



KEAN

OFFICE OF THE REGISTRAR

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 Spring 2022

In order to receive a P/U as opposed to a letter grade during the Spring 2022 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) **Undergraduate students** - receive signed approval from Faculty Academic Advisor or Executive Director/Chairperson/Coordinator (students with Undecided majors should meet with their CAPS advisor);
Graduate Students- receive signed approval from Graduate Program Coordinator;
- 3) Email this completed form (from the student's Kean email address), copying the Faculty Advisor, CAPS Advisor, Executive Director, Chairperson, Coordinator **OR** Graduate Program Coordinator to the Office of the Registrar via email at regme@kean.edu by the deadline dates listed below:
 - *May graduation candidates - June 2, 2022 (Please make the subject of your email "Pass/Fail Form - May 2022 Graduate")
 - *All other students - June 13, 2022
- 4) **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.
- 5) **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.
- 6) **NOTE:** A Pass/Fail request that has been submitted and approved, cannot be reversed or rescinded.

Have you applied for May 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
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Faculty Advisor, CAPS Advisor <u>or</u> Executive Director/Chairperson/Coordinator's Name	Faculty Advisor, CAPS Advisor <u>or</u> Exec. Dir./Chairperson/Coordinator's Email	Faculty Advisor, CAPS Advisor <u>or</u> Exec. Director/Chairperson/Coordinator's Initials for Approval
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- OR -

Graduate Program Coordinator's Name	Graduate Program Coordinator's Email	Grad. Program Coord. Initials for Approval
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