



Office of the Registrar
Administration Building (1st Floor)
908-73-REGME

Kean Ocean Administrative Office
Gateway Building, 103
732-255-0356

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 Office of the Registrar via email at coursesubs@kean.edu. 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
Fall 2021	CED	5966	Advanced Counseling Skills and Practice	3	B	Spring 2022	CED	5993	Legal, Ethical, and Professional Issues in Counseling	3

Part III – Approvals

Program Coordinator's Name:	Program Coordinator's Signature:	Date:
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For Office of the Registrar's approval only:

<input type="checkbox"/> Preliminary Approval	<input type="checkbox"/> Preliminarily Not Approved
<input type="checkbox"/> Final Approval	<input type="checkbox"/> Final Not Approved
Registrar's Office Signature:	Date: