



UNIVERSITY
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SYSTEM

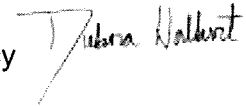
January 11, 2021

MEMORANDUM

TO: Council of Chief Academic Affairs Officers (CCAO)
Council of Senior Student Affairs Officers (CSSAO)

FROM: Hae Okimoto 
Associate Vice President for Student Affairs

Debora J. Halbert
Associate Vice President for Academic Programs and Policy



SUBJECT: Part of Term Courses and Consistent Start Dates

This memo is to establish common start dates for all part of term courses offered during the academic year and summer months.

The University of Hawai'i System has an established 16-week (15-week at UHWO) semester with a consistent start date across all campuses. In addition to courses that span the 16-week semester, "part of term" courses of varying lengths are also offered within each semester.

The inconsistencies in the part of term offerings causes considerable administrative problems and confusion for students. At some campuses, students must determine if they want to drop a class before it has met. Some campuses deny students refunds if they choose to drop after the course has met because the refund deadline will have already passed. There are also financial aid implications, making calculation of financial aid extremely challenging, especially if students take courses at different campuses.

To improve our administrative processes and reduce student confusion, beginning **Fall 2021**, all part of term courses will start on the same week across the System. This memo intends to standardize the types of modular parts of term that are available. As such, only 5, 6, 8, or 10-week modular parts of term will be offered. Exceptions to this structure are addressed below.

Bachman Hall 204
2444 Dole Street
Honolulu, Hawai'i 96822
Telephone: (808) 956-6897
Fax: (808) 956-5286

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Exceptions may be made for the following:

- * Special population courses that are not shared across the system (e.g. Medical School, Law School, Pharmacy School, cohorted programs, or select CTE programs).
- * Sheltered courses (e.g. funded by grants, early college).
- * Courses aligned to the DOE schedule.

We recognize that establishing formal start dates for parts of term will not solve all course concerns; however, providing more consistency overall will help mitigate the bulk of the current issues. A calendar with start and end dates for each year three-year period will be forthcoming.

c: Campus Schedulers
Campus Registrars