INTERNAL TRANSFER APPLICATION

Boston College undergraduate students may apply to transfer to the Lynch School (Campion Hall 104) www.bc.edu/lynchschool

To be eligible, students must:

- have a minimum 3.0 grade point average
- have a record free of academic deficiencies
- complete at least four semesters of full-time study in the Lynch School
- transfer after completing freshman year or thereafter

Students must make an appointment with either the Associate Director, Assistant Director or Assistant Dean to begin the process. Students are then invited to submit the following application materials:

- Internal Transfer Application form
- Adjust Major form
- Application for Admission to Teacher Education Programs (required for students who plan to pursue a teacher education major i.e. Elementary or Secondary Education)
- Academic Integrity form
- Personal essay: a 250-word essay that provides a thoughtful rationale for becoming a teacher or a human service provider. This essay must be completed using an electronic program. Handwritten essays are not acceptable.

Teacher Education Majors

- Students who declare **Elementary Education** must enroll in a second major in the Morrissey College of Arts and Sciences or an Interdisciplinary Major offered in the Lynch School.
- Students who declare **Secondary Education** must enroll in a second major in the Morrissey College of Arts and Sciences in a specific licensure area: English, history, mathematics, biology, chemistry, environmental science, physics, Classics.

Applied Psychology and Human Development

Students who declare an Applied Psychology and Human Development major have options in fulfilling their graduation requirements. Students must choose one of the following: a minimum 18 credit minor in MCAS, a minor in **Management and Leadership** in CSOM, a minor in **Leadership in Higher Education and Community Settings** in Lynch, or an interdisciplinary major offered through the Lynch School. <http://www.bc.edu/schools/lsoe/academics/undergrad/interdis.html>

All applicants will be notified of their status via email. An academic advisor will be assigned. Students who plan to study abroad must make an appointment with Associate Director, Maureen Raymond.

The social science and cultural diversity core will be fulfilled by taking APSY1030 and APSY1031. Foreign language core is not required in the Lynch School.

**Transfer packet:** application form, declaration instructions and 2 declaration forms, academic integrity form
Students interested in applying to transfer to the Lynch School must complete the information below and provide additional information listed on the instruction page.

Eagle ID Number: ____________________________

Today's Date ____________________________

Name: ____________________________________________________________________________

Email Address: ______________________________________

Cell Phone: ____________________________

Local Address: ___________________________________________________________________

Home Address and Telephone: ___________________________________________________________________

Indicate Present School: ____________________________

Current graduation term: ____________________________

_____ Morrissey College of Arts and Sciences (01)

_____ Carroll School of Management (07)

_____ Connell School of Nursing (08)

Indicate present major(s): ___________________________________________________________________

Do you plan to keep this major as a second major? ___________________________________________________________________

I am applying to transfer beginning: (check semester and year) Fall_______ Spring_______

My new major(s) will be:

Applied Psychology and Human Development ________

Elementary Education ________

Secondary Education ________

Second major ________

Indicate any minors or other programs: ___________________________________________________________________

Are you an athlete? Sport: ___________________________________________________________________

Do you plan to study abroad? Yes ____ No ____ Unsure ____ Summer ____

Students should make an appointment to meet with Maureen Raymond, Campion 104.

Elementary Education majors must review the state requirements handout before registering for classes.

Dean's Signature ___________________________________________________________________

Student’s New Class: ____________________________ Date __________________

macad 2016
Procedure for Declaring / Changing a Major or Minor

Majors indicated upon admission to Boston College are not considered ‘official.’

All Lynch School undergraduate students must ‘officially’ declare their majors via completing one or two forms and submitting them to the Office for Undergraduate Student Services, Campion Hall 104. Forms are available in Campion Hall 104 and on the Lynch School web site:
http://www.bc.edu/schools/lsoe/ >

1. **Adjust Major/Program of Study form** (required by all students.)
   Students will indicate their Lynch School major, interdisciplinary major or MCAS major, in addition to any minors.

2. **Application for Admission to Teacher Education Programs form** (required by students pursuing a teacher education major or minor.) A minimum grade point average of 3.0 is required to officially declare a teacher education major.

Students may declare a major in **Applied Psychology and Human Development** as their primary Lynch School major and Elementary Education majors may choose it as their second major.

**Declaring MCAS majors or minors:** Students who plan to declare any MCAS major or minor should list the discipline on the Lynch School declaration form. All MCAS minors should be declared through the Lynch School of Education. **Note: If a specific minor requires an application, students will be required to follow those instructions.**

Declaration forms will be reviewed and processed by the Lynch School. Students may check their records electronically to confirm that their declarations have been processed. If the forms are incomplete or if the student does not meet the required grade point average to ‘officially’ declare their majors, the student will be notified via email. In most cases, the student should reapply at the end of the next academic semester. If a student is uncertain whether or not he/she has “officially” declared his/her majors or minors, the student should check with a staff member in Campion 104.

