# PROGRAM CURRICULUM APPROVAL MANUAL

Wisconsin Technical College System

March 2018

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## PROGRAM CURRICULUM INTRODUCTION

The program curriculum records contain information for all courses that comprise the approved programs offered by each district, including courses designed to provide options in the occupational specific and related areas of each program. Report all approved associate in applied science or arts degree (10), short-term (30), one-year technical diploma (31), two-year technical diploma (32), apprenticeship (50) courses and programs and Pathway Certificates (61). Program curriculum is not required for Liberal Arts (aid code 20) Associate in Arts or Associate in Science degree programs. The System Office uses these records to update its curriculum file with pending curricula for review by its Education Directors.

### Non-Occupational Programs.

No submission of the curriculum for programs 20-800-1 and 20-800-2 (AAA and AAS Collegiate transfer) is required. The System Office will automatically include courses with *Aid Code* 20 in programs 20-800-1 and 20-800-2.

If Collegiate transfer (*Aid Code* 20) courses are used as part of any occupational program (10, 30, 31, 32, or 50), curriculum submissions of those aid code 20 courses in occupational programs are necessary and can only be designated as “alternate” courses.

### Curriculum Submission Processing for Occupational Programs

District curriculum submissions will be verified against the System Office's approved program file to ensure the program is or has been approved for the district. Postsecondary courses (*Aid Codes* 10, 30, 31, 32, and 50) are required to be included in an approved program curriculum unless the course is submitted with a *Curriculum Exception Code* in the Course Approval System.

Since the System Office approves postsecondary courses in the context of their program curricula, the System Office's curriculum editor does not reject curriculum records because the courses are not found on the System Office's course file. *Course Numbers* reported on curriculum records which cannot be located on the System Office's course file will appear with no course title in the curriculum information screen located in the Portal.

All curriculum submission records will be edited before being accepted by the System Office. Records with one or more errors will be rejected and the appropriate error message will be printed on the Program Curriculum Edit Report on the WTCS Portal. All rejected program curriculum record sets must be corrected and resubmitted to the System Office. Curriculum records are either accepted or rejected by the curriculum editor as a set. If one or more records fail the edits, all records with the same *Program Number* are rejected. The System Office will accept curriculum submissions at any time.

### Curriculum Compliance Editing

Program curriculum record sets which pass the curriculum editor are accepted by the System Office as “pending”. Pending program curricula will be placed in compliance or out of compliance status. Reports on pending program curriculum not in compliance will be appear in the program information screen in the Portal. A list of these programs can be found by using the Curriculum Status drop down menu. These curricula may be out of compliance for any of three reasons:

1. Courses in the curriculum cannot be found on the System Office course file. (See *"Trouble Shooting Course/Curriculum Problems,"*)
2. The curriculum *Credits* for a given course exceeds the approved credits in the Course Approval file.
3. The subtotal (or percent) of *Credits* by function (occupation specific, supportive, etc.), or the total curriculum *Credits*, is outside the limits described in the Program Curriculum Credit Distribution Compliance Rules (See *Program Curriculum Credit Distribution Compliance Rules*).

Curricula failing the first two of these compliance rules must be corrected before the curriculum will be approved. Correction may be implemented through either the course approval system or by a program curriculum resubmission.

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### Curriculum Submissions

The System Office requires a program curriculum submission of individual program curricula any time there is a change in the curriculum of the program, such as courses added or dropped, curriculum credit changes, or *Term* or *Function in Program Code* changes. For instances when there is a curriculum change of 20 percent or more, a formal curriculum modification request must be submitted to the Office of Occupational and Academic Excellence education director assigned to the program. Additionally, the System Office encourages districts to review all affected curricula whenever a course change request will alter the total course *Credits*.

### Impact of Course Records on Curricula

For all postsecondary course changes received through the *Course Approval System*, where the course is in a curriculum there is no effect on the existing curriculum.

All new postsecondary course records submitted through the *Course Approval System*, will be required to be in a curriculum unless there is a *Curriculum Exception Code* attached to that course in the *Course Approval System*. The System Office requires districts to submit courses prior to submitting curriculums. Failure to submit courses prior to curriculums will generate either out of compliance pending curriculum (due to missing courses).

### System Office Curriculum Reports Returned to the Districts

These reports will be available to the district on the Portal site:

1. Edit error reports (for each district curriculum submission)
2. Pending curriculum not in compliance
3. All pending curriculum
4. All approved curriculum

Additionally, district curriculum coordinators can access the edit reports in the File Submission Status on the Portal web site. These reports contain curriculum information which will be useful in correcting errors in district course and curriculum submissions.

### Rollover and Multiple Year Curriculum Processing

In April, June and August of each year, both the Program Curriculum and Course Approval Systems will be subjected to a rollover process. The purpose of the rollover process is to create Course Approval and Program Curriculum files for the next fiscal year (FY) while minimizing the district workload. It also gives the system office an opportunity to make changes to edit rules and remove expired courses/curriculums from the files.

