



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

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

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
Biochemistry & Chemistry	Dr. Lee Newman 117 Jahn Lab 4937 laneuman@esf.edu	Dr. Ted Dibble 421 Jahn Lab 6596 tsdibble@esf.edu
Environmental Forest Biology (EFB)	Dr. Stephen Teale 242 Illick Hall 6758 sateale@esf.edu	
EFB-Aquatics & Fisheries Science		Dr. John Farrell 250 Illick Hall 6990 jmfarrell@esf.edu
EFB-Biotechnology		Dr. Christopher Whipps 133 Illick Hall 4762 cwhipps@esf.edu
EFB- Conservation Biology		Dr. Joshua Drew 343 Illick Hall 6579 jadrew@esf.edu
EFB- Environmental Biology		Dr. Martin Dovciak 459 Illick Hall 6459 mdovciak@esf.edu
EFB-Forest Health		Dr. Steve Teale 242 Illick Hall 6758 sateale@esf.edu
EFB- Wildlife Science		Dr. Michael Schummer 204 Illick Hall 4855 mlschumm@esf.edu

Environmental Resources
Engineering

Dr. Steve Shaw 418
Baker Lab
6939
sbshaw@esf.edu

Dr. Timothy Morin
417 Baker Lab
6939
thmorin@esf.edu

Environmental Science

Dr. Russ Briggs
358 Illick Hall
6989
rdbriggs@esf.edu

Ann Moore
202 Baker Lab
6709
akmoore@esf.edu

Environmental Science -
Env. Health

Dr. Lee Newman
2117 Jahn Lab 4937
lanewman@esf.edu

Environmental Studies
Environmental Education &
Interpretation

Dr. Theresa Selfa
6570/6636
tselfa@esf.edu

Dr. Shari Dann
4930
sldann@esf.edu

SRM

Dr. Christopher Nowak
317 Bray Hall
6575
canowak@esf.edu

Dr. Eddie Bevilacqua
301 Bray Hall
6697
ebevilacqua@esf.edu

SRM-Construction Mgt.

Dr. Endong Wang
223 Baker Lab
6536
ewang01@esf.edu

SRM-Forest Ecosystem Science

Dr. Colin Beier
311 Bray Hall
6578
cbeier@esf.edu

SRM-Forest Resources Mgt.

Dr. Rene Germain
316 Bray Hall
6698
rhgermai@esf.edu

SRM-Sustainable Energy Mgt.

Dr. Bob Malmsheimer
305 Bray Hall
6909
rwmalmsh@esf.edu

SRM-Natural Resources Mgt.

Dr. John Wagner
304 Bray Hall
6971
jewagner@esf.edu

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

Dr. Mariann Johnston
Wanakena, NY 13695
mjohnston@esf.edu
(315)848-2566

Landscape Architecture

Dr. Margaret Bryant
101 Marshall Hall
4829
mbryant@esf.edu

Aidan Ackerman
259 Marshall Hall
6545
acackerm@esf.edu

Chemical Engineering, Paper and
Bioprocess Engineering &
Renewable Materials Science

Dr. David Newman
310 Walters Hall
6534/6501
dnewman@esf.edu

Dr. Shijie Liu
302 Walters
Hall 6885/6501
sliu@esf.edu

Undeclared Option

Ann Moore
209 Baker Lab
6709
akmoore@esf.edu

Sustainability Management

Kathy Lang (advisor)
227 Gateway Center
klang01@esf.edu 4882

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.