



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 the possibility of 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 9*.

**** 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 are required to complete an Experiential Learning component as part of their 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 (or designee) **no later than week 9** 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>). 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: lkhsse@rit.edu, **email subject line:** Schedule an Change of Program appointment, or phone: (585) 475-7577.

Chemistry, Biochemistry

Room: 2102 Gosnell. **Jeffrey Mills, Ph.D.**, Associate School Head. To schedule an appointment: email jlmsch1@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, and 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: 2217 Hugh Carey Hall (HLC), Contact: **Robert Parody, Ph.D.** To schedule an appointment: email: rjpeqa@rit.edu, **email subject line:** Schedule a Change of Program appointment, or phone: (585) 475-5288.

Physics

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