

COLLEGEWIDE POLICIES AND PROCEDURES: SUMMARY OF MODIFICATIONS, JULY 1, 2024 TO 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, 2024, and June 30, 2025. 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
75004	Freedom of Expression	12/09/2024	Adjusts language to emphasize that the College supports the community’s right to free expression and reference First Amendment. Adds language to clarify that regulations will be viewpoint neutral. Adjusts language to align with other policies referencing individual expression.
61003	Bank Services	03/17/2025	More details added in order to clearly state who is approved to open and close bank accounts in the College’s name and sign checks drawn on such accounts, as well as to specify that no one else may do so.

RETIRED POLICIES

Policy #	Title	Date Retired	Reason for retirement
32202	Temporary Adjunct Faculty Position	01/22/2025	No longer needed. This employee category is not configured in the current HRIS system which now allows for part-time faculty positions to be funded by the operating budget or by grants or other alternate funding, depending on the program without distinguishing it as a distinct position type. College regularly employs adjunct faculty and these are all by nature temporary positions.

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REVIEWED POLICIES (no changes)

Policy #	Title	Date Presented	Notes
31004	Political Activity	10/14/2024	Adopted in 1987 and clearly communicates the College’s commitment to supporting employee’s right to free expression of their political views while making it clear that when they do so it is as individuals and in their own personal time, not as representatives of the institution or during times they are expected to be performing College responsibilities. The policy is concise and remains accurate and relevant and no changes are recommended at this time.
31104	Political Activity – President, Designated Officials	10/14/2025	Adopted in 2001 to clarify that in consideration of the unique role that the President holds at the College, the liberal right to free expression of political views afforded other employees in 31004: Political Activity, is not appropriate for the activities of the President. The policy remains accurate and relevant and no changes are recommended at this time.

REVISED PROCEDURES

Procedure #	Title	Date Modified	Modifications
41001	Admission to Montgomery College	09/09/2024	Addition of section to clearly articulate information pertaining to the readmissions policy for compliance with DoD MOU. Additional edits to updates titles of office.
31004	Political Activity	10/09/2024	Define that political activity is referring to participation in political campaigns/support or opposition of parties or candidates. Prohibit use of college funds and resources to engage in political activity. State that political activity is as individual and not on behalf of the college.
68003	Gifts Acceptable to Montgomery College	11/07/2024	A 2016 modification moved details about process for accepting gifts from P&P to a MCF manual. Current modifications serve to specify the Foundation’s responsibility in ensuring manual is available and up-to-date. Additional

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			language allows for the rare circumstance of a direct gifts of personal property assuming approval.
43001	Student Financial Aid	12/2/2024	Addition of language to specify that the student loan Cohort Default Rate will be posted to the Financial Aid website in the event it exceeds the national average, needed for compliance with DoD MOU.
75004	Freedom of Expression	01/21/2025	Addition of Scope & Applicability section to specify general guidelines that apply to all expressive activities. Substantial modifications to (Demonstrations and Protests section to provide more specific and detailed guidance regarding time, place, and manner of demonstrations, distinguishing between internal and external users, requiring external users and larger groups of internal users to reserve space in advance, and prohibiting encampments, open flames, and loud amplified noise. Addition of section referring to when and where staked-yard signs generally, and political signs specifically, are permissible. Other edits throughout seek to improve clarity and readability.
61003	Bank Services	02/22/2025	Changes timing of the report of banking services from January annually to upon request from President or Board. Addition of monthly reconciliation of the ledger. Modification of language regarding approval process and timing of banking services.