

COLLEGEWIDE POLICIES AND PROCEDURES
SUMMARY OF MODIFICATIONS, JULY 1, 2012 – JUNE 30, 2013

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, 2012. 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 240-567-7971 or via email at kevin.long@montgomerycollege.edu.

REVISED POLICIES

Policy #	Title	Date Modified	Modifications
11001	Board of Trustees Bylaws	6/10/2013	Updated various sections to align with current practice (e.g., that we post agendas on the web, not on bulletin boards); consolidated three sections of P&P into the bylaws for clarity (e.g., procedure on meeting participation [26001CP], trustee emeritus/a designation [38001CP, section IV] and enhanced the section on ethical standards [31003 CP, section V]); added a new section on the conduct of meetings electronically (based, in large part, on the 11th edition of <i>Robert's Rules</i> , which is the first edition to contain guidance on this topic); rearranged several sections in order to bring together sections of the bylaws that are based directly on Maryland law. Full scope of changes can be found HERE .
31002	Hate Violence Activity	2/25/2013	Updated policy language to comply with changes in the law and added new language related to educational requirements.
31006	Equal Employment Opportunity and Non-Discrimination	2/25/2013	Updated policy language to comply with changes in the law and added new language related to educational requirements.
31007	Affirmative Action	2/25/2013	Removed resolution language, added language regarding commitments, and added new language related to educational requirements.

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31008	Sexual Harassment	2/25/2013	Updated policy language to comply with required evidentiary standards and modified language related to educational requirements to make consistent with other policies.
31106	Consensual Relationships	2/25/2013	Deleted unnecessary and extemporaneous policy language, added clarifying language related to evaluative relationships, added new language related to educational requirements.
32106	Employment of Individuals With Disabilities	2/25/2013	Updated policy language to comply with changes in the law and added new language related to educational requirements.
44001	Funding of Athletics and Student Life	12/10/2012	Policy was retired. Policy was developed during a time when the College acted as three campuses instead of One College. Now that the College has one athletics program, this policy is no longer relevant.
41002	Equal Education Opportunity and Non-Discrimination	2/25/2013	Updated policy language to comply with changes in the law and added new language related to educational requirements.
45003	Determination of Applicable Tuition and Fees Rates; State Aid	1/25/2013	Added the following language to II., A. "To the extent permitted by State law,..."
45003	Determination of Applicable Tuition and Fees Rates; State Aid	6/20/2011 <i>(effective 12/6/2012)</i>	Added language related to SB 167, Chapter 191 of the Laws of Maryland to reflect changes to state law. (NOTE: This modification is effective 12/6/2012 per the outcome of the statewide referendum related to SB 167)
58001	College Calendar	6/10/2013	Added the following language to I, D, "The President is authorized to designate holidays in addition to the number authorized above and is authorized to implement an alternative schedule of holidays or paid days off, if such is determined to be in the best interest of the College."
66003	Identity Theft Prevention Program	1/25/2013	New BOT Policy

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Policy #	Title	Date Modified	Modifications
77002	Prohibition of Weapons on Campus	2/25/2013	New BOT Policy

REVISED PROCEDURES

Procedure #	Title	Date Modified	Modifications
26001CP	Guidelines for Open Meetings	6/24/2013	Procedure retired; language incorporated into section I, I of 11001 Board of Trustees Bylaws.
31003CP	Conflict of Interest	6/24/2013	Section V moved and deleted; language has been enhanced and incorporated into section I, E of 11001 Board of Trustees Bylaws.
31003CP	Conflict of Interest	8/1/2012	Added language to align procedure with Maryland State Ethics law (I.), particularly regarding gifts (X.); updated definition of “relative” to align with County Code (VIII.,2.); modified language regarding private tutoring (IX., A,B.); clarified language regarding part-time teaching by administrative, associate, and support staff (XIV.); updated titles. Full scope of changes can be found HERE .
31003CP	Conflict of Interest	11/5/2012	Change “campus faculty council” to Faculty Council in XII. C. 6. per the new governance structure.
31005CP	Drug and Alcohol Abuse Prevention	6/24/2013	New procedure to implement BOT Policy 31005
31011CP	Prevention of Work Place Violence	7/11/2012	New procedure to implement BOT Policy 31011
32301CP	Temporary Staff Employees	6/10/2013	Procedure was retried; language regarding short-term temporary employees and temporary employees with benefits was incorporated into 34001CP Changes in Employee Status.
32305CP	Working Hours for Staff Employees	6/24/2013	Added new language to section I, B to comply with collective bargaining agreement: “Shifts in excess of 12 hours shall be provided an additional 15 minutes rest period, and an additional unpaid meal period may also be provided.”