The *Fiscal Year* is included in positions 20-23 of all curriculum submission records to allow simultaneous processing of multiple year curriculum records. Multi-year processing allows districts to submit curricula and courses for approval for the current and upcoming fiscal year.

**Course and Curriculum rollover is done in three separate times.** The first rollover (which typically occurs in April) opens the next fiscal year’s file so they can accept input and “rolls” current year’s courses and curricula into the following fiscal year. This saves the districts from having to resubmit courses and curriculum that have not changed. The second rollover step in June copies the unchanged previous FY courses and curriculum to the new fiscal year. In August, the final rollover occurs and the previous year’s course and curriculum files are closed. The result of the final rollover is a fully populated Course Approval and Program Curriculum file for the new FY.

Any blanket changes to course approval and program curriculum rules (such as the re-structuring of Applied Associate Degree and implementation of new system-wide curriculum edits) are typically enforced in the rollover process by editing new FY submissions and preventing rollover of old FY records in the final rollover.

Submission of next year's program curricula prior to rollover will have no effect on pending or approved curricula for the current Fiscal Year. At rollover:

1. Any disapproved pending curriculum will be deleted (as is done in courses).
2. Each approved program curriculum from the current Fiscal Year will be rolled over as approved, provided there is no approved curriculum on file for the next Fiscal Year. One-year approved curricula, and curricula out of compliance will be dropped.
3. Rollover does not affect pending curricula for the new fiscal year unless courses contained in the pending curricula were rejected at course rollover. Only courses that will change with the new Fiscal Year will need to have course change records submitted for the new Fiscal Year.
4. Pending curricula for the new Fiscal Year will be copied from the previous fiscal year's approved curricula for all curricula thrown out of compliance by the expiration or rejection of courses by the course rollover unless a pending or approved curriculum already exists.

### On-Line Inquiry of Courses/Curricula

Districts now have access to the System Office's course/curriculum files through the web-based Portal. Districts are encouraged to use this facility when they have questions about the courses, curricula or any transactions submitted in the Program Curriculum Data System. The Portal allows for viewing of individual courses and curricula, for selecting subgroups of courses for analysis. The information accessed by the on-line inquiry function is the same information viewed by the Education Directors as they make their approval decisions. For additional information on accessing the on-line inquiry course/curriculum functions contact your District Information Officer or the System Office staff identified at the beginning of this manual.

Portal access can be found at the following link: <https://apps.wtcsystem.edu/wtcs-web/>

### Program Curriculum Approval District Action Chart

Desired Effect/District Action Relationship Charts for Occupational Courses and Curricula

Note: All relationships assume submissions pass applicable edits and courses referred to are occupational courses (Aid Codes 10, 30, 31, 32, and 50). For other courses follow procedures in the Course Approval manual. The assumption is also made that curriculum and course submissions are for the same Fiscal Year.

Effects on System Office Course File

Possible District Actions

|  |  |  |  |
| --- | --- | --- | --- |
| Effect on System Office course file | Submit new/change record through course data system | Submit delete record through course data system | Submit impacted program curricula records1 |
| Add a new course | Yes |  | Yes2 |
| Change approved course (any change including title change, term or credit value) | Yes |  | Yes3 |
| Delete approved course4 |  | Yes5 | Yes5 |

1 Impacted programs depend on the desired effect. For new courses, these would be programs which will be offering the new course. For changed and deleted courses, impacted programs would be those currently containing the course.

2 Submission of borrowed, advanced technical certificate and other courses being offered outside of programs should contain the Curriculum Exception Code data element.

3 If these changes constitute a 20% program modification, a formal curriculum modification request must be sent to the Office of Occupational and Academic Excellence

4 This deletion is a deletion from the course file. Courses deleted in this manner will be counted for FTEs for the Fiscal Year reported on the delete record.

5 Course Numbers that are deleted are technically still approved for the current year for Client Reporting purposes. Deleted courses are marked for deletion, but not physically deleted from the course file until rollover. If the deleted course is still in a curriculum at rollover time, the curriculum will roll over as out of compliance with a missing course. If the district wants to keep this curriculum, they must resubmit it in the subsequent year without the deleted course.

## PROGRAM CURRICULUM RECORD

Position Data Element and Description

##### 1 Record Identifiers can be defined as “A” or “Z” Program curriculum record

The *Record Identifier* specifies the type of record submitted.

2-3 District Number

The *District Number* must identify your district.

Submissions with incorrect *District Numbers* will be returned. There is an error message associated with an invalid *District Number*.

4-10 Program Number

The *Program Number* must be an approved or suspended program for your district for an associate in applied science degree (*Aid Code* 10), short-term (*Aid Code* 30), one-year technical diploma (*Aid Code* 31), two-year technical diploma (*Aid Code* 32), and apprenticeship (*Aid Code* 50) programs. Curricula will not be accepted for discontinued programs.

