OFFICE OF THE REGISTRAR

SEMESTER   YEAR
(  ) FALL
(  ) SPRING  20____
(  ) SUMMER I
(  ) SUMMER II

Audit Option
Pass/Fail Option
Change to Letter Grade

Kean ID number: _____________________
Name: _________________________________________________  Telephone: _________

FIRST NAME           LAST NAME

COMPLETE THE SECTION BELOW THAT APPLIES TO YOUR REQUEST

(  ) 1. I wish to declare the AUDIT option
DEPARTMENT  CATALOG NUMBER  SECTION NUMBER

(  ) 2. I wish to declare the PASS/FAIL option
DEPARTMENT  CATALOG NUMBER  SECTION NUMBER

Undergraduate Matriculated Students Only

INSTRUCTOR'S SIGNATURE: ____________________________________________

Student Signature: ___________________________  Date: ___________________

FOR STUDENT RECORDS

__________________________________________
Student Name

has declared the

Check the appropriate option:

) Audit option
DEPARTMENT  CATALOG NUMBER  SECTION NUMBER

) Pass/Fail option

Office Staff Signature: ___________________________  Date: ___________________
AUDIT POLICY

All undergraduate matriculated and non-matriculated students may audit courses under these conditions:

1. Students receive permission from the instructor.
2. No academic credit may be earned for audited courses.
3. The auditor may attend class but does not write examinations nor fulfill other course requirements as a student who is earning academic credit.
4. Students may audit no more than one course per semester or term of study.

The audit option must be declared at the Registrar’s Office and may be done through the first three weeks of classes during the Fall and Spring Semester, and through the first week of classes during the regular Summer Session.

PASS/FAIL POLICY

An undergraduate matriculated student in good academic standing who has earned at least 30 semester hours of credit may, at any time before graduation, select a maximum of six courses from free electives to be taken on a Pass/Fail basis. Academic credit is granted only for courses where the earned grade is “P.” A grade of “U” will represent failure. The cumulative grade-point average is not affected by work completed on a Pass/Fail basis, nor are these credits considered when calculating academic honors. A grade of “P” will be interpreted as achievement at the level of “C” or better.

The Pass/Fail option must be declared at the Registrar’s Office and may be done through the first three weeks of classes during the Fall and Spring semester, and through the first week of classes during the regular Summer Session.