



## Spring 2022 Pass/Fail Option for Kean USA Students

We hope that you are enjoying a happy and healthy start to the summer. Now that your Spring 2022 grades are being finalized, we want to remind you of the Spring 2022 Pass/Fail option.

Please note the following deadlines as *this will be the final semester this extended option will be offered*:

May graduation candidates – Thursday, June 2, 2022

All other students – Monday, June 13, 2022

The form is available [here](#) and on the [Registrar's website](#).

### **Undergraduate Students:**

You can select up to two classes from the Spring 2022 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. (Students with an Undecided major would meet with their CAPS advisor or email [caps\\_advising@kean.edu](mailto:caps_advising@kean.edu).) Please schedule time to meet 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](mailto:regme@kean.edu) from your Kean University email account and copy your advisor\*.

To identify your faculty academic advisor, please [view this brief video](#) to learn how to navigate Advise.

Undergraduates are also encouraged to discuss this with their financial aid counselor, if applicable, before selecting the pass/fail option.

\* or executive director, chairperson or program coordinator

### **Graduate Students:**

You can select up to two classes from the Spring 2022 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 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](mailto:regme@kean.edu) from your Kean University email account and copy your program coordinator.

Any WKU students who were registered for classes through Kean USA in Spring 2022 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 summer.

Sincerely,

The Office of the Provost and Senior Vice President for Academic Affairs

**Provost and Senior VP for Academic Affairs • [vpaa@kean.edu](mailto:vpaa@kean.edu)**