Program curriculum approval is a separate process from System Board program approval. Program approval is a function of the 12-member System Board. Results of decisions made about program approval by the System Board are entered into the WTCS approved program data base by System Office staff. Once the program approval process is complete, WTCS districts can submit program curriculum for approval.

4-5 *Aid Code* (of the Program)

6-8 Instructional Area Number (of the Program)

9-10 Program Sequential Number

Zero (“0”) will not be accepted as a *Program Sequential Number*.

11-12 Term

The *term* is the semester in which students enrolled in the program are expected to take the course as specified by the program curriculum. The standard definition of a *term* is an 18-week semester.

01 = First term

02 = Second term

03 = Third term, includes summer session 04 = Fourth term

05 = Fifth term

06 = Sixth term, includes summer session

07 = Seventh term for five-year programs

08 = Eighth term for five-year programs

09 = Ninth term for five-year programs including apprenticeship

10 = Tenth term for five-year programs including apprenticeship

99 = Required Special Provision (for apprenticeship only)

##### 13-20 Course Number

The *Course Number* is a unique number for each course taught at the districts.

13-14 *Aid Code (of the Course)*

The *Aid Code* must be 10, 20, 30, 31, 32, 47 or 50. See the table of Program Curriculum Credit Distribution Compliance Rules later in this document for a list of valid *Aid Code (Course Number)* and *Aid Code (Program Number)* combinations.

15-17 *Instructional Area Number (of the Course)*

18-20 *Course Sequence Number*

The *Course Sequence Number* must be numeric.

If the course is an associate in applied science degree elective and the *Course Number* begins with 10999, it will be assigned the *Course Number* 10999xxx, where *xxx* = a number designated by the district. For example, 10-999-101, and will be acceptable as an elective course with a valid term of 01-10 and a *Function in Program Code* of **4**.

If the course is an apprenticeship course and the *Course Number* begins with 50999, it will be assigned the *Course Number* 50999999 and will be acceptable as a required special provisions course (elective) with a valid *Term* of 01-10 and a *Function in Program Code* of **4**.

See the ESM for an explanation of the curriculum and credit relationship between term 99 courses and courses numbered 50-999-xxx.

In apprenticeship programs (*Aid Code* 50), *Aid Code* 47 courses may be used, but only with *Function in Program Code* 2 (occupational supportive) or 4 (required special provisions courses). *Aid code* 20 courses can be used in apprenticeship and associate in applied science degree programs, but only as alternates.

Courses identified as non-postsecondary are not allowed in program curriculum. These courses have aid codes 7x.

##### 21-24 Fiscal Year

The *Fiscal Year* of the record being submitted. This will be a 4 digit year. For example, the 2017-18 Fiscal Year, this field would be 2018.

Format = 9999

Only two *Fiscal Years* will be open at any one time. Immediately after rollover, these years will be the current and forthcoming *Fiscal Year*. After August 15 of each year, the previous *Fiscal Year* will be closed.

25 Blank

26 Function in Program Code

The *Function in Program Code* specifies the course function within the program.

See the table of Program Curriculum Credit Distribution Compliance Rules later in this document for a list of credit compliance rules (maximum, minimum and total credit counts) for different types of programs based on *Program Aid Code*.

a) for associate of applied science/arts degree programs (*Aid Code* 10)

4 = Elective

6 = General Studies

7 = Technical Studies

b) for technical diploma programs (*Aid Codes* 30, 31, and 32)

1 = Occupational specific

2 = Occupational supportive

c) for Apprenticeship (*Aid Code* 50)

1 = Occupational specific

2 = Occupational supportive

4 = Required special provisions

##### 27-30 Credits

The number of *Credits* of this course used in this curriculum. The number of approved *Credits* in the curriculum file cannot exceed the number of approved *Credits* in the course file.

Format = 99V99

This must be numeric.

See the table of Program Curriculum Credit Distribution Compliance Rules later in this document for a list of credit compliance rules (maximum, minimum and total credit counts) for different types of programs based on *Program Aid Code*.

##### 31-46 Alternate Course Number

The *Alternate Course Number* is a course that may be substituted for the primary course in the program curriculum.

Courses with *Aid Code* (of the Course) 20 can only be used as alternate courses in a program curriculum.

The alternate courses must be numeric and there **cannot be more than two** alternate courses.

Leave *Alternate Course Number* blank if not applicable.

