

Change of Program Request

Current graduate students in good academic standing may request a change in their graduate academic program by submitting this completed form to the Office of the Registrar. Upon receipt, a copy of your student file along with this form will be sent to the program that you are seeking admittance. If the program coordinator approves the change, they will sign this form and return to the student, who will then need to obtain approval from their current program coordinator. Once all approvals are obtained, please return this completed form to the Office of the Registrar for final approval.

Name _____ Student ID# _____

Current Program _____ Option _____

New Program _____ Option _____

Preferred Contact Phone # _____ Kean Email _____

Credits completed _____ When did you start your current graduate program? _____

Please provide a new personal statement indicating why you are requesting a change of program. The statement must be typed, double spaced and no more than three pages in length.

New Program Coordinator

Change is: _____ Approved _____ Denied

Name

Signature

Date

Current Program Coordinator

Exit interview conducted on: _____

Name

Signature

Date

By submitting this form, I understand that if my requested program change is approved, I must meet all requirements for the new academic program, in addition to the requirements prescribed to all graduate students, as outlined in the Graduate Handbook, Graduate Catalog, or any other published policies. Failure to satisfy or meet all requirements may result in a delay or in ability to graduate from Kean University.

Student Signature

Date

Office of the Registrar

Date

_____ Approved _____ Denied