

## Substitution of Graduate Coursework Request

This request should be submitted in the event that there is a need to substitute the required coursework for a graduate degree/program.

*\*Please note, you can type on this form\**

### Part I – To be completed by the student

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Program \_\_\_\_\_ Semester \_\_\_\_\_

Preferred Contact Phone # \_\_\_\_\_ Kean Email \_\_\_\_\_

### Part II – Course(s) to be substituted

#### Course(s) taken at Kean

To be substituted for the following required course(s)

Course	Course	Grade	Date	
<u>Number</u>	<u>Title</u>	<u>Received</u>	<u>Taken</u>	<u>Course #</u> <u>Title:</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### Part III – Approvals

Program Coordinator \_\_\_\_\_  
Print Name Date

\_\_\_\_\_  
Signature

Director of Graduate \_\_\_\_\_ Preliminary Approval      \_\_\_\_\_ Preliminarily Not Approved \_\_\_\_\_  
Signature

Student Services \_\_\_\_\_  
 \_\_\_\_\_ Final Approval      \_\_\_\_\_ Final Not Approved \_\_\_\_\_  
Signature

*Please submit this completed form with the required approvals to the Office of Graduate Student Services, East Campus, Room 218A. Students will be notified of the outcome of the request via their Kean email address.*