



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 2020

In order to receive a P/U as opposed to a letter grade during the Spring 2020 semester, a student must do the following:

- 1) Fill out this form with a maximum of two courses to be changed to P/U;
 - 2) Discuss with academic advisor and receive signed approval;
 - 3) Email completed form (from the student's kean email address), copying the academic advisor, to the registrar's office at regme@kean.edu.
- A grade of “Pass” (P) will include grades C and above; grades below C will receive a grade of “Fail” (U). Please note: a U grade will not affect your GPA. It is not included in GPA calculations.
 - Students may not be able to select the option for some courses due to program requirements, or graduate school admission standards.
 - The request must be received by the Office of the Registrar/One Stop by September 30, 2020.

Student Last Name	Student First Name	Student ID#
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Subject	Course Number	Section Number	Course Title	Credits	Grade

Student Email	Student Telephone #	Student Initials for Signature
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Academic Advisor's Name	Academic Advisor's Email	Academic Advisor's Initials for Approval
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