

Chapter: Educational Program

Modification No. 001Subject: **Philosophy, Purposes, and Program Commitments**

I. Philosophy

The vitality of American society and the advancement of its quality of life require the sustained development of the capacities and abilities of all persons in order that they may realize their individual goals and best contribute to the common welfare. Montgomery College was established and continues to be developed on the basis of this principle.

The College strives to offer an enriching and comprehensive personal learning experience to students, faculty, staff, and community. The national, international, and ethnic heritage of the community as reflected in the student body contributes to the learning experience, offering a unique opportunity for students to increase their interest in and appreciation of diverse cultures. Encouragement of such intercultural understanding enhances the ability to appreciate individual differences and to communicate ideas for solving local, national, and international problems.

The College, as an educational resource center, is committed to extend its services into the community and to lend assistance in the search for solutions to community problems. In providing these services, the College acknowledges its responsibility and desire to participate actively with public, private, civic, and governmental agencies.

II. Purposes

Montgomery College is a public, multicampus, comprehensive community College established and supported by Montgomery County and the State of Maryland for the primary purpose of providing appropriate and essential education and training beyond high school. The College's policies and purposes are intended to be consistent with its philosophy and with the relevant laws and regulations of the State of Maryland.

In keeping with its philosophy, Montgomery College has an obligation to:

- A. Maintain an excellent comprehensive educational program designed to meet the diverse and changing educational, social, economic, and cultural needs of the community.
- B. Maintain an open admissions policy which shall provide educational opportunities for all eligible citizens who desire to enroll, ranging from those with exceptional high school records to those who lack a high school diploma.
- C. Continue its commitment to an equal opportunity/affirmative action program. The College widely publicizes its programs and services and seeks out and encourages admittance of those whose background might otherwise have precluded development of a desire for self-improvement at the college level. The College assures equal opportunity to all in the admissions process, in student financial assistance, in other student services and procedures, and in employment, without regard to age, sex, race, color, handicap, religious belief, or national origin.

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- D. Require and facilitate high quality academic performance and rigorous intellectual discipline.
 - E. Provide student instructional and nonacademic services designed to assist students in their educational development, in their determination of realistic educational goals, and in their achievement of these goals.
 - F. Provide a favorable learning climate to meet the needs of a diverse student body by maintaining a close student-teacher relationship, individualized instruction, and above all, a faculty and administration mutually committed to provide quality instruction and continued improvement in teaching methods.
 - G. Build into the framework of College programs and curriculums: (1) A recognition that many problems and ideas are global in scope, and (2) an appreciation of the intercultural variances and richness within and beyond our own community.
 - H. Provide for professional growth opportunities for the College's faculty, administrators, and staff.
 - I. Continually review the College's programs and services in order to provide high quality education in the most effective and economical manner.

Through the implementation of these policies, Montgomery College endeavors to provide an educational environment for each student to:

- A. Accurately and open-mindedly appraise people, goals, abilities, achievements, values, and behavior and to make decisions and base his/her conduct on such appraisals.
- B. Expand knowledge, understanding, and appreciation of the world.
- C. Develop the skills and basic intellectual qualities required for productive participation in further higher education experiences, continuing education, work with occupational proficiency, and to enjoy life as a mature person.
- D. Develop social responsibilities and leadership characteristics and to learn the economic, political, and social frameworks of our county, state and nation in order to establish a firm foundation for effective participation in a democratic society.

III. Program Commitments

Consistent with its philosophy, policies, and purposes, Montgomery College offers a high quality educational program which includes:

- A. Curricula preparing students for transfer to upper-division degree studies at universities and other colleges.
- B. Technical and semiprofessional curricula for students wishing to prepare for immediate employment.
- C. A broad-based general educational curriculum upon which students with undecided objectives can build.

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- D. Credit and noncredit courses which may be utilized for enhancing employment, reemployment, retraining, and exploring interests in various professional and semiprofessional fields.
 - E. A community services program which extends the resources of the College into the community.
 - F. Forums, lectures, short courses, concerts, dramatic productions, art exhibits, athletics, and other activities, the purpose of which is to add balance to the total instructional program of the College.
 - G. Academically and also vocationally oriented counseling services.
 - H. A program designed to identify and help remedy students' academic deficiencies.
 - I. An early placement program for qualified high school seniors wishing to supplement their secondary school courses and/or accelerate their college studies.
 - J. An honors program for students of outstanding ability.
 - K. An extensive summer program for students enrolled at the College, for undergraduates from other institutions, and for high school graduates who wish to begin their college studies.

In all of the above programs and services, aimed at the development of the intellectual and cultural interests of its students, the College strives to be a vital multicampus, educational and cultural center of the community.

Board Approval: June 26, 1978.

Chapter: Educational Program

Modification No. 003Subject: **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.

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

Chapter: Educational Program

Modification No. 005

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

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,

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.

- 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.

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

Chapter: Educational Program

Modification No. 003

Subject: **College Out-of-County, Non-instructionally Related Activities**

- I. Some non-instructionally related student activities of the College may involve out-of-county travel. This section applies to out-of-county travel by student groups not provided for in Board policy pertaining to College out-of-county Instruction. Also excepted are Workforce Development/Continuing Education activities and students or student groups officially representing the College (i.e., student government officers attending authorized conventions or workshops, or athletic teams).
- II. The following limitations apply:
 - A. Activities may not be scheduled when or where there are abnormal hazards to health or safety;
 - B. Activities may not be scheduled when or where needed insurance protection is not available;
 - C. Activities may not be scheduled when or where applicable agencies in the local jurisdictions object;
 - D. Activities outside the territorial United States of America may be conducted only with the approval of the President of the College.
- III. Participation in out-of-county, non-instructionally related College activities under this section is restricted to students officially enrolled in credit courses conducted by Montgomery College at the time the activity is scheduled and their bona fide guests. If the activity is scheduled between the fall and spring semesters (during the winter break), participants must have been enrolled in credit courses during the fall semester.
- IV. Approval authority for College out-of-county, non-instructionally related activities is delegated to the College President and his/her designee.
- V. The College President is authorized to establish procedures to implement this policy.

Board Approval: March 17, 1981; April 21, 1986; January 8, 2003.

Chapter: Educational Program

Modification No. 002

Subject: **College Out-of-County, Non-instructionally Related Activities**

These procedures apply to all College out-of-county, non-instructionally related activities that involve the presence of students outside of Montgomery County not elsewhere provided for in the policies and procedures of the College or specifically excepted.

- I. All requests for the conduct of an out-of-county activity shall be made in writing to the campus vice president/provost who is delegated the approval authority for such activities except as specified by Board policy. Approvals are to be in writing.
- II. Prior to granting approval to conduct an out-of-county activity, the campus vice president/provost shall determine that there is appropriate insurance coverage; that adequate supervision is provided; that transportation and living arrangements are as clean and safe as possible; that emergency procedures (including health, safety and communications) are or will be established and coordinated as necessary with knowledgeable persons or agencies in the area where the activity is to be conducted; that all other provisions of Board of Trustees policy and approved procedures are met; that all financial arrangements are adequately and properly made; and that any other appropriate provisions are made that may be necessary or desirous in the judgment of the vice president/provost.
- III. In developing requests for the conduct of out-of-county activities that are subject to this section, the sponsor of the activity should use as a partial checklist an appropriate adaptation of those items shown in the policies and procedures regarding "Out-of-County Instruction."
- IV. All costs for these activities shall be the responsibility of the participants, whether group or personal costs. Under no circumstances shall there be any borrowing of funds from the College or by an employee, student, club, or agent of the College to finance the activity.
- V. Activities which involve an absence from the County in excess of five (5) days shall be jointly approved by the campus vice president/provost and the Executive Vice President for Academic and Student Services.

Administrative Approval: March 16, 1981; January 8, 2003.

Chapter: Educational Program

Modification No. 001

Subject: **Field Trips**

- I. Field trips are an important component of educational process. They can significantly enhance course content by providing experiential learning and information that is difficult to convey in a classroom setting. It is important to the educational mission of the College that field trips be planned in ways that maximize student learning and participation and minimize risk and disruption with other scheduled College activities.
- II. For the purposes of this policy, a field trip is defined as an educational off-campus excursion that is part of a credit-bearing or non-credit course and is indicated on the course syllabus. Field trips do not include, for instance, internships, study abroad, service learning assignments for individual students, on-campus activities, or trips organized by co-curricular groups.
- III. It is the policy of the Board of Trustees that students must be given prior notice that their class includes field trips and that participation is limited to students enrolled in Montgomery College as well as authorized faculty and staff.
- IV. Field trips are College sponsored events and, as such, all relevant College policies and procedures, state, and federal laws apply to trip participants. All participants are individually responsible for their personal conduct while on field trips.
- V. Individuals participating in field trips do so at their own risk. Participants who violate College policies and procedures while on the field trip may be subject to appropriate disciplinary action.
- VI. The following limitations apply:
 - A. Field trips may not be scheduled when or where there are abnormal hazards to health or safety;
 - B. Field trips involving minors are subject to the provisions of the Protection of Minors policy;
 - C. Field trips outside the territorial United States of America may be conducted only with the approval of the President.
- VII. The President is authorized to establish procedures necessary to implement this policy.

