

## Instructions for Internal Transfer Applicants: Morrissey College of Arts and Sciences

Please read the following information carefully.

Your application for transfer will be reviewed when you complete the application process. If you have questions about the process, please inquire at The Academic Advising Center in Stokes Hall.

Students applying for Internal Transfer should register in their current school during registration in November or April and make any adjustments during the drop/add period.

### Transfer Criteria:

- Applicants should be in good academic standing.
- Applicants should have the expected number of credits for their status. Note that the course load for students in MCAS is normally fifteen credits each semester.
- Students transferring to Arts and Sciences must spend **at least three (3) semesters** in the College. Junior Year Abroad or other special study programs do not fulfill this requirement.
- The approval of the Director of Undergraduate Studies (DUS) of the department in which you expect to major is required.
- Major Field: The general requirement of the Morrissey College of Arts and Sciences for a major field is the satisfactory completion of at least 30 credits offered or accepted by the major department as applicable. The requirements for each MCAS major field is found in the Boston College Catalog in the Undergraduate Program Description section of each MCAS department. You must discuss the requirements for your field with the DUS of your major department or his/her authorized representative.
- Students should have a plan as to how they will fulfill the MCAS language proficiency requirement.

### Application Process:

- Complete Form T1 (Internal Transfer Application Form) after you have consulted with the DUS of your projected department or his/her faculty representative. Ask the DUS to complete and sign Form T2 (Departmental Major Approval Form).
- Write a brief essay stating your reasons for wishing to transfer to the Morrissey College of Arts and Sciences.
- Return Forms T1 and T2, as well as your essay to the Academic Advising Center in Stokes Hall by the end of the semester.

### Decision and Notification:

When the current semester's grades are available, the Deans will meet to decide on the applications for transfer. Factors in the decision will include the quality and trend of your performance to date, as well as the suitability of MCAS to your educational goals. The Deans will notify you by mail of the decision. Be sure to include on your application your local or home address to which your notification should be sent.

Please retain this sheet for reference.

# Internal Transfer Application

Morrissey College of Arts and Sciences

Please visit the Academic Advising Center in Stokes S140 for further information.

► **Students applying for Internal Transfer should register in their existing schools during registration in November or April and make any adjustments during the drop/add period**

Eagle Number:

Today's Date:

Name: \_\_\_\_\_  
Last First Middle

Local Address: \_\_\_\_\_ Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Local Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Cellphone Number: \_\_\_\_\_ BC Email Address: \_\_\_\_\_

Indicate present school:  Carroll School of Management  
 Connell School of Nursing  
 Lynch School of Education

Current year of graduation: \_\_\_\_\_

Indicate present major(s)/concentration(s): \_\_\_\_\_

I am applying for an internal transfer **beginning** in the (check one):  Fall  Spring semester of the 20\_\_\_\_ - 20\_\_\_\_ academic year.

My new majors(s) will be (pending approval): \_\_\_\_\_

Reason for transfer: \_\_\_\_\_

Have you discussed this change with someone in your school?  Yes  No

Name: \_\_\_\_\_

Please list below courses in your projected major field which you have or plan to complete.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

BOSTON COLLEGE  
CHESTNUT HILL, MASSACHUSETTS 02467

MORRISSEY COLLEGE OF ARTS AND SCIENCES  
OFFICE OF THE DEAN  
(617) 552-2800

TO: Chairperson or Representative  
\_\_\_\_\_ Department

FROM: Office of the Dean  
Morrissey College of Arts and Sciences

Ms/Mr. \_\_\_\_\_, School of \_\_\_\_\_  
Class of \_\_\_\_\_, is applying for transfer to the Morrissey College of Arts and Sciences.  
She/he wants to major in your department.

We ask that you or your representative discuss with the student the requirements for majoring in your department. Determine what requirements the student has fulfilled and what remains to be satisfied, and how they can be completed before the student's projected date of graduation.

Please indicate below whether or not you are willing to accept this student as a major and return this form to the Academic Advising Center in Stokes S140.

I do \_\_\_\_\_ do not \_\_\_\_\_ accept this student as a major in \_\_\_\_\_.

Comments:

Date \_\_\_\_\_ Signature \_\_\_\_\_ Dept. \_\_\_\_\_