

Compliance Calendar

This calendar is not meant to be a comprehensive calendar, but rather highlights important reporting deadlines.

| Due Date | Reporting/Notification Requirement | Proponent | Description | Responsible Office |
|----------------|------------------------------------------------------------|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| January | | | | |
| Monthly | UCR Uniform Crime Report | Texas Dept. of Public Safety | Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety, which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr | Police Department |
| Semester | EEO/AA Commitment Notification | OFCCP | Reaffirmation of Commitment to EEO and AA | President |
| 1-Jan | Program Participation Agreements and IPEDS | Integrated Postsecondary Education Data System | Complete surveys conducted as part of Integrated Postsecondary Education Data System (IPEDS). | Business Services, Financial Aid, Provost & Institutional Research |
| 1-Jan | Annual Waste Summary | TCEQ | Annual Waste Summary; Public Water System reporting; 5 year | Environmental Health & Safety |
| 1-Jan | Student Fee Proposal | TAMUS | Annual student fee proposal submitted to TAMUS | Business Services |
| 1-Jan | Quarterly Compliance Report | TAMUS | Quarterly Compliance Report to TAMUS per system regulation 16.01.01 | ED&CS |
| 9-Jan | SIRS | Texas DIR | Listing of information security events for the previous month | OIS |
| 15-Jan | The Controlled Substance Act of 1970 | | Reporting obligations for those registered to manufacture and distribute controlled substances. File reports with data on stocks of each controlled substance on hand by close of business on Dec. 31 of prior year. Acquisition/Distribution reports filed every quarter not later than the 15th day of the month succeeding the quarter for which it is submitted. | Environmental Health & Safety |
| 15-Jan | Storm Water Annual Report | City of Corpus Christi, Texas | The City of Corpus Christi's Municipal Separate Storm Sewer System (MS4) Permit with TCEQ requires annual report on the storm water management program (SWMP) that must include information such as the status of compliance with permit conditions, an assessment of the appropriateness of best management practices (BMPs), a description of progress towards reducing the discharge of pollutants to the maximum extent practicable (MEP), the measurable goals for each of the minimum control measures (MCM), and an evaluation of the program's progress. | Environmental Health & Safety |
| 20-Jan | Monthly Open Records Reporting to OAG | Attorney General | By the 20th of each month, open records reporting to the Texas Attorney General | Institutional Advancement |
| 31-Jan | Employee Notification – policies; drug/alcohol abuse, etc. | | Employee notification of policies & regulations; HIV/AIDS; drug & alcohol abuse; overtime, etc. | Human Resources |
| 31-Jan | Internal Revenue Code: W-2 Forms | IRS | Provide a Form W-2 to each employee who received wages during the preceding calendar year | Payroll |
| 31-Jan | Miscellaneous Income Tax Statements | IRS | Form 1099-MISC furnished to each person who received miscellaneous income of \$600 or more in the preceding calendar year in non-employee service payments with the exception of royalty payments of \$10 or more, or from whom any federal income tax was withheld under the backup withholding rules regardless of the amount of the payment. | Business Services |

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| 31-Jan | Distributions from Annuities Tax Statements | IRS | Form 1099-R furnished to each person receiving distribution from annuities during the preceding calendar year. | Business Services |
| 31-Jan | Educate to Eliminate Hazing | Texas Education Code | Publish or distribute to each student during the first three weeks of each semester a summary of the provisions of this subchapter. Publish or distribute in the same manner a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the previous three years. If the institution publishes a general catalog, student handbook, or similar publication, it shall publish a summary of the provisions of this subchapter in each edition of that catalog, handbook, or similar publication. | Student Engagement |
| 31-Jan | Student Notification – Risk, Fraud & Abuse Hotline Notification | | Notify students regarding Risk, Fraud and Abuse hotline | Student Engagement |
| 31-Jan | Student Notification Textbooks | | Notice to Students: Textbooks available through multiple distributors | Registrar |
| 31-Jan | Foreign Control, Contracts or Gifts Disclosure | Department of Education | By January 31st or July 31st, whichever is sooner, file a disclosure report about ownership or control by, or contracts with or gifts from foreign sources. A disclosure report must be filed with the DOE for gifts & contracts of \$250,000 or more received within a calendar year | Finance & Administration |
| February | | | | |
| Monthly | UCR Uniform Crime Report | Texas Dept. of Public Safety | Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety, which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr | Police Department |
| 1-Feb | Texas Success Initiative Rpt. Student End of Semester Rpt. Faculty Report Student Schedule Report | THECB | CBM002 CBM008 CBM005 CBMOE1 | Registrar |
| 1-Feb | Tier II Annual Report | TAMUS | An annual hazardous chemical inventory, which provides detailed information on chemicals, which meet or exceed specified reporting thresholds at any time during a calendar year. | Environmental Health & Safety |
| 1-Feb | Emergency Planning and Community Right-to-Know Act (EPCRA) | TAMUS | Risk Management submits the applicable TIER II Annual Report to the System. The System compiles the information and forwards to the State of Texas | Risk Management |
| 1-Feb | Annual Chemical Inventory | TAMU - Safety Office | Annual Chemical Inventory to TAMU Safety Office | Environmental Health & Safety |
| 9-Feb | SIRS | Texas DIR | Listing of information security events for the previous month | OIS |
| 15-Feb | Withholding Exemption Certificate | IRS | By February 15th, if an employee who previously claimed an exemption has not yet submitted a new W-4, taxes should be withheld as if the employee is single, with zero withholding allowances or withheld based on the last valid W-4 received | Payroll |
| 20-Feb | Monthly Open Records Reporting to OAG | Attorney General | By the 20th of each month, open records reporting to the Texas Attorney General | Institutional Advancement |

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| 28-Feb | Tuition Payment Credit Reporting | IRS | By February 28th (or March 31st if filed electronically), Forms 1098-T, Tuition Statement, must be filed with the IRS for each student enrolled and for whom a reportable transaction is made for the preceding calendar year. | Business Services |
| 28-Feb | Student Loan Interest Reporting | IRS | By February 28th (or March 31st if filed electronically), Forms 1098-E must be filed with IRS and furnished to each individual participating in a Perkins Loan Program or institutional loan program who made student loan interest payments of \$600 or more during the preceding calendar year. | Business Services |
| 28-Feb | Wage and Tax Returns | IRS | By February 28th (or March 31st if filed electronically), Forms W-2 must be filed with IRS for the preceding calendar year; Form W-3 must also be filed in order to transmit Form W-2. | Payroll |
| 28-Feb | Distributions from Annuities Tax Returns | IRS | Form 1099-R furnished to each person receiving distribution from annuities during the preceding calendar year. | Business Services |
| March | | | | |
| Annually | Affirmative Action Plan | OFCCP | Affirmative action narrative w/workforce analysis and goals | ED & CS |
| Monthly | UCR Uniform Crime Report | Texas Dept. of Public Safety | Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety, which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr | Police Department |
| Quarterly | Binding Encumbrance and Payables and Lapsing of Appropriations | State Comptrollers of Texas | Payable , amounts Obligated for goods or services actually rendered, payment should be recorded as accounts payable- Encumbrances -actual contracts awarded | Accounts Payable |
| Quarterly | BE-125 | TAMUS | Reporting Sales and Purchases from a foreign vendor | Accounts Payable |
| 1-Mar | Possible Biomedical/Behavioral Research Misconduct Report | Department of Health & Human Services | Submit to U.S. Department of Health and Human Services' Office of Research Integrity (ORI) a report regarding policy for responding to allegations of biomedical or behavioral research misconduct for the preceding calendar year | Research & Provost |
| 1-Mar | Racial Profiling Report | Texas Code of Criminal Procedure | Detailed report of all traffic stops made by University Police Department personnel over the course of the year. By March 1st of each year and submitted via the Texas Department of Public Safety | Police Department |
| 1-Mar | Semi-Annual Hub Report and Supplemental letter | Texas State Auditor's Office | The Texas Procurement and Support Services (TPASS) Historically Underutilized Business (HUB) Program - report of expenditures | Purchasing - HUB Program |
| 1-Mar | Annual Waste Summary | TCEQ Online STEERS System | Generators of Hazardous Waste provide an Annual Waste Summary and report on the amount of hazardous waste they generated and/or managed in a calendar year | Environmental Health & Safety |
| 1-Mar | Spill Prevention, Controls, and Countermeasures Plan | TCEQ Onsite Inspection | Non-transportation related facilities that have a certain amount of aboveground oil storage capacity, which due to their location, could reasonably be expected to discharge harmful quantities of oil into navigable waters of the United States or adjoining shorelines may be required to prepare and implement a Spill Prevention Control and Countermeasures Plan. | Environmental Health & Safety |

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| 9-Mar | SIRS | Texas DIR | Listing of information security events for the previous month | OIS |
| 15-Mar | Doctoral Exception Report | THECB | CBMOOE | Registrar |
| 15-Mar | Student Report Class Report | THECB | CBM001 CBM004 | Registrar |
| 20-Mar | Monthly Open Records Reporting to OAG | Attorney General | By the 20th of each month, open records reporting to the Texas Attorney General | Institutional Advancement |
| April | | | | |
| Annually | Affirmative Action Plan for Veterans & Persons with Disabilities | OFCCP | Affirmative Action Plan narrative with goals. | ED & CS |
| Monthly | UCR Uniform Crime Report | Texas Dept. of Public Safety | Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety, which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr | Police Department |
| 1-Apr | Teacher Preparation Program Report | Department of Education | By April 1st, a report on quality of teacher preparation programs (and alternative certification programs) must be submitted to State of Texas. (The State of Texas will then in turn submit a state report to the U.S. Department of Education in October, which will provide the information to the public.) | College of Business |
| 1-Apr | Teacher Education Program Reporting Requirements | Department of Education | Report annually to state government and the public the pass rate on state teacher certification examinations taken by their graduates. Link to reports are on the ED website. | Provost & College of Business |
| 1-Apr | Quarterly Compliance Report | TAMUS | Quarterly Compliance Report to TAMUS per system regulation 16.01.01 | ED&CS |
| 9-Apr | SIRS | Texas DIR | Listing of information security events for the previous month | OIS |
| 20-Apr | Monthly Open Records Reporting to OAG | Attorney General | By the 20th of each month, open records reporting to the Texas Attorney General | Institutional Advancement |
| May | | | | |
| Monthly | UCR Uniform Crime Report | Texas Dept. of Public Safety | Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety, which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr | Police Department |
| 1-May | Course Inventory Graduation Report | THECB | CBM003 | Registrar |
| 9-May | SIRS | Texas DIR | Listing of information security events for the previous month | OIS |
| 20-May | Monthly Open Records Reporting to OAG | Attorney General | By the 20th of each month, open records reporting to the Texas Attorney General | Institutional Advancement |
| 31-May | Admission Standards - Annual | TAMUS | Prepare, on a schedule determined by the chancellor, specific admissions standards along with any changes from the previous year noted. Any changes to admissions standards, upon endorsement by the chancellor, shall be submitted to the board for approval. | Enrollment Management President |

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| 31-May | Student Enrollment and Academic Performance | THECB | After the end of each spring semester, the CEO shall provide its board a report for the preceding fall and spring semesters indicating for each instructor the number of students enrolled in each class, the number of semester-credit hours accrued to each course, course number and title, department in which the course is offered, and identity and academic rank of the instructor. Report must compare student enrollments in each class on the last day of each semester with the enrollments at the beginning of that semester. | Institutional Research/ President |
| June | | | | |
| Monthly | UCR Uniform Crime Report | Texas Dept. of Public Safety | Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety, which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr | Police Department |
| Quarterly | Binding Encumbrance and Payables and Lapsing of Appropriations | State Comptrollers of Texas | Payable , amounts Obligated for goods or services actually rendered, payment should be recorded as accounts payable- Encumbrances -actual contracts awarded | Accounts Payable |
| Quarterly | BE-125 | TAMUS | Reporting Sales and Purchases from a foreign vendor | Accounts Payable |
| 1-Jun | Customer Service Report | Senate Bill 5 Chapter 2114 | Gather information from customers using survey or focus groups or other appropriate methods approved by the Governor's Office of Budget and Planning and the LBB regarding the quality of service delivered by that agency. The information requested shall be as specified by the Governor's Office of Budget and Planning and LBB and may include evaluations of an agency's. By June 1 of each even-numbered year, an agency shall report on the information gathered under Subsection (b) to the Legislative Budget Board and the Governor's Office of Budget and Planning. | Institutional Research |
| 1-Jun | Student Notification Textbooks | | Notice to Students: Textbooks available through multiple distributors | Registrar |
| 1-Jun | Facilities Response Plan | Texas General Land Office | Facilities are required to maintain facility-specific data online. This online database allows owners and operators to access their facility-specific electronic account and easily update required facility information. "Intermediate Facilities" are structures that have an oil storage capacity of greater than 1,320 U.S. gallons but less than 250,000 gallons such as with Texas A&M University Corpus Christi. | Environmental Health & Safety |
| 9-Jun | SIRS | Texas DIR | Listing of information security events for the previous month | OIS |

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| 15-Jun | Educate to Eliminate Hazing | Texas Education Code | Publish or distribute to each student during the first three weeks of each semester a summary of the provisions of this subchapter. Publish or distribute in the same manner a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the previous three years. If the institution publishes a general catalog, student handbook, or similar publication, it shall publish a summary of the provisions of this subchapter in each edition of that catalog, handbook, or similar publication. | Student Engagement |
| 15-Jun | Texas Success Initiative Rpt. Student End of Semester Rpt. Faculty Report Student Schedule Report | THECB | CBM002 CBM008 CBM005 CBMOE1 | Registrar |
| 15-Jun | Participation Reports - Athletics | Lone Star Conference | Lone Star Reports: Squad lists/participation reports - Athletics | Athletic Compliance |
| 15-Jun | FTE Quarterly Reports | Texas State Auditor's Office | Summary of self-reported trend data related to FTE's who perform services for state government. The report presents the number of full-time and part-time employees, the number of contractors, and management-to-staff ratios. | Human Resources |
| 20-Jun | Monthly Open Records Reporting to OAG | Attorney General | By the 20th of each month, open records reporting to the Texas Attorney General | Institutional Advancement |
| 30-Jun | Payment Card Industry (PCI) Self-Assessment Questionnaire (SAQ) | TAMUS/Treasury Department | Annual certification of all merchant accounts for PCI Data Security Standard (DSS) compliance to help ensure the safe handling of sensitive information. | OIS & Accounting Services |
| July | | | | |
| Monthly | UCR Uniform Crime Report | Texas Dept. of Public Safety | Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety, which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr | Police Department |
| 1-Jul | Graduation Rates | The Students Right to Know Law - U.S. Code | By July 1st, notice must be distributed to current students of the availability of information about the completion/graduation rates of certificate or degree-seeking, first-time, full-time, undergraduate students in the one-year period ending August 31st of preceding year. Such information is to be made readily available to both current and prospective students upon request through appropriate publications, mailings, or electronic media. | Registrar |

