

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Academic Programs	Higher Education Opportunity Act: Public Law No. 110-315		Sections 152 and 153 require the following disclosures to enrolled students: . . . c) transfer of credit policies; . . . f) diversity statistics; g) retention rates; h) employment placement data; i) fire safety report; . . . k) along with the course schedule, the International Standard Book Number (ISBN) of every required and recommended textbook and supplemental material and retail price info . . . Disclosures c) - k) must be available to prospective	No deadline is mandated, but September 1 is suggested.	Sep 1	Office of the Provost

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Academic Programs	Teacher Preparation Programs: 20 U.S.C. §§ 1022 - 1022h	34 C.F.R. part 612; Note: On May 9, 2017, the Department of Education issued a Final Rule on Teacher Preparation Issues rescinding 34 C.F.R. part 612.	An institution with a teacher preparation program must report, among other things: (1) whether it satisfied its annual goal for increasing the number of teachers in areas of shortage; (2) the steps the institution is taking to improve its performance on these goals; (3) program information, including admissions criteria and information related to supervised clinical experience; (4) pass rates, including the percentage of students who have finished all nonclinical coursework and passed the state teacher licensing exam, the average score for all students who took the state teacher licensing exam, and a comparison between the pass rates of the institution and the state; (7) a statement on the program's accreditation approval; (8) whether the program has been designated low-performing by the state; (9) a description of the activities undertaken to assist teachers with integrating technology into curricula and instruction; and (10) a description of the activities undertaken to prepare teachers to teach students with disabilities effectively. On an annual basis, the institution must report on the quality of	An institution must submit its report to the state by April 30. By October 31, states must submit their annual reports to the Department of Education.	Apr 30 (State) Oct 30 (DOE)	Office of the Provost
Academic Programs	Age Discrimination Act of 1975: 42 U.S.C. §§ 6101-6107	ED: 34 C.F.R. § 110HHS: 45 C.F.R. § 90NSF: 45 C.F.R. § 617	Prohibits discrimination based on age in educational or academic programs or activities that receive federal financial assistance. Prohibits retaliation for filing a complaint with OCR or for advocating for a right protected by the Act.	Not Applicable	No Deadline	Office of the Provost

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Academic Programs	Americans with Disabilities Act: 42 U.S.C. §§ 12101-12213	DOJ: 28 C.F.R. § 35 DOJ: 28 C.F.R. § 36 DOL: 29 C.F.R. § 1640 EEOC: 29 C.F.R. § 1630	Provides broad nondiscrimination protection in employment, public services, and public accommodations (including colleges and universities) for individuals with disabilities. Requires reasonable accommodations (e.g., a modification or adjustment to the status quo inherent in the program or activity) to allow a qualified person with a disability to participate fully in the educational or academic programs and activities of the College. Enforced by multiple federal agencies, including the Department of Justice, Department of	Not Applicable	No Deadline	Office of the Provost
Academic Programs	Higher Education Opportunity Act: Public Law No. 110-315		Section 488: Requires each institution to disclose information about any plans to improve the academic program to current and prospective students on an annual basis. Section 497: Provides to institutions of higher education an adequate opportunity to review and respond to any program review report and relevant materials related to the report before any final program review report is issued.	Not Applicable	No Deadline	Office of the Provost
Academic Programs	Section 504 of The Rehabilitation Act of 1973: 29 U.S.C. § 701	34 C.F.R. § 10445 C.F.R. § 84	Prohibits discrimination on the basis of disability at any federally-funded institution. This covers admissions, recruitment, educational and/or academic programs and services	Not Applicable	No Deadline	Office of the Provost
Academic Programs	Title IX of the Education Amendment of 1972: 20 U.S.C. §§ 1681-1688	DOJ: 28 C.F.R. §§ 42.201-42.215, 42.601-42.613 ED: 34 C.F.R. § 106 EEOC: 29 C.F.R. § 1604 HHS: 45 C.F.R. § 86	Prohibits discrimination on the basis of sex in education programs or activities receiving federal financial assistance including employment. Any grievance records relating to a Title IX violation or complaint must be retained for the period of time cited in state law for personal injury	Not Applicable	No Deadline	Office of the Provost

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Academic Programs	Title VI of the Civil Rights Act of 1964: 42 U.S.C. §§ 2000d-2000d-7	DOJ: 28 C.F.R. §§ 42.101-42.112 DOJ: 28 C.F.R. § 50.3ED: 34 C.F.R. § 100HHS: 45 C.F.R. § 80	Prohibits discrimination based on race, color, or national origin in educational and/or academic programs or activities receiving federal financial assistance.	Not Applicable	No Deadline	Office of the Provost
Accounting	Qualified Tuition and Student Loan Interest Reporting: 26 U.S.C. § 6050S	26 C.F.R. § 1.6050S-126 C.F.R. § 1.6050S-226 C.F.R. § 1.6050S-326 C.F.R. § 1.6050S-4	Institutions must report (1) qualified tuition and related expenses and (2) student loan interest to the IRS. Institutions must also provide payors with a statement that includes the tax information furnished to the IRS.	Institutions must complete Form 1098-T (qualified tuition payments) and Form 1098-E (student loan interest payments), both of which must be filed with the IRS on or before February 28th, or March 31st if filed electronically. The required statement to all persons who made qualified tuition or student loan interest payments must be sent to the payor on or before January 31st of the year following the calendar year in which payments were received or amounts were	Feb 28 or Mar 31 (if e-filed)	Office of Business and Finance

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Accounting	Higher Education Opportunity Act: 20 U.S.C. § 1011f	34 C.F.R. § 668	The College is required to submit a disclosure report for gifts and contracts of \$250,000 or more with a foreign source to the Department of Education.	By January 31st or July 31st of each year, whichever is sooner depending on the time of the gift, a postsecondary institution must file a disclosure report about ownership or control by, or contracts with or gifts from foreign sources. The institution shall file a disclosure report with the Department of Education for gifts and contracts of \$250,000 or more	Jan 31 or Jul 31	Office of Business and Finance
Accounting	Unrelated Business Income Tax: 26 U.S.C. § 511	26 C.F.R. § 1.511-126 C.F.R. § 1.513-4	Regulates unrelated business income, which is income from a trade or business, regularly carried on, that is not substantially related to the charitable, educational, or other purpose that is the basis of the organization's exemption.	Unrelated business income must be reported to the IRS on Form 990-T. Various deadlines apply.	Multiple Deadlines	Office of Business and Finance

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Accounting	Federal Insurance Contributions Act (FICA): 26 U.S.C. §§ 3101-3128	26 C.F.R. § 31.26 C.F.R. § 31.312126 C.F.R. § 31.3306	FICA defines which employers and employees are subject to taxation and levies the tax. Provides that service performed in the employ of a school, college, or College by a student who is enrolled and regularly attending classes at such school, college, or College is exempt from the FICA tax. An employer must pay social security taxes on employees but an exemption exists for most students also working for the College and for clergy whose services are performed in the	Not Applicable	No Deadline	Office of Business and Finance
Accounting	Bankruptcy Abuse Prevention & Consumer Protection Act of 2005: Public Law No. 109-8: 11 U.S.C. §§ 101-1532		Prohibits the discharge of most student loans in bankruptcy, when the loans were obtained from the government or non-profit higher educational institutions. There is an exception for undue hardship and for loans that became due more than seven years before the filing of the petition.	Not Applicable	No Deadline	Office of Business and Finance
Accounting	Clayton Antitrust Act of 1914: 15 U.S.C. §§ 12-27		Enacted as a supplement to the Sherman Act. Prohibits price discrimination; conditioning sales on exclusive dealing; mergers and acquisitions when they may substantially reduce competition; and serving on the board of directors for two competing companies.	Not Applicable	No Deadline	Office of Business and Finance

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Accounting	Fair Credit Reporting Act (FCRA): 15 U.S.C. §§ 1681-1681v	16 C.F.R. § 600	Requires employers to advise applicants if employment was denied based on a credit report. Employers, before obtaining a consumer report (including criminal background checks), must disclose in writing to the applicant or employee that it may obtain a consumer report for employment purposes, and secondly, secure the written consent of the applicant or employee. When using a third party consumer reporting agency to request motor vehicle record checks for employment purposes, notice must be given to the applicant or employee. Employers must certify to the consumer reporting agency that they will comply with the Act's disclosure requirements and that any information obtained will not be used in violation of any applicable federal or state equal	Not Applicable	No Deadline	Office of Business and Finance
Accounting	Federal Unemployment Tax Act: 26 U.S.C. §§ 3301-3311	26 C.F.R. § 31.6011(A)- 3	Provides for payments of unemployment compensation to workers who have lost their jobs. If your FUTA tax is more than \$500 for the calendar year, you must deposit at least one quarterly payment. If not, alternate rules apply.	Not Applicable	No Deadline	Office of Business and Finance
Accounting	Regulation E: Electronic Fund Transfers: 15 U.S.C. § 1693b	12 C.F.R. §§ 205.1-205.20	Establishes the basic rights, liabilities and responsibilities of consumers who use electronic fund transfer services and of financial institutions that offer these services.	Not Applicable	No Deadline	Office of Business and Finance
Accounting	Sarbanes Oxley Act of 2002 (SOX): Public Law No. 107-204		Designed to protect investors by improving the accuracy and reliability of corporate disclosures made pursuant to the securities laws.	Not Applicable	No Deadline	Office of Business and Finance

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Accounting	Sherman Antitrust Act: 15 U.S.C. §§ 1-7		This law has been applied to colleges and Colleges in a number of instances regarding purchases. The Department of Justice interpreted this law to mean that financial aid awards must be established independently and not in concert with other institutions. May also apply to establishing prices for items in a bookstore based on collaboration with a wholesaler or another retailer. Section 568 - known as the antitrust exemption - allows colleges and Colleges to collaborate on a common formula for determining a student's	Not Applicable	No Deadline	Office of Business and Finance
Accounting	Social Security Act: 42 U.S.C. §§ 301-1397mm	20 C.F.R. § 404.1028	An employer must pay social security taxes on employees but an exemption exists for most students also working for the College, and for clergy whose services are performed in the exercise of their ministry. To avoid penalty for reporting incorrect SSN on W-2 forms, transmit data file electronically to the Social Security Administration (SSA). Report all employees hired in the specific quarter listing name (as it appears in HR System), SSN, sex, and date of birth. After information is queried against SSA's database, mismatches are	Not Applicable	No Deadline	Office of Business and Finance
Accounting	Truth in Lending Act: 15 U.S.C. §§ 1601-1693r	12 C.F.R. § 226	Requires disclosure statements for loans and credit plans, but exempts Perkins Loans and Federal Family Education Loans. Loans made, insured or guaranteed pursuant to programs authorized by Title IV are	Not Applicable	No Deadline	Office of Business and Finance

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Accounting	Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance, Super Circular, or Omni Circular)	2 C.F.R. Part 200	The Uniform Guidance streamlines and consolidates the federal government's guidance on administrative rules, cost principles, and audit requirements for federal awards (including sponsored research awards and others awarded to institutions) across the entire federal government. Also requires disclosures of potential conflicts of interest or criminal violations. The Uniform Guidance, which supersedes current OMB Circulars A-110, A-21, A-122, and A-133 (among others), became effective upon each federal agency's promulgation of implementing regulations, and no later than December 26, 2014. New audit requirements apply to grantee fiscal years beginning on or after December 26, 2014. Department of Education exceptions to the Uniform	Higher education institutions that receive aggregate federal awards totaling \$50 million or more per fiscal year must disclose their cost accounting practices by filing a Disclosure Statement (DS-2), and amendments to the DS-2 must be filed six months in advance of a disclosed practice being changed.	No Deadline	Office of Business and Finance

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Accreditation	Higher Education Opportunity Act: Public Law No. 110-315: 20 U.S.C. § 1099b	34 C.F.R. §§ 602.10-602.13.	Section 495: Recognition of accrediting agency or association. The association enforces standards that respect the stated mission of the institution of higher education, including religious missions, and that ensure that the courses or programs of instruction, training, or study offered by the institution of higher education, including distance education or correspondence courses or programs, are of sufficient quality to achieve, for the duration of the accreditation period, the stated objective for which the courses or the programs are offered. Section 496: Each school must make available to prospective and enrolled students: Names of associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs; and Procedures for obtaining or reviewing documents describing accreditation, approval, or licensing.	Not Applicable	No Deadline	Office of Institutional Effectiveness
Admissions	Age Discrimination Act of 1975: 42 U.S.C. §§ 6101-6107	ED: 34 C.F.R. § 110HHS: 45 C.F.R. § 90NSF: 45 C.F.R. § 617	Prohibits discrimination based on age in the admission of educational and/or academic programs or activities that receive federal financial assistance. Prohibits retaliation for filing a complaint with OCR or for advocating for a right protected by the Act.	Not Applicable	No Deadline	Office of Admissions
Admissions	Higher Education Opportunity Act: Public Law No. 110-315: 20 U.S.C. § 1092		Section 488 requires institutions to provide each student, upon enrollment, with a "separate, clear, and conspicuous written notice" that provides information on the penalties associated with drug-related offenses.	Not Applicable	No Deadline	Office of Admissions

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Admissions	Higher Education Opportunity Act: Public Law No. 110-315: 20 U.S.C. § 1092		Section 484C requires that the College readmit students who left in order to join the military. The student must be readmitted in the same academic status. Generally, the length of absence cannot be greater than five (5) years. Exceptions to this law include those veterans receiving a dishonorable discharge, or bad conduct charge, or those who were court	Not Applicable	No Deadline	Office of Admissions
Admissions	Title IX of the Education Amendment of 1972: 20 U.S.C. §§ 1681-1688	ED: 34 C.F.R. § 106EEOC: 29 C.F.R. § 1604HHS: 45 C.F.R. § 86	Prohibits discrimination on the basis of sex in the admission of education programs or activities receiving federal financial assistance including employment. Under the Title IX common rule, a recipient may not discriminate against any person on the basis of sex in the counseling or guidance of students or applicants for admission. Specifically, in appraising or counseling students, a recipient must not use different testing or other materials on the basis of sex or use materials that permit or require different treatment of students on the basis of sex. Such different materials may be used, however, where they cover the same occupational interest areas and their use is shown to be essential to eliminate sex bias. Any grievance records relating to a Title IX violation or complaint must be retained for the period of time cited in state law for personal injury actions.	Not Applicable	No Deadline	Office of Admissions

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Admissions	Title VI of the Civil Rights Act of 1964: 42 U.S.C. §§ 2000d-2000d-7	DOJ: 28 C.F.R. §§ 42.101-42.112DOJ: 28 C.F.R. § 50.3ED: 34 C.F.R. § 100HHS: 45 C.F.R. § 80	Prohibits discrimination based on race, color, or national origin in the admission of educational and/or academic programs or activities receiving federal financial assistance.	Not Applicable	No Deadline	Office of Admissions
Athletics	Equity in Athletics Disclosure Act: 20 U.S.C. § 1092(g)	34 C.F.R. § 668.4134 C.F.R. § 668.47	The Equity in Athletics Disclosure Act requires co-educational institutions of postsecondary education that participate in a Title IV federal student financial assistance program and have an intercollegiate athletic program, to prepare an annual report to the Department of Education on athletic participation, staffing, and revenues and expenses, by men's and women's teams.	Each coed institution of higher education that participates in Title IV programs, and has an intercollegiate athletic program, must no later than October 15th of each year, make available on request to enrolled students, prospective students, and the public, the report required to be produced under this law. Within 15 days of making the report available to students, prospective students, and the public, (i.e., no later than October 30th	Oct 15	Athletics Department

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Athletics	Title IX: 20 U.S.C. §§ 1681-1688	ED: 34 C.F.R. § 106EEOC: 29 C.F.R. § 1604	Requires that no person shall on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person, or otherwise be discriminated against in any interscholastic, intercollegiate, club or intramural athletics offered by a recipient, and no recipient shall provide such athletics separately on such basis.	Not Applicable	No Deadline	Athletics Department

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Auxiliary Services	Higher Education Opportunity Act: 20 U.S.C. § 1015b: Public Law No. 110-315	34 C.F.R. § 668	Section 112: Each school must disclose on the school's internet course schedule used for preregistration and registration purposes, the ISBN and retail price of required and recommended textbooks and supplemental materials for each course listed. 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 College web page this information will be posted. The bookstore operated by or affiliated with the school, the school must make available as soon as practicable the most accurate information regarding the schools course schedule, information for recurred and recommended textbooks and supplemental materials and number of students enrolled in each course or class and maximum student enrollment for each course or class. HEOA encourages schools to disseminate information regarding book rentals, used textbooks, buyback programs, and alternative delivery programs or other	Not Applicable	No Deadline	Office Academic Programs

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Campus Safety	Emergency Planning and Community Right to Know Act (EPCRA): 42 U.S.C. §§ 11001 - 11050	40 C.F.R. § 370	Requires the establishment of state/tribe emergency response commissions (SERCs/TERCs), which are responsible for coordinating certain emergency response activities and for appointing local emergency planning committees (LEPCs). Requires facilities to notify the SERC and LEPC of the presence and/or release of any extremely hazardous substance. All information submitted pursuant to EPCRA regulations is publicly accessible, unless protected by a trade secret claim.	By March 1st of each year, the owner or operator of any facility which is required to have available a material safety data sheet for a hazardous chemical under OSHA shall prepare and submit an emergency and hazardous chemical inventory format the appropriate local emergency planning committee; the state emergency response commission; and the fire department with jurisdiction over the facility. Hazardous chemical training must be conducted annually.	Mar 1	Campus Safety

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Campus Safety	Drug Free Schools and Communities Act: 20 U.S.C. § 1011i	34 C.F.R. § 86	Requires distribution of the college or College's drug and alcohol prevention and policy information every year and biennial review of drug and alcohol prevention program.	Annual distribution to students and employees of the institution's standards of conduct with respect to illegal drugs and alcohol; a description of the applicable legal sanctions and health risks; and availability of drug and alcohol counseling available to employees and students. Must also include a statement on sanctions the institution will impose for violation of the standards of conduct. The law does not mandate a particular date for distribution, but	Oct 1	Office of Campus Safety

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Campus Safety	Higher Education Opportunity Act: Public Law No. 110-315: 20 U.S.C. § 1092		Section 488: Requires institutions to notify the campus community in the event of a significant emergency and publish the procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation, unless this would compromise efforts to contain the emergency.Requires institutions to report and make public an annual fire safety report and requires the Secretary to make policies public, including the installation of fire detection and prevention technologies in student housing, dormitories, and other buildings.Requires institutions to implement procedures for managing reports of missing persons and notify on-campus residing students to that the institution is required to notify a parent or guardian 24 hours after the time that the	Institutions are required to disclose emergency response policies and evacuation procedures. Suggested deadline of October 1st of each year to coincide with the Annual Security Report.	Oct 1	Office of Campus Safety
Campus Safety	Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and Violence Against Women Act: 20 U.S.C. § 1092(f)	34 C.F.R. § 668.41(e)34 C.F.R. § 668.46	Any institution that participates in federal financial aid programs must collect information with respect to campus crime statistics and campus security policies of the institution. The institution must annually distribute to current students, employees, and (upon request) prospective students or employees, an annual security report (ASR) containing various statements of institutional policies, descriptions of programs, and campus crime statistics.	By October 1 of each year, an institution must distribute its ASR to all enrolled students and current employees. The campus safety web-based statistical survey is also submitted to the U.S. Department of Education "by the date and in a form	Oct 1	Office of Campus Safety

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Campus Safety	Higher Education Opportunity Act: Public Law No. 110-315: 20 U.S.C. § 1092(j)		Sections 485(a) and (f) Missing Student Notification Policy and Procedures: Any institution participating in a Title IV federal student financial aid program that maintains on campus housing facilities must establish a missing student notification policy and related procedures for those students who live in on campus housing and who have been missing for 24 hours.	An institution that provides any on-campus student housing facility must include in its Annual Security Report a statement of policy regarding missing student notification procedures for students who reside in on-campus student housing	Oct 1	Office of Campus Safety

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Campus Safety	Higher Education Opportunity Act: Public Law No. 110-315: 20 U.S.C. § 1092		Section 485: The College must have security policies that encourage accurate and prompt reporting of crimes to campus police and law enforcement agencies, and include procedures for immediate notification of emergencies and for the College. The College must publicize those procedures on an annual basis in a manner designed to reach students and staff, and must test annually emergency response and the College procedures and document the testing. The College also must develop a Missing Student Policy and procedures.	Emergency Response Policies and Procedures Annually publish a campus Fire Safety Report that provides statistics on a dorm-by-dorm basis showing the number of fires, deaths, injuries, fire drills, property damage, type of fire detection systems, etc. Disclosure of Fire Safety Standards and Measures The statistics set forth in 20 U.S.C. § 1092(i)(1)(a) must be reported to the Secretary of Education on an annual basis: (i) the number of fires and the cause of each	Oct 1	Office of Campus Safety
Campus Safety	Higher Education Opportunity Act: Public Law No. 110-315: 20 U.S.C. § 1011i		Section 107: Requires an institution of higher education, in its biennial review, to determine the number of drug and alcohol-related violations and fatalities that have occurred on the institution's campus or as part of the institution's activities and that are reported to campus officials.	Completed in the institution's biennial review.	Multiple Deadlines	Office of Campus Safety

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Campus Safety	Campus Sex Crimes Prevention Act (§ 1601 of the Victims of Trafficking and Violence Protection Act of 2000): Public Law No. 106-386 (Title VI)	34 C.F.R. § 668	The Campus Sex Crimes Prevention Act requires sex offenders who are required to register under state law to provide notice of enrollment or employment at any institution of higher education (IHE) in that state where the offender resides, as well as notice of each change of enrollment or employment status at the IHE. In turn, this information will be made available by the state authorities to the local law enforcement agency that has jurisdiction where the IHE is located.	Institution must issue a statement advising the campus community on where information concerning registered sex offenders can be obtained. Notification may be accomplished by adding the statement to the Annual Security Report required by the Campus Security Act. Suggested deadline of October 1st of each year to coincide with the Annual Security	Multiple Deadlines	Office of Campus Safety and Office of General Counsel and Compliance
Campus Safety	Americans with Disabilities Act: 42 U.S.C. § 12101-12213	DOJ: 28 C.F.R. § 36	Although the Americans with Disabilities Act (ADA) does not require employers to have emergency evacuation plans, if organizations covered by the ADA opt to have such plans they are required to include people with disabilities.	Not Applicable	No Deadline	Office of Campus Safety

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Campus Safety	Higher Education Opportunity Act: Public Law No. 110-315: 20 U.S.C. § 1092		Section 493: When requested, institutions must disclose to the alleged victim of any violent crime or non-forcible sex offense the final results of any institutional disciplinary proceeding conducted against the alleged perpetrator of such crime or offense. The alleged victim's next of kin must be informed, if the alleged victim dies as a result of the crime.	Not Applicable	No Deadline	Office of Campus Safety
Campus Safety	Occupational Safety and Health Act of 1970: 29 U.S.C. §§ 651-678	29 C.F.R. § 1910.38	The College must have a written emergency action plan kept in the workplace and available for employee review upon request, as required under OSHA standards.	Not Applicable	No Deadline	Office of Campus Safety
Contracts & Procurement	Higher Education Act: Foreign Gift and Contract Reports: 20 U.S.C. § 1011f		Whenever an institution is owned or controlled by a foreign source, or receives gifts from or enter into contracts with a foreign source totaling more than \$250,000 within a calendar year, the institution shall file a disclosure report with the Secretary of Education on January 31 or July 31, whichever is sooner.	January 31 or July 31 (if applicable)	Jan 31 or Jul 31	Procurement and Contracts Management Office
Contracts & Procurement	Non-Retaliation for Disclosure of Compensation Information: Executive Order 13665	41 C.F.R. § 60	Federal contractors and subcontractors may not fire or otherwise discriminate against any employee or applicant for discussing, disclosing, or inquiring about his or her compensation or that of another employee or applicant. The rule applies to all federal government contractors with contracts entered into or modified on or after January 11, 2016.	Not Applicable	No Deadline	Procurement and Contracts Management Office

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Contracts & Procurement	Copeland Anti-Kickback Act: 18 U.S.C. § 874: 40 U.S.C. § 3145	29 C.F.R. § 3	Requires contractors and subcontractors on public buildings or works financed by loans or grants from the U.S. to furnish a weekly statement of wages paid.	Requires contractors and subcontractors on public buildings or works financed by loans or grants from the U.S. to furnish a weekly statement	No Deadline	Procurement and Contracts Management Office
Contracts & Procurement	Anti-Kickback Act of 1986: 41 U.S.C. §§ 8701-8707	48 C.F.R. § 3.502-2	Prohibits any payment or gratuity made for the purpose of inducing award of a subcontract or prime contract with the federal government.	Not Applicable	No Deadline	Procurement and Contracts Management Office

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Contracts & Procurement	Byrd Amendment: 31 U.S.C. § 1352	32 C.F.R. § 2834 C.F.R. § 82.100	Prohibits grantees from lobbying with federal funds.Requires disclosure of lobbying activities when receiving federal contracts, grants, loans or cooperative agreements.	Requires certification and disclosure with each submission for consideration of a federal contract, grant or cooperative agreement exceeding \$100,000 or an award of a federal loan or commitment providing for the U.S. to insure or guarantee a loan exceeding \$150,000. Federal contractors, grantees and those receiving federal loans and cooperative agreements must also report lobbying expenditures from non-federal sources	No Deadline	Procurement and Contracts Management Office

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Contracts & Procurement	Davis-Bacon Act: 40 U.S.C. §§ 3141-3144, 3146, 3147	29 C.F.R. part 5	All laborers and mechanics employed by contractors or subcontractors to work on construction contracts in excess of \$2,000 financed by federal assistance funds must be paid wages not less than those established for the locality of the project (prevailing wage rates) by the Department of Labor. In construction contracts subject to the Davis-Bacon Act, institutions must include a provision requiring that the contractor or subcontractor comply with the requirements of the Act and applicable	Not Applicable	No Deadline	Procurement and Contracts Management Office
Contracts & Procurement	E-Verify (Executive Order 1289)	73 Fed. Reg. 67,651	For federal contracts of more than \$100,000 and subcontracts greater than \$3,000, the College must utilize the E-Verify electronic system to confirm the employees working on those contracts/subcontracts are lawfully eligible	Not Applicable	No Deadline	Procurement and Contracts Management Office
Contracts & Procurement	Trading with the Enemy Act: 22 U.S.C. §§ 7201-7211	31 C.F.R. §§ 500-599	Assets Control Regulations of the U.S. Department of Treasury require persons subject to U.S. jurisdiction to have a license to engage in certain transactions related to travel to, from and within regulated countries.	Not Applicable	No Deadline	Procurement and Contracts Management Office
Copyright & Trademark	Higher Education Opportunity Act: Public Law No. 110-315		Sections 152 and 153 require the following disclosures to enrolled students: a) Policies/sanctions for copyright infringement; and b) annual disclosure detailing federal copyright penalties.	No deadline is mandated, but September 1 is suggested.	Sep 1	Office of Academic Programs

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Copyright & Trademark	Copyright Act: 17 U.S.C. §§ 101-1332	37 C.F.R. § 201.148 C.F.R. § 52.227-2	Protects the rights of authors from unauthorized reproduction/adaptation/performance/display/distribution of protected works of authorship, including computer software, books, journals etc. Software licenses required. Includes an exception for "fair use" in criticism, comment, teaching, scholarship and research.	Not Applicable	No Deadline	Office Academic Programs

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Copyright & Trademark	Small Webcasters Settlement Act of 2002: Public Law No. 107-321	67 Fed. Reg. 45,239	Applies to "Noncommercial Webcasters" and to "Small Commercial Webcasters." Enables SoundExchange, the recording industry's royalty collection clearinghouse, to enter into royalty rate agreements with small commercial and all noncommercial webcasters.	Stations that average under 75 simultaneous users will have the option of submitting reports of use that do not require any audience data (ATH of ATP) or paying a \$100 proxy fee in lieu of any reporting. Stations with an average concurrent audience of over 75 will be required to submit reports of use, but they will not have to submit audience data. The fee for these stations remains at \$500 annually through 2016 unless the station has an ATH above 159, 140 (~208	No Deadline	Office Academic Programs

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Copyright & Trademark	Copyright Term Extension Act: Public Law No. 105-298	63 Fed. Reg. 71,785	Extends by 20 years the length of protection afforded to copyrighted works, and thus lengthens the amount of time it will take for a work to enter the public domain. For copyrights in their renewal term at the time of the effective date of this new law, the term of copyright is extended to 95 years from the date the copyright was originally secured. For works created but not published or registered before January 1, 1978, the term endures for life of the author plus 70 years, but in no case will expire earlier than December 31, 2002. If the work is published before December 31, 2002, the term will not expire before December 31, 2047. Includes an exception that allows libraries, archives and nonprofit educational institutions to treat a copyrighted work in the last 20 years of protection as if it were in the public domain for purposes of preservation, scholarship or research. Conditions that apply to this usage in the last 20 years require a good faith investigation to determine that the work is not subject to normal commercial exploitation, the work or phone record cannot be obtained at a	Not Applicable	No Deadline	Office Academic Programs
Copyright & Trademark	Digital Millennium Copyright Act (DMCA): Public Law No. 105-304		Imposes rules prohibiting the circumvention of technological protection measures. Sets limitations on copyright infringement liability for online service providers (OSPs). Expands an existing exemption for making copies of computer programs. Provides a significant updating of the rules and procedures regarding archival	Not Applicable	No Deadline	Office Academic Programs

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Copyright & Trademark	Lanham Act: 15 U.S.C. §§ 1051-1141n	19 C.F.R. § 133.1	Prohibits trademark infringement, trademark dilution, and false advertising.	Not Applicable	No Deadline	Office Academic Programs
Copyright & Trademark	Technology Education and Copyright Harmonization Act (TEACH ACT) of 2002: Public Law No. 107-273		Permits an instructor to display virtually all types of works during on-line instruction at accredited nonprofit educational institutions without consent of copyright owner, provided that instruction is mediated by an instructor, transmission is intended only for students enrolled in course, and measures are employed to prevent redistribution of transmission and prevent its retention for longer than the	Not Applicable	No Deadline	Office Academic Programs
Disabilities	Americans with Disabilities Act: 42 U.S.C. §§ 12101-12213	EEOC: 29 C.F.R. § 1630DOJ (Title II): 28 C.F.R. § 35DOJ (Title III): 28 C.F.R. § 36DOL: 29 C.F.R. § 1640	Provides broad nondiscrimination protection for individuals with disabilities in employment, public services, and public accommodations, including colleges and universities. The College must make reasonable accommodations for employees and students with disabilities. Enforced by multiple federal agencies, including the Department of Justice, Department of Labor, and the EEOC.	Not Applicable	No Deadline	Office of Disability Services
Disabilities	The Family and Medical Leave Act of 1993: Public Law 103-3	29 C.F.R. § 825	Entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Provides covered employees with certain rights to reinstatement of employment after taking FMLA leave.	Not Applicable	No Deadline	Office Disability Services

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Disabilities	Section 504 of The Rehabilitation Act of 1973: 29 U.S.C. § 701	ED: 34 C.F.R. § 104HHS: 45 C.F.R. § 84	Prohibits discrimination on the basis of disability at any federally-funded institution. This covers admissions, recruitment, programs and services. Existing facilities can be made compliant through modification, moving classes or other services to more accessible locations, assignment of aids, or other measures. Newly constructed facilities must be readily accessible to persons with disabilities. Each facility or part of a facility which is altered in a manner that affects or could affect the usability of the facility or part of the facility shall, to the maximum extent feasible, be altered in such manner that the altered portion of the facility is readily accessible to and usable by persons	Not Applicable	No Deadline	Office Disability Services
Diversity / Affirmative Action	Age Discrimination Employment Act of 1967: 29 U.S.C. §§ 621-634	29 C.F.R. § 1627	It is unlawful for a College to fail to hire, discharge, segregate, classify, or otherwise discriminate against any individual with respect to compensation, terms, conditions or privileges of employment because of	Not Applicable	No Deadline	Office of Admissions

