COLLEGEWIDE POLICIES AND PROCEDURES
SUMMARY OF MODIFICATIONS, JULY 1, 2016 – JUNE 30, 2017

This summary is intended to provide users with a brief synopsis of the most recent revisions made and posted to the Montgomery College Policies and Procedures site beginning July 1, 2016. For a full understanding of the changes, users should refer to the appropriate section of the policies and procedures.

Some of the changes were substantive, requiring shared governance and administrative approval; other changes were technical or non-substantive. Revisions to the policies and procedures are ongoing. To view the latest and most current version, first go to the **Official Policies and Procedures Home Page**. Please bookmark this page for future use.

If you have any questions, please contact the Office of Planning and Policy at 240-567-7971 or via email at planning@montgomerycollege.edu.

REVISED POLICIES

Policy #	Title	Date Modified	Modifications
11001	Board of Trustees Bylaws	5/15/2017	Added new section on "E-Mail Communications" and clarified use of "Consent Agendas." Minor edits to "Records of Meetings," "Public Comment," and "Location of Meetings."
31000	Code of Ethics and Employee Conduct	6/19/2017	New Board policy.
31006	Equal Employment Opportunity and Non-Discrimination	12/12/2016	Revised the policy statement to include more information about types of employment conditions covered by the policy and included new non-retaliation statement.
33004	Probationary and Regular Status for Staff Employees	5/15/2017	Title change to remove "support and associate" from staff.
34005	Resignation and Retirement	5/15/2017	Added "administrative employee" to the policy.
39002	Volunteers	5/15/2017	New Board policy.
41003	Student Cumulative Records	10/17/2016	Added new language and new Section I to include statement on ethical and legal responsibilities to safeguard confidential student information; added new Section III authorizing the President to develop and implement Procedures.

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Policy #	Title	Date Modified	Modifications
42003	Student Social Media Privacy Protection	1/23/2016	This new policy implements a change in Maryland law that prohibits certain institutional conduct as it relates to an applicant and student's personal social media account.
45004	Student Indebtedness	12/12/2016	Added new sections II, III, and IV to explicitly state the policy on collecting student debt; articulate repayment and debt rebuttal options; and add language authorizing the President to develop procedures.
61005	Internal Audit	5/31/2017	Clarified organizational reporting lines for Internal Audit function; added responsibility for responding to reports of suspected fraud or financial irregularities made pursuant to Policy 61008.
62003	Public Information, Communications, and Marketing	12/12/2016	Retitled the policy; added language regarding marketing and the perseveration of the College's brand and reputation to Section I; added communications and marketing to promote the value of the College to Section II.
65001	Reimbursement for Travel and Related Expenditures	6/19/2017	Broadened scope and purpose of policy statement to speak more directly to fiscal responsibility and compliance; added new Section II that includes definition of "college-approved travel;" added new language regarding applicability; modified Presidential authorization for consistency.
67001	Maintenance of Undesignated Reserve Fund Balance	10/17/2016	Changed the Policy title and all references to "undesignated reserve fund balance" in accordance with terminology used by the County; added new Section II that defines what a fund balance is; modified Section III to list all required fund balances and moved all other language to the procedure; added new Section IV authorizing the President to develop and implement Procedures.
68004	Inspection of Public Records	5/31/2017	Changed the title of the policy to better reflect the contents and focus; deleted all language related to records management in anticipation of a new policy.
68101	Use of Copyrighted Materials	12/12/2016	Extensive changes and updates to the policy language. The full scope of changes can be found **HERE**.
75004	Freedom of Expression	1/23/2017	Policy modification that explicitly mentions "freedom of the press."
75006	Drone/Unmanned Aerial Vehicle Use	1/23/2017	New policy that prohibits the flying of drones on college property unless authorized for operational and/or instructional use.

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Policy #	Title	Date Modified	Modifications
78001	Acquisition, Sale, and Disposal of College Real Property	10/17/2016	New Board Policy. Board authorization was previously included within the Procedure formally known as "78001CP-College Easements."

