



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 (1<sup>st</sup> 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:
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Received at One Stop/Kean Ocean (initials/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: