



FROELICH SCHOOL  
OF NURSING

**Change of Major Cover Sheet**  
for Seats Available in the Fall Semester of Second Year

<b>Student Name:</b>	
<b>Student ID:</b>	
<b>Student Assumption Email:</b>	
<b>Date Submitted:</b>	

For office use only

<b>Criteria for Seats Available in the Fall Semester of Second Year</b>	<b>Met/Not Met*</b>
✓ Current Assumption University student	
✓ Successful completion of BIO 160 with lab in the fall semester with final grade of B- or higher	
✓ Currently enrolled in BIO 240 with lab or have already successfully completed that course with a final grade of B- or higher	
✓ Currently enrolled in BIO 210 with lab or have already successfully completed that course with a final grade of B- or higher	
✓ Currently enrolled in CHE 102 or have already successfully completed that course	
✓ Submit a letter of intention for change of major to the Froelich School of Nursing Student Affairs Committee via email at <a href="mailto:fsonnfastudentaffairs@assumption.edu">fsonnfastudentaffairs@assumption.edu</a> by 4pm on the first Friday of March	
<b>Application Components</b> a. <b>Change of Major Application Sheet</b>  b. A written <b>personal statement</b> on “Why I want to be considered for a seat in the Froelich School of Nursing at Assumption University?” There is no word count minimum or maximum.  c. A current <b>professional resume</b> , which at a minimum, outlines education, activities, employment, and awards.  d. <b>Unofficial transcript</b> from Assumption University fall semester and midterm grades from the spring semester. You may take a screen shot of your midterm grade summary as long as your name is also visible on the screen shot page. To be considered for a seat, the student must have completed/or will complete at the end of the semester BIO 160 (with lab), BIO 240 (with lab), and BIO 210 (with lab) with a minimum grade of B- and must have completed or will complete at the end of the semester CHE 102.  e. <b>Two letters of recommendation</b> from Assumption University community members who are able to evaluate your ability to succeed in the Froelich School of Nursing (these letters are sent electronically from your reference and have the same due date as the application). At least one faculty recommendation is required. The second recommendation may be from another member of the Assumption community (another faculty, advisor, RA, etc.). If a second recommendation is not received, ranking will be calculated based on one recommendation. If you previously applied, you may elect to	

<p>use your highest scoring previous recommendation as your second recommendation submission.</p>	
<ul style="list-style-type: none"> <li>▪ The application component documents (except for the Letters of Recommendation) will be assembled into <b>ONE</b> electronic .pdf file and emailed to <a href="mailto:fsonnfastudentaffairs@assumption.edu">fsonnfastudentaffairs@assumption.edu</a>. <b>The subject title will read: your last name – change of major application.</b></li> <li>▪ Failure to follow these directions outlined on the Change of Major Cover Sheet will result in the application being disqualified for consideration by the Froelich School of Nursing Faculty Assembly Student Affairs Committee.</li> </ul>	

**The complete application including two recommendations is firmly due on May 1.**

If May 1 falls on a weekend, the application is due by the following Monday.

**Please note:**

- 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 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 in the cohort.
- Student applications will be reviewed when final grades for the fall semester are posted in May.
- Applications are reviewed by the Froelich School of Nursing Faculty Assembly Student Affairs Committee. Applications will be reviewed according to pre-determined weighted criteria and applicants will be offered a seat according to the rank order and at the recommendation of the Froelich School of Nursing Faculty Assembly Student Affairs Committee. The Committee reserves the right not to fill all open seats.
- The applicant will be notified of the committee’s decision via the assumption.edu email address provided on the application. Qualified applicants who are not accepted will remain on a waitlist in rank order. If seats become available, the next applicant will be notified.
- The offer of acceptance into the Froelich 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 qualified applicant.

\*Any “Not Met” voids application for consideration