



## ADMINISTRATIVE REGULATION AND PROCEDURE

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Title: GRADUATE AND UNDERGRADUATE CREDITS	Code: CC0904
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Policy Reference: Wisconsin Administrative Code Chapter TCS 3; The Approved MATC District Plan

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Credits earned at any accredited college or university which are approved through the U.S. Department of Education's Office of Postsecondary Education (OPE) can be used for salary reclassification, credentialing 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 Human Resources office where the Coordinator of Credentialing will make the final recommendation to the Vice President of Learn office through the appropriate division head.
3. Once a course of study has been approved and the employee participates, they shall report the credits earned on an official transcript 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 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: Human Resources Credentialing Office

Last reviewed March 30, 2021