KEAN

Office of the **Registrar**

Audit Option – Pass/Fail Option – Change of Letter Grade

Student First Name _____ Student Last Name _____ Kean ID Number _____

Email Address _____ Phone Number _____

Semester: ☐ Fall 20_____ ☐ Winter 20_____ ☐ Spring 20_____ ☐ Summer I 20_____ ☐ Summer II 20_____

COMPLETE THE SECTION BELOW THAT APPLIES TO YOUR REQUEST

Course Audit Option:

☐ I wish to declare the AUDIT option for the course section below:

Department			Catalog Number			Section Number	Instructor Signature (Required)

Course Audit

A student who wishes to engage informally in regular University offerings may, with the permission of the instructor, audit one course per semester or term of study. Formal course requirements such as completion of written papers or quizzes and examinations do not apply to the auditing student. Regular tuition rates are charged for this course. Audit courses are not included in enrollment status when determining financial aid awards.

All lecture, laboratory and studio courses may be audited. Auditing status permits the student to attend class; the auditor is not expected to fulfill course requirements that regularly-registered students must satisfy in order to earn academic credit. The title of the audited course is printed on the student's transcript, along with the grade symbol "AU." No academic credit is earned for audited courses.

Students who wish to audit a course should register for that course during the regularly scheduled registration period via KeanWISE. In order to declare the audit option, the Audit Form must be obtained at the One Stop Service Center or the Kean Ocean Administrative Office, Gateway 103 and the instructor's approval must be secured. **The signed form must be returned to the One Stop Service Center, the Kean Ocean Administrative Office, Gateway 103, or emailed to regme@kean.edu within the first three weeks of the fall or spring semester or the first week of summer session (review the academic calendar for specific dates).** Please note that students may also change out of audit option and re-register for earned credit during this initial declaration period as stated above.

Pass/Fail Option:

☐ I wish to declare the PASS/FAIL option for the course section below:
Undergraduate Matriculated Students Only

Department			Catalog Number			Section Number

Pass/Fail

An undergraduate, matriculated student in good academic standing who has earned at least 30 semester hours of credit may select a maximum of six courses from free electives to be taken on the Pass/Fail option. The Pass/Fail option is available only for free elective coursework. Courses needed to satisfy General Education requirements, cognate requirements, additional requirements, major or minor program requirements, or collateral coursework must be completed according to the regular grading system.

Coursework taken on the Pass/Fail option is graded as either "P," which represents achievement at the level of "C" or better, or "U," which indicates 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.

The Pass/Fail option must be declared at the One Stop Service Center and **must be done by the end of the third week of classes during the fall and spring semesters and by the end of the first week of classes during the respective summer session (review the academic calendar for specific dates).** The form can be obtained through the Office of the Registrar website. For Kean Ocean students, this option is to be declared through the Kean Ocean Administrative Office, Gateway 103, according to the same deadlines above. For Wenzhou Kean University, this option is to be declared through the Office of the Registrar GEH D202, according to the same deadlines above. During this period students may change into the Pass/Fail option from a course initially enrolled in for a regular letter grade or out of the Pass/Fail option and re-register for a regular letter grade.

Student Acknowledgement:

I have read and understood the AUDIT and/or PASS/FAIL policy above, as outlined in the Academic Catalog.

_____ _____
Student's Signature   Date

Please deliver this completed form to the One Stop Service Center, Kean Ocean Administration Office or email this form to regme@kean.edu.