

Wisconsin Technical College System Board
310 Price Place, P.O. Box 7874
Madison, Wisconsin 53707

Edward Chin, State Director

ADMINISTRATIVE BULLETIN

Date: May 19, 1997

Subject: Non-Postsecondary Aid Category
(Basic Education/HIP/VIP)

Contact: Deborah J. Mahaffey, Assistant State Director
608 266-2302 deborah.mahaffey@wtcsystem.org

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In the Wisconsin Technical College System, Non-Postsecondary is the umbrella term which encompasses all instructional content:

- below the post-secondary level, or
- where instructional level is not applicable.

This includes Basic Education, the Hearing Impaired Program (HIP), and the Visually Impaired Program (VIP).

BASIC EDUCATION COMPONENTS

Adult Basic Education - ABE

Instruction is offered on a continuum, beginning with elementary levels and culminating with competencies equivalent to the eighth grade level.

Instruction is available in the areas of reading, mathematics, communications skills, social studies, physical sciences, health, and career education.

Beginning ABE Instruction is below the equivalent of the sixth grade level (0-5.9)
Intermediate ABE Instruction is equivalent to sixth through eighth grade levels (6.0-8.9)

Adult Secondary Education – ASE

ASE comprises instruction which delivers competencies, academic or occupational, comparable to that offered in secondary schools (grades 9.0-12.9). ASE course numbers may not be included in the curriculum of a post-secondary program and, therefore, may not be used to meet any core, technical supportive, general education, or elective requirements. Secondary education level developmental and remedial courses are included in ASE.

Developmental courses are specifically designed for individuals who, upon seeking admission to a post-secondary program, the institution has determined are substantially deficient in foundation competencies. Foundation competencies are the working knowledge of topics in secondary-level academic subjects that the institution has identified as necessary for success in a post-secondary course or program. Developmental courses also serve individuals who wish to strengthen foundation competencies before applying for admission to a post-secondary program.

Remedial courses are designed for individuals whose deficiencies in foundation competencies are not extensive enough to warrant denying them admission to a post-secondary program. Each remedial course consists of portions of an approved developmental course, selected to efficiently address a specific student's deficiencies.

English As A Second Language - ESL

English As A Second Language (ESL) is instruction designed to assist individuals whose native or dominant language is other than English and who need to learn to read, write, and communicate in English. ESL is designed to prepare students to advance toward ABE, ASE, Bilingual Vocational Training, occupational programs, or employment. In ESL, individuals will receive instruction at the following levels:

ESL Beginner	Courses designed for individuals who have little or no ability to understand, speak, read, or write English and would be unable to function independently using the language.
ESL Beginner/Intermediate	Courses for individuals who have some ability to operate in a limited capacity to satisfy immediate needs in English.
ESL Intermediate	Courses for individuals who are able to satisfy survival needs and minimum courtesy requirements.
ESL Intermediate/Advanced	Courses for individuals who are able to converse with native speakers and are understandable when discussing familiar topics.
ESL Advanced	Courses for individuals who can communicate well at work and can adequately satisfy the social demands of conversation with some sensitivity to both informal and formal language. In listening, the student can include abstract discussion and the details of everyday non-technical conversation. In writing, the student can use both informal and formal prose, can paraphrase and summarize, and can produce complex sentence structures with adequate accuracy.

The levels in English As A Second Language do not equate to grade levels as indicated for Adult Basic Education.

AID CATEGORY/AID CODES/INSTRUCTIONAL AREAS

A new aid category has been created for and titled Non-Postsecondary. In this aid category, the following aid codes and instructional areas shall be used for all courses below the post-secondary level and all courses where instructional level is not applicable.

73 Use aid code 73 for Beginning ABE in conjunction with instructional areas 850-860, 862, and 890.

74 Use aid code 74 for Intermediate ABE, in conjunction with instructional areas 850-860, 862, and 890.

75 Use aid code 75 for ESL in conjunction with instructional area 861. For course approval purposes, the level of the ESL course shall be reported in the comments section of the course approval request.

Use aid code 75 for HIP (Hearing Impaired Program) in conjunction with instructional area 871.

Use aid code 75 for VIP (Visually Impaired Program) in conjunction with instructional area 872.

76 Use aid code 76 for ASE in conjunction with instructional area numbers 850-859, 862, 890, and appropriate occupational instructional area numbers. Occupational instructional areas may only be used in conjunction with the High School Diploma and HSED/GED student objectives.

