Spring 2022 Pass/Fail Option

Dear Kean USA Faculty and Staff,

We hope that you enjoyed the commencement ceremonies and have finalized your grades for the Spring 2022 semester. This email is a reminder of the process for students to request the Pass/Fail option for courses taken in the Spring 2022 semester. *Please note that this is the final semester this option will be offered.*

All students can initiate the process with the form available here.

Please note the following deadlines:

May graduation candidates – Thursday, June 2, 2022

All other students – Monday, June 13, 2022

Process for Undergraduate Students:

Undergraduates 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 a student's GPA.

Please note: The students must get the approval of their faculty academic advisor* on the courses they choose before the change will be processed. (Students with an Undecided major would meet with their CAPS advisor or email caps_advising@kean.edu.) Faculty advisors* will schedule time to meet with their advisees who wish to do this, to make sure the courses they are selecting are eligible for this option and will not negatively impact their progress toward their degree or potential graduate school applications. After the meeting, the students should email their completed form, from their Kean University email account, to their faculty academic advisor* for approval. The faculty academic advisor* will electronically initial the fillable form to indicate approval, and then send it from their Kean University email account to regme@kean.edu for processing and copy the student on the email. Alternatively, with the faculty advisor's* permission

and the completed form, the student may submit the form to the Registrar's office and copy the advisor*.

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

Process for Graduate Students:

Students 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 a student's GPA.

Please note: The students must get the approval of their graduate program coordinator (as the academic advisor) for the courses they choose before the change will be processed. Graduate program coordinators are asked to please schedule time to meet with their program's students who wish to use this option to make sure their program and/or courses are eligible for this option. After the meeting, the students should email their completed form, from their Kean University email account, to their graduate program coordinator for approval. The graduate program coordinator will approve the form as the academic advisor and will electronically initial the fillable form to indicate their approval. The graduate program coordinator will then send the approved form from their Kean University email account to regme@kean.edu for processing and copy the student on the email. Alternatively, with the program coordinator's permission, and the completed form, the student may submit the form to the Registrar's office and copy the coordinator.

Please see the communication regarding Spring 2022 Pass/Fail option that was sent to students here.

Faculty advisors and graduate program coordinators should contact their executive director or dean with any questions.

Any WKU students who were registered for classes through Kean USA Spring 2022 will follow the Kean USA deadlines and procedures.

Thank you again for all of your efforts in supporting our students.

Sincerely,

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

Provost and Senior VP for Academic Affairs • vpaa@kean.edu