*30-37 Alternate Course Number 1*

31-32 *Aid Code (of the Alternate Course 1)*

33-35 *Instructional Area Number (of the Alternate Course 1)*

36-38 *Course Sequence Number (of the Alternate Course 1)*

*39-46 Alternate Course Number 2*

39-40 *Aid Code (Alternate Course Number2)*

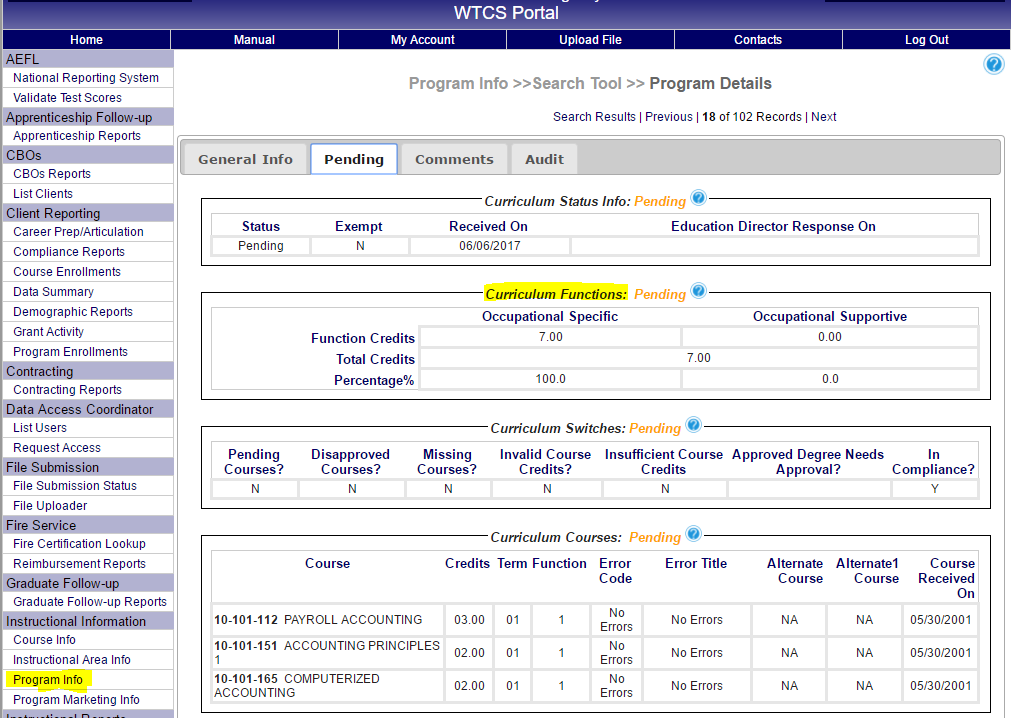
41-43 *Instructional Area Number (of the Alternate Course 2)*

44-46 *Course Sequence Number (of the Alternate Course 2)*

47-80 Blank

## PROGRAM CURRICULUM CREDIT AND RANGE DISTRIBUTION COMPLIANCE RULES

Program curriculum compliance rules can be found [here](http://mywtcs.wtcsystem.edu/wtcsinternal/cmspages/getdocumentfile.aspx?nodeguid=af270925-b957-4757-b529-cde7a1dbea98). Pending programs compliance status can be found in the WTCS Portal under Program Info within the Curriculum Functions section of a specific program.



#### WTCS System-wide Course Lists

A list of System-Wide General Education Courses can be found [here](http://mywtcs.wtcsystem.edu/wtcsinternal/cmspages/getdocumentfile.aspx?nodeguid=1f5fcc66-286d-4981-a56e-490f6627c8bf).

A list of System-Wide Courses that are NOT General Education can be found [here](http://mywtcs.wtcsystem.edu/wtcsinternal/cmspages/getdocumentfile.aspx?nodeguid=9d95a3d5-19ad-48ce-b549-eeda7c9eb770). This list also contains General College courses and any special course number/course title relationships that apply to the whole WTCS.

A list of currently identified System-Wide Programs can be found [here](http://mywtcs.wtcsystem.edu/wtcsinternal/cmspages/getdocumentfile.aspx?nodeguid=43e4e1eb-abcd-4d04-889b-cf96ad3a8d55).

#### 

The WTCS program curriculum system began detailed editing of System wide curriculum in FY 2006-07. The program curriculum can be found on the WIDS Repository at <https://wtcsystem.wids.org/> or the Program Info tab in the Instructional Information section of the WTCS portal.

Each of the aligned programs curriculum will be edited for core aligned course compliance.

The *Course Titles* (Abbreviated) are edited by the Course Approval editor and must match the title. *Course Titles* may be submitted using the abbreviated version to accommodate the 30 character limit required by some WTCS Districts’ Software.

Note that even though *Term* (Semester) is part of the profile, it will NOT be edited for profile compliance.

There may be individual district edit exceptions that are not included in the curriculum profile listed in the curriculum WIDs Repository. Contact the program’s assigned WTCS Office Education Director if you have questions about possible exceptions

## PROGRAM CURRICULUM ERROR MESSAGES

For all relational edits where the field numbers are located on the report, refer to the *Error Location*: A, Z ‑ Program Curriculum Record

### Error Message/Corrective Action

###### 1 INVALID RECORD CODE

Enter the correct Program Curriculum *Record Identifier*, and ensure that each curriculum within a submission has consistent *Record Identifiers* within each record set.

