

**COLLEGEWIDE POLICIES AND PROCEDURES**  
**SUMMARY OF MODIFICATIONS, JULY 1, 2013 – JUNE 30, 2014**

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, 2013. 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](mailto:kevin.long@montgomerycollege.edu).

**REVISED POLICIES**

<b>Policy #</b>	<b>Title</b>	<b>Date Modified</b>	<b>Modifications</b>
32101	Employment Practices	1/17/2014	Administrative correction to titles only
34004	Non-renewal of Administrative Appointment	4/28/2014	Clarified that employment agreement is a written document; removed language referring to automatic renewal of employment agreement; moved language regarding timely notice of non-renewal to new stand-alone sentence
61001	Fiscal Control	9/23/2013	Added new language II, D, 2, (new c and d) regarding purchases related to grants and cooperative agreements; updated titles.
61005	Internal Audit	2/25/2014	Relocated language from the procedures to clarify Board of Trustees role in audit reporting; clarified prohibited Internal Audit responsibilities; updated titles
61008	Reporting Suspected Fiscal Irregularities and Fraud with Whistleblower Protections	4/28/2014	New BOT Policy

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64001	External Audit	2/25/2014	Relocated language from procedures to clarify Board of Trustees role in audit reporting and selection of audit firm; updated titles, clarified independent auditor prohibited services
66001	Acceptable Use of Information Technology	4/28/2014	Changed “guidelines to “policy” in I; changed “Board of Trustees” to “College,” “guidelines” to “procedures,” and “Board” to “College” in II; modified III to read consistent with other BOT policies
68005	Research Misconduct	12/16/2013	New BOT Policy
75005	Protection of Minors	4/28/2014	New BOT Policy

**REVISED PROCEDURES**

<b>Procedure #</b>	<b>Title</b>	<b>Date Modified</b>	<b>Modifications</b>
31003CP	Conflict of Interest	4/28/2014	Removed all references to Board/Board of Trustees from procedure as this is covered in 11001 Board Of Trustees Bylaws
32101CP	Employment Practices	1/17/2014	Updated titles; added new language on page 4 related to F. Criminal History Record Information Files/Records Management added
32104CP	Recruitment and Appointment Procedures for Administrative Staff	4/28/2014	Updated titles throughout
34005CP	Resignation and Retirement	4/28/2014	Updated titles throughout
45004CP	Student Indebtedness	4/28/2014	Updated titles throughout
52001CP	Curriculum and Course Proposals	9/12/2013	Modified the committee membership structure to align with new discipline groupings; updated non-voting resource membership; clarified reporting lines; updated titles where appropriate

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<b>Procedure #</b>	<b>Title</b>	<b>Date Modified</b>	<b>Modifications</b>
53001CP	Academic Regulations and Standards	7/2/2013	Administrative corrections in IV, E to change references to “campus faculty council(s)” to Faculty Council to align with and reflect new governance structure; administrative correction in IV, E to add Collegewide Deans group to reflect the new appointment structure of the committee outlined in II, B, 2
58005CP	Closing of the College	2/5/2014	Added clarification of the “50/50” rule in I, A, 5 and 6; added additional titles to “Essential Personnel” in I, B, 2; updated titles, minor grammatical corrections
61001CP	Fiscal Control	9/23/2013	Updated titles
61005CP	Internal Audit	2/25/2014	Relocated language pertaining to Board of Trustees to the policy; clarified role of internal audit; clarified internal audit objectives; updated titles
61008CP	Reporting Suspected Fiscal Irregularities and Fraud with Whistleblower Protections	4/28/2014	New procedure to implement BOT policy
64001CP	External Audit	2/25/2014	Relocated language pertaining to Board of Trustees to the policy; clarified scope of the external audit function; updated titles
66001CP	Acceptable Use of Information Technology	4/28/2014	Complete revision of the procedure based on public and governance comments. The full scope of changes can be found <a href="#">HERE</a>
68005CP	Research Misconduct	1/17/2014	New procedure to implement BOT Policy
75005CP	Protection of Minors	4/28/2014	Title of procedure changed from “Children on College Premises” to “Protection of Minors” to align with new BOT policy

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**APPENDIX I – ACADEMIC REGULATIONS REVISIONS**

<b>Regulation</b>	<b>Title</b>	<b>Date Approved</b>	<b>Modifications</b>
9.44	Disputed Final Course Grades	7/2/2013	Administrative correction to II, E, 3 to change references to “campus faculty council(s)” to Faculty Council to align with and reflect new governance structure.
9.601	Full-time, Half-time, and Less than Half-Time Enrollment	1/17/2014	Revised definitions of Full-time and part-time enrollment to match federal financial aid definitions; added new Less than half-time enrollment definition.
9.602	Full-time Student	1/17/2014	Definition deleted and replaced with 9.601.
9.603	Part-time Student	1/17/2014	Definition deleted and replaced with 9.601.
9.904	Final Appeal	7/2/2013	Administrative correction to change references to “campus faculty council(s)” to Faculty Council to align with and reflect the new governance structure.