

SEMESTER	YEAR
<input type="checkbox"/> FALL	
<input type="checkbox"/> SPRING	20_____
<input type="checkbox"/> SUMMER I	
<input type="checkbox"/> SUMMER II	

OFFICE OF THE REGISTRAR  
**Audit Option**  
**Pass/Fail Option**  
**Change to Letter Grade**



**Kean ID number:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
FIRST NAME LAST NAME

COMPLETE THE SECTION BELOW THAT APPLIES TO YOUR REQUEST

<input type="checkbox"/> 1. I wish to declare the AUDIT option	<b>DEPARTMENT</b>	<b>CATALOG NUMBER</b>	<b>SECTION NUMBER</b>

**INSTRUCTOR'S SIGNATURE:** \_\_\_\_\_

<input type="checkbox"/> 2. I wish to declare the PASS/FAIL option Undergraduate Matriculated Students Only	<b>DEPARTMENT</b>	<b>CATALOG NUMBER</b>	<b>SECTION NUMBER</b>

**I have read and understood the AUDIT and/or PASS/FAIL policy on the reverse side**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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FOR STUDENT RECORDS

\_\_\_\_\_ has declared the  
Student Name

<b>Check the appropriate option:</b>			
<input type="checkbox"/> Audit option	<b>DEPARTMENT</b>	<b>CATALOG NUMBER</b>	<b>SECTION NUMBER</b>
<input type="checkbox"/> Pass/Fail option			

**Office Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **AUDIT POLICY**

All undergraduate matriculated and non-matriculated students may audit courses under these conditions:

1. Students receive permission from the instructor.
2. No academic credit may be earned for audited courses.
3. The auditor may attend class but does not write examinations nor fulfill other course requirements as a student who is earning academic credit.
4. Students may audit no more than one course per semester or term of study.

The audit option must be declared at the Registrar's Office and may be done through the first three weeks of classes during the Fall and Spring Semester, and through the first week of classes during the regular Summer Session.

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## **PASS/FAIL POLICY**

An undergraduate matriculated student in good academic standing who has earned at least 30 semester hours of credit may, at any time before graduation, select a maximum of six courses from free electives to be taken on a Pass/Fail basis. Academic credit is granted only for courses where the earned grade is "P." A grade of "U" will represent failure.

The cumulative grade-point average is not affected by work completed on a Pass/Fail basis, nor are these credits considered when calculating academic honors. A grade of "P" will be interpreted as achievement at the level of "C" or better.

The Pass/Fail option must be declared at the Registrar's Office and may be done through the first three weeks of classes during the Fall and Spring semester, and through the first week of classes during the regular Summer Session.