

English Department
The College of New Jersey
Internal Transfer Application

Students at The College of New Jersey are invited to apply to the English and Journalism/ Professional Writing majors two times during the academic year. The department has created this system for processing internal transfers and double majors so that we can keep better records of our incoming students, fairly match advisers with advisees, and effectively manage our enrollment and course offerings.

This procedure does not apply to students admitted into any of the English majors through the Admissions Office. It only applies to students seeking an internal transfer or the addition of a double major.

Applications to the English Liberal Arts, English Secondary Education, and Journalism/ Professional Writing majors should be submitted by **September 15th** and **February 15th** each academic year. (In the event those days should fall on a weekend, we will accept applications on the next business day.)

An application consists of four items:

- 1) A completed Change of Major form (available below)
- 2) A 500-word statement about why you want to be an English or Journalism/ Professional Writing major and why you will be successful in our curriculum. It will be helpful in this statement to discuss your performance in the English/ JPW classes you have already taken or to describe the classes you look forward to taking the most. If English or JPW is going to be a second major (which we encourage), you should explain what you hope it will add to your studies.
- 3) An unofficial transcript printed from PAWS that includes your course work and grades at TCNJ and at other institutions of higher education.
- 4) A brief plan of action: What is your timeline for completing the courses required to complete the major, and how does the major fit into your other academic requirements? You can type out this information in paragraph form or organize it, by semester, in a grid or chart. (Please note: we recognize that your plans will change, but we want to see you become familiar with our programs' various requirements. Look under "English Programs" on our website for information about these three majors.)

Please submit a paper copy of your completed application to Ms. Paulette LaBar in the English Department office by **September 15th** for the upcoming Spring registration or **February 15th** for the upcoming Fall registration. The department will contact you within two weeks of the due date.

The College of New Jersey

Office of Records & Registration
P.O. Box 7718, Ewing, NJ 08628-0718
609-771-2141

CHANGE OF MAJOR/SECOND MAJOR (CHANGE OF PLAN)

NAME: Last	First	M.I.	ID #: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (6 digit PAWS ID #)
PHONE:	TCNJ EMAIL:	PRESENT MAJOR:	

DIRECTIONS: Take the completed form to the Chair of the Department to which you are requesting entry. *Students must obtain the signatures of the chair(s) charged with the responsibility to approve the student's new program. A student moving to a double major must obtain approval from both chairs. Students pursuing a single major and students changing only one aspect of a double major need only obtain one signature.*

NEW MAJOR: _____ *And/Or* **SECOND MAJOR:** _____

PLEASE INDICATE IF YOU ARE DROPPING A MAJOR: _____

PERFORMANCE IN FOUNDATION COURSES: - *The full listing of Foundation Courses that are required to enter the major can be found in each department's undergraduate bulletin section. Go to www.tcnj.edu/~bulletin and select major within respective school.*

Course #	Course Name	Grade	Completed Yes ___ No ___
_____	_____	_____	Yes ___ No ___
_____	_____	_____	Yes ___ No ___
_____	_____	_____	Yes ___ No ___

STUDENT SIGNATURE _____ DATE: _____

Chairs: Are there exceptions or waivers of Program Requirements? (If yes, attach to this form.) Yes ___ No ___

*A student who does not meet the department's program entrance requirement (FOUNDATION COURSES) will be coded as a "Pre-Major" student. In this case, the new department is required to assign this student an advisor and provide access to any course that will help the student meet the requirements into the major.

****If your major requires or allows a SPECIALIZATION, please provide it below. Please note:**

A "Pre-Major" student will not be allowed to declare a specialization until the student becomes a full major.

SPECIALIZATION: _____

APPROVED _____ ***ACCEPTED PRE-MAJOR** _____

Chairs: Please PRINT first and last name of student's NEW ADVISOR _____

DEPARTMENT CHAIR SIGNATURE _____ DATE: _____

DEPARTMENT CHAIR SIGNATURE _____ DATE: _____

School of the Arts and Communication

ART
GRAPHIC DESIGN
ART TEACHING

ART HISTORY
DIGITAL ARTS

MUSIC PERFORMANCE

****Specialization:**

Guitar Performance
Instrumental Performance
Keyboard Perform
Vocal Perform

MUSIC TEACHING

****Specialization:**

Guitar/Choral Education
Guitar Instrumental Education
Instrumental Music
Keyboard/Choral
Keyboard/Instrumental
Vocal Music Education

