

UCLA MEMORANDUM

FACULTY EXECUTIVE COMMITTEE
College of Letters and Science

A265 Murphy Hall
Box 951571
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 1, 2020
Re: **Changing Undergraduate Course Grading Options and Requirements for Spring 2020 due to COVID-19 Disruption**

Following authority delegated by the Academic Senate, the College Faculty Executive Committee hereby authorizes departments to make the following adjustments to their undergraduate programs for Spring 2020 due to the disruption caused by COVID-19:

- 1) Departments are authorized to change the grading basis for any and all undergraduate courses from LG (Letter Grade) to SO (Student Option), which allows a student to select a letter grade or Pass/Not Pass.

Departments 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. If at all possible, please send your requests to Associate Registrar Claire McCluskey, cmcluskey@registrar.ucla.edu, by **Monday, April 6, 2020**. (NB: this date reflects a slight extension of the April 3rd deadline referenced in a previous communication from Senate Chair Meranze.)

- 2) Departments wishing to allow P/NP in courses taken this quarter to count towards their major/minor requirements for which letter grading would ordinarily be demanded should submit specific proposals outlining their requested exception to the FEC for expedited consideration. Please take care to coordinate with other affected departments or programs when considering whether to allow courses taken P/NP to count towards your major or minor if those courses also fulfill requirements of majors or minors operated by other departments or programs. Send your requests, as soon as possible, to FECchair@college.ucla.edu.

Departments are welcome to contact me at jblewis@ucla.edu with questions. Leigh Harris, Director of Curricular Initiatives, is also available to assist you; she can be reached at lharris@college.ucla.edu.