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Chapter: Academic Affairs

Modification No. 003

Subject: **College Out-of-County Instruction**

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- I. Montgomery College's commitment of service to the community is such that, from time to time, it offers educational courses or elements of courses outside Montgomery County. There are no territorial limitations for such offerings except that they may not take place in areas where there are abnormal hazards to health or safety, where needed insurance protections are unavailable, or where the applicable agency in the local jurisdiction objects. However, no classes or portions thereof, or field trips, may be conducted in areas which are greater than 200 miles from any facility of the College without prior approval of the appropriate Dean.
- II. No classes or portions thereof, or field trips, may be conducted in areas outside of the territorial United States of America, without prior approval of the appropriate Vice President/Provost.
- III. Courses for which it is appropriate for the College to conduct classes at sites outside the County boundaries include:
  - A. Credit Courses
    1. Courses Offered to Regular Montgomery College Students
      - a. Credit courses, portions of which may include field trips of a short duration and distance to diverse locations outside the County for field observations, e.g., geology, botany.
      - b. Credit courses for which the achievement of educational goals may require the presence of students at a specific site outside the County for up to the full duration of the course, e.g., language study in a native setting or archeological field work.
    2. Courses Offered in Response to Requests from Out-of-County Agencies or Groups

Credit courses which, upon request from out-of-county agencies or groups, and in unusual circumstances, are conducted at such out-of-county sites as Federal installations and other private and public facilities within the greater metropolitan Washington area.
  - B. Noncredit Courses

Noncredit courses which, upon request from out-of-county agencies or groups, are offered in order that outside agencies or groups may be provided with a specific educational experience not otherwise available under local sponsorship.
- IV. Requests for approval of out-of-county noncredit courses conducted by Workforce Development/Continuing Education will be accompanied by an income-cost analysis. Normally, out-of-county courses in this category will not be approved unless the additional costs incurred, to include College overhead, are covered by additional revenue.

- V. The College President is authorized to publish implementing procedural guidelines pertaining to the conduct of out-of-county instruction by the College. The President may delegate the authority to approve the conduct of courses, or portions thereof, outside Montgomery County and may also delegate responsibility for detailed supervision of the established procedures.

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Board Approval: July 26, 1976; January 21, 1997; January 8, 2003.

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These procedures apply to offerings of the College which will require the presence of students and faculty outside of Montgomery County at an instructional site for more than one day, and apply to credit and noncredit courses, as well as students or student groups officially representing the College (i.e., student government officers attending authorized conventions or workshops or athletic teams). For field trips of shorter duration, see "Field Trips."

The procedures are subdivided into three groups: (1) those which pertain to credit courses offered in part or wholly out-of-county to enrolled Montgomery College students, (2) credit courses offered in response to requests from out-of-county constituencies, and (3) Workforce Development/Continuing Education noncredit courses conducted outside Montgomery County. The guidelines should be used as a partial check list by the course coordinator or other person designated by the Vice President for Workforce Development/ Continuing Education for developing the specific material to be included in the proposal for the conduct of out-of-county instruction, the duration of which is expected to exceed one day.

All proposals must be approved in writing by the Executive Vice President for Academic and Student Services, whose approval will be final for those proposals which involve the presentation of out-of-county instruction on five or fewer calendar days. In all matters related to courses, consideration shall be given to meeting the needs of handicapped persons who enroll, which shall also be incorporated in the draft proposal. Written approval of the President is required for periods which involve classes conducted on six or more days and for Workforce Development/Continuing Education credit courses when they are first conducted wholly outside of Montgomery County. Approval of the Executive Vice President will be obtained for all instruction that is proposed for areas which are greater than 200 miles from any facility of the College. Prior approval of the Board of Trustees must be obtained for all courses or portions thereof taught outside of the territorial United States of America.

I. Credit Courses Conducted in Part or Wholly Out-of-County

- A. The time devoted to off-campus instructional periods will be the equivalent of that required for similar classes conducted only on a College campus.
- B. Students will be provided with an information packet that will include:
  - 1. Syllabi and outlines of work required for each course.
  - 2. Any necessary health precautions with regard to food, water, and sanitation.
  - 3. Information about local health facilities, including clinics, medical personnel, etc.
- C. Adequate resource materials such as texts and supplies will be made available to students, and if necessary, arrangements for access to libraries and research facilities in the host area will be made.
- D. Living arrangements, as clean and safe as possible, will be provided.