Board approval: January 24, 2018

Chapter: Educational Program

Modification No. 003

Subject: **Field Trips**

I. Definitions

- A. "Field Trip" means an educational off-campus excursion that is part of a credit-bearing or noncredit course and is indicated in the course notes and/or on the course syllabus. Field trips may be organized (i.e., specific time, place, and travel) or informal (i.e., specific place but flexible time or travel). Field trips do not include, for instance, internships, study abroad, service learning assignments for individual students, on-campus activities, or trips organized by co-curricular groups.
- B. "Field Trip Participants" means Montgomery College faculty, staff, and students enrolled in the course. Other Montgomery College faculty staff and students may participate with the permission of the trip director, but they do so at their own risk and also subject to the procedures below.
- C. "Students" means part-time or full-time students enrolled at Montgomery College.
- D. "Trip Director" means the College employee designated to be in charge of a field trip.

II. Field Trip Procedures

General Responsibilities

- 1. The trip director must take reasonable steps to ensure compliance with this and other college policy and procedures, including the submission of any necessary forms, while planning, preparing for, and conducting a field trip.
- 2. All participants are responsible for their conduct while on the field trip.
- 3. No alcoholic beverages shall be transported or consumed in any vehicle (private, rented, or leased) at any time or consumed during the course of the field trip.
- 4. No narcotics, illegal drugs, or other controlled substances may be in the possession of, or used by, any person engaged in the field trip absent a valid medical prescription.
- 5. Under extenuating circumstances, the College may decide that it is not in the student's or the College's best interest for the student to participate in a field trip. Under those circumstances, the student will be given an opportunity to complete an alternative activity.

A. Instructor Responsibilities

Instructors wishing to conduct a field trip must follow these steps:

1. Obtain Approval from the Appropriate Dean

Typically, all field trips that are a course requirement and/or will require the use of departmental funds must be approved by the appropriate instructional dean prior to the start of the term in which the field trip is scheduled. Field trips which are not part of a course requirement must be approved by the appropriate instructional dean at least five (5) working days prior to the field trip. Exceptions will be granted in rare and unusual circumstances.

2. Provide Notice to Students

All field trips must be clearly identified as such:

- a. in the course notes
- b. on the course syllabus with general information about date, time, locations, means of transportation, and any fees for which the student is responsible.

If an unforeseen field trip opportunity arises later in the term, as soon as possible the faculty member should discuss it with the class. In that case, such a trip is voluntary and cannot be a course requirement.

3. Provide Accommodations

- a. Field trips must reasonably accommodate students with disabilities. Faculty members are encouraged to consult with students requiring accommodations. In the event that Disability Support Services determines that a reasonable accommodation is not feasible, students must be given the opportunity to complete an alternative activity.
- b. Students who cannot participate in field trips due to financial hardship, work, family, or religious obligations should be given an opportunity to complete an alternative activity.

4. Submit Trip Details

The trip director must submit trip details to the appropriate department chair or WD&CE coordinator at least ten (10) working days before the trip. Trip details include, but may not be limited to:

- a. the course name and CRN
- b. the names of the trip director and any other College employees on the trip
- c. the day and time of the trip
- d. the cost and method of funding the trip, if applicable
- e. the method of transportation
- f. a roster of the names of all participating students

5. Provide Notice of Absence

Upon request, the instructor will provide students with a notice of

absence. This notification implies excused absence from other classes granting the student the privilege of making up missed work.

6. Obtain Liability Waivers

The trip director must:

- a. provide all participants with a general liability waiver that must be completed prior to the trip
- b. collect and submit all liability waiver to the appropriate department chair or WD&CE coordinator prior to the trip

7. Obtain Other Approvals as Necessary

A contract may be required for the use of facilities or the procurement of other goods or services. Contracts must be reviewed and signed by the appropriate account manager.

C. Student Responsibilities

1. Notify Trip Director of Accommodation Needs

- a. Students must notify the instructor in advance of the field trip of any documented disability on file with Disability Support Services. In the event that Disability Support Services determines that a reasonable accommodation is not feasible, the student will be given an opportunity to complete an alternative activity.
- b. Students who cannot participate in field trips due to financial hardship, work, family, or religious obligations should discuss the matter with the instructor. Students may be given an opportunity to complete an alternative activity.

2. Complete and Submit Required Forms

Students are expected to complete and submit any required forms prior to participating in a field trip.

3. Request Notice of Absence

If a field trip will cause a student to miss a class, the student must request that the instructor provide the student with documentation that the student can show to other instructors. Students with proper documentation of an approved field trip have the opportunity to make up any missed work.

4. Comply with Field Trip Details

- a. Field trips typically begin and end on campus. Some regional field trips may begin or end in designated commuter areas. Students are strongly discouraged from joining or leaving the field trip at any other time.

- b. Any fees associated with the field trip not covered by the College are the responsibility of the student.

5. Abide by the Student Code of Conduct

Students participating in a field trip are expected to conform to the Student Code of Conduct.

D. Transportation and Use of Vehicles

Trip directors are encouraged to use these transportation options in the following order:

1. Public transportation is the preferred method of transport. Field trips should begin and end at designated public transit locations.
2. A limited number of college-owned 7-passenger vans are available only for in-state field trips. Requests and use of college-owned vehicles are governed by Policy and Procedure 79001-Use of College-Owned Vehicles. Drivers of college-owned vehicles must pass a driver's license check pursuant to Policy and Procedure 32101-Employment Practices.
3. When appropriate, and subject to available budget, chartered buses or rented vehicles can also be used for transportation on a field trip. The appropriate department may rent or lease from a College-contracted rental agency. Drivers of rented vehicles must be employed by the College, pass a driver's license check, and be at least 25 years of age. Insurance and damage waivers are required when renting a vehicle or chartering transportation from a third party.
4. Students may drive themselves to and from the designated field trip area when appropriate and when other means of transportation are unavailable. Students using their own vehicles do so at their own risk and assume liability.
5. If none of the above transportation options are available, an employee may use their own personal vehicle under the following circumstances:
 - a. The field trip has been properly approved;
 - b. The driver passes a driver's license check conducted by HRSTM;
 - c. The driver attests to HRSTM that their personal vehicle is safe and that they have automobile liability insurance coverage; and
 - d. The employee submits a mileage reimbursement.

In the case of an accident within the state of Maryland, the driver's personal automobile liability insurance will respond first to any claim. The owner is responsible for any deductible amounts under their personal policy for damages to their vehicle. In the absence of malice or gross negligence and within the parameters of the Maryland Local Government Tort Claims Act, the Montgomery County Self Insurance Program may act as excess coverage over the personal coverage. The County's Self Insurance Program may provide secondary insurance coverage, but only

for trips within the state of Maryland.

6. Drivers of College owned, rented, or leased vehicles must comply with the Use of College Vehicles policy and procedure.
7. Any traffic or parking violations are the sole responsibility of the operator of the vehicle.

E. Reporting Accidents

In the event of an accident, regardless of the means of transportation used on the field trip, the trip director will submit a detailed report within 24 hours of the accident with details of the circumstances, for insurance purposes, to Public Safety. Public Safety will create an MC Incident Report which will be forwarded to the Vice President for Facilities and Security with copies to the Chief Human Resources Officer and the trip director's appropriate supervisory administrator.

F. Sanctions

1. Violations of the Field Trips policy and procedures may be the basis for appropriate sanctions, including disciplinary action under applicable provisions of the College's policies and procedures, Student Code of Conduct, or collective bargaining agreements.
2. While engaged in the field trip, the trip director may enforce the provisions of this policy and procedure by withdrawal or limitation of privileges, or by excluding the person(s) from further participation and arranging to return the offender to the campus or convey the offender to the nearest point of public transportation for return to campus. The cost of such return transportation is a proper charge against College funds, but the College reserves the right to obtain reimbursement from the offender.

Administrative Approval: June 3, 1982; January 10, 2003; February 13, 2018.

Chapter: Educational Program

Modification No. 011

Subject: **Curriculum and Course Proposals**

I. Purpose

The purpose of this procedure is to set forth a mechanism for faculty representatives and campus academic administrators to advise the Senior Vice President for Academic Affairs on curriculum matters. The procedure also provides the operational process for reviewing and processing curriculum and course proposals.