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| 1-Jul | Graduation Rates for Students Receiving Athletically Related Student Aid | The Students Right to Know Law - U.S. Code | By July 1st, distribute notice to current students of the availability of information about the completion/graduation rates of students receiving athletically related student aid in the one-year period ending August 31st of the preceding year. Such information must be provided to each prospective student athlete and the student's parents, high school guidance counselor, and coach at the time of an offer of athletically related student aid. It is deemed to be in compliance if the NCAA provides the information to high school coaches and counselors. (The IPEDS GRS collects a URL for the disclosure information if it is posted on the website.) The report must also be sent to the U.S. Dept of Education. | Registrar & Financial Aid |
| 1-Jul | Quarterly Compliance Report | TAMUS | Quarterly Compliance Report to TAMUS per system regulation 16.01.01 | ED&CS |
| 1-Jul | Higher Education Opportunity Act & ISBN Textbook Provision | U.S. Code | Disclose the International Standards Book Number ("ISBN") and retail price for required and recommended textbooks and supplemental materials for each course listed on the schedule (posted on the web or print course schedule). If no ISBN is available, the institution may provide the textbook's author, title, publisher, and copyright date. If the disclosure is not practical for a certain text, a designation of "to be determined" can be noted. Written course schedules should indicate where on the university web page this info will be posted. HEOA encourages schools to disseminate information regarding book rentals, used textbooks, buy back programs, and alternative delivery programs or other cost saving strategies. Schools shall make available to the college bookstore, upon request, the most accurate information regarding the course schedule for the next academic period and for each course offered, the information described above, the number of students enrolled in such course, and the maximum enrollment for each class. | Enrollment Management |
| 9-Jul | SIRS | Texas DIR | Listing of information security events for the previous month | OIS |
| 20-Jul | Monthly Open Records Reporting to OAG | Attorney General | By the 20th of each month, open records reporting to the Texas Attorney General | Institutional Advancement |
| 31-Jul | Foreign Control, Contracts or Gifts Disclosures | Department of Education | By January 31st or July 31st, whichever is sooner, an institution must file a disclosure report about ownership or control by, or contracts with or gifts from foreign sources. A disclosure report must be filed with the DOE for gifts & contracts of \$250,000 or more received within a calendar year | Finance & Administration |

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| 31-Jul | Voter Registration Provision of HEA of 1998 | HEA Title IV | Request voter registration forms from the State 120 days prior to the deadline for registering to vote within the State. Distribute hard copies of in-state voter registration forms to students prior to their state's voter registration deadline. E-mail messages with links to the state forms are acceptable, as long as the messages are devoted exclusively to voter registration. Colleges are only required to make a good faith effort at compliance. (September election dates and November Election dates.) Links can be posted in August or September for November elections. | Student Life |
| August | | | | |
| Monthly | UCR Uniform Crime Report | Texas Dept. of Public Safety | Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety, which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr | Police Department |
| 1-Aug | Student Records Privacy Act (FERPA) | U.S. Code | By the time of fall registration, notice of a list of information required under the Federal Educational Rights and Privacy Act (FERPA), together with a statement of the procedures required to obtain such information must be distributed to current students and parents. (Students need to be told what information the student has identified as directory information and notified of his/her opportunity to place a hold on release of directory information.) | ?? |
| 9-Aug | SIRS | Texas DIR | Listing of information security events for the previous month | OIS |
| 13-Aug | HUB Supporting Schedule (LAR) | | HUB Supporting Schedule (LAR) due every two years. Next due date August 13, 2014 | Purchasing - HUB Program |
| 15-Aug | Student Report Class Report | THECB | CBM001 CBM004 | Registrar |
| 15-Aug | NCAA Sports Sponsorship | NCAA | NCAA Sports Sponsorship and Demographic Form – Athletics | Athletic Compliance |
| 30-Aug | Agency Certification of Projects | Quality Assurance Team, Legislative Budget Board, DIR | Texas Government Code Sec. 2054.301-307 requires a list of current information resources projects that are estimated to cost more than \$750,000, certified by the University's executive director (president) and information resources manager (CIO), be submitted to the Quality Assurance Team at DIR. | Information Technology |
| 31-Aug | IRM Continuing Education | Department of Information Resources (DIR) | Each IRM has mandatory continuing education requirements and DIR is charged with overseeing this program. These requirements range from 0-30 hours per fiscal year, depending on "level", which is based on our biennial IT budget. To be in compliance as a Level 2-5 IRM completion of qualified training must be reported to DIR by August 31st of each fiscal year. TAMUCC is a Level 4. | AVP for IT/CIO (IRM) |
| 31-Aug | Report of Institutional and Academic Duties | Texas Education Code | | Provost |
| September | | | | |
| Annually | Risk Management Training for Student Organizations | Texas Education Code | At least once during each academic year, institution shall provide a risk management program for members of student organizations registered at the institution. | Risk Management |