A, Z || 1 *Record Identifier*

This error message has been added because Program Curriculum can have either an A or a Z *Record Identifier*. A curriculum will be rejected if codes other than A or Z are used. A curriculum submission can contain both A and Z record sets, but a given curriculum must use either all A or all Z records. A curriculum will be rejected if it mixes *Record Identifiers*.

###### 2 MATCHING RECORD REJECTED

A, Z || 1 *Record Identifier*

A, Z || 2-3 *District Number*

A, Z || 4-10 *Program Number*

If one or more curriculum records fail to pass the edits, all records for that curriculum set will be rejected.

###### 3 INVALID PROGRAM NUMBER

This must be an approved or suspended program for your district for associate in applied science degree (*Aid Code* 10), short-term (*Aid Code* 30), one-year technical diploma (*Aid Code* 31), two-year technical diploma (*Aid Code* 32), apprenticeship (*Aid Code* 50) programs, and WTCS Career Pathway Certificates (*Aid Code* 61).

Curricula will not be accepted for discontinued programs or for collegiate transfer (*Aid Code* 20).

A, Z || 4-10 *Program Number*

A, Z || 4-5 *Aid Code (Program Number)*

A, Z || 6-8 *Instructional Area Number*

A, Z || 9-10 *Program Sequential Number*

To fix this error, verify the *Program Number* and resubmit.

###### 4 INVALID TERM

Resubmit record with valid *Term*.

A, Z || 11-12 *Term*

01 = First term

02 = Second term

03 = Third term, includes summer session

04 = Fourth term

05 = Fifth term

06 = Sixth term, includes summer session 07 = Seventh term for five-year programs 08 = Eighth term for five-year programs

09 = Ninth term for five-year programs including apprenticeship 10 = Tenth term for five-year programs including apprenticeship

99 = Recommended elective course (for associate degree only), or Required Special Provision (for apprenticeship only). Term 99 is not valid for the new Applied Associate Degree structure.

###### 5 INVALID COURSE AID CODE

The *Aid Code* of the *Course Number* must be 10, 20, 30, 31, 32, 47 or 50.

Note that *Aid Code* 20 is only valid as an alternate course.

A, Z || 13-20 *Aid Code (Course Number)*

Resubmit record with valid Course *Aid Code*.

###### 6 INVALID FUNCTION IN PROGRAM

Resubmit record with valid *Function In Program Code*.

A, Z || 13-20 *Aid Code (Course Number)*

A, Z || 26 *Function in Program Code*

Only 1, 2, 4, 6 or 7 are valid function codes. They are used as follows:

a) For associate in applied science degree programs (Aid Code 10)

4 = Elective

6 = General Studies

7 = Technical Studies

b) For technical diploma programs (Aid Codes 30, 31, and 32)

1 = Occupational specific

2 = Occupational supportive

c) For Apprenticeship (Aid Code 50) 1 = Occupational specific

2 = Occupational supportive

4 = Required special provisions

d) For Pathway Certificates (Aid Code 61)

1 = Occupational specific

2 = Occupational supportive

###### 7 INVALID CREDITS

The number of approved *Credits* on the course file (*“I”* record) may be larger but not smaller than the curriculum *Credit* value. The *Credit* field has to be 5 or less. The 10-999-xxx and 50‑999-xxx course numbers “place holder” for elective credits are the only exceptions.

Format = 99V99

This must be numeric.

A, Z || 27-30 *Credits*

Resubmit record with valid *Credits*.

###### 8 COURSE NOT NUMERIC

*Course Number* must be numeric.

A, Z || 13-20 *Course Number*

Resubmit record with valid numeric *Course Number*.

###### 9 INVALID ALTERNATE COURSE

The alternate courses must be numeric and there can be 0, 1 or 2 alternate courses. Leave blank if not applicable.

A, Z || 31-38 *Alternate Course Number 1*

A, Z || 39-46 *Alternate Course Number 2*

Resubmit record with correct *Alternate Course Number*.

###### 10 INVALID DISTRICT CODE

The *District Code* must be a valid code for the district.

Number Name

01 Chippewa Valley

02 Western

03 Southwest

04 Madison

05 Blackhawk

06 Gateway

08 Waukesha

09 Milwaukee

10 Moraine Park

11 Lakeshore

12 Fox Valley

13 Northeast

14 Mid-State

15 Northcentral

16 Nicolet

17 Wisconsin Indianhead

Resubmit the file with the correct *District Code*.

