



Office of the Registrar/One Stop Service Center:  
Administration Building, 1<sup>st</sup> 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) **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/CAPS Academic Advisor/Executive Director/Chairperson/Coordinator **OR** Graduate Program Coordinator to the Office of the Registrar via email at [regme@kean.edu](mailto: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  - **NOTE:** A Pass/Fail request that has been submitted and approved, cannot be reversed or rescinded.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
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Student Last Name	Student First Name	Student ID#
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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/ CAPS Academic Advisor <b>or</b> Executive Director/Chairperson/Coordinator's Name	Faculty/CAPS Academic Advisor <b>or</b> Exec. Dir./Chairperson/Coordinator's Email	Faculty/CAPS Academic Adv. <b>or</b> 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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