

COLLEGEWIDE POLICIES AND PROCEDURES
SUMMARY OF MODIFICATIONS, JULY 1, 2014 – CURRENT

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, 2014. 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 the Vice President for Planning and Institutional Effectiveness at 240-567-7971 or via email at planning@montgomerycollege.edu.

REVISED POLICIES

| Policy # | Title | Date Modified | Modifications |
|-----------------|---|----------------------|--|
| 31001 | Sexual Misconduct | 12/15/2014 | New BOT Policy (replaces 31008-Sexual Harassment and 31010-Sexual Assault) |
| 31006 | Equal Employment Opportunity and Non-Discrimination | 2/23/2014 | Reorganized policy structure; added “and expression” after gender identity; removed language related to sexual assault and sexual harassment as this is now covered by Policy 30001-Sexual Misconduct. |
| 31008 | Sexual Harassment | 2/23/2015 | Policy was retired and replaced with new Policy 31001-Sexual Misconduct |
| 31010 | Sexual Assault | 2/23/2015 | Policy was retired and replace with new Policy 31001-Sexual Misconduct |
| 31101 | Employee Privileges | 9/22/2014 | Deleted “regular” as a description of full- and part-time employees in I; deleted “community” in the Montgomery College institutional name; reordered the listing of protected classes in alphabetical order in I, C to comply with recommended federal, state, and county guidelines and for consistency with related College policies. |
| 32101 | Employment Practices | 2/23/2015 | Updated titles throughout; added reference to “criminal background checks” as part of procedures the President is authorized to develop to implement the policy. |
| 38002 | Honorary Degrees | 4/27/2015 | Updated requirements for honorary degree recognition and added posthumous award criteria. |

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| 41000 | Student Success | 6/16/2015 | New BOT Policy |
| 45003 | Tuition and Fees; State Aid | 3/23/2015 | Retitled the policy, reorganized the policy section headings; deleted moved the bulk of the policy language to the new Procedure. |
| 58004 | Commencement Exercises | 4/27/2015 | Modified language to reflect “one college” approach. |
| 61009 | Tax-Exempt Bond Compliance | 10/20/2014 | New BOT Policy. |
| 68005 | Research Misconduct | 9/22/2014 | Deleted “research and grant-funded project directors” and replaced language with “employees, students, volunteers, and contractors” in III to comply with federal Office of Research Integrity regulations. |
| 74001 | Naming Campuses, Facilities, Buildings, Rooms and Institutes | 4/27/2015 | Added new language granting Board authority to make determinations on a case-by-case basis; added language requiring naming having a positive reflection on Montgomery College and granting College the right to rescind naming recognition. |
| 75003 | Restrictions on Smoking, Tobacco, and Sale of Tobacco Products | 6/16/2015 | Retitled the policy; added new language that prohibits e-cigarettes and vaping in addition to tobacco use and smoking to comply with new County law. |
| 76001 | Vehicle Parking and Registration | 10/21/2014 | Reorganized the policy language. The full scope of changes can be viewed HERE . |

REVISED PROCEDURES

| Procedure # | Title | Date Modified | Modifications |
|--------------------|------------------------|----------------------|--|
| 31001CP | Sexual Misconduct | 6/29/2015 | New procedure to implement BOT policy. |
| 31002CP | Hate/Violence Activity | 2/23/2015 | Reordered the list of protected classes for consistency with other BOT policies and related procedures; updated titles throughout. |

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| 31006CP | Equal Employment Opportunity and Non-Discrimination | 2/24/2015 | Reorganized procedure language; updated titles and unit responsibility throughout; removed reference to sexual harassment and sexual assault as this is now covered under new BOT Policy 31001-Sexual Misconduct; clarified language and process throughout. The full scope of change can be viewed HERE . |
| 32101CP | Employment Practices | 2/23/2015 | Updated titles throughout; deleted outdated list of COMAR offenses; clarified criminal background check language and record keeping language. |
| 38002CP | Honorary Degrees | 4/27/2015 | Clarified criteria to align with policy revisions; clarified process for soliciting nominations; clarified process by which honorary degrees are awarded. |
| 41000CP | Student Success | 6/29/2015 | New procedure to implement BOT policy. |
| 41001CP | Admission to Montgomery College | 6/29/2015 | Removed references to compulsory attendance ages and added more flexible language that reads, "A person who is beyond the age of compulsory attendance in the State of Maryland and who has left secondary school." (Section II, A, 4) |
| 41002CP | Equal Education Opportunity and Non-Discrimination | 2/23/2015 | Reordered the list of protected classes for consistency with other BOT policies and related procedures; updated titles throughout. |
| 45001CP | Tuition, Fees, and Refunds | 3/23/2015 | Modified titles and responsibilities. |
| 45003CP | Tuition and Fees; State Aid | 3/23/2015 | New Procedure. |
| 53001CP | Academic Regulations and Standards | 10/16/2014 | Modified Chair eligibility to include only full-time faculty. |
| 58004CP | Commencement Exercises | 4/27/2015 | Clarified president's role in approving commencement speakers; updated titles throughout; deleted unnecessary detailed language; clarified role of Director of Special Events; clarified the wearing of caps, gowns, stoles, cords, and other recognitions by students during commencement. |

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| 58005CP | Closing of the College | 2/23/2015 | Added language that would allow for a staggered opening whereby delayed announcements would specify the times that classes or normal operations would begin and when employees would be expected to report to work; updated titles throughout. |
| 61008CP | Reporting Suspected Fiscal Irregularities or Fraud With Whistleblower Protections | 2/23/2015 | Added new third-party reporting line information. |
| 68005CP | Research Misconduct | 8/11/2014 | Revised procedure to comply with federal Office of Research Integrity regulations. The full scope of changes can be viewed HERE . |
| 74001CP | Naming Campuses, Facilities, Buildings, Rooms, and Institutes | 4/27/2015 | Updated titles and responsibilities; clarified process for re-purposed buildings; added “due diligence” review of proposed individuals and entities for naming; added ability for posthumous naming; clarified naming in honor of current trustees or employees; added language about rescinding name recognition. |
| 75003CP | Restrictions on Smoking, Tobacco, and Sale of Tobacco Products | 6/16/2015 | Retitled procedure; added new language that prohibits the use of e-cigarettes and vaping; updated titles; added exceptions for academic and theatrical use. |
| 75005CP | Protection of Minors | 2/23/2015 | Expanded the procedure language throughout to comply with all relevant state and local requirements regarding the protection of minors. The full scope of changes can be viewed HERE . |
| 76001CP | Vehicle Parking and Registration | 2/23/2015 | Reorganized the procedure language and added Enforcement, Appeals, and Exemptions. The full scope of changes can be viewed HERE . |

APPENDIX I – ACADEMIC REGULATIONS REVISIONS

None at this time