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Diversity / Affirmative Action	Section 504 of The Rehabilitation Act of 1973: 29 U.S.C. § 701	ED: 34 C.F.R. § 104HHS: 45 C.F.R. § 84	Prohibits discrimination on the basis of disability at any federally-funded institution. This covers admissions, recruitment, programs and services.If an existing facility is not accessible, redesign of equipment, reassignment of classes or other services to accessible buildings is an alternative to new construction.Newly constructed facilities must be readily accessible to persons with disabilities.Each facility or part of a facility which is altered in a manner that affects or could affect the usability of the facility or part of the facility shall, to the maximum extent feasible, be altered in such manner that the altered portion of the facility is readily accessible to and usable by persons with disabilities.	Not Applicable	No Deadline	Office of Admissions and Academic Affairs
Diversity / Affirmative Action	Title VI of the Civil Rights Act of 1964: 42 U.S.C. §§ 2000d-2000d-7	DOJ: 28 C.F.R. §§ 42.101-42.112DOJ: 28 C.F.R. § 50.3ED: 34 C.F.R. § 100HHS: 45 C.F.R.	Prohibits discrimination based on race, color, or national origin in educational and/or academic programs or activities receiving federal financial assistance.	Not Applicable	No Deadline	Admissions and Academic Affairs
Diversity / Affirmative Action	Americans with Disabilities Act: 42 U.S.C. §§ 12101-12213	EEOC: 29 C.F.R. § 1630DOJ (Title II): 28 C.F.R. § 35DOJ (Title III): 28 C.F.R. § 36DOL: 29 C.F.R. § 1640	Provides broad nondiscrimination protection in employment, public services, and public accommodations including colleges and Collegesfor individuals with disabilities.Enforced by multiple federal agencies, including the Department of Justice, Department of Labor, and the	Not Applicable	No Deadline	Office of Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Diversity / Affirmative Action	Equal Pay Act of 1963: 29 U.S.C. § 206(d)	29 C.F.R. § 162029 C.F.R. § 162129 C.F.R. § 1604	Prohibits sex-based wage discrimination between men and women in the same establishment who perform jobs that require substantially equal skill, effort and responsibility under similar working conditions.	Not Applicable	No Deadline	Office of Human Resources
Diversity / Affirmative Action	Genetic Information Non-Discrimination Act of 2008: Public Law No. 110-233	29 C.F.R. § 1635	Prohibits use of genetic information in employment decision-making.Requires that genetic information be maintained as a confidential medical record, and places strict limits on disclosure of genetic	Not Applicable	No Deadline	Office of Human Resources
Diversity / Affirmative Action	Lilly Ledbetter Fair Pay Act of 2009: Public Law No. 111-2		An individual subjected to compensation discrimination under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, or the Americans with Disabilities Act of 1990 may file a charge within 180 (or 300) days of any of the following: 1) when a discriminatory compensation decision or other discriminatory practice affecting compensation is adopted; 2) when the individual becomes subject to a discriminatory compensation decision or other discriminatory practice affecting compensation; or 3) when the individual's compensation is affected by the application of a discriminatory compensation decision or other discriminatory practice, including each time the individual receives compensation that is based in whole or part on such compensation decision or other practice.The Act has a retroactive effective date of May 28, 2007, and applies to all claims of discriminatory compensation pending on or after that	Not Applicable	No Deadline	Office of Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Diversity / Affirmative Action	Title VII of the Civil Rights Act of 1964: 442 U.S.C. §§ 2000e-2000e-17	DOJ: 29 C.F.R. § 42DOL: 41 C.F.R. § 60-1	Title VII prohibits discrimination in hiring, firing, training, promotion, discipline, or other workplace decisions on the basis of an employee or applicant's race, color, sex, national origin, or religion. Sexual harassment is also prohibited under this law. Prohibits discrimination on the basis of pregnancy, childbirth, or related illness in employment opportunities, health or disability insurance programs, or sick leave	Not Applicable	No Deadline	Office of Human Resources
Diversity / Affirmative Action	Uniformed Services Employment and Reemployment Rights Act (USERRA): 38 U.S.C. §§ 4301-4335	5 C.F.R. § 353	Seeks to ensure that members of the uniformed services are entitled to return to their civilian employment upon completion of their service. Qualified employees must be reinstated with the seniority, status, and rate of pay they would have obtained had they remained continuously employed by their civilian employer. The law also protects individuals from discrimination in hiring, promotion, and retention on the basis of present and future membership in the armed services.	Not Applicable	No Deadline	Office of Human Resources
Diversity / Affirmative Action	Immigration and Nationality Act: 8 U.S.C. §§ 1101-1106	8 C.F.R. § 2148 C.F.R. § 274a20 C.F.R. § 65529 C.F.R. § 501	The INA, as amended, sets forth the laws governing the admission and employment of foreign nationals in the United States, including provisions that address employment eligibility and employment verification.	Not Applicable	No Deadline	Office Human Resources and Admissions
Diversity / Affirmative Action	Title IX of the Education Amendment of 1972: 20 U.S.C. §§ 1681-1688	DOJ: 28 C.F.R. §§ 42.201-42.215ED: 34 C.F.R. § 106EEOC: 29 C.F.R. § 1604HHS: 45 C.F.R. § 86	Prohibits discrimination on the basis of sex in education programs or activities receiving federal financial assistance including employment. Any grievance records relating to a Title IX violation or complaint must be retained for the period of time cited in state law for personal injury	Not Applicable	No Deadline	Office of General Counsel and Compliance

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Diversity / Affirmative Action	Affirmative Action/Equal Employment Opportunity: Executive Order 11246	41 C.F.R. § 60	Affirmative action must be taken by covered employers to recruit and advance qualified minorities, women, persons with disabilities, and covered veterans.	Not Applicable	No Deadline	Office of Human Resources
Diversity / Affirmative Action	Age Discrimination Act of 1975: 42 U.S.C. §§ 6101-6107	ED: 34 C.F.R. § 110HHS: 45 C.F.R. § 90NSF: 45 C.F.R. § 617	Prohibits discrimination based on age in educational or academic programs or activities that receive federal financial assistance. Prohibits retaliation for filing a complaint with OCR or for advocating for a right protected by the Act.	Not Applicable	No Deadline	Office of Human Resources
Diversity / Affirmative Action	Equal Employment of Veterans: 38 U.S.C. §§ 4211-4215	41 C.F.R. § 60-250	For federal subcontracts of \$100,000 or more the College shall include in each of its subcontracts a clause that the subcontractor will not discriminate against any employee or applicant for employment because he or she is a special disabled veteran, veteran of the Vietnam era, recently separated veteran, or other protected veteran in regard to any position for which the employee or applicant for employment is qualified. The College must agree to take affirmative action to employ and advance qualified individuals without	Not Applicable	No Deadline	Procurement and Contracts Management Office

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Environmental Health & Occupational Safety	Emergency Planning and Community Right Act (EPCRA): 42 U.S.C. §§ 11001 - 11050	40 C.F.R. § 37040 C.F.R. § 372.2540 C.F.R. § 372.2740 C.F.R. § 35548 C.F.R. § 52.223-13	Helps communities plan for emergencies involving hazardous substances. The Act establishes requirements for federal, state and local governments, Indian tribes, and industry regarding emergency planning and "Community Right-to-Know" reporting on hazardous and toxic chemicals. The Community Right-to-Know provisions help increase the public's knowledge and access to information on chemicals at individual facilities, their uses, and releases into the environment. States and communities, working with facilities, can use the information to improve chemical safety and protect public health and the environment. Hazardous chemical training must be conducted annually.	42 U.S.C. § 11021 and § 11022; 40 C.F.R. § 370.21 and § 370.25: By March 1st of each year, the owner or operator of any facility which is required to have available a material safety data sheet for a hazardous chemical under OSHA shall prepare and submit an emergency and hazardous chemical inventory. Facilities must report the storage, use, and release of certain	Mar 1	Office of Campus Operations
Environmental Health & Occupational Safety	Hazardous Materials Transportation Act: 49 U.S.C. §§ 5101-5128	49 C.F.R. § 10749 C.F.R. § 172	Primary objective is to provide adequate protection against the risks to life and property inherent in the transportation of hazardous material in commerce by improving the regulatory and enforcement authority of the Secretary of Transportation. Training is required 90 days after employment or change in job function, followed by recurrent training once every three years.	College personnel who transport or cause to be transported hazardous materials must file annually a registration statement by June 30.	Jun 30	Office of Campus Operations

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Environmental Health & Occupational Safety	Toxic Substances Control Act: 15 U.S.C. § 2601-2629	40 C.F.R. § 761	Regulates the use and disposal of certain chemicals, including PCBs used in electrical transformers. Must comply with regulations concerning use, service, storage, and disposal of transformers containing PCBs. The Act requires the identification, inventory, marking and quarterly inspection of PCB transformers.	15 U.S.C. § 2607; 40 C.F.R. § 761.180: A written annual document log of the disposition of PCBs and PCB items must be prepared for each facility by July 1st, covering the previous calendar year (January through December). The written annual report, which summarizes the records and annual document log shall be submitted to the EPA Regional Administrator by	Jul 1	Office of Campus Operations

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Environmental Health & Occupational Safety	Resource Conservation and Recovery Act: 42 U.S.C. §§ 6901-6992k	40 C.F.R. § 98.25040 C.F.R. § 260	Gives the EPA authority to control hazardous waste generation, transportation, treatment, storage and disposal.If the College is a hazardous waste generator it must:Certify there is a program in place to reduce quantity and toxicity of waste to the degree economically practicable;Establish record-keeping practices for waste generated; 3. Use appropriate containers and labeling practices for storage, transport or disposal, and use a manifest system.If the College is a small quantity generator, it must provide to the EPA every year setting out quantities and nature of waste generated, how disposed, efforts to reduce volume and toxicity, and changes in volume and toxicity achieved.Underground Storage Tank	Underground Storage Tank annual registration and postings required by September 1 of each year.	Sep 1	Office of Campus Operations
Environmental Health & Occupational Safety	Energy Policy Act: 42 U.S.C. §§ 13201-13574	14 C.F.R. § 313	Addresses energy production and contains Underground Storage Tank provisions.Underground Storage Tank Training must be conducted every seven years.	Underground Storage Tank annual registration and postings required September 1 of each year.	Sep 1	Office of Campus Operations
Environmental Health & Occupational Safety	Clean Water Act: 33 U.S.C. §§ 1251-1387	40 C.F.R § 122.41	Establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters. Facilities are governed by local wastewater pretreatment standards issued by local wastewater treatment plants.	Waste water permits and reporting quarterly.	Multiple Deadlines	Office of Campus Operations

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Environmental Health & Occupational Safety	Oil Pollution Act: 33 U.S.C. §§ 2701-2762	15 C.F.R. § 990	Regulation requires container inspection and integrity, testing, recordkeeping, annual training for employees who handle oil, and annual discharge prevention briefings.	Spill Prevention, Control, and Countermeasure Rule reporting due every five years.	No Deadline	Office of Campus Operations
Environmental Health & Occupational Safety	OSHA Lead in Construction Standard	29 C.F.R. § 1926.62	Applies to exposure to lead during construction only. The College must conduct lead exposure assessments for construction jobs (alternation, repair, demolition, painting, decorating) with possible exposure to lead to determine if exposure threshold met (i.e. > 50 micrograms concentration per cubic meter of air averaged over an 8 hours). If threshold met, the College must notify affected employee, institute engineering and work practice controls to reduce exposure to permissible levels, and conduct repeat monitoring. Also applies to contractors.	Not Applicable	No Deadline	Office of Campus Operations
Environmental Health & Occupational Safety	Clean Air Act: 42 U.S.C. §§ 7401-7671q	40 C.F.R. § 5040 C.F.R. § 6040 C.F.R. § 61	Regulates air emissions from stationary and mobile sources. Requires annual fees to be paid based upon total tons of actual emissions of each regulated pollutant.	The EPA will require semi-annual reporting of all facilities that release annual emissions of 25,000 megatons CO2	No Deadline	Office of Campus Operations
Environmental Health & Occupational Safety	Hazardous and Solid Waste Amendments of 1984: 42 U.S.C. §§ 6921-6939g	40 C.F.R. § 260 40 C.F.R. § 280.10	Regulation of underground storage tanks and land-based disposal of hazardous substances.	Requires reporting of installation of tanks, suspected releases, and confirmed releases to authorities.	No Deadline	Office of Campus Operations

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Environmental Health & Occupational Safety	Housing & Urban Development Lead Based Paint Poisoning in Certain Residential Structures: 42 U.S.C. § 4852d	40 C.F.R. § 745	The College must provide lessees with a federally-approved pamphlet on lead poisoning prevention.	Annually, the College must provide a disclosure notice to lessees of property built prior to 1978 that such structures may contain lead based paint and/or lead based paint hazards, regarding the health risks of such hazard, and disclosing any	No Deadline	Office of Campus Operations
Environmental Health & Occupational Safety	Mandatory Reporting of Greenhouse Gases: Public Law No. 110-161	40 C.F.R. § 8640 C.F.R. § 8740 C.F.R. § 89	Implemented under the Environmental Protection Agency's (EPA) powers under the Clean Air Act, the rule requires that the College submit an annual report on the College's greenhouse gas emissions. Gases covered by the rule include carbon dioxide (CO ₂), methane (CH ₄), nitrous oxide (N ₂ O), hydro fluorocarbons (HFC), per fluorocarbons (PFC), sulfur hexafluoride (SF ₆) and other fluorinated gases and hydro fluorinated ethers.	The College must submit an annual report on the College's greenhouse gas emissions.	No Deadline	Office of Campus Operations

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Environmental Health & Occupational Safety	The Public Health Security and Bioterrorism Preparedness and Response Act: 18 U.S.C. § 175b		All colleges and universities that possess select agents, which are certain biological agents and toxins, need to register with the Secretary of the U.S. Department of Health and Human Services. Requires prompt notification of the release of a select agent outside of the biocontainment area, or of theft or loss of a select agent. The College must also deny access to the agents/toxins by restricted persons.	Colleges must keep comprehensive inventories of select agents and must submit the names and other identifying information for individuals who the College determines have a legitimate need to handle or	No Deadline	Office of Campus Operations
Environmental Health & Occupational Safety	Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA): 42 U.S.C. §§ 9601-9675	40 C.F.R. § 307	Establishes prohibitions and requirements concerning closed and abandoned hazardous waste sites; Provides for liability of persons responsible for releases of hazardous waste at these sites; and Establishes a trust fund to provide for cleanup when no responsible party can be	Not Applicable	No Deadline	Office of Campus Operations
Environmental Health & Occupational Safety	Federal Insecticide, Fungicide and Rodenticide Act: 7 U.S.C. §§ 136-136y	40 C.F.R. §§ 152-180	Provides for federal regulation of pesticide distribution, sale, and use.	Not Applicable	No Deadline	Office of Campus Operations
Environmental Health & Occupational Safety	Guarding and Use of Hand & Portable Powered Tools	29 C.F.R. § 1910.243	The College is responsible for the safe condition and guarding of portable powered tools/equipment (ex: saws/drills/drivers/sanders/grinders/ pneumatic tools/explosive fasteners, etc.) including tools furnished by employees.	Not Applicable	No Deadline	Office of Campus Operations
Environmental Health & Occupational Safety	Motor Carrier Act of 1980: 49 U.S.C. §§ 13101-14916	49 C.F.R. § 386	Institutions are liable for any pollution-related incident that occurs during the transportation of hazardous material.	Not Applicable	No Deadline	Office of Campus Operations

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Environmental Health & Occupational Safety	OSHA - Bloodborne Pathogens Standard	29 C.F.R. § 1910.1030	The College must maintain a written exposure control plan and provide appropriate instruction on precautions to all workers who might become exposed to blood or other potentially infectious materials.	Not Applicable	No Deadline	Office of Campus Operations
Environmental Health & Occupational Safety	OSHA Asbestos in Construction Standard	29 C.F.R. § 1926.1101	Applies to construction only. No employee may be exposed to an airborne concentration of asbestos in excess of 0.1 fiber per cubic cm of air as an 8 hour time-weighted average. The College must use enumerated safety procedures, monitor subject areas and notify potentially affected employees of results within five	Not Applicable	No Deadline	Office of Campus Operations
Environmental Health & Occupational Safety	OSHA Asbestos in General Industry Standard	29 C.F.R. § 1910.1001	The College must ensure that no employee is exposed to an airborne concentration of asbestos in excess of 0.1 fiber per cubic centimeter of air as an eight hour time-weighted average. Applies to occupational exposure other than construction. The College must perform initial monitoring where employees are or may reasonably be expected to be exposed at or above the exposure limit, and must promptly notify such employees of the results within 15 working days. Required, repeated monitoring depends on the initial results. Additional safety and compliance procedures are required.	Not Applicable	No Deadline	Office of Campus Operations

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Environmental Health & Occupational Safety	OSHA Enforcement Guidance for Personal Protective Equipment (PPE) in General Industry	29 C.F.R. § 1910.132	OSHA requires the use of Personal Protective Equipment (PPE) to reduce employee exposure to hazards when engineering and administrative controls are not feasible or effective in reducing these exposures to acceptable levels. The regulations clarify what type of PPE employers must provide at no cost to workers and when employers are required	Not Applicable	No Deadline	Office of Campus Operations
Environmental Health & Occupational Safety	OSHA Lead in General Industry Standard	29 C.F.R. § 1910.1025	Applies to occupational exposure to lead by employees in non-construction setting. The College must ensure no employee is exposed to > 50 micrograms lead concentration per cubic meter of air averaged over an 8 hours. Where there is potential exposure, the College must make a determination as to whether employees are so exposed, and if so must notify the employee, institute corrective action via engineering and work practice controls, and repeat monitoring activities.	Not Applicable	No Deadline	Office of Campus Operations
Environmental Health & Occupational Safety	OSHA Welding, Cutting, and Brazing	29 C.F.R. § 1910.251	Before cutting/welding can be permitted, the area must be inspected by the individual responsible for authorizing cutting/welding operations, and who must designate precautions to be followed in granting authorization, preferably in the form of a written permit. Cutting/welding shall be permitted only in areas that are or have been made fire safe, and appropriate PPE and clothing based on the type of work performed must be used. (Note: Per OSHA, to minimize carbon monoxide hazard, maintain 3-4 feet of clear ventilation space around generators).	Not Applicable	No Deadline	Office of Campus Operations

