COLLEGEWIDE POLICIES AND PROCEDURES
SUMMARY OF MODIFICATIONS, JULY 1, 2021 – 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 between July 1, 2020 and June 30, 2021. 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
21000	College Mission, Vision, and Core Values	2/22/2021	Moved the policy from Chapter 5 to Chapter 2; modified "diversity" in Core Values to read "equity and inclusion."
32100	Recruitment, Allocation, and Appointment of Regular Employees and Temporary with Benefits Employees	1/27/2021	The new policy serves as a universal hiring policy and articulates and grounds the College's hiring philosophy in our mission, vision, and values. It also clarifies and aligns compliance with all applicable nondiscrimination laws in the hiring and recruitment process.
32102	Recruitment, Allocation, and Appointment of Full-Time Faculty	1/27/2021	This policy has been retired. The language has been incorporated into the new College Policy 32100-Recruitment, Allocation, and Appointment of Regular Employees and Temporary with Benefits Employees.
32500	Flexible Work Arrangements	10/19/2020	Added clarifying language that distinguishes flexible work arrangements as a condition of employment and those implemented to protect health and safety (such as our current remote work situation) from standard flexible work arrangements that are a privilege and must be approved within an employee's supervisory chain.
51000	College Mission, Vision, and Core Values	2/22/2021	Moved this policy to Chapter 2; modified the "diversity" core value to read "equity and inclusion."

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Policy #	Title	Date Modified	Modifications
66004	Information and Communications Technology Accessibility	4/19/2021	Modified the policy title; updated the language to align with universal design best practices; added a reporting requirement.

REVISED PROCEDURES

Procedure #	Title	Date Modified	Modifications
31003CP	Conflict of Interest	12/7/2020	Substantial modifications, including new definitions, reorganizing the procedure sections for clarity and ease; streamlining language regarding endorsements; new language on conflict of commitment, adding provisions for faculty and student relationships; adding a prohibition on use of position to confer college-related rewards; and clarifying language on use of college property, supplies, and equipment.
32100CP	Recruitment, Allocation, and Appointment of Regular Employees and Temporary with Benefits Employees	2/2/2021	The new procedure serves as a universal hiring procedure related to the new College Policy. These procedures layout the universal definitions, guidelines, and processes related to faculty, staff, administrator, and temporary with benefits employees.
32102CP	Recruitment, Allocation, and Appointment of Full-Time Faculty	2/2/2021	This procedure has been retired. The language has been incorporated into the new College Policy and Procedure 32100-Recruitment, Allocation, and Appointment of Regular Employees and Temporary with Benefits Employees.
32104CP	Recruitment and Appointment Procedures for Administrative Staff	2/2/2021	This procedure has been retired. The language has been incorporated into the new College Policy and Procedure 32100-Recruitment, Allocation, and Appointment of Regular Employees and Temporary with Benefits Employees.

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Procedure #	Title	Date Modified	Modifications
32105CP	Recruitment and Appointment Procedures for Support and Associate Staff	2/2/2021	This procedure has been retired. The language has been incorporated into the new College Policy and Procedure 32100-Recruitment, Allocation, and Appointment of Regular Employees and Temporary with Benefits Employees.
32500CP	Flexible Work Arrangements	12/07/2020	New language has been added that speaks to residency and reciprocal payroll tax requirements for remote work.
35003CP	Leave Program	9/16/2020	These changes implement a change in the Sick and Safe Leave law that modifies the definition of a "family member."
38001CP	Recognition Awards	10/7/2020	These changes streamline the retirement resolution process.
43002CP	Board of Trustees Student Grants and Scholarships	6/22/2021	Deleted GPA requirement from Board scholarships and added "satisfactory academic progress."
43002CP	Board of Trustees Student Grants and Scholarships	10/7/2020	Deleted demonstration of financial need language and added new language regarding transfer scholarships.
63001CP	Procurement, Contracts, and Consultant Services	6/22/2021	Added new language regarding the procurement of accessible IT pursuant to 66004-Information and Communication Technology Accessibility; clarified permissions for the purchase of gift cards for students.
66004CP	Information and Communication Technology Accessibility	4/20/2021	Modified title; updated language throughout to comply with best practices language related to universal design; added new definitions.

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ACADEMIC REGULATIONS REVISIONS

Regulation	Title	Date Modified	Modifications
AR 2.4	General Education Requirements	1/13/2021	Updated language to include COMAR requirements for General Education Programs.
AR 4.1	Full-Time, Half-Time, and Less Than Half-Time Enrollment	11/06/2020	Updated language to include 7-week and 15-week sessions; added language to encourage students to consult with a counselor or academic program advisor.
AR 4.4	Academic Coursework Load	11/06/2020	Updated language to include "overlapping sessions" and academic standing; adjusted the maximum allowable credit hours during winter session.
AR 8.3	Requirements for Associate's Degree	1/13/2021	Added a reference to AR 2.4.