

Location Status Change Request → Online

The Location Status Change process should be initiated well in advance of any registration period to allow for required processing time. Please follow the steps below to process this form:

1. Complete all fields in the student information section and sign the form.
2. Obtain approval from the department Chairperson/Executive Director/Coordinator of the major into which you want to be admitted. They must sign the form to approve the change and forward to the Dean's office.
3. The Dean should review/sign the form for approval, and then forward to the Office of the Vice President of Academic Affairs (VPAA).
4. The Office of the VPAA should then review/sign the form for approval and forward to the Office of the Registrar for processing.
5. Kean Online will follow-up with the student via email once change has been made.

NOTE: *Once your location status has been changed to Online, you must seek academic advisement from faculty in the new major of choice from that point forward.*

↓↓ STUDENT COMPLETES THIS SECTION ↓↓ PLEASE PRINT CLEARLY		
Student's Last Name	Student's First Name	Student's ID#
# of Completed Credits	Student's Phone Number	Student's Kean Email Address
Student's Signature	Date	

Primary Program:	<input type="checkbox"/> B.S. Accounting <input type="checkbox"/> B.A. Biology <input type="checkbox"/> B.A. Criminal Justice <input type="checkbox"/> B.S. Management (General Business) <input type="checkbox"/> B.S. Management (Entrepreneurship) <input type="checkbox"/> B.S. Management (Human Resources) <input type="checkbox"/> B.S. Management (Supply Chain) <input type="checkbox"/> B.A. Psychology <input type="checkbox"/> R.N. to B.S.N	<input type="checkbox"/> M.S. Computer Information Systems <input type="checkbox"/> M.A. Educational Administration <input type="checkbox"/> M.A. Hindu and Urdu Language Pedagogy <input type="checkbox"/> Post-Master's Certification - Digital Leadership <input type="checkbox"/> Post-Master's Certification – Principal <input type="checkbox"/> Post-Master's Certification - Supervisor
Reason for Request:		

Chairperson/Exec. Director Signature	Date	
College Dean's Signature	Date	
Office of the Vice President of Academic Affairs Signature	Date	For Office of Registrar Use Only: