

COLLEGEWIDE POLICIES AND PROCEDURES
SUMMARY OF MODIFICATIONS, JULY 1, 2019 – JUNE 30, 2020

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
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.

REVISED PROCEDURES

Procedure #	Title	Date Modified	Modifications
32500CP	Flexible Work Arrangements	10/19/2020	New language has been added that speaks to normal operations v. emergency operations; definition/types of “Remote Work” have been added for clarity; added clarifying language about the provision of supplies 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.

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Procedure #	Title	Date Modified	Modifications
43002CP	Board of Trustees Student Grants and Scholarships	10/7/2020	Deleted demonstration of financial need language and added new language regarding transfer scholarships.

ACADEMIC REGULATIONS REVISIONS

Regulation	Title	Date Modified	Modifications
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.