II. Curriculum Committee

A. This committee is a standing committee of the Faculty Council. The function of this committee is to advise the Senior Vice President for Academic Affairs with respect to curriculum matters and to oversee initiation, design, development, modification, and discontinuance of courses and programs to be offered by Montgomery College. In fulfilling this function, the committee will have the final review with respect to course, program, and curriculum content and objectives. From time to time, the Senior Vice President for Academic Affairs will ask the committee to undertake other specific assignments in these areas. The committee may also request that the Senior Vice President for Academic Affairs make a specific assignment. The committee reports to the Faculty Council for informational purposes and to the Senior Vice President for Academic Affairs for approval purposes.

B. The Committee consists of the following voting members¹:

1. 11 voting faculty members, representing the following:
 - a. Two from each of the Vice-President and Provosts' Collegewide areas.
 - b. Three at large faculty members
2. Four instructional deans appointed annually by the Vice President and Provosts.
3. Two department chairs nominated by the Chairs Committee and approved by Faculty Council

C. Non-voting resource members of the Committee will include:

1. one student systems specialist
2. a registrar
3. one representative from MC Libraries
4. one transfer articulation representative
5. one Counseling faculty representative
6. one liaison representative from the General Education Committee, either

¹ The new committee structure will be implemented on a rolling basis as current committee membership terms expire and new appointments are made.

- the chair or the chair's designee
- 7. one representative from WD&CE
- 8. at least four Curriculum Advisory Persons (CAPs); two from Rockville, one from Germantown, and one from Takoma Park/Silver Spring
- 9. one resource member of the Collegewide Assessment Team
- 10. one financial aid specialist
- 11. other resource members as the Committee sees fit to appoint.

- D. The committee selects its own chair and such other officer(s) as it chooses. The chair will serve one-year terms. The chair must be a current voting faculty member of the committee. The committee will seek a chair elect to serve a year term before the current chair's declared or term limited final year of service.
- E. The committee will meet at the call of the chairperson, or at the request of the Senior Vice President for Academic Affairs as appropriate. A schedule of meetings will be announced at the beginning of each semester.
- F. Faculty members serve staggered three-year terms with a limit of two consecutive terms. At the end of the spring semester, the SVPAA's office will be notified by Faculty Council and the Committee of any new appointments. One faculty voting member will be designated annually as liaison to the General Education Standing Committee and will serve as a resource member for that committee.

III. Procedure

A. Creation of Curriculum and/or Courses

- 1. Proposals for creation of curricula and/or courses may be sponsored by a full-time faculty member or academic administrator and forwarded through approved campus procedures to the Curriculum Committee.
- 2. The chair will ensure that copies of the proposals are forwarded to each committee member in a timely manner.
- 3. Proposals for approved exploratory courses will be furnished to the Curriculum Committee for information purposes.

B. Revisions to Curriculum and/or Courses

- 1. Proposals for revisions to existing courses and/or curricula may be sponsored by a full-time faculty member or academic administrator and forwarded through approved campus procedures to the Collegewide Curriculum Committee.
- 2. The chair will ensure proposals are forwarded to each committee member in a timely manner.

C. Deletion or Suspension of Curriculum and/or Courses

- 1. Proposals for deletion or suspension of a curriculum and/or course may be sponsored by a full-time faculty member or academic administrator and forwarded through the approved campus procedures to the

Collegewide Curriculum Committee.

2. The chair will ensure that all proposals for course and/or curriculum suspension or deletion are forwarded to each committee member in a timely manner.

D. Committee Action and Disposition of Proposals

1. All proposals submitted to the committee will be recorded in the minutes of each meeting with recommendations noted and then forwarded to the Senior Vice President for Academic Affairs, the Senior Vice President for Student Affairs (for STSU courses), and to the Board of Trustees and MHEC, when appropriate.
2. Senior Vice President for Academic Affairs or designee will inform the committee of the decision on its recommendations in a reasonable period of time. If the Senior Vice President for Academic Affairs does not accept the written recommendations of the committee, he/she will provide the committee with written indication of the reason for not accepting the recommendation. The Senior Vice President for Academic Affairs will notify the originator of the proposal of the decision with a copy to the respective instructional dean.
3. Actions approved by the Senior Vice President for Academic Affairs will be returned to the proposer, CAP, Dean and to the representative of the Office of Enrollment Services and announced and implemented.

E. Additional Activities

The Senior Vice President for Academic Affairs may request advice from the committee on other collegewide course curriculum concerns.

F. Staff Support

The Senior Vice President for Academic Affairs will provide staff support to aid in the administration and implementation of committee functions and responsibilities.

Administrative Approval: June 23, 1983; May 10, 1990; June 11, 1991; March 8, 1999; December 17, 2002; June 5, 2008; August 13, 2010; September 12, 2013; July 18, 2016; June 28, 2018; May 27, 2020

Chapter: Educational Program

Modification No. 001

Subject: **Exploratory Courses**

- I. The purpose of exploratory courses is to provide faculty and students an opportunity to experiment with ideas and to explore areas of knowledge and new instructional techniques of particular interest or benefit to them. Exploratory courses may be related to one academic discipline or be interdisciplinary in content and may involve current or special interest topics. They are introduced initially on a trial or pilot basis. Exploratory courses meet the same instructional standards as all other courses.
- II. The President is authorized to establish procedures to provide for the offering of exploratory courses.

Board Approval: February 20, 1984.

Chapter: Educational Program

Modification No. 005

Subject: **Exploratory Courses**

- I. The exploratory course process is intended for the offering of a new course. An exploratory course proposal will be processed through the procedures established by the College Curriculum Committee. The Senior Vice President for Academic Affairs has the final responsibility for approval and for transmitting appropriate course information for inclusion in the master course file to the Office of Admissions & Enrollment Management.
- II. Proposals to revise existing courses are not to be construed as meeting the definition of exploratory courses. Course and program revisions are to be processed through regular curriculum procedures.
- III. An exploratory course proposer is encouraged to communicate with faculty in the same discipline (or other interested faculty) on the other campuses early in the process of developing the exploratory course proposal. The approved proposal must be sent to the other campuses for information. This requirement is the dean's responsibility.
- IV. An exploratory course may be taught a maximum of three times over a period of time not to exceed three years. The outcome of the course will be examined by the appropriate campus discipline faculty and the responsible instructional dean at the end of the first offering and likewise at the end of the second offering to determine whether it should be taught again. Each course will be subject to evaluation by the appropriate discipline faculty and the responsible instructional dean prior to being submitted through the regular curriculum process for approval and listing in the catalog. While the course is in the regular curriculum process, it may be offered two additional times within the next academic year. If, in the process of College review and approval the proposal is disapproved, the course will no longer be offered.

Administrative Approval: February 20, 1984; May 16, 1991; December 17, 2002; August 13, 2010; October 5, 2012.

Chapter: Educational Program

Modification No. 002

Subject: **Honors Program**

I. Objectives

- A. Montgomery College will provide conditions, circumstances, materials, and inspiration which allow the gifted student to achieve maximum intellectual growth.
- B. The honors program will be considered not only in terms of its benefits to the student body, but also in terms of the positive benefits it will provide for faculty members.
- C. The honors program will extend the reach of the College; it will attract students in the County who might not come here were there not an honors program as well as enhance the overall image of the College in its constituent community.
- D. The honors program will assist honors students to have a sense of community; it will foster each honors student's sense of achievement and membership in the College community.

II. Admissions Criteria

- A. To be admitted to the College's honors program, a student may apply to any one of the three campuses at which he or she desires to take honors courses. Qualified high school seniors, transfer students from other institutions of higher education, returning students, and students already enrolled at Montgomery College, each normally with a cumulative average of 3.4 or above, will be eligible for acceptance into the honors program.
- B. A campus admissions committee will meet with each applicant. While the admissions requirement is a cumulative average of 3.4 or above, a student with less than a 3.4 who has demonstrated sustained interest, persistence, or personal achievement as evidenced by recommendations and/or other evidence of motivation and ability may apply for and be admitted to the honors program.
- C. Application forms for the honors program are available at the office of the dean of student development on each campus. Completed registration forms and other supportive documents must be submitted no later than three weeks prior to the beginning of the semester for which the student is applying for admission to the honors program.

III. Academic Program Requirements

- A. The honors program will require that a student complete 10-12 credit hours of honors courses at Montgomery College. Four to six of these credit hours must be from coordinating or "thread" courses which are designed to provide the superior student a challenging insight into: Fundamental Concepts of Culture and History; Natural Sciences and Mathematics; Literature and the Arts; Behavioral and Social Sciences.

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- B. The thread courses can be one, two, or three credit hours. All one credit hour thread courses will be included within one of the areas listed above. The two- or three credit hour thread courses will fall under two or more of the above areas and will be designed as interdisciplinary courses.

Administrative Approval: November 2, 1984; October 13, 1994.