INTERACTIVE MULTIMEDIA

COMMUNICATION STUDIES

****Specialization:**

Organizational Communication
Public & Mass Communication
Radio/TV/Film

School of Business

ACCOUNTING
INTERDISCIPLINARY BUSINESS
INTERNATIONAL BUSINESS
ECONOMICS (BS)
ECONOMICS 7-YEAR MEDICAL

MARKETING
MANAGEMENT
FINANCE
ECONOMICS (BA)

School of Culture & Society

ENGLISH
ENGLISH- 7 YEAR MEDICAL
PROFESSIONAL WRITING/JOURNALISM
ENGLISH TEACHING

HISTORY

HISTORY- 7 YEAR MEDICAL
HISTORY TEACHING

INTERNATIONAL STUDIES

****Specialization:**

Diplomacy
International Economics and Trade
Latin American Studies

Asian Studies
European Studies
Middle East Studies

CRIMINOLOGY

****Specialization:**

Quantitative Criminology

PHILOSOPHY

PHILOSOPHY- 7 YEAR MEDICAL

****Specialization:**

Law and Philosophy Ethics

POLITICAL SCIENCE

PSYCHOLOGY

****Specialization:**

Biopsychology
Counseling/Clinical Psychology
Cognitive Psychology
Developmental Psychology
Industrial/Organization Psychology
Psychology for Business
The Social Self

SOCIOLOGY

****Specialization:**

Pre-Social Work
Environments and Social Change
Health and Environment
Non-Profit & Community Development
Organizational & Applied Sociology
Urban & Ethnic Studies

SPANISH

SPANISH TEACHING

WOMEN AND GENDER STUDIES

School of Education

****DEAF/HARD OF HEARING EDUCATION**
****EARLY CHILDHOOD EDUCATION**
****ELEMENTARY EDUCATION**
****SPECIAL EDUCATION**

****Requires a second major:**

Biology Mathematics
English Psychology
History Sociology
*Women & Gender Studies (EACH/ELEM only) Spanish

***Select a major below:**

*Early Childhood Ed/Art
*Early Childhood Ed/Music
*Early Childhood/Math, Science, Tech.
*Elementary Ed/Art
*Elementary Ed/Music
*Elementary Ed/Math, Science, Tech.
*Elementary Ed/Urban Ed/ESL Certification (Five-Year Program)
*Deaf/Hard of Hearing/Art
*Deaf/Hard of Hearing/Music
*Deaf/Hard of Hearing, Math, Science, Tech.
*Special Education/Math, Science, Tech.

School of Engineering

BIO-MEDICAL ENGINEERING (Mechanical or Electrical)
BIO-MEDICAL ENGINEERING-7 YEAR MEDICAL (Mechanical or Electrical)
CIVIL ENGINEERING
COMPUTER ENGINEERING
ELECTRICAL ENGINEERING
ENGINEERING SCIENCE-Engineering Management (Mechanical or Electrical)
ENGINEERING SCIENCE-BIOMEDICAL (Mechanical or Electrical)
ENGINEERING SCIENCE-7 YEAR MEDICAL (Mechanical or Electrical)
MECHANICAL ENGINEERING
TECHNOLOGY EDUCATION

School of Nursing, Health and Exercise Science

HEALTH & EXERCISE SCIENCE
HEALTH & EXERCISE SCIENCE TEACHING

NURSING
NURSING RN

School of Science

BIOLOGY/SUNY OPTOMETRY
BIOLOGY- 7 YEAR PRE MED BIOLOGY TEACHING
BIOLOGY

CHEMISTRY
****Specialization:**
Forensic Chemistry

CHEMISTRY TEACHING

COMPUTER SCIENCE

MATHEMATICS MATH TEACHING
MATHEMATICS 7-YEAR MED. MATHEMATICS STATISTICS

PHYSICS PHYSICS EARTH SCIENCE
PHYSICS COMPUTER AP PHYSICS BIOMEDICAL
PHYSICS TEACHING

Open Option

OPEN OPTION/ART, MEDIA, MUSIC
OPEN OPTION/EDUCATION
OPEN OPTION/BUSINESS
OPEN OPTION/CULTURE & SOCIETY
OPEN OPTION/ENGINEERING
OPEN OPTION/NURSING & HES
OPEN OPTION/SCIENCE