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| Higher Education Act Disclosure Requirements - General Provisions Relating to Student Assistance Programs (Program Participation Agreements): On an annual basis, notice must be distributed to current students of the availability of the following information: | | | | |
| | | HEA | Institutional and Program Accreditation, Approval or Licensure - 20 U.S.C. §§ 1092(a)(1)-(2); 34 C.F.R. § 668.41(a)-(d); 34 C.F.R. § 668.43(a)(6), (b) | Academic Programs & Accreditation |
| | | HEA | Academic Program (Programs, Facilities, and Faculty) - 20 U.S.C. §§ 1092(a)(1)(G); 34 C.F.R. § 668.41(a)-(d); 34 C.F.R. § 668.43(a)(5) | Academic Support Programs |
| | | HEA | Student Body Diversity - 20 U.S.C. § 1982(a)(1)(Q) | Diversity & Inclusion |
| | | HEA | Retention Rates for Students - 20 U.S.C. §§1092(a)(1)(U) | Institutional Research |
| | | HEA | Facilities and Services Available to Disabled Students - 20 U.S.C. §§ 1092(a)(1)(I)-(2); 34C.F.R. § 668.41(a)-(d), 34 C.F.R. § 668.43(a)(7) Services | Student Disability Services |
| | | HEA | Price of Attendance - 20 U.S.C. §§ 1092(a)(1)-(2); 34 C.F.R. § 668.41(a)-(d); 34 C.F.R. § 668.43(a)(1) | Business Services |
| | | HEA | Student Financial Aid Information - 20 U.S.C. §§ 1092(a)(1)-(2), 1094(a)(9); 34 C.F.R. §§668.41(a)-(d); 34 C.F.R. § 668.42, 34 C.F.R. § 668.43(a)(8)-(9), 34 C.F.R. § 668.44 | Financial Aid |
| | | HEA | Refund Policy - 20 U.S.C. §§ 1092(a)(1)-(2); 34C.F.R. § 668.41(a)-(d); 34 C.F.R. § 668.43(a)(2)-4 | Business Services |
| | | HEA | Transfer of Credit Policy - 20 U.S.C. §§1092(a)(1)-(2); 34 C.F.R. § 668.41(a)-(d); 34C.F.R. § 668.43(a)(2)-(4) | Admissions |
| | | HEA | Vaccinations Policy - 20 U.S.C. §§1092(a)(1)(V) | Admissions |
| | | HEA | Job Placement for Graduates - 20 U.S.C. §1092(a)(1)R | Career Services |
| | | HEA | Graduate and Professional Education - 20 U.S.C. §1092(a)(1)(S) ** Higher Education Act Disclosure Requirements listed above requires information to be made readily available to both current and prospective students upon request through appropriate publications, mailings, or electronic media. | Career Development |
| Monthly | UCR Uniform Crime Report | Texas Dept. of Public Safety | Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety, which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr | Police Department |
| Quarterly | Binding Encumbrance and Payables and Lapsing of Appropriations | State Comptrollers of Texas | Payable , amounts Obligated for goods or services actually rendered, payment should be recorded as accounts payable- Encumbrances -actual contracts awarded | Accounts Payable |
| Quarterly | BE-125 | TAMUS | Reporting Sales and Purchases from a foreign vendor | Accounts Payable |
| Semester | EEO/AA Commitment Notification | OFCCP | Reaffirmation of Commitment to EEO and AA | President |