Chapter: Educational Program

Modification No. 002

Subject: **Advisory Committees For Career Curricula Areas**

- I. Although final curriculum decisions remain a College responsibility, the advice and guidance of a career curriculum advisory committee is an important aspect of curriculum planning and development. In broad terms, the committees help the College maintain an awareness of the changing educational needs of a highly literate, technological, and industrial society. More specifically, they assist the College in:
 - A. Gathering information with regard to community needs, interests, and resources as they relate to the need for a new career curriculum or the development and operation of an established curriculum.
 - B. Assuring the relevance of a College curriculum to the employment needs in a particular career field.
 - C. Establishing communication among the College, the community, and employers in an effort to work together toward common educational goals.
- II. The Board of Trustees establishes all advisory committees for career curricula. Each career curriculum offered by the College is normally represented by a committee but, in some instances, a single committee is established for two or more related program areas. Committees are usually established during the time a curriculum is being developed and before its formal approval by the Board of Trustees.
- III. The Board of Trustees appoints and reappoints, as appropriate, all members of career curriculum advisory committees. Members serve voluntarily without monetary compensation and function in an advisory capacity. Members are appointed to three year terms, except that initial appointments to new committees shall be made for one, two, and three years to ensure continuity of membership. Members may be reappointed.
- IV. The President is authorized to develop procedures to implement this policy.

Board Approval: April 7, 1975; October 17, 1983.

Chapter: Educational Program

Modification No. 003

Subject: **Advisory Committees For Career Curricula Areas**

I. Establishment of Advisory Committees for Career Curricula

- A. Career curriculum advisory committees will represent broad areas of related programs, except in those curricula areas that require more specialized advice for professional accreditation. Each committee is encouraged to meet at least twice each year.
- B. Committees representing broad areas of related programs shall be composed of twelve to fifteen members; those representing a specialized program shall be composed of 6-10 members.
- C. Committee members shall be selected from the general public, and from appropriate organizations in the community and industry. They shall reflect appropriate levels of experience and expertise within the related field. Each member shall have demonstrated competence or interest in the special area being served and shall be committed to the community college concept of furthering career education in the community.
- D. Each campus vice president/provost shall appoint an instructional dean or appropriate faculty member to serve on each advisory committee, except on those specialized committees where representation will be required only from the campus(es) offering the program.
- E. A preliminary list of names for membership is prepared by the appropriate instructional dean(s) after conferring with appropriate faculty members and campus administrators. Names may be recommended to the instructional dean by any member of the College or community.
- F. The instructional dean(s) shall discuss the nature of the advisory committee service with each prospective committee member and will determine if the individual is willing to serve. The list of names of candidates is submitted via the responsible vice president/provost to the President, who in turn recommends the candidates for appointment by the Board of Trustees.
- G. An appointment certificate, prepared by the Director of Communications and signed by the President, and a letter from the President with a copy of the Board's resolution, are sent to each new committee member after Board action.
- H. In accordance with Board policy, these procedures also apply to the establishment and administration of the General Education Advisory Committee.

II. Administrative and Operational Responsibilities

- A. The vice presidents/provosts, on a rotating basis, shall designate a coordinator who shall be responsible and accountable to the President for the overall operation of the career curriculum advisory committee system. The coordinating vice president/provost will recommend to the President the establishment of

career curriculum advisory committees and designate the programs to be included in the responsibilities of each committee.

- B. The coordinating vice president/provost will designate a vice president/provost who will have the administrative responsibility for the operation of the committees under his/her jurisdiction, nominations for membership, and annual assessments of committee activities.
- C. The responsible vice president/provost will appoint an instructional dean or faculty member who will be designated as the secretary of that committee.
- D. The secretary of each committee shall be responsible for the following:
 - 1. Establishing meeting dates for the committee. Each committee is encouraged to meet at least twice each year.
 - 2. Developing, with the committee, a list of duties and responsibilities specific to the particular programs.
 - 3. Preparing the agendas for all meetings and sending copies, along with notices of meetings, to all committee members and the Director of Communications.
 - 4. Arranging for taking of minutes, maintaining a current file of minutes and other records of the committee and supplying copies of the minutes and records to the responsible provost.
 - 5. Preparing the annual report of the committee for submittal to the responsible provost.
 - 6. Maintaining an accurate roster of committee members and recommending replacements when necessary.
 - 7. Furnishing required information to the responsible provost for purposes of College reporting to State and federal agencies, as may be required.

III. Committee Responsibilities

The specific responsibilities of a committee can be expected to change as the career program evolves from a developmental stage to an operational one. During the early stages of development, efforts may focus on information gathering and analysis and/or initial curriculum development. As the program is established, attention may shift to student and personnel recruitment, liaison with employers, and/or program evaluation. Some of the specific activities which the committee may become involved in are as follows:

- A. Review and recommend changes to the curriculum.
- B. Participate in program evaluation.
- C. Assist in student recruitment.
- D. Identify scholarship opportunities for students.

- E. Assist in placing students and graduates in employment opportunities.
- F. Identify unique curriculum needs, such as specialized equipment and supplies.
- G. Serve as liaison to employers and to appropriate industry/professional organizations.
- H. Assist in identifying full-time and part-time instructional staff.
- I. Assist in identifying cooperative training opportunities.
- J. Promote a positive awareness of the program in the community.
- K. Help to arrange field trips.
- L. Suggest speakers for classes and meetings.

Administrative Approval: October 18, 1983; October 10, 1989; December 17, 2002.

Chapter: Educational Program

Modification No. 014Subject: **Academic Regulations and Standards**

I. Purpose

The purpose of this procedure is to set forth a mechanism for initiating, modifying, evaluating, and approving College academic regulations and standards, which include standards of student academic progress and grading standards and procedures. The procedure also provides an outline of the operational process to enable faculty representatives and campus academic administrators to advise the Senior Vice President for Academic Affairs/College Provost with respect to College academic regulations and standards.

II. College Committee on Academic Regulations and Standards

A. This committee is a standing committee of the Faculty Council and members are appointed by majority vote of the current committee members and are approved by majority vote of Faculty Council.

B. The functions of the Committee are:

1. to review, evaluate, and recommend updates to College academic regulations;
2. to inform College administrators responsible for implementation and the College community when revisions, deletions and additions to the academic regulations are approved by the Senior Vice President for Academic Affairs/College Provost;
3. to conduct special, in-depth analyses of aspects of the College's academic regulations; and
4. to advise the Senior Vice President for Academic Affairs/College Provost with respect to College academic regulations and standards.

From time to time the Senior Vice President for Academic Affairs/College Provost will ask the Committee to undertake other specific assignments in these areas. The Committee may also request that the Senior Vice President for Academic Affairs/College Provost make a specific assignment.

C. The Committee consists of representation from both Academic Affairs and Student Affairs divisions:

1. Voting Members

a. 9 full-time faculty members, apportioned as follows:

- i. 6 instructional faculty,
- ii. 3 counseling faculty,

When appointing faculty members to the committee, every effort shall be made to consider diverse representation based on criteria including, but not limited to, location, modality, and discipline,

b. Two instructional deans and one dean of student affairs, recommended by the Collegewide Deans group.

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Subject: **Academic Regulations and Standards**

2. Non-voting members

Three non-voting administrative members who should be representatives from Financial Aid, the Registrar's Office, and Office of Communications.

- D. Committee members serve staggered two-year terms. Each member may serve up to two terms, which may or may not be served concurrently.
- E. The Committee selects its own chair, who is a full-time faculty member.
 - 1. The chair may be a returning or new non-voting member of the committee.
 - 2. The chair is elected by the committee for a two-year term and may serve up to two terms as chair.
 - 3. The chair does not vote on academic regulations unless a tie-breaker vote is needed.
 - 4. The chair is automatically appointed as a voting member of Faculty Council.
- F. Considering that the membership of the Academic Regulations and Standards Committee functions in a representative fashion in its advisory role to the Senior Vice President for Academic Affairs/College Provost, it is expected that all members will keep their constituencies informed on Committee work and seek formal constituency input as appropriate.

III. General Procedures for Modification of Regulations

- A. Proposed changes to the College Academic Regulations may be recommended at any time by any member of the College community by forwarding the recommendation, in writing, to the chair of the Committee.
- B. In all possible cases, changes to the academic regulations take effect at the start of an academic year. To be included in the regulations taking effect at the start of an academic year, proposed changes must be fully approved by March 1 of that year. Regulations will be clearly labelled with the academic year to which they apply and will remain in effect until the update at the start of the next academic year.
- C. Editorial and administrative changes to the academic regulations are reviewed by the committee and approved by the Senior Vice President for Academic Affairs/College Provost without further consultation with Faculty Council or other constituents.
- D. Substantive content changes, including any modifications, deletions and additions, to the academic regulations are considered via the following process:
 - 1. The committee works to create and/or modify the academic regulation(s) under consideration.
 - 2. The committee votes by simple majority rule on the proposed modification(s). A quorum of 50% +1 of voting members is required to hold a vote.
 - 3. The draft modification(s) are presented to Faculty Council who vote on whether to

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accept it as presented or to request further modification by the committee.

