**LOCATION status change REQUEST Form** ****

How to File a Status Change Form

NOTE: The Status Change process should be initiated well in advance of any registration period to allow for required processing time. Please keep a copy of the completed form for your records.

1. Complete **all the fields in the student information section and sign the form**.
2. Bring the form and meet with the Department Chair/Executive Director/Coordinator of the major into which you want to be admitted for the signature approving the change.
3. Return the completed form to the Office of the Registrar. You must then seek advisement from faculty in the new major of choice from that point forward.
4. The online program is a degree completion program, not all courses may be offered online.
5. General Education courses may need to be taken on campus, if not already completed

**Student completes this section:**

**please print CLEARLY**

Student ID #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ph# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Kean E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Program: (please circle) Criminal Justice (BA) Nursing BSN

 Management-General Business (BS) Educational Administration (MA)

How many completed credits do you have? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FACULTY COMPLETES THIS SECTION WITH STUDENT:**

**Major Chair/Exec.Dir/Coordinator Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_

Dean Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_

Office of the Vice President of Academic Affairs - Kean Hall 107 Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_