

## 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: [aljsse@rit.edu](mailto:aljsse@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](mailto: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](mailto:jaf@cis.rit.edu), **email subject line:** Schedule an Change of Program appointment.

#### **Applied Mathematics, and Computational Mathematics**

Room: 2312 Gosnell, Contact: **Nate Barlow, Ph.D.** To schedule an appointment: email: [nsbsma@rit.edu](mailto:nsbsma@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: **Tamas Wiandt, Ph.D.** To schedule an appointment: email: [tiwsma@rit.edu](mailto:tiwsma@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: [dmhsps@rit.edu](mailto:dmhsps@rit.edu), **email subject line:** Schedule a Change of Program appointment, or phone: (585) 475-6652