
Policy Title: DEGREE, DIPLOMA, AND APPRENTICESHIP PROGRAM AND COURSE REQUIREMENTS

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. WTCS Colleges are encouraged to offer code 10 systemwide general education courses as part of AA and AS programs.

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 offered at an associate degree level and 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. These programs consist of 2-70 credits, with 70-100 percent of the total credits required to be occupational specific. Up to 30 percent of the credits may be made up of occupational support and/or general education courses. The specific aid codes for technical diploma programs are defined as follows:

Aid Code 30: Less Than One Year (2-25 credits)

Aid Code 31: One Year (26-53 credits)

Aid Code 32: Two Years (54-70)

Technical diploma programs can include associate degree level (aid code 10) courses.

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.

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*.

Adopted: 04/30/98

Reviewed: 2/13/23

Revised: 05/09/23

Policy Section: Instruction

Policy Title: Degree, Diploma, and Apprenticeship Program and Course Requirements

Credential Percent Ranges
Associate of Arts (AA) and Associate of Science (AS) Degrees

Credential Aid Code 20	Associate of Arts Degree (AA)	Associate of Science Degree (AS)
Category Title	Minimum Credits	Minimum Credits
English	6	6
Speech	3	3
Humanities	12	6
Social Science	12	6
Mathematics and Natural Science	<p>Minimum of 10 total credits in Math and Natural Science to include: 3-4 credits of Math at level of Intermediate Algebra or above; OR Quantitative Reasoning or equivalent; OR 4-6 credits in Math for Elementary Teachers (Education Students only) AND 7-8 credits of Natural Science (includes one lab course)</p>	<p>Minimum of 20 total credits in Math and Natural Science to include: Mathematics at the level of College Algebra, Statistics, Quantitative Reasoning or above AND Natural Science (includes two lab courses, one from each of 2 different science disciplines)</p>
Health/Wellness/ Physical Education	1	1
World/ Foreign Language	4 (Or one year of World Language in high school with a “C” or better)	4 (Or one year of World Language in high school with a “C” or better)
Additional Requirement: Diversity/Ethnic Studies	3 (course may also count toward the social science and/or humanities requirements)	3 (course may also count toward the social science and/or humanities requirements)
Electives	10	12
Total Credit Range	60-70	60-70
Course Aid Codes	20, 10*	20, 10*

*Aid code 10 courses allowed as outlined in Chapter 2.

Credential Percent Ranges
Associate of Applied Science (AAS) Degree

Credential Aid Code 10	Credential Description	Minimum Credits	Maximum Credits	Course Aid Codes
Associate of Applied Science	Program Total Credits	60	70	10, 32, 31, 30
	General Studies	15	30	
		Required		
	Communications (801)	6		
	Social Science (809)	3		
	Behavioral Science (809)	3		
	Math and/or Science (804/806)	3		
	Elective	<i>As Needed; 0 to 6 Credits</i>		
	Technical Studies	<i>As Needed to Reach Minimum of 60 with Maximum of 70 Total Credits</i>		

Note: Associate of Arts and Science courses (Aid Code 20) are only allowed in AAS, ATC, or TD programs as alternates to an existing Aid Code 10 course.

Credential Percent Ranges
Advanced Technical Certificates (ATC)

Credential Aid Code 11	Credential Description	Minimum	Maximum	Course Aid Codes
Advanced Technical Certificate	Program Total Credits	9	25	10, 32, 31, 30
	Advanced Technical	70%	100%	
	Occupational Specific (Non-advanced Technical)	0%	30%	
	Occupational Supportive	0%	30%	
	Electives		None	

Credential Percent Ranges
Technical Diplomas, Apprenticeships, and Pathway Certificates

Credential	Credential Description	Minimum	Maximum	Course Aid Codes
Aid Code 30 Short-Term Technical Diploma	Total Credits Occupational Specific Occupational Supportive Electives	2 Credits 70% 0% None	25 Credits 100% 30% None	10, 30, 31, 32
Aid Code 31 One-Year Technical Diploma	Total Credits Occupational Specific Occupational Supportive Electives	26 Credits 70% 0% None	53 Credits 100% 30% None	10, 30, 31, 32
Aid Code 32 Two-Year Technical Diploma	Total Credits Occupational Specific Occupational Supportive Electives	54 Credits 70% 0% None	70 Credits 100% 30% None	10, 30, 31, 32
Aid Code 50 Apprenticeship	Total Credits Occupational Specific Occupational Supportive Required Special Provisions (RSP) (50-999-XXX) Electives	<i>As Determined by DWD Admin Rule</i> NA NA NA NA	NA NA NA NA	10, 30, 31, 32, 47, 50
Aid Code 61 WTCS Pathway Certificate	Total Credits Occupational Specific Occupational Supportive Electives	2 Credits 66% 0% None	18 Credits 100% 34% None	10, 30, 31, 32