



ASSUMPTION COLLEGE

SCHOOL OF NURSING

Policy Title: Transfer and Change of Major Policy
Brief Description: The status of accepting transfer and change of major applications for the School of Nursing.
Approved by: Dean of Nursing
Effective: November 14, 2018
Reviewed/Updated: October 16, 2019
Applies to: Students interested in Applying to Assumption College School of Nursing as well as enrolled Assumption College students interested in changing major.

Reason for Policy: Compliance with 244 Code of Massachusetts Regulations 6.04:3a2

Policy Statement

The School of Nursing does not accept external transfer applications at this time.

Students enrolled at Assumption College will be eligible for a change of major into the School of Nursing on a space available basis. Applications are for seats are in the second-year cohort.

Procedure (with enclosure)

Available seats in the School of Nursing are based on a cohort model. Assumption College students are eligible to apply for the seat and will be considered according to the following criteria and timeline.

1. By the beginning of November, the School of Nursing will publicize to the campus community the intent to accept change of major applications. The School will hold a minimum of two fall semester face-to-face informational sessions and one spring face-to-face informational session for interested students.
2. The School of Nursing will accept applications for change of major with a firm deadline of 4pm on the second Friday of March. The student will submit this application electronically.

- a. A current professional resume, which at a minimum, outlines education, activities, employment, and awards.
- b. A written personal statement.
- c. Unofficial transcript from Assumption College fall semester. To be considered for a seat, the student must have completed BIO 160 (with lab) with a minimum grade of B-.
- d. The student must provide evidence that by the end of the academic year the following course will be completed:
 - i. BIO 210 (with lab) – minimum grade of B-.
- e. Available seats are determined by a number of factors, including the number of matriculated nursing students that do not progress into the next year. The number of available seats is not known until the spring semester final grades are posted. Summer course offerings, especially those in Biology, will affect this timeline, as empty student seats may not be available until after summer session grades are posted. It is possible that no seats are available based on maximum capacity in the cohort.
- f. Student applications will be reviewed when final grades for the spring semester are posted in May.
- g. Applications are reviewed by the School of Nursing Faculty Assembly Student Affairs Committee. Applications will be reviewed according to pre-determined weighed criteria and applicants will be offered a seat according to the rank order.
- h. The applicant will be notified of the committee's decision via the assumption.edu email address provided on the resume. Qualified applicants who are not accepted will remain on a waitlist in rank order. If seats become available, applicants will be notified.
- i. The offer of acceptance into the School of Nursing is time sensitive and students who do not follow the enclosed instructions relinquish their seat and the seat is offered to the subsequent applicant.

Footnote:

11/14/18 The School of Nursing is not ready to offer classes until Spring 2021, therefore, the only way to be enrolled in the Nursing program is to begin as a first-year student in Fall 2019.

2/28/19 The second sentence was added to the policy since several students have applied to the School of Nursing as a first-year student but are coming with prior course credits.

10/16/19 Nursing Faculty Assembly Student Affairs Committee revised the Transfer Policy to accommodate change of major applications. Note that the Name of the policy now includes Change of Major.

**Assumption College
School of Nursing
Change of Major Application Evaluation & Rubrics**

Student Name:

ID:

Student Email:

@assumption.edu

Date Received:

Selection into the Assumption College School of Nursing, through the change of major process, is based on weighted criteria. The guideline below directs the allocation of weighted points. Admission to the School of Nursing is offered to the student in rank order, based on the number of available seats in the cohort.

The following criteria must be met for the School of Nursing to evaluate your application.

Criteria	Met/Not Met*
Current Assumption College student	
Completion of BIO 160 (with lab) with a minimum grade of B-	
Enrolled in BIO 210 (with lab) OR completion of the course with a minimum grade of B-	
Change of major application which includes: <ol style="list-style-type: none"> 1. Personal Statement, 2. Current Professional Resume, 3. Unofficial Transcript from Fall Semester with Final Grades, 4. Copy of Spring Semester Course Enrollment. These documents will be assembled into ONE electronic .pdf file and emailed to nursing@assumption.edu BEFORE 4pm on the second Friday of March. The subject title will read your last name – change of major application. <ol style="list-style-type: none"> 5. Two letters of recommendation from Assumption College faculty who are able to evaluate your ability to succeed in the School of Nursing (these letters are sent electronically from your reference and have the same due date as the application). 	

