

**COLLEGEWIDE POLICIES AND PROCEDURES**  
**SUMMARY OF MODIFICATIONS, JULY 1, 2009 – JUNE 30, 2010**

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, 2009. 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 Kevin Long in the Office of the Vice President for Planning and Institutional Effectiveness at 240-567-7972 or via email at [kevin.long@montgomerycollege.edu](mailto:kevin.long@montgomerycollege.edu).

**REVISED POLICIES**

<b>Policy #</b>	<b>Title</b>	<b>Date Modified</b>	<b>Modifications</b>
35001	Compensation Programs	5/17/2010	Policy Title change and language added regarding furloughs. Full details can be downloaded <a href="#">HERE</a> ( <b>highlight and bold</b> indicates new language; <del>strikethrough</del> indicates deleted language).
54001	Continuing Education	9/22/2009	Administrative correction only – update of Policy Title to include “Workforce Development” and title changes.

**REVISED PROCEDURES**

<b>Procedure #</b>	<b>Title</b>	<b>Date Modified</b>	<b>Modifications</b>
24001CP	Organizational Chart	02/03/2010	Chart updated to reflect new Senior VP for Academic and Student Services reporting structure and addition of the Director of ADA Compliance
24001CP	Organizational Chart	11/09/2009	Title change – Senior VP Educational Services changed to Senior VP for Academic and Student Services
24001CP	Organizational Chart	11/06/2009	Organizational chart was updated to reflect the most current reporting structure and titles

**COLLEGEWIDE POLICIES AND PROCEDURES**  
**SUMMARY OF MODIFICATIONS, JULY 1, 2009 – JUNE 30, 2010**

36001CP	Performance Evaluation and Employee Development	8/14/2009	Faculty Evaluation procedures were modified per the Faculty Issues Committee of the Academic Assembly. Full details can be downloaded <a href="#">HERE</a> (highlight and bold indicates new language; <del>strikethrough</del> indicates deleted language)
54001CP	Continuing Education	8/17/2009	Administrative correction only – update of title to include “Workforce Development,” title changes, and program offerings (II, C.)
36001CP	Performance Evaluation and Employee Development	10/12/2009	Administrative correction only – modification of the minimum number of “classroom observations” to provide more clarity.  III. <u>Evaluation of Full-time Faculty</u>  E. <u>Process</u> 4. Classroom observations (minimum of <b>three two</b> ) are conducted in accordance with a predetermined schedule. Two members of the Peer Review Committee and the Dean (or Associate Dean) will serve as Classroom Observers. The two Peer Review Committee members and the Dean (or Associate Dean) will <b>each</b> complete the Classroom Observation Form and discuss his/her individual observations with the faculty member and provide copies to the faculty member and to the Dean per number 6 below.
77001CP	College Safety and Security	2/15/2010	Added new section (III) to the procedure on “Video Surveillance”

**\*APPENDIX I – ACADEMIC REGULATIONS REVISIONS**

Section	Date Modified	Modifications
9.644 Time Limitations	3/11/2010	<a href="#">9.644</a> <b>Time Limitations</b>  No course may be officially dropped with a grade of “W” after the completion of 73 percent of its duration, EXCEPT that <del>complete or partial</del> withdrawal <b>from all or some courses</b> may be made upon evidence certifying to one of the following conditions: (1)

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**SUMMARY OF MODIFICATIONS, JULY 1, 2009 – JUNE 30, 2010**

		enlistment in the Armed Services <b>called to active military duty via enlistment, activation, or deployment</b> ; (2) withdrawal requested on grounds of ill health of the student or in the immediate family of the student (immediate family includes a child, parent, spouse, or other regular member of the individual's household) and supported by medical certification; (3) involuntary transfer by the student's employer which precludes the possibility of continued attendance at the College; (4) death of the student or a member of his/her immediate family. Based on special circumstances one through four, a student may appeal in writing to the campus registrar for permission to retroactively withdraw from a course. Appeals for a retroactive withdrawal for other reasons should be made to the campus Committee on Academic Appeals.
9.854 Appeals Process	3/25/2010	<b>9.854 Appeals Process</b>  A student may appeal disciplinary sanctions defined in Section VIII of the Student Code of Conduct to the Student Faculty Committee of Review, in writing, through the campus dean of student development, within four (4) calendar weeks of the date after the student is informed of the imposition of the sanction <b>A student may appeal a sanction for academic misconduct to the Vice President/Provost for the Campus or Workforce Development and Continuing Education, or designee, whichever is applicable. The appeal must be submitted, in writing, to the VP/P or designee within ten business days of the date the student is informed of the imposition of the sanction. A grade sanction can only be changed through the appeal process and not through withdrawal from the course.</b>

\*Academic Regulations have been moved to 53001 Academic Regulations and Standards as an appendix effective 7/1/12

**APPENDIX II – CONSTITUTIONS AND BYLAWS**

<b>Title</b>	<b>Date Modified</b>	<b>Modifications</b>
Constitution of the Montgomery College Academic Assembly	5/18/2010	Major faculty-approved changes to Assembly membership, committee membership, and procedures. Full details can be downloaded <a href="#">HERE</a> ( <b>highlight and bold</b> indicates new language; <del>strikethrough</del> indicates deleted language).

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**SUMMARY OF MODIFICATIONS, JULY 1, 2009 – JUNE 30, 2010**

Constitution of the Montgomery College Academic Assembly	11/10/2009	Administrative corrections only – changed “Senior VP for Educational Services” to “Senior VP for Academic and Student Services” and made minor grammatical and format changes.
Constitution of the Montgomery College Academic Assembly	8/3/2009	Administrative corrections only – updated titles, corrected spelling, and updated section numbers. Full details can be downloaded <a href="#">HERE</a> ( <b>highlight and bold</b> indicates new language; <del>strikethrough</del> indicates deleted language)

**(NOTE: All constitutions and bylaws have been removed as of 7/1/12 per the new governance system)**