MEMORANDUM

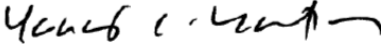**To:**   Viterbi Faculty, Staff and Students

From: Yannis C. Yortsos, Dean

Date: October 19, 2020

Subject: Viterbi Fall 2020 P/NP; Spring 2021 Calendar and Classes

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Dear Viterbi Community:

Following the video message from President Folt and the memo from Provost Zukoski and Vice President Ishop on October 14, 2020, as well as the official release of the Spring 2021 Schedule of Classes, I write to update you on how these policies will be implemented within the Viterbi School.

1. <u>Pass / No Pass grading option</u>: To alleviate some of the unusual stresses many of our students are experiencing due to the current circumstances, Viterbi students can choose a Pass / No Pass (P/NP) grading option as follows:

   For Viterbi undergraduate classes and per the USC Catalogue, the P/NP option for undergraduate students will result in a Pass grade if the work is at the level of C– or higher.

   For Viterbi graduate courses and also per our policies, and consistent with our Spring 2020 practice, the P/NP option for graduate students will result in a Pass grade if the work is at the level of B or higher.

   This P/NP option can be exercised via WebReg in the following periods: for courses below the 500 level, during the period between November 2 and November 13, which is the last day of undergraduate classes this Fall; for courses at the 500 level or higher, during the period from November 2 to November 24, which is the last day of Viterbi graduate classes this Fall. Viterbi students taking a graduate course from another USC school should consult with that school to determine whether the P/NP option is available.

   Viterbi undergraduates pursuing a progressive degree program may also choose the aforementioned P/NP option for a Viterbi graduate-level (500 and above) course.

   Also, please note:

   - Courses taken for P/NP during Fall 2020 will count towards all Viterbi major, minor, certificate and graduation requirements.
   - The normal restriction prohibiting the application of P/NP coursework toward a Viterbi graduate degree will be lifted for this semester only.
   - P/NP grades do not affect a student's grade point average.

Students may wish to contact their academic department student services advisor or the Viterbi Admission and Student Engagement (VASE) office before exercising their P/NP option in case they need to explore any additional implications of a P/NP election.

2. <u>Withdrawal Deadlines</u>: The University deadline for withdrawing from an undergraduate class has been extended to November 13, 2020, the last day of undergraduate classes. A similar extension to November 24, the last day of Viterbi graduate classes, is granted for Viterbi graduate classes.

3. <u>Spring 2021 Viterbi Class Calendar</u>: As noted in the October 14, 2020 memo, all USC Spring 2021 undergraduate courses (including those offered by Viterbi) will begin on Friday, January 15, 2021, and end on Friday, April 30, 2021, with final examinations scheduled for the period May 5 through May 12, 2021. The same schedule will be followed for Viterbi graduate classes. Details on the "personal wellness day program," mentioned in the October 14, 2020 memo, will be forthcoming.

4. <u>Modality of Spring 2021 Viterbi Classes</u>: In the hope that LA County will allow USC to hold on-campus in-person classes in the Spring, nearly all Spring 2021 Viterbi classes have been scheduled in a "hybrid" mode to allows for maximum flexibility. Some courses may revert to online only depending on the County conditions. If the County does allow in-person instruction, the hybrid class format will continue, providing online access for students who cannot, or choose not to, attend in person. In the event that the County does not grant permission for in-person instruction, all Spring courses will revert to an online mode only.

For additional information, students should reach out to their student advisors in their academic department or in the VASE office. Staff and faculty should reach out to their academic department or the office of the Vice Dean for Academic Programs.

For all updates regarding COVID-19, please visit the University's website we-are.usc.edu and/or the Viterbi website viterbischool.usc.edu/covid-19-response. The USC COVID-19 hotline is at 213-740-6291 and covid19@usc.edu.