



ADMINISTRATIVE POLICY
**DEGREE, DIPLOMA, AND APPRENTICESHIP PROGRAM AND COURSE
REQUIREMENTS**

This policy pertains to employees and students.

The purpose of this academic policy is to clearly define and identify the requirements established by the Higher Learning Commission, the Wisconsin Technical College System or Fox Valley Technical College for the curricular structure of degree, diploma, and apprenticeship programs and courses. The Associate of Applied Science degree, Technical Diploma, and Apprenticeship programs are defined as postsecondary instruction which prepare persons to enter or maintain employment in an occupation. These programs require formal approval of the district and WTCS Board.

The Associate of Arts (AA) and Associate of Science (AS) degrees (statutorily referred to as Collegiate Transfer programs) are designed to prepare students to transfer to accredited bachelor-degree-granting institutions such as four-year colleges and universities (henceforth referred to as receiving institutions). The degrees also provide students with preparation for advancement in the workplace through a rigorous academic program. These programs require approvals from the WTCS Board and the University of Wisconsin System (UWS) Board of Regents.

It is the policy of the college to ensure integrity in its curricular offerings by developing programs and courses within the definitions and requirements outlined below. In addition, courses that serve as prerequisites to required courses must also be included in credit parameters and required in program plans.

Associate of Arts and Science Degree Programs (Aid Code 20)

The Associate of Arts (AA) and Associate of Science (AS) degrees require a minimum of 60 credits. Courses are mainly drawn from the disciplines of English, speech, humanities, social sciences, mathematics, and natural sciences. Credit requirements are stated in the program curriculum credit and range distribution compliance rules chart found under the Educational Services Manual – Related Guidance section of the [myWTCS](#) website.

As new courses are explored for AA and AS degree programs, colleges are encouraged to maximize transferability across WTCS colleges for students. First consider use of systemwide general education courses where appropriate. If no systemwide general education courses fit the needs of the desired courses, colleges should explore establishing new aid code 10 systemwide general education courses, or secondarily use the structure (competencies, title, number, etc.) from an existing aid code 20 course.

Associate in Applied Science Degree Programs (Aid Code 10)

Associate in Applied Science degree programs are developed to assist persons preparing for, or advancing in, an occupation. Curricula of applied associate degree programs are designed to reflect statewide competency requirements for a target job(s) which define the occupational program. These programs consist of 60-70 credits in Technical Studies, General Studies, and Electives as outlined in the [WTCS Curriculum Credit and Range Distribution Compliance Rules](#).

The **Technical Studies** category includes courses that are specific to, or support the development of, technical skills and knowledge. **General Studies** courses are those program courses which relate to the effective functioning of the individual in both occupational and community settings (communications, social and behavioral sciences, math, and/or science). Courses required for the purpose of the function in program category General Studies must be chosen from the approved “[WTCS General Education System Course List](#).” Additional general studies courses, or those not on the WTCS approved list, may be included in the Technical Studies category. **Elective** courses are those courses at the associate degree level which are selected by the student.

Technical Diploma Programs (Aid Codes 30, 31, and 32)

Technical diplomas are based on local needs of business and industry. They are designed to assist persons preparing for entry into, remaining in or advancing in an occupation.

Credit requirements are stated in the program curriculum credit and range distribution compliance rules chart found on the [myWTCS](#) website. Deviation beyond 70 technical credits requires approval by the WTCS president.

Occupational supportive/general education courses relate to effective functioning in an individual's occupational and community settings. These courses are drawn from natural sciences, mathematics, social and behavioral sciences, communicative skills, and other disciplines (both general and occupational). System-wide Prepared Learner (General College) courses are not appropriate for use in meeting technical diploma requirements and are not approvable as part of a technical diploma's curriculum.

Any TD programs that are not embedded in an applied associate degree must go through the Financial Aid Clock-to-Credit hour conversion. Thus, using Aid Code 10 courses in non-embedded technical diplomas is not recommended. If using Aid Code 10 courses in a non-embedded TD is necessary to meet student needs, financial aid implications must be clearly understood and communicated to students.

WTCS Pathway Programs (Aid Code 61)

Wisconsin Technical College System Pathway Certificates (WPC) support employer and student demand for educational opportunities allowing seamless transition between education and work by creating a credentialing opportunity from within an already approved program. These certificates prepare graduates with entry-level skills for job opportunities in demand by employers.

There must always be a one-to-one (1:1) relationship between the WPC and the already approved parent program using the existing primary courses within the already approved parent program curriculum. Using alternate courses from the already approved parent program curriculum is not permitted. Also, no alternate courses can be designed into the ETD/WPC curriculum.

Apprenticeship Programs (Aid Code 50)

As directed by 106.01(10), *Wisc. Stats.*, technical college districts shall provide apprentice related instruction at the request of the Bureau of Apprenticeship Standards (BAS), Wisconsin Department of Workforce Development (DWD). These programs are developed to assist registered apprentices to acquire the related technical knowledge and skills to augment the planned on-the-job-experiences. Apprenticeship programs of three or more years of on-the-job training shall have a minimum of 400 hours of related instruction.

Course and Certificate Requirements

In addition to the degree, diploma, and apprenticeship offerings, the college's offerings include non post-secondary coursework, certificates (including Advanced Technical Certificates), credit and non-credit continuing education courses, transitional courses for students bridging to another degree program, and courses borrowed from other WTCS institutions. Creation, maintenance, and delivery of this coursework must comply with the policies established by the Wisconsin Technical College System Office. These policies are generally found in the [*WTCS Educational Services Manual*](#).

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