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32401CP	Consultation With Staff Senate	9/18/2012	Procedure was retired per the new governance system
33001CP	Staff Classification Systems and Position Descriptions	12/20/2012	Multiple changes made to the procedure as a result of the Classification and Compensation Study. Full scope of changes can be found HERE .
33002CP	Staff Position Content Control and Management	12/20/2012	Procedure was retired by the President. All relevant sections are now covered in the revised version of 33001CP.
34001CP	Changes in Employee Status	6/10/2013	Language added to IV, A, 2 regarding “consultation with receiving supervisor” for involuntary transfers; new sections VII and VIII added to include language regarding short-term temporary staff and temporary staff with benefits (NOTE: this new language replaces the previous procedure 32301CP, which has been retired).
34001CP	Changes in Employee Status	12/20/2012	Multiple changes made to the procedure as a result of the Classification and Compensation Study. Full scope of changes can be found HERE .
34002CP	Disciplinary Action and Suspension	4/19/2013	Added new section on “disciplinary demotion” (relocated from 34001CP Changes in Employee Status) in order to make demotion actions subject to the grievance procedure as outlined in 34101CP; clarified language to make procedure applicable to non-bargaining staff employees; added language regarding “rebuttal evidence” to section on disciplinary suspension and disciplinary demotion.
35001CP	Compensation Programs	6/24/2013	Modified Section VI pertaining to night shift differential to comply with collective bargaining agreement: “Associate and support staff employees who are employed to work regularly more than 25 20 or more hours per week”; added the following to section IX, A, 1: “The employee has successfully completed the six month probationary period; and” ; updated section reference in XIV, G.
35001CP	Compensation Programs	12/20/2012	Multiple changes made to the procedure as a result of the Classification and Compensation Study. Full scope of changes can be found HERE .
35002CP	Faculty Staff Assistance Program	10/1/2012	Added language regarding Mandatory Referrals per 31001/31001CP Prevention of Workplace Violence.

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Procedure #	Title	Date Modified	Modifications
35003CP	Leave Program	6/24/2013	Made the following changes to I, C to comply with BOT Policy 58001: C. <u>Holidays</u> Eligible employees are authorized paid leave on official holidays when such holidays fall on days which they are regularly scheduled to work. Such leave is referred to as “holiday leave.” Official holidays are those days designated each year in the College calendar (See 58001 College Calendar) on which the College is listed as being closed, including the Saturdays and Sundays. There shall be designated either fourteen or fifteen holidays during a fiscal year, or a number as authorized by the president when determined to be in the best interest of the College. In no event shall an employee be entitled to more than fifteen holidays.
36001CP	Performance Evaluation and Employee Development	7/11/2012	Updated language to reflect new governance structure; updated titles
38001CP	Recognition Awards	6/24/2013	Section IV Trustee Emeritus/Emerita moved and deleted; language incorporated into section I, M of 11001 Board of Trustees Bylaws.
41001CP	Admission to Montgomery College	6/24/2013	Added new section on Early Placement students to II, A, 3; added language regarding Early Placement students to III; Full scope of changes can be found HERE .
36001CP	Performance Evaluation and Employee Development	12/20/2012	Multiple changes made to the procedure as a result of the Classification and Compensation Study. Full scope of changes can be found HERE .
42001CP	Student Code of Conduct	11/5/2101	Administrative correction: added the “&” to WD&CE in VIII. E. 4.
44001CP	Funding of Athletics and Student Life	12/10/2012	This procedure was retired along with the associated policy. Procedure was developed during a time when the College acted as three campuses instead of One College. Now that the College has one athletics program, this policy is no longer relevant.
52000CP	Faculty Issues Committee	9/18/2012	Procedure was retired per the new governance system

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Procedure #	Title	Date Modified	Modifications
52002CP	Exploratory Courses	10/5/2012	Final approval of exploratory courses responsibility given to Senior Vice President for Academic Affairs; responsibility for sharing proposals with other campuses given to the appropriate instructional dean; evaluation responsibility given to the collegewide discipline faculty.
53001CP	Academic Regulations and Standards	6/24/2013	Updated the committee structure in II, B, 2 to include “two instructional deans and one dean of student services” to be appointed by the Collegewide Deans group; updated titles in II, B, 3; removed II, B, 4 and included that language in a new II, F; added new language to IV, F concerning role of SVP; modified flowchart attachment to include “Review and approval of SVP”; specific regulation changes are included as an appendix to this modification document.
53001CP	Academic Regulations and Standards	11/5/2012	Changed “campus faculty council” to Faculty Council in Regulation 9.44, E. 1. per the new governance structure; replaced “included” with incorporated in V. of the procedure to reflect addition of previous appendix to the procedure
53001CP	Academic Regulations and Standards	7/11/2012	Updated language to reflect new governance structure; updated titles; added the existing Academic Regulations as an Appendix to the Procedure (old appendix has been deleted)
58001CP	College Calendar	6/10/2013	Added the language to I, C: “ The remaining number of holidays in any calendar year Any remaining or additional holidays or paid days off will be specified in the calendar after appropriate consultations” to implement changes made to BOT Policy 58001
58001CP	College Calendar	7/11/2012	Updated language to reflect new governance structure; updated titles

