



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:**

3) Financial Aid
Signature

* 113 Bray Hall

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

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. Avik Chatterjee 121 Jahn Lab 6855 achatter@esf.edu	Dr. Mark Teece 415 Jan Lab 4736/6855 mteece@esf.edu
Environmental Forest Biology (EFB)	Dr. Melissa Fierke 242 Illick Hall 6743 mkfierke@esf.edu	Dr. Greg McGee 134 Illick Hall 6792/6760 gmgcgee@esf.edu
EFB-Aquatics & Fisheries Science		Dr. Donald Stewart 103 Illick Hall 6924 djstewart@esf.edu
EFB-Biotechnology		Dr. Lee Newman 248 Illick Hall 4937 lanewman@esf.edu
EFB- Conservation Biology		Dr. Don Leopold 242 Illick Hall 6760 djleopold@esf.edu
EFB- Environmental Biology		Dr. Greg McGee 134 Illick Hall 6792/6760 gmgcgee@esf.edu
EFB-Forest Health		Dr. Steve Teale 151 Illick Hall 6758 sateale@esf.edu
EFB- Wildlife Science		Dr. Jacqui Frair 406 Illick Hall 4905/6743 jfrair@esf.edu

Environmental Resources
Engineering

Dr. Lindi Quackenbush
404 Baker Lab
4727
ljquack@esf.edu

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

Environmental Science

Dr. Russ Briggs
358 Illick Hall
6989
rdbriggs@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. Theresa Selfa
6835
tselfa@esf.edu

Dr. Andrea Parker
6573/6636
amparker@esf.edu

Environmental Education &
Interpretation

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. Paul Crovella
219 Baker Lab
6839
plcrovella@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 Malmshemer
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

Prof. Douglas Johnston
6544
dmjohnst@esf.edu

Prof. Douglas Johnston
6544
dmjohnst@esf.edu

Paper and Bioprocess Engineering
& Renewable Materials Science

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

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