CHANGE OF MAJOR FORM

How to File a Change of Major Form

NOTE: It is suggested that the Change of Major process is initiated well in advance of any registration period to allow for required processing time.

1. Complete all the fields in the student information section and sign the form.
2. Bring the form to the Department Chair of the major into which you want to be admitted for the Chair’s signature approving the change of major.
3. Return the form to the Office of the Registrar or One-Stop Service Center. You must then seek advisement from faculty in the new major of choice from that point forward.

STUDENT COMPLETES THIS SECTION:
PLEASE PRINT CLEARLY

Student ID #: ___________________________ Ph# to contact: ___________________________ Kean email: ___________________________

Name: ___________________________________________

Address: _______________________________________

City, State, Zip Code: ____________________________

Did you transfer into Kean University?         □ Yes □ No

What semester and year did you begin at Kean? Year/Semester ___________________________

Student’s Signature: ___________________________ Date: ___________________________

FACULTY COMPLETES THIS SECTION:

Academic Program: ___________________________ Code: ___________________________

Catalog Year: _______________________________ Intended ( ) Declared ( )

1st Major Chairperson’s Signature: ___________________________ Date: ___________________________

Second Major: _______________________________ Code: ___________________________

2nd Major Chairperson’s Signature: ___________________________ Date: ___________________________

Education Majors Only – see reverse side for the list of majors

Content Area: _______________________________ Code: ___________________________

Chairperson’s Signature (content area): ___________________________ Date: ___________________________

Revised Active Majors – August 6, 2014