



Fall 2020 Pass/Fail Option for Kean USA Students

Dear Kean USA Students:

We hope that you are enjoying a happy and healthy new year. Now that you are preparing to begin the Spring 2021 semester, we want to remind you of the deadline for the Fall 2020 Pass/Fail option.

All students can initiate the process with the form available [here](#) until **Monday, February 1**.

Undergraduate Students:

You can select up to two classes from the Fall 2020 semester to have the grades changed to "P" (pass) or "U" (fail). A "P" represents a grade of C or better. A "U" represents anything below a C. The "P" and "U" grades will not impact your GPA. Please note: You must get the approval of your faculty academic advisor* on the courses you choose before the change will be processed. Please schedule time to meet virtually to discuss this with your faculty advisor*, then forward the completed form, from your Kean University email account, to your faculty advisor* for approval. Your advisor* will then send it to the Office of the Registrar for processing and copy you on the email, or you may forward the completed form to the Registrar's office at regme@kean.edu from your Kean University email account and copy your advisor*.

Undergraduates must also receive approval from their financial aid counselor, if applicable, in order to select the pass/fail option.

** or executive director, chairperson, or program coordinator*

Graduate Students:

You can select up to two classes from the Fall 2020 semester to have the grades changed to "CG" (pass) or "NC" (fail). Neither the "CG" nor "NC" grades will have an impact on your GPA. Please note: You must get the approval of your graduate program coordinator on the courses you choose before the change will be processed. Please schedule time to meet virtually to discuss this with your program coordinator, since not all programs and courses are eligible for this option. After your discussion, forward the completed form, from your Kean University email account, to the program coordinator for approval. Your program coordinator will then send it the Office of the Registrar for processing and copy you on the email, or you may forward the completed form to the Registrar's office at regme@kean.edu from your Kean University email account and copy your program coordinator.

Additional information will be sent regarding Wenzhou-Kean University. Any WKU students who were registered for classes through Kean USA in Fall 2020 will follow the Kean USA deadlines and procedures.

Please contact your faculty academic advisor/graduate program coordinator, program executive director or dean with any questions. We wish you a healthy, safe and productive semester.

Sincerely,

The Office of Vice President for Academic Affairs