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58002CP	Assessment and Appropriate Course Placement	6/24/2013	Deleted the following from I, A, 2: “All students required to take assessment tests need to place and to register, at a minimum, for their developmental Reading or AELP courses in order to take any credit courses at the College; Added the following language to I, E: “ All students required to take assessment tests need to place and to register, at a minimum, for their developmental Reading or AELP courses in order to take any credit courses at the College; Modified title to II to read, “ Exemptions from Taking Assessment Test(s); added “assessment levels” to II, B, C, and D; added language regarding early placement students to III, C and new D. Full scope of changes can be found HERE .
64001CP	College Investment Program	4/19/2013	Added “commercial paper” and allowable percentage to Section VIII, A, “Investment Types and Suitable Investments” and B, “Institutional Types and Allowable Portfolio Percentages.”
64001CP	College Investment Program	11/5/2012	Added “at least” to VI. B. to give more flexibility to conducting reviews as necessary
66003CP	Identity Theft Prevention Program	1/24/2013	New procedure that implements BOT Policy 66003 Identity Theft Prevention Program
68001CP	Intellectual Properties	11/5/2012	Changed “Academic Assembly” to College Council in IX. B. per the new governance structure
68002CP	Contacts	6/24/2013	Updated titles throughout; deleted VII, 2 regarding capital projects and modified VII, 12 to include delegation of authority regarding grants.
75005CP	Children on College Premises	6/10/2013	Clarifying language added to I, A regarding children with adult supervision; new section E regarding administrative approval and children with adult supervision.
77002CP	Prohibition of Weapons on Campus	6/10/2013	New procedure to implement the associated BOT Policy.

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APPENDIX I – ACADEMIC REGULATIONS REVISIONS

Moved the Academic Regulations to 51001CP – Academic Regulations and Standards as an appendix; all changes to Academic Regulations approved during the academic year will be posted on July 1, 2013. Below are all changes to the Academic Regulations approved by the SVP Academic Affairs and the PEC during the Academic Year:

Regulation	Title	Date Approved	Modifications
I	Organization	4/26/2013	An academic regulation shall be defined as a rule that applies to members of the faculty and staff and/or students and which directly affects the academic standards of the institution. Academic regulations are rules of the institution issued by the appropriate Senior Vice President, and that apply to members of the faculty and staff and/or students and that directly affect the academic standards of the institution.
9.154	Admissions Decision	6/24/2013	Updated title to “Chief Enrollment Services and Financial Aid Officer”
9.212	Credit for Work at and Requirements Waived by Other Institutions	12/10/2013	Added the following language, “as set forth in 58002CP Assessment and Appropriate Course Placement.”
9.213	Non-Equivalent Courses	6/24/2013	Updated title to “Chief Enrollment Services and Financial Aid Officer”
9.214	General Education Credit for Work at Institutions Outside the University of Maryland System	6/24/2013	Updated title to “Chief Enrollment Services and Financial Aid Officer”; modified B, 3 to read, “The General Education Committee Senior Vice President for Academic Affairs determines that the transfer credit meets the criteria for courses in the General Education program.”
9.215	Distance Education/Correspondence Courses	6/24/2013	Added “Distance Learning”

