



March 23, 2021

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

FROM: Hae K. Okimoto *Hae K. Okimoto*
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Debora J. Halbert
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SUBJECT: UPDATED - Part of Term Classes and Consistent Start Dates

This memo updates the January 11, 2021 memo that establishes common start dates for all part of term classes offered during the academic year and summer months. It is intended to standardize the types of modular “parts of term” that are 10 days or longer. Where possible, campuses are encouraged to use these guidelines for summer and fall 2021. However, **beginning Spring 2022, all campuses are expected to adhere to guidelines set forth below.**

For fall and spring, there is an established 16-week (15-week at UH West O’ahu) semester with a consistent start date across all campuses. For the summer term, while slight variations exist, most campuses follow the same established Summer Session I and II start dates. It has also been the practice that in addition to classes that span the entire semester or summer session, part of term classes of varying lengths are also offered.

However, inconsistencies in part of term offerings and campus policies have caused problems administratively and confusion for students. These include:

- Inconsistencies with add/drop and refund periods.
- Financial aid calculation challenges, especially for students who cross register and take classes at multiple campuses.

All modular parts of term must be created to start on a Monday, but instruction for classes offered within that part of term may begin any day during that week. If the Monday part of term start date or registration deadline (e.g. add, drop, or withdrawal) falls on a holiday or weekend, it shall move to the next business day.

For fall and spring terms, 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 class (6, 7, and 9 weeks). 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					X					X					
6-week	X						X									
8-week	X								X							
10-week	X															
16-week	X															

For Summer, with two existing six-week summer sessions, the term will typically begin on a Monday, though the first meeting of a class may meet on any day during the first week. Summer session start dates for classes 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. If the Monday falls on a holiday, the start shall move to the next business day.

Summer Part of Term Starting Week	1	2	3	4	5	6	7	8	9	10	11	12
3-week	X			X			X			X		
5-week	X						X					
6-week	X						X					
8-week	X				X							
10-week	X		X									
12-week	X											
13-week	X											

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).
- Sponsored courses (e.g. funded by grants, early college).
- Courses aligned to the DOE schedule designed for high school and summer bridge participation.

We recognize that campuses may have a need to offer parts of terms that are not reflected in the charts above. Campus Vice Chancellors for Academic Affairs have the authority to approve or deny these requests. If approved, the campus accepts full responsibility and liability for setting registration dates and the necessary reporting for that part of term. While we understand that establishing formal start dates for parts of term will not solve all concerns, providing more consistency overall will help mitigate the bulk of the current issues. A common calendar with start and end dates during a three-year period can be found at: <http://go.hawaii.edu/JKq>.

In addition to the information provided here, campuses must also adhere to the dates published in the established "[New Add /Drop and Refund Dates for Non-Standard Term July 3, 2019-UPDATED July 9, 2020](#)" memo. Campuses will also be responsible for the timely reporting of grades. Grades will need to be posted according to the dates set forth in the common calendar noted above. Lastly, for classes less than 10 days in duration, it will be the campus' responsibility to establish their own calendar dates.

C: Campus Schedulers
Campus Registrars
Campus Catalog/Curriculum