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Environmental Health & Occupational Safety	OSHA's Hazard Communication Standard	29 C.F.R. § 1910.1200	To comply with employees' right to know about the hazards associated with materials/substances they use on the job, the College must compile and maintain chemical inventories, and make Material Safety Data Sheets readily available upon employee request.	Not Applicable	No Deadline	Office of Campus Operations
Environmental Health & Occupational Safety	OSHA: 29 U.S.C. § 651-678	29 C.F.R. §§ 1900-2400	Requires employers to train employees on hazards in the workplace, to provide information to employees, to report occupational injuries and illnesses to the federal government, and to keep records of same, and to provide controls and protective equipment as well.	Not Applicable	No Deadline	Office of Campus Operations and Human Resources
Ethics	Ethics in Government Act (Amended by Ethics Reform Act and Honest Leadership and Open Government Act of 2007): 5 U.S.C. § 7353	5 C.F.R. § 263541 C.F.R. § 301-1.241 C.F.R. § 304-1.2	Members of Congress and officers and employees of the executive, legislative, and judicial branches are barred from soliciting or accepting anything of value from anyone seeking official action from, doing business with, or conducting activities regulated by the individual's employing entity or whose interests may be substantially affected by the performance or nonperformance of the individual's official duties. A private College that does not employ a lobbyist is subject to restrictions.	Not Applicable	No Deadline	Office of General Counsel and Compliance
Ethics	House and Senate Gift Ban and Ethics Rules	Chapter 2 House Ethics Manual Chapter 2 Senate Ethics Manual	Both the House and Senate have banned gifts from registered lobbyists or private entities that retain or employ them. Non-lobbyists can give gifts valued at less than \$50, such as a meal at a briefing for a Member of Congress and their staff that is valued at less than \$50 per person.	Not Applicable	No Deadline	Office of General Counsel and Compliance

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Financial Aid	Student Right to Know Act: Public Law No. 101-542: 20 U.S.C. § 1092	34 C.F.R. § 668.4134 C.F.R. § 668.4534 C.F.R. § 668.48	The College must have full time financial aid staff to assist students.College must make readily available upon request, through publications, mailings and electronic media, to enrolled and prospective students: 1) Financial aid programs available; 2) methods by which assistance is distributed among recipients; 3) means and requirements for applying; 4) rights and responsibilities when receiving aid; 5) cost of attendance; 6) refund policy, and grant return and withdrawal requirements; 7) the academic degree program; 8) names of financial aid personnel; 9) handicapped facilities; 10) names of accrediting entities; 11) academic standards; 12) graduation rates; 13) loan deferral and cancellation terms; 14) applicability of aid for study abroad; and 15) campus crime report. Annually the College must provide a list of this info to all enrolled students with the procedures for obtaining it. The College also must provide exit counseling for borrowers under this section.Annually the College must prepare the completion or graduation rate of its certificate or degree-seeking, full-time	The College must publish this data by July 1st and the Spring IPEDS reporting satisfies that deadline.	Jul 1	Office of Financial Aid

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Financial Aid	Higher Education Act: Entrance and Exit Counseling: Public Law No. 110-315: 20 U.S.C. § 1092		Section 488 requires exit counseling to borrowers by institutions to include information on repayment plans, debt management, and forbearance programs, among other specific information. Requires institutions to provide comprehensive information on the terms and conditions of loans and borrowers' responsibilities prior to loan disbursement to a first-time borrower. Information shall be provided in simple and understandable terms and may be provided: during an entrance counseling session conducted in person; on a separate written form provided to the borrower that the borrower signs and returns to the institution of higher education; or, online, with the borrower acknowledging receipt of the information. Institutions of higher education are encouraged to provide entrance counseling through interactive programs that test borrowers' understanding of the terms and conditions	No deadline is set, but September 1 is suggested.	Sep 1	Office of Financial Aid

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Financial Aid	Higher Education Act: Information Distributed to Students: Public Law No. 110-315: 20 U.S.C. § 1092	34 C.F.R. §§ 668.41-668.49	Annually the institution must distribute to all enrolled students a notice of availability of the following: 1) financial assistance available; 2) institutional information (e.g., cost of attendance including tuition, room, board, books and transportation; refund policy; description of academic programs and facilities; withdrawal requirements, facilities for the disabled; names of accrediting or licensing entities); 3) retention, completion, graduation, and transfer-out rates; 4) employment and graduate school enrollment information for graduates of the institution's degree programs; 5) annual security report; 6) report on athletic program participation rates and financial support data; 7) FERPA notice regarding how to obtain student information. The foregoing must also be made available to prospective students	No deadline for disclosures to enrolled students is set, but September 1 is suggested.	Sep 1	Office of Financial Aid
Financial Aid	Higher Education Act: Penalties for Drug Violations: 20 U.S.C. 1092(k)	34 C.F.R. § 668.40	An institution must provide to each student (at time of enrollment) a written notice that advises the student that a conviction for any drug offense while receiving Title IV aid will result in a loss of eligibility for any Title IV, HEA grant, loan or work-study assistance. For individuals who have lost eligibility, an institution must provide them with a written notice of Title IV eligibility loss that advises the student of the ways in which Title IV eligibility may be regained.	No deadline is mandated, but September 1 is suggested.	Sep 1	Office of Financial Aid

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Financial Aid	Higher Education Act: PLUS Loans: Public Law No. 110-315: 20 U.S.C. § 1078-2	34 C.F.R. § 682	PLUS Loans are available to the parents of eligible students through the FDLP (Direct) or FFEL (private) program, but not both. If applications are made for an FFEL PLUS loan, the College must: 1) Verify the parent's immigration status and social security number in the same manner verified for students; 2) extend PLUS loans only to parents who do not have an adverse credit history; 3) extend such loans on the same terms, conditions and benefits as other FFEL loans; 4) for any academic year, limit the loan amount to the student's estimated cost of attendance minus other financial aid; and 5) be disbursed to the institution electronically or co-payable to the school and parent. Graduate/professional degree students are eligible to borrow under the PLUS Loan Program up to their cost of attendance minus other estimated financial assistance in both the FFEL and Direct Loan Program. The terms and conditions applicable to Parent PLUS Loans apply to	No deadline is set, but September 1 is suggested.	Sep 1	Office of Financial Aid

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Financial Aid	Higher Education Act: Program Participation Agreements: 20 U.S.C. § 1094	34 C.F.R. § 668.14	An institution must enter into a written program participation agreement with the Department of Education in order to participate in any Title IV, HEA program (other than the LEAP and NEISP programs).The written program participation agreement requires that the College, among other things: (1) Maintain administrative and fiscal procedures for proper and efficient administration of program funds; (2) demonstrate financial responsibility and administrative capability; (3) make voter registration forms widely available to enrolled students at the institution (either by email or regular email); (4) in the case of an institution that advertises job placement rates to attract students, make available to prospective students the most recent available employment statistics and state licensing requirements, (5) in the case of an institution participating in the FFEL or Direct Loan programs, inform all eligible borrowers enrolled in the institution about the availability and eligibility of such borrowers for state grant assistance from the state in which the institution is located,	The institution must publish and make readily available to current and prospective students information on the entire federal, state, local, private, and institutional financial assistance programs available to students who enroll at the institution. Institutional information must also be made available as well. Although no deadline is specifically enumerated, September 1st is suggested. The institution should request the voter	Sep 1	Office of Financial Aid

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Financial Aid	Higher Education Act: Federal Supplemental Educational Opportunity Grant Program: Public Law No. 110-315: 20 U.S.C. §§ 1070b-1070b-4	34 C.F.R. § 676.19	To provide Federal Supplemental Educational Opportunity Grant (FSEOG) grants to exceptionally needy undergraduate students the College must: 1) Sign a Participation Agreement with ED; 2) maintain funds in accordance with 34 C.F.R. § 668.163; 3) maintain an internal control system so no office can both authorize and disburse payments; 4) maintain program and fiscal records; 5) contribute at least 25% of each grant; 6) limit and account for carry-forwards or carry-backs of funds; 7) follow the eligibility requirements and selection criteria set forth by ED; and 8) submit a Fiscal Operations Report and Application to Participate (FISAP) report each year. The College may not transfer FSEOG funds to any other program. HEOA now allows the College to transfer 25% of FSEOG to Federal	Fiscal Operations Report and Application to Participate (FISAP) reports cover the institution's fiscal operations and request for future funding for Title IV Federal campus-based funds (SEOG, Perkins Loans, Work study, and Federal Pell Grants. Due by September 30 each year.	Sep 30	Office of Financial Aid

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Financial Aid	Higher Education Act: Federal Work Study: Public Law No. 110-315: 42 U.S.C. §§ 2751-2757	34 C.F.R. § 675	Generally, under the Federal Work Study Program (FWS), the College or the employing agency must pay 25% of the student's salary. The College must pay federal or state minimum wage, whichever is higher, for all hours worked, per the Fair Labor Standards Act. Volunteered time does not qualify. The College must use 7% of FWS allocation to employ students in community service, one of whom must be a reading tutor. The College must make students aware of community service opportunities. Private, for-profit entities do not qualify as employers for community service. Students may work during non-attendance if planning to return the following semester, but if they do not do so the College must demonstrate it had reason to believe the student would returned. To apply for Title III or Title V designation, and thus be eligible for a waiver of the FWS and Federal Supplemental Education Opportunity Grant (FSEOG) non-federal share requirements, an institution must complete the "Application for Designation as an Eligible Institution" annually through the	Fiscal Operations Report and Application to Participate (FISAP) reports cover the institution's fiscal operations and request for future funding for Title IV Federal campus-based funds (SEOG, Perkins Loans, Work study, and Federal Pell Grants. Due by September 30 each year. The College must reconcile reported student earnings to complete Department of Education Fiscal Operations Report (Form 646-1) at the end of the academic year.	Sep 30	Office of Financial Aid

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Financial Aid	Higher Education Act: Perkins Loans: Public Law No. 110-315: 20 U.S.C. §§ 1087aa-1087ii	34 C.F.R. § 674.19	Perkins Loans are not currently supported or funded by the federal government, and are self-sustaining only. Authorization of additional appropriations for the Federal Perkins Loan program beyond FY2015 is prohibited. The College must: 1) Make loans first to students with exceptional need; 2) provide assurances that thorough and adequate loan information is provided to student borrowers; and 3) enter into cooperative agreements with credit bureaus to exchange information concerning student borrowers. At or prior to making a Perkins Loan the College must disclose thorough and adequate loan information including: 1) Name of institution of higher education and payment address; 2) principal loan amount and interest rate; 3) charges collected at or prior to disbursement and whether deducted from the loan or paid separately by borrower; 4) yearly and cumulative maximum amounts that may be borrowed; 5) when repayment is required and when accrued interest must be paid; 6) minimum and maximum repayment term, minimum monthly payment; 7) definition of default	20 U.S.C. § 1087bb and 34 C.F.R. § 674.19: Fiscal Operations Report and Application to Participate (FISAP) reports cover the institution's fiscal operations and request for future funding for Title IV Federal campus-based funds (SEOG, Perkins Loans, Work Study, and Federal Pell Grants. Due by September 30 each year.	Sep 30	Office of Financial Aid

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Financial Aid	Qualified Tuition and Student Loan Interest Reporting: 26 U.S.C. § 6050S	26 C.F.R. § 1.6050S-126 C.F.R. § 1.6050S-226 C.F.R. § 1.6050S-326 C.F.R. § 1.6050S-4	Institutions must report (1) qualified tuition and related expenses and (2) student loan interest to the IRS. Institutions must also provide payors with a statement that includes the tax information furnished to the IRS.	Institutions must complete Form 1098-T (qualified tuition payments) and Form 1098-E (student loan interest payments), both of which must be filed with the IRS on or before February 28th, or March 31st if filed electronically. The required statement to all persons who made qualified tuition or student loan interest payments must be sent to the payor on or before January 31st of the year following the calendar year in which payments were received or amounts were	Feb 28 or Mar 31 (if e-filed)	Office of Financial Aid

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Financial Aid	Higher Education Act: Audits: Public Law No. 110-315: 20 U.S.C. § 1094	34 C.F.R. § 668.23	The College must at least annually have an independent auditor (independent certified public accountant or a government auditor) conduct a compliance audit of its administration of that program and an audit of the institution's general purpose financial statements. An audit conducted in accordance with the Office of Management and Budget's Uniform Guidance satisfies this requirement. The audit must cover all Title IV, HEA program transactions. Fine of up to \$27,500 per violation and/or program suspension for failure to comply.	The compliance audit and audited financial statements must be submitted to the Secretary no later than six months after the last day of the institution's fiscal year.	Multiple Deadlines	Office of Business and Finance
Financial Aid	Contracts with Third Party Servicers: 20 U.S.C. § 1094(c)	34 C.F.R. § 668.25	An institution may enter into a contract with a third-party servicer for the administration of any aspect of the institution's participation in any Title IV program only to the extent that the servicer's eligibility to contract with the institution has not been limited, suspended, or terminated under financial aid regulations. An institution must notify the Department of Education whenever: (1) it enters into a new contract or significantly modifies an existing contract with a third-party servicer to administer any aspect of a Title IV program; (2) it terminates such a contract; or (3) the third-party servicer stops providing services or goes out of business. Upon request, an institution must provide a copy of its contracts with third-party servicers to the Department of	The institution must notify the Department of Education within 10 days of entering into, substantially modifying, or terminating a contract.	No Deadline	Office of Financial Aid

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Financial Aid	Higher Education Act: Code of Conduct: 20 U.S.C. § 1094	34 C.F.R. § 668.14	An institution that participates in Title IV programs must have a code of conduct for financial aid practices that prohibits conflicts of interest, is published prominently on the College's website, and is distributed annually to relevant	Not Applicable	No Deadline	Office of Financial Aid
Financial Aid	Higher Education Act: Aid Application Verification: Public Law No. 110-315	34 C.F.R. § 668.53	The College must maintain and use written policies and procedures for verifying information contained in student aid applications. Policies and procedures must include: 1) The time period for applicants to provide documentation and consequences for failure to do so; 2) the school's verification requirements and method for notifying applicants of the results of the verification process; 3) how to correct erroneous application information; 4) how to make referrals to the Department of Education's Office of Inspector General for suspected criminal conduct by students in applying for aid.	Not Applicable	No Deadline	Office of Financial Aid
Financial Aid	Higher Education Act: Cash Management: Public Law No. 110-315	34 C.F.R. §§ 668.161-167	Establishes rules and procedures institutions must follow in requesting, maintaining, disbursing, and otherwise managing most Title IV funds.	Not Applicable	No Deadline	Office of Financial Aid
Financial Aid	Higher Education Act: Cohort Default Rate: 20 U.S.C. § 1015a: 20 U.S.C. § 1085	34 C.F.R. 668 subparts M, N, & R	Cohort default rates are used to determine institutional eligibility to participate in various Title IV programs.	Not Applicable	No Deadline	Office of Financial Aid

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Financial Aid	Higher Education Act: Eligibility and Certification: Public Law No. 110-315: 20 U.S.C. § 1099c	34 C.F.R. § 668.13	To participate in Title IV financial assistance programs the College must: 1) Obtain from the Secretary certification that it provides higher education (i.e. that it is an "eligible institution"); and 2) where the HEA program has undergone a change in ownership that results in a change in control, the College's chief administrator and its designated HEA program administrator must complete Title IV, HEA program training within 12 months of executing the program participation	Not Applicable	No Deadline	Office of Financial Aid
Financial Aid	Higher Education Act: Net Price Calculator: 20 U.S.C. § 1015a: 20 U.S.C. § 1015		Any institution that receives Title IV funds must post on the institution's website a net price calculator to help current and prospective students estimate their individual net price at that institution as well as other financial aid information. Any institution that appears on the Department of Education's list of institutions with the largest percentage increase in tuition and fees or net price over the most recent three academic years must submit a report to the Department that includes the reason for the increase and the steps that will be taken to reduce cost.	Not Applicable	No Deadline	Office of Financial Aid

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Financial Aid	Higher Education Act: Preferred Lenders: Public Law No. 110-315: 20 U.S.C. § 1094(h)	34 C.F.R. § 601.10	The College may maintain a preferred vendor list so long as it is not used to deny or impede a borrower's choice of lenders, offers three or more lenders not affiliated with one another, and doesn't include lenders who have offered financial or other benefits to be included on the list. The College must disclose to borrowers the method and criteria used to select preferred lenders, and offer comparative information to borrowers about each lender's benefits. The College must include in its preferred lender materials a prominent statement that borrowers are not required to use any lender on the list, and may not delay award certification because a preferred lender is not used. The preferred lender list and associated	Not Applicable	No Deadline	Office of Financial Aid

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Financial Aid	Higher Education Act: Record Retention: Public Law No. 110-315	34 C.F.R. § 668.24	<p>The College must maintain any application for Title IV, HEA program funds and program records that document: 1) Its eligibility to participate and eligibility of its programs to receive funds; 2) its administration of the HEA programs per applicable requirements; 3) its financial responsibility; 4) information included in any application for program funds; and 5) its disbursement and delivery of program funds. The College must maintain the following financial information: 1) The Student Aid Report (SAR) or Institutional Student Information Record (ISIR); 2) application data submitted on behalf of the student or parent; 3) documentation of each student's or parent borrower's eligibility for and receipt of program funds and loan detail; 4) documentation of and information collected at initial or exit loan counseling; 5) reports and forms used by the College in participating in an HEA program, and any records needed to verify data in those reports and forms; and 6) documentation supporting calculations of the College's completion or graduation rates. The College must keep records</p>	Not Applicable	No Deadline	Office of Financial Aid