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| September | National Hazing Week | Texas Government Code | National Hazing Prevention week is an opportunity to promote the prevention of hazing. It is observed during the last week of September each year or whenever it is most convenient in your calendar. | Student Engagement |
| 1-Sep | Annual Reports | Texas Government Code | Technology Workforce Grants: An institution that is awarded a grant under this subchapter shall report to THECB regarding the use of that grant not later than September 1 of each year. | Business Services - Grants |
| 1-Sep | Educate to Eliminate Hazing | Texas Education Code | Publish or distribute to each student during the first three weeks of each semester a summary of the provisions of this subchapter. Publish or distribute in the same manner a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the previous three years. If the institution publishes a general catalog, student handbook, or similar publication, it shall publish a summary of the provisions of this subchapter in each edition of that catalog, handbook, or similar publication. | Student Engagement |
| 9-Sep | SIRS | Texas DIR | Listing of information security events for the previous month | OIS |
| 13-Sep | Educause Core Data Service Survey | Educause | The EDUCAUSE CORE DATA SERVICE (CDS) is a benchmarking service used by colleges and universities to inform their IT strategic planning and management. CDS focuses on three pillars of IT: financing, staffing, and services, and is organized by a set of IT domains. ITCHE entered into an agreement with DIR that in lieu of the mandatory DIR report, Higher Ed would annually fill out the CDS. As a result TAMUS mandates that we fill out Module 1 of the CDS. | Information Technology |
| 15-Sep | EEO/AA Commitment Notification | OFCCP | Reaffirmation of Commitment to EEO and AA | President |
| 15-Sep | Student Notification - Alcohol/Drug Awareness | Annual Notification | Annual Drug & Alcohol Awareness Notice (students) | Student Engagement |
| 15-Sep | CSA Notification | Department of Education | Notify campus CSA's of their responsibilities and training requirement | Police Department |
| 15-Sep | Student Notification – Risk, Fraud & Abuse Hotline Notification | | Notify students regarding Risk, Fraud and Abuse hotline | Student Engagement |
| 15-Sep | Student Notification Textbooks | | Notice to Students: Textbooks available through multiple distributors | Registrar |
| 15-Sep | Employee Notification – policies; drug/alcohol abuse, etc. | | Employee notification of policies & regulations; HIV/AIDS; drug & alcohol abuse; overtime, etc. | Human Resources |
| 15-Sep | Students in Self-Supporting Courses and Programs | THECB | CBM00X | Registrar |
| 17-Sep | Constitution Day and Citizenship Day | U.S. Code | On September 17th (or during the preceding or following week if September 17th falls on a Saturday, Sunday, or holiday), an educational program on the U.S. Constitution must be implemented commemorating the September 17, 1787 signing of the U.S. Constitution | Academic Affairs |
| 20-Sep | Monthly Open Records Reporting to OAG | Attorney General | By the 20th of each month, open records reporting to the Texas Attorney General | Institutional Advancement |

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| 30-Sep | Federal Contractor Veteran's Employment Report | Department of Labor | If entered into any federal contracts on or after 12/1/03 worth more than \$100,000, then by September 30th, a Federal Contractor Veterans' Employment Report (VETS-100) covering information in the preceding calendar year must be filed with the U.S. Department of Labor. See the DOL web page for more on this requirement. | Contracts |
| 30-Sep | Annual Open Records Reporting to TAMUS | TAMUS | Submit a Public Information Act compliance certification to OGC for the prior fiscal year | Institutional Advancement |
| 30-Sep | Annual Records Retention Certification | TAMUS | Submit a Retention of State Records compliance certification to OGC for the prior fiscal year | |
| 30-Sep | Employee Retirement Pension Plan Reports | U.S. Code | Within nine months after the close of the plan year (by September 30), a summary annual report must be furnished to each plan participant and beneficiary receiving benefits | Human Resources |
| October | | | | |
| Monthly | UCR Uniform Crime Report | Texas Dept. of Public Safety | Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety, which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr | Police Department |
| 1-Oct | Quarterly Compliance Report | TAMUS | Quarterly Compliance Report to TAMUS per system regulation 16.01.01 | ED&CS |
| 1-Oct | Higher Education Opportunity Act (HEOA) | TAMUCC students | The Higher Education Opportunity Act (HEOA) was signed into law on August 14, 2008 and final regulations were issued on October 29, 2009. Several sections of the HEOA deal with unauthorized file sharing on campus networks, imposing three general requirements on all U.S. colleges and universities: 1. An annual disclosure to students describing copyright law and campus policies related to violating copyright law. 2. A plan to 'effectively combat the unauthorized distribution of copyrighted materials' by users of its network, including 'the use of one or more technology-based deterrents. 3. A plan to 'offer alternatives to illegal downloading | OIS & Student Engagement & Success |
| 1-Oct | Fiscal Operation Report & Application to Participate (FISAP) | Department of Education | For participation in Federal Perkins Loan, FWS, or FSEOG programs, an application must be filed before the deadline date established annually by the U.S. Department of Education through publication of a notice in the Federal Register in order for the Department to determine allocation or reallocation of funds. This Application to Operate for the upcoming award year July 1st through June 30th must be submitted to the Department by October 1st. A Fiscal Operations Report plus other information required by the U.S. Department of Education must be submitted annually. This Report for the preceding award year July 1st through June 30th must be submitted to the Department by October 1st | Financial Aid Institutional Research Business Services |

Compliance Calendar

This calendar is not meant to be a comprehensive calendar, but rather highlights important reporting deadlines.

