



July 11, 2014

**MEMORANDUM**

**TO:** Chancellors and Vice Presidents

**FROM:** Joanne Itano *J. Itano*  
Interim Executive Vice President for Academic Affairs

**SUBJECT: CHANGE TO THE CREDITS THAT DEFINE CLASS STANDING EFFECTIVE FALL 2015**

The Councils of Chief Academic Officers and Chief Student Affairs Officers met on May 21, 2014 and approved a change in the definition of class standing. Effective Fall 2015, the credits that define undergraduate class standing at the University of Hawai'i will be as follows:

Class Standing	Prior to Fall 2015	Effective Fall 2015
Freshman	0-24 credits	0-29.99 credits
Sophomore	25-54 credits	30-59.99 credits
Junior	55-88 credits	60-89.99 credits
Senior	89 credits or more	90 credits or more

Class standing (sometimes referred to as “class level” or “classification”) is a designation that defines a student’s progress toward their graduation goal based on the number of credits earned (including transfer credits). It is also used for university functions such as registration, prerequisites, housing/parking priority, federal financial aid award limits, etc. Associate and bachelor’s degrees require at least 60 or 120 credits, respectively, so an average of 15 credits per semester, or 30 credits per year, is necessary to complete the minimum number of credits required for on time graduation. The change to the number of credits that define the class standing levels will better align with degree requirements and provide students with a more accurate indicator of the progress they are making toward their degree. Note: federal financial aid awards for full-time status will continue to be based on 12 credits.

Consultation with various groups and constituents occurred during the 2013-2014 academic year to determine areas that may be impacted due to this change. During the consultation process, there were no items identified that would prevent this change from occurring. The UH Student Caucus, a systemwide association of all campus student governments, passed a resolution on February 22, 2014 in unanimous support of this change ([www.hawaii.edu/offices/app/aa/cao/Res03-14.pdf](http://www.hawaii.edu/offices/app/aa/cao/Res03-14.pdf)).

The impact will vary from campus to campus. Our office will provide the Chief Academic Officers and Chief Student Affairs Officers a list of the areas (e.g., course prerequisites,

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admission requirements for select programs, housing priority, registration, financial aid) that may be affected by this change and will send an email announcement on September 8, 2014 to all undergraduate students enrolled in Fall 2014 informing them of this systemwide change. We are asking the campuses to do the following:

- Inform current undergraduate students of this change.
- Review the impact of the change to your campus by the end of the Fall 2014 semester.
- Implement any changes necessary to be effective Fall 2015.
- Update the 2015-2016 catalog to reflect the change.

If you have any questions about this change, please contact Susan Nishida, Interim Director of Academic Affairs, at [susansyn@hawaii.edu](mailto:susansyn@hawaii.edu) or 956-9365.

c: David Lassner, President  
Council of Chief Academic Affairs Officers  
Council of Chief Student Affairs Officers  
UH Student Caucus