



UNIVERSITY
of HAWAII®
SYSTEM

March 8, 2022

MEMORANDUM

TO: Council of Senior Student Affairs Officers
Council of Chief Academic Officers

FROM: Hae K. Okimoto
Associate Vice President for Student Affairs

A handwritten signature in blue ink, appearing to read 'Hae K. Okimoto'.

SUBJECT: Common Deadline for Change of Major Requests

In order to support timely degree completion for students and to facilitate the implementation of Course Program of Study, the Council of Senior Student Affairs Officers, in discussions with Financial Aid Officers and Registrars, have established a common deadline for change of major requests.

Effective Fall 2022, all campuses will use the 100% refund period for part of term one as the deadline to submit change of major requests for the change to be effective for the current term. Any change of major forms received by this date will be processed by the PERCEN2 freeze date in order to meet deadlines for the Course Program of Study.

Change requests received after this deadline will be effective at the start of the next semester. Exceptions may be made on a case by case basis when applicable, and shall be done in consultation with the campus financial aid office and the VA school certifying official to ensure there are no financial implications. Campuses with programs having specific admissions deadlines and/or requirements will adhere to their established deadlines.

The community colleges will each be utilizing a Kualii Build change of major form for their campus to facilitate the workflow for this process. The three universities will develop forms/processes that meet their individual campus needs.

All campuses shall communicate information about this significant process change with students, advisors, and other stakeholders to ensure as smooth a transition as possible.

c: Registrars
Financial Aid Officers