



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 |
|--|------|

* 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 |
|--|------|

* 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 |
|--|------|

* 113 Bray Hall

4) Admissions Office
Signature

| | |
|--|------|
| | DATE |
|--|------|

* 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.

| Program of Study | Department Chair | Curriculum Coordinator | Items for Meeting |
|------------------------------------|---|---|--------------------------|
| Biochemistry & Chemistry | Dr. Avik Chatterjee 121 Jahn Lab 6855 achatter@esf.edu | Dr. Mark Teece 415 Jahn Lab 4736/6855 mteece@esf.edu | This Form |
| Environmental Forest Biology (EFB) | Don Leopold 242 Illick Hall 6760 djleopold@esf.edu | Dr. Gregory McGee 146 Illick Hall 6792/6760 gmgcgee@esf.edu | This Form |
| EFB-Aquatics & Fisheries Science | | Dr. Donald Stewart 103 Illick Hall 6924 djstewart@esf.edu | This Form |
| EFB-Biotechnology | | Dr. William Powell 319 Illick Hall 6744 wapowell@esf.edu | This Form |
| EFB- Conservation Biology | | Dr. James Gibbs 405 Illick Hall 6764 jpgibbs@esf.edu | This Form |
| EFB- Environmental Biology | | Dr. Gregory McGee 146 Illick Hall 6792/6760 gmgcgee@esf.edu | This Form |
| EFB-Forest Health | | Dr. Steve Teale 151 Illick Hall 6758 sateale@esf.edu | This Form |
| EFB- Environmental Education | | Dr. Gregory McGee 146 Illick Hall 6792/6760 gmgcgee@esf.edu | This Form |

| | | |
|-------------------------------------|---|---|
| EFB- Wildlife Science | | Dr. Jacqui Frair 406 Illick Hall 4905/6743 jfrair@esf.edu |
| Environmental Resources Engineering | Dr. Lindi Quackenbush 416 Baker 4727 lquack@esf.edu | Dr. Steve Shaw 418 Baker 4707 sbshaw@esf.edu |
| Environmental Science | Dr. Russ Briggs 358 Illick Hall 6989 rdbiggs@esf.edu | Monica Blaisdell 202 Baker Lab 4822 mblaisde@esf.edu |
| Environmental Science - Env. Health | | Dr. Lee Newman 248 Illick Hall 4937 lanewman@esf.edu |
| Environmental Studies | Dr. Benette Whitmore 106 Marshall Hall 6636 bwhitmor@esf.edu | Dr. Andrea Parker 108 A Marshall Hall 6573 amparker@esf.edu |
| FNRM | Dr. Christopher Nowak 317 Bray Hall 6575 canowak@esf.edu | Dr. Eddie Bevilacqua 301 Bray Hall 6697 ebevilacqua@esf.edu |
| FNRM-Construction Mgt. | | Dr. Paul Crovella 219 Baker Lab 6839 plcrovella@esf.edu |
| FNRM-Forest Ecosystem Science | | Dr. Colin Beier 311Bray Hall 6578 cbeier@esf.edu |
| FNRM-Forest Resources Mgt. | | Dr. Rene Germain 316 Bray Hall 6698 rhgermai@esf.edu |
| FNRM-Sustainable Energy Mgt. | | Dr. Bob Malmsheimer 305 Bray Hall 6909 rwmalmsh@esf.edu |
| FNRM-Natural Resources Mgt. | | Dr. John Wagner 304 Bray Hall 6971 jewagner@esf.edu |

Forest Technology/ Land
Surveying Tech. Env. & Natural
Resources Conservation

Dr. Michael Bridgen
Wanakena, NY 13695
bridgen@esf.edu
(315)848-2566

ThisForm

Landscape Architecture

Prof. Douglas
Johnston
331 Marshall Hall
6544
dmjohnst@esf.edu

Prof. Douglas
Johnston
331 Marshall Hall
6544
dmjohnst@esf.edu

Current Curr. Plan
Sheet
Current Grades
Why you hope to
join LA

Paper and Bioprocess Engineering
& Renewable Materials Science

Dr. Bandaru Ramarao
(Interim Chair)
310 Walters Hall
6513/6502
bvramara@esf.edu

Dr. Robert Meyer
222 Baker Lab
6881/6880
rwmeier@esf.edu

Undeclared Option

Prof. Scott Shannon
227 Bray Hall
6599/6782
sshannon@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 (<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
Division of Student Affairs
110 Bray Hall
315-470-6900
careers@esf.edu

08/2018