

January 11, 2021

## **MEMORANDUM**

TO:

Council of Chief Academic Affairs Officers (CCAO)

Council of Senior Student Affairs Officers (CSSAO)

FROM:

SUBJECT:

Hae Okimoto

Associate Vice President for Student Affairs

Debora J. Halbert

Associate Vice President for Academic Programs and Policy

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.

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These dates must be in alignment with the System-wide calendar. The first offerings of 5, 6, 8, and 10-week modular part of term classes will begin the first day of the semester to correspond with the traditional 16-week courses. The subsequent offerings in each series of 5, 6, and 8-week parts of term will start the week immediately after the conclusion of the prior modular part of term course (6, 7, and 9 weeks). All modular parts of term will begin on a Monday. If that day is a holiday, the start will then move to the next business day. While the modular part of term will begin on a Monday, courses within the part of term may begin on any day during that week. All 5, 6, 8 and 10-week parts of term will follow the established "Add/Drop and Refund Dates for Non-Standard Modular; Part of Term and Summer Terms" memo to align System-wide. If the add/drop or last day to withdraw falls on a weekend or holiday, the date will be moved to the next business day.

The following chart graphically depicts modular part of term start dates throughout a 16-week semester. Spring break is not included as an instructional week.

Fall/Spring Part of Term Starting Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
5-week	X			<b></b>		X					Y					
6-week	X						Х				^					
8-week	X						7.		X							
10-week	X															
16-week	X															

For Summer, with two existing six-week summer sessions, the term will begin on a Monday, though the first meeting of a course may meet on any day during the first week. Summer session start dates for courses longer or shorter than the typical six-week session (meaning 3, 5, 8, 10, 12, or 13 weeks), will begin on a Monday for the weeks listed in the graph below.

Summer Part of Term	1	2	3	4	5	6	7	8	9	10	11	12
Starting Week				İ				,				
3-week	X			Χ			X			X		
5-week	X					Х					···	
6-week	X						X					
8-week	X				X							
10-week	X		Χ									
12-week	X		770						1			
13-week	X											

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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