Office of the Registrar / One Stop Service Center:
Center for Academic Success (CAS), 1st floor
908-73-REGME
regme@kean.edu

Kean Ocean Administrative Office: Gateway Building, 103
732-255-0356
Fax: 732-255-0465
keanocc@kean.edu

Graduate Change of Option Request

Enrolled graduate students in good academic standing may request a change in their academic option by completing this form and obtaining their program coordinator's approval. Completed forms should be submitted via email to the One Stop Service Center at regme@kean.edu. Once processed, students will receive an email via their Kean email address to confirm the change.

Change of option (example):
M.A. Counseling: Clinical Mental Health to M.A. Counseling: School Counseling

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NOTE: Do not use this form to change your degree program. Visit: apply.kean.edu to begin a new Graduate Admissions application. You may be required to submit copies of official transcripts, official score reports from standardized admissions tests, letters of recommendation, and narrative statement.

Change of program (example):
M.A. Counseling: Clinical Mental Health to M.S. Accounting

Part I - To be completed by the student

Student's Last Name:	Student's First Name:	Anticipated Graduation Date (mo/yr):
Student's Telephone #:	Student's Email Address:	Student's ID #:

Part II – Requested Change of Option

Current Program/Option		Current Program/New Option	
MA Counseling	Clinical Mental Health	MA Counseling	School Counseling

Part III – Approvals

Program Coordinator's Name:	Program Coordinator's Signature:	Date:

Received at One Stop/Kean Ocean (initials/date):