

MATC Procedures Related to Programs and Instruction

For detailed information, regulations, and procedures required by Milwaukee Area Technical College, connect to the EMATC website <http://www.milwaukee.tec.wi.us/featur/procedures/index.htm>

Procedures Related to Academic Programs

CODE	TITLE - SCOPE OF INSTRUCTION	REVISED
EE0131	Program Development - Associate Degree and Diploma	06/25/01
EE0132	Continuing Education Certificates	08/15/94
EE0130	Occupational/Service Advisory Committee Guidelines	08/15/94
DD1100	Liberal Arts and Sciences Requirements in the Associate in Applied Science Degree Programs	08/14/94
DD1101	Associate in Applied Science Degree 64-Credit Limit and Occupational Clustering	08/15/94
EE0120	Program Update	06/19/01
DD0500	Instructional Program Evaluation and Discontinuance Program	04/07/02

Procedures Related to Courses

CODE	TITLE - SCOPE OF INSTRUCTION	REVISED
EE0121	Course Outline	06/25/01
EE0131-1	Alternative Delivery Approval Process	04/28/00
EE0102	Textbook and Course Material Adoptions, Ordering, and Desk Copy Acquisitions	11/14/08
DD0800	Articulation with High Schools	04/07/00
EE0302	Textbook Reading Level Analysis	04/28/00
EE0100	Duplication of Copyrighted Materials	04/28/00
EE0101	Instructional Materials Production	04/28/00

Procedures Related to Classroom/Course Sections

CODE	TITLE - SCOPE OF INSTRUCTION	REVISED
EE0122	Course Syllabus Guidelines	08/15/94
DD0405	Independent Study and Grading Procedure	06/02/96
DD0100	Field Trips	01/06/95

CODE	TITLE - SCOPE OF INSTRUCTION	REVISED
EE0106	District Computer Resource Centers (CRC)	04/13/00
EE0108	Ordering Audiovisual Classroom Support	04/28/00
EE0150	Access to Classrooms, Shops, Laboratories, Student Work Stations, and Facilities	10/25/96
DD0701	Student Evaluation Procedure	08/15/94
DD0704	Grade Reporting - High School Contract	08/15/94
DD0705	Academic Grade Appeal Procedure	10/27/98
DD0706	Incompletes	06/14/00
DD0707	Midsemester Grades	02/04/00
DD0708	Repeats - Effect on Grade Point Average (Associate Degree)	01/06/95
DD0709	Student-Initiated Withdrawals	02/04/00
DD0710	Instructor-Initiated Student Withdrawals and Reinstatement	01/07/08
EE0154	Class Scheduling	04/28/00
DD0401	Auditing Courses	01/07/98
DD0600	Minimum Class Load of 12 for Aidable Courses	10/27/98
DD0601	Minimum Class Load of 14 for Personal Enrichment/Avocational Courses	10/25/96
DD0400	Proration of Fees and Credits	01/06/95
DD0702	Comprehensive Examinations - Adult High School	08/15/94
DD1003	Attendance Reporting - Apprentice	04/07/00
DD1000	Attendance - High School Contract Division	08/15/94
DD1001	Attendance (Except High School Contract and Apprentice Students)	01/07/08
EE0103	Textbook and Course Material Acquisitions by Students	08/15/94

Other Academic Procedures

CODE	TITLE - SCOPE OF INSTRUCTION	REVISED
DD0101	Change of Program - High School Contract	08/15/94
EE0104	District Library Book Selection	04/28/00
EE104-1	General Library Policies	04/28/00
EE0105	Challenged Materials in the District Library Collection	04/28/00

CODE	TITLE - SCOPE OF INSTRUCTION	REVISED
EE0107	Release of Instructional Materials	04/28/00
EE0109	Consideration of Research Activities Conducted by Individuals Outside of MATC	07/12/13
EE0140	Student Teacher Placement or Internship at MATC	08/15/94
EE0151	Room Assignments and Reservations	04/28/00
EE0152	Assignment of Faculty Offices	04/28/00
EE0153	Parking for Auto Shop Repairs	08/15/94
EE0201	Use of MATC Mobile Computing Resources	06/19/08
EE0202	Technology Usage Procedure	01/26/00
EE0203	Procedure for Reporting Claims of Copyright Infringement	04/13/00
EE0204	Rationale for Distribution and Compensation for MATC College of the Air Telecourse Materials	04/28/00
EE0214	Selection and Recommendation of Telecourse and Telecourse Instructor for College of the Air	04/28/00
EE0300	Advanced Standing Examination	06/18/01
EE0304	External Testing	01/07/98