



# 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

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## 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

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## 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.

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<u>Program of Study</u>	<u>Department Chair</u>	<u>Curriculum Coordinator:</u>	<u>Items for Meeting</u>
<b>Chemistry</b>	Dr. Ivan Gitsov 217 then 117 Jahn Lab 6851/6855 <a href="mailto:igivanov@esf.edu">igivanov@esf.edu</a>	Dr. Mark Teece 415 Jahn Lab 4736/6855 <a href="mailto:mteece@esf.edu">mteece@esf.edu</a>	- This Form
<b>Environmental Forest Biology (EFB)</b>	Dr. Donald Leopold (All EFB) 333 Illick Hall 6784/6760 <a href="mailto:djleopold@esf.edu">djleopold@esf.edu</a>	Dr. Gregory McGee 146 Illick Hall 6792/6760 <a href="mailto:ggmccgee@esf.edu">ggmccgee@esf.edu</a>	- This Form
<b>EFB-Aquatics &amp; Fisheries Science</b>		Dr. Donald Stewart 103 Illick Hall 6924 <a href="mailto:djstewart@esf.edu">djstewart@esf.edu</a>	- This Form
<b>EFB-Biotechnology</b>		Dr. William Powell 319 Illick Hall 6744 <a href="mailto:wapowell@esf.edu">wapowell@esf.edu</a>	- This Form
<b>EFB- Conservation Biology</b>		Dr. James Gibbs 405 Illick Hall 6764 <a href="mailto:jgibbs@esf.edu">jgibbs@esf.edu</a>	- This Form
<b>EFB- Environmental Biology</b>		Dr. Gregory McGee 146 Illick Hall 6792/6760 <a href="mailto:ggmccgee@esf.edu">ggmccgee@esf.edu</a>	- This Form
<b>EFB-Forest Health</b>		Dr. John Castello 332 Illick Hall 6789 <a href="mailto:jdcastello@esf.edu">jdcastello@esf.edu</a>	- This Form
<b>EFB- Environmental Education</b>		Dr. Elizabeth Folta 356 Illick Hall 4938 <a href="mailto:efolta@esf.edu">efolta@esf.edu</a>	- This Form
<b>EFB- Wildlife Science</b>		Dr. Jacqui Frair 406 Illick Hall 4905/6743 <a href="mailto:jfrair@esf.edu">jfrair@esf.edu</a>	- This Form
<b>Environmental Resources Engineering</b>	Dr. Theodore Endreny 402 Baker 6565/6633 <a href="mailto:te@esf.edu">te@esf.edu</a>	Dr. Steve Shaw 418 Baker 4707 <a href="mailto:sbshaw@esf.edu">sbshaw@esf.edu</a>	- This Form
<b>Environmental Science</b>	Dr. Russ Briggs 358 Illick Hall 6989 <a href="mailto:rdbiggs@esf.edu">rdbiggs@esf.edu</a>	Anne Moore 134 Baker Lab 6709 <a href="mailto:akmoore@esf.edu">akmoore@esf.edu</a>	- This Form
<b>Environmental Science -Env. Health</b>		Dr. Lee Newman 248 Illick Hall 4937 <a href="mailto:lanewman@esf.edu">lanewman@esf.edu</a>	- This Form

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