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Financial Aid	Higher Education Act: Standard of Conduct: Public Law No. 110-315	34 C.F.R. § 668.82	The College acts as a fiduciary in administering Title IV, HEA programs. Failure to administer the program or account for the funds received under that program in accordance with the highest standard of care and diligence constitutes grounds for: 1) An emergency action; 2) a fine (up to \$27,500 per violation); or 3) limitation, suspension, or termination of the institution's participation in that	Not Applicable	No Deadline	Office of Financial Aid
Financial Aid	Student Loan Default Prevention Initiative Act of 1990: 20 U.S.C. §§ 1001-1019d	34 C.F.R. § 67534 C.F.R. § 676	Renders institutions with high default rates on student loans ineligible to participate in certain student loan programs.	Not Applicable	No Deadline	Office of Financial Aid
Financial Aid	Title IX of the Education Amendment of 1972: 20 U.S.C. §§ 1681-1688	DOJ: 28 C.F.R. §§ 42.201-42.215ED: 34 C.F.R. § 106EEOC: 29 C.F.R. § 1604HHS: 45 C.F.R. § 86	When a recipient provides financial assistance to any student participating in an educational program or activity, the recipient must ensure that it does not provide different types or amounts of assistance, limit eligibility for such assistance, apply different criteria, or otherwise discriminate in the provision of financial assistance on the basis of sex. Any grievance records relating to a Title IX violation or complaint must be retained for the period of time cited in state law for	Not Applicable	No Deadline	Office of Financial Aid
Fundraising & Development	Higher Education Act: Foreign Gift and Contract Reports: 20 U.S.C. § 1011f		Whenever an institution is owned or controlled by a foreign source, or receives gifts from or enter into contracts with a foreign source totaling more than \$250,000 within a calendar year, the institution shall file a disclosure report with the Secretary of Education on January 31 or July 31, whichever is sooner.	January 31 or July 31 (if applicable)	Jan 31 or Jul 31	Office of Institutional Advancement

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Fundraising & Development	Controlling the Assault of Non-Solicited Pornography And Marketing Act of 2003 (CAN-SPAM Act): 15 U.S.C. §§ 7701-7713	16 C.F.R. § 316	Prohibits the inclusion of deceptive or misleading information and subject headings, requires identifying information such as a return address in email messages, and prohibits sending emails to a recipient after an explicit response that the recipient does not want to continue receiving messages. In addition to bulk email, the law covers all commercial messages, which it defines as "any electronic mail message the primary purpose of which is the commercial advertisement or promotion of a commercial product or service" Each separate email in violation of the CAN-SPAM Act is subject to penalties of up to	Not Applicable	No Deadline	Office of Institutional Advancement
Fundraising & Development	Higher Education Act: Code of Conduct: 20 U.S.C. § 1094	34 C.F.R. § 668.14	An institution that participates in Title IV programs must have a code of conduct for financial aid practices that prohibits conflicts of interest, is published prominently on the College's website, and is distributed annually to relevant	Not Applicable	No Deadline	Office of Institutional Advancement
Fundraising & Development	Internal Revenue Code: Substantiation and Disclosure Provisions: 26 U.S.C. § 170		Substantiation and disclosure provisions apply to contributions made to tax-exempt organizations after December 31, 1993. For charitable contributions of \$250 or more, the donor must receive a contemporaneous written acknowledgment from the organization of the gift. The acknowledgment should note the amount of any cash contribution and, if the donation is in the form of property, the acknowledgment must describe, but need not value the property. Valuation of the property is the responsibility of the donor.	Not Applicable	No Deadline	Office of Institutional Advancement

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Fundraising & Development	Pension Protection Act: 26 U.S.C. § 170		No deduction will be allowed for the donor for a contribution of \$250 or more (whether in cash or property) unless the donor has a contemporaneous written acknowledgment from the College substantiating the contribution. The College must provide a written disclosure statement to the donor(s) who make payments described as quid pro quo	Not Applicable	No Deadline	Office of Institutional Advancement
Fundraising & Development	Philanthropy Protection Act of 1995: Public Law No. 104-62		Requires the College to provide a disclosure statement to all annuitants in a Gift Annuity Fund and also to provide the same to all prospective donors at the time of solicitation, using a letter or pamphlet format. Prohibits the payment of commissions or remuneration to anyone based on the value of a charitable gift annuity given to a public charity.	Not Applicable	No Deadline	Office of Institutional Advancement
Governance	Federal Sentencing Guidelines: 18 U.S.C. chapters 227-235: 28 U.S.C. chapter 58	2016 Guidelines Manual	The guidelines at §8B2.1 set forth the requirements for an effective compliance and ethics program for organizations. Organizations are vicariously liable under federal criminal law for acts committed by their agents. The definition of "organization" at 18 U.S.C. §18 includes non-profits such as a College.	Not Applicable	No Deadline	Office of General Counsel and Compliance
Governance	Internal Revenue Service: Governance Information Required on Form		The IRS asks 501(c)(3) organizations about their management and governance practices on the Form 990.	Not Applicable	No Deadline	Office of the President

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Grants Management	Federal Funding Accountability and Transparency Act of 2006 (FFATA): Public Law No. 109-282		The Act requires full disclosure to public of all entities/orgs receiving federal funds via single searchable website accessible to public at no cost (www.USASpending.gov).For each award the College must include: 1) Name of receiving entity; 2) amount; 3) transaction type, funding agency and program source; 4) location of recipient entity and primary location of performance; 5) reporting on executive compensation for first-tier sub award recipients; and 6) unique recipient entity identifier.Reporting requirements	Reporting must occur in the month following the date of full execution of the sub-award (as determined by the College).	No Deadline	Office of Sponsored Programs

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Grants Management	Byrd Amendment: 31 U.S.C. § 1352	32 C.F.R. § 2834 C.F.R. § 82.100	Prohibits grantees from lobbying with federal funds.Requires disclosure of lobbying activities when receiving federal contracts, grants, loans or cooperative agreements.	Requires certification and disclosure with each submission for consideration of a federal contract, grant or cooperative agreement exceeding \$100,000 or an award of a federal loan or commitment providing for the U.S. to insure or guarantee a loan exceeding \$150,000. Federal contractors, grantees and those receiving federal loans and cooperative agreements must also report lobbying expenditures from non-federal sources	No Deadline	Office of Sponsored Programs

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Grants Management	Department of Education General Administrative Regulations and Other Applicable Grant Regulations	34 C.F.R. §§ 75-79, 81-86, and 97-99	The Department of Education's General Administrative Regulations (EDGAR) regulate the administration of grants and agreements with certain programs, including direct grant programs, state administered programs, drug and alcohol abuse prevention programs, and research involving human subjects. For awards made prior to 12/26/2014, EDGAR parts 74 and 80 (related to administration of grants and agreements with institutions of higher education and with state and local governments) still apply (to view prior versions of the CFR and for additional explanation, visit here). For awards made on or after 12/26/2014, 2 CFR Part 200, which includes the substance formerly in parts 74 and 80, applies.	Not Applicable	No Deadline	Office of Sponsored Programs
Grants Management	Department of Health and Human Services Grants Policy Statement		Intended to make available in a single document the general terms and conditions of HHS discretionary grant and cooperative agreement awards. This policy statement applies only to HHS discretionary grant programs and only to awards to organizational entities made by Operating Divisions other than the National Institutes of Health (NIH). It does not apply to awards under mandatory grant programs (e.g., entitlement programs) or to awards made directly to individuals (e.g., scholarships).	Not Applicable	No Deadline	Office of Sponsored Programs

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Grants Management	False Claims Act: 31 U.S.C. §§ 3729-3733		A person does not violate the False Claims Act by submitting a false claim to the government; to violate the FCA a person must have submitted, or caused the submission of, the false claim (or made a false statement or record) with knowledge of the falsity. Defines a claim as a demand for money or property made directly to the Federal Government or to a contractor, grantee, or other recipient if the money is to spend on the government's behalf and if the Federal Government provides any of the money demanded or if the Federal Government will reimburse the contractor or grantee.	Not Applicable	No Deadline	Office of Sponsored Programs
Grants Management	Federal Awardee Performance and Integrity Information System (FAPIS): Public Law No. 110-417, § 872		Federal Awardee Performance and Integrity Information System (FAPIS) is a federally-mandated information system that contains specific information on the integrity and ethical performance of covered Federal contractors and grantees. The College must disclose certain ethical and performance information (such as criminal, civil and administrative findings against specific individuals) at the proposal stage for use by federal acquisition professionals in award and responsibility determinations. The Past Performance Information Retrieval System (PPIRS) is the	Not Applicable	No Deadline	Office of Sponsored Programs

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Grants Management	Fraud Enforcement and Recovery Act of 2009 (FERA): Public Law No. 111-21		The Act clarifies that the False Claims Act was intended to cover to any false or fraudulent claim for government money or property, regardless of whether the claim is presented to a government official or employee, whether the government has physical custody of the money, or whether the defendant specifically intended to defraud the government.FERA also expands the False Claims Act provisions to sub-recipients of federal funds.	Not Applicable	No Deadline	Office of Sponsored Programs
Health Care & Insurance	HIPAA: Public Law No. 104-191	45 C.F.R. § 16045 C.F.R. § 164	Establishes national standards to protect individuals' medical records and other personal health information.Requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization.Gives patients rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections.	Health plans must provide a Notice of Privacy Policy to enrollees once every three years and when there is a change to the policy.	Multiple Deadlines	Office Human Resources and Student Health Services
Health Care & Insurance	Higher Education Opportunity Act: Public Law No. 110-315		Section 488: Requires institutions to disclose policies on all vaccinations.	Not Applicable	No Deadline	Office of Student Health Services

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Housing	Americans with Disabilities Act: 42 U.S.C. §§ 12101-12213		Requires reasonable accommodations to allow a qualified person with a disability to participate fully in the programs and activities of the College.Requires that Collegesensure that no individual with a disability is discriminated against on the basis of a disability in the full and equal enjoyment of the Collegesservices and facilities, including College housing.Enforced by multiple federal agencies, including the Department of	Not Applicable	No Deadline	Office of Residential Housing and Education
Housing	Section 504 of The Rehabilitation Act of 1973: 29 U.S.C. § 793	34 C.F.R. § 10445 C.F.R. § 84	Prohibits discrimination on the basis of disability at any federally-funded institution. This covers admissions, recruitment, educational and/or academic programs and services.A recipient that provides housing to its able-bodied students shall provide comparable, convenient, and accessible housing to students with disabilities at the same cost as to others.If an existing facility is not accessible, redesign of equipment, reassignment of classes or other services to accessible buildings is an alternative to new construction.Newly constructed facilities must be readily accessible to persons with disabilities.Each facility or part of a facility which is altered in a manner that affects or could affect the usability of the facility or part of the facility shall, to the maximum extent feasible, be altered in such manner that the altered portion of the facility is readily accessible to and usable by persons	Not Applicable	No Deadline	Office of Residential Housing and Education

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Housing	Title IX of the Education Amendment of 1972: 20 U.S.C. §§ 1681-1688	DOJ: 28 C.F.R. §§ 42.201-42.215ED: 34 C.F.R. § 106EEOC: 29 C.F.R. § 1604HHS: 45 C.F.R. § 86	Under the Title IX common rule, a recipient may not apply different rules or regulations, impose different fees or requirements, or offer different services or benefits related to housing based on sex. However, a recipient may provide separate housing on the basis of sex if such housing is both proportionate in quantity to the number of students of each sex applying for the housing and comparable in quality and cost to the student. Any grievance records relating to a Title IX violation or complaint must be retained for the period of time cited in state law for personal injury	Not Applicable	No Deadline	Office of Residential Housing and Education and Office of General Counsel and Compliance
Human Resources: Discrimination	Age Discrimination Employment Act of 1967: 29 U.S.C. §§ 621-634	29 C.F.R. §§ 1625-1627	It is unlawful for the College to fail to hire, discharge, segregate, classify, or otherwise discriminate against any individual with respect to compensation, terms, conditions or privileges of employment because of	Not Applicable	No Deadline	Office of Human Resources
Human Resources: Discrimination	Americans with Disabilities Act: 42 U.S.C. §§ 12101-12213	29 C.F.R. § 1630	Prohibits covered entities from discriminating on the basis of disability against a qualified individual in regard to recruitment, hiring, wages, promotion, and other employment-related matters. Enforced by multiple federal agencies, including the Department of	Not Applicable	No Deadline	Office of Human Resources
Human Resources: Discrimination	Genetic Information Non-Discrimination Act of 2008: Public Law	29 C.F.R. § 1635	Under Title II of GINA, it is illegal to discriminate against employees or applicants because of genetic information.	Not Applicable	No Deadline	Office of Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Human Resources: Discrimination	Lilly Ledbetter Fair Pay Act of 2009: Public Law No. 111-2		An individual subjected to compensation discrimination under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, or the Americans with Disabilities Act of 1990 may file a charge within 180 (or 300) days of any of the following: 1) when a discriminatory compensation decision or other discriminatory practice affecting compensation is adopted; 2) when the individual becomes subject to a discriminatory compensation decision or other discriminatory practice affecting compensation; or 3) when the individual's compensation is affected by the application of a discriminatory compensation decision or other discriminatory practice, including each time the individual receives compensation that is based in whole or part on such compensation decision or other practice. The Act has a retroactive effective date of May 28, 2007, and applies to all claims of discriminatory compensation pending on or after that	Not Applicable	No Deadline	Office of Human Resources
Human Resources: Discrimination	The Equal Pay Act of 1963: 29 U.S.C. § 206(d)	29 C.F.R. § 162029 C.F.R. § 162129 C.F.R. § 1604	Prohibits sex-based wage discrimination between men and women in the same establishment who perform jobs that require substantially equal skill, effort and responsibility under similar working conditions.	Not Applicable	No Deadline	Office of Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Human Resources: Discrimination	The Family and Medical Leave Act of 1993: 29 U.S.C. §§ 2601-2654	29 C.F.R. § 825	Entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. The College must permit a "spouse, son, daughter, parent, or next of kin" to take up to 26 workweeks of leave to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.	Not Applicable	No Deadline	Office of Human Resources
Human Resources: Discrimination	Title IX of the Education Amendment of 1972: 20 U.S.C. §§ 1681-1688	29 C.F.R. § 1604	Prohibits discrimination on the basis of sex in education programs or activities receiving federal financial assistance, including employment. Any grievance records relating to a Title IX violation or complaint must be retained for the period of time cited in state law for personal injury	Not Applicable	No Deadline	Office of Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Human Resources: Discrimination	Title VII of the Civil Rights Act of 1964: 42 USC U.S.C. §§ 2000e-2000e-17	DOJ: 29 C.F.R. § 42.101-112DOL: 41 C.F.R. § 60-1.1-60.1.47	Title VII prohibits discrimination in hiring, firing, training, promotion, discipline, or other workplace decisions on the basis of an employee or applicant's race, color, sex, national origin, or religion. Sexual harassment is also prohibited under this law. Allows for compensatory and punitive damages and jury trials when intentional employment discrimination can be shown with respect to one of the Title VII protected classes or with respect to protection offered by the Americans with Disabilities Act or the Rehabilitation Act. Prohibits discrimination on the basis of pregnancy, childbirth, or related illness in employment opportunities, health or disability insurance programs, or sick leave	Not Applicable	No Deadline	Office of Human Resources
Human Resources: Discrimination	Uniformed Services Employment and Reemployment Rights Act (USERRA): 38 U.S.C. § 4301-4335	5 C.F.R. § 353	Seeks to ensure that members of the uniformed services are entitled to return to their civilian employment upon completion of their service. Qualified employees must be reinstated with the seniority, status, and rate of pay they would have obtained had they remained continuously employed by their civilian employer. The law also protects individuals from discrimination in hiring, promotion, and retention on the basis of present and future membership in the armed services.	Not Applicable	No Deadline	Office of Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Human Resources: Discrimination	Equal Employment of Veterans: 38 U.S.C. §§ 4211-4215	41 C.F.R. § 60-250.5	For federal subcontracts of \$100,000 or more the College shall include in each of its subcontracts a clause that the subcontractor will not discriminate against any employee or applicant for employment because he or she is a special disabled veteran, veteran of the Vietnam era, recently separated veteran, or other protected veteran in regard to any position for which the employee or applicant for employment is qualified. The College must agree to take affirmative action to employ and advance qualified individuals without	Not Applicable	No Deadline	Procurement and Contracts Management Office and Office of General Counsel and Compliance

