

## Memo

To: RPT Chairs and Co-ordinators

From: Janine Griffore, Project Officer

Subject: Contract Changes for 2024-2025

Date: April 10, 2024

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As in the past, it is essential that Regional Planning Teams follow an established protocol for SCWI contract changes for 2024-25. This is also a requirement of the contract letter with each RPT.

Contract Change Cycles align with the start of dual credit programs and the timelines for course code requests. The contract change process requires communication between board and college partners and careful tracking of student participant numbers and expenditures compared to approved funding. Continuing the focus on moving seats and reducing surpluses will allow us to maximize student participation opportunities.

Cycle	EDCS Open for Submissions by RPTs	Deadline for Submissions in EDCS by RPTs (at 1:00pm)	Course Code Requests Due	Notes*
1A	December 14, 2023	February 14, 2024	June 7, 2024,	Initial plan for 24-25 requested
1B	May 15, 2024	June 12, 2024	September 13, 2024	Best plan for 24-25 requested
2	August 14, 2024	September 25, 2024	November 4, 2024	Final request for Sem 1 DCs Semester 2 Course Code Requests
3	October 31, 2024	December 11, 2024	December 13, 2024	Request for Sem 2 DCs Basis for 25-26
4	December 11, 2025	January 29, 2025	February 28, 2025	May/June and summer dual credit Course Code Requests

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5	March 5, 2025	April 2, 2025	May 2, 2025	Clean up semester 2 actuals and shift seats to spring or summer  Summer dual credit Course Code Requests
6	April 30, 2025	May 28, 2025	June 6, 2025	Final request for Summer School DCs

- These contract change cycles have been scheduled to occur following both the day 10 count of numbers of students/course/program and the RPT conversations regarding what movement, if any, is possible.
- There is a risk if an RPT puts students into programs that have not yet been approved. It is possible that changes will not be approved, so securing approvals prior to the start of programs is critical. If, in rare cases, you need to make changes that do not align with the Contract Change Cycles, you must contact Janine Griffore prior to the start of the program in order to receive a tentative approval. Only changes between currently approved courses that are funding neutral and that are for the same target group for which the funding was originally approved can be made in this way. These changes will still need to be made in EDCS at the next contract change.

Please direct any questions to Janine Griffore (janine.griffore@ontariodirectors.ca).