

# PROGRAM CURRICULUM APPROVAL MANUAL

Wisconsin Technical College System

October 2021

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# Program Curriculum Data System

The Wisconsin Technical College System (WTCS) Program Curriculum Data System houses the current curricula of WTCS approved programs. Each of the sixteen Wisconsin Technical Colleges (collectively the “Colleges”) is required to upload a program curriculum file to the WTCS Program Curriculum Data System that contains information for all courses that comprise that program curriculum.

The uploaded electronic files are reviewed for approval by WTCS Education Directors to ensure they meet WTCS business rules. Colleges are required to submit a curriculum for all programs having Aid Code 10\* (Associate of Applied Arts or Associate of Applied Science), Aid Codes 30, 31, or 32 (Technical Diplomas), Aid Code 50 (Apprenticeship) and Aid Code 61 (WTCS Pathway Certificate). No program curriculum file is permitted for programs having Aid Code 20 (Associate of Arts or Associate of Science).

\*Curriculum submissions are not permitted for the following Aid Code 10 programs:

- 10-499-5 Technical Studies Journey Worker Individualized Technical Studies:
- 10-825-1 (phase out at end of FY21)
- 10-825-18 Agriculture, Food, and Natural Resources
- 10-825-2 Architecture and Construction
- 10-825-3 Arts, Audio-Visual Technology, and Communications
- 10-825-4 Business, Management and Administration
- 10-825-5 Education and Training
- 10-825-6 Finance
- 10-825-7 Government and Public Administration
- 10-825-8 Health Sciences
- 10-825-9 Hospitality and Tourism
- 10-825-10 Human Services
- 10-825-11 Information Technology
- 10-825-12 Law, Public Safety and Security
- 10-825-13 Manufacturing
- 10-825-14 Marketing, Sales and Service
- 10-825-15 Science, Technology, Engineering and Mathematics
- 10-825-16 Transportation, Distribution and Logistics

Submissions to the WTCS Program Curriculum Data System are accepted throughout the year except during times needed for routine maintenance and one freeze period (fiscal year close: July 1st – July 31st).

All questions regarding the Program Curriculum Data System should be directed to:

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Wisconsin Technical College System  
4622 University Avenue  
Madison, Wisconsin 53705  
[sarah.kavanaugh@wtcsystem.edu](mailto:sarah.kavanaugh@wtcsystem.edu)  
(608) 266-7591

## Chapter 1: General Information

### Portal Access

Districts have access to curriculum files through the web based WTCS Portal. Districts are encouraged to use this resource when they have questions about the curricula and transactions submitted in the Program Curriculum Data System. The Portal allows for viewing of individual curriculum. The information accessed by the web-based inquiry function is the same information reviewed by the Education Directors for approval. For additional information on accessing the Portal, contact your College Information Officer or the System Office staff identified at the beginning of this manual.

#### [Directions for getting access to the Portal](#)

[Portal Location](#): Access is granted through the college data access coordinator.

### Curriculum Compliance

Curriculum must comply with WTCS policies and business rules. Files submitted to the Program Curriculum Data System will be edited before being accepted in accordance with the edit errors and warning section of this manual. The editing process ensures college data meets with WTCS policies, which can be found in the Educational Services Manual (ESM) at

<https://mywtcs.wtcsystem.edu/educational-services/instructional-resources/educational-services-manual/>

All records in error or that cause a warning will be displayed on the Curriculum Approval Edit Results Reports with the corresponding error/warning message. Rejected record files and error reports are available for viewing in the WTCS Portal. All rejected records must be corrected and resubmitted to the System Office.

Record type abbreviation, data element field position numbers, and data element names indicate which fields in which records are being edited. All these fields will be marked on the error reports and posted in the WTCS Portal. All error/warning reports will include the error/warning number and the record(s) and position(s) with the error.

### Curriculum Changes

To ensure the Curriculum Data System accurately reflects the current curriculum of a program, any time there is a change in the curriculum of the program, the revised curriculum must be submitted. Please see the Educational Services Manual (ESM) for more information on changes to a curriculum.

### Curriculum Courses

The WTCS approves all courses via the Course Approval Data System. Prior to the submission of a curriculum file, all curriculum courses must be uploaded to the course approval data system. Courses need to be in approved or 1-year approved status before uploading the curriculum file.

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. See the Course Approval Data System Manual for additional information on Curriculum Exception Codes.

The cooperating college in a shared program agreement only submits the courses that are shared as part of the agreement.

### **Impact of Course Records on Curriculum**

Uploading a new course to the Course Approval Data System does not have an automatic impact to a curriculum file. In order to pick-up the change in the corresponding curriculum, a new curriculum file must be submitted to the Program Curriculum Data System. Courses are always submitted before curriculum so new curriculum files must be submitted after all courses have been submitted.

When to submit a curriculum file:

- When a new program is added
- When a curriculum course has been added or deleted
- When a curriculum course has been revised
- Anytime there is a change to the curriculum
- After all curriculum courses have been submitted

### **Multiple Year Curriculum Processing**

For much of the year, there will be two open fiscal years colleges can submit records to. In January of each year the upcoming fiscal year is opened. The Fiscal Year is included in positions 20-23 of all curriculum submission records. Multi-year processing allows districts to submit curriculum for approval for the current and upcoming fiscal year.

Changes to a curriculum that impacts both open fiscal years must be submitted twice, once for each open fiscal year.