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Human Resources: Employee Benefits	Patient Protection and Affordable Care Act: Public Law No. 111-148: 42 U.S.C §§ 18001-18122	26 C.F.R. § 126 C.F.R. § 5426 C.F.R. § 301	Beginning in 2015, under IRC 4980H applicable large employers (generally those with 50 or more employees) must pay a tax penalty if (1) they do not offer health insurance coverage to substantially all of their full-time employees or (2) the coverage they do offer is not affordable or does not provide a certain minimum level of benefits. A full-time employee under the employer mandate is defined as a common law employee who is employed an average of at least 30 hours per week. The final regulations offer some specific guidance to higher education institutions with respect to counting the hours worked by certain adjunct faculty and student workers.	By July 31 of each year between 2013 and 2019 (for plan years ending on or after 10/1/12 and before 10/1/19), the College must file IRS Form 720 and pay applicable PCOR (Patient Centered Outcome Research Institute) fees for any covered self-insured plans, at the applicable rate (\$1.00 per covered life for 2012, \$2.00 for 2013, adjusted for health inflation thereafter). Section 6055 requires an applicable large employer to report to the IRS with respect to the	Jul 31	Office of Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Human Resources: Employee Benefits	Employee Retirement Income Security Act of 1974 (ERISA): 29 U.S.C. §§ 1001-1461	29 C.F.R. § 2560	Sets minimum standards for participation, vesting, benefit accrual and funding pension plans.Requires employers to regularly provide participants with information about the plan including information about plan features and funding.Requires accountability of plan fiduciaries and gives participants the right to sue for benefits and breaches of fiduciary duty.	The administrator of the College's employee benefit plan must file IRS Form 5500 by the last day of the seventh month after the plan year ends (July 31 for a calendar-year plan).	Jul 31	Office of Human Resources
Human Resources: Employee Benefits	The Veterans' Readjustment Benefits Act: 38 U.S.C. §§ 4211-4214	41 C.F.R. § 61-250.10	Provides the rights, benefits, and obligations of persons absent from employment for military service.	By September 30th of each year the College must file Federal Contractor Veterans Employment Report (VETS-100) reporting the number of disabled veterans, Vietnam veterans and protected veterans employed and	Sep 30	Office of Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Human Resources: Employee Benefits	Medicare, Medicaid, and SCHIP Extension Act of 2007: Public Law No. 110-173		The College, as a provider of self-insured group health and worker's compensation plans, must determine whether a claimant is entitled to benefits under Medicare on any basis, and if so, must submit to the Secretary of the Department of Health and Human Services the claimant's identity and other information (e.g. SSNs, date of birth, sex, and address) specified by the Secretary for coordination of benefits and recovery claims purposes.	The College must have an authorized representative who is legally responsible and signs a contract with the government, and also an account manager (must be a different person) who is collecting data and reporting on a quarterly basis. \$1,000 per day civil penalty for each claimant for whom information should have been submitted, but was	No Deadline	Office of Human Resources
Human Resources: Employee Benefits	Cafeteria Plan Regulations: 26 U.S.C. § 125	26 C.F.R. § 1.125-4	A cafeteria plan is a written plan that allows employees to exclude from gross income certain types of employer provided benefits, such as accident and health insurance, group term and life insurance, and benefits under a dependent care assistance program. Qualified scholarships or tuition reduction, educational assistance or deferred compensation may not be excluded from income. For purposes of determining the taxable year of inclusion, any benefit described in paragraph (1) or (2) from the statute shall be treated as received or accrued in the taxable year of the participant or key employee in which	Not Applicable	No Deadline	Office of Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Human Resources: Employee Benefits	Consolidated Omnibus Budget Reconciliation Act (COBRA): Public Law No. 99-272	29 C.F.R. § 2590	Enables employees and their families to continue health care coverage under an employer's group health plan even after they experience an event that would otherwise end their coverage (e.g. layoff, termination, decrease in hours, divorce,	Not Applicable	No Deadline	Office of Human Resources
Human Resources: Employee Benefits	Title IX of the Education Amendment of 1972: 20 U.S.C. §§ 1681-1688	29 C.F.R. § 1604	Under the Title IX common rule, a recipient must not discriminate on the basis of sex in providing health and insurance benefits or services. Specifically, the provision of such benefits and services to students must meet the same requirements as outlined in the employee provisions of the common rule. Any grievance records relating to a Title IX violation or complaint must be retained for the period of time cited in state law for personal injury actions.	Not Applicable	No Deadline	Office of Human Resources
Human Resources: Employee Benefits	Uniformed Services Employment and Reemployment Rights Act (USERRA): 38 U.S.C. § 4301-4335	5 C.F.R. § 353	Seeks to ensure that members of the uniformed services are entitled to return to their civilian employment upon completion of their service. Qualified employees must be reinstated with the seniority, status, and rate of pay they would have obtained had they remained continuously employed by their civilian employer. The law also protects individuals from discrimination in hiring, promotion, and retention on the basis of present and future membership in the armed services.	Not Applicable	No Deadline	Office of Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Human Resources: Recruitment Hiring & Termination	Non-Retaliation for Disclosure of Compensation Information: Executive Order 13665	41 C.F.R. § 60	Federal contractors and subcontractors may not fire or otherwise discriminate against any employee or applicant for discussing, disclosing, or inquiring about his or her compensation or that of another employee or applicant. The rule applies to all federal government contractors with contracts entered into or modified on or after January 11, 2016.	Not Applicable	No Deadline	Office of Human Resources
Human Resources: Recruitment Hiring & Termination	Drug & Alcohol Testing of Transportation Employees: 49 U.S.C. § 31144	49 C.F.R. § 4049 C.F.R. § 382	Commercial motor vehicle operators are subject to pre-employment drug testing, and post-accident, random and reasonable suspicion drug and alcohol testing. Testing is mandatory if the driver is involved in a fatal accident. Passenger vehicle drivers are required to be tested prior to employment. The Code of Federal Regulations sets forth the procedures for administering drug and alcohol testing as mandated by the DOT.	Not Applicable	No Deadline	Office of Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Human Resources: Recruitment Hiring & Termination	Drug Free Workplace Act: 41 U.S.C. §§ 701-707	48 C.F.R. § 52.223-648 C.F.R. § 23.504	A federal contractor receiving \$25,000 or more in funding must: 1) Certify it provides a drug-free workplace; 2) publish a statement notifying employees that unlawful manufacture, distribution, dispensing, possession, use of controlled substances is prohibited and stating what action will be taken for violations; 3) establish an ongoing drug-free awareness program; 4) require that each employee directly involved in the contract/grant work notify the employer of any criminal drug statute convictions for a violation occurring in the workplace (however, drug testing is not mandated or authorized); 5) notify the federal government of such a violation within ten days after learning of conviction; and 6) require sanctions or remedial measures for an employee convicted of a drug abuse violation in the workplace. Failure to comply can lead to being barred from participation in future contract or grant activity for up to five (5)	Not Applicable	No Deadline	Office of Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Human Resources: Recruitment Hiring & Termination	Employee Polygraph Protection Act: 29 U.S.C. §§ 2001-2009	29 C.F.R. § 801	The College may not: Directly or indirectly require, request, suggest, or cause any employee or prospective employee to take or submit to any lie detector test; Use, accept, refer to, or inquire concerning the results of any lie detector test of any employee or prospective employee; or Discharge, discipline, discriminate against, deny employment or promotion, or threaten such action against any employee or prospective employee who a) refuses, declines, or fails to take or submit to any lie detector test, or b) on the basis of the results of any lie detector test; or 4) discharge, discipline, discriminate against, deny employment or promotion, or threaten such action against any employee or prospective employee a) who has filed a complaint or caused to be instituted any proceeding per this Act, b) has or will testify in any such proceeding, or c) exercises any right per the Act. The College must post a notice of the Act, as prepared by the Secretary of Labor, in conspicuous places where notices to employees and	Not Applicable	No Deadline	Office of Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Human Resources: Recruitment Hiring & Termination	Fair Credit Reporting Act (FCRA): 15 U.S.C. §§ 1681-1681x	16 C.F.R. § 600	Employers, before obtaining a consumer report (including criminal background checks) must disclose in writing to the applicant or employee that it may obtain a consumer report for employment purposes, and secondly, secure the written consent of the applicant or employee. Note that when using a third party consumer reporting agency to request motor vehicle record checks for employment purposes, the FCRA should be followed, and notice given to the applicant or employee.	Not Applicable	No Deadline	Office of Human Resources
Human Resources: Recruitment Hiring & Termination	Federal Volunteer Protection Act: Public Law No. 105-19: 42 U.S.C. §§ 14501-14505		Partially protects individual volunteers for non-profit organizations and governmental entities from liability for acts of negligence in the course of their volunteer work.	Not Applicable	No Deadline	Office of Human Resources
Human Resources: Recruitment Hiring & Termination	Immigration and Nationality Act: 8 U.S.C. §§ 1101-1537	8 C.F.R. § 2148 C.F.R. § 274a20 C.F.R. § 65529 C.F.R. § 501	The INA, as amended, sets forth the laws governing the admission and employment of foreign nationals in the United States, including provisions that address employment eligibility and employment verification.	Not Applicable	No Deadline	Office of Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Human Resources: Recruitment Hiring & Termination	Worker Adjustment and Retraining Notification Act (WARN): 29 U.S.C. §§ 2101-2109		The College must provide 60 days advance notice of plant closings or mass layoffs to affected workers (whether hourly or salaried, including managers or supervisors) or their representatives (i.e. labor union). Notice also must be given to the state dislocated worker unit and the appropriate unit of local government. Failure to comply may result in liability to each aggrieved employee for back pay and benefits for the period of violation up to 60 days, and \$500 for each day of violation for failing to notify the unit	Not Applicable	No Deadline	Office of Human Resources
Human Resources: Retirement	Deferred Compensation: 26 U.S.C. § 457		Any amount of compensation deferred under an eligible deferred compensation plan, and any income attributable to the amounts so deferred, shall be includible in gross income only for the taxable year in which such compensation or other income is paid.	Reporting due by the Administrator by the last day of 7th month after end of plan year. An automatic extension of up to 2 months may be obtained by filing Form 5558 with the IRS before the return/report's	Multiple Deadlines	Office of Human Resources
Human Resources: Retirement	Employee Retirement Income Security Act of 1974 (ERISA): 29 U.S.C. § 18	29 C.F.R. § 2560	Sets minimum standards for participation, vesting, benefit accrual and funding pension plans. Requires employers to regularly provide participants with information about the plan including information about plan features and funding. Requires accountability of plan fiduciaries and gives participants the right to sue for benefits and breaches of fiduciary duty.	The administrator of the College's employee benefit plan must file IRS Form 5500 by the last day of the seventh month after the plan year ends (July 31 for a calendar-year plan).	Multiple Deadlines	Office of Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Human Resources: Retirement	Nonqualified Deferred Inclusion: 26 U.S.C. § 409A		If at any time during a taxable year a nonqualified deferred compensation plan I) fails to meet the requirements of paragraphs (2), (3), and (4), or (II) is not operated in accordance with such requirements, all compensation deferred under the plan for the taxable year and all preceding tax able years shall be includible in gross income for the taxable year to the extent not subject to a substantial risk of forfeiture and not previously included in	Reporting due by the last day of 7th month after end of plan year. An automatic extension of up to 2 months may be obtained by filing Form 5558 with the IRS before the return/report's	Multiple Deadlines	Office of Human Resources
Human Resources: Retirement	Qualified Pensions: 26 U.S.C. § 401		A trust created or organized in the United States and forming part of a stock bonus, pension, or profit-sharing plan of an employer for the exclusive benefit of his employees or their beneficiaries shall constitute a qualified trust.	Reporting due by the Administrator by the last day of 7th month after end of plan year. An automatic extension of up to 2 months may be obtained by filing Form 5558 with the IRS before the return/report's	Multiple Deadlines	Office of Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Human Resources: Retirement	Social Security Act: 42 U.S.C. §§ 301-1397mm	20 C.F.R. § 404.1028	An employer must pay social security taxes on employees but an exemption exists for most students also working for the College, and for clergy whose services are performed in the exercise of their ministry.	To avoid penalty for reporting incorrect SSN on W-2 file/forms of \$50 each, transmit data file, electronically, to the Social Security Administration (SSA). Report all employees hired in the specific quarter listing name, SSN, sex, and date of birth. After information is queried against SSA's database, mismatches are	Multiple Deadlines	Office of Human Resources
Human Resources: Retirement	Employee Annuities: 26 U.S.C. § 403		If an annuity contract is purchased by an employer for an employee under a plan which meets the requirements of section 404(a)(2) (whether or not the employer deducts the amounts paid for the contract under such section), the amount actually distributed to any distributee under the contract shall be taxable to the distributee (in the year in which so distributed) under section 72 (relating to annuities).	Reporting by the last day of 7th month after end of plan year. An automatic extension of up to 2 months may be obtained by filing Form 5558 with the IRS before the return/report's	No Deadline	Office of Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Human Resources: Wages	Qualified Tuition Reductions: Publication		A qualified tuition reduction is any reduction in tuition provided to an employee for the education of an employee or certain relatives of the employee at the institution the employee works at or another qualified institution. A qualified tuition reduction is tax-free. The tuition must be for education below the graduate level, with an exception for graduate students engaged in teaching or research at the College.	Reporting due by the last day of 7th month after end of plan year. An automatic extension of up to 2 months may be obtained by filing Form 5558 with the IRS before the return/report's	Multiple Deadlines	Office of Human Resources
Human Resources: Wages	Consumer Credit Protection Act, Title III (CCPA) - Garnishments: 15 U.S.C. § 1673		Per Title III of the CCPA the maximum part of an employee's total disposable earnings subject to garnishment in any workweek may not exceed the lesser of 25% of disposable earnings for that week or the amount by which disposable earnings for that week exceeds 30 times the federal minimum wage rate in effect at the time the earnings are payable. 1674 prohibits firing an employee because of garnishment and imposes a \$1,000 fine for doing so.	Not Applicable	No Deadline	Office of Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Human Resources: Wages	Fair Labor Standards Act (FLSA): 29 U.S.C. §§ 201-219	29 C.F.R. §§ 500-870	Establishes minimum wage.Guarantees time and a half overtime for some employees.Establishes requirements for break time and places for nursing mothers.The College must preserve for 3 years:All payroll records or other records containing employee data from the last date of entryFrom their last effective date collective bargaining agreements and amendments, plans, trusts, employment and individual contracts, written agreements or memoranda summarizing the terms of oral agreements, and certificates and noticesThe College must preserve for two years:Basic employment and earnings recordsWage rate tablesRecords of additions to or additions to or deductions from wages paidAll records used in determining original, operating and maintenance costs, and	Not applicable	No Deadline	Office of Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Human Resources: Wages	Federal Insurance Contributions Act (FICA): 42 U.S.C. §§ 401-434	26 C.F.R. § 31	Provides that service performed in the employ of a school, college or College by a student who is enrolled and regularly attending classes at such school, college, or College is exempt from the FICA tax. An employee who is in employment for wages which are subject to taxes under the Federal Insurance Contributions Act (FICA) or which are subject to the withholding of income tax from wages must apply for a social security number by filing SSA Form SS-5. An employer must pay social security taxes on employees, but an exemption exists for most students who are also working for the College and for clergy whose services are performed in the	Not Applicable	No Deadline	Office of Human Resources
Human Resources: Wages	Federal Unemployment Tax Act: 26 U.S.C. §§ 3301-3311	26 C.F.R. § 31.6011(a)-3	Provides for payments of unemployment compensation to workers who have lost their jobs. If your FUTA tax is more than \$500 for the calendar year, you must deposit at least one quarterly payment. If not, alternate rules apply.	Not applicable	No Deadline	Office of Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Immigration	Student Exchange and Visitor Information System (SEVIS)	22 C.F.R. § 62.1567 Fed. Reg. 34,862	The Student and Exchange Visitor Program (SEVP) acts as the bridge for various government organizations that have an interest in information on foreign students. SEVIS was created to improve data collection and reporting, enhance customer service, facilitate compliance with regulations and help Immigration and Customs Enforcement (ICE) better monitor schools and exchange programs, as well as F, M and J non-immigrants. Via SEVIS, the College must keep information and records relating to each F-1 or M-1 student to whom it has issued a Form I-20A or I-20M.	All J-1 sponsors must submit an annual report generated from SEVIS and a narrative report. Sponsors must submit an annual report to the Department of State. The report must be filed on an academic, calendar, or fiscal year basis, as stipulated on the program's designation or re-designation letter. The due dates are: For Academic Year end designees (June 30th): report due to the Department of State July 31st. For Calendar Year end designees (December 31st):	Multiple Deadlines	Office Academic Programs
Immigration	Immigration and Nationality Act (INA): 8 U.S.C. §§ 1101-1537	8 C.F.R. § 2148 C.F.R. § 274a20 C.F.R. § 65529 C.F.R. § 501	The INA, as amended, sets forth the laws governing the admission and employment of foreign nationals in the United States, including provisions that address employment eligibility and employment verification.	Not Applicable	No Deadline	Office of Admissions and Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Information Technology	Communications Assistance for Law Enforcement Act (CALEA): 47 U.S.C. §§ 1001-1010		CALEA requires a "telecommunications carrier," as defined by the Act, to ensure that equipment, facilities, or services that allow a customer or subscriber to "originate, terminate, or direct communications," enable law enforcement officials to conduct electronic surveillance pursuant to court order or other lawful	Not Applicable	No Deadline	Morehouse Technology Group
Information Technology	Controlling the Assault of Non-Solicited Pornography And Marketing Act of 2003 (CAN-SPAM Act): 15 U.S.C. §§ 7701-7713	16 C.F.R. § 316	Prohibits the inclusion of deceptive or misleading information and subject headings, requires identifying information such as a return address in email messages, and prohibits sending emails to a recipient after an explicit response that the recipient does not want to continue receiving messages. In addition to bulk email, the law covers all commercial messages, which it defines as "any electronic mail message the primary purpose of which is the commercial advertisement or promotion of a commercial product or service." Each separate email in violation of the CAN-SPAM Act is subject to penalties of up to	Not Applicable	No Deadline	Morehouse Technology Group
Information Technology	Digital Millennium Copyright Act (DMCA): 17 U.S.C. § 512		Imposes rules prohibiting the circumvention of technological protection measures. Sets limitations on copyright infringement liability for online service providers (OSPs). Expands an existing exemption for making copies of computer programs. Provides a significant updating of the rules and procedures regarding archival	Not Applicable	No Deadline	Morehouse Technology Group

