

## Retroactive ('Retro') Change Guidelines – 2020-21

When students are admitted to Algonquin College, they are admitted into a Program of Study (POS). For example, a student starting in Fall 2019 will be in the 2019-20 POS and will follow that POS until he or she graduates.

A retroactive or 'retro' change is requested when a program has courses added to, removed from, or relocated within the POS for the upcoming academic year and wants to see those changes reflected in the current (and sometimes previous) POS. For example, if an Ontario College Diploma has changes planned for 2020-21, the changes can be retroactively applied to impact Levels 3 and 4 of the 2019-20 POS, and those students would see their original POS altered.

If your program is thinking about requesting a retroactive change, please consider the following:

- **Students have the right to graduate from the Program of Study (POS) in which they were admitted.** Requests for retroactive changes should only be submitted when there is a clearly defined rationale and based on the following criteria:
  - to keep technology current
  - to maintain accreditation
  - to meet provincial standards or other Ministry requirements
- Before requesting a retroactive change, consider whether you can "teach out" the existing POS. This allows students to graduate from the POS that they started in, and it reduces the chances for errors introduced by a change. For programs with multiple intakes, please consider the potential impact of retro changes on your course loading.
- Remember that a POS change cannot disadvantage current students. Consider your off-cycle students and have a solid plan for each one to fulfill their POS requirements. Typically, the duration for completion is double the length of the credential. Think of the student experience and whether students in different versions of the program may end up in the same classroom.
- Changes to the POS (i.e. adding or removing courses or moving courses to different levels) must be manually requested for 'retro' by the department on the Program of Study Impact Report and the Program Change Checklist in order to be actioned. A rationale must be provided.
- The retro request does not apply to a new course version. All new course versions are automatically retroactively applied to previous program versions in which students have not yet taken the relevant level.
- No changes can be retroactively applied for any levels that have already taken place. See table below for which levels can accept retroactive changes in 2020-21.

### 2020-21 Academic Year Applications

Academic Year	2020-21	2019-20	2018-19	2017-18	2016-17
Year 1	Levels 01 & 02	Levels 01 & 02	Levels 01 & 02	Levels 01 & 02	Levels 01 & 02
Year 2	Levels 03 & 04	Levels 03 & 04	Levels 03 & 04	Levels 03 & 04	Levels 03 & 04
Year 3	Levels 05 & 06	Levels 05 & 06	Levels 05 & 06	Levels 05 & 06	Levels 05 & 06
Year 4	Levels 07 & 08	Levels 07 & 08	Levels 07 & 08	Levels 07 & 08	Levels 07 & 08