77 Use aid code 77 for ASE Developmental.

78 Use aid code 78 for ASE Remedial.

COURSE APPROVAL

Non-Postsecondary courses must be assigned credits and approved by the state office before offering them to students. Assignment of credit will be based on the standards contained in section 6 of the *Educational Services Manual*.

All Basic Education course approval credit calculations will be in whole credits, with partial credits increased to the next whole credit. Course approval credit calculations will be based on the formula(s) specific to the type of hours identified in the course approval request.

For example:

A & B		D	
TYPE		TYPE	
<u>HOURS</u>	<u>CREDITS</u>	<u>HOURS</u>	<u>CREDITS</u>
4-36	1	8-72	1
37-72	2	73-144	2
73-108	3	145-216	3
109-144	4	217-288	4
145-180	5	289-360	5
181-216	6	361-432	6
etc.		etc.	

For course approval purposes, type D hours may not be combined with type A or type B hours in a single course. Type A and type B hours may be combined in a single course.

HIP/VIP courses are to follow standards which are identical to the Technical Diploma standards from section 6.30 of the Educational Services Manual.

When the Educational Services Manual is updated, a section will be incorporated for Non-Postsecondary containing the above standards for Basic Education courses and repeating the Technical Diploma standards for HIP/VIP.

STUDENT FEES

S. 38.24 (1m) Wisc. Stats., exempts ABE, ASE, and ESL courses from Program Fees. Program fees shall not be charged for any ABE, ASE, or ESL course/enrollment. HIP and VIP courses are not exempted by statute. Refer to section 8 of the Client Reporting System Users' Guide to determine if exemptions apply to specific HIP/VIP courses/enrollments.

All Basic Education/HIP/VIP courses are subject to Material Fees unless exempted. Refer to section 8 of the Client Reporting System Users' Guide for these exemptions.

FTE/CREDIT REPORTING

Basic Education FTE reporting shall be based on actual hours of attendance. Each hour of attendance is equal to one 50 minute period of instruction. Enrollments in courses approved for type A and/or B hours with less than four hours of attendance shall not be reportable for FTE purposes. Enrollments in courses approved for type D hours with less than eight hours of attendance shall not be reportable for FTE purposes.

Therefore, one credit is reportable when the fourth or eight hour is attended. Additional credits shall be reportable after attendance has exceeded the full Potential Hours of Instruction for the previous credit (based on 36 or 72 hours per credit).

For example:

A & B		D	
TYPE		TYPE	
<u>HOURS</u>	<u>CREDITS</u>	<u>HOURS</u>	<u>CREDITS</u>
4-36	1	8-72	1
37-72	2	73-144	2
73-108	3	145-216	3
109-144	4	217-288	4
145-180	5	289-360	5
181-216	6	361-432	6
etc.		etc.	

HIP/VIP courses are to be reported based on the Date of Record standard in section 4.1 of the Client Reporting System Users' Guide. A student enrolled in a course on the Date of Record is to be reported for the number of credits for which the student was enrolled.

INSTRUCTION

Instruction is the delivery of academic or technical education content which is based on a course curriculum, approved by the WTCSB, is delivered by certified personnel, and where student outcomes are evaluated. Instruction does not include those strategies and services employed in the preparation for or to assist in the instructional process which do not, in and of themselves, result in the acquisition of the skills and knowledge provided through instruction. Examples of such non-instructional activities include intake assessment (such as ASSET), intake testing, counseling, interpretation (signing and note taking), tutoring, student orientation, and financial aid assistance.

TUTORING

Tutoring is educational assistance provided to students with regard to specific course needs. Tutorial assistance may also be provided through staffed and non-staffed alternate methods, such as video tapes and computerized assistance. These activities do not constitute course enrollments and do not generate FTEs.

STUDENT FINANCIAL AID

Financial aid regulations apply to and limit the eligibility of Basic Education remedial courses. This includes the credit and semester limits which apply to a student's total financial aid eligibility and to a student's remedial courses. Non-remedial Basic Education and HIP/VIP courses are not eligible for financial aid. Financial aid regulations prohibit eligibility based on programs composed of basic education (remedial) courses.

PROGRAM CODE

Program code 73-850-1 has been administratively approved by the state office for all curriculum in the Non-Postsecondary aid category. Therefore, this program code is to be used with ABE, ASE, ESL, HIP, and VIP. However, program curriculum is not to be submitted to the state office for this program. Also, this program number may not be reported on demographic records or courses records in the Client Reporting System.

Edward Chin /s
Edward Chin
State Director