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## ADMINISTRATIVE REGULATION AND PROCEDURE

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Title: ADMISSIONS

Code: FF0200-1

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Policy Reference: [F0200-1 Admissions](#)

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### **To enter an MATC postsecondary program, students must:**

1. Submit an official high school transcripts with graduation date from a regionally accredited institution or
  2. GED/HSED Diploma (submit scores if available) or
  3. Submit Homeschool PI-1206 form and detailed transcript or
  4. Submit College/university transcripts or,
  5. Submit out of country transcripts (must be translated and evaluated by an approved agency), and
  6. Submit additional admission requirements by certain specific programs which can be found with program requirements details on MATC.edu.

### **High School Completion Validation**

Milwaukee Area Technical College applicants must provide an official High School Transcript with a graduation date or GED/HSED certificate as part of their admissions process.

Transcripts are evaluated for validity by the Admissions Office. The Admissions Office will review all transcripts to confirm that they are official documents. If the Admissions Office has reason to believe that the diploma or transcript is not valid, the Admissions Office will check with the respective institution to confirm the validity of the student's transcript; and confirm that they are recognized as a provider of secondary school education.

Out-of-country transcripts must be translated and evaluated by an approved agency to verify that the information validates a High School Diploma.

### **Academic Qualification**

To receive Title IV funds, students must be qualified to study at the postsecondary level. Student qualifications are evidenced by:

- A high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
- A recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state sanctioned test or diploma-equivalency certificate;



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- Documentation of having completed homeschooling at the secondary level as defined by state law;
  - Documentation of having completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education; or
  - Documentation of having completed one of the ability-to-benefit (ATB) alternatives and are either currently enrolled in an eligible career pathway program or first enrolled in an eligible postsecondary program prior to July 1, 2012.

Office of Responsibility: Admissions

Last Reviewed: March-2024