

Retroactive Program of Study Updates

Guidelines for Annual Curriculum Review (ACR) 2025-2026

OVERVIEW

Students are accepted into a specific Program of Study (POS) version. For example, a student starting their program in Fall 2024 will expect to be following the program of study advertised to them until they graduate.

When a program adds, removes, or relocates courses within the POS for the upcoming academic year (as part of the ACR process), and wants to see those changes reflected in the current (and sometimes previous) POS version, they request a retroactive or 'retro' change directly to the Curriculum Administrator during the ACR departmental change period.

CONSIDERATIONS

- Students expect to graduate from the Program of Study (POS) version to which they were admitted. **Retroactive changes should only be made when there is a clearly defined rationale**, such as a requirement to:
 - keep program content current in a rapidly changing industry
 - maintain accreditation
 - meet requirements for a new MCU program standard
- Consider whether you can "teach out" the existing POS versions for current students. "Teaching out" existing POS versions reduces the chances for errors introduced by retro change. For programs with multiple yearly intakes, please consider the potential impact of retro changes on your course loading.
- Remember that retro POS changes must not disadvantage current students. Consider your off-cycle students and create a plan for each one to fulfill their POS version requirements. Typically, the duration for completion is double the length of the credential.
- If you need to make retroactive changes to your POS, request these changes via email directly to the Curriculum Administrator. In your email please outline specifically what changes are to be retroactively applied and to which eligible versions (see table below). **Note: All new course versions are automatically retroactively applied** to previous program versions in which students have not yet taken the relevant level, and do not need to be requested.
- Retroactive changes can only be applied to levels that have not yet occurred. See table below for which levels can accommodate retroactive changes in 2025-26.

Academic Year	2025-2026	2024-2025	2023-2024	2022-2023
Year 1	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
Year 3	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