Dear USC Marshall and Leventhal Graduate Students:

As a follow up to Provost Zukoski’s memo (March 20, 2020) regarding Options for Course Grades and Withdrawals for undergrad students below, the Marshall School will adopt a similar policy for master’s level graduate students. All Marshall master’s and graduate certificate students will be able to elect a Pass/No Pass (P/NP) grade for ongoing spring 2020 500-level courses. Non-Marshall students must consult with their home school’s academic advisor to learn whether or not their home department will accept Marshall P/NP grades toward their degrees.

You now have until **April 24, 2020** to select the P/NP option. Students who elect to change their grade option can do so through the university’s Web Registration system. **(At this time, USC Registrar and Marshall Academic Scheduling are working to set up the P/NP option on the USC Web Registration System for you. I will alert you as soon as the option becomes available on Web Reg)**. If you wish to still receive a letter grade, you do not need to do anything.

As you consider the P/NP option, please note:

- Courses taken for Pass/No Pass during spring 2020 will count towards all Marshall and USC graduation requirements for all Marshall master's and graduate certificate students. This option is only applicable to spring 2020 courses.
- When made by the deadline, the decision to switch from letter grade to Pass/No Pass is final.
- Any graduate course taken for Pass/No Pass requires adequate completion of all coursework and achievement of learning objectives to earn a Pass grade.
- Pass/No Pass grades do not affect a student’s grade point average.
- If you are on academic probation, please reach out to your program’s academic director or academic advisor with any questions.
- The deadline to withdraw with a mark of “W” from ongoing spring 2020 courses is being extended to **May 1, 2020**.
- If an ongoing spring 2020 section is not scheduled to end on the standard last day of spring 2020 semester (Friday, May 1st), the deadline to select the P/NP option is two days before the session’s last day of class, and the deadline to withdraw with a mark of “W” from the course is one day before the session’s last day of class.
- Leventhal students who aspire to become licensed as Certified Public Accountants (“CPA”) should consult with their advisor if they are considering this option as a Pass/No Pass option may have implications for CPA licensing in certain jurisdictions.
- Employer-sponsored students should consult with their company before selecting the P/NP option.

For more information and updates regarding COVID-19, please see the USC website. For questions, please contact our COVID-19 hotline at 213-740-6291 or by email at covid19@usc.edu.

Also, please contact your academic advisor by email for any follow up questions.

With this new P/NP option, we seek to help ease the anxiety and adjustment as we continue to offer spring 2020 courses remotely.

You are in our thoughts. Stay healthy and resilient.

Fight On!

Suh-Pyng Ku
Vice Dean for Graduate Programs

Cc: Graduate Academic Directors, Graduate Program Directors, Department Chairs,
    Dean Gareth James, Vice Dean Nandini Rajagopalan, Vice Dean Patricia Mills