POLICY Board of Trustees - Montgomery College **21001**

Chapter: Organization Modification No. 002

Subject: **College Name**

I. In accordance with the laws of the State of Maryland (Chapter 134, Acts of 1961 General Assembly), and effective on December 18, 1968, the name of the College is "Montgomery Community College." The Board of Trustees is “the Montgomery County Board of Trustees.”

II. To facilitate communication both internally and externally, the use of the name “Montgomery College” is authorized for purposes of doing business as, publications and public information.

III. All members of the College community are reminded that the use of the Montgomery College insignia, logo, and College name are subject to approval, pursuant to College Policy 21002-Corporate Seal of the College and 62003-Public Information, Communications, and Marketing. Montgomery College regulates the use of its name to ensure that such use advances the College’s mission.

IV. College faculty, staff, and students may refer to their affiliation with the College in connection with personal activities provided that the affiliation or status is accurately represented and any title or position is accurately identified, and provided that such use does not imply College endorsement of the activity.

V. The College’s name must not be used in any announcement, advertising matter, publication, correspondence, or report in connection with personal or non-College activities if such use in any way could be construed as implying College endorsement of or responsibility for any project, product, or service.

Board Approval: December 17, 1968; January 29, 2020.