*Any “Not Met” voids application for consideration

Evaluation Rubric

1. Current professional resume (maximum 10 points)

<input type="checkbox"/>	Complete, organized, grammatically correct with no spelling errors and current	10 points
<input type="checkbox"/>	Complete	5 points
<input type="checkbox"/>	Not complete	0 points

2. Personal statement (maximum 20 points)

Criteria	20	15	5	0
1. Ideas	Writing successfully presents the profession of nursing in a positive way. Writing includes excellent and specific concrete detail and insightful commentary about who applicant will contribute to the profession of nursing.	Writing presents the nursing profession in an interesting way. Writing includes good concrete detail and some insightful commentary about how the applicant will contribute to the profession of nursing.	Writing presents the nursing profession in an ordinary way. Writing includes concrete detail, but commentary is obvious, simplistic, or generic regarding the applicant's contribution to the profession of nursing.	Writing presents nursing profession in an ordinary way. Concrete details and commentary are either weak or missing regarding the applicant's contribution to the profession of nursing.
2. Organization	Writing has a compelling and logical flow of ideas linking the applicant to the profession of nursing.	Writing has a logical flow of ideas linking the applicant to the profession of nursing.	Organization is rough but workable. It sometimes gets off topic. There is a weak connection between the applicant and the profession of nursing.	Writing is aimless and disorganized. There is minimal to no connection between the applicant and the profession of nursing.

3. Topic Sentences and Transitions	Paragraphs have focused and poignant topic sentences and smooth, almost seamless transitions.	Paragraphs have focused topic sentences and obvious transitions.	Paragraphs have topic sentences that need to be more focused and rough transitions.	Paragraphs lack topic sentences and transitions.
4. Description	Writing consistently and effectively shows rather than tells through specific and vivid details.	Writing shows rather than tell, but details could be more specific and vivid.	Writing includes some showing but needs more.	Writing uses all telling and no showing.
5. Voice	Writing reveals the unique personality and attributes of the applicant and how those will contribute to the profession of nursing.	Writing reveals some of the applicant's thoughts and feelings about their contribution to the profession of nursing.	Writing is bland. There is no hint of a real person behind the writing or a contribution to the profession of nursing.	Writing is too informal. It sounds like the applicant doesn't care about the nursing profession or their contribution to the profession.
6. Word Choice	Writing uses words that are striking and fresh but natural, varied, and vivid.	Writing makes some quality but also some routine or ordinary word choices.	Writing uses words that are dull or uninspired. Writing sounds like you are trying too hard to impress.	Writing uses the same words over and over. Some words may be confusing or inappropriate.
7. Grammar Usage and Sentence Fluency	Writing uses proper grammar 100% of the time. Sentences flow well and vary in construction and length.	Writing has a few grammar problems. Sentences flow well but do not vary much.	Writing has enough grammar errors to distract a reader. Some sentences do not flow well and/or are not varied at all.	Writing has numerous grammar mistakes and poor sentence construction that make the paper hard to read.
8. Spelling and	Writing uses	Writing has a few	Writing has	Writing has

punctuation	correct punctuation and spelling 100% of the time.	errors to fix, but generally uses correct conventions.	enough errors in the essay to distract a reader.	numerous errors that make the paper hard to read.
COLUMN TOTAL				
Total of all Columns/8 (maximum score = 20)				

3. Current GPA at end of spring semester (maximum 40 points)

<input type="checkbox"/>	Below 2.70	0 points
<input type="checkbox"/>	2.70-2.99	10 points
<input type="checkbox"/>	3.0-3.29	20 points
<input type="checkbox"/>	3.3-3.69	30 points
<input type="checkbox"/>	3.7-4.0	40 points

4. Letter of recommendation (maximum 15 points x 2 letters = 30 points)

▪ Written Communication

<input type="checkbox"/>	Unable to Judge	0 points
<input type="checkbox"/>	Below Average	0 points
<input type="checkbox"/>	Average (upper 50%)	1 point
<input type="checkbox"/>	Above Average (upper 20%)	2 points
<input type="checkbox"/>	Outstanding (upper 5%)	3 points

▪ Oral Communication

<input type="checkbox"/>	Unable to Judge	0 points
<input type="checkbox"/>	Below Average	0 points
<input type="checkbox"/>	Average (upper 50%)	1 point
<input type="checkbox"/>	Above Average (upper 20%)	2 points
<input type="checkbox"/>	Outstanding (upper 5%)	3 points

▪ Organizational Skills

<input type="checkbox"/>	Unable to Judge	0 points
<input type="checkbox"/>	Below Average	0 points
<input type="checkbox"/>	Average (upper 50%)	1 point
<input type="checkbox"/>	Above Average (upper 20%)	2 points
<input type="checkbox"/>	Outstanding (upper 5%)	3 points

▪ Interpersonal Skills

<input type="checkbox"/>	Unable to Judge	0 points
<input type="checkbox"/>	Below Average	0 points
<input type="checkbox"/>	Average (upper 50%)	1 point
<input type="checkbox"/>	Above Average (upper 20%)	2 points

<input type="checkbox"/>	Outstanding (upper 5%)	3 points
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▪ Attendance

<input type="checkbox"/>	Unable to Judge	0 points
<input type="checkbox"/>	Below Average	0 points
<input type="checkbox"/>	Average (upper 50%)	1 point
<input type="checkbox"/>	Above Average (upper 20%)	2 points
<input type="checkbox"/>	Outstanding (upper 5%)	3 points

Total number of points _____
Maximum Number of Points = 100

FINAL