



**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](mailto: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

*NOTE: Do not use this form to change your degree program. Visit: [apply.kean.edu](http://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):