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Information Technology	Electronic Communications Privacy Act: 18 U.S.C. §§ 2510-2522 (Wiretap); 18 U.S.C. §§ 2701-2711 (Stored Communications)		The ECPA, as amended, protects wire, oral, and electronic communications while those communications are being made, are in transit, and when they are stored on computers. The Act applies to email, telephone conversations, and data stored electronically.	Not Applicable	No Deadline	Morehouse Technology Group
Information Technology	FCC - Cable Certification: 47 U.S.C. § 151	47 C.F.R. § 76.1502	Prior to commencing service, cable television systems, cable operators, and satellite carriers must obtain certification that they are in conformity with signal carriage, program exclusivity, cable casting, and other standards. An operator of an open video system must certify on FCC Form 1275 that it will comply with the FCC's regulations in 47 C.F.R. § 76.1502.	Not Applicable	No Deadline	Morehouse Technology Group
Information Technology	FCC - Fixed Microwave Services, Licensing: 47 U.S.C. § 151	47 C.F.R. § 101	The College must file an application to provide fixed microwave services electronically via ULS for each Digital Electronic Message Service (DEMS) Nodal Station. Licensee may not be a foreign government or representative of a foreign government. The application must contain all technical information, including but not limited to transmitting and receiving station names, coordinates, equipment, antennae information, etc. Must demonstrate substantial service at the time of license renewal, and must provide a description of current service.	Not Applicable	No Deadline	Morehouse Technology Group

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Information Technology	FCC - Wireless Communications, Licensing: 47 U.S.C. § 151	47 C.F.R. § 27	The College's authorization to provide wireless communication services is granted for any or a combination of the following services in a single license: 1) common carrier; 2) non-common carrier; 3) private internal communications; 4) and broadcast services. A license application must be filed with the FCC.	Not Applicable	No Deadline	Morehouse Technology Group
Information Technology	Hazardous Materials Transportation Act: 49 U.S.C. §§ 5101-	40 C.F.R. § 261	The College must properly dispose of computers and electrical equipment containing hazardous materials or the College is subject to fines and penalties.	Not Applicable	No Deadline	Morehouse Technology Group
Information Technology	Higher Education Opportunity Act: Public Law No. 110-315: 20 U.S.C. § 1092		Section 488 requires institutions to develop plans to detect and prevent unauthorized distribution of copyrighted material on information technology systems, including offering alternatives to illegal-downloading or peer-to-peer distribution of intellectual property.	Not Applicable	No Deadline	Morehouse Technology Group
Information Technology	Homeland Security Act of 2002: Public Law No. 107§296		The Act encourages private sector sharing of information with the Department of Homeland Security. Information that is voluntarily provided relating to infrastructure vulnerabilities or other vulnerabilities to terrorism is not subject to public disclosure under FOIA, and does not lose its protected character if forwarded by DHS to other federal agencies.	Not Applicable	No Deadline	Morehouse Technology Group

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Information Technology	Junk Fax Prevention Act of 2005: 47 U.S.C. § 227(b)(1)(C)		Applicable to non-profits, the Act provides that it is unlawful for the College to use a fax machine to send an unsolicited advertisement to another fax machine unless there is: 1) An established business relationship; 2) the sender obtained the fax number through voluntary communication with the recipient; and 3) the first page of the fax conspicuously states the recipient can request no further unsolicited communications. Penalties include a right of private action for actual damages or \$500 per fax, whichever greater, and can be increased if willful or knowing.	Not Applicable	No Deadline	Morehouse Technology Group
Information Technology	No Electronic Theft Act: Public Law No. 105-147		Makes it a criminal offense to willfully infringe a copyright by sharing, as well as selling, pirated software with a retail value of \$1,000 or more. Offenders will be subject to up to five years in prison, and a \$250,000 fine.	Not Applicable	No Deadline	Morehouse Technology Group
Information Technology	Telemarketing: 47 U.S.C. § 227	47 C.F.R. § 64.1200	A tax-exempt nonprofit College is exempt from the Do-Not-Call-Registry, but may not call any residential telephone subscriber before 8 a.m. or after 9 p.m. local time at the called party's location.	Not Applicable	No Deadline	Morehouse Technology Group

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Intellectual Property & Technology Transfer	American Jobs Creation Act of 2004: 26 U.S.C. § 170		For contributions of patents and certain other intellectual property made to a 501(c)(3) after June 3, 2004 the taxpayer's initial contribution deduction is limited to the lesser of the donor's basis in the contributed property or the fair market value of the property.	The institution is expected to file Form 8899 (Notice of Income from Donated Intellectual Property) by the last day of the first full month following the close of the institution's taxable year to which the net income from the contribution is	Multiple Deadlines	Office of Business and Finance
Intellectual Property & Technology Transfer	Cooperative Research and Technology Enhancement Act (CREATE Act): Public Law No. 108-453	37 C.F.R. § 401	Amends the Patent Act to provide that sharing of confidential information under a joint research agreement that was in effect on or before the date the claimed invention was made will not be the basis of an obviousness determination under patent law.Promotes patentability of inventions created between Collegesand the private sector by treating inventions as having a sole owner.	Not Applicable	No Deadline	Office Academic Programs

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Intellectual Property & Technology Transfer	Trademark Revision Act: 15 U.S.C. § 1051 Public Law No. 109-312		Subject to the principles of equity, the owner of a famous mark that is distinctive, inherently or through acquired distinctiveness, shall be entitled to an injunction against another person who, at any time after the owner's mark has become famous, commences use of a mark or trade name in commerce that is likely to cause dilution by blurring or dilution by tarnishment of the famous mark, regardless of the presence or absence of actual or likely confusion, of competition, or of actual economic injury.	Not Applicable	No Deadline	Office of General Counsel and Compliance
Intellectual Property & Technology Transfer	U.S. Patent Act: 35 U.S.C. §§ 1-390	Consolidated Patent Rules, 37 C.F.R. §§ 1-150	The consolidated patent laws specify the subject matter for which a patent may be obtained and the conditions for patentability. They also include requirements related to representation before the U.S. Patent and Trademark Office, applications for registration, examination procedures, amendment of applications, publication and post publication procedures, appeals, petitions, post registration practice, correspondence in trademark cases, classification of goods and services, and procedures under the Madrid Protocol. The laws establish the Office to administer the law relating to the granting of patents and contain various other provisions relating to patents.	Not Applicable	No Deadline	Office of General Counsel and Compliance
Intellectual Property & Technology Transfer	Visual Artists Rights Act: 17 U.S.C. § 106A		Protects moral rights for fine art works, but does not protect audiovisual works and probably does not apply to most multimedia creations.	Not Applicable	No Deadline	Office of Genral Counsel and Compliance

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Intellectual Property & Technology Transfer	Bayh-Dole Act of 1980: 35 U.S.C. §§ 200-212	37 C.F.R. § 40148 C.F.R. § 92748 C.F.R. § 95248 C.F.R. § 970	Establishes a uniform policy for the disposition and licensing of rights to patentable inventions discovered in the course of federally-funded research.	Not Applicable	No Deadline	Office of Sponsored Programs
International Activities & Programs	Foreign Corrupt Practices Act (FCPA): 15 U.S.C. §§ 78dd-1, et seq.	OPIC: 22 C.F.R. § 709	Makes it unlawful for certain classes of persons and entities to make payments to foreign government officials to assist in obtaining or retaining business. The anti-bribery provisions of the FCPA prohibit the willful use of the mails or any means of instrumentality of interstate commerce corruptly in furtherance of any offer, payment, promise to pay, or authorization of the payment of money or anything of value to any person, while knowing that all or a portion of such money or thing of value will be offered, given or promised, directly or indirectly, to a foreign official to influence the foreign official in his or her official capacity, induce the foreign official to do or omit to do an act in violation of his or her lawful duty, or to secure any improper advantage in order to assist in obtaining or retaining business for or with,	Not Applicable	No Deadline	Office of Business and Finance

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Lobbying & Political Activity	Lobbying Disclosure Act: 2 U.S.C. §§ 1601-1614 Public Law No. 104-65, 109 Stat. 691		Requires institutions to register if they employ (as a salaried employee) individuals who make at least two lobbying contacts each six months and devote 20% of their time to lobbying activities and incur expenses for lobbying of \$20,000 or more in a six-month period. Permits tax exempt charitable organizations required to report lobbying expenses by the IRC to report, under this law, only good faith estimates of such expenses in order to meet reporting requirements.	Requires all active registrants to file quarterly activity reports with the Clerk of the U.S. House of Representatives and the Secretary of the U.S. Senate. Quarterly Activity Report Deadlines: April 20 First Quarter (January 1 - March 31) July 20 Second Quarter (April 1 - June 30) October 20 Third Quarter (July 1 - September 30) January 20 Fourth Quarter (October 1 -	Apr 20, Jul 20, Oct 20, Jan 20	Office of Institutional Advancement
Lobbying & Political Activity	House and Senate Gift Ban and Ethics Rules	Chapter 2 House Ethics Manual Chapter 2 Senate Ethics Manual	Both the House and Senate have banned gifts from registered lobbyists or private entities that retain or employ them. Non-lobbyists can give gifts valued at less than \$50, such as a meal at a briefing for a Member of Congress and their staff that is valued at less than \$50 per person.	Not Applicable	No Deadline	Office of Institutional Advancement

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Lobbying & Political Activity	Political Activities: IRC § 501 (c)(3)		All section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the organization in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity. Violating this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise taxes.	Not Applicable	No Deadline	Office of Institutional Advancement
Privacy & Information Security	Gramm Leach Bliley Act (GLBA): 15 U.S.C. § 6801	17 C.F.R. § 24816 C.F.R. § 314	Governs the collection, disclosure, and protection of consumers' personal information and personally identifiable information. Requires institutions that offer consumers financial products or services like loans, financial or investment advice, or insurance to explain their information-sharing practices to their customers and to safeguard sensitive data.	Requires financial institutions to provide consumers with privacy notices at the beginning of the loan and annually.	Multiple Deadlines	Office Financial Aid and Office Human Resources
Privacy & Information Security	HIPAA: Public Law No. 104-191	45 C.F.R. § 16045 C.F.R. § 164	Establishes national standards to protect individuals' medical records and other personal health information. Requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization. Gives patients rights to examine and obtain a copy of their health records, and to request corrections.	Health plans must provide a Notice of Privacy Policy to enrollees once every three years and when there is a change to the policy.	Multiple Deadlines	Office of Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Privacy & Information Security	Family Educational Rights and Privacy Act (FERPA): 20 U.S.C. § 1232g	34 C.F.R. § 99	The College must provide students the right to inspect their education records and obtain written consent to release the records to anyone other than school officials, authorized government personnel, in connection with financial aid, in an emergency, or for other specifically-allowed purposes.	20 U.S.C. § 1232g(e); 34 C.F.R. § 99.7 and 20 U.S.C. § 1092(a): Each educational agency or institution shall annually notify students currently in attendance, of their rights under FERPA. Notification of these rights concurrent with fall registration is suggested, as the student needs 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	Multiple Deadlines	Office of the Registrar
Privacy & Information Security	Electronic Communications Privacy Act: 18 U.S.C. §§ 2510-2522 (Wiretap); 18 U.S.C. §§ 2701-2711 (Stored Communications)		The ECPA, as amended, protects wire, oral, and electronic communications while those communications are being made, are in transit, and when they are stored on computers. The Act applies to email, telephone conversations, and data stored electronically.	Not Applicable	No Deadline	Morehouse Technology Group

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Privacy & Information Security	Fair and Accurate Credit Transaction Act (FACTA): Public Law No. 108-159	Red Flag Rules: 16 C.F.R. § 681	Amends the Fair Credit Reporting Act Establishes requirements for maintaining information privacy, accuracy, and disposal Limits the ways consumer information can be shared	Not Applicable	No Deadline	Morehouse Technology Group
Privacy & Information Security	Federal Information Security Management Act (FISMA): 44 U.S.C. § 35		The act, applicable to federal agencies, also covers the College as a federal contractor where it is holding federal data pursuant to federally-funded research. The Act requires that the College: 1) implement security programs and policies; 2) assess risk; and 3) periodically test controls.	Not Applicable	No Deadline	Morehouse Technology Group
Privacy & Information Security	Americans with Disabilities Act: 42 U.S.C. §§ 12101-12213	28 C.F.R. §§ 36.101-36.104 29 C.F.R. § 1640	The ADA contains strict confidentiality requirements for medical information related to employee's disabilities. Enforced by multiple federal agencies, including the Department of Justice, Department of Labor, and the EEOC.	Not Applicable	No Deadline	Office of Human Resources
Privacy & Information Security	Fair Credit Reporting Act (FCRA): 15 U.S.C. §§ 1681-1681x	16 C.F.R. § 600	Employers, before obtaining a consumer report (including criminal background checks) must disclose in writing to the applicant or employee that it may obtain a consumer report for employment purposes, and secondly, secure the written consent of the applicant or employee. Note that when using a third party consumer reporting agency to request motor vehicle record checks for employment purposes, the FCRA should be followed, and notice given to the applicant or employee.	Not Applicable	No Deadline	Office of Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Privacy & Information Security	Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009: Public Law No. 111-5	45 C.F.R. § 16045 C.F.R. § 164	HITECH broadens HIPAA by extending coverage to business associates.Covered providers must implement administrative/ physical/technical safeguards for Protected Health Information (PHI).Section 13402 of HITECH requires that covered entities notify affected individuals and the Secretary of the DHHS and, in some cases, the media following the discovery of a breach of unsecured PHI.Unsecured PHI is PHI that is not secured via technologies and methodologies, as defined by DHHS guidance, that make the PHI unusable, unreadable, or indecipherable to unauthorized individuals.	Not Applicable	No Deadline	Office of Human Resources
Program Integrity Rules	Higher Education Act: Credit Hour Definition: 20 U.S.C. §§ 1001,	Credit Hour:34 C.F.R. § 600.2	Provides a federal definition of "credit hour."	Not Applicable	No Deadline	Office Academic Programs

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Program Integrity Rules	Higher Education Act: Gainful Employment: 20 U.S.C. §§ 1001, 1002	Gainful Employment: 34 C.F.R. § 668 Subpart Q	To be Title IV eligible, an educational program must either lead to a degree awarded by a public or nonprofit institution or prepare students for gainful employment (GE) in a recognized occupation. Institutions must certify that a GE program meets acceptable state and accreditation requirements, and the programs must meet specified debt-to-earnings (D/E) measures. The D/E rates measure is based on the typical loan debt and earnings of students who previously completed the program. Two D/E rates are calculated, one based on annual earnings and one based on discretionary income. Institutions must also establish the eligibility of a GE program by certifying, among other things, that the program is included in the institution's accreditation and satisfies any applicable state licensing and certification requirements for the occupations for which the program prepares students to enter. With the exception of the disclosure requirements (pertaining to prospective and enrolled students) in 34 CFR 668.412, all of the provisions in the GE regulations took effect	NOTE: On June 14, 2017, the Department of Education announced that these regulations will be revised. By December 31, 2015, an institution must provide to the Department of Education a Transitional Certification for Existing Programs that each of the institution's GE programs included on its Eligibility and Certification Approval Report (ECAR) meets certain state and accreditation requirements. As a condition of its continued	No Deadline	Office Academic Programs

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Program Integrity Rules	Higher Education Act: Incentive Compensation Prohibition: 20 U.S.C. § 1094	Incentive Pay: 34 C.F.R. § 668.14(b)(22)	Institutions are prohibited from providing any commission, bonus, or other incentive payment based in any part, directly or indirectly, upon success in securing enrollments or the award of financial aid, to any person or entity who is engaged in any student recruitment or admission activity, or in making decisions regarding the award of Title IV, HEA program funds. There is an exception provided for the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance. According to 2015 guidance, the Department of Education does not interpret the regulations to proscribe compensation for recruiters that is based upon students' graduation from, or	Not Applicable	No Deadline	Office Academic Programs
Program Integrity Rules	Higher Education Act: Misrepresentation: 20 U.S.C. § 1094	Misrepresentation: 34 C.F.R. § 668	Makes the institution responsible for substantial misrepresentations made by the institution itself, a representative of the institution, or any person or entity with whom the institution has an agreement to provide educational programs, marketing, advertising, and recruiting or admissions services. Broadens the definitions of misrepresentations of the nature of an institution's educational program, financial charges, or employability of its graduates. Expands the sanctions that ED may impose for substantial misrepresentations.	Not Applicable	No Deadline	Office Academic Programs

