



UNIVERSITY
of HAWAII®
SYSTEM

April 20, 2022

MEMORANDUM

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

FROM: Debora Halbert
Vice President for Academic Strategy *Debora Halbert*

Hae Okimoto
Associate Vice President for Student Affairs *Hae Okimoto*

SUBJECT: Update on Part of Term and Consistent Start Dates

This memo supports consistency across the University of Hawai'i System by standardizing part of term (POT) codes and establishing guidelines on scheduling classes within parts of term during both the academic year and summer sessions.

All institutions within the University of Hawai'i System have an established 16-week (15-week at UHWO) fall and spring semester and two main summer sessions that follow the same start and end dates. In addition to classes that span the entire semester or summer session, "part of term" classes of varying lengths are also offered within each semester.

To improve our administrative processes and reduce student confusion, beginning **Fall 2023**, all institutions will use the same part of term codes when applicable. This memo intends to standardize the types of modular parts of term that are available. It is expected that campuses follow the same guidelines when creating parts of term and scheduling classes within a part of term.

POT Start and End Dates:

The POT start and end dates for the 5, 6, 8, and 10-week standardized modular parts of term will be established by the System and are part of the System Common Calendar. The first offerings in each series will have a start date of the first day of the semester to correspond with the main part of term 1 (or summer part of term). Subsequent parts of term in each series will begin immediately after the conclusion of the prior module.

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Classes Within a POT

Classes are defined as an individual section of a course (e.g. CRN 12345 ENG 100 on TTh at 9:00am). Classes within a part of term may begin on any day during that first week. All POTs must have a Monday start date (or start the next business day if it falls on a holiday); however, the first meeting of an actual class can be on that same Monday or any day through Saturday of that first week. This also applies to the actual last day of the class. The last scheduled meeting of the class can fall on any day Monday through Saturday. Grades must be posted for the POT by 11:59 pm on Sunday. Therefore, a new POT should not be created simply because the last class meeting falls on Tuesday and the end date for the POT is a Saturday.

All non-standard parts of term will follow the established "Add/Drop and Refund Dates for Non-Standard Modular; Part of Term and Summer Terms" memo dated July 9, 2020, 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. If the first class meeting occurs after the established refund window (e.g. POT starts on Monday but the class does not actually meet until Wednesday) then an exception to the refund schedule can be made through the Registrar's office.

Standardized POT codes

Together with the systemwide schedulers group, a standard set of part of term codes has been established that will be used when setting up all POTs. Any deviation from these codes and all other special requests may be granted with approval from the Vice Chancellor/Vice Provost of Academic Affairs.

POT CODE	DESCRIPTION	# OF WEEKS
1	Full Term	16 (15 WOA)
16W	16 weeks (West Oahu)	16
5A	1st 5 weeks	5
5B	2nd 5 weeks	5
5C	3rd 5 weeks	5
D51	DL Programs 1st 5 weeks	5
D52	DL Programs 2nd 5 weeks	5
D53	DL Programs 3rd 5 weeks	5
6A	1st 6 weeks	6
6B	2nd 6 weeks	6
8A	1st 8 weeks	8
8B	2nd 8 weeks	8
XA	1st 10 weeks	10

POT CODE	DESCRIPTION	# OF WEEKS
XB	2nd 10 weeks	10
GD	Graduate Division Full	12
SS1	Summer Session I	6
SS2	Summer Session II	6
S6	Mid-Summer Session 6 wks	6
S8	Mid-Summer Session 8 wks	8

Special Categories and Exceptions

Inevitably, there are circumstances where the standardized POTs are not appropriate and a unique POT must be used.

Special categories that do not require special approval:

- Classes that are not shared across the system (e.g. Medical School, Law School, Pharmacy School, or cohorted programs.)
- Grant-funded programs with restricted cohorts, sheltered classes including but not limited to early college classes, study abroad classes, programs with a special application/screening process, and others.
- Courses aligned to K-12 DOE school schedules

We recognize that establishing formal start dates for parts of term will not solve all classes' concerns; however, providing more consistency overall will help mitigate the bulk of the current issues. A calendar with start and end dates for each three-year period is available at go.hawaii.edu/BEA.

c: Campus Schedulers
Campus Registrars