

COLLEGEWIDE POLICIES AND PROCEDURES
SUMMARY OF MODIFICATIONS, JULY 1, 2018 – JUNE 30, 2019

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, 2018 and June 30, 2019. 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
31001	Sexual Misconduct	6/17/2019	Updated titles
31001	Sexual Misconduct	11/12/2018	Modified titles for Employee and Labor Relations.
31103	Confidentiality: Employee Use, Release, and Disclosure of Information	12/10/2018	The policy has been retired. All of the existing language is now part of Policy 66002-Confidential Data Management and Security.
32500	Flexible Work Arrangements	6/17/2019	Modified the title of the policy to reflect the revised scope; added “flexible work arrangements” throughout; modified policy statement and expectations; added new language outlining the types of flexible work arrangements, applicability, and expectations for advanced approval; added language regarding the limitations of flexible work arrangements and the possibility of disciplinary action for abuse.
34003	Discharge of Administrators and Staff	4/8/2019	Title change only.
34001	Grievance Process for Non-Bargaining Staff	4/8/2019	Title change only.
35001	Compensation Programs	6/17/2019	Deleted outdated language; added new language describing the purpose, intent, and philosophy for the College’s compensation programs; added language regarding availability of funding.

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Policy #	Title	Date Modified	Modifications
39002	Volunteers	12/10/2018	Title change to reflect “interns” within the scope of the policy. Added language throughout to incorporate “interns” into the policy language.
39003	Protection Against Retaliation	6/17/2019	Added “students” to the policy pursuant to MD Senate Bill 798, which requires institutions of higher education to protect students who voice concerns about athletic programs and activities.
45001	Tuition, Fees, and Refunds	11/12/2019	Deleted language related to “Health Workforce Shortage Programs” as this language is already included in 45003CP-Tuition and Fees Rates; State Aid.
45005	Student Concerns About Athletic Programs and Activities	6/17/2019	New policy pursuant to MD Senate Bill 798, which requires institutions of higher education to protect students who voice concerns about athletic programs and activities.
61008	Reporting Suspected Acts of Wrongdoing	6/17/2019	Added “other acts of wrongdoing” to the policy to expand the scope beyond fiscal irregularities.
77001	Public Safety	4/8/2019	Updated the policy title
77002	Prohibition of Weapons on Campus	5/13/2019	Clarified that the prohibition includes firearms, firearm replicas, other weapons, or other weapon replicas.

REVISED PROCEDURES

Procedure #	Title	Date Modified	Modifications
11005CP	Formulation and Issuance of College Policies and Procedures	1/22/2019	The changes here were recommended by College Council and memorialize a commitment to communicate with employees when the implementation and/or application of a College policy and procedure is suspended.
31000CP	Code of Ethics and Employee Conduct	6/18/2019	Deleted references to the Code of Ethics Handbook throughout; Added new language on reporting, retaliation, and education.
31001CP	Sexual Misconduct	6/18/2019	Added new language regarding rights and availability of attorneys paid for by MHEC for student respondents and reporters; updated definitions; clarified the informal resolution process.

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Procedure #	Title	Date Modified	Modifications
31001CP	Sexual Misconduct	10/11/2018	Extensive changes made to the procedure, including new and revised definitions; reordering the reporting process for clarity; clearly articulating the purpose of the Initial Title IX Assessment and role of the Title IX Coordinator; clarifying that interim protective measures can be provided to both parties; clarifying when a responding party must be notified; clarifying the investigation process and role of the investigator; clarifying the sanctioning process and roles for both students and employees; and clarifying the time frames mentioned throughout the procedure.
31002CP	Confidentiality: Employee Use, Release, and Disclosure of Information	1/22/2019	The procedure has been retired. All of the existing language is now part of Procedure 66002CP-Confidential Data Management and Security.
31011CP	Prevention of Bullying and Workplace Violence	4/19/2019	Updated the reporting procedures in Section IV to include instructions for off-site locations; clarified the “Response to Allegations” section; updated the role and membership of the Workplace Bullying and Violent Behavior Advisory Team.
32500CP	Flexible Work Arrangements	6/17/2019	Modified the procedure title to reflect the new scope; added definitions; clarified eligibility for flexible work arrangements; added new section on “Guidelines for Managing Flexible Work Arrangements;” modified and clarified the approval and appeal process; added new section on Employee and Supervisor Training; added “Alternative Work Schedules” section; added “Flex Time” section; modified and clarified expectations for “off-site” work locations and “supplies and equipment.”
34002CP	Disciplinary Action and Suspension	4/19/2019	Clarified the purpose of disciplinary action in Section I, A and included a definition of “working days” in Section I, E; updated the list of “Reasons for Disciplinary Action” in Section II to include performance issues and unauthorized access of confidential information, and deleted language regarding gambling and raffles/lotteries; updated and clarified the “Procedures for Certain Disciplinary Actions” in Section III; added new Section IV, “Disciplinary Demotion of Staff;” updated the procedures for “Disciplinary Suspension” in Section V; clarified the process for “Investigatory Suspension” in Section VI; added new Section VII, “Education.”