| Due Date | Reporting/Notification Requirement | Proponent | Description | Responsible Office |
|----------|------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| 1-Oct | Drug & Alcohol Abuse Prevention Program Report | Department of Education | On an annual basis, the policies and information on the drug and alcohol abuse prevention program must be distributed to all students and employees. (Students who enroll or employees who are hired after the annual distribution must also receive the information.) The report must be made available, upon request, to the U.S. Department of Education and to the public, the above information distributed to students and employees as well as the results of the biennial review of the drug and alcohol abuse prevention program. (Biennial Report) | Human Resources |
| 1-Oct | Texas Procurement and Support Services (TPASS) Historically Underutilized Business (HUB) Program | Texas Comptroller of Public Accounts | Annual HUB Report and supplemental letter due each October | Purchasing - HUB Program |
| 1-Oct | Annual Campus Security Report and Fire Safety Report | Department of Education | A security report, or notice of availability of the report, containing information regarding campus crime statistics and security measures for the preceding calendar year, must be distributed to all students and employees. Notice must also be provided to prospective students and prospective employees of the availability of the report. The crime statistics must be submitted in the form specified by the U.S. Department of Education, and the Department will make the statistics available to the public. If the security and fire safety reports are published separately, each report must include information indicating how to access the other report | Police Department and Risk Management |
| 1-Oct | Graduation Report | THECB | CBM009 | Registrar |
| 1-Oct | Texas Success Initiative Rpt. Student End of Semester Rpt. Faculty Report Student Schedule Report | THECB | CBM002 CBM008 CBM005 CBMOE1 | Registrar |
| 9-Oct | SIRS | Texas DIR | Listing of information security events for the previous month | OIS |
| 15-Oct | Student Report Class Report | THECB | CBM001 CBM004 | Registrar |
| 15-Oct | Building & Room Report Admissions Report | THECB | CBM005 CBM008 | Registrar |
| 15-Oct | Equity in Athletics | Department of Education | By October 15th, information about its intercollegiate athletic program (athletic participation, staffing, and revenues and expenses, by men's and women's teams) must be available to current and prospective students and to the public. Current and prospective students must be provided a notice of their right to request such information (included in annual notice to current students). A hard copy of the report must be provided to prospective students. Within 15 days of making the report available to students, prospective | Registrar/Financial Aid & Institutional Research/Athletic Compliance |

Compliance Calendar

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| Due Date | Reporting/Notification Requirement | Proponent | Description | Responsible Office |
|-----------------|--------------------------------------------------------------------------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| 20-Oct | Monthly Open Records Reporting to OAG | Attorney General | By the 20th of each month, open records reporting to the Texas Attorney General | Institutional Advancement |
| November | | | | |
| Monthly | UCR Uniform Crime Report | Texas Dept. of Public Safety | Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety, which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr | Police Department |
| 1-Nov | Facilities Room Inventory Report Facilities Building Inventory Report | THECB | CBM011 CBM014 January - October, Certified by 11/01 | Registrar |
| 1-Nov | Reports of Affordability and Access | Education Code Chapter 51 | By November 1st, CEO will provide to the governing board a report for the preceding fall, spring, and summer semesters that examines the affordability and access of the institution. The report must include: (1) statistical information on the percentage of gross family income required for a student who is a resident of this state to pay tuition and required fees charged by the institution; (2) the criteria used by the institution to admit students to the institution; (3) an analysis of the criteria used to admit students and to award financial assistance to students, considering the mission of the institution and the purposes of higher education in this state; (4) an analysis of the manner in which the factors described by Subdivisions (1)-(3) relate to: (A) the regions of this state in which students reside; (B) the race or ethnicity of students; (C) the gender of students; and (D) the level of education achieved by the parents of students; and (5) comparisons of the institution with peer institutions in this state and in other states with respect to affordability and access.(c) For purposes of the report, a student who applies for admission to or enrolls in an institution and applies for financial aid from the institution may be required to provide documentation necessary for the institution | Institutional Research President's Office |
| 1-Nov | Report of Efforts Concerning Timely Graduation | THECB | By November 1st, the president shall provide a report for the preceding academic year that examines the institution's efforts concerning timely graduation of its undergraduate students | Institutional Research |

Compliance Calendar

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|-----------------|--------------------------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| 1-Nov | Work-Study Student Mentorship Program | THECB | By November 1st , a report will be submitted to THECB regarding the progress resulting from the institution's participation in the Work-Study Student Mentorship program. The report must include: (1) the number of students of the institution employed as mentors under the program in the preceding academic year; (2) the number of students of the institution receiving mentoring under the program in the preceding academic year; (3) the number of high school students receiving mentoring or counseling from students of the institution under the program in the preceding academic year; (4) information relating to the costs of the program; and (5) if available, information in the form prescribed by the coordinating board regarding the following indicators of the academic progress of the students of the institution employed as mentors under the program, students of the institution receiving mentoring under the program, and the high school students receiving mentoring or counseling from students of the institution under the program: (A) changes in grade point averages; (B) changes in graduation rates; (C) changes in the percentage of high school students who enroll in higher education; and (D) effects on higher education readiness and preparation. (See bill for additional details.) | Financial Aid Institutional Research |
| 1-Nov | ERM Risk Matrix | TAMUS | ERM Risk Matrix due to TAMUS Risk Management Office | ED & CS |
| 1-Nov | Preliminary EEO Report | EEO | Acknowledgement Form | ED & CS |
| 9-Nov | SIRS | Texas DIR | Listing of information security events for the previous month | OIS |
| 15-Nov | Tax-Exempt Organization Information Returns | IRS | By November 15th a form, 990 must be filed with the IRS. Note that upon filing a Form 8868, an automatic three month extension will be granted (moving filing to 02/15) | Business Services |
| 20-Nov | Monthly Open Records Reporting to OAG | Attorney General | By the 20th of each month, open records reporting to the Texas Attorney General | Institutional Advancement |
| 30-Nov | Annual Department Report to the Attorney General | Texas Attorney General | By 90th day after the end of fiscal, each state agency shall file an annual debt report with the attorney general. The report shall contain the information required by rules adopted under this section by the attorney general. | Business Services |
| December | | | | |
| Monthly | UCR Uniform Crime Report | Texas Dept. of Public Safety | Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety, which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr | Police Department |