4. Modification(s) approved by both the committee and then Faculty Council are forwarded to the Senior Vice President for Academic Affairs/College Provost for review.
- E. In cases of federal, state, and local laws, procedures, rules and regulations requiring immediate action by the College, the Senior Vice President for Academic Affairs/College Provost may approve substantive modifications without further consultation and inform the Committee of such action.
- F. In all cases, the final academic approval authority for revisions, deletions and additions to the academic regulations resides with the Senior Vice President for Academic Affairs/College Provost.
- G. The College reserves the right to suspend regulations or amend them outside of the timeline and process specified in III.D above if it is in the best interest of students in emergency situations or in order to comply with accreditation standards or federal, state, or local laws or regulations.

IV. Academic Regulations Applicability

- A. Students shall follow the Academic Regulations aligned with the Catalog in place at the time of their matriculation. If a regulation has been modified since their matriculation, they may choose to follow that instead.
- B. Seven years of academic regulations will be available on the College's website, and older regulations will be maintained by the Office of Academic Affairs.

Administrative Approval: June 20, 1983; July 16, 1986; June 6, 1990; March 5, 1999; December 17, 2002; June 18, 2008; August 13, 2010; July 11, 2012; November 5, 2012; June 24, 2013; July 2, 2013 (Administrative correction); October 16, 2014; February 24, 2016; March 12, 2025.

Chapter: Educational Program

Modification No. 004

Subject: **Workforce Development & Continuing Education Program**

- I. The Workforce Development & Continuing Education programs include the administration of off-campus credit courses for business, nonprofit, and governmental agencies and the development and administration of all noncredit offerings.
- II. Credit courses and programs offered through Workforce Development & Continuing Education are subject to the same academic standards, policies, and procedures as are campus-based credit courses and programs.
- III. The noncredit program includes courses, activities, and programs of a postsecondary nature which are of various lengths and formats and are responsive to community needs.
- IV. The primary area of service will be Montgomery County. However, in accordance with Board policy, the County community may also be served by conducting some programs at out-of-county locations.
- V. The Vice President for Workforce Development & Continuing Education is responsible and accountable to the President for the management of all programs offered through the Workforce Development & Continuing Education unit.
- VI. In order to facilitate the development and offering of a wide variety of continuing education programs, the College President or designee is authorized, within the authority of pertinent Board policies:
 - A. To establish a separate, continuing, revolving fund and budget that will be used to support the budgets adopted by the Board of Trustees for the support of the College's Workforce Development & Continuing Education program. This fund shall be for the receipt and expenditure of tuition, fees, special charges, state aid, grants, and other revenue necessary to conduct a continuing education program.
 - B. So that the Workforce Development & Continuing Education program is self-supporting, to establish the tuition and fees to be charged by those who enroll or otherwise participate in the various noncredit continuing education offerings.
 - C. To establish a salary schedule for noncredit instructional faculty that operates within the guidelines necessary for the support of the programs and activities sponsored by Workforce Development & Continuing Education.
- VII. All Workforce Development & Continuing Education programs will be conducted and financed in accordance with applicable State laws and regulations and in compliance with the policies and procedures of the College.
- VIII. The President is authorized to establish procedures to implement this policy.

Board Approval: April 21, 1986; July 17, 1989, effective July 1, 1989; September 22, 2009; May 16, 2016.

Chapter: Educational ProgramModification No. 005Subject: **Workforce Development & Continuing Education**

I. General

- A. The President has supervisory responsibility for the Workforce Development & Continuing Education programs. The Vice President for Workforce Development & Continuing Education directly manages the continuing education programs in conformity with the established College policies and procedures.
- B. The Vice President for Workforce Development & Continuing Education shall establish an office manual which describes the internal operation of the unit.
- C. Full-time and part-time administrative, support and associate staff, and faculty assigned to Workforce Development & Continuing Education are subject to the same College personnel policies and procedures as other College personnel, except that the continuance of all positions within the Unit is contingent upon the collection of sufficient revenues from continuing education activities to provide the financial support necessary to continue the positions.
- D. Registration and student record keeping for all Workforce Development & Continuing Education programs are administered by the Director of Enrollment Services/College Registrar.
- E. Off-campus educational centers are facilities used by Workforce Development & Continuing Education in the execution of its program responsibilities. These facilities may be leased sites, semi-permanent sites for the program, available through government agencies or business enterprises, or they may be incidental transient locations used infrequently for specialized purposes in the execution of a particular program. Off-campus sites, required to satisfy the needs of the program, may be established anywhere within the County and at out-of-county locations selected in accordance with Board policy pertaining to College out-of-county locations.
- F. Service to the community is the responsibility of the total College and not just that of Workforce Development & Continuing Education. Accordingly, it is to be expected that community service activities which do not generate income may be organized on a campus and not involve Workforce Development & Continuing Education. Such services may also be organized by Workforce Development & Continuing Education and not involve any of the campuses. Frequently, however, such community service programming will be a cooperative effort between a campus and Workforce Development & Continuing Education with either taking leadership and the other providing support. Community groups may likewise be involved in any of the above arrangements in a leadership, cosponsoring, or support role.
- G. The Vice President for Workforce Development & Continuing Education is authorized to issue such certificates (noncredit) and other items of recognition as are deemed appropriate by the nature of the course. The standards for such recognition will be recommended by the program director, approved by the Vice President for Workforce Development & Continuing Education, and retained in

the program files of Workforce Development & Continuing Education.

- H. The records of student participation, program management, and other operating documents shall be retained according to the provisions of the approved Comprehensive Records Schedule for Montgomery College.
- I. The Office of Institutional Research and Analysis shall be responsible for credit and noncredit enrollment projections, monitoring of enrollments, and reporting of enrollments as part of the routine reporting of all College enrollments.
- J. The Vice President for Workforce Development & Continuing Education is responsible for the accuracy of all records and data reported by personnel assigned to Workforce Development & Continuing Education, and for conformance with all applicable College policies and procedures and applicable laws and regulations.
- K. Contracts and Agreements

The format and general content of contracts or agreements with faculty or organizations for instructional services shall be approved by the President. Individual noncredit faculty contracts may be signed and issued by the Vice President for Workforce Development & Continuing Education. The Vice President for Workforce Development & Continuing Education has sub-delegated this authority to the six Instructional Deans of :Adult ESOL, Literacy & GED; Business, Information Technology & Safety; Community Education & Extended Learning Services, Health Sciences; Gudelsky Institute for Technical Education; and the Dean for the Arts, Humanities, and Social Sciences at TP/SS in conformance with College policies and procedures. Contracts or agreements with organizations, as well as grant applications, shall be processed and signed by the appropriate person, in accordance with College policies and procedures.

II. Workforce Development & Continuing Education Offerings

The Workforce Development & Continuing Education programs include off-campus credit courses and all noncredit courses, programs and services.

- A. Off-campus credit courses for businesses, nonprofits, and governmental agencies consist of courses and programs offered at sites other than the three College campuses. The program offerings are cooperatively determined by the Vice President for Workforce Development & Continuing Education and the appropriate Vice President/Provost.
- B. The noncredit program has six major service areas:
 - 1. Adult ESOL, Literacy & GED program provides grant-funded basic levels of ESOL and GED programs throughout the community along with tuition-based vocational ESL and TESOL teacher training programs.
 - 2. Business, Information Technology & Safety program provides business, licensure, information technology, management, and vehicle operator training programs, with an additional focus on corporate contract training options.
 - 3. Community Education & Extended Learning Services program provides noncredit programs for youth through seniors, students with developmental disabilities and students in American pre-academic and professional English as a second language, veterinary and animal care,

cosmetology, taxation, career and professional development, writing, and off-site credit classes for business, nonprofits, and governmental agencies.

4. Heath Science noncredit programs include health career programs, and continuing professional education for healthcare practitioners.
5. Gudelsky Institute for Technical Education programs include apprenticeships, and noncredit automotive, building, and manufacturing programs.
6. Noncredit Arts programs include pre-collegiate art portfolio development and special arts topics.

III. Fiscal Management

- A. Each Workforce Development & Continuing Education noncredit enterprise normally generates sufficient revenue to pay its share of general administrative expenses, as well as direct operating expenses, including provision for renewal and replacement of furniture and equipment.
- B. Proceeds from all Workforce Development & Continuing Education enterprises will be deposited in the Workforce Development & Continuing Education Revolving Fund. Expenditures from the fund will normally be made solely for the support of Continuing Education. Expenditures for other purposes must be approved by the President.
- C. College policies and procedures for the control of fiscal, procurement, contractual, personnel and other operations will be applicable to the operation of Workforce Development & Continuing Education. Workforce Development & Continuing Education is subject to auditing, both internal and external.
- D. Each type of Workforce Development & Continuing Education enterprise will have a budget developed and administered in accordance with College policies and procedures. Indirect costs for administration, plant operation, and maintenance should also be apportioned to each activity.
- E. The College Office of Business Services will provide the necessary support to expeditiously carry out Workforce Development & Continuing Education business. This office will also monitor regularly the revenue and expenditures of the unit to assure effective financial management.
- F. State aid support is requested in accordance with applicable State laws and regulations.

