
matc

Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: GRADUATE AND UNDERGRADUATE CREDITS

Code: CC0904

Policy Reference: N/A

Credits earned at any accredited college or university under U.S. Voluntary Regional Accreditation which are approved through the Instructional Services Department can be used for salary reclassification, certification where applicable, and towards the added increment which would be associated with the earned doctorate. Milwaukee Area Technical College will continue to be a catalyst for the professional improvement of all of its employees to improve the quality of education for the students.

1. Any person wishing to attend graduate or undergraduate study at any accredited school should discuss the program that he or she wishes to follow with their immediate supervisor.
2. If there are any questions regarding the approval of the course of study for an individual, they should be referred to the academic executive vice-president's office where the executive vice-president will make the final recommendation to the president's office through the appropriate division head.
3. Once a course of study has been approved and the employee participates, they shall (on an annual basis) report the credits earned to Human Resources to be included in the personnel folder of the employee.
4. If an employee is in a position where earned credits or the attainment of advanced degrees can be used for salary reclassification, the employee will submit to the Certification Office, and Human Resources a request for the reclassification when sufficient credits have been accumulated and/or a degree earned.
5. Any employee who is working on undergraduate or graduate credits shall do so on his/her own time. If any facilities or services of MATC are to be used by the employee, a request should be made through the immediate supervisor with final approval (under the existing policy) by the division head who has responsibility for the service or facility.
6. The employee will be billed under existing billing procedures by the District Office of Business management.

Office of Responsibility: District Certification Office

Approving Authority:

Albert A. Crusoe

Date: 8/15/94
