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 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. Associate degree (Associate in Applied Science), 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 boards.

It is the policy of the college to ensure integrity in its curricular offerings by developing programs and course 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 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. The curricula of associate degree programs are designed to reflect competency requirements for a target job or jobs, which define the occupational program. These programs consist of 60-70 credits in the following categories:

Technical Studies courses	36 credits minimum (36-49 credit range)
General Studies requirement	15 credits minimum (15-30 credit range)

Specifically:

Communications	6 credits
Social Science	3 credits
Behavioral Science	3 credits
Math and/or Science	3 credits
Additional General Studies	0 to 15 credits

Electives	0-6 credits

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 diploma programs are based on local needs of business and industry and 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.

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* and can be found online at http://mywtcs.wtcsystem.edu/instructional-services/instructional-services-resources/educational-service-manual.

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