###### 11 MAXIMUM TERMS EXCEEDED FOR PROGRAM

If the *Term* exceeds the following maximum allowable *Term* (excluding *Term* 99) for the program, the record will be rejected.

|  |  |  |
| --- | --- | --- |
| Program | *Aid Code* | Max.*Terms* |
| AD | 10 | 10 |
| Short-Term | 30 | 04 |
| 1-Year TD | 31 | 05 |
| 2-Year TD | 32 | 08 |
| Apprentice | 50 | 10 |
| Pathway | 61 | 02 |

A, Z || 4-5 *Aid Code (Program Number)*

A, Z || 11-12 *Term*

01 = First term 02 = Second term

03 = Third term, includes summer session 04 = Fourth term

05 = Fifth term

06 = Sixth term, includes summer session 07 = Seventh term for five-year programs 08 = Eighth term for five-year programs

09 = Ninth term for five-year programs including apprenticeship 10 = Tenth term for five-year programs including apprenticeship

99 = Recommended elective course (for old Applied Associate Degree format only), or Required Special Provision (for apprenticeship only)

If the Term exceeds the following maximum allowable Terms (excluding Term 99) for the program, the record will be rejected.

###### 12 INCOMPATIBLE ALT CRS/PGM AID CODES

A, Z || 4-5 *Aid Code (Program Number)*

A, Z || 31-32 *Aid Code (Alternate Course Number 1)*

A, Z || 39-40 *Aid Code (Alternate Course Number 2)*

The alternate course *Aid Code* must be the same as, or at a higher level than, the program *Aid Code*. Specifically, associate in applied science degree programs must contain associate in applied science degree courses (10) or liberal arts (20) alternate courses; technical diploma programs must contain technical diploma (30, 31, or 32), or associate in applied science degree (10), liberal arts (20) alternate courses.

Apprenticeship programs (*Aid Code (Program Number)* 50) must contain apprenticeship (50), technical diploma (30, 31, 32), associate in applied science degree (10), liberal arts (20) or occupational adult courses (47) as alternates.

###### 13 INVALID FISCAL YEAR

The Fiscal Year in the submission file name does not match the Fiscal Year on the ‘A’ or ‘Z’ record.

A, Z || 21-24 Fiscal Year

Change the Fiscal Year in the file submission name or the Fiscal Year on the ‘A’ or ‘Z’ record to the appropriate four digit year and resubmit the file.

###### 14 INCOMPATIBLE PROGRAM AND FUNCTION

A, Z || 4-5 *Aid Code (Program Number)*

A, Z || 26 *Function in Program Code*

b) For associate degree programs (*Aid Code* 10) for Applied Associate Degree

4 = Elective

6 = General Studies

7 = Technical Studies

c) For technical diplomas (*Aid Codes* 30, 31, 32 and 61)

1 = Occupational specific

2 = Occupational supportive

d) For Apprenticeship (*Aid Code* 50)

1 = Occupational specific

2 = Occupational supportive

4 = Required special provisions

###### 15 INCOMPATIBLE COURSE PROGRAM AID CODES

A, Z || 4-5 *Aid Code (Program Number)*

A, Z || 11-12 *Term*

A, Z || 13-20 *Course Number*

If the *Term* is 01-10, associate degree programs must contain associate degree (*Aid Code* 10) courses; and technical diploma programs must contain either technical diploma and/or associate degree courses.

Apprenticeship programs may contain courses with Aid Codes 10, 20, 30, 31, 32, 47 or 50.

General College courses (course numbers 10-83x-xxx) cannot be part of a curriculum.

###### 16 INCOMPATIBLE FUNCT/APPRENTICESHIP

A, Z || 4-5 *Aid Code (Program Number)*

A, Z || 13-14 *Aid Code (Course Number)*

A, Z || 26 *Function in Program Code*

Apprenticeship programs (*Aid Code (Program Number)* 50) may use courses with *Aid Codes (Course Number)* 10, 20, 30, 31, 32 or 50, *Function in Program Code* is 01, 02 or 04. Note that alternate courses in apprenticeship programs must have *Aid Code* 50.

If an apprenticeship program has an *Aid Code* 47 course, that course must be used with *Function in Program Code* 2 or 4.

###### 17 INVALID TERM/FUNCTION FOR ELECTIVE

A, Z || 13-14 *Aid Code (Course Number)*

A, Z || 15-17 *Instructional Area Number (Course Number)*

A, Z || 11-12 *Term*

A, Z || 26 *Function In Program*

If *Instructional Area Number (Course Number)* is 999, the course is an elective. For electives, *Function in Program* must be 4 and Term cannot be 99.

###### 20 INCOMPATIBLE TERM 99 AND PROGRAM

A, Z || 4-5 *Aid Code (Program Number)*

A, Z || 11-12 *Term*

Note that the definition for *Term* 99 is now only used for Required Special Provision for apprenticeship (*Aid Code* 50).

###### 21 INCOMPATIBLE TERM 99 AND CRS AID

A, Z || 4-5 *Aid Code (Program Number)*

A, Z || 11-12 *Term*

A, Z || 13-14 *Aid Code (Course Number)*

*Term* 99 is only valid in apprenticeship programs for Required Special Provisions. In apprenticeship programs (program *Aid Code* 50), courses with *Aid Codes* 10, 20, 30, 31, 32, 47, or 50 are valid with *Term* 99.

