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

OFFICE OF THE REGISTRAR Audit Option Pass/Fail Option Change to Letter Grade



Kean ID number:										
Name: FIRST NAME LAST NAME						Telephone:				
FIRST NAME	LAST NAME									
COMPLETE THE SECTION BELOW	THAT	APP	LIES	TO Y	OUR	REÇ	UEST	Γ		
( ) 1. I wish to declare the AUDIT option	DEPARTMENT		1ENT	CATALOG NUMBER			BER	SECTION NUMBER		
INSTRUCTOR'S SIGNATURE:										
( ) 2. I wish to declare the PASS/FAIL option	DEP	ARTI	IENT	CAT	ALOG	NUN	IBER	SECTION	NUMBER	
Undergraduate Matriculated Students Only										
I have read and understood the AUD Student Signature:					-					
FC	OR STU	UDE	NT R	ECO	RDS					
Student Name	Э		has	decla	ared	the				
Check the appropriate o	option: DEP	ΔRΤΙ	IFNT	САТ	AL OG	NIIM	IBFR	SECTION	NUMBER	
( ) Pass/Fail option	J.E. 7	1						32011011		
Office Staff Signature:					Da	te:				

## **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.