**Please note:** The following minors or concentrations may be added to a student’s program but they do not fulfill the minimum graduation requirement of an 18 credit minor for APHD majors. These include: Special Education Concentration, TELL Concentration, Middle School Math. Students must also declare another minor. Please inquire in Campion Hall 104.

Students may declare a major/minor at any time, however, declaration forms that are received too close to the pre-registration period may not be processed in time for a student to easily register for required courses under the new major.
BOSTON COLLEGE
LYNCH SCHOOL
Campion Hall 104

Adjust Major/Program of Study

PLEASE PRINT: Students are required to complete & submit this form when declaring or changing majors/minors.

Name: ______________________________________________________________________
Eagle Number: __ __ __ __ __ __ Email Address ___________________
Cell Phone #: ___________________ Today’s Date: __________ Grad Year: __________

●Add a Primary Major ●Drop a Primary Major

All Lynch School primary majors, except for Applied Psychology and Human Development, require an Application for Admission to Teacher Education Programs in addition to this form. Note: All Secondary Education majors will be assigned a Lynch School advisor by content area.

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Elementary Education (see state regulations)
Secondary Education
Applied Psychology and Human Development
Focus: A, B, C
APHD/Social Work (*student must apply to program)

●Add an Interdisciplinary Major or a Lynch School Minor

Lynch School majors, except Secondary Education, may choose one of four interdisciplinary majors as a second major.

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American Heritages
General Science
Math/Computer Science
Perspectives on Spanish America

Minors or Concentrations:

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Leadership in Higher Ed and Community Settings
Special Education Concentration
Middle School Math (Elementary Majors)
Middle School Math (Secondary Majors)
TELL/ESL Concentration

●Morrissey College of Arts & Sciences Major Notification:

MY MCAS MAJOR is: ____________________________________________________________________

●Graduation requirement for APHD majors:

Students have options: either declare an MCAS minor, 18 credits, declare a second major in MCAS or a Lynch School interdisciplinary major. Students should indicate their choices here:

____________________________________________________________________________________

●APHD majors who opt to double major, or who are accepted to the Management and Leadership Minor or to the Leadership in Higher Ed Minor, upon completion, will fulfill their graduation requirement.
Boston College
Lynch School
Application for Admission to
Teacher Education Programs

This form MUST accompany all declarations of major for students who are declaring a teacher education program.

Name ______________________________   Eagle # _____________________________
Email Address_______________________   Cell Phone # _________________________
Expected Date of Graduation ______________ Date of Application ___________________

Directions: Lynch School students pursuing Elementary Education, Secondary Education or Morrissey College of Arts and Sciences students who plan to pursue a minor in Secondary Education, as well as prospective transfer students, must complete the Application for Admission to Teacher Education Programs form and the accompanying Adjust Major/Minor Program of Study form. Please complete and return the two forms to the Office for Undergraduate Student Services in Campion Hall 104.

Check one:

{ } Elementary Education   (see state regulations)
{ } Secondary Education

Please do not write below this line

------------------------------------------------------------------------------------------------------------

Action Taken                      Date: __________________
{ } Admit                      { } G.P.A.
{ } Assessment of basic skills
  (entrance essay, course grades, etc.)
{ } S.A.T. scores
{ } Interview

{ } Reject                      { } G.P.A. too low
{ } Academic record contains deficiencies
{ } Unable to complete required courses by graduation
{ } Term in Lynch would not meet four semester requirement

Signature: Assistant Dean or Associate Director
for Lynch School Undergraduate Student Services
Date: 2016
BOSTON COLLEGE
LYNCH SCHOOL of EDUCATION
ACADEMIC INTEGRITY

Boston College expects all students to adhere to the accepted norms of intellectual honesty in their academic work. Any forms of cheating, plagiarism, or dishonesty or collusion in another’s dishonesty are a fundamental violation of these norms.

Cheating is the use or attempted use of unauthorized aids in an exam or other academic exercise submitted for evaluation. This includes data falsification; the fabrication of data; deceitful alteration of collected data included in a report; copying from another student’s work; unauthorized cooperation in doing assignments or during an examination; the use of purchased essays, term papers, or preparatory research for such papers; submission of the same written work in more than one course without prior written approval from the instructors involved; and dishonesty in requests for either extensions on papers or make-up examinations.

Plagiarism is the deliberate act of taking the words, ideas, data, illustrative material, or statements of someone else, without full and proper acknowledgment, and presenting them as one’s own.

Collusion is assisting or attempting to assist another student in an act of academic dishonesty.

As part of your scholarly development, you must learn how to work cooperatively in a community of scholars and fruitfully utilize the work of others without violating the norms of intellectual honesty. You have a responsibility to learn the parameters of collaboration and the proper forms for quoting, summarizing, and paraphrasing.

