NATHAN WEISS GRADUATE COLLEGE
KEAN UNIVERSITY
Office of Graduate Student Services
EC-218A

CHANGE OF DEGREE PROGRAM -OR- DEGREE PROGRAM OPTION

PART I: To be completed by the student **Memorandum to the Office of Graduate Student Services:**

Date________ Semester/Year________ Current Degree Program & Option: ___________________________________

Name ____ **Student ID # ________________________________**

Address ____ **Home Phone ________________________________**

____ **Business Phone ___________________________**

E-mail ___________________________________

has requested permission to change his/her program

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FROM: Masters and/or Certification Option

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TO: Masters and/or Certification Option

The following steps must be completed:

1. Attach a brief essay describing your academic and professional objectives.
Arrange for a Change of Program interview with the Coordinator of the program to which you are seeking admission. At least one week prior to your interview, request that the Office of Graduate Student Services forward your records to the new Coordinator.

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PART II: To be completed by Coordinators and Office of Graduate Student Services

Your request for a change of program has been: { } Approved { } Denied

Graduate Coordinator accepting the student must sign below.

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Signature Date

2. Arrange for an exit interview with the Coordinator whose program you are leaving.

Graduate Coordinator of the program the student is leaving must sign below.

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Signature Date

3. This form must be returned with both signatures to the Office of Graduate Student Services, EC-218A so that your records can be officially changed. You will receive a copy of this approved form and a course program sheet listing the requirements in your new program.

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FOR OFFICE USE ONLY Student's program is changed
From____
To____

____

Office of Graduate Student Services Date