

GUIDELINES FOR CHANGE OF MAJOR IN BIOLOGY

The following guidelines have been established to assist students in applying for a change of major into the Biology Department.

Who may apply?

Students who will have completed at least 8 course units at TCNJ by the end of the semester in which they apply. Included in these TCNJ credits should be at least three science courses in the following three categories: • a course for biology majors, • a course in chemistry or physics, • a third science course. The grade point average achieved in these science courses must be a minimum of 2.5. A minimum GPA at TCNJ of 2.5 is also required.

Where to get and submit an application.

The application form for a change of major into biology may be obtained from the Biology Office (2nd floor, Biology Building, Room 202), or by clicking on the link above. The completed form and the accompanying documents should be returned to the department office.

By when should an application be submitted?

The earliest that an application can be submitted for consideration is at the end of the semester in which the third science course is being completed. Students who will complete the minimum requirements by the end of the fall semester should apply no later than December 1. Those completing minimum requirements in the spring semester or the summer session should apply no later than April 1. Prior to submission of the formal application, the student may wish to discuss the matter with the chairperson of the department.

When will you be notified?

Students submitting an application during the spring semester will be notified of the department's decision prior to August 15 of that year. Students applying in the fall semester will be notified prior to January 25 of the following year. These dates have been selected so that the science grade point average can be evaluated and students who are accepted can change their course schedule during pre-semester drop-add of registration.

Other materials needed to complete the transfer process.

At least two letters of recommendation should be included with the completed application form (or sent directly to the Department of Biology). Applicants should request of those writing the recommendations that it be placed in an envelope, sealed, and the signature affixed across the sealed flap. One of the letters must be from an instructor in a biology course.

What field in biology do you wish to pursue?

For those seeking a secondary school teaching career, the Biology Teaching major should be designated (BIOT). For those with any other career goals (research, health career) the Biology Liberal Arts major is appropriate (BIOA). Students wishing to pursue a career in elementary (ELBI) or early childhood (ECBI) education should meet with Dr. Klug, the advisor to the program.