VITERBI GRADUATE STUDENTS
FREQUENTLY ASKED QUESTIONS SPRING 2020 GRADE OPTIONS

Dear Viterbi Graduate Students:

We know you have received a lot of communication regarding your grade options for Spring 2020 courses. Please review the very important updates below:

- **All students should revert to Letter Grade before April 24** and decide after grades are posted to change to P/NP or NR or keep the letter grade. Grades are expected to be posted by May 20.
- Web Registration will accept grade options beginning May 20 through May 27. Students will only be able to change their grade option **one time** during this period.
- If you choose P/NP as the grading options after April 25, you will not be able to revert back to a letter grade.
- No Record (NR) means that there is no record of a class taken on a student's official USC transcript. If you elect No Record for a class, the **NR course will not go towards your full-time enrollment status.**
- Full-time course loads: 12 units for undergraduate students, 8 units for master's students, 6 units for doctoral students.
- International students need to maintain full-time enrollment unless approved for a Reduced Course Load (RCL) or Leave of Absence by USC's Office of International Services. International students who choose the No Record (NR) grading option for a course between May 20 and May 27, can submit your RCL during that same time. (Please note: If you are eligible for an Academic Difficulty RCL, you may submit your RCL request online once you have made the decision to change your letter grade option to No Record. If you are unsure about your RCL eligibility, please contact a VASE advisor before you make the change to No Record in web registration.)
- For undergraduate students, to earn a grade of Pass, you must have a "C-" letter grade or better. For graduate students, to earn a grade of Pass, you must have a "B" letter grade or better. Keep this in mind as you elect your grade option in Web Registration.
- For Progressive Degree Program (PDP) students, undergraduate coursework may be taken Pass/No Pass in the spring 2020 semester. The minimum passing grade for undergraduate courses taken Pass/No Pass is a C- equivalent. Graduate coursework may be taken Pass/No Pass in the spring 2020 semester. The minimum passing grade for Graduate courses taken Pass/No Pass is a B equivalent

Students are recommended to contact their academic advisors by email before making a final change to understand any implications of this election. Kindly contact Viterbi Admission and Student Engagement (VASE) if you have any additional questions.

Below are additional Viterbi Q/A of your reference. The University's FAQs can also be found here.

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Q. What is the Viterbi deadline for graduate students to choose P/NP or No Record?
WebReg will accept grade options beginning **May 20 through May 27**. Students will only be able to change your grade option <u>one time</u> during this period. All students should revert to Letter Grade before April 24 and decide after grades are posted to change to P/NP or NR or keep the letter grade.

Q. Will all Graduate Courses be made available for P/NP?
All graduate courses in Viterbi are available for the P/NP option.

Q. What is considered a passing grade for graduate students?
If you take the course for a letter grade, then a C or above is considered passing. If you take the course as Pass/No Pass, then a B or above will result in a Pass grade; B- or below will result in a No Pass grade.

Q. Can a PDP student apply pass/no pass credits towards their master's degree from this semester?
Yes. Please note that a graduate course requires a B or better to considered Pass grade.

Q. For current Ph.D. Students, how does this affect their Ph.D. program progress review?
Ph.D. student may take P/NP without it impacting their academic progress.

Q. Individual departments have GPA/screening requirements for core courses. How does this affect those policies?
For this semester, courses taken P/NP will not impact screening requirements.

Q. What are options available to students on probation?
The P/NP option is available to all students including students on probation. Please consult your academic advisor to determine whether this option is beneficial for you.

Q. For students who have requirements or electives in other schools, will P/NP count for them?
Students will need to check in with other schools on how they are handling the P/NP policy in terms of grading. If you take P/NP in a non-Viterbi course that is required for your Viterbi degree, your academic department can still apply the P/NP course to your degree.

Q. A student is in a course on an 11 week schedule. When is the P/NP decision deadline?
The P/NP deadline is May 27.

Q. Can a second attempt at a course be taken for P/NP?
 Yes, but please keep in mind that under no circumstances P/NP will be calculated into the GPA.

Q. I am an international student; will taking a course P/NP count towards my full time enrollment status.
A course taken P/NP will go towards fulltime enrollment status only if it can be applied to the student's degree.

Q. If a graduate student is taking a 400-level class for degree credit, do they need a C- (undergrad minimum) or B (Viterbi grad minimum) for the class if they opt for P/NP?
B for graduate credit

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