###### 22 INCOMPATIBLE TERM 99 AND FUNCTION

A, Z || 11-12 *Term*

A, Z || 26 *Function in Program Code*

If the *Term* is 99, the *Function in Program Code* must be 2 or 4.

###### 23 INCOMPATIBLE TERM/ALTERNATE CRS

A, Z || 11-12 *Term*  
A, Z || 31-38 *Alternate Course Number*  
A, Z || 39-46 *Alternate Course Number*

If the *Term* is 99, the Alternate Course Number fields must be blank because there can’t be an alternate to an alternate.

###### 25 DUPLICATE SET OR DUPLICATE COURSE

Either a course was submitted more than once in the same curriculum or the same curriculum was submitted in the same file upload.

A, Z || 1-46 All Program Curriculum submission data for a single program

Review the file submission and make the necessary corrections.

###### 26 WARNING - SUBMISSION MATCHES APPROVED

Ensure that submitted curriculum is the most current curriculum.

A, Z || 1-46 All Program Curriculum submission data for a single program

Program curricula which match previously approved curricula will not be processed. Additionally, if a pending curriculum is found, that pending curriculum will be deleted.

###### 27 SUBMISSION MATCHES PENDING

Ensure that the submitted curriculum is the most current curriculum.

A, Z || 1-46 All Program Curriculum submission data for a single program

Program curricula which match previously accepted pending curricula will not be processed.

###### 28 NO CURRICULUM REQUIRED

This curriculum does not need a curriculum submission. No further action is required or desired. Submitted records will be rejected.

A, Z || 4-5 *Aid Code (Program Number)*

Curricula for programs beginning with *Aid Code* 20 are non-occupational programs. These curricula are assembled from the current course file. Any submitted curriculum will be rejected.

Curricula for Individualized Technical Studies programs varies with each student. Curriculum submitted for programs 10-499-5 and 10-825-1 will be rejected.

This message is also generated for curriculum submissions for discontinued programs. This curriculum rejection won’t cause any curriculum related problems in client reporting because client does not check for curriculum for discontinued programs.

###### 29 AID 50 MUST BE IN APPRENTICE PGM

Correct the course number and re-submit.

A, Z || 4-5 *Aid Code (Program Number)*

A, Z || 13-14 *Aid Code (Course Number)*

A, Z || 31-32 *Aid Code (Alternate Course Number 1)*

A, Z || 39-40 *Aid Code (Alternate Course Number 2)*

Courses (and alternate courses) beginning with course *Aid Code* 50 may only be submitted in apprentice programs (Program *Aid Code* 50).

###### 30 COURSE NOT IN STATE GEN ED LIST

Correct *Term*, *Function in Program Code* or *Course Number* and re-submit curriculum.

A, Z || 11-12 *Term*

A, Z || 13-20 *Course Number*

A, Z || 26 *Function in Program Code*

For the “A” or “Z” record for Associate in Applied Science Degree, if the *Function in Program Code* is 6 (General Studies), and *Term* is 01-10 (not alternate), the *course number* must be one of the acceptable *course numbers* found in the table of WTCS General Education System Courses [here](http://mywtcs.wtcsystem.edu/wtcsinternal/cmspages/getdocumentfile.aspx?nodeguid=1f5fcc66-286d-4981-a56e-490f6627c8bf). Note that the *Course Title* must also exactly match the *Course Title* in the list (this is enforced in Course Approval).

###### 31 INV TERM IN SYSTEM-WIDE CURRIC

Remove *Term* 99 course records.

A, Z || 4-10 *Program Number*  
A, Z || 11-12 *Term*

*Term* 99 course records will be rejected if they are submitted as part of a system-wide curriculum. These special *Term* code course records are used to identify curriculum *Credit* values for alternate courses. Since system-wide alternates always have exact *Credit* values specified, there is no need for these extra term records.

###### 32 WARNING - INV CRS IN SYSTEM-WIDE CURR

Review the System-wide curriculum profile for the program noted in the edit message. This profile is included earlier in this document. The *Course Number* is not in the profile. Correct the profile mismatch.

A, Z || 4-10 *Program Number*  
A, Z || 13-20 *Course Number*

This message is generated if a district submits a course number as part of a curriculum that is not part of the system-wide curriculum profile documentation.

Note that there may be curriculum exceptions for some colleges. Please contact the Education Director assigned to the system-wide curriculum or the technical course contact [daniel.woodbridge@wtcsystem.edu](mailto:daniel.woodbridge@wtcsystem.edu) if you have questions about curriculum exceptions.

###### 33 WARNING - INV CRS CRED IN SYSTEM-WIDECURRIC

Review the System-wide curriculum profile for the program. The *Credit* value for this course does not match the credits in the system-wide curriculum profile for the program. Correct the course and resubmit the curriculum.