Faculty members who detect any form of academic dishonesty have the responsibility to take appropriate action. The faculty member also has the responsibility to report the incident and the penalty to the Department Chairperson and the appropriate Class Dean. The report will remain in the student’s file until he/she graduates.

If the gravity of the offense seems to warrant or if the faculty member prefers that another academic authority decide the matter, he or she may refer the case to a Dean. In addition, if the student is unwilling to accept the faculty member’s decision, he or she may choose to have the matter adjudicated either by an Associate Dean or by an Administrative Board. The section of the College of Arts and Sciences in the Boston College Undergraduate catalog has further details about this process.

Academic integrity is a very important matter. If you have any questions in any of your courses about what is allowed or not allowed, please discuss the matter immediately with the instructor.

I have read this statement concerning the standards of academic integrity expected at Boston College and I agree to adhere strictly to all of these statements.

Print your name: ________________________________________________________________

Signature: _______________________________________________________________________

Date:  _______________________________________________________________________

macad
Lynch School of Education
Majors and Interdisciplinary Majors

There are three primary majors available to students in the Lynch School: Applied Psychology and Human Development, Elementary Education and Secondary Education. Students majoring in Elementary Education and Secondary Education must pursue a second major. Elementary majors may choose a second major through the Morrissey College of Arts and Sciences, the Applied Psychology and Human Development major, or an interdisciplinary major designed for Lynch School of Education students. Students majoring in Secondary Education must choose a specific Arts and Sciences major such as English, Latin and Classical Humanities, Mathematics, History, Sciences, foreign language.

Students choosing Applied Psychology and Human Development, as their primary major, may opt for a second major or interdisciplinary major in place of the required minor. Students may choose a minor offered through the Morrissey College of Arts & Sciences, or they may apply for a minor in Management and Leadership offered through the Carroll School of Management or the Leadership in Higher Education and Community Settings offered through the Lynch School. Lynch School students should seek advice regarding minor options at the Office for Undergraduate Student Services in Campion Hall 104. Another option for APHD majors is the BA/MSW program offered through the Graduate School of Social Work. Students interested in Social Work must apply by the end of their sophomore year. All inquiries should be made in Campion Hall 104.

Interdisciplinary Majors

The Mathematics/Computer Science major is recommended for students who have had four years of high school mathematics and wish to follow sequence of this major in place of the traditional math major because of their intended career objective.

The American Heritages major centers on American heritage from literary and historical perspectives.

The Perspectives on Spanish America major is available for students who have completed at least two years of high school Spanish and who are interested in developing language skills and a better understanding of the sociological explanation of historical and contemporary events in Latin America and peninsular Spain that affect students and others in the United States.

The General Science major teaches general scientific theories and principles. Students follow the sequence in place of traditional specific science discipline. The major includes courses from four science disciplines: Biology, Chemistry, Physics and Geology. Secondary Education students cannot pursue this major and be certified.
Minors and Concentrations offered by the Lynch School for Lynch School Students

**Leadership in Higher Education and Community Settings** – Applied Psychology and Human Development majors who are interested in college student development and in the applications of psychology to work settings in institutions of higher education, in local and international non-government organizations and/or in community-based programs. Limit of 15 students per class.

**Middle School Math Minor** – Lynch School students in Elementary majors with either a Mathematics or Math/Computer Science major, OR Secondary majors with a major in Mathematics are eligible. While the minor does not lead directly to middle school mathematics certification at Boston College (we do not offer any middle school certification), it does fulfill the National Council of Teachers of Mathematics requirements for middle school teachers of mathematics. With this minor, acquiring middle school mathematics certification in Massachusetts should not be difficult.

**Special Education Concentration** – Lynch School students in all majors who are interested in special education are eligible. This concentration is designed to enhance the ability of future professionals to meet the needs of an increasingly diverse population of children in America’s schools.

**Teaching English Language Learners Concentration** – The TELL/ESL concentration satisfies the Massachusetts requirements for subject matter knowledge for Teachers of English Language Learners. Lynch School students seeking licensure in Elementary or Secondary Education may apply to the Mass. Dept. of Education for TELL as additional certification. Students must complete the program and pass TELL teacher test.

In addition to university-wide minors, there are some specific minors available to Lynch School students such as:

**Management and Leadership Minor** – Applied Psychology and Human Development majors who are interested in pursuing a career in the private sector in the areas of organizational behavior and leadership may also elect this minor. Students must apply for this minor through the Carroll School of Management and a limit of 15 students per class will be admitted.

**Educational Theatre** – designed for students who have an interest in the teaching and practice of theatre in school and institutional settings.

**Communications** – designed for students interested in a broad range of careers including business, education, government, health, marketing, public relations and graduate study.