



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 this person)

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.

<u>Program of Study</u>	<u>Department Chair</u>	<u>Curriculum Coordinator:</u>	<u>Items for Meeting</u>
Chemistry	Dr. Gregory Boyer 118 Jahn Lab 6860/6855 gboyer@esf.edu	Dr. Mark Teece 415 Jahn Lab 4736/6855 mteece@esf.edu	- This Form
Construction Management & Wood Products Eng.	Dr. Susan Anagnost 204 Baker 6837/6880 seanagno@esf.edu	Prof. Paul Crovella 219 Baker 6839 plcrovella@esf.edu	- This Form
Environmental Forest Biology (EFB)	Dr. Donald Leopold (All EFB) 333 Illick Hall 6784/6760 djleopold@esf.edu	Dr. Gregory McGee 146 Illick Hall 6792 ggmccgee@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. Dylan Parry 109 Illick Hall 6753 dparry@esf.edu	- This Form
EFB-Forest Health		Dr. John Castello 332 Illick Hall 6789 jdcastello@esf.edu	- This Form
EFB- Natural History & Interpretation		Dr. Elizabeth Folta 356 Illick Hall 4938 efolta@esf.edu	- This Form
EFB- Wildlife Science		Dr. Jonathan Cohen 246 Illick Hall 6760 jcohen14@esf.edu	- This Form
Environmental Resources Engineering	Dr. Theodore Endreny 402 Baker 6565/6633 te@esf.edu	Dr. Stewart Diemont 421 Baker 4707 sdiemont@esf.edu	- This Form - Also required to meet with the chair, Dr. Endreny.
Environmental Science	Dr. Russ Briggs 134 Baker Lab 6701/6528 rdbriggs@esf.edu	Tim Knight - Staff Assistant 134 Baker Lab 6709/6528 trknight@esf.edu	- This Form
Environmental Studies	Dr. Valerie Luzadis 106 Marshall Hall 6636 vluzadis@esf.edu	Dr. Theresa Selfa 211B Marshall Hall 6570/6636 tselfa@esf.edu	- This Form

Forest Resources Mgmt	Dr. David Newman	Dr. Eddie Bevilacqua	- This Form
Natural Resources Mgmt	320 Bray Hall	301 Bray Hall	
Forest Ecosystem	6534/6536	6697	
Science	dnewman@esf.edu	ebevilacqua@esf.edu	
Sustainable Energy Mgmt			
Landscape	Prof. Douglas Johnston	Prof. Robin Hoffman	- This Form
Architecture	331 Marshall Hall	308 Marshall Hall	- Current Curr. Plan Sheet
	6544	6546/6544	- Current Grades
	dmjohnst@esf.edu	rehoffma@esf.edu	- Why you hope to join LA
Paper and Bioprocess	Dr. Gary Scott	Dr. Shijie Liu	- This Form
Engineering &	319 Walters Hall	302 Walters Hall	
Paper Science	6523/6501	6886/6501	
	gscott@esf.edu	sliu@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
Office of Student Affairs
110 Bray Hall
315-470-6660
careers@esf.edu