IV. Tuition, Fees, and Refunds

A. Tuition and Fees

It is the responsibility of the Vice President for Workforce Development & Continuing Education, within Board of Trustee policies, to establish such tuition and fees for noncredit continuing education activities as will promote the fiscal stability and the self-sustaining nature of the program.

B. Refunds

Refund guidelines shall be established by the Vice President for Workforce Development & Continuing Education in cooperation with the President and

Office of Business Services and published in an office procedures manual and promotional materials.

V. Noncredit Salaries and Honoraria

- A. Workforce Development & Continuing Education faculty and speakers are compensated from the income of the total Workforce Development & Continuing Education program.
- B. The rate of pay of individual instructors in the noncredit program shall be determined by the Vice President for Workforce Development & Continuing Education, within Board of Trustee policy. Because of the unique nature of some offerings (i.e., team teaching, laboratory supervision, and highly professional instruction that has been based on agreements with outside agencies), flexibility is authorized in the determination of faculty compensation patterns for the noncredit continuing education program. The Vice President for Workforce Development & Continuing Education, under the supervision of the President, shall be responsible for the effective administration of a flexible compensation program, and for the full justification of any compensation authorized for services rendered in the continuing education operations.
- C. In instances where noncredit courses have fewer than the required number of students to meet costs, a program director, with the approval of the Vice President for Workforce Development & Continuing Education, may negotiate with the instructor for a special salary rate appropriate to the reduced size of the class.
- D. Honoraria may be accorded various individuals who provide selected services in support of activities sponsored by Workforce Development & Continuing Education, such as courses, conferences, workshops and seminars. The payment in these cases shall be in conformity with the approved procedures for the use and payment of honoraria contained in the policies and procedures manual.
- E. Payment shall be made only after certification by the Vice President that the individual has completed the services for which payment is to be made.

Administrative Approval: April 21, 1986; January 3, 1989; July 17, 1989; August 17, 2009; May 18, 2016.

Chapter: Educational Program

Modification No. 006

Subject: **College Calendar**

- I. The College calendar shall consist of the academic year calendar (fall and spring semesters), the summer session calendar, and the winter session calendar. It shall contain the information necessary for the conduct of the academic and administrative functions of the College which are calendar-related. In constructing the College calendar, the following requirements shall be met:
 - A. Classes may be of variable length during the academic year and summer session. However, one semester hour of credit awarded by the College shall always be equal to: (1) a minimum of 750 instructional minutes for classroom instruction, or equivalent guided learning activity, exclusive of registration, study days, and holidays, or (2) a minimum of 1,500 instructional minutes for supervised laboratory or studio instruction, exclusive of registration, study days, and holidays.
 - B. The academic year shall consist of a fall semester and a spring semester that total a minimum of 30 weeks of instruction.
 - C. Summer session classes fall within the period of time between spring and fall semesters. One or more academic terms shall be scheduled during the summer session.
 - D. Winter session classes fall within the period of time after the end of the fall semester and represent the official beginning of the spring semester.
 - E. There shall be designated a total of fourteen (14) holidays during a fiscal year. A fifteenth (15th) holiday may be designated at the discretion of the President to ensure that at least one holiday is scheduled during the spring recess. The President is authorized to designate holidays in addition to the number authorized above and is authorized to implement an alternative schedule of holidays or paid days off, if such is determined to be in the best interest of the College.
 - F. The College calendar shall include noninstructional days for advisement and registration of students, staff professional development, convocation, commencements, and other collegewide activities for which all full-time employees shall be present, on assignment by the College, or on approved leave.
 - G. The College calendar shall include a period of noninstructional days ("recess" days) within the academic year during which instructional faculty are not on assignment for the College.
- II. The Board of Trustees authorizes the president to establish any procedures necessary to implement this policy.

Chapter: Educational Program

Modification No. 006

Subject: **College Calendar**

Board Approval: October 19, 1987; July 1, 1988; July 16, 1990; March 23, 2001; June 10, 2013;
April, 15, 2024.

Chapter: Educational Program

Modification No. 010

Subject: **College Calendar**

I. Calendar Requirements

The following requirements will be specified in each College calendar.

- A. The College fiscal year will commence on July 1 and end on June 30.
- B. The academic calendar will commence on the first day of the fall semester at which time all full-time faculty are to report. The fall semester will end on the last week day preceding the spring semester.
- C. The following holidays will be designated:
 - 1. Independence Day (July 4)
 - 2. Labor Day (First Monday in September)
 - 3. Thanksgiving (Fourth Thursday and Friday in November)
 - 4. Christmas (December 25)
 - 5. New Year's Day (January 1)
 - 6. Martin Luther King's Birthday (Third Monday in January)
 - 7. Memorial Day (Last Monday in May)
 - 8. Juneteenth (June 19)

When any of the above fall on a Saturday the preceding Friday may also be designated a holiday; when any of the above fall on a Sunday the following Monday may also be designated a holiday. Any remaining or additional holidays or paid days off will be specified in the calendar after appropriate consultations.

- D. In any given year, the calendar may vary; however, for payment of salaries for academic year employees, the daily rate of pay will be based on the total number of fiscally accountable days (195 days minimum) in the combined fall and spring semesters.
- E. The summer session will commence the day following the announced end of the spring semester and will end the day preceding the beginning of the fall semester. Summer class dates will be announced each year in the official class schedules.

II. Procedure for Development of the College Calendar**A. Purpose**

The purpose of this procedure is to set forth the operational process for the administrative development of a College calendar, including an academic year calendar and a summer session calendar, consistent with the policy of the Board of Trustees. The procedure also provides a mechanism to enable faculty representatives to advise the President with respect to the determination of the academic calendar for the academic year and the summer session.

B. Responsibilities

1. The President has the responsibility and accountability for the development and approval of a College calendar consistent with the policy of the Board of Trustees and the approved procedures. The Senior Vice President for Academic Affairs is designated by the President to work with the Calendar Committee and to ensure appropriate membership and representation on the committee.
2. The Calendar Committee will be composed of three faculty representatives (one from each campus appointed by the Faculty Council¹ for a three-year term, one of whom will be elected Chair by the committee), a Dean of Student Development and an Instructional Dean appointed by the Collegewide dean's group, and one representative/designee for each of the following: Senior Vice-President for Academic Affairs; Senior Vice President for Student Services; Staff Council; Vice President of Finance/CFO; Vice President Human Resources, Development, and Engagement; Vice President of Instructional and Information Technology; Director of Admissions & Enrollment Management; Vice President for Institutional Advancement; Director of Auxiliary Services; and the Vice President for Workforce Development & Continuing Education. The chair will coordinate the development of the College calendar and will report (in this capacity) to the Senior Vice-President for Academic Affairs.

C. Process

1. The Calendar Committee will develop the initial draft of the next College calendar no later than October 1 of the current academic year.
2. By October 20, the Calendar Committee will post the draft calendars(s) on Inside MC Online and on the web for review and comment. When requested, a representative of the committee will meet with governance groups for input.
3. To assure consideration, final written comments must be received by the

¹ As defined by the new governance structure effective May 2012.

Calendar Committee no later than November 20.

4. By November 30, the Calendar Committee will file a report with the Senior Vice-President for Academic Affairs concerning the details such as the number of instructional days, recess days, holidays, etc., of the College calendar and the issues which were considered during the calendar development process. The Senior Vice-President for Academic Affairs will share this report with the President.
5. The President will make a final decision regarding the College calendar by December 10 and inform the College community by December 15.

Administrative Approval: June 20, 1983; January 16, 1984; June 15, 1988; July 10, 1993; April 2, 2001; March 26, 2009; August 13, 2010; July 11, 2012; June 10, 2013; December 13, 2021.

Chapter: Educational Program

Modification No. 005

Subject: **Assessment Testing, Course Placement, and Credit for Prior Learning**

- I. Student success for all students is the primary goal of Montgomery College. Assessment of student academic skills and the placement of students in appropriate courses is an important mechanism by which the College supports student success.
- II. The Board of Trustees of Montgomery College endorses a process of assessment and placement so that students are able to enroll in courses for which they demonstrate academic readiness. The Board of Trustees further endorses a process by which students may be awarded credit for prior learning.
- III. The Board of Trustees authorizes the president to establish any procedures necessary to implement this policy.

Board Approval: July 19, 1982; May 16, 1988; July 18, 1994; May 16, 2016; April 21, 2025.

