2025

WISCONSIN
TECHNICAL COLLEGE
SYSTEM

**Office of Instructional Services
Summary of Policy Updates and
Educational Services Manual Revisions**

Adult Education (AE) Updates

ESM language was updated to align with AE guidance. Age requirement updated in ESM to 16 (previously 18) and guidance included regarding Wisconsin Statute that addresses compulsory secondary school attendance, exceptions, etc. This information was also added to the WTCS Course Requirements and Expectations 2024 resource document. (January 2025)

Program Approval – Student Success Prompts

Program approval prompts have been clarified for student success. Related forms have been updated. (Page 31 of ESM). (February 2025)

Instructional Area Definitions

New resource and guidance added. Resource is located on the myWTCS website's ESM landing page under Related Guidance: https://mywtcs.wtcsystem.edu/educational-services/instructional-resources/educational-services-manual/. (April 2025)

Program Waiting Lists

New ESM Chapter 21 Program Waiting Lists provides new policy and process guidelines for program waiting lists, including use of special circumstances policies. (August 2025)

College 101 FIP Code Definitions

New guidance issued regarding College 101 Course Function in Program (FIP) Codes. Resource is located on the myWTCS website's ESM landing page under Related Guidance: https://mywtcs.wtcsystem.edu/educational-services/instructional-resources/educational-services-manual/. (October 2025)

Course, Curriculum and Program (CCP) Policy Updates

A new Course, Curriculum and Program (CCP) data system was created to replace the previous WTCS CCP Portal. Please review the new CCP System Course and Curriculum Manuals for all guidance and procedural information regarding course and curriculum submission and approval. These resources are located on the myWTCS website's Course and Curriculum Approval landing page: https://mywtcs.wtcsystem.edu/grants-data-reporting/data-reporting-manuals/course-and-curriculum-approval-system/. (October 2025)

Of note: Course descriptions are now required with course file submissions; Function in Program (FIP) codes for apprenticeship have been created.

January 2025

ESM Chapters
Chapter 7 Course Standards
- Updated language regarding Adult Education (AE):
  - Age requirement updated to 16 (previously 18)

Chapter 11 Adult Education
- Updated language regarding Adult Education (AE):
  - Age requirement updated to 16 (previously 18)
  - Guidance included regarding Wisconsin Statute that addresses compulsory secondary school attendance, exceptions, etc.

Resources
WTCS Course Requirements and Expectations 2024 (policy guidance resource)
- Updated language regarding Adult Education (AE):
  - Age requirement updated to 16 (previously 18)
  - Guidance included regarding Wisconsin Statute that addresses compulsory secondary school attendance, exceptions, etc.
- Published on myWTCS: ESM – Related Guidance.

February 2025

ESM Chapters
Program approval prompts have been clarified for student success. Related forms have been updated. (Page 31 of ESM)

Chapter 16 Shared Program Agreements
- Chapter updated to streamline language.

March 2025

There were no notes for the March 2025 ESM release.

April 2025

Resources and Forms
- **New Resource:** WTCS Instructional Area Definitions.
- **Form 8-1 New Apprenticeship Program Approval:** Form updated and reformatted. Discontinue use of old form.

May 2025

There were no notes for the May 2025 ESM release.

June 2025

There were no notes for the June 2025 ESM release.

July 2025

ESM Chapters
Chapter 5 General Education Requirements
- Resource additions to Supplemental Information section at end of chapter.

Resources and Forms
- **Form 8-1 New Apprenticeship Program Approval:** Form underwent overhaul to update necessary information, format WTCS and BAS sections for ease of use and accessibility and restore form fields not included in previously published version.
- **WTCS Credential Credit Range Rules (Retitled):** Formerly Program Curriculum Credit and Range Distribution Compliance Rules. Updated resource title and added note to AA/AS section to clarify use of Global Studies & Languages and Diversity/Ethnic Studies categories (may apply to the Humanities & Fine Arts and/or the Social & Behavioral Sciences categories).

August 2025

ESM Chapters
NEW Chapter 21 Program Waiting Lists
New chapter added that outlines policy and process guidelines for program waiting lists, including use of special circumstances policies.

Glossary: New terms added with the inclusion of Chapter 21: Program Waiting List; Special Circumstances Policies.

September 2025

There were no notes for the September 2025 ESM release.

October 2025

ESM Chapters
Chapter 20 Faculty Quality Assurance System (FQAS)
- Updated broken links for footnote 2 - Aid Codes and for Teaching & Learning Labs; updated previous competencies for DEI course to revised competencies for ELE course.

ESM Glossary
New terms added:
- *CCP System Course and Curriculum Manuals*: An electronic data systems policy manual that provides guidance for course and curriculum data submission and shared data use, administered by the System Office.

- *Course Curriculum and Program (CCP) System*: The WTCS Course Curriculum and Program (CCP) data system, also known as Course and Curriculum Approval Data Systems (collectively "Academic Data Systems"), allow WTCS Colleges to submit courses and curriculum to the WTCS for approval. The Academic Data Systems integrate with other WTCS data systems including the Client Reporting System.

ESM Forms
ESM Form 8-2 BAS Acknowledgment of College-Initiated Program Action
- Addition of new item with checkbox under Program Action Section: Added "Delivery Modality Change" as an option. Also, the document's tab order was corrected. Form is attached here and available on the ESM Forms section of myWTCS.

CCP

1. **REMINDER: New WTCS CCP Data System goes live on Monday, November 3, 2025!**
2. **NEW WTCS CCP Data System Transition Website:**   **CCP Transition Website**

With the launch of the new CCP system (a.k.a., "the Portal") on Monday, November 3rd, please reference the CCP Transition Website where you will find resources and guidance for using the new data system:

- Pre-recorded training sessions
- Live, drop-in help and training sessions beginning Monday, November 4
- Job aids and transition documents

3. **NEW CCP System Course Manual and CCP System Curriculum Manual**
   - **New, retitled versions of the WTCS Course Approval Manual and WTCS Curriculum Approval Manual have been created.** These documents are attached here and also available for download on myWTCS.

4. **NEW College 101 Course Function in Program (FIP) Codes Guidance**
   Please see the attached new guidance regarding College 101 Course Function in Program (FIP) Codes. This document is also located on myWTCS.

November 2025

There were no notes for the November 2025 ESM release.

December 2025

There were no notes for the December 2025 ESM release.