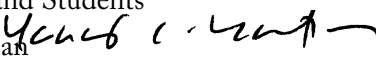
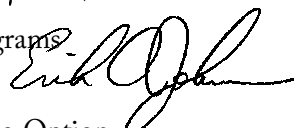


M E M O R A N D U M

To: Viterbi Faculty, Staff and Students  
From: Yannis C. Yortsos, Dean   
Erik A. Johnson, Vice Dean for Academic Programs   
Date: November 10, 2020  
Subject: Viterbi Spring 2021 Wellness Days and Grading Option

Dear Viterbi Community:

Following Provost Zukoski's memo concerning Spring 2021's "Wellness Days" and undergrad options for P/NP, we write to update you on how these policies will be implemented within the Viterbi School.

1. The five **Wellness Days** (F 3/12, Tu 3/23, W 4/7, Th 4/22, F 4/30) will be observed by all Viterbi classes, undergraduate and graduate, with no classes on those days and no classwork expected; further, doctoral students not enrolled in regular classes but pursuing research will also be accorded these days away from research as well.

Faculty who are teaching in the Spring, as you finalize your syllabi and semester timelines, please omit the wellness days from your class schedules; this includes classes meeting once weekly, as well as classes with lab sections (if your lab sections are scheduled across multiple days in a week, build into your lab schedule sufficient flexibility for students with a lab on a Wellness Day to instead perform their lab work the week prior or the week following). The addition of Wellness Days should not unduly burden the class load on other days of the academic semester.

2. The **late P/NP grading option** and the **late withdrawal** with a mark of "W" will be available with an April 30 deadline for every Viterbi course that follows the regular Spring 2021 schedule (*i.e.*, courses in sessions 001, 014, 034 and 048 with classes meeting Jan. 15 to April 30). As during this Fall 2020, all Spring 2021 Viterbi courses taken for P/NP will: (a) count towards all Viterbi major, minor, certificate and graduation requirements, subject to the University's [maximum of 24 units P/NP applied to an undergraduate degree](#); (b) not affect a student's grade point average; and (c) will be marked with "P" if the work is at the level of C- or higher for undergraduates and B or higher for graduate students.

For additional information, students should reach out to their student services advisors in their academic departments or in the Viterbi Admission and Student Engagement (VASE) office. Staff and faculty should reach out to their academic departments or to 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](http://we-are.usc.edu) and/or the Viterbi website [viterbischool.usc.edu/covid-19-response](http://viterbischool.usc.edu/covid-19-response). The USC COVID-19 hotline is at 213-740-6291 and [covid19@usc.edu](mailto:covid19@usc.edu).

