**2024-2025 CYCLE CHANGE DUE DATES**

***(as per memo from Janine Griffore April 10 2024)***

As in the past, it is essential that Regional Planning Teams follow an established protocol for SCWI contract changes for 2024-2025. 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** | **DUE TO STEPHEN** | **Due in EDCS by 1pm** | **Course Code Requests Due** | **Notes** |
| --- | --- | --- | --- | --- |
| 1A | **Feb 7 2024** | Feb 14 2024 | June 7 2024 | Initial plan for 24-25 |
| 1B | **June 5 2024** | June 12 2024 | Sept 13 2024 | Best plan for 24-25 |
| 2 | **Sept 18 2024** | Sept 25 2024 | Nov 4 2024 | Final request for Sem 1 DCs + Sem 2 course code requests |
| 3 | **Dec 4 2024** | Dec 11 2024 | Dec 13 2024 | Request for sem 2 DCs and Basis for 25-26 |
| 4 | **Jan 22 2025** | Jan 29 2025 | Feb 28 2025 | May/June and summer course code requestgs |
| 5 | **Mar 26 2025** | Apr 2 2025 | May 2 2025 | Clean up sem 2 actual and shift seats to spring or summer. Summer dual credit course code requests |
| 6 | **May 21 2025** | May 28 2025 | June 6 2025 | Final requests 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 around 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 get 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.