COLLEGE OF SCIENCE
ADVISING, CRITERIA AND PROCESS FOR A CHANGE OF PROGRAM

See RIT Policy D02.0 V. PROGRAM/PLAN CHANGE
https://www.rit.edu/academicaffairs/policiesmanual/d020

States in part – “All program/plan changes (i.e., college, department and program) must be completed by the end of the add/drop period (Policy D 3.0) in a given term. Changes requested after this time will be effective in the ensuing term.”

This document serves as a guideline describing the process and the criteria for being accepted to one of the programs in the College of Science (COS).

FUTURE term change of program meetings need to be scheduled and paperwork submitted no later than week 8.

** One exception: Imaging Science will meet with students and consider change of programs throughout the term. **

IMPORTANT! Even if the application for a change of program is accepted, you may be required to take additional course work and this may extend the time it takes to earn a degree.

1. ADVISING:
   • We strongly recommend all students take, or have begun, the project-based calculus sequence MATH-181-182; except for Biology, Biotechnology and Environmental Science programs.
   • Students must complete a year of a lab science (and both classes must be from the same discipline). This is a more rigorous requirement than set by the general education requirements at RIT.
   • Experiential Learning: All students must complete an Experiential Learning component before degree completion.

2. CRITERIA:
   • See COP guide sheet for minimum GPA in courses relevant to the program with no grades of D, F, W or I.
   • A demonstrated record of satisfactorily completing general education course(s).
   • IMPORTANT! Satisfying all criteria does not guarantee acceptance into the program. Schools within the COS reserves the right to reject a change of program application for any reason, including any of these criteria, the student’s academic standing, or the students’ demonstrated ability to complete the program.
3. **PROCESS:**
   - Students must first meet with the Associate Head no later than week 8 of the current term, the contacts are listed on the guide sheet.

   **Exception:** Imaging Science will meet with students and consider change of programs throughout the term. **

   - Change of program forms can be found on the registrar’s website ([https://www.rit.edu/academicaffairs/registrar/forms.html](https://www.rit.edu/academicaffairs/registrar/forms.html)). Forms must be signed by the student and turned in to their home department. By RIT policy, students do not hand-carry forms to the COS.

   - **IMPORTANT!** The program may take up to two terms to make a decision whether to accept or reject the change of program application.

**Contact information:**

Current COS undergraduate programs, location and contact information for COS Associate Heads/Undergraduate Coordinators are:

**Biology, Biotechnology and Molecular Bioscience, Bioinformatics, and Environmental Sciences**

Room: 2102 Gosnell, **Leslie Kate Wright, Ph.D.,** Associate Head. To schedule an appointment: email: ncbbsbi@rit.edu, **email subject line:** Schedule an Change of Program appointment, or phone: (585) 475-7577.

**Chemistry, Biochemistry**

Room: 2102 Gosnell. **Jeffrey L. Mills, Ph.D.,** Associate School Head. To schedule an appointment: email letsch@rit.edu, **email subject line:** Schedule a Change of Program appointment, or phone: (585) 475-2445.

**Imaging Science**

Room: 3262 Carlson, Contact: **James Ferwerda, Ph.D.,** Undergraduate Coordinator, email: jaf@cis.rit.edu, **email subject line:** Schedule an Change of Program appointment.

**Applied Mathematics, Computational Mathematics**

Room: 2312 Gosnell, Contact: **Tamas Wiandt, Ph.D.** To schedule an appointment: email: tiwsma@rit.edu, **email subject line:** Schedule a Change of Program appointment, or phone: (585) 475-5767.

**Applied Statistics and Actuarial Sciences**

Room: HLC-2221: Hugh L. Carey Hall:014, Contact: **Carol Marchetti, Ph.D.** To schedule an appointment: email: cemsma@rit.edu, **email subject line:** Schedule a Change of Program appointment, or phone: (585) 475-2515.

**Physics**

Room: 1264 Carlson, Contact: **Dawn Hollenbeck, Ph.D.** To schedule an appointment: email: dnhsps@rit.edu, **email subject line:** Schedule a Change of Program appointment, or phone: (585) 475-6652