REVISED PROCEDURES

Procedure #	Title	Date Modified	Modifications
31000CP	Code of Ethics and Employee Conduct	6/30/2017	New procedure to implement Board policy.
31006CP	Equal Employment Opportunity and Non-Discrimination	12/13/2016	Extensive changes to the procedure. The full scope of changes can be found **HERE**.
33004CP	Probationary and Regular Status for Staff Employees	5/31/2017	Clarified that probationary periods are required for all new hires and for staff promoted or transferred into a different job class; clarified exceptions to the six month probationary period; added new section on "Discharge During Probationary Period;" clarified roles and responsibilities; reorganized the procedure content.
34004CP	Non-Renewal of Administrative Appointment	4/17/2017	Aligned language with current administrative appointment contracts.
34005CP	Resignation and Retirement	5/31/2017	Clarified definition of "good standing;" streamlined process and responsibilities for faculty, staff, and administrators; changed titles to reflect new organizational structure.
39002CP	Volunteers	5/31/2017	New procedure to implement Board policy.
41003CP	Student Cumulative Records	7/18/2016	Removed student email address from disclosed directory information and moved to verify but not disclose; updated titles throughout.
43003CP	Tuition Waiver for Non-Employees of the College	6/30/2017	Added clarifying language regarding financial deadlines for foster care recipients; clarified that waiver for foster care and homeless youth covers credit and non-credit bearing courses.

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Procedure #	Title	Date Modified	Modifications
45003CP	Tuition and Fees Rates; State Aid	6/30/2017	Added clarifying language regarding "covered individuals" under the G.I. Bill to comply with new changes in the law.
45004CP	Student Indebtedness	4/17/2017	Added new payment plan language to the procedure to comply with changes in state law.
51002CP	Curriculum and Course Proposals	7/18/2016	Per the recommendation of the Curriculum Committee, committee membership was modified to match the new academic structure (II, B, 1); non-voting membership was expanded (II, B, 2); appointment process was clarified (II, F); SVP-Student Affairs for STSU courses added (III, D, 1); staff support function modified (III, F). The full scope of changes can be found **HERE**.
61005CP	Internal Audit	5/31/2017	Updated reporting line responsibility to Chief Compliance, Risk and Ethics Officer throughout.
61008CP	Reporting Suspected Fiscal Irregularities and Fraud with Whistleblower Protections	1/26/2017	Updated reporting line responsibility to Chief Compliance, Risk and Ethics Officer throughout.
61009CP	Tax-Exempt Bond Compliance	7/18/2016	New procedure
62003CP	Public Information, Communications, and Marketing	6/30/2017	Clarified exemptions for governance and union leaders in regards to broadcast email in response to College Council recommendation.
62003CP	Public Information, Communications, and Marketing	12/13/2016	Extensive changes and additions to the procedure. The full scope of changes can be found **HERE**.
63001CP	Procurement	6/30/2017	Added new Section XIII on Procedures for Federal Grant-Funded Purchases to comply with new regulations.
63001CP	Procurement	2/2/2017	Administrative correction to align procedure with policy

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Procedure #	Title	Date Modified	Modifications
67001CP	Maintenance of Undesignated Reserve Fund Balance	10/18/2016	Changed Procedure title to comply with change in Policy title; modified all fund balance references to read "undesignated reserve fund balance" in accordance with language used by the County; updated the required fund balance percentage in Section II, A from 2.5% to "3 to 5 percent" in accordance with new county requirements; added new D and E to Section II to reference Cable TV Fund and Emergency Plant Maintenance and Repair Fund in accordance with County requirements; added new Section III regarding compliance and review.
68004CP	Inspection of Public Records	5/31/2017	Updated definitions and process to comply with changes in the Maryland Public Information Act; included new section on "Electronic Records.
68101CP	Use of Copyrighted Materials	12/13/2016	New procedure
75004CP	Freedom of Expression	1/26/2017	Procedure modification that adds a new section on "Student Journalism and College-Sponsored Media."
78001CP	Acquisition, Sale, and Disposal of College Real Property	10/18/2016	Modified the Procedure title to reflect new accompanying Board Policy title; updated titles throughout; deleted all language that referenced the Board of Trustees responsibilities and moved it to the new Policy.
79001CP	Use of College Owned Vehicles	12/13/2016	Extensive modifications to the procedure. The full scope of changes can be found **HERE**.