### **Rollover**

Course and Curriculum rollover is done the first week of January each year. The rollover process opens the next fiscal year's file so colleges can begin uploading files for the upcoming fiscal year while "rolling" current year's courses and curriculum into the following fiscal year. The rolling of courses and curriculum saves the Colleges from having to resubmit courses and curriculum that have not changed and continue to meet WTCS business rules.

Any changes to WTCS business rules for courses and curriculum are typically enforced in the rollover process by editing new fiscal year submissions and preventing rollover of old fiscal year records that are no longer in compliance.

Prior to rollover, districts are provided with numerous reports that help them prepare for rollover. Data made available to the colleges along with what happens to certain curricula at rollover are detailed in the chart below. It is likely that there may be additional items addressed at rollover that are not currently on this chart. Those items will be communicated to colleges before rollover.

<b>Data Provided Made Available to Colleges in Advance of Rollover</b>	<b>At Rollover</b>	<b>Actions to Correct Before Rollover</b>	<b>Other Comments</b>
<b>Curriculum that contains a course in 1-year approval status</b>	Roll to disapproved	Work with Education Director and re-upload course if full approval is appropriate. If course is given full approval, re-upload curriculum to capture change.	The course with 1- year approval will roll to disapproved status. And curriculum cannot contain a disapproved course(s). Consequently, the curriculum will also roll to disapproved status.
<b>Curriculum in 1-year approval status</b>	Roll to disapproved	Work with Education Director and re-upload curriculum if full approval appropriate.	
<b>Curriculum in disapproved status</b>	Roll to disapproved	Work with Education Director and re-upload curriculum if approval is appropriate.	
<b>Program(s) in suspended status for longer than 3 fiscal years</b>	Our office will manually change the status to discontinued at rollover		The maximum period of suspension is three years.

In addition, any program discontinued in a given fiscal year will be placed in discontinued status after rollover into the new fiscal year in January. Since program suspension and discontinuance are effective for the entire fiscal year not a point in time forward, this will ensure that any student who may have been enrolled in a program course during the final fiscal year of suspension will be able to be reported in Client Reporting.

### **Fiscal Year Close**

The Course and Curriculum Data Systems freeze district uploading on July 1. Education Directors have until July 15 to approve changes or work with the Colleges on modifying their requests. On July 31, the Course and Curriculum Data System close for the fiscal year, meaning no additional changes can be made.

### **Aligned General Education Courses**

WTCS aligned general education courses are required for use in program curriculum as general studies credits. [A current list of WTCS aligned general education courses](#) can be found on myWTCS website.

### **Aligned Programs Curriculum**

WTCS aligned programs have a set core curriculum that must be offered by each college participating in the alignment. [Aligned programs](#) can be found on the [myWTCS website](#). For questions on the core curriculum, please contact the assigned WTCS Education Director.

### **Program and Curriculum Status Impact on Client Reporting**

The Client Reporting data system will only accept records for programs in Approved or Suspended status with curriculum in Approved or 1-Year Approved Status. Records will not be accepted for curriculum in Pending or Disapproved status or for programs in Discontinued status.

# Program Curriculum Record

## **Position      Data Element and Description**

1	<p>Record Identifiers can be defined as “A” or “Z” Program curriculum record</p> <p>The Record Identifier specifies the type of record submitted.</p>
2-3	<p>District Number</p> <p>The District Number must identify your district.</p> <p>Submissions with incorrect District Numbers will be returned. There is an error message associated with an invalid District Number.</p>
4-10	<p>Program Number</p> <p>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.</p> <p>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.</p> <p>4-5      Aid Code (of the Program) 6-8      Instructional Area Number (of the Program) 9-10     Program Sequential Number</p> <p>Zero (“0”) will not be accepted as a Program Sequential Number.</p>
11-12	<p>Term</p> <p>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.</p> <p>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</p>

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 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	Maximum 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

- A. For associate degree programs (Aid Code 10) for Applied Associate Degree
- 4 = Elective
  - 6 = General Studies
  - 7 = Technical Studies

B. For technical diplomas (Aid Codes 30, 31, 32 and 61)

1 = Occupational specific

2 = Occupational supportive

C. 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 the following Individualized Technical Studies programs will be rejected:

10-825-1 – Individualized Technical Studies (this program number will remain open through the end of FY21 before required transition to the cluster specific numbers below. Colleges should enroll any new students into the cluster specific program number below. 10-825-1 is left open to finish out any students currently enrolled in that program number):

10-825-18 Agriculture, Food and Natural Resources  
10-825-2 Architecture and Construction  
10-825-3 Arts, Audio-Visual Technology and Communications  
10-825-4 Business, Management and Administration  
10-825-5 Education and Training  
10-825-6 Finance  
10-825-7 Government and Public Administration  
10-825-8 Health Sciences

10-825-9 Hospitality and Tourism  
10-825-10 Human Services  
10-825-11 Information Technology  
10-825-12 Law, Public Safety and Security  
10-825-13 Manufacturing  
10-825-14 Marketing, Sales and Service  
10-825-15 Science, Technology, Engineering and Mathematics  
10-825-16 Transportation, Distribution and Logistics

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](#). 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 system owner [sarah.kavanaugh@wtcsystem.edu](mailto:sarah.kavanaugh@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 system owner [sarah.kavanaugh@wtcsystem.edu](mailto:sarah.kavanaugh@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.