

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](mailto:planning@montgomerycollege.edu).

### **REVISED POLICIES**

<b>Policy #</b>	<b>Title</b>	<b>Date Modified</b>	<b>Modifications</b>
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.
66001	Acceptable Use of Information Technology	04/21/2025	Modifications throughout the policy improve clarity and readability. Language that references other resources not covered by this policy has been removed. Additionally, new language clarifies that this policy and its associated procedures apply regardless of location.

### **RETIRED POLICIES** (associated procedures also retired)

<b>Policy #</b>	<b>Title</b>	<b>Date Retired</b>	<b>Reason for retirement</b>
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.
61006	Fixed Asset Management	04/21/2025	61006 and 61007 were written to comply with specific government accounting pronouncements, which are now outdated. The volume and value of College transactions have changed. The College has evolved how it approaches asset management, including the accounting and valuation of assets. Both were replaced by new 61010: Asset Management.
61007	Intangible Asset Management	04/21/2025	

**NEW POLICIES**

<b>Policy #</b>	<b>Title</b>	<b>Date Approved</b>	<b>Notes</b>
61010	Asset Management	04/21/2025	Replaces 61006 and 61007 this new policy better aligns with current operations, removes language referring to outdated regulations, and provides guiding principles for the College’s asset management using policy-level language to ensure resilience and adaptability to change.

**REVIEWED POLICIES (no changes)**

<b>Policy #</b>	<b>Title</b>	<b>Date Presented</b>	<b>Notes</b>
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**

<b>Procedure #</b>	<b>Title</b>	<b>Date Modified</b>	<b>Modifications</b>
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 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.
53001	Academic Regulations and Standards	03/12/2025	Modifications clarify the committee membership and voting guidelines, but remove process details of the committee work from the college procedure. Modifications

			also reconfirm that Academic Regulations will be updated once annually and this shall align with the Catalog and states that the regulations themselves as an appendix to the procedure, placing them instead into the Catalog.
66001	Acceptable Use of Information Technology	04/02/2025	Removes references to data backups, instead encouraging responsible use. The language allowing anyone to access Users' IT Resources without approval is deleted, and the language is modified to specify who should approve this access, which is required in all cases. Updates titles and improves clarity and readability.

**NEW PROCEDURES**

<b>Policy #</b>	<b>Title</b>	<b>Date Approved</b>	<b>Notes</b>
61010	Asset Management	04/02/2025	Replaces 61006 and 61007 this new policy better aligns with current operations, removes language referring to outdated regulations, and provides guiding principles for the College's asset management using policy-level language to ensure resilience and adaptability to change.