

Wisconsin Technical College System Board
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Edward Chin, State Director

ADMINISTRATIVE BULLETIN

Date: February 19, 1997

Subject: Associate Degree/Technical Diploma Continuing Education

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Effective: June 1, 1996

Distribution: District Directors
Instructional Services Coordinators
Adult and Continuing Education Coordinators
Economic Development Coordinators
Data Processing Managers
AB Distribution List

Districts may develop and submit for state board approval associate degree/technical diploma level courses which meet the continuing education needs of business, industry and labor. These courses must meet and maintain the same rigor, level of content and evaluation requirements of associate degree/technical diploma programs but will not be included in the curriculum for such programs.

Additional requirements:

- Each district is limited to 150 credits of associate degree/technical diploma continuing education courses.
- Annually, state office program consultants will review associate degree/technical diploma courses to ensure continued relevance.
- These courses may not be grouped together or combined with associate degree/technical diploma program courses to form any new type of state approved certificate program. The state board will continue to approve Advanced Technical Certificates.

- Associate degree/technical diploma credit standards shall apply to these courses for course approval and FTE reporting purposes.
- Course approval requests for associate degree(aid code 10)/technical diploma (aid code 30) continuing education courses shall include a code "40" under the Reason for No Curriculum data element and the following information on the comment line:
 - a statement that the primary purpose of the course is continuing education
 - the course description
 - the course's target population

Edward Chin /s

Edward Chin
State Director

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