



Office of the Registrar/One Stop Service Center:
Administration Building, 1st floor
908-737-3290
Fax: 908-737-3299
regme@kean.edu

Kean Ocean Administrative Office:
Gateway Building, 103
732-255-0356
Fax: 732-255-0465
keanocc@kean.edu

Pass (P)/Fail (U) for Fall 2021

In order to receive a P/U as opposed to a letter grade during the Fall 2021 semester, a student must do the following:

- 1) Fill out this form with a maximum of two courses to be changed to Pass/Fail (P/U);
 - 2) Discuss with Faculty Academic Advisor or Executive Director/Chairperson/Coordinator (for undergraduate students) **OR** Graduate Program Coordinator (for graduate students) and receive approval (can be email approval from advisor/coordinator's Kean email address);
 - 3) Email this completed form (from the student's Kean email address), copying the Faculty Academic Advisor/Executive Director/Chairperson/Coordinator **OR** Graduate Program Coordinator to the Office of the Registrar via email at regme@kean.edu by **February 1, 2022 (including January 2022 graduation candidates)**.
- **Undergraduate students:** a grade of "Pass" (P) will include grades C and above; grades below C will receive a grade of "Fail" (U). A "U" grade will not affect your GPA. It is not included in GPA calculations. Some students may not be able to select the P/U option for some courses due to program requirements, or graduate school admission standards. Please obtain approval from your Faculty Academic Advisor or Executive Director/Chairperson/Coordinator.
 - **Graduate students:** receiving a grade of "Pass" (CG) or "Fail" (NC) will not impact your GPA. However, graduate students must secure approval from their Graduate Program Coordinator before selecting the pass/fail option as not all courses or programs are eligible.
 - **NOTE:** A Pass/Fail request that has been submitted and approved, cannot be reversed or rescinded.

Have you applied for January 2022 graduation?				YES	NO
Student Last Name		Student First Name		Student ID#	
Subject	Course Number	Section Number	Course Title	Credits	Grade*
*For UG, the grades are changed to P(pass)/U(fail). For GR, the grades are changed to CG(pass)/NC(fail).					
Student Email		Student Telephone #		Student Initials for Signature	
Faculty Academic Advisor or Executive Director/Chairperson/Coordinator's Name		Faculty Academic Advisor or Exec. Dir./Chairperson/Coordinator's Email		Faculty Academic Adv. or Exec. Director/Chairperson/Coordinator's Initials for Approval	
- OR -					
Graduate Program Coordinator's Name		Graduate Program Coordinator's Email		Grad. Program Coord. Initials for Approval	