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| Quarterly | Binding Encumbrance and Payables and Lapsing of Appropriations | State Comptrollers of Texas | Payable , amounts Obligated for goods or services actually rendered, payment should be recorded as accounts payable- Encumbrances -actual contracts awarded | Accounts Payable |
| Quarterly | BE-125 | TAMUS | Reporting Sales and Purchases from a foreign vendor | Accounts Payable |
| 1-Dec | Animal Research Program Report to APHS | Department of Agriculture | By December 1st, a report regarding animal care and use program and facilities during the preceding fiscal year (October 1-September 30) must be submitted to the U.S. Department of Agriculture's Animal and Plant Health Inspection Service's (APHIS) AC Regional Director for Texas | Research/Provost |
| 1-Dec | Information Resources Deployment Review (IRDR) | Department of Information Resources (DIR) | Statewide IRDR reporting is used by DIR and the Quality Assurance Team for several purposes, including assessing compliance with statewide technology standards and assessing alignment with the state strategic plan for information resources management. | CIO |
| 1-Dec | Animal Welfare Act – Report by Licensees | Department of Agriculture | If live animals are used by the institution in research, tests, experiments or for teaching, then the part of the institution responsible for the research must submit an annual report to the AC Regional Director for the state where the institution is located by December 1 of each year. The report shall be signed by the CEO of Institutional Official and shall cover the previous fiscal year | Research/Sponsored Projects |
| 1-Dec | Annual Report of Participation in Higher Education | Department of Education | By December 1st and in the form prescribed by the THECB, each general academic teaching institution and medical and dental unit shall provide to the THECB and publish on the institution's website a report describing the composition of the institution's entering class of students. The report must include demographic breakdown of the class, including a breakdown by race, ethnicity, economic status, and high school class standing. A report submitted by a general academic teaching institution or medical and dental unit must include separate demographic breakdowns of the students admitted under Sections 51.803, 51.804, and 51.805 and a description of any plans, policies, programs developed or implemented by the institution to recruit and retain students from underrepresented groups such as racial or ethnic minority groups. | Institutional Research |

Compliance Calendar

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| Due Date | Reporting/Notification Requirement | Proponent | Description | Responsible Office |
|----------|---------------------------------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 1-Dec | Matching Scholarships to Retain Students in Texas | Department of Education | Each public or private or independent institution of higher education shall report to the board all scholarships or grants offered by out-of-state institutions for which the reporting institution offered a matching scholarship or grant under this section and all scholarships or grants offered or awarded by the reporting institution under this section and the methods used to encourage Texas high school graduates to attend that institution. The report shall include the race or ethnicity and gender of each person to whom that institution offered or awarded a scholarship or grant, the high school from which the person graduated, the out-of-state institution that offered the scholarship or grant, and the value and type of each scholarship or grant. | Financial Aid |
| 1-Dec | Tax Withholding Exemption Certificates | IRS | By December 1st, a request should be made to each employee to file a newly completed withholding certificate for the ensuing calendar year, in the event of change in the employee's exemption status since the filing of the employee's latest certificate | Payroll |
| 1-Dec | Annual Asbestos Notification | Texas Department of State Health Services | Annual Asbestos Notification; Bureau of Radiation Control 7-year Technical Review of Radiation Machines License; Bureau of Radiation Control 2-year Radiation Machines License Renewal; Bureau of Radiation Control 2-year Radiation Controls Permit | Risk Management |
| 9-Dec | SIRS | Texas DIR | Listing of information security events for the previous month | OIS |
| 20-Dec | Monthly Open Records Reporting to OAG | Attorney General | By the 20th of each month, open records reporting to the Texas Attorney General | Institutional Advancement |
| 31-Dec | Tax Identification Number (TIN) Statements | IRS | By December 31st, if no record of an individual's correct taxpayer identification number (TIN), then the TIN must be requested of each U.S. citizen and certain non-resident aliens with respect to whom payments of qualified tuition were received or reimbursements or refunds were made. | Business Services |