



Change of Major

Notice, a Change of Major must be recorded on this form.

Date:

Student Name:

Student ID#:

Class Level:

Reason for Change:

I understand that I must complete all of the course requirements for the program into which I am changing.

Student
Signature

This is a Request to Change my Major:

From:

TO:

The following signatures must be obtained, IN ORDER, to officially change your major.

1)

Current
Advisor
Signature

	DATE
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* If your current advisor is not available, you can consult your current department office. Department office information on page 2. **If you are proposing a transfer into or from Environmental Resources Engineering the Department Chairs Signature is also required...**

Here: _____ DATE _____

2)

New
Curriculum Coordinator
Signature

	DATE
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* To identify who your new Curriculum Coordinator is and what you need to bring to this meeting, if anything, please reference the list on page 2. The Curriculum Coordinator may indicate your new advisor on the following line as needed (please note, a signature is not required from the new advisor)

3)

Financial Aid
Signature

	DATE
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* 113 Bray Hall

4)

Admissions Office
Signature

	DATE
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* 218 Gateway Center

Important Directions and Deadlines:

Student Directions:

- 1) It is the student's responsibility to oversee the gathering of each of the identified signatures.
- 2) This form is left with the Admissions Office, which will create a new plan sheet and apply any transfer credits to the new program. This process will take between **five and ten business days**, at which time your change of major will be complete!
- 3) Students may elect to meet with the Career Services Office (110 Bray Hall) at any time to further discuss career options and planning regarding their new major. Students, please consider the below identified deadlines in your planning.
- 4) Students may elect to meet with the Admissions Office (218 Gateway Center) at any time to discuss transfer credit implications for their new major. Students, please consider the below identified deadlines in your planning.

Deadlines:

To successfully change your major in time to register for classes in your new program, you must have this form completed and to the Admissions Office no later than the date which corresponds to the "Last Day to Drop a Class," identified on the academic calendar (<http://www.esf.edu/registrar/calendar.asp>).

If you miss this deadline, your change of major will be processed as soon as possible, however there are no guarantees that it will be complete in time for you to receive advising and to register under your new major.

Change of Major Policies and Related Information:

Curriculum Coordinators:

Your new curriculum coordinator can be identified from the list below. Please note any additional items that you are to bring with you to your meeting.

<u>Program of Study</u>	<u>Department Chair</u>	<u>Curriculum Coordinator:</u>	<u>Items for Meeting</u>
Chemistry	Dr. Ivan Gitsov 217 then 117 Jahn Lab 6851/6855 igivanov@esf.edu	Dr. Mark Teece 415 Jahn Lab 4736/6855 mteece@esf.edu	- This Form
Environmental Forest Biology (EFB)	Dr. Donald Leopold (All EFB) 333 Illick Hall 6784/6760 djleopold@esf.edu	Dr. Gregory McGee 355 Illick Hall 6792/6760 ggmccgee@esf.edu	- This Form
EFB-Aquatics & Fisheries Science		Dr. Donald Stewart 103 Illick Hall 6924 djstewart@esf.edu	- This Form
EFB-Biotechnology		Dr. Lee Newman 248 Illick Hall 4937 lanewman@esf.edu	- This Form
EFB- Conservation Biology		Dr. James Gibbs 405 Illick Hall 6764 jgibbs@esf.edu	- This Form
EFB- Environmental Biology		Dr. Gregory McGee 355 Illick Hall 6792/6760 ggmccgee@esf.edu	- This Form
EFB-Forest Health		Dr. John Castello 332 Illick Hall 6789 jdcastello@esf.edu	- This Form
EFB- Environmental Education		Dr. Gregory McGee 355 Illick Hall 6792/6760 ggmccgee@esf.edu	- This Form
EFB- Wildlife Science		Dr. Jacqui Frair 406 Illick Hall 4905/6743 jfrair@esf.edu	- This Form
Environmental Resources Engineering	Dr. Theodore Endreny 402 Baker 6565/6633 te@esf.edu	Dr. Steve Shaw 418 Baker 4707 sbshaw@esf.edu	- This Form
Environmental Science	Dr. Russ Briggs 358 Illick Hall 6989 rdbriggs@esf.edu	Anne Moore 134 Baker Lab 6709 akmoore@esf.edu	- This Form
Environmental Science -Env. Health		Dr. Lee Newman 248 Illick Hall 4937 lanewman@esf.edu	- This Form

Environmental Studies	Dr. Benette Whitmore 106 Marshall Hall 6636 bwhitmor@esf.edu	Dr. Andrea Parker 108 A Marshall Hall 6573 amparker@esf.edu	- This Form
FNRM	Dr. David Newman 320 Bray Hall 6534/6536 dnewman@esf.edu	Dr. Eddie Bevilacqua 301 Bray Hall 6697 ebevilacqua@esf.edu	- This Form
FNRM-Construction Mgt.		Dr. Paul Crovella 219 Baker Lab 6839 plcrovella@esf.edu	- This Form
FNRM-Forest Resources Mgt. & Forest ECO Science		Dr. Rene Germain 316 Bray Hall 6698 rhgermai@esf.edu	- This Form
FNRM-Sustainable Energy Mgt.		Dr. Bob Malmshaimer 305 Bray Hall 6909 rwmalmsh@esf.edu	- This Form
FNRM-Natural Resources Mgt.		Dr. John Wagner 304 Bray Hall 6971 jewagner@esf.edu	- This Form
Forest Technology/ Land Surveying Tech. Env. & Natural Resources Conservation	Dr. Michael Bridgen Wanakena, NY 13695 bridgen@esf.edu (315)848-2566		
Landscape Architecture	Prof. Douglas Johnston 331 Marshall Hall 6544 dmjohnst@esf.edu	Prof. Douglas Johnston 331 Marshall Hall 6544 dmjohnst@esf.edu	- This Form - Current Curr. Plan Sheet - Current Grades - Why you hope to join LA
Paper and Bioprocess Engineering & Renewable Materials Science Undeclared Option	Dr. Gary Scott 319 Walters Hall 6523/6501 gscott@esf.edu Prof. Scott Shannon 227 Bray Hall 6599/6782 sshannon@esf.edu	Dr. Robert Meyer 222 Baker Lab 6881/6880 rwmeier@esf.edu	- This Form

Important considerations for students considering changing their major:

A student may change their major at any time, however it is important to note that in order to ensure that the advising and registration process can occur under the new major, the student must adhere to the deadline date which corresponds with the "Last Day to Drop a Class," identified on the academic calendar (<http://www.esf.edu/registrar/calendar.asp>). If this deadline is not met, change of major requests will be processed as quickly as possible, but may not occur in time for the student to seek advising and register under their new major.

New incoming students wishing to change their major should contact the Admissions Office until the date identified as the "Last Day to Add a Class" on the academic calendar (<http://www.esf.edu/registrar/calendar.asp>). After this date, all change of major requests should use this form.

Students, after completing the top section of this form please print this document. You will only need to bring the first page with you for the identified representatives to sign, the other pages are for your reference.

If you have any questions regarding this process, please contact the Office of Career Services:

Career Services Office
Office of Student Affairs
110 Bray Hall
315-470-6660
careers@esf.edu