 202
- MAT 127

The applicant must have earned a grade of C or higher in at least four of these five required courses (if taken at TCNJ). The applicant must have completed at least 2 course units of biology and 2 course units of other science at TCNJ and must have an overall math and science GPA of at least 2.67 (B-). The cumulative GPA for all courses completed at TCNJ must be at least 2.50. Applications from students who have repeated courses in order to meet the minimum requirements listed above will not be viewed as highly as applications from students who did not repeat courses.

## **2. Where does one obtain and submit an application?**

The application form for a change of major into biology may be obtained from the Biology Department office (BI Room 202), **or** by clicking on the "Application Form" link from the "Biology Programs" web page:

**<http://www.tcnj.edu/~biology/programs/index.html>**

The completed form and the accompanying documents should be returned to the department office.

## **3. By when should an application be submitted?**

The earliest that an application may be submitted is at the end of the semester in which the requirements listed under No. 1 above have been met. **Please note: Preference will be given to applicants who will have earned less than 20 course units at TCNJ by the time that the applications are reviewed.** Students who will have completed the minimum requirements by the end of the fall semester should apply no later than December 1. Those completing the minimum requirements by the end of either the spring semester or the summer session should apply no later than April 15. Applications will be reviewed after grades for the semester have been posted.

## **4. When will applicants be notified?**

Students submitting an application in April will be notified of the department's decision no later than July 1, and those applying in the fall semester will be notified no later than one week prior to the start of the spring semester, so that students who have been accepted may adjust their course schedule during the pre-semester drop-add period if necessary.

**5. What other materials must accompany the application?**

In addition to completing the application form, the applicant should attach their essay and a copy of their unofficial transcript from PAWS. (Please do not submit copies of your PAWS course history; the transcript is required.) Please note that when completing the application, the applicant must list all math and science courses taken, and must list the same course multiple times if the student has received a W in a course or has repeated a course. In addition, the student will need to indicate the name of the instructor for each of the courses, so that feedback from these instructors may be considered. A completed college-wide change of major form is to be submitted (no signatures of department chairs are required at the time of submission); the form is available at:

<http://www.tcnj.edu/~recreg/forms/documents/ChangeofMajorForm.pdf>

**6. Which Biology program should I designate on the application form?**

Select from one of the following:

- Biology – Liberal Arts (**BIOL\_BS\_01**) (appropriate for most students interested in research, health careers, and industry)
- Biology – Secondary Education (**BIOL\_BS\_02**)
- Biology – 7-Year Optometry Program (**BIOL\_BS\_04**).
- Biology – 7-Year MD Program (**BIOL\_BS\_05**) (Only students currently enrolled in other majors in the 7-year articulation program with UMDNJ/NJMS may apply for transferring into this program. )

Students wishing to pursue a major in Biology – Elementary Education, or Biology – Early Childhood Education should meet with Dr. Thornton, the advisor to these programs.