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 2020

In order to receive a P/U as opposed to a letter grade during the Fall 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 **or** Graduate Program Coordinator and receive approval (can be email approval from advisor/coordinator's Kean email address);
3) Email completed form (from the student's kean email address), copying the academic advisor/ graduate program coordinator, 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. Please obtain approval from your Academic Advisor or Graduate Program Coordinator.

- The request must be received by the Office of the Registrar/One Stop by **February 1, 2021.**

Have you applied for January or May 2021 graduation?	**YES**	**NO**

Student Last Name	Student First Name	Student ID#

Subject	Course Number	Section Number		Course Title	Credits	Grade

Student Email	Student Telephone #	Student Initials for Signature

Academic Advisor's Name	Academic Advisor's Email	Academic Advisor's Initials for Approval

- OR -

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

01/06/2021