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Program Integrity Rules	Higher Education Act: State Authorization: 20 U.S.C. §§ 1001, 1002	State Authorization Rule: 34 C.F.R. § 600.9	In order for its students to be eligible for Title IV student financial assistance, an institution must be able to demonstrate to ED that it meets the legal authorization standards of every state in which it operates. An institution offering distance education or correspondence courses must be authorized by each state in which the institution enrolls students, if such authorization is required by the state, in order for these programs to be Title IV eligible. Alternatively, an institution may be authorized through state authorization reciprocity agreements. Institutions must also (1) document the state process for resolving complaints from students enrolled in distance education or correspondence courses and (2) provide public and individualized disclosures to enrolled and prospective students regarding its programs offered solely through distance education or correspondence courses. (effective July 1, 2018) An institution must make available, upon request, to any enrolled or prospective student a copy of the documents describing the institution's	Not Applicable	No Deadline	Office of Institutional Effectiveness

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Research	Animal Welfare Act: 7 U.S.C. §§ 2131-2159	9 C.F.R. §§ 1-4	Governs the treatment of animals used for research: dogs, cats, monkeys, guinea pigs, hamsters, and other warm-blooded animals.	9 C.F.R. § 2.36: Each reporting facility shall submit an annual report to the AC Regional Director for the State where the facility is located on or before December 1 of each calendar year. AC Regional Director means a veterinarian or his designee, employed by the U.S. Department of Agriculture Animal and Plant Health Inspection Service (APHIS), who is assigned by the Administrator to supervise and perform the official	Dec 1	Office of General Counsel and Compliance

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Research	Small Unmanned Aircraft Systems	14 C.F.R. part 107	Institutions are permitted to use small unmanned aircraft systems (UAS) in the National Airspace System for purposes that include research and development and educational/academic uses, provided that the institution follows operation and certification requirements. An uncertified person, such as a student, may manipulate the controls of a small UAS, provided that: (1) They are under the direct supervision of a certified remote pilot in command; and (2) the remote pilot in command is capable of taking over controls at any time during the flight.	Not Applicable	Multiple Deadlines	Office Academic Programs
Research	Public Health Service Policies on Research Misconduct: 42 U.S.C. § 241	42 C.F.R. § 9370 Fed. Reg. 28,370	Institutions engaged in federally-funded biomedical, behavioral, clinical, or other research in which identifiable, sensitive information is collected must take certain measures to protect the privacy of the subjects of such research. Among other requirements, institutions must have written policies and procedures for addressing allegations of research misconduct that meet the requirements of this part and must respond to each allegation of research misconduct for which the institution is responsible under this part in a thorough, competent, objective and	Not Applicable	No Deadline	Office Academic Programs

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Research	National Science Foundation Research Misconduct Policies: 42 U.S.C. § 1870(a)	45 C.F.R. § 689	A finding of research misconduct requires that: (1) there be a significant departure from accepted practices of the relevant research community; (2) the research misconduct be committed intentionally, or knowingly, or recklessly; and (3) the allegation be proven by a preponderance of evidence.	Not Applicable	No Deadline	Office of General Counsel and Compliance
Research	Public Law No. 111-358: 42 U.S.C. § 1862o-1	74 Fed. Reg. 42,126	Requires that each institution that applies for financial assistance from the National Science Foundation for science and engineering research or education describe in its grant proposal a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduate students, graduate students, and postdoctoral researchers participating in the proposed research	Not Applicable	No Deadline	Office of General Counsel and Compliance

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Research	Protection of Human Subjects Regulations (Common Rule)	45 C.F.R. §§ 46.101-46.124	Institutions must provide a written assurance application that they will comply with the Common Rule requirements. These requirements include written procedures for reporting to the institutional review board (IRB), institutional officials, and the department or agency head of unanticipated problems involving risks to subjects or serious or continuing non-compliance, and any suspension or termination of research. Human subjects research must undergo review and be approved by the designated IRB. With certain exceptions, investigators must obtain informed consent from any subject used for human subjects research. (Certain requirements regarding information that must be given to prospective subjects as part of the informed consent process take effect January 19, 2018.) Effective January 19, 2020, U.S.-based institutions engaged in cooperative research must use a single IRB for that portion of the research that takes place within the U.S., with certain	Not Applicable	No Deadline	Office of General Counsel and Compliance
Research	Clinical Trials § Financial Disclosures by Investigator	21 C.F.R. § 54	Clinical investigators are required to disclose financial arrangements with sponsor(s) of the studies (such as payment and royalties) and interests in the product under study or sponsor entity (i.e. proprietary interest such as a patent or	Not Applicable	No Deadline	Office of Sponsored Programs

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Sexual Misconduct	Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and Violence Against Women Act: 20 U.S.C. § 1092(f)	34 C.F.R. § 668.41(e)34 C.F.R. § 668.46	Any institution that participates in federal financial aid programs must collect information with respect to campus crime statistics and campus security policies of the institution. The institution must annually distribute to current students, employees, and (upon request) prospective students or employees, an annual security report (ASR) containing various statements of institutional policies, descriptions of programs, and campus crime statistics.	By October 1 of each year, an institution must distribute its ASR to all enrolled students and current employees. The campus safety web-based statistical survey is also submitted to the U.S. Department of Education "by the date and in a form	Oct 1	Office of General Counsel and Compliance

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Sexual Misconduct	Campus Sex Crimes Prevention Act (§ 1601 of the Victims of Trafficking and Violence Protection Act of 2000): Public Law No. 106-386 (Title VI)	34 C.F.R. § 668	The Campus Sex Crimes Prevention Act requires sex offenders, who must register under state law, to provide notice of enrollment or employment at any institution of higher education (IHE) in that state where the offender resides, as well as notice of each change of enrollment or employment status at the IHE. In turn, this information will be made available by the state authorities to the local law enforcement agency that has jurisdiction where the IHE is located.	Institution must issue a statement advising the campus community on where information concerning registered sex offenders can be obtained. Notification may be accomplished by adding the statement to the Annual Security Report required by the Campus Security Act. Suggested deadline of October 1st of each year to coincide with the Annual Security	Oct 1	Office of Campus Safety
Sexual Misconduct	Title VII of the Civil Rights Act of 1964: 42 U.S.C. §§ 2000e-2000e-17	29 C.F.R. §§ 42.101-42.11229 C.F.R. §§ 1600-160534 C.F.R. § 10041 C.F.R. § 60-1 45 C.F.R. § 80	Title VII prohibits discrimination in hiring, firing, training, promotion, discipline, or other workplace decisions on the basis of an employee or applicant's race, color, sex, national origin, or religion. Sexual harassment is also prohibited under this	Not Applicable	No Deadline	Office of Human Resources

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Sexual Misconduct	Title IX of the Education Amendment of 1972: 20 U.S.C. §§ 1681-1688	DOJ: 28 C.F.R. §§42.201-42.215ED: 34 C.F.R. § 106EEOC: 29 C.F.R. § 1604HHS: 45 C.F.R. § 86	Prohibits discrimination on the basis of sex in education programs or activities receiving federal financial assistance including employment. Title IX protects students from sexual harassment in educational programs or activities operated by recipients of federal funding. The protection against sexual harassment derives from the general prohibitions against sex discrimination contained in the Title IX common rule. Any grievance records relating to a Title IX violation or complaint must be retained for the period of time cited in state law for personal injury	Not Applicable	No Deadline	Office of General Counsel and Compliance
Tax	Fringe Benefits: 26 U.S.C. § 132		Any property or service (or cash under certain circumstances) provided to an employee in addition to or in lieu of regular wages will be a taxable fringe benefit to the employee, unless specifically excluded by statute. Any fringe benefit is taxable and must be included in the recipient's pay unless the law specifically excludes it. Must report the actual value on Forms 941 (or Form 944) and W-2. The employer can use a separate Form W-2 for fringe benefits and any other benefit information.	The actual value of fringe benefits provided during a calendar year (or other period as explained under Special accounting rule) must be determined by January 31 of the following year.	Jan 31	Office of Business and Finance

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Tax	Independent Contractors: 26 U.S.C. §§ 3401-3406		If an employee is mistakenly classified as an independent contractor and the employer has no reasonable basis for doing so, the employer may be held liable for employment taxes for that worker. In order to qualify as independent contractors, the individual would need to meet the Internal Revenue Service (IRS) requirements. The IRS regulatory definition of "employee" is set forth in 26 C.F.R. § 31.3401 (c) -1(b).	Form 1099-MISC must be filed with the IRS if the employer makes payments to independent contractors in the amount of \$600 or more during the year. A copy of same must be provided to the independent contractor by January 31 of the	Jan 31	Office of Business and Finance and Human Resources
Tax	Reporting of Payments of Royalties: 20 U.S.C. § 6041: 26 U.S.C. § 6050N	26 C.F.R. § 1.6045-526 C.F.R. § 1.6041-6	Those who make payments to attorneys aggregating \$600 or more per calendar year in connection with legal services must file an information return for such payments. This requirement applies whether or not the services were performed for the payor, so for example, if the College was a defendant in a lawsuit, and was required to pay attorney's fees, this rule would apply. The filer must also provide to the attorney a written statement of the information required to be included on the return. Note that employers must report entire settlement amounts, including the amount paid to the attorneys, as income to the plaintiff, and also prepare a Form 1099 reporting the amount paid to the attorneys as income to the attorneys.	Annual reporting is required for payments: Of \$400 or more made for non-payroll purposes; Of \$10 or more made for royalties; and Made to attorneys not performing services under a contract with the College. Reporting is done on Form 1099-MISC. Deadline to payment recipients is January 31st. Deadline for reporting to the IRS	Jan 31	Offices of Business and Finance

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Tax	Small Business Job Protection Act: Public Law No. 104-188, 110 Stat. 1755		Minimum distributions from tax-qualified retirement plans will not be required for workers over age 70. Benefits for those workers still working after age 70 must be actuarially adjusted for those who are participating in defined benefit plans.	Under the new rule, which commenced in 1997, distributions will not need to be made until April 1 of the year following the later of the year the employee attains age 70, or the year the employee retires. Five-percent owners and IRA holders are still subject to the minimum distribution rule, that is, they will need to start receiving distributions by	Apr 1	Office of Business and Finance
Tax	Foreign Bank Accounts and Tax Filings: 31 U.S.C. § 5314(a)		US institutions and citizens that have an ownership interest in foreign bank accounts, or US citizens with signature authority over a foreign bank account have to file form TD F 90.22-1 (FBAR). The latter must report the account on an FBAR even if the foreign financial account is reported on an FBAR filed by the owner of the account (or other person that has a financial interest in the account).	Form TD F 90.22-1 must be filed and received by June 30th of the year following any year during which the institution possessed signature or other authority over, or had a monetary interest in, foreign financial	Jun 30	Office of Business and Finance

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Tax	Qualified Tuition and Student Loan Interest Reporting: 26 U.S.C. Sec. 6050S	26 C.F.R. Sec. 1.6050S-126 C.F.R. § 1.6050S-226 C.F.R. § 1.6050S-326 C.F.R. § 1.6050S-4	Institutions must report (1) qualified tuition and related expenses and (2) student loan interest to the IRS. Institutions must also provide payors with a statement that includes the tax information furnished to the IRS.	Institutions must complete Form 1098-T (qualified tuition payments) and Form 1098-E (student loan interest payments), both of which must be filed with the IRS on or before February 28th, or March 31st if filed electronically. The required statement to all persons who made qualified tuition or student loan interest payments must be sent to the payor on or before January 31st of the year following the calendar year in which payments were received or amounts were	Feb 28 or Mar 31 (if e-filed)	Office of Business and Finance

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Tax	Qualified Pensions: 26 U.S.C. § 401		A trust created or organized in the United States and forming part of a stock bonus, pension, or profit-sharing plan of an employer for the exclusive benefit of his employees or their beneficiaries shall constitute a qualified trust.	Reporting due by the last day of 7th month after end of plan year. An automatic extension of up to 2 months may be obtained by filing Form 5558 with the IRS before the report's regular due	Multiple Deadlines	Office of Business and Finance
Tax	Deferred Compensation: 26 U.S.C. § 457		Any amount of compensation deferred under an eligible deferred compensation plan, and any income attributable to the amounts so deferred, shall be includible in gross income only for the taxable year in which such compensation or other income.	Reporting due by the Administrator by the last day of 7th month after end of plan year. An automatic extension of up to 2 months may be obtained by filing Form 5558 with the IRS before the return/report's	Multiple Deadlines	Office of Business and Finance
Tax	Employee Annuities: 26 U.S.C. § 403		If an annuity contract is purchased by an employer for an employee under a plan which meets the requirements of section 404(a)(2) (whether or not the employer deducts the amounts paid for the contract under such section), the amount actually distributed to any distributee under the contract shall be taxable to the distributee (in the year in which so distributed) under section 72 (relating to annuities).	Reporting due by the Administrator by the last day of 7th month after end of plan year. An automatic extension of up to 2 months may be obtained by filing Form 5558 with the IRS before the return/report's	Multiple Deadlines	Office of Business and Finance

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Tax	Nonqualified Deferred Inclusion: 26 U.S.C. § 409A		If at any time during a taxable year a nonqualified deferred compensation plan I) fails to meet the requirements of paragraphs (2), (3), and (4), or (II) is not operated in accordance with such requirements, all compensation deferred under the plan for the taxable year and all preceding taxable years shall be includible in gross income for the taxable year to the extent not subject to a substantial risk of forfeiture and not previously included in	Reporting due by the last day of 7th month after end of plan year. An automatic extension of up to 2 months may be obtained by filing Form 5558 with the IRS before the return/report's	Multiple Deadlines	Office of Business and Finance
Tax	Public Disclosure of Material: 26 U.S.C. § 6104(d)	26 C.F.R. § 301.6104(a)-1	The documents that must be made available to the public are: copies of the application for tax exemption (for those organizations which filed before July 15, 1987, this requirement only applies if the organization has a copy of the application on July 15, 1987); and copies of the organization's three most recent annual information returns.Each annual information return must be made available for a period of three years beginning on the date the return is required to be filed, or on the date it is actually filed, whichever is later.Generally, the annual return information includes Forms 990, 990-EZ, 990-BL, and Form 1065, as well as all schedules and attachments filed with the IRS.The tax-exempt organization does not have to identify the names and addresses of the contributors to the organization.For those tax returns filed after August 17,	Not Applicable	No Deadline	Office of Business and Fiance

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Tax	Byrd Amendment: 31 U.S.C. § 1352	32 C.F.R. § 28.10034 C.F.R. § 82.100	Requires disclosure of lobbying activities when receiving federal contracts, grants, loans or cooperative agreements.	Requires certification and disclosure with each submission for consideration of a federal contract, grant or cooperative agreement exceeding \$100,000 or an award of a federal loan or commitment providing for the U.S. to insure or guarantee a loan exceeding \$150,000. Federal contractors, grantees and those receiving federal loans and cooperative agreements must also report lobbying expenditures from non-federal sources	No Deadline	Office of Business and Finance

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Tax	Cafeteria Plans 26 U.S.C. § 125		A cafeteria plan is a written plan that allows employees to exclude from gross income certain types of employer provided benefits, such as accident and health insurance, group term and life insurance, and benefits under a dependent care assistance program. Qualified scholarships or tuition reduction, educational assistance or deferred compensation may not be excluded from income. For purposes of determining the taxable year of inclusion, any benefit described in paragraph (1) or (2) from the statute shall be treated as received or accrued in the taxable year of the participant or key employee in which	Not Applicable	No Deadline	Office of Business and Finance
Tax	Charitable Gift Annuity Antitrust Relief Act: 15 U.S.C. § 37: IRC § 501(c)(3)		Exempts IRC § 501(c)(3) organizations from liability under federal antitrust laws for using or agreeing to use uniform rates in issuing gift annuities.	Not Applicable	No Deadline	Office of Business and Finance
Tax	Federal Unemployment Tax Act: 26 U.S.C. §§ 3301-3311	26 C.F.R. § 31.6011(b)-2	Provides for payments of unemployment compensation to workers who have lost their jobs. If your FUTA tax is more than \$500 for the calendar year, you must deposit at least one quarterly payment. If not, alternate rules apply.	Not Applicable	No Deadline	Office of Business and Finance

Topic	Statute	Regulations	Statutory Summary	Reporting Requirements & Deadlines	Date	Business Unit
Tax	Unrelated Business Income (UBIT): 26 U.S.C. 511(a)(2)	26 C.F.R. § 1.511-126 C.F.R. § 1.513-4	Unrelated business income is income from a trade or business, regularly carried on, that is not substantially related to the charitable, educational, or other purpose that is the basis of the organization's exemption. An exempt organization that has \$1,000 or more of gross income from an unrelated business must file Form 990-T. An organization must pay estimated tax if it expects its tax for the year to be \$500 or more. All other organizations must file Form 990-T by the 15th day of the 5th month after the end of their tax year.	Not Applicable	No Deadline	Office of Business and Finance