Chapter: Educational Program

Modification No. 015

Subject: **Assessment Testing, Course Placement, and Credit for Prior Learning**

I. Scope and Applicability

- A. This policy and its procedures only apply to degree-seeking students.
- B. Students enrolling in credit or non-credit college courses for reasons other than pursuing a degree, such as personal or professional development, fulfilling prerequisites, or gaining specific skills, without intending to earn a degree at Montgomery College, are not required to undertake assessment for course placement.

II. Definitions

- A. ESL courses: Courses at Montgomery College or elsewhere that support proficiency in the English language. For the purposes of these procedures, ESL courses are used as a broad term and encompass non-credit ESL and credit ELAP courses.
- B. Students: for the purposes of this policy and its procedures, students mean degree-seeking students.

III. Multiple Measures of Assessment

At Montgomery College, we strive to place students in courses for which they are prepared to be successful. To that end, Montgomery College offers multiple measures by which students can be assessed for appropriate course placement, including but not limited to, nationally standardized assessment tests as well as additional assessment options available reflecting other indicators of success and equivalency considerations.

IV. Criteria for Mandatory Assessment

- A. Students planning to enroll in any course at Montgomery College with an English, ESL, or mathematics assessment level and/or prerequisite, who cannot demonstrate they have successfully met the assessment level and/or prerequisites via prior developmental or ESL courses taken at Montgomery College, or credit courses taken at Montgomery College or elsewhere, are required to be assessed for placement in one of the following ways:
 - 1. Through the relevant assessment(s) offered by Montgomery College.
 - 2. Through other approved measures of assessment.
- B. Student assessment and placement information will be recorded in the student information system so that it is available for academic advising and registration purposes.
- C. Assessment processes will be applied consistently and broadly recognized across the institution.

- D. Students requesting disability support services during the assessment process may obtain accommodations based on the submission of supporting documentation and as determined to be appropriate by a counselor in Disability Support Services.

V. Course Placement

- A. Students may enroll in any courses for which they have the entry level skill requirements, assessment levels, and prerequisite courses.
- B. Students will be placed into mathematics and English or ESL courses based on the results of required assessments or on alternative assessment processes and metrics approved by Montgomery College.
- C. Students who require developmental courses in English and/or mathematics must enroll in the appropriate developmental course(s) and follow the developmental sequence. Once students enroll in a developmental course, they are expected to enroll in the next course in the sequence in the following semester until they complete their first credit course(s) in English and mathematics. Degree-seeking students are required to successfully complete their first credit course in English and mathematics prior to completing 24 credits at the College.
- D. Students who require ESL courses must enroll in the appropriate course(s) and follow the course sequence. Once students successfully complete a course, they are expected to enroll in the next course in the sequence in the following semester until they complete their first credit course(s) in English and mathematics. Degree-seeking students are required to successfully complete their first credit course in English and mathematics prior to completing 24 credits at the College.
 - 1. While students requiring developmental and/or ESL courses are generally expected to progress through those course sequences, students who place into Montgomery College's academic ESL program (the English Language Academic Program, or ELAP) are given an additional diagnostic assessment on the first day of each course, and if the results of this assessment suggest the student is prepared for a higher-level course, they are given the opportunity to move up to that new level.
- E. Students who place into developmental mathematics, English and/or ESL courses should enroll in one or more of those courses during their first semester of enrollment.

VI. Exemptions from Taking Assessment Test(s)

- A. Students already having a verified associate degree or higher from a regionally accredited US institution who are fully proficient in the English language are exempt from assessment and are initially placed at the minimum college-ready level (ENGL 101 and MATH 117 or 120) until their transcripts have been evaluated for potential transfer credit. Having a verified associate degree or higher does not automatically exempt students from other course requirements, and students must still meet any additional assessment levels or prerequisite

requirements for courses they wish to take.

- B. Visiting students from other regionally accredited US postsecondary institutions who are fully proficient in the English language, and who have official permission from their home institution to enroll, are exempt from assessment but must meet the prerequisite requirements for courses they wish to take.
- C. Personal interest students who are fully proficient in the English language are typically exempt from assessment testing for all courses with the exception of English and mathematics courses. However, students must meet specific course prerequisites and any other applicable requirements.
- D. The expectations for readiness are the same for all students. Any student who is classified as exempt from assessment testing must be prepared to demonstrate that they meet the applicable credit course prerequisite requirements and to demonstrate proficiency in the English language.

VII. Reassessment and Review of Placement

Students who believe that the results for assessment taken through Montgomery College do not provide an appropriate placement may submit a request for retesting. Students may not request retesting after classes have started.

VIII. Dual Enrollment Students

Dual Enrollment students (including those who are home-schooled) are required to be assessed for English proficiency or have an approved alternative method of assessment, and must also meet the prerequisite requirement(s) and assessment level(s) for each credit course they enroll in.

IX. Credit for Prior Learning

- A. Montgomery College recognizes the many ways an individual learns and may demonstrate such learning and has established procedures for accepting and awarding college credit for prior learning and subsequent award of advanced standing. This includes, but is not limited to, credit by standardized exam and MC credit by exam.
- B. Credit is awarded for qualifying scores on standardized exams, including:
 - 1. Advanced Placement Tests (AP), with a minimum score of 3.
 - 2. College-Level Examination Program (CLEP), with a minimum score of 50.
 - 3. International Baccalaureate (IB), with a minimum score of 5 on higher-level exams or a minimum score of 5 on standard-level exams combined with the IB diploma.
 - 4. Cambridge Advanced International Certificate of Education Diploma examination (Cambridge).
- C. MC Credit by Examination allows students to earn credit for a subject in which

they have acquired real-life experience, in accordance with the procedures set forth in College Procedure 53001: Academic Regulations and Standards. Students must be able to demonstrate they have gained knowledge that is comparable to that gained in a specified course. A "CE" following the course title in the official catalog also indicates those courses for which "credit by examination" is offered.

- D. Additional guidance including limits to maximum credit that may be earned in lieu of direct instruction at Montgomery College can be found in 53001: Academic Regulations and Standards.

X. Information Maintained Online

The Office of Academic Affairs will maintain and publish the following information on the College site:

- A. A complete list of all approved measures of assessment, together with any relevant expiration or lifecycle policies.
- B. The procedures for retesting.
- C. A list of qualifying scores on standardized exams, minimum qualifying scores, Montgomery College equivalencies, any expiration dates, and processes for requesting credit for prior learning.
- D. A list of courses which offer MC Credit by Examination ("CE").

Administrative Approval: July 19, 1982; December 6, 1982; May 16, 1988; July 18, 1994; July 1, 1995; March 4, 1996; August 23, 1999; January 31, 2002; October 8, 2002; August 11, 2003; Administrative Correction February 12, 2008; August 13, 2010; June 24, 2013; June 17, 2016; May 20, 2025.

Chapter: Educational Program

Modification No. 001

Subject: **Academic Freedom**

A sound educational environment requires a secure framework of academic freedom. Academic freedom establishes the right and implies the obligation of a scholar to examine all data and to question every assumption. Academic freedom has to do with methods of inquiry rather than with the personal views of the inquirer. It debars one from preconceived conclusions. It obligates a teacher to present all information fairly, because it asserts the student's right to know all aspects of the facts. Academic freedom does not require neutrality on the part of either an individual or an institution but it does require candidly declared efforts to advance a particular point of view, as well as complete access to the facts underlying an argument and plain distinction of personal or institutional opinion from objective inquiry. To restrict the availability or limit the presentation of data or opinions, even though they may be considered erroneous, is to impinge upon academic freedom. Regardless of whether faculty members hold probationary initial appointments or are on extended contract or permanent tenure, the same principles of academic freedom must apply to all.

Board Approval: June 26, 1978.

Chapter: Educational Program

Modification No. 011

Subject: **Closing of the College**

I. Closing of the College

This procedure describes the detailed process for suspending operations of the College. Basically, it provides that when a public announcement is made that the College, a campus, or specific building(s), whether owned or leased, are closed or that opening is delayed, such an announcement will specify the times that classes or normal operations will begin and when employees are expected to report to work. Please note that these times may be different. This announcement will apply to all faculty and staff of the College, a campus, or specific building(s) as appropriate, except for “essential personnel” or as otherwise provided in these procedures. Every effort will be made to open and allow access to college buildings thirty (30) minutes prior to the delayed opening time.