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34003CP	Discharge of Administrators and Staff	4/19/2019	Updated the title; added new A to Section I; added new C to Section I; added new D on “employee rights” to Section I; combined the procedures for both administrators and staff into new Section II, “Procedure for Discharge;” added new Section III, “Procedure for Appeal;” added new Section VI, “Discharge of Temporary or Staff on Probationary Period;” added new Section V.
34101CP	Grievance Process for Non-Bargaining Staff	4/19/2019	Updated the title; added new A to Section I outlining the purpose; clarified exceptions to the grievance procedure to include new language in 5 and 6; added new D to Section I outlining employee rights; revised and reorganized the grievance procedure to articulate STEP I: Informal Process, STEP II: Alternative Dispute Resolution, STEP III: Formal Grievance Procedure, and STEP IV: Formal Appeal; all timelines within the process have been modified and aligned with other college processes for resolving disputes; deleted the table at the end since it is now out-of-date and no longer relevant to the stated process.
39003CP	Volunteers	1/22/2019	These changes add “interns” throughout the procedure, including definitions, roles and responsibilities, and application.
41003CP	Student Cumulative Records	6/18/2019	Added address and student email to the list of directory information; removed gendered language throughout; updated titles throughout; added new language on release of information and protections against third-party vendor release.
42001CP	Student Code of Conduct	7/2/2018	The Student Code of Conduct has been completely re-written to align with the "Seven Truths for a Common Student Experience." Major changes to the procedure include an expanded "Philosophy/Mission Statement" section; an expanded "Jurisdiction" section that explicitly covers both physical and online conduct; a re-written and expanded section on "Standards of Conduct" that are aligned with the core values of "integrity," "community," "social justice," "respect," and "responsibility." Finally, the "Conduct Process" section has been extensively re-written to better clarify and articulate the process for investigating and adjudicating behavioral violations, including more clarity in the hearing panel and appeals process.

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45003CP	Tuition and Fees Rates; State Aid	10/11/2018	Added new language regarding in-county tuition rates for victims of human trafficking; modified titles throughout.
62003CP	Public Information, Communications, and Marketing	10/11/2018	Added new language regarding when and how photo releases should be obtained.
68001CP	Intellectual Property	4/19/2019	Added new language to Section VIII, "Attribution for Original Created Work."
76001CP	Vehicle Registration and Parking	4/19/2019	Added new definitions of "Parking Fee" and "Transportation Fee;" added clarifying language to Section II, A regarding marked and designated spaces, a link to College location parking maps, and language regarding when Public Safety will issue citations versus local parking enforcement; clarified Section II, B to include prorated fees for part-time faculty and enrollment for staff; added new language to Section II, G, 2 regarding responsibilities of event organizers; added new Central Services Appeal Board to the appeals process; updated titles throughout.
77001CP	Public Safety	4/19/2019	Updated procedure title; added new language about the role of the Office of Public Safety; added new language on reporting requirements; added new language on role of special police officers; modified section on trespass; added new education section; updated titles throughout.
77002CP	Prohibition of Weapons on Campus	5/14/2019	Clarified definitions; added a presidential authorization exception; clarified reporting requirements.

ACADEMIC REGULATIONS REVISIONS

Regulation	Title	Date Modified	Modifications
4.8	Change from Audit to Credit	11/7/2018	These modifications strengthen and clarify the intent of the 20 percent course completion rule and streamlines the process for registrars. The new regulation will go into effect at the start of the next academic year.

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Regulation	Title	Date Modified	Modifications
5.1	Class Attendance	1/7/2019	These modifications align the definition of “attendance” with the federal definition for purposes of Title IV funding and widens the scope to include online. The new regulation will go into effect at the start of the next academic year.
6.6	Final Grade Dispute	1/7/2019	These modifications provide clarity on the allowed reasons for a grade dispute and add the availability of summer dispute meetings. The steps in the process have been streamlined and include the addition of an online form. Timelines, rights, and contingencies that may impact the dispute have been clarified. The new regulation will go into effect at the start of the next academic year.