

# UCLA MEMORANDUM

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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:** September 23, 2020  
**Re:** **Changing Undergraduate Course Grading Options & Allowing P/NP for Major/Minor Requirement Satisfaction in Fall 2020 due to COVID-19 Disruption**

Following authority delegated by the Academic Senate and in accordance with the Undergraduate Council memos of [August 19](#) and [September 3](#), 2020, the College Faculty Executive Committee hereby authorizes departments to make the following adjustments to their undergraduate programs for Fall 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 (P/NP).

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 Fall 2020.

Please send your requests as soon as possible to Associate Registrar Claire McCluskey, [cmcluskey@registrar.ucla.edu](mailto:cmcluskey@registrar.ucla.edu).

- 2) Departments wishing to allow or disallow P/NP in courses taken in Fall 2020 to count towards their major and/or minor requirements for which letter grading would ordinarily be demanded are requested to take the necessary actions, as needed, described below in the following scenarios. Please note that without further action, systems will default in Fall 2020 to the original grading requirements for majors and minor as established in the catalog.

Scenario 1: If Departments allowed P/NP to count towards their major/minor requirements in Spring and/or Summer 2020 and **wish to continue to allow P/NP in courses taken in Fall 2020** to count towards their major/minor requirements for which letter grading would ordinarily be demanded, they should inform the FEC that they intend to extend the Spring/Summer policy to Fall.

As soon as possible, send 1) an email indicating your intention to continue with P/NP for specified degree requirements to [FECchair@college.ucla.edu](mailto:FECchair@college.ucla.edu) and 2) a separate email to

the Degree Audit Reporting System team ([support@sait.ucla.edu](mailto:support@sait.ucla.edu)) to initiate a ticket for the system re-coding; please explain your request in the email body and write a subject line that begins with “DARS” and is followed by the name of the major(s) and/or minor(s) for which P/NP will satisfy degree requirements in Fall 2020.

- Scenario 2: If Departments did not allow P/NP to count towards their major/minor requirements in Spring and/or Summer 2020 and **now wish to allow P/NP in courses taken in Fall 2020** to count towards their major/minor requirements for which letter grading would ordinarily be demanded, they should submit a specific proposal 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 request as soon as possible to [FECchair@college.ucla.edu](mailto:FECchair@college.ucla.edu). Note that the FEC approval back to the Department will include a request to send a subsequent email to the Degree Audit Reporting System team in order to initiate a ticket for the system re-coding.
- Scenario 3: If Departments allowed P/NP to count towards their major/minor requirements in Spring and/or Summer 2020 and **do not wish to continue to allow P/NP in courses taken in Fall 2020** to count towards their major/minor requirements for which letter grading would ordinarily be demanded, no action needs to be taken. All requirement codes in the Degree Audit Reporting System will default in Fall 2020 to the original grading requirements for majors and minor as established in the catalog.
- Scenario 4: If Departments did not allow P/NP to count towards their major/minor requirements in Spring and/or Summer 2020 and still **do not wish to allow P/NP in courses taken in Fall 2020** to count towards their major/minor requirements for which letter grading would ordinarily be demanded, no action needs to be taken.

Departments are welcome to contact me at [jblewis@ucla.edu](mailto: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](mailto:lharris@college.ucla.edu).