A, Z || 4-10 *Program Number*  
A, Z || 13-20 *Course Number*  
A, Z || 27-30 *Credits*

This message is generated if a course submitted in a system-wide curriculum has the wrong credit value.

Note that there may be curriculum exceptions for some colleges. Please contact the Education Director assigned to the system-wide curriculum or the technical course contact [daniel.woodbridge@wtcsystem.edu](mailto:daniel.woodbridge@wtcsystem.edu) if you have questions about curriculum exceptions.

###### 34 WARNING - MISSING CRS IN SYS CURR

This message is generated if a required course has not been included in a system-wide curriculum. The missing course(s) are listed at the end of the edit report. Since the Education Director has the option of approving the curriculum with the course exception(s), the records are accepted into the file and the warning is issued rather than rejecting the records. The curriculum is placed in ‘Pending’ status and a message of “Missing Courses in System-Wide Curric” is attached to all courses to designate that there is a required course(s) missing from the curriculum. If all other aspects of the curriculum are in compliance with requirements, the Education Director may choose to override the warning and approve the curriculum or disapprove the curriculum and require the district to resubmit the curriculum.

A, Z || 4-10 *Program Number*  
A, Z || 13-20 *Course Number*

To resolve the issue, contact the Education Director responsible for the program to determine if they will approve the curriculum with the course exception(s) or if a curriculum resubmission is required.

###### 35 INV ALTERNATE CRS FOR AD-GEN ED

The alternate course(s) entered is/are not valid for general education in an associate degree curriculum. Correct/remove the alternate and resubmit the curriculum.

A, Z || 13-20 *Course Number*  
A, Z || 26 *Function in Program Code*  
A, Z || 27-30 *Credits*  
A, Z || 31-38 *Alternate Course Number*  
A, Z || 39-46 *Alternate Course Number*

If a primary course is entered in a curriculum with a *Function in Program Code* of 6 (General Education), then any alternate(s) to that course must be in the system wide general education course list OR must be a 20-8xx-xxx collegiate transfer course. The alternate course(s) must also have the same *Aid Code* and *Instructional Area* as the primary course. The only exceptions to this rule are the 20-8xx-xxx exception mentioned above and Gen Ed courses with *Instructional Areas* 804 (math) and 806 (science) can be alternates to each other if they have the same credit value.

###### 36 WARNING INV CRS/FUNC IN SYSTEM-WIDE CURRIC

The *Course Number* is valid in the system-wide curriculum but the *Function Code* for the course is incorrect. Fix the *Function Code* and resubmit the curriculum.

A, Z || 13-20 *Course Number*  
A, Z || 26 *Function in Program Code*

The *Function Code* for each course in a system-wide curriculum must agree with the function value in the curriculum profile.

###### 37 WARNING – INV FUNC/CREDITS IN SYST CURR

The *Function in Program Code* credit totals submitted do not align with the required *Function in Program Code* credit totals in the system-wide curriculum.

A, Z || 13-20 *Course Number*  
A, Z || 26 *Function in Program Code*  
A, Z || 27-30 *Credits*

The *Function Code* for each course in a system-wide curriculum must agree with the function value in the curriculum profile. Please review the *Function in Program Codes* and *Credits* and submit the necessary corrections.

###### 38 INC PATHWAYS OR ETD/ALREADY APPROVED DEGREE CURRIC

This message is generated when the submitted Pathways Certificate or Embedded Technical Diploma courses in the curriculum do not match the courses in the curriculum of its already approved degree program (also known as the parent program).

A, Z || 4-10 *Program Number*  
A, Z || 13-20 *Course Number*

To fix this error, resubmit the correct courses within the Pathways Certificate or Embedded Technical Diploma to ensure a match to the courses of its already approved degree program.

###### 39 INVALID FISCAL YEAR/RECORD NOT PROCESSED

This message is generated when the *Fiscal Year* submitted in Position 21-24 is blank or not numeric. The record will not be processed when this error is generated.

A, Z || 21-24 *Fiscal Year*

To fix this error, resubmit the record with the correct *Fiscal Year*.

###### 40 INVALID COURSE WITH CURRICULUM EXCEPTION CODE

A *Course Number* submitted in the curriculum that has a *Curriculum Exception Code* attached in the Course Approval file. Courses are not allowed to be submitted in a curriculum if there is a *Curriculum Exception Code* attached.

A, Z || 13-20 *Course Number*I || 88-89 *Curriculum Exception Code*

To fix this error, either resubmit the course without a *Curriculum Exception Code* or remove the *Course Number* from the curriculum and resubmit the curriculum.

###### 41 CURRICULUM INCLUDES UNAPPROVED COURSES

The curriculum being submitted includes a Course Number that is not approved in the Course Approval file.

A, Z || 13-20 *Course Number*

To fix this error, either submit the course for approval or contact the education director for approval if the course is pending.