

COLLEGEWIDE POLICIES AND PROCEDURES

SUMMARY OF MODIFICATIONS, JULY 1, 2023 – 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, 2023, and June 30, 2024. 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 planning@montgomerycollege.edu.

REVISED POLICIES

Policy #	Title	Date Modified	Modifications
21000	College Mission, Vision, and Values	9/18/23	Replaced the mission, vision, and values with those that were approved by the Board of Trustees when it approved the new strategic plan on April 17, 2023.
11005	Formulation and Issuance of College Policies and Procedures	11/13/23	Added VI. to establish board's commitment to reviewing policies during each accreditation cycle.
42001	Student Code of Conduct	01/24/2024	Minor edits to reflect dual enrollment students.
42002	Campus Behavioral Intervention Teams	01/24/2024	Language shortened and refreshed with modern terminology.
43001	Student Financial Aid	01/24/2024	Added merit as a basis of financial aid to reflect current practice.
43002	Board of Trustees Student Grants and Scholarships	01/24/2024	Modified diversity statement to a more general, inclusive, and broad "access to all" statement.

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11003	Labor Relations	03/20/2024	Change the statutory citation due to a new statewide collective bargaining law that superseded the county specific provision for MC (16-412).
41003	Student Cumulative Records	03/20/2024	Modifications to strengthen the policy, reference students' rights, and to align with federal law.
45004	Student Indebtedness	03/20/2024	Modified language is more accurate and reflects contemporary approaches to addressing student debt.
11001	Board of Trustees Bylaws	04/15/2024	Modified language to change Second Vice Chair position to be a one-year role, not eligible for re-election in a consecutive term and to change the minimum required service on the Board for the First Vice Chair from one year to two years. Deletion of language for clarity regarding a Board member's eligibility to run for an officer position.
32500	Flexible Work Arrangements	04/15/2024	Modifications to delete outdated language, updated terminology, and standardize language across policies. Deletions to remove reference to procedural information that is relevant for implementation.
41001	Admission to Montgomery College	04/15/2024	Modification of general admission statement to be as general and open as possible. Modification to add reference to the age of compulsory secondary education as one criteria for admittance. Addition of language to include the criteria for admittance into the non-credit programs and for dually enrolled to ensure the policy is inclusive of all students. Other modifications update language for clarity and focus, and standardize language across policies.
41002	Equal Education Opportunity and Non-Discrimination Policy	04/15/2024	Modification to update language and align with the College's Notice of Non-Discrimination. Deletion to remove reference to practice/procedures and procedural information relevant for implementation. Deletion of reference to equity in financial aid made to avoid any misunderstanding since not all students are eligible to receive aid. Modification to standardize language across policies.
45003	Tuition and Fees; State Aid	04/15/2024	Deletions of outdated language following changes in laws and/or practice and to bring formatting in line with other policies. Modification of language to define the three tuition rate categories and to standardize language across policies.

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58001	College Calendar	04/15/2024	Modification to clarify the definition of an academic year (fall and spring) and include reference to the winter session calendar. Addition of language regarding the length of the semesters provides important compliance clarification. Modification to standardize language across policies.
11004	Governance	06/17/2024	Modification to refresh and update language. Moves language central to the policy to an earlier section. Deletion to clarify the role of the board in policy. Deletion to removes repetitive language. Addition of language to clarify ways constituent groups may engage in participatory governance. Modification to standardize language across policies.
21001	College Name and Corporate Seal	06/17/2024	Modification to ensure consistency and alignment of language with 11001: Bylaws. Addition to incorporate content of 21002: Corporate Seal. Deletion of reference to 21002 as a separate policy. Modification to standardize language across policies.
45001	Tuition, Fees, and Refunds	06/17/2024	Modifications to comply with MD House of Delegates passed House Bill 539, which requires “each public institution of higher education to adopt a policy to authorize a student to withdraw under extenuating circumstances and refund the student for tuition and fees paid.”

