

UCLA MEMORANDUM

FACULTY EXECUTIVE COMMITTEE
College of Letters and Science

A265 Murphy Hall
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Los Angeles, California 90095

To: Department Chairs and Student Affairs Officers in the College of Letters and Science
Fr: Jeffrey B. Lewis, Chair, College Faculty Executive Committee
Date: April 14, 2020
Re: **Satisfaction of Undergraduate College Requirements with PNP for Spring 2020 due to COVID-19 Disruption**

In response to the extraordinary challenges for students presented by the COVID-19 pandemic and with the approval of the Senate's Undergraduate Council, the College Faculty Executive Committee has resolved that:

1. Undergraduate students may meet the College Writing I, Writing II, Diversity, and Quantitative Reasoning requirements in Spring of 2020 by successfully completing qualifying classes on a P/NP basis.
2. A grade of "Pass" in such courses will be understood to fulfill these requirements that would normally be associated with achieving a grade of C or higher in a given course.

NB: This resolution does not mandate that courses approved to meet these requirements must offer the P/NP grading option. It only dictates that, if the P/NP option is available in a given class, students may use P/NP grading to meet the specified requirements associated with that class. However, we hope that units in the College will add this option.

Also note that students should be advised that the university policy on P/NP dictates that a **Pass is comparable to a grade of C or higher**. This means that students who take a course P/NP and would have otherwise received a C- or below will receive a grade of NP. That NP will not meet the College requirements referenced above nor will it count toward the student's total credit requirements. Students have until the Friday of Week 10 to decide on their grading option (where P/NP options is available) and should be advised to do so with care, particularly in courses for which much of the outcome turns on a final exam or paper. When students are making decisions about grading basis, we recommend that they be referred to their academic advisors and to the College Academic Counseling website for information about P/NP units <https://cac.ucla.edu/academic-policies/grading-repeats/>.

Furthermore, in courses that allow P/NP as a grading option, instructors should be reminded of the need to respond to and grade student work regardless of a student's grading basis in order to align P/NP with the grading scale and to ease the process by which students can change their grading basis through the end of the term.

If departments wish to change the grading basis from LG (Letter Grade) to SO (Student Option, allowing for P/NP grading) for any course, including those that satisfy College requirements, they are authorized to do so per College Faculty Executive Committee resolutions.

Instructors teaching courses that meet College requirements who have already informed us of their willingness to add the student option of P/NP need take no further action. We will instruct the Registrar to make that change directly in those cases.

More generally, departments or instructors wishing to add the student option of P/NP to any of their courses should email the Registrar's Office directly and specify either 1) groups of courses to change (e.g., all undergrad) or 2) a list of individual courses with subject area and course catalog numbers for which the grading basis should be changed for Spring 2020. Please send your requests to Associate Registrar Claire McCluskey, cmcluskey@registrar.ucla.edu.

If you have questions or concerns, please contact me at jblewis@ucla.edu or Leigh Harris, Director of Curricular Initiatives, at lharris@college.ucla.edu.