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

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 submit this completed form with the required approvals to the One Stop Service Center, CAS Building (1st floor) or the Gateway Building on the Kean Ocean campus. Students will be notified of the outcome of the request via their Kean email address.

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 - Course(s) to be substituted

Course(s) taken at Kean						Substituted for Required Courses					
Semester	Subject	Course #	Course Title	# Credits	Grade	Semester	Subject	Course #	Course Title	# Credits	Grade
Fall 2017	CED	5966	Advanced Counseling Skills and Practice	3	B	Spring 2018	CED	5993	Legal, Ethical, and Professional Issues in Counseling	3	B

Part III – Approvals

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

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

For Office of the Registrar's approval only:

❑ **Preliminary Approval**	❑ **Preliminarily Not Approved**
❑ **Final Approval**	❑ **Final Not Approved**
Registrar's Office Signature:	**Date:**