A. General

1. Because of hurricanes, heavy snows, adverse road conditions, temporary failure of utilities, or other reasons, it may be necessary to suspend classes or to suspend operations of the College, a campus, or specific building(s), or units within specific buildings. Announcements over certain radio and TV stations, as well as internal communications systems, will mention the status of the College. It should be presumed that, unless further announcement of continued closing is made, operations will resume on schedule the following day.
2. The Vice President of Communications will inform faculty and staff periodically of the options for employees to follow to obtain information about College closings.
3. If a public announcement is made that the College, a campus, or specific building(s) are closed or that opening is delayed, that announcement will apply to all personnel of the College, a campus, or specific building(s) as appropriate, except for “essential personnel” or as otherwise provided in these procedures.
4. If no public announcement about Montgomery College is heard, individuals should assume that the College is open.
5. If a delayed opening of the College is scheduled to occur during the regularly scheduled meeting time of a class, the affected class will still meet if the class can meet for 50 percent or more of its regularly scheduled meeting time, or if the class can meet for 50 minutes or more. For classes that will meet, class will begin at the time of the delayed opening and conclude at its regular time.
6. If an early closing of the College is scheduled to occur during the regularly scheduled meeting time of a class, the affected class will still meet up to the time of closing, if the class can meet for 50 percent or more of its regularly scheduled meeting time, or if the class can meet for

50 minutes or more.

7. When the College or a campus is closed or there is a delayed opening, all non-instructional facilities use will be cancelled during those hours that the College or campus is closed, except that the Rockville Campus Theater Arts Building, Robert E. Parilla Performing Arts Center 500-seat theater and/or the Takoma Park/Silver Spring Campus Cultural Arts Center 500-seat theater may remain open. If these performance venues remain open, the Senior Vice President for Administrative and Fiscal Services will be notified by the appropriate dean (or designee).
8. When the College, or a campus, or a specific building is closed, all events and activities in those locations are also cancelled, except as noted for the performance venues above. Also see Use of Facilities 75001CP II. A.
9. Compensation for associate and support staff who are required to work when the College is closed, or who are required to work when a campus, or specific building(s) are closed, and staff are not reassigned and instructed to report to an alternate location, is governed by College policies and procedures (for non-bargaining unit staff) and by the Staff Collective Bargaining Agreement (for bargaining unit staff). Alternative work locations will be announced when applicable.

B. Emergencies

1. Options During Emergencies

- a. The College is open. Classes are conducted. All personnel are expected to report at the normal time.
- b. The College is closed. Classes held on-campus are cancelled. Students should consult their course syllabi for clarification on completing any assignments. Staff members designated as "essential personnel" may be required to report to work at the normal time. All other employees will be granted administrative leave.
- c. A campus is closed. All classes, events and activities are cancelled. Students should consult their course syllabi for clarification on completing any assignments. Staff members designated as "essential personnel" may be required to report to work at the normal time, or report to work at an alternative location. All other employees will be granted administrative leave.
- d. A specific College building or a few buildings are closed. Classes held in the closed building(s) may be cancelled or relocated. Staff members designated as "essential personnel" may be required to report to work at the normal time, or report to work at an alternative location. All other employees who normally report to the closed building(s) may either be granted administrative leave, or may be reassigned and instructed to

report to work at an alternate location.

- e. The College will close at (specified time). Essential personnel may be required to remain or report to work. All other employees will be granted administrative leave.
- f. The College will delay opening until (specified time), or the College is closed and will reopen at (specified time). Essential personnel may be required to report to work at the normal time. All nonessential personnel will be granted administrative leave for the hours that the College is closed, and will report to work at the designated time of opening.

2. Designation of Essential Personnel

- a. For the purposes of this procedure, essential personnel are defined as:
 - (1) Personnel required to ensure campus buildings and grounds are operational and secure; and
 - (2) Personnel required for monitoring and communicating the operational status of the College.
- b. The following positions are designated “essential personnel” for purposes of this procedure:

Senior Vice President for Administrative and Fiscal Services
Director of Communications
Media Relations Director
Web Content Strategy Manager
Director of IT Applications and Web Services Response Center
designee (may vary based upon manager’s discretion)
MCTV designee
Telecommunications Coordinator

Facilities: All facilities employees at Germantown, Rockville, and Takoma Park/Silver Spring unless otherwise noted.
(Not all job titles exist at each campus and staffing structures vary at each campus).

Vice President of Facilities and Security
Automotive Technician (G only)
Building & Grounds Maintenance Supervisors (TP/SS & G only)
Building Equipment Mechanic Supervisor (R only)
Building Equipment Mechanics (Lead) (R & TP/SS only)
Building Equipment Mechanics (R & TP/SS only)
Building Service Workers
Building Service Workers (Lead)
Building Services Manager (R only)
Building Services Supervisors (R only)
Campus Directors of Facilities
Director of Public Safety and Emergency Management
General Maintenance Worker
General Maintenance Worker (Lead)

Grounds Maintenance Supervisor (R only)
Plant Maintenance & Operations Supervisors (R & TP/SS only)
Safety & Security Officers
Safety & Security Shift Supervisors
Safety & Security Managers
Trades Helper (TP/SS only)

- c. All or some of the following positions may be designated "essential personnel" depending on the nature of the emergency:

A/C Mechanic (R only)
Building Controls Mechanic (R only)
Building Equipment Mechanics (G only)
Building Equipment Mechanics (Lead) (G only)
Building Maintenance Mechanics
Building Maintenance Mechanics (Lead)
Construction Services Supervisor (Central Services)
Construction Trades Workers (Central Services)
Electricians
Environmental Safety Coordinator
Facilities Material Specialists (R only)
Painter (Lead) (R only)
Painters
Plant Maintenance & Operations Supervisor (G only)
Plumbers (R only)
Pool Operator (TP/SS only)
Sheet Metal Mechanics (R only)
Service Center Supervisor (R only)
Trades Helper-Automotive (G only)
Trades Helper-Building Maintenance (R & G only)

- d. Individual unit administrators may require other personnel to report to work when the College, a campus, or a specific building(s) are closed; for example, to produce payroll, or for data center monitoring.
- e. All members of the President's Executive Cabinet who are not designated "essential personnel" shall be available by telephone and e-mail when the College is closed.

C. Responsibility

1. Any decision to close the College or any operations, or to delay opening, will be made by the Senior Vice President for Administrative and Fiscal Services. The Senior Vice President's decision will be made in consultation with the Vice President of Facilities and Security (or designee) and conveyed to the College President, the Senior Vice President for Academic Affairs, the Senior Vice President for Student Services, the Vice President/Provosts, the Senior Vice President for Advancement and Community Engagement, the Office of Communications, and the Campus Directors of Facilities. The Office of Communications will notify the media, so that public radio and TV announcements will be made, and will notify the in-house

communications systems (e.g., MC Alert, Call Response Center, voice-mail, e-mail, Web site).

2. Continuing education courses on campus shall be governed by the decisions of the campus on which they are located. Decisions regarding off-campus credit and noncredit courses shall be made by the Senior Vice President for Administrative and Fiscal Services.

II. Special Considerations for Power Outages and Other Non-Winter Weather Events

A. General

If there is not a total power outage to a campus or the region, it is possible that some College campuses and buildings will have power while others do not. In these cases, the decision to remain open or to close specific campuses, sites, or buildings will depend upon a variety of factors including, but not limited to; if classes are in session, time of day, season/temperature, expected duration of power outage, etc. For these reasons, definitive guidance in advance may not be possible. Decisions will then be made based on the available information, with the best interest of the College and the safety of individuals in mind.

B. Alternate Workplaces for Staff for Partial Closures

If a building is closed due to loss of power (for example), the unit administrator, or designee, may reassign staff to an alternate location that has power from a list of approved locations, if possible and practical. In these cases, the Office of Human Resources and Strategic Talent Management and the appropriate Senior Vice President must be notified as soon as possible.

III. Non-Emergency Closing

A. General

The dates on which the College is scheduled to be closed in any given year are contained in the official College calendar. In addition to scheduled closed dates contained in the College calendar, there may be occasions, other than emergencies, which arise in any given year for which it is desired to suspend classes on a campus or collegewide, or to close all operations of a campus or the College. Proposed suspension of classes, and any related closings of administrative offices, must be recommended in sufficient time to allow proper administrative processing and public announcement of the scheduled suspension at least ten work days, where possible, ahead of time.

B. Suspension of Classes

1. The Senior Vice President for Academic Affairs, after consultation with the appropriate offices of the College, will render a decision on any occasion when it is desired to suspend classes for less than one day, and will inform the President of the decision.
2. The Senior Vice President for Academic Affairs will recommend to the President any occasion for which it is desired to suspend classes for one full day.

C. Closing of a Campus

1. The Vice President/Provost, after consultation with the appropriate offices of the College, will render a decision on any occasion when it is desired to suspend all campus operations for less than one day and will notify the Senior Vice President for Academic Affairs, the Senior Vice President for Student Services, and the Senior Vice President for Administrative and Fiscal Services.
2. The Vice President/Provost will recommend to the Senior Vice President for Academic Affairs any occasion for which it is desired to suspend classes or to suspend all operations on a campus for one full day.

Administrative Approval: February 17, 1982, March 15, 1982; October 2, 1987; December 15, 1989; February 20, 2001; December 10, 2002; March 9, 2010; February 25, 2011; February 5, 2014; February 23, 2015; June 28, 2018