ACADEMIC REGULATIONS REVISIONS

Regulation	Title	Modifications
Throughout	Multiple Titles	Designation of "AR" added to reference appropriate academic regulation throughout. Structure and formatting of regulations also modified.
9.211	Work at Other Institutions	New Language: **B. Grades for courses transferred to Montgomery College as provided for in AR 9.211, AR 9.212, AR 9.213, and AR 9.215 are not included in determining quality point averages. See AR 9.463.**
9.112	Credit for Work at and Requirements waived by Other Institutions	Minor edit to add "Testing" in title for 58002CP.

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Regulation	Title	Modifications
9.43	Mid-Semester Grades	Minor edit that changes "shall" to "will" throughout.
9.641	Consultation	Regulation was deleted in 2002 so reference was removed.
9.645	Grades Assigned	Addition of "U" grade for developmental courses.
9.646	Withdrawal Date	The official date of withdrawal is the date on which the student officially drops the class online or files a "Credit Registration/**Schedule** Change ~~of Schedule~~ Form" at the Office of Enrollment Services **(For retroactive withdrawals, see AR 9.644)**.
9.701	Curriculum Request	Each student will request a specific curriculum at the time of application for admission. The student will remain in this approved curriculum unless it is changed by official action in accordance with **AR** 9.704 ~~and 9.708~~.
9.704	Changing Curriculums	A student who wishes to change curriculums must submit **a "Declaration or Change of Program of Study" form** to the campus Office of Enrollment Services ~~a Request to Change Curriculum form that has been approved by the assigned academic adviser, a student personnel counselor, and an adviser in the requested curriculum~~.
9.721	General Education Requirements	B. General education requirements may be completed through satisfactory completion of credit courses, through credit by examination, and/or through satisfactory completion of performance or competency tests **and/or other advanced standing opportunities**. D. Substitutions for specific general education course requirements will be permitted in accordance with the approval of the ~~Montgomery College Curriculum~~ **General Education Standing** Committee, through the established process of appeal to that committee. Students requesting non-disability-based substitutions of general education courses will use the general education appeal procedures information sheet and form, which may be obtained by contacting any campus counseling office.
9.722 and 9.723	Authority to Change and Criteria for Course Substitutions	These two regulations were merged and retitled: ~~**Authority to Change**~~ **Non-General Education Course Substitutions** **A.** Only a department chair or program coordinator may approve course substitutions ~~other than general education in accordance with Academic Regulation 9.723~~ **for a program of study (other than General Education)**.

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Regulation	Title	Modifications
		~~9.723 Criteria for Course Substitutions~~ **B**. A total of no more than nine semester hours may be substituted in any curriculum in accordance with ~~B and~~ C **and D** below. **C**. In the case of non-general education curricular requirements, course(s) substituted must be of similar content and of equivalent or more advanced level than the course(s) being replaced. Courses are similar if they have the same course prefix or are grouped together in the Course Descriptions section in the College catalog. **A student submitting a request will be required to document how the proposed course is equivalent or more advanced than the course(s) being replaced.** **D**. Courses substituted must meet the intent or objectives of the curriculum and/or the requirements of the institution to which the student intends to transfer. **E. All substitutions must be recorded on the appropriate college form at the time the department chair or department designee grants them.**
9.724	Recording	Regulation deleted.
9.823	Class Attendance	Merged into 9.82
9.851	Determination of Academic Dishonesty and Misconduct	The ~~classroom~~ **course** instructor determines student acts of academic dishonesty and misconduct, such as cheating, plagiarism, and any other form of academic dishonesty, common examples of which are cited in the Student Code of Conduct~~, Section VIII~~.
9.901	Petition Procedures	If at any time students believe the application of Regulations ~~9.217B,~~ 9.32, ~~9.411D,~~ 9.613, 9.62A, 9.644, and 9.723 is unwarranted in their individual case, they may petition for review and consideration by the campus Committee on Academic Appeals. A written request should be addressed to the chairperson of the Committee on Academic Appeals. Student services counseling faculty will explain the process and assist students in the completion of the appeals form. Students will be responsible for securing all relevant facts and opinions of interested faculty. The completed petition with appropriate recommendations will then be submitted by the students to the Office of Enrollment Services, which in turn will submit the petition and relevant supporting documents to the

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		Committee on Academic Appeals for consideration. Faculty members involved in such appeals are free to address the Committee directly with the understanding that any information provided to the Committee will be available to student petitioners after the Committee hearing. Regulations concerning admission or readmission are not subject to appeal to the campus Committee on Academic Appeals. Such regulations are governed by Regulation 9.154.