



# Undergraduate Student 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

\* 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:

**2)** New Curriculum Coordinator Signature

\* 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)

New Advisor

**3)** Financial Aid Signature

\* 113 Bray Hall

**4)** Admissions Office Signature

\* 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 (<https://www.esf.edu/registrar/calendar.php>).

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.

<b>Program of Study</b>	<b>Department Chair</b>	<b>Curriculum Coordinator</b>
Biochemistry & Chemistry	Dr. Lee Newman 117 Jahn Lab 4937 <a href="mailto:lanewman@esf.edu">lanewman@esf.edu</a>	Dr. Ted Dibble (Chemistry major) 421 Jahn Lab 6596, <a href="mailto:tsdibble@esf.edu">tsdibble@esf.edu</a>
Environmental Forest Biology (EFB)	Dr. Jacqueline Frair 242 Illick Hall <a href="mailto:jfrair@esf.edu">jfrair@esf.edu</a>	Dr. Julia Maresca (Biochemistry major) 222 Jahn Lab 4832, <a href="mailto:jamaresc@esf.edu">jamaresc@esf.edu</a>
EFB-Aquatics & Fisheries Science		Dr. John Farrell 250 Illick Hall 6990 <a href="mailto:jmfarrell@esf.edu">jmfarrell@esf.edu</a>
EFB-Biotechnology		Dr. Christopher Whipps 133 Illick Hall 4762 <a href="mailto:cwhipps@esf.edu">cwhipps@esf.edu</a>
EFB- Conservation Biology		Dr. Joshua Drew 343 Illick Hall 6579 <a href="mailto:jadrew@esf.edu">jadrew@esf.edu</a>
EFB- Environmental Biology		Dr. Martin Dovciak 459 Illick Hall 6459 <a href="mailto:mdovciak@esf.edu">mdovciak@esf.edu</a>
EFB-Forest Health		Dr. Steve Teale 242 Illick Hall 6758 <a href="mailto:sateale@esf.edu">sateale@esf.edu</a>
EFB- Wildlife Science		Dr. Michael Schummer 204 Illick Hall 4855 <a href="mailto:mlschumm@esf.edu">mlschumm@esf.edu</a>

Environmental Resources  
Engineering

Dr. Steve Shaw 418  
Baker Lab  
6939  
[sbshaw@esf.edu](mailto:sbshaw@esf.edu)

Environmental Science

Dr. Russ Briggs  
358 Illick Hall  
6989  
[rdbriggs@esf.edu](mailto:rdbriggs@esf.edu)

Dr. Chayton Massic  
253 Baker Lab  
[cjmassic@esf.edu](mailto:cjmassic@esf.edu)

Environmental Health

Dr. Lee Newman  
2117 Jahn Lab 4937  
[lanewman@esf.edu](mailto:lanewman@esf.edu)

Environmental Studies  
Environmental Education &  
Interpretation

Dr. Theresa Selfa  
106 Marshall Hall  
6636  
[tselfa@esf.edu](mailto:tselfa@esf.edu)

Dr. Shari Dann  
4930  
[sldann@esf.edu](mailto:sldann@esf.edu)

Dr. Jean Kayira  
6572  
205 Marshall Hall  
[jckayira@esf.edu](mailto:jckayira@esf.edu)

SRM

Dr. Christopher Nowak  
317 Bray Hall  
6575  
[canowak@esf.edu](mailto:canowak@esf.edu)

Dr. Eddie Bevilacqua  
301 Bray Hall  
[ebevilacqua@esf.edu](mailto:ebevilacqua@esf.edu)  
6697

SRM-Construction Mgt.

Dr. Endong Wang  
223 Baker Lab  
6536  
[ewang01@esf.edu](mailto:ewang01@esf.edu)

SRM-Forest Ecosystem Science

Dr. Colin Beier  
311 Bray Hall  
6578  
[cbeier@esf.edu](mailto:cbeier@esf.edu)

SRM-Forest Resources Mgt.

Dr. Rene Germain  
316 Bray Hall  
6698  
[rgermai@esf.edu](mailto:rgermai@esf.edu)

SRM-Sustainable Energy Mgt.

Dr. Obste Therasme  
307 Bray Hall  
4934  
[otherasm@esf.edu](mailto:otherasm@esf.edu)

SRM-Natural Resources Mgt.

Dr. John Wagner 304  
Bray Hall  
6971  
[jewagner@esf.edu](mailto:jewagner@esf.edu)

**Sustainability Management**

Kathy Lang, Advisor

235 Gateway

4882

[klang01@esf.edu](mailto:klang01@esf.edu)

Dr. Christopher Nowak Department Chair and Coordinator

317 Bray Hall

6575

[canowak@esf.edu](mailto:canowak@esf.edu)**Forest Technology/ Land Surveying Tech. Env. & Natural Resources Conservation**

Dr. Mariann Johnston

Wanakena, NY 13695

[mjohnston@esf.edu](mailto:mjohnston@esf.edu)

(315)848-2566

**Landscape Architecture**

Dr. Margaret Bryant

101 Marshall Hall

4829

[mbryant@esf.edu](mailto:mbryant@esf.edu)

Aidan Ackerman

259 Marshall Hall

6545

[acackerm@esf.edu](mailto:acackerm@esf.edu)**Chemical Engineering, Paper and Bioprocess Engineering & Renewable Materials Science**

Dr. David Newman

310 Walters Hall

6534/6501

[dnewman@esf.edu](mailto:dnewman@esf.edu)

Dr. Shijie Liu

302 Walters

Hall 6885/6501

[sliu@esf.edu](mailto:sliu@esf.edu)**Undeclared Option**

Katherine McCarthy

110 Bray Hall

6660

[kmccar10@esf.edu](mailto:kmccar10@esf.edu)**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 (<https://www.esf.edu/registrar/calendar.php>). 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 (<https://www.esf.edu/registrar/calendar.php>). 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.