- E. Students, instructors and other College personnel will be urged to carry health and accident insurance protection which covers the specific field experience.
  - F. An area for a study program will not be selected unless there are adequate available health care facilities; it is free from abnormal hazards to health or safety; and there is no objection from the applicable agency in the area.
  - G. Public transportation will be used for travel wherever possible; there will be adequate liability insurance for any private transportation which is used.
  - H. The out-of-county offerings will maintain the same academic content and standards as are customary for the regular in-county, College-sponsored, educational programs.
  - I. All costs for food, lodging, travel, and other personal expenses will be borne by the course participants.
  - J. Tentative fiscal, contractual, and other business arrangements will be developed with students and with vendors of required services. These arrangements will then be coordinated with appropriate college staff, incorporated into the draft proposal, and processed for final approval.
  - K. Emergency procedures, in accordance with sound health and safety standards, will be established, coordinating as necessary with knowledgeable persons or agencies in the area(s) in which it is contemplated that instruction will be offered.
  - L. Standards for selection of participating students, faculty, and other personnel will be established and published.
  - M. Prior to submission to the Executive Vice President, details of the out-of-county course will be submitted to the Director of Personnel Management for a determination as to whether adequate safeguards have been taken to protect the College's liability and for a determination that proper insurance protection is or will be in force.
- II. Credit Courses Offered in Response to Requests from Out-of-County Agencies or Groups
- A. The time devoted to off-campus instructional periods will be the equivalent of that required for similar classes conducted only on a College campus.
  - B. Students will be provided with an information packet which will include syllabi and outlines of work required for each course.
  - C. Adequate resource materials such as texts and supplies will be made available to students.
  - D. Credit courses will not be offered in out-of-county jurisdictions unless there is no objection from the applicable agency in the area.
  - E. The out-of-county offerings will maintain the same academic content and standards as are customary for the regular in-county, College-sponsored,

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educational programs.

- F. Additional non-budgeted costs, which accrue to the College by virtue of conducting courses or portions thereof in areas outside Montgomery County, must be covered by additional revenue.
  - G. Standards for selection of participating students, faculty, and other personnel will be established and published.
  - H. Prior to submission to the Executive Vice President, details of the out-of-County course will be submitted to the Director of Personnel Management for a determination as to whether adequate safeguards have been taken to protect the College's liability and for a determination that proper insurance protection is or will be in force.
- III. Noncredit Courses Offered Out-of-County
- A. Requests for approval of out-of-county courses conducted by Workforce Development/Continuing Education will be accompanied by a detailed income-cost analysis. Normally, out-of-county courses in this category will not be approved unless the additional costs incurred, to include College overhead, are covered by additional revenue.
  - B. The course will be offered only in response to a request from an outside agency; the College will not solicit out-of-county agencies for the purpose of offering its educational programs to them.
  - C. Requests will be generally considered only for courses previously offered by the College. If offering courses requested will so occupy the College staff as to be detrimental to its ability to perform its functions within Montgomery County without additional supplies or overtime, arrangements will be made by the Vice President for Workforce Development/Continuing Education to reimburse the appropriate expense account.
  - D. Charges to agencies requesting out-of-county courses will include an overhead administrative charge and will, therefore, exceed instructional costs.
  - E. The specific course(s) desired by the requesting agencies shall not be available from another public or private higher educational institution within the political subdivision in which the agency is located and with which the agency chooses to associate; the College should not place itself in competition with other educational institutions whose offices are in the same political subdivision as the requesting agency.
  - F. Additional non-budgeted costs, which accrue to the College by virtue of conducting courses or portions thereof in areas outside Montgomery County, must be covered by additional revenue.
  - G. Tentative fiscal, contractual, and other business arrangements will be developed with students and with vendors of required services. These arrangements will then be coordinated with appropriate sections of the College staff, incorporated into the draft proposal, and processed for final approval.

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- H. Prior to submission to the Executive Vice President, details of the out-of-county course will be submitted to the Director of Personnel Management for a determination as to whether adequate safeguards have been taken to protect the College's liability and for a determination that proper insurance protection is or will be in force.
- IV. Responsibilities
- A. For an out-of-county credit course offered to enrolled Montgomery College students, the Vice President for Workforce Development/Continuing Education or designee is responsible for assisting the sponsoring department/unit in insuring that the requirements as established above are met and in providing documentation thereof sufficient to enable the Executive Vice President and others involved appropriately to consider any proposal submitted for approval.
- B. For an out-of-county credit course offered in response to a request from out-of-county agencies or groups, the Vice President for Workforce Development/Continuing Education is responsible for insuring that the requirements as established above are met and in providing documentation thereof sufficient to enable the Executive Vice President and others involved appropriately to consider any proposal submitted for approval.
- C. For an out-of-county noncredit course, the Vice President for Workforce Development/Continuing Education is responsible for insuring that the requirements as established above are met and in providing documentation thereof sufficient to enable the Executive Vice President and others involved appropriately to consider any proposal submitted for approval.
- D. Prior approval of the Executive Vice President is required for the conduct of all out-of-county courses, or elements of courses, extending more than one day. He will process proposals to the President when required by the provisions above. The Executive Vice President, as may be necessary, will be responsible for notifying the accrediting agency, organized consortia of public institutions, or other agencies deemed appropriate in the geographic area, of the College's intent to conduct the specific course in the particular jurisdiction. The Executive Vice President is also responsible for obtaining appropriate approval from such agencies or consortia.

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Administrative Approval: July 26, 1976; January 26, 1979; April 9, 1979; March 16, 1981; January 8, 2003.