RETIRED POLICIES

Policy #	Title	Date Retired	Reason for retirement
24101	President	03/20/2024	Content of Policy 24101–President is subsumed by section II.B of 11001–Board of Trustees Bylaws.
45002	Tuition and Fees Installment	03/20/2024	The content of 45002–Tuition and Fees Installment Program is outdated and no longer necessary.
58001	Commencement Exercises	04/15/2024	Commencement exercises are such a well-established and routine part of College operations that the policy is considered unnecessary.
21002	Corporate Seal of the College	06/17/2024	Policy is now incorporated into 21001: College Name and Corporate Seal.

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51002	Master Plan for Educational Programs and Services	06/17/2024	Planning is now a routine part of academic operations and so the policy is considered unnecessary. Furthermore, much of the content of 51002 is subsumed in other policies developed since this was last modified in 1978.
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REVISED PROCEDURES

Procedure #	Title	Date Modified	Modifications
41002	Equal Education Opportunity and Non-Discrimination Policy	10/20/2023	Changed language for IV. Accommodations for Faith-based or Religious Practices to include reference to spaces on campus, reasonable accommodations, and appeals to accommodation denials.
41006	Board of Trustees Academic Excellence Award	01/12/2024	Changed GPA requirement from 3.5 to 3.8 and adjusted the timeline for nomination and selection of awardees. Editorial changes throughout.
41007	Board of Trustees Apprenticeship Academic Excellence Award	01/12/2024	Changed GPA requirement from 3.5 to 3.8 and adjusted the timeline for nomination and selection of awardees. Editorial changes throughout.
32500	Flexible Work Arrangements	03/18/2024	Modified to state that voluntary regular telework schedule may include up to two days per week. Other modifications clarify eligibility for telework, the application, approval, and submission process, and to update/further define key terminology.
41005	Presidential Academic Excellence Award	04/03/2024	Title change only (administrative modification)
41001	Admission to Montgomery College	04/17/2024	Changes to language regarding criteria for admission, required documentation, and enrollment limits for dually enrolled students to align with current guidelines, practices, and state/county guidelines. Deletion of reference to admission fee.
45003	Tuition and Fees; State Aid	04/24/2024	Procedural language updated regarding eligibility for resident tuition rates for certain undocumented students to conform with Dream act. Also added registered trademark for GI Bill. Modification of language to define the three tuition rate categories.

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45001	Tuition, Fees, and Refunds	06/27/2024	Modifications to comply with MD House of Delegates passed House Bill 539, which requires “each public institution of higher education to adopt a policy to authorize a student to withdraw under extenuating circumstances and refund the student for tuition and fees paid.” Other updates to ensure language reflects current practice (in particular for payment procedures), specify fee structure and use more clearly, and add language referencing CE fees.
45003	Tuition and Fees; State Aid	06/27/2024	Modifications to comply with Department of Education law that prevents public institutions of higher education from charging students who are citizens of the Freely Associated States (Federated States of Micronesia, the Republic of the Marshall Islands, or the Republic of Palau) more than the in-state tuition rate.

ACADEMIC REGULATIONS REVISIONS

Regulation	Title	Date Modified	Modifications
AR 7.2	Academic Alert	11/28/2023	Fixed spelling error (adviser to advisor)
AR 7.3	Academic Restriction	11/28/2023	Added language that students on academic restriction will a. have a registration hold and be required to meet with counselor before further course registration and b. be limited to two-college level courses (removed reference to program to remedy deficiencies) Edited to specify that the removal of academic restriction occurs only when student achieves cumulative GPA of 1.75 or higher (removed reference to program to remedy deficiencies)
AR 7.4	Academic Suspension	11/28/2023	Added language that students on academic suspension are prohibited from

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			enrolling in college-level courses for an entire semester. Edited to specify that the removal of academic suspension occurs only when GPA is 1.25 or higher and that following return from suspension they will be on restriction.
AR 9.2	Academic Appeals Committee	01/12/2024	Added article 9.2 which codifies the appeals committee membership and meeting schedule and ensures students have reasonable access to the appeal process
AR 3.6	Credit by Examination	04/23/2024	Modified so grade or U is no longer applied with student does not pass examination thereby making the regulation less punitive and aligning it with AR 3.71/
AR 4.4	Academic Coursework Load	04/23/2024	Deletion of language regarding remote learning. Modification of language to allow student to take more than one winter session class.