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Regulation	Title	Date Approved	Modifications
9.218	Maximum Credit Earned in Lieu of Direct Instruction at Montgomery College	6/24/2103	Updated title in B, "Montgomery College students who choose to take courses at other institutions should obtain prior approval from the designated advisor and the campus Assistant Director of Enrollment Services/College Registrar in order to be assured of receiving Montgomery College credit."
9.294	Distance Education/Correspondence Courses	6/24/2013	Added "Distance Learning"
9.295	Maximum Credit	6/24/2013	Updated title to "Chief Enrollment Services and Financial Aid Officer"
9.3011	Multiple Degrees	4/26/2013	<p>Any Montgomery College student who already has earned an associate's degree at the College must earn at least fifteen additional credits beyond the first degree and meet all other graduation requirements in order to be eligible for another degree.</p> <p>To be awarded a second Associates degree at Montgomery College, a student must earn a minimum of fifteen additional credits unique to the new program of study beyond the first degree and meet all other graduation requirements. All additional credits must be earned at the College.</p> <p>In all cases, to be awarded a second Associates degree, a student must earn a minimum of seventy-five credits.</p>
9.32	Program (Graduation) Requirements for the Associate's Degree	12/10/2013	Added the following language to D, "as set forth in 9.901."
9.341	Filing Application	6/24/2013	In order to receive an official graduation review from the Office of Admissions and Records in time to make adjustments to their final semester's schedule, candidates are expected to file application for candidacy with the campus Assistant Director of Enrollment Services/College Registrar no later than November 1 for spring graduation, April 1 for summer graduation, and July 1 for fall graduation.

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Regulation	Title	Date Approved	Modifications
9.35	Review of Academic Standing	6/24/2013	Upon successful completion of at least 45 credit hours for an associate's degree or 50 percent of the credit hours required for a certificate, students may request the campus Assistant Director of Enrollment Services/College Registrar to review their academic standing and report on their qualifications for graduation.
9.42	Final Grades	6/24/2013	In extraordinary circumstances, the campus Assistant Director of Enrollment Services/College Registrar may waive the four-week deadline for grade changes.
9.44	Disputed Final Course Grades	6/24/2013	Updated title throughout, "Dean of Student Development Services "
9.503	Academic Restriction	6/24/2013	Updated title, "Dean of Student Development Services "
9.504	Academic Suspension	6/24/2013	Updated title, "Dean of Student Development Services "
9.505	Prior Registration	4/26/2013	Added the following new language: " Students who have registered before receiving the previous semester's grades and as a result of these grades are placed on Academic Suspension, will have all of their courses dropped. Students will be recommended via email and/or letter in a timely manner to meet with a counselor to discuss their educational plan and the possibility of appeal "
9.612	Change of Schedule	6/24/2013	Updated title in B, "The 20 percent date deadline specified above may be waived by the campus Assistant Director of Enrollment Services/College Registrar under extraordinary circumstances. All other conditions in part A apply."
9.63	Academic Load	6/24/2013	Updated title throughout to read, "Dean of Student Development Services "
9.644	Time Limitations	6/24/2013	Updated title to read, "campus Assistant Director of Enrollment Services/College Registrar"
9.646	Withdrawal Date	6/24/2013	Updated office title to read, "Office of Admissions and Records Enrollment Services and Financial Aid. "
9.702	Adviser	6/24/2013	Updated title to read, "Dean of Student Development Services "

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Regulation	Title	Date Approved	Modifications
9.704	Changing Curriculums	6/24/2013	Updated office title to read, "Office of Admissions and Records Enrollment Services and Financial Aid. "
9.702	Advising	2/20/2013	The dean of student development will assign each student to an academic adviser or to an advising center or department at the time of acceptance and to a student personnel counselor during the first semester Students should work with an academic advisor appropriate to their curriculum each semester they are at the College. The advisor could be a Counseling faculty member or an instructional faculty member.
9.708	Change of Adviser	2/20/2013	Regulation deleted as language was incorporated into changes made to 9.702; A student whose curriculum has been changed may be assigned to a new adviser by the appropriate dean of student development.
9.721	General Education Requirements	6/24/2013	Updated committee title and responsibility throughout to read, "Montgomery College General Education Curriculum Committee"
9.852	Academic Dishonesty	4/26/2013	Changed title of the regulation; and made the following changes: A. Faculty members may impose grade sanctions for violations of academic ethics academic dishonesty , normally ranging from a minimum of F on the assignment in which the dishonesty occurred to a maximum of an F in the course. Faculty members may choose to impose different sanctions (e.g. repeating the assignment or examination). B. Faculty members also have the prerogative of implementing alternatives such as having the student repeat the assignment or examination. C. Faculty members also have the prerogative of referring a case in writing to their campus Dean of Student Development Services with a specific request that the dean consider imposing additional sanctions.

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Regulation	Title	Date Approved	Modifications
9.853	Student Rights	6/24/2013	Updated title to read, "Dean of Student Development Services "
9.901	Petition Process	6/24/2013	Updated titles, "Student development services counselors counseling faculty ;" "Office of Admissions and Records Enrollment Services and Financial Aid "

APPENDIX II – CONSTITUTIONS AND BYLAWS

All previous constitutions and bylaws have been deleted per the new governance structure effect May 2012