



Compliance Calendar

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

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office
JANUARY						
Monthly	NIBRS Crime Statistic Reporting	Texas Dept. of Public Safety	Monthly Reporting	Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr	VPASA	Police Department
Monthly	Student Status Confirmation Report (SSCR)	Dept of ED	34 C.F.R § 685.309	A Student Status Confirmation Report (SSCR) is a roster of students who have Title IV loans or grants disbursed by your school. The roster is populated by your school when your financial aid office enters information into the COD (Common Origination Disbursement) system to start the loan process for your students. Once the information is entered into COD, it is transmitted to NSLDS, which populates the roster. The student roster is then sent to the Clearinghouse, who as your institution's authorized agent, responds to the rosters. The response the Clearinghouse sends is comprised of the most recent information your school reported in your enrollment transmissions.	VPAA	Registrar
Beginning of Spring Semester	Identify and Provide Information and Available Support Resources to Students Currently and/or Formerly in State Conservatorship (Foster Care)	Texas Ed Code	Texas Education Code, Sec. 51.9356	Each institution of higher education shall designate at least one employee of the institution to act as a liaison officer for current and incoming students at the institution who are or were formerly in the conservatorship of the Department of Family and Protective Services. To the extent allowed by state or federal law, the institution shall identify those students from information provided to the institution in admission or financial aid applications or other available resources. Each semester or other academic term, an institution of higher education shall provide to the institutions liaison officer the names of and information regarding the students described above. The liaison officer shall provide to the students described above information regarding support services and other resources available to the students at the institution and any other relevant information to assist the students.	VPASA	Student Counseling Services
Monthly	Hazing Report	Texas Ed Code	Chapter 37, Section 51.936; Subchapter F, Section 37.151-158 SB38	Hazing report is intended to collect and report on hazing incidents committed on or off campus by an organization recognized or registered by the institution. Must include a link to a hazing report that is found on the institution's website that includes the following: a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the previous three years, the date the incident occurred, the date the investigation was initiated, general description of the incident, conduct code/criminal violations, institution/court findings, and the date the disciplinary process was resolved or conviction became final. Information must be updated no later than 30 days from the date the new discipline action is resolved or a new conviction becomes final. Must not include a student's personal identification information and comply with FERPA. Report will need to be updated on the website as necessary.	VPASA	Office of the Dean of Students
Spring Semester	Fire and Life Safety Notification	U.S. Dept of Ed Clery Act Office of Civil Rights	20 U.S.C. § 1092(f); 34 C.F.R. § 668.41(a), (e); 34 C.F.R. § 668.46; 34 C.F.R. Part 668, appendix A; HB 1284; HB1168	Annual spring semester notification to the Tarleton community regarding fire safety and security on campus. Due after 2nd Full Week of Spring Semester	VPFA	University Compliance and Strategic Initiatives
Spring Semester	EEO/AA commitment notification	A&M System	SPRING Semester Following Chancellor's Reaffirmation	Reaffirmation of Commitment to EEO and AA	PRESIDENT	President's Office

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office
Quarterly	Public Water System Report	TCEQ		Quarterly public water system data reporting for the months of October, November and December.	VPFA	Risk Management & Safety
1-Jan	Publicize Name and Contact Information for Foster Care Liaison and Support Services and Other Resources Available for Students Who Are or Were Formerly in State Conservatorship (Foster Care)	Texas Ed Code	Texas Education Code, Sec. 51.9356	Each institution of higher education shall publicize, including through the institutions Internet website, social media, electronic mail, or other means of communication used by the institution: 1) the name of and contact information for the institutions liaison officer; and 2) information regarding support services and other resources available at the institution to the students who are or were formerly in the conservatorship of the Department of Family and Protective Services.	VPFA	Student Counseling Services
1-Jan	Internet Access to Course Information	Texas Higher Education Coordinating Board	Texas Education Code, Sec. 51.974(f)	Report addressing the institutions compliance with internet access to course information requirements.	VPAA	Provost
1-Jan	Program Participation Agreements and IPEDS	Integrated Postsecondary Education Data Sys	20 U.S.C. § 1094(a)(17); 34 C.F.R. § 100.6; 29 C.F.R. §§ 1602.48-50	Complete surveys conducted as part of Integrated Postsecondary Education Data System (IPEDS). (See the NAICU Calendar of new Reporting Requirements.)	VPAA	Business Services, Financial Aid, Provost & Institutional Analytics,
20-Jan	Monthly Open Records Reporting to OAG	Attorney General	Public Information Act	By the 20th of each month, open records reporting to the Texas Attorney General.	VPFA	University Compliance and Strategic Initiatives
31-Jan	Financial Interest Disclosure and Certification Form	TAMUS	System Policy 07.03, Section 1.5.3	No later than the end of January each year, the employees listed in Sections 1.5(a) and 1.5(b) shall file with OGC a completed Financial Interest Disclosure and Certification Form. OGC will coordinate with the System Office of Budgets and Accounting to ensure system and member compliance with the contracting prohibition.	President VPFA VPAA VPFA VPFA VPFA	President VPFA VPAA VPFA VPFA VPFA
31-Jan	Annual Financial Disclosure Form	TAMUS	System Policy 07.03, Section 1.2	Deputy chancellors, vice chancellors, the chief auditor, the general counsel, the system ethics and compliance officer, other members of the chancellor's executive committee, vice presidents and all employees who exercise discretion with regard to the investment of funds under the control of the system, shall file annually with their respective member CEOs an Annual Financial Disclosure Report disclosing detailed information regarding themselves, their spouses and their dependent children.	President VPFA VPAA VPFA VPFA VPFA	President VPFA VPAA VPFA VPFA VPFA
31-Jan	Employee Notification - policies; drug/alcohol abuse, etc.		Semester - employee notification	Employee notification of policies & regulations: HIV/AIDS; Drug & Alcohol Abuse; Overtime, etc.	VPFA	Employee Services
31-Jan	Internal Revenue Code: W-2 Forms	IRS	26 CFR § 31.6051-1	Provide a Form W-2 to each employee who received wages during the preceding calendar year.	VPFA	Business Services
31-Jan	Miscellaneous Income Tax Statements	IRS	26 C.F.R. § 1.6041	Form 1099-MISC furnished to each person who received miscellaneous income of \$600 or more in preceding calendar year in non-employee service payments with the exception of royalty payments of \$10 or more, or from whom any federal income tax was withheld under the backup withholding rules regardless of the amount of the payment. Non-employee service payments include rents, services, prizes and awards, other income payments, medical and health care payments, or gross proceeds to an attorney.	VPFA	Business Services
31-Jan	Distributions from Annuities Tax Statements	IRS	26 C.F.R. § 1.408-7	Form 1099-R furnished to each person receiving distribution from annuities during the preceding calendar year.	VPFA	Business Services
31-Jan	Student Notification - Risk, Fraud & Abuse Hotline Notification	A&M System	SEMESTER - student notification	Notify students about Risk, Fraud, and Abuse hotline	VPFA	Student Affairs
31-Jan	Student Notification - Textbooks		HB 1096/ TAC Rule §4.218 - SEMESTER student notification	Notice to Students: textbooks available through multiple retailers	VPFA	Registrar
31-Jan	Foreign Control, Contracts or Gifts Disclosures	Dept of Ed	Higher Education Act of 1965 as amended; 20 U.S.C. sec 1011f	By January 31st or July 31st, whichever is sooner, file a disclosure report about ownership or control by, or contracts with or gifts from foreign sources. A disclosure report must be filed with the DOE for gifts & contracts of \$250,000 or more received within a calendar year.	VPFA	Finance & Admin

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office
FEBRUARY						
Monthly	NIBRS Crime Statistic Reporting	Texas Dept. of Public Safety	Monthly Reporting	Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr	VP SA	Police Department
Monthly	Hazing Report	Texas Ed Code	Chapter 37, Section 51.936; Subchapter F, Section 37.151-158 SB338	Hazing report is intended to collect and report on hazing incidents committed on or off campus by an organization recognized or registered by the institution. Must include a link to a hazing report that is found on the institution's website that includes the following: a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the previous three years, the date the incident occurred, the date the investigation was initiated, general description of the incident, conduct code/criminal violations, institution/court findings, and the date the disciplinary process was resolved or conviction became final. Information must be updated no later than 30 days from the date the new discipline action is resolved or a new conviction becomes final. Must not include a student's personal identification information and comply with FERPA. Report will need to be updated on the website as necessary.	VP SA	Office of the Dean of Students
Monthly	Student Status Confirmation Report (SSCR)	Dept of ED	34 C.F.R § 685.309	A Student Status Confirmation Report (SSCR) is a roster of students who have Title IV loans or grants disbursed by your school. The roster is populated by your school when your financial aid office enters information into the COD (Common Origination Disbursement) system to start the loan process for your students. Once the information is entered into COD, it is transmitted to NSLDS, which populates the roster. The student roster is then sent to the Clearinghouse, who as your institution's authorized agent, responds to the rosters. The response the Clearinghouse sends is comprised of the most recent information your school reported in your enrollment transmissions.	VP AA	Registrar
3rd Week in February	Annual Chemical Inventory	TAMU - Safety Office		Annual Chemical Inventory to TAMU Safety Office	VP FA	Risk Management & Safety
1-Feb	Enterprise Risk Management (ERM) Process	System Requirement	System Policy 03.01	Process begins to assess and define actions to be taken by the university to identify, monitor, and mitigate risks that threaten the achievement of strategic plan goals and/or continuing operational programs.	VP FA	Risk Management & Safety
1-Feb	Texas Success Initiative Rpt Student End of Semester Rpt Faculty Report Student Schedule Report	THECB	FALL Semester Reports	CBM002 CBM008 CMB005 CBM0E1	VP EM	Registrar's Office
1-Feb	Emergency Planning and Community Right-to-Know Act (EPCRA)	System Requirement		Risk Management submits the applicable TIER II Annual Report to the System. The System compiles the information and to the State of Texas.	VP FA	Risk Management & Safety
15-Feb	Withholding Exemption Certificate	IRS	26 U.S.C. § 3402; 26 C.F.R. § 31.3402(f)(4) 2	By February 15th, if an employee who previously claimed an exemption has not yet submitted a new W-4, taxes should be withheld as if the employee is single, with zero withholding allowances or withheld based on the last valid W-4 received.	VP FA	Payroll
20-Feb	Monthly Open Records Reporting to OAG	Attorney General	Public Information Act	By the 20th of each month, open records reporting to the Texas Attorney General.	VP FA	University Compliance and Strategic Initiatives
28-Feb	Tuition Payment Credit Reporting	IRS	26 U.S.C. §6050S; 26 CFR § 1.6050S-2T, et seq.	By February 28th (or March 31st if filed electronically), Forms 1098-T, Tuition Statement, must be filed with the IRS for each student enrolled and for whom a reportable transaction is made for the preceding calendar year.	VP FA	Business Services
28-Feb	Student Loan Interest Reporting	IRS	26 U.S.C. §6050S; 26 CFR 1.6050S-3 and 26 CFR 1.6050S-4T	By February 28th (or March 31st if filed electronically), Forms 1098-E must be filed with IRS and furnished to each individual participating in a Perkins Loan Program or institutional loan program who made student loan interest payments of \$600 or more during the preceding calendar year.	VP FA	Business Services
28-Feb	Wage and Tax Returns	IRS	26 C.F.R. § 1.6041-2	By February 28th (or March 31st if filed electronically), Forms W-2 must be filed with IRS for the preceding calendar year; Form W-3 must also be filed in order to transmit Form W-2	VP FA	Payroll

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office
28-Feb	Distributions from Annuities Tax Returns	IRS	26 C.F.R. §§ 1.408-7, 1.6041-6	By February 28th, a Form 1099-R must be filed with IRS for preceding calendar year for each person to whom you have made a designated distribution of \$10 or more from Pensions Annuities, Retirement Plans, etc.	VPFA	Business Services
MARCH						
Monthly	NIBRS Crime Statistic Reporting	Texas Dept. of Public Safety	Monthly Reporting	Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr	VPFA	Police Department
Monthly	Hazing Report	Texas Ed Code	Chapter 37, Section 51.936; Subchapter F, Section 37.151-158 SB38	Hazing report is intended to collect and report on hazing incidents committed on or off campus by an organization recognized or registered by the institution. Must include a link to a hazing report that is found on the institution's website that includes the following: a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the previous three years, the date the incident occurred, the date the investigation was initiated, general description of the incident, conduct code/criminal violations, institution/court findings, and the date the disciplinary process was resolved or conviction became final. Information must be updated no later than 30 days from the date the new discipline action is resolved or a new conviction becomes final. Must not include a student's personal identification information and comply with FERPA. Report will need to be updated on the website as necessary.	VPFA	Office of the Dean of Students
Monthly	Student Status Confirmation Report (SSCR)	Dept of ED	34 C.F.R § 685.309	A Student Status Confirmation Report (SSCR) is a roster of students who have Title IV loans or grants disbursed by your school. The roster is populated by your school when your financial aid office enters information into the COD (Common Origination Disbursement) system to start the loan process for your students. Once the information is entered into COD, it is transmitted to NSLDS, which populates the roster. The student roster is then sent to the Clearinghouse, who as your institution's authorized agent, responds to the rosters. The response the Clearinghouse sends is comprised of the most recent information your school reported in your enrollment transmissions.	VPAA	Registrar
1-Mar	Annual Waste Summary	TCEQ		Annual report detailing waste disposal.	VPFA	Risk Management & Safety
1-Mar	Emergency and Hazardous Chemical Inventory	Education Code Chapter 51	Emergency Planning and Community Right-to-Know Act (EPCRA) Section 311	Submit to appropriate local emergency planning committee, the state emergency response commission, and the local fire department an inventory of hazardous chemicals exceeding the regulatory threshold during the preceding calendar year.	VPFA	Risk Management & Safety
1-Mar	Possible Biomedical/Behavioral Research Misconduct Report	Dept of Health and Human Services	PHS regulation (42 CFR Part 93)	Submit to U.S. Department of Health and Human Services' Office of Research Integrity (ORI) a report regarding policy for responding to allegations of biomedical or behavioral research misconduct for the preceding calendar year	VPAA	Research & Provost
1-Mar	Racial Profiling Report	Texas Code of Criminal Procedure	Section 1. Chapter 2, Texas Code of Criminal Procedure	Detailed report of all traffic stops made by University Police Department personnel over the course of the year. By March 1st of each year and submitted via the Texas Department of Public Safety.	VPFA	Police Department
1-Mar	Semi-Annual Hub Report and Supplemental letter	Texas State Auditor's Office	http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.2161.htm	The Texas Procurement and Support Services (TPASS) Historically Underutilized Business (HUB) Program - report of expenditures	VPFA	Purchasing-HUB Program
15-Mar	Quarterly Compliance Report	System Requirement	System Regulation 16.01.01	Quarterly Compliance Report to TAMUS per System Regulation 16.01.01 for December, January and February.	VPFA	University Compliance and Strategic Initiatives
15-Mar	FTE Qtrly Report (Faculty Full-time Equivalent Report)	Texas State Auditor's Office	Full-time Equivalent Report	Summary of self-reported trend data related to FTE's who perform services for state government. Presents the number of full-time and part-time employees, the number of contractors, and management-to-staff ratios.	VPFA	Payroll

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office
15-Mar	Withholding of Foreign Person's U.S. Source Income Tax Returns	IRS	26 U.S.C. §§ 871, 1441; 26 C.F.R. §§ 1.1441-1, 1.1461-1	Form 1042 and copies of all Forms 1042-S must be filed with IRS, reporting income paid to and taxes withheld from nonresident aliens and foreign entities in the preceding calendar year (e.g. wages exempt under a tax treaty, wages earned as an independent contractor, royalties, and scholarship or fellowship grants). Also, by March 15th, Form 1042-S sent to each recipient of an amount subject to reporting.	VPFA	Payroll
15-Mar <i>Due date in even year</i>	Doctoral Exception Report	THECB	BIENNIAL Report	CBM00E	VPEM	Registrar's Office
15-Mar <i>Due date in odd year = Mid February</i>	Student Report Class Report	THECB	SPRING Semester Reports	CBM001 CBM004	VPEM	Registrar's Office
20-Mar	Gifts, Donations and Endowments Report (Quarterly)	A&M System Office of Budgets and Accounting	Regulation 21.05.01	Quarterly report of gifts, donations and endowments for December, January and February.	VPADV VPFA	Advancement Services Business Services
20-Mar	Monthly Open Records Reporting to OAG	Attorney General	Public Information Act	By the 20th of each month, open records reporting to the Texas Attorney General.	VPFA	University Compliance and Strategic Initiatives
31-Mar	08.01.01 Quarterly Report	TAMUS Office of Ethics and Compliance		TAMUS member compliance programs are required to provide a quarterly snapshot of all 08.01.01 cases received.	VPFA	University Compliance and Strategic Initiatives
APRIL						
Monthly	NIBRS Crime Statistic Reporting	Texas Dept. of Public Safety	Monthly Reporting	Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr	VPSA	Police Department
Monthly	Hazing Report	Texas Ed Code	Chapter 37, Section 51.936; Subchapter F, Section 37.151-158 SB38	Hazing report is intended to collect and report on hazing incidents committed on or off campus by an organization recognized or registered by the institution. Must include a link to a hazing report that is found on the institution's website that includes the following: a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the previous three years, the date the incident occurred, the date the investigation was initiated, general description of the incident, conduct code/criminal violations, institution/court findings, and the date the disciplinary process was resolved or conviction became final. Information must be updated no later than 30 days from the date the new discipline action is resolved or a new conviction becomes final. Must not include a student's personal identification information and comply with FERPA. Report will need to be updated on the website as necessary.	VPSA	Office of the Dean of Students
Monthly	Student Status Confirmation Report (SSCR)	Dept of ED	34 C.F.R § 685.309	A Student Status Confirmation Report (SSCR) is a roster of students who have Title IV loans or grants disbursed by your school. The roster is populated by your school when your financial aid office enters information into the COD (Common Origination Disbursement) system to start the loan process for your students. Once the information is entered into COD, it is transmitted to NSLDS, which populates the roster. The student roster is then sent to the Clearinghouse, who as your institution's authorized agent, responds to the rosters. The response the Clearinghouse sends is comprised of the most recent information your school reported in your enrollment transmissions.	VPAA	Registrar

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office
Spring Orientations	Hazing Report Link	Texas Ed Code	Chapter 37, Section 51.936; Subchapter F, Section 37.151-158 SB38	The link to the online hazing report must be provided to each student at orientation.	VPSA	New Student Programs in Consultation with the Dean of Students Office
30-Apr	Teacher Preparation Program Report	Dept of ED	20 U.S.C. §§ 1027d-1027g Section 207, Title II of Higher Education Act, as amended	By April 30th, a report on quality of teacher preparation programs (and alternative certification programs) must be submitted to State of Texas. (The State of Texas will then in turn submit a state report to the U.S. Department of Education in October which will provide the information to the public.)	VPAA	Provost & College of Education
1-Apr	Teacher Education Program Reporting Requirements	Dept of ED	20 U.S.C. § 1027(f)	Report annually to state government and the public the pass rate on state teacher certification examinations taken by their graduates. Link to report card on the Educator Preparation Services website.	VPAA	Provost & College of Education
20-Apr	Monthly Open Records Reporting to OAG	Attorney General	Public Information Act	By the 20th of each month, open records reporting to the Texas Attorney General.	VPFA	University Compliance and Strategic Initiatives
MAY						
Monthly	NIBRS Crime Statistic Reporting	Texas Dept. of Public Safety	Monthly Reporting	Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr	VPSA	Police Department
Monthly	Hazing Report	Texas Ed Code	Chapter 37, Section 51.936; Subchapter F, Section 37.151-158 SB38	Hazing report is intended to collect and report on hazing incidents committed on or off campus by an organization recognized or registered by the institution. Must include a link to a hazing report that is found on the institution's website that includes the following: a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the previous three years, the date the incident occurred, the date the investigation was initiated, general description of the incident, conduct code/criminal violations, institution/court findings, and the date the disciplinary process was resolved or conviction became final. Information must be updated no later than 30 days from the date the new discipline action is resolved or a new conviction becomes final. Must not include a student's personal identification information and comply with FERPA. Report will need to be updated on the website as necessary.	VPSA	Office of the Dean of Students
Monthly	Student Status Confirmation Report (SSCR)	Dept of ED	34 C.F.R. § 685.309	A Student Status Confirmation Report (SSCR) is a roster of students who have Title IV loans or grants disbursed by your school. The roster is populated by your school when your financial aid office enters information into the COD (Common Origination Disbursement) system to start the loan process for your students. Once the information is entered into COD, it is transmitted to NSLDS, which populates the roster. The student roster is then sent to the Clearinghouse, who as your institution's authorized agent, responds to the rosters. The response the Clearinghouse sends is comprised of the most recent information your school reported in your enrollment transmissions.	VPAA	Registrar
Spring Orientations	Hazing Report Link	Texas Ed Code	Chapter 37, Section 51.936; Subchapter F, Section 37.151-158 SB38	The link to the online hazing report must be provided to each student at orientation.	VPSA	New Student Programs in Consultation with the Dean of Students Office
1-May	Annual Compliance Plan Process Begins	System Requirement	System Regulation 16.01.01	The University Compliance Officer, in conjunction with the Campus Ethics, Compliance and ERM Committee, develops a plan that identifies risk and how they will monitor the effective mitigation of identified risk.	VPFA	Risk Management & Compliance

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office
15-May	NCAA Board of Governors Policy on Campus Sexual Violence Attestation	NCAA Board of Governors		Annual attestation by the president, athletic director and Title IX coordinator that: the athletics department is informed on, integrated in, and compliant with institutional policies and processes regarding sexual violence prevention and proper adjudication and resolution of acts of sexual violence; institutional policies and processes regarding sexual violence prevention and adjudication, and the name and contact information for the campus Title IX coordinator, are readily available within the athletics department, and are provided to student-athletes; and all student-athletes, coaches and staff have been educated each year on sexual violence prevention, intervention and response, to the extent allowable by state law and collective bargaining agreements.	PRESIDENT VPFA	Athletic Compliance University Compliance and Strategic Initiatives President's Office
20-May	Monthly Open Records Reporting to OAG	Attorney General	Public Information Act	By the 20th of each month, open records reporting to the Texas Attorney General.	VPFA	University Compliance and Strategic Initiatives
31-May	Admission Standards (Annual)	A&M System	System Policy 11.04	Prepare, on a schedule determined by the chancellor, specific admissions standards along with any changes from the previous year noted. Any changes to admissions standards, upon endorsement by the chancellor, shall be submitted to the board for approval.	VPEM	Enrollment Mgmt/President
31-May	Student Enrollment and Academic Performance	THECB	Senate Bill 5 Section 51.403, Education, subsections (b) and c	After the end of each spring semester, the CEO shall provide its board a report for the preceding fall and spring semesters indicating for each instructor the number of students enrolled in each class, the number of semester-credit hours accrued to each course, course number and title, department in which the course is offered, and identity and academic rank of the instructor. Report must compare student enrollments in each class on the last day of each semester with the enrollments at the beginning of that semester.	VPAA	Institutional Analytics, Effectiveness, and Accreditation and President's Office
JUNE						
Monthly	NIBRS Crime Statistic Reporting	Texas Dept. of Public Safety	Monthly Reporting	Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr	VPSA	Police Department
Monthly	Hazing Report	Texas Ed Code	Chapter 37, Section 51.936: Subchapter F, Section 37.151-158 SB38	Hazing report is intended to collect and report on hazing incidents committed on or off campus by an organization recognized or registered by the institution. Must include a link to a hazing report that is found on the institution's website that includes the following: a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the previous three years, the date the incident occurred, the date the investigation was initiated, general description of the incident, conduct code/criminal violations, institution/court findings, and the date the disciplinary process was resolved or conviction became final. Information must be updated no later than 30 days from the date the new discipline action is resolved or a new conviction becomes final. Must not include a student's personal identification information and comply with FERPA. Report will need to be updated on the website as necessary.	VPSA	Office of the Dean of Students
Monthly	Student Status Confirmation Report (SSCR)	Dept of ED	34 C.F.R § 685.309	A Student Status Confirmation Report (SSCR) is a roster of students who have Title IV loans or grants disbursed by your school. The roster is populated by your school when your financial aid office enters information into the COD (Common Origination Disbursement) system to start the loan process for your students. Once the information is entered into COD, it is transmitted to NSLDS, which populates the roster. The student roster is then sent to the Clearinghouse, who as your institution's authorized agent, responds to the rosters. The response the Clearinghouse sends is comprised of the most recent information your school reported in your enrollment transmissions.	VPAA	Registrar

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office
Spring Orientations	Hazing Report Link	Texas Ed Code	Chapter 37, Section 51.936; Subchapter F, Section 37.151-158 SB38	The link to the online hazing report must be provided to each student at orientation.	VPSA	New Student Programs in Consultation with the Dean of Students Office
June 1 (biennial)	Customer Service Report (Biennial)	Governor/LBB	Senate Bill 5 Chapter 2114	Gather information from customers using survey or focus groups or other appropriate methods approved by the Governor's Office of Budget and Planning and the LBB regarding the quality of service delivered by that agency. The information requested shall be as specified by the Governor's Office of Budget and Planning and LBB and may include evaluations of an agency's. By June 1 of each even-numbered year , an agency shall report on the information gathered under Subsection (b) to the Legislative Budget Board and the Governor's Office of Budget and Planning.	VPAA	Institutional Analytics, Effectiveness, and Accreditation
1-Jun	Student Notification - Textbooks		HB 1096/ TAC Rule §4.218 - SEMESTER student notification	Notice to Students: textbooks available through multiple retailers	VPEM	Registrar
13-Jun	2016 Borrower Defense to Repayment Repayment Notification	Dept. of Ed (ED)	ED 34 C.F.R. Section 668.171(c)(1)(i) and (ii)	Every institution of higher education, including state universities, that receive federal student aid must report all pending litigation and settlements that have occurred since 7//2017.	VPFA	Financial Aid
15-Jun	Quarterly Compliance Report	System Requirement	System Regulation 16.01.01	Quarterly Compliance Report to TAMUS per System Regulation 16.01.01 for March, April and May.	VPFA	University Compliance and Strategic Initiatives
15-Jun	Texas Success Initiative Rpt Student End of Semester Rpt Faculty Report Student Schedule Report	THECB	SPRING Semester Reports	CBM002 CBM008 CMB005 CBM0E1	VPEM	Registrar's Office
15-Jun	FTE Qtrly Report	Texas State Auditor's Office	Full-time Equivalent Report	Summary of self-reported trend data related to FTE's who perform services for state government. The report presents the number of full-time and part-time employees, the number of contractors, and management-to-staff ratios.	VPFA	Payroll
20-Jun	Gifts, Donations and Endowments Report (Quarterly)	A&M System Office of Budgets and Accounting	Regulation 21.05.01	Quarterly report of gifts, donations and endowments for March, April and May.	VPADV VPFA	Advancement Services Business Services
20-Jun	Monthly Open Records Reporting to OAG	Attorney General	Public Information Act	By the 20th of each month, open records reporting to the Texas Attorney General.	VPFA	University Compliance and Strategic Initiatives
30-Jun	08.01.01 Quarterly Report	TAMUS Office of Ethics and Compliance		TAMUS member compliance programs are required to provide a quarterly snapshot of all 08.01.01 cases received.	VPFA	University Compliance and Strategic Initiatives
JULY						
Monthly	NIBRS Crime Statistic Reporting	Texas Dept. of Public Safety	Monthly Reporting	Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr	VPSA	Police Department
Monthly	Hazing Report	Texas Ed Code	Chapter 37, Section 51.936; Subchapter F, Section 37.151-158 SB38	Hazing report is intended to collect and report on hazing incidents committed on or off campus by an organization recognized or registered by the institution. Must include a link to a hazing report that is found on the institution's website that includes the following: a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the previous three years, the date the incident occurred, the date the investigation was initiated, general description of the incident, conduct code/criminal violations, institution/court findings, and the date the disciplinary process was resolved or conviction became final. Information must be updated no later than 30 days from the date the new discipline action is resolved or a new conviction becomes final. Must not include a student's personal identification information and comply with FERPA. Report will need to be updated on the website as necessary.	VPSA	Office of the Dean of Students

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office
Monthly	Student Status Confirmation Report (SSCR)	Dept of ED	34 C.F.R § 685.309	A Student Status Confirmation Report (SSCR) is a roster of students who have Title IV loans or grants disbursed by your school. The roster is populated by your school when your financial aid office enters information into the COD (Common Origination Disbursement) system to start the loan process for your students. Once the information is entered into COD, it is transmitted to NSLDS, which populates the roster. The student roster is then sent to the Clearinghouse, who as your institution's authorized agent, responds to the rosters. The response the Clearinghouse sends is comprised of the most recent information your school reported in your enrollment transmissions.	VPAA	Registrar
Spring Orientations	Hazing Report Link	Texas Ed Code	Chapter 37, Section 51.936; Subchapter F, Section 37.151-158 SB38	The link to the online hazing report must be provided to each student at orientation.	VPSA	New Student Programs in Consultation with the Dean of Students Office
Quarterly	Public Water System Report	TCEQ		Quarterly public water system data reporting for the months of April, May and June.	VPFA	Risk Management & Safety
1-Jul	Enterprise Risk Management (ERM) Matrix Report	System Requirement	System Policy 03.01	Report detailing risks identified during the annual ERM process and actions to be taken to monitor and mitigate the identified risks. DUE TO COVID-19, THIS REPORT WAS EXTENDED TO JULY 1, 2021 (originally due April 1st of the year).	VPFA	Risk Management & Safety
1-Jul	5-Year Engineering Waste Lagoon Review	TCEQ		Required review and certification of the university waste lagoons. Third party performs review and provides certificates to be held for review by TCEQ as requested. Due in 2017 and in subsequent five year intervals.	VPFA	Risk Management & Safety
1-Jul	Graduation Rates	The Students Right to Know Law - U.S. Code	20 U.S.C. §§ 1092(a)(1)(L), 1982(a)(3); 34 C.F.R. §§ 668.41(d)(3), 668.45	By July 1st, notice must be distributed to current students of the availability of information about the completion/graduation rates of certificate or degree-seeking, first-time, full-time, undergraduate students in the one-year period ending August 31st of preceding year. Such information is to be made readily available to both current and prospective students upon request through appropriate publications, mailings, or electronic media.	VPEM	Registrar
1-Jul	Graduation Rates for Students Receiving Athletically Related Student Aid	The Students Right to Know Law - U.S. Code	20 U.S.C. § 1092(a), (e); 34 C.F.R. § 668.41(a), (f); 34 C.F.R. §§ 668.45, 668.48	By July 1st, distribute notice to current students of the availability of information about the completion/graduation rates of students receiving athletically related student aid in the one-year period ending August 31st of the preceding year. Such information must be provided to each prospective student athlete and the student's parents, high school guidance counselor, and coach at the time of an offer of athletically related student aid. It is deemed to be in compliance if the NCAA provides the information to high school coaches and counselors. (The IPEDS GRS collects a URL for the disclosure information if it is posted on the website.) The report must also be sent to the U.S. Dept of Education.	VPEM	Registrar & Financial Aid
1-Jul	Higher Education Opportunity Act & ISBN Textbook Provision	U.S. Code	HEOA Sec 112, Part C of title I (20 U.S.C. 1015)	Disclose Internal Standards Book Number ("ISBN") and retail price for required & recommended textbooks and supplemental materials for each course listed on schedule (posted on the web or in print). If no ISBN is available, may provide textbook's author, title, publisher, and copyright date. If the disclosure is not practical for certain text, designation of "to be determined" can be noted. Written course schedules should indicate where on web page this info will be posted. Information about other cost saving strategies is recommended. Make available to college bookstore, upon request, the most accurate info regarding course schedule for the next academic period and for each course offered, the number of students enrolled in each course, and maximum enrollment for each class.	VPEM	Enrollment Management
15-Jul	Annual Compliance Plan	System Requirement	System Regulation 16.01.01	Plan developed that identifies risk and how the university will monitor the effective mitigation of identified risk.	VPFA	University Compliance and Strategic Initiatives
20-Jul	Monthly Open Records Reporting to OAG	Attorney General	Public Information Act	By the 20th of each month, open records reporting to the Texas Attorney General.	VPFA	University Compliance and Strategic Initiatives

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office
31-Jul	Annual Report for J-1 Sponsors for the Exchange Visitor Program	Dept of State	22 CFR 62.15	All J-1 sponsors must submit an annual report generated from SEVIS along with a narrative of the year. Sponsors must submit an annual report to Dept of State. The report must be filed on an academic calendar, or fiscal year, as stipulated on the program's designation or redesignation letter. The annual reporting cycle is also listed on the Program Information screen.	VPAA	International - ISSO & Provost
31-Jul	Foreign Control, Contracts or Gifts Disclosures	Dept of Ed	Higher Education Act of 1965 as amended; 20 U.S.C. sec 1011f	By January 31st or July 31st, whichever is sooner, institutions must file a disclosure report about ownership or control by, or contracts with or gifts from foreign sources. A disclosure report must be filed with the DOE for gifts & contracts of \$250,000 or more received within a calendar year.	VPFA	Finance & Administration
31-Jul	Voter Registration Provision in HEA of 1998	HEA Title IV	(HEA Title IV, Section 487 (a) (1) (A))	Request voter registration forms from the State 120 days prior to the deadline for registering to vote within the State. Distribute hard copies of in-state voter registration forms to students prior to their state's voter registration deadline. E-mail messages with links to the state forms are acceptable, as long as the messages are devoted exclusively to voter registration. Colleges are only required to make a good faith effort at compliance. (September election dates and November Election dates.) Links can be posted in August or September for November elections.	VPSA	Student Affairs
AUGUST						
14 Days Before the Beginning of Fall Semester	Educating to Eliminate Hazing	Texas Ed Code	Chapter 37, Section 51.936; Subchapter F, Section 37.151-158 SB38	Disseminate to each enrolled student via email no later than the 14th day before the first day of classes in both fall and spring semesters a summary of the provisions of this subchapter. Must include a link to a hazing report that is found on the institution's website that includes the following: a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the previous three years, the date the incident occurred, the date the investigation was initiated, general description of the incident, conduct code/criminal violations, institution/court findings, and the date the disciplinary process was resolved or conviction became final. If the institution publishes a general catalog, student handbook, or similar publication, it shall publish a summary of the provisions of this subchapter in each edition of that catalog, handbook, or similar publication.	VPSA	Office of the VP for Student Affairs
Monthly	NIBRS Crime Statistic Reporting	Texas Dept. of Public Safety	Monthly Reporting	Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr	VPSA	Police Department
Monthly	Hazing Report	Texas Ed Code	Chapter 37, Section 51.936; Subchapter F, Section 37.151-158 SB38	Hazing report is intended to collect and report on hazing incidents committed on or off campus by an organization recognized or registered by the institution. Must include a link to a hazing report that is found on the institution's website that includes the following: a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the previous three years, the date the incident occurred, the date the investigation was initiated, general description of the incident, conduct code/criminal violations, institution/court findings, and the date the disciplinary process was resolved or conviction became final. Information must be updated no later than 30 days from the date the new discipline action is resolved or a new conviction becomes final. Must not include a student's personal identification information and comply with FERPA. Report will need to be updated on the website as necessary.	VPSA	Office of the VP for Student Affairs

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office
Monthly	Student Status Confirmation Report (SSCR)	Dept of ED	34 C.F.R § 685.309	A Student Status Confirmation Report (SSCR) is a roster of students who have Title IV loans or grants disbursed by your school. The roster is populated by your school when your financial aid office enters information into the COD (Common Origination Disbursement) system to start the loan process for your students. Once the information is entered into COD, it is transmitted to NSLDS, which populates the roster. The student roster is then sent to the Clearinghouse, who as your institution's authorized agent, responds to the rosters. The response the Clearinghouse sends is comprised of the most recent information your school reported in your enrollment transmissions.	VPAA	Registrar
Spring Orientations	Hazing Report Link	Texas Ed Code	Chapter 37, Section 51.936; Subchapter F, Section 37.151-158 SB38	The link to the online hazing report must be provided to each student at orientation.	VPSA	New Student Programs in Consultation with the Office of the VP for Student Affairs
Before Fall Semester Begins	Student Records Privacy Act (FERPA) and Institutional and Financial Assistance Information for Students	U.S Code	20 U.S.C. §§ 1092(a), 1232g; 34 C.F.R. 668.41(c); 34 C.F.R. Part 99	On an annual basis, provide to all enrolled students a list of the information that is required to be provided by institutions to students by 20 U.S.C. §§ 1092(a) and section 444 of the General Education Provisions Act [20 U.S.C.1232g] (commonly known as the "Family Educational Rights and Privacy Act of 1974"), together with a statement of the procedures required to obtain such information. The notification will include a list of the information that has been identified as directory information and the process for students who wishes to request that their student directory information be withheld.	VPAA VPEM VPFA	Registrar Financial Aid University Compliance and Strategic Initiatives
1-Aug	Student Mental Health Services Web Page Certification	THECB	Texas Education Code §51.9193 HB 2895	By August 1 of each year, the president or designee must certify compliance with requirement to the THECB	VPSA PRESIDENT	Student Counseling Services
13-Aug (biennial)	HUB Supporting Schedule (LAR)			HUB Supporting Schedule (LAR) due every two years (even number years).	VPFA	Procurement and Contracts
15-Aug	Student Report Class Report	THECB	SUMMER Reports	CBM001 CBM004	VPAA	Registrar's Office
15-Aug	NCAA Sports Sponsorship	NCAA		NCAA Sport Sponsorship and Demographic Form - Athletics	VPATH	Athletic Compliance
20-Aug	Monthly Open Records Reporting to OAG	Attorney General	Public Information Act	By the 20th of each month, open records reporting to the Texas Attorney General.	VPFA	University Compliance and Strategic Initiatives
31-Aug	Contract Management and Oversight Summary Report for the 2020-21 Biennium	LBB	Article IX, Section 17.10 (f) of the 2020-21 GAA	Each agency and institution of higher education that receives appropriations in this Act, shall provide a report to the Legislative Budget Board and the Governor that details the steps taken to ensure compliance with state procurement requirements and any other information required by the Legislative Budget Board. The report for activities undertaken in fiscal year 2020 is due not later than September 30, 2020, and a summary report for the 2020-21 biennium is due August 31, 2021.	VPFA	Procurement and Contracts
31-Aug	Report of Institutional and Academic Duties	Texas Ed Code	EC Sec. 51.402	Within 30 days of the end of each academic year, the institution shall file with board a report, by department, of the academic duties and services performed by each member of the faculty during the nine-month academic year, showing evidence of compliance with requirements established by the board. The report of academic duties and services performed by each member of the faculty shall indicate all appointments held by the faculty member in the employing institution, the salary paid to each appointment, the percent of time of each appointment, and the source of funds from which salary payments were made. Teaching responsibilities in each workload standard shall be in proportion to the portion of salary paid from funds appropriated for instructional purposes.	VPAA	Curriculum, Assessment, and Faculty Affairs

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office
SEPTEMBER						
Annually	Risk Management Training for Student Organizations	Texas Ed Code	HB 2639	At least once during each academic year, institution shall provide a risk management program for members of student organizations registered at the institution.	VP SA	Student Involvement and Family Relations
Beginning of Fall Semester	Identify and Provide Information and Available Support Resources to Students Currently and/or Formerly in State Conservatorship (Foster Care)	Texas Ed Code	Texas Education Code, Sec. 51.9356	Each institution of higher education shall designate at least one employee of the institution to act as a liaison officer for current and incoming students at the institution who are or were formerly in the conservatorship of the Department of Family and Protective Services. To the extent allowed by state or federal law, the institution shall identify those students from information provided to the institution in admission or financial aid applications or other available resources. Each semester or other academic term, an institution of higher education shall provide to the institutions liaison officer the names of and information regarding the students described above. The liaison officer shall provide to the students described above information regarding support services and other resources available to the students at the institution and any other relevant information to assist the students.	VP SA	Student Counseling Services
Monthly	NIBRS Crime Statistic Reporting	Texas Dept. of Public Safety	Monthly Reporting	Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr	VP SA	Police Department
Monthly	Student Status Confirmation Report (SSCR)	Dept of ED	34 C.F.R § 685.309	A Student Status Confirmation Report (SSCR) is a roster of students who have Title IV loans or grants disbursed by your school. The roster is populated by your school when your financial aid office enters information into the COD (Common Origination Disbursement) system to start the loan process for your students. Once the information is entered into COD, it is transmitted to NSLDS, which populates the roster. The student roster is then sent to the Clearinghouse, who as your institution's authorized agent, responds to the rosters. The response the Clearinghouse sends is comprised of the most recent information your school reported in your enrollment transmissions.	VP AA	Registrar
Fall Semester	Fire and Life Safety Notification	U.S. Dept of Ed Clery Act Office of Civil Rights	20 U.S.C. § 1092(f); 34 C.F.R. § 668.41(a), (e); 34 C.F.R. § 668.46; 34 C.F.R. Part 668, appendix A; HB 1284; HB1168	Annual spring semester notification to the Tarleton community regarding fire safety and security on campus.	VP FA	University Compliance and Strategic Initiatives
Monthly	Hazing Report	Texas Ed Code	Chapter 37, Section 51.936; Subchapter F, Section 37.151-158 SB38	Hazing report is intended to collect and report on hazing incidents committed on or off campus by an organization recognized or registered by the institution. Must include a link to a hazing report that is found on the institution's website that includes the following: a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the previous three years, the date the incident occurred, the date the investigation was initiated, general description of the incident, conduct code/criminal violations, institution/court findings, and the date the disciplinary process was resolved or conviction became final. Information must be updated no later than 30 days from the date the new discipline action is resolved or a new conviction becomes final. Must not include a student's personal identification information and comply with FERPA. Report will need to be updated on the website as necessary.	VP SA	Office of the VP for Student Affairs
September	Controlled Substance Contact Update	Texas Dept. of Public Safety and THECB	MOU between the Texas Department of Public Safety and the Texas Higher Education Coordinating Board effective 06/13/2006	Each institution shall annually provide a list of one or more appointed individuals to serve as the controlled substance contact between the institution and the DPS. These individuals will be responsible for implementing security measures and maintaining a program for reporting information concerning controlled substances, controlled substance analogues, chemical precursors, and chemical laboratory apparatus used in education or research activities.	VP FA	Risk Management & Safety

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office
September	National Hazing Week	Texas Govt Code	Hazing - § 51.936 Texas Education Code	National Hazing Prevention week is an opportunity to promote the prevention of hazing. It is observed during the last week of September each year or whenever it is most convenient in your calendar.	VPSA	Office of the VP for Student Affairs
1-Sep	Annual Reports	Texas Govt Code	Senate Bill 5, Section 51.859 - Technology workforce grants)	Technology Workforce Grants: An institution that is awarded a grant under this subchapter shall report to THECB regarding the use of that grant not later than September 1 of each year.	VPFA	Business Services
1-Sep	Fiscal Operation Report & Application to Participate (FISAP)	U.S. Dept of Education	20 U.S.C. § 1087bb; 34 C.F.R. § 673.3; 42 U.S.C. § 2752; 34 C.F.R. § 673.3; 20 U.S.C. § 1070b-3; 34 C.F.R. § 673.3; 20 U.S.C. § 1094; 34 C.F.R. § 674.19; 34 C.F.R. § 675.19;34 C.F.R. § 676.19	For participation in Federal Perkins Loan, FWS, or FSEOG programs, an application must be filed before the deadline date established annually by the U.S. Department of Education through publication of a notice in the Federal Register in order for the Department to determine allocation or reallocation of funds. This Application to Operate for the upcoming award year July 1st through June 30th must be submitted to the Department by October 1st. A Fiscal Operations Report plus other information required by the U.S. Department of Education must be submitted annually. This Report for the preceding award year July 1st through June 30th must be submitted to the Department by October 1st.	VPEM VPFA	Financial Aid Business Services
2-Sep	FTE Cap Reporting	A&M System Office of Budgets and Accounting	GAA, Article IX, Sec. 6.10	FTE Cap Reporting submitted through the A&M System Office of Budgets and Accounting to the Governor's Office and the Legislative Budget Board.	VPFA	Budgets and Payroll
15-Sep	Quarterly Compliance Report	System Requirement	System Regulation 16.01.01	Quarterly Compliance Report to TAMUS per System Regulation 16.01.01 for June, July and August.	VPFA	University Compliance and Strategic Initiatives
15-Sep	Student Notification - Alcohol/Drug Awareness		ANNUAL notification - students	Annual Drug & Alcohol Awareness Notice (students)	VPFA	University Compliance and Strategic Initiatives
15-Sep	CSA Notification	Dept of Ed	ANNUAL Notification - Ctery Act	Notify campus CSAs of their responsibilities and training requirement.	VPFA	University Compliance and Strategic Initiatives
15-Sep	Student Notification - Textbooks		HB 1096/ TAC Rule §4.218 - SEMESTER student notification	Notice to Students: textbooks available through multiple retailers	VPAA	Registrar
15-Sep	Student Notification - Risk, Fraud & Abuse hotline Notification	A&M System	SEMESTER - student notification	Notify students about Risk, Fraud, and Abuse hotline	VPSA	Office of the VP for Student Affairs
15-Sep	Salary Supplementation Report	Texas Comptroller of Public Accounts	Salary Supplementation: Texas Government Code, Section 659.020.	Complete the Salary Supplementation Report for each individual whose salary is being supplemented and electronically submit the form to the Texas Comptroller of Public Accounts office. After submitting the form, you will be able to print a copy that includes the Secretary of State's office address. The Comptroller's office will generate an electronic copy and send it to the State Auditor's Office. By September 15th, mail the hard copy to the Secretary of State's office at the address on the printed form. After the reports are submitted, any change to the information must be reported (using the electronic report form) before the 15th of the month in which the change becomes effective.		Payroll Services
15-Sep	Employee Notification - policies; drug/alcohol abuse, etc.		Semester - employee notification	Employee notification of policies & regulations: HIV/AIDS; Drug & Alcohol Abuse; Overtime, etc.	VPFA	Employee Services
15-Sep	Students in Self-Supporting Courses & Programs	THECB	ANNUAL Report	CBM00X	VPAA	Registrar
17-Sep	Constitution Day and Citizenship Day	U.S. Code	36 U.S.C. § 106; § 111 of Div. J of Pub. L. 108-447, the "Consolidated Appropriations Act, 2005," Dec. 8 2004; 118 Stat. 2809, 3344-45 (§ 111)	On September 17th (or during the preceding or following week if September 17th falls on a Saturday, Sunday, or holiday), an educational program on the U.S. Constitution must be implemented commemorating the September 17, 1787 signing of the U.S. Constitution.	VPAA VPEM	Academic Affairs/COLFA Financial Aid

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office
20-Sep	Gifts, Donations and Endowments Report (Quarterly)	A&M System Office of Budgets and Accounting	Regulation 21.05.01	Quarterly report of gifts, donations and endowments for June, July and August.	VPADV VPFA	Development Business Services
20-Sep	Monthly Open Records Reporting to OAG	Attorney General	Public Information Act	By the 20th of each month, open records reporting to the Texas Attorney General.	VPFA	University Compliance and Strategic Initiatives
30-Sep	Federal Contractor Veterans' Employment Report	US Dept. of Labor	38 U.S.C. § 4211 et seq.; 41 C.F.R. § 61-250.1 et seq.; 48 C.F.R. § 52.222-35 (See DOL web page)	If entered into any federal contracts on or after 12/1/03 worth more than \$100,000, then by September 30th, a Federal Contractor Veterans' Employment Report (VETS-100) covering information in the preceding calendar year must be filed with the U.S. Department of Labor. See the DOL web page for more on this requirement.	VPFA	Procurement and Contracts
30-Sep	Annual Open Records Reporting to TAMUS	TAMUS	System Regulation 61.01.02	Submit a Public Information Act compliance certification to OGC for the prior fiscal year.	VPFA	University Compliance and Strategic Initiatives
30-Sep	Annual Records Retention Certification	TAMUS	System Regulation 61.99.01	Submit a Retention of State Records compliance certification to OGC for the prior fiscal year.	VPFA	University Compliance and Strategic Initiatives
30-Sep	Employee Retirement Pension Plan Reports	U.S. Code	29 U.S.C. § 1024; 29 C.F.R. § 104b-10	Within nine months after the close of the plan year (by September 30th), a summary annual report must be furnished to each plan participant and beneficiary receiving benefits.	VPFA	Employee Services
30-Sep	Contract Management and Oversight Worksheet	LBB	Article IX, Section 17.10 (f) of the 2020-21 GAA	Each agency and institution of higher education that receives appropriations in this Act, shall provide a report to the Legislative Budget Board and the Governor that details the steps taken to ensure compliance with state procurement requirements and any other information required by the Legislative Budget Board. The report for activities undertaken in fiscal year 2020 is due not later than September 30, 2020, and a summary report for the 2020-21 biennium is due August 31, 2021.	VPFA	Procurement and Contracts
31-Oct	Chief Executive Officer Certification of Title IX Compliance	Texas Higher Education Coordinating Board	Senate Bill (SB) 212 and House Bill (HB) 1735 , 86th Texas Legislature, codified as Texas Education Code (TEC), Chapter 51, Subchapters E-2 and E-3	This item is due annually on October 31st.		Senior Manager Civil Rights/Title IX Compliance
30-Sep	08.01.01 Quarterly Report	TAMUS Office of Ethics and Compliance		TAMUS member compliance programs are required to provide a quarterly snapshot of all 08.01.01 cases received.	VPFA	University Compliance and Strategic Initiatives
OCTOBER						
Monthly	NIBRS Crime Statistic Reporting	Texas Dept. of Public Safety	Monthly Reporting	Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr	VPSA	Police Department

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office
Monthly	Hazing Report	Texas Ed Code	Chapter 37, Section 51.936; Subchapter F, Section 37.151-158 SB38	Hazing report is intended to collect and report on hazing incidents committed on or off campus by an organization recognized or registered by the institution. Must include a link to a hazing report that is found on the institution's website that includes the following: a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the previous three years, the date the incident occurred, the date the investigation was initiated, general description of the incident, conduct code/criminal violations, institution/court findings, and the date the disciplinary process was resolved or conviction became final. Information must be updated no later than 30 days from the date the new discipline action is resolved or a new conviction becomes final. Must not include a student's personal identification information and comply with FERPA. Report will need to be updated on the website as necessary.	VPSA	Office of the VP for Student Affairs
Monthly	Student Status Confirmation Report (SSCR)	Dept of ED	34 C.F.R § 685.309	A Student Status Confirmation Report (SSCR) is a roster of students who have Title IV loans or grants disbursed by your school. The roster is populated by your school when your financial aid office enters information into the COD (Common Origination Disbursement) system to start the loan process for your students. Once the information is entered into COD, it is transmitted to NSLDS, which populates the roster. The student roster is then sent to the Clearinghouse, who as your institution's authorized agent, responds to the rosters. The response the Clearinghouse sends is comprised of the most recent information your school reported in your enrollment transmissions.	VPAA	Registrar
Quarterly	Public Water System Report	TCEQ		Quarterly public water system data reporting for the months of July, August and September.	VPFA	Risk Management & Safety
1-Oct	Annual Campus Security Report and Fire Safety Report	U.S. Dept of Ed Clery Act	20 U.S.C. § 1092(f); 34 C.F.R. § 668.41(a), (e); 34 C.F.R. § 668.46; 34 C.F.R. Part 668, appendix A	A security report, or notice of availability of the report, containing information regarding campus crime statistics and security measures for the preceding calendar year, must be distributed to all students and employees. Notice must also be provided to prospective students and prospective employees of the availability of the report. The crime statistics must be submitted in the form specified by the U.S. Department of Education, and the Department will make the statistics available to the public. If the security and fire safety reports are published separately, each report must include information indicating how to access the other report.	VPFA VPSA	University Compliance and Strategic Initiatives Police Department
1-Oct	Drug & Alcohol Abuse Prevention Program Report	U.S. Dept of Education	20 U.S.C. § 1011i; 34 C.F.R. § 86.100	On an annual basis, the policies and information on the drug and alcohol abuse prevention program must be distributed to all students and employees. (Students who enroll or employees who are hired after the annual distribution must also receive the information.) The report must be made available, upon request, to the U.S. Department of Education and to the public, the above information distributed to students and employees as well as the results of the biennial review of the drug and alcohol abuse prevention program. Report updated on a biennial basis in even number years. Assessment performed in odd numbered years.	VPSA VPFA	Substance Abuse & Violence Prevention University Compliance and Strategic Initiatives
1-Oct	Texas Procurement and Support Services (TPASS) Historically Underutilized Business (HUB) Program	Texas Comptroller of Public Accounts	Chapter 2161.001 Historically Underutilized Businesses	Annual HUB Report and supplemental letter due each October.	VPFA	Procurement, Contracts and HUB Coordination
1-Oct	Asset Forfeiture Audit Reporting Form	Texas Code of Criminal Procedure	Chapter 59 of the Texas Code of Criminal Procedure	Everything (money, vehicles, assets used in a criminal act, etc.) seized by the police department under Chapter 59 of the Texas Code of Criminal Procedure must be reported no later than the 60th day after the end of the agencies fiscal year. Failure to do so results in an audit by the state comptroller's office.	VPSA	Police Department
1-Oct	Graduation Report	THECB	ANNUAL Report	CBM009	VPAA	Registrar's Office

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office
1-Oct	Student Schedule Report Student End of Semester Rpt Texas Success Initiative Rpt Faculty Report	THECB	SPRING Semester Reports	CBM005 CBM0E1 DBM002 CBM008	VPAA	Registrar's Office
15-Oct	Student Report Class Report	THECB	FALL Semester Reports	CBM001 CBM004	VPAA	Registrar's Office
15-Oct	Building & Room Report Admissions Report	THECB	ANNUAL Reports	CBM005 CBM00B	VPAA	Registrar's Office
15-Oct	Equity in Athletics	U.S. Dept of Ed	20 U.S.C. § 1092(g); 34 C.F.R. § 668.41(a)-(b), (g);34 C.F.R. § 668.47	By October 15th, information about its intercollegiate athletic program (athletic participation, staffing, and revenues and expenses, by men's and women's teams) must be available to current and prospective students and to the public. Current and prospective students must be provided a notice of their right to request such information (included in annual notice to current students). A hard copy of the report must be provided to prospective students. Within 15 days of making the report available to students, prospective students, and the public (no later than October 30th), annual report must be submitted to U.S. Department of Education.	VPAA VPATH	Registrar Financial Aid Institutional Analytics, Effectiveness and Accreditation Athletics
20-Oct	Gifts, Donations and Endowments Report (Quarterly)	A&M System Office of Budgets and Accounting	Regulation 21.05.01	Quarterly report of gifts, donations and endowments for September, October and November.	VPADV VPFA	Advancement Services Business Services
20-Oct	Monthly Open Records Reporting to OAG	Attorney General	Public Information Act	By the 20th of each month, open records reporting to the Texas Attorney General.	VPFA	University Compliance and Strategic Initiatives
NOVEMBER						
Monthly	NIBRS Crime Statistic Reporting	Texas Dept. of Public Safety	Monthly Reporting	Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr	VPFA	Police Department
Monthly	Hazing Report	Texas Ed Code	Chapter 37, Section 51.936; Subchapter F, Section 37.151-158 SB38	Hazing report is intended to collect and report on hazing incidents committed on or off campus by an organization recognized or registered by the institution. Must include a link to a hazing report that is found on the institution's website that includes the following: a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the previous three years, the date the incident occurred, the date the investigation was initiated, general description of the incident, conduct code/criminal violations, institution/court findings, and the date the disciplinary process was resolved or conviction became final. Information must be updated no later than 30 days from the date the new discipline action is resolved or a new conviction becomes final. Must not include a student's personal identification information and comply with FERPA. Report will need to be updated on the website as necessary.	VPFA	Office of the Dean of Students
Monthly	Student Status Confirmation Report (SSCR)	Dept of ED	34 C.F.R § 685.309	A Student Status Confirmation Report (SSCR) is a roster of students who have Title IV loans or grants disbursed by your school. The roster is populated by your school when your financial aid office enters information into the COD (Common Origination Disbursement) system to start the loan process for your students. Once the information is entered into COD, it is transmitted to NSLDS, which populates the roster. The student roster is then sent to the Clearinghouse, who as your institution's authorized agent, responds to the rosters. The response the Clearinghouse sends is comprised of the most recent information your school reported in your enrollment transmissions.	VPAA	Registrar
1-Nov	Facilities Room Inventory Rpt Facilities Bldg Inventory Rpt		Any Time Reports	CBM011 CBM014 January - October; certified by November 1	VPFA	Registrar's Office

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office
1-Nov	Reports of Affordability and Access	Education Code Chapter 51	EC Section 51.4031	CEO provides a report for the preceding fall, spring, and summer semesters that examines affordability and access of institution. Report must include: (1) statistical info on percentage of gross family income required for a student who is Texas resident to pay tuition and required fees charged by institution; (2) criteria used to admit students to the institution; (3) analysis of the criteria used to admit students and to award financial assistance to students; (4) analysis of manner in which the factors described by Subdivisions (1)-(3) relate to: (A) the regions of Texas in which students reside; (B) the race/ethnicity of students; (C) the gender of students; and (D) the level of education achieved by parents of students; and (5) comparisons with peer institutions in Texas and other states with respect to affordability and access.(c) Student who applies for admission to or enrolls in an institution and applies for financial aid from the institution may be required to provide documentation needed to complete the report.(d) The report must be in the form prescribed by the THECB.	VPAA PRESIDENT	Institutional Analytics, Effectiveness, and Accreditation President's Office
1-Nov	Report of Efforts Concerning Timely Graduation	Texas Higher Education Board	Senate Bill 5, Section 51.4033, Education Code	By November 1st, the president shall provide a report for the preceding academic year that examines the institution's efforts concerning timely graduation of its undergraduate students.	VPAA	Institutional Analytics, Effectiveness, and Accreditation
1-Nov	Work-Study Student Mentorship Program	Texas Higher Education Coordinating Board	Senate Bill 5, Section 56.079	Submit report to THECB regarding progress resulting from participation in Work-Study Student Mentorship program. Report must include: (1) number of students employed as mentors under the program in the preceding academic year; (2) the number of students receiving mentoring under the program in preceding academic year; (3) number of high school students receiving mentoring or counseling from students of the institution under program in the preceding academic year; (4) information relating to the costs of the program; and (5) if available, information in the form prescribed by THECB regarding the following indicators of the academic progress of the students employed as mentors under the program, students receiving mentoring under the program, and the high school students receiving mentoring or counseling from students of the institution under the program: (A) changes in grade point averages; (B) changes in graduation rates; (C) changes in the percentage of high school students who enroll in higher education; and (D) effects on higher education readiness and preparation.	VPEM	Financial Aid
5-Nov	Contract Delegation of Authority	A&M System Office of Budgets and Accounting	Regulation 25.07.01	Member delegations of authority will be reviewed annually at the beginning of each fiscal year. Revised or confirmed (if no changes are made to existing guidance) delegations will be submitted to SOBA who will review the delegations and resolve any discrepancies.	VPFA	Procurements & Contracts
15-Nov	Tax-Exempt Organization Information Returns	IRS	26 U.S.C. § 6033; 26 C.F.R. §§ 1.6033-2, 1.6081-9, 301.6104(a)-1 et seq.	By November 15th, a Form 990 must be filed with the IRS. Note that upon filing a Form 8868, an automatic three month automatic extension will be granted (moving filing to February 15)	VPFA	Business Services
30-Nov	Non-State Funded Courses for Fiscal Year Just Ended	A&M System Office of Budgets and Accounting	System Policy 26.01, Sec 1.4	Each member charging a fee under this authority must file a report following the close of each fiscal year with the chancellor who will report to the board. The report must list the cumulative total of all such courses offered, the number of participants, the total income received, the total expenses incurred, a description of the fee structure and the institutional philosophy of all such courses. Each member will be required to maintain the detailed information on each course for internal or external review.	VPFA	Business Services
20-Nov	Vending Contracts for Fiscal Year Just Ended	A&M System Office of Budgets and Accounting	System Policy 28.03, Sec. 4	CEOs must submit annually to the board a report summarizing the vendor contracts in place, the amounts received from such contracts, and the disposition of such funds.	VPFA	Business Services
20-Nov	Monthly Open Records Reporting to OAG	Texas Attorney General	Public Information Act	By the 20th of each month, open records reporting to the Texas Attorney General.	VPFA	University Compliance and Strategic Initiatives

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office
29-Nov	HUB Performance Plan	A&M System Office of Budgets and Accounting	System Policy 25.06, Sec. 4, System Regulation 25.05.01, Sec. 2.2 and GAA, Article IX, Sec. 7.07	The CEO shall develop an annual HUB performance plan and set annual HUB goals for each fiscal year. The plan shall show the strategic actions that will be implemented to achieve the member's HUB performance objectives for the next fiscal year along with an estimated HUB goal that results from implementing the plan. This plan shall also include an internal assessment of the member's efforts during the previous two years. The CEO shall report the plan and goal to the chancellor prior to December 1st of each year. The CEO's annual evaluation will include his/her ability to meet those objectives.	VPFA	Procurements & Contracts
30-Nov	Administrative Accountability Report	Legislative Budget Board, House Appropriations Committee and Senate Finance Committee	GAA, Article II, Sec. 5.7	In each state fiscal year of the biennium, an institution of higher education, including a system office, may not spend funds appropriated to the institution by this Act unless, not later than December 1, the institution submits to the Legislative Budget Board, the chair of the House Appropriations Committee, and the chair of the Senate Finance Committee a report that includes the total number of persons holding high-ranking administrative positions at the institution.	VPFA	Employee Services
29-Nov	Texas Comprehensive Research Fund (TCRF) Report	THECB & LBB	Texas Education Code 62.098	Each eligible institution that receives money under this subchapter in a state fiscal year shall prepare a report at the end of that fiscal year describing the manner in which the institution used the money. The institution shall include in the report information regarding the use of money spent in that fiscal year that was received under this subchapter in a preceding fiscal year. The institution shall deliver a copy of the report to the coordinating board and the Legislative Budget Board not later than December 1 after the end of the fiscal year. The Legislative Budget Board may establish requirements for the form and content of the report. The institution shall include in the report information on the use or other disposition of money the institution previously received from the Texas excellence fund or the university research fund, if the institution spent money from either of those funds in the fiscal year of the report.	VPFA	Business Services
30-Nov	Federal Homeland Security Funding Report; Budgetary Impacts Related to Recently Enacted State Legislation	LBB via ABEST	GAA, Article IX, Sec. 13.12	Do not report if info was included in LAR; Once complete, email Lauri Deviney (l-deviney@tamus.edu) that the submission is complete.	VPFA	Business Services
29-Nov	Report Concerning Designated Tuition	A&M System Office of Budgets and Accounting	GAA, Article II, Sec. 46	Each public institution of higher education that charges students designated tuition under §54.0513, Education Code, shall use the appropriations in the Act to report to the legislature. Reports required by this section shall be delivered through the A&M System Office of Budgets and Accounting to the Lieutenant Governor, the Speaker of the House, the chair of the Senate Finance Committee, and the chair of the House Appropriations Committee.	VPFA	Business Services
DECEMBER						
14 Days Before the Beginning of Spring Semester	Educating to Eliminate Hazing	Texas Ed Code	Chapter 37, Section 51.936; Subchapter F, Section 37.151-158 SB38	Disseminate to each enrolled student via email no later than the 14th day before the first day of classes in both fall and spring semesters a summary of the provisions of this subchapter. Must include a link to a hazing report that is found on the institution's website that includes the following: a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the previous three years, the date the incident occurred, the date the investigation was initiated, general description of the incident, conduct code/criminal violations, institution/court findings, and the date the disciplinary process was resolved or conviction became final. If the institution publishes a general catalog, student handbook, or similar publication, it shall publish a summary of the provisions of this subchapter in each edition of that catalog, handbook, or similar publication.	VPSA	Office of the VP for Student Affairs
Monthly	NIBRS Crime Statistic Reporting	Texas Dept. of Public Safety	Monthly Reporting	Report detailing criminal activity that occurred on the campus. Monthly report that is filed with Texas Dept. of Public Safety which compiles all the data for the state, then sends the data on to the FBI. Further information on the UCR Report can be found here: http://www.fbi.gov/about-us/cjis/ucr/ucr	VPSA	Police Department

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office
Monthly	Hazing Report	Texas Ed Code	Chapter 37, Section 51.936; Subchapter F, Section 37.151-158 SB38	Hazing report is intended to collect and report on hazing incidents committed on or off campus by an organization recognized or registered by the institution. Must include a link to a hazing report that is found on the institution's website that includes the following: a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the previous three years, the date the incident occurred, the date the investigation was initiated, general description of the incident, conduct code/criminal violations, institution/court findings, and the date the disciplinary process was resolved or conviction became final. Information must be updated no later than 30 days from the date the new discipline action is resolved or a new conviction becomes final. Must not include a student's personal identification information and comply with FERPA. Report will need to be updated on the website as necessary.	VP SA	Office of the Dean of Students
Monthly	Student Status Confirmation Report (SSCR)	Dept of ED	34 C.F.R § 685.309	A Student Status Confirmation Report (SSCR) is a roster of students who have Title IV loans or grants disbursed by your school. The roster is populated by your school when your financial aid office enters information into the COD (Common Origination Disbursement) system to start the loan process for your students. Once the information is entered into COD, it is transmitted to NSLDS, which populates the roster. The student roster is then sent to the Clearinghouse, who as your institution's authorized agent, responds to the rosters. The response the Clearinghouse sends is comprised of the most recent information your school reported in your enrollment transmissions.	VP AA	Registrar
1-Dec	Animal Research Program Report to APHIS	U.S. Dept of Ag	7 U.S.C. §§ 2131-2156; 9 C.F.R. § 2.36	By December 1st, a report regarding animal care and use program and facilities during the preceding fiscal year (October 1-September 30) must be submitted to the U.S. Department of Agriculture's Animal and Plant Health Inspection Service's (APHIS) AC Regional Director for Texas.	VP AA	Research Provost
1-Dec	Animal Welfare Act - Report by Licensees	USDA U.S. Dept of Ag	§2136. Registration of research facilities, handlers, carriers and unlicensed exhibitors	If live animals are used by the institution in research, tests, experiments or for teaching, then the part of the institution responsible for the research must submit an annual report to the AC Regional Director for the state where the institution is located by December 1 of each year. The report shall be signed by the CEO of Institutional Official and shall cover the previous fiscal year.	VP AA	Research and Sponsored Projects
1-Dec	Annual Report of Participation in Higher Education	U.S. Dept of Ed	Senate Bill 5, Section 51.0432	By December 1st and in the form prescribed by the THECB, each general academic teaching institution and medical and dental unit shall provide to the THECB and publish on the institution's website a report describing the composition of the institution's entering class of students. The report must include a demographic breakdown of the class, including a breakdown by race, ethnicity, economic status, and high school class standing. A report submitted by a general academic teaching institution or medical and dental unit must include separate demographic breakdowns of the students admitted under Sections 51.803, 51.804, and 51.805 and a description of any plans, policies, or programs developed or implemented by the institution to recruit and retain students from underrepresented groups such as racial or ethnic minority groups.	VP AA	Institutional Analytics, Effectiveness, and Accreditation
1-Dec	Matching Scholarships to Retain Students in Texas	U.S. Dept of Ed	Senate Bill 5, Section 61.087, Subsection c)	Each public or private or independent institution of higher education shall report to the board all scholarships or grants offered by out-of-state institutions for which the reporting institution offered a matching scholarship or grant under this section and all scholarships or grants offered or awarded by the reporting institution under this section and the methods used to encourage Texas high school graduates to attend that institution. The report shall include the race or ethnicity and gender of each person to whom that institution offered or awarded a scholarship or grant, the high school from which the person graduated, the out-of-state institution that offered the scholarship or grant, and the value and type of each scholarship or grant.	VP EM	Financial Aid

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office
1-Dec	Tax Withholding Exemption Certificates	IRS	26 U.S.C. § 3402; 26 C.F.R. § 31.3402(f)(2) 1 (c)(3)	By December 1st, a request should be made to each employee to file a newly completed withholding certificate for the ensuing calendar year, in the event of change in the employee's exemption status since the filing of the employee's latest certificate.	VPFA	Payroll
1-Dec	Annual Asbestos Notification	Texas Dept of State Health Services		Annual Asbestos Notification; Bureau of Radiation Control 7-year Technical Review of Radiation Machines License; Bureau of Radiation Control 2-year Radiation Machines License Renewal; Bureau of Radiation Control 2-year Radiation Controls Permit.	VPFA	Risk Management & Safety
10-Dec	Report on Information Regarding Staff Compensation (HB12 Report)	A&M System Office of Budgets and Accounting	Government Code 659.026	Report submitted to and completed by A&M System Office of Budgets and Accounting for all members and posted to https://www.tamus.edu/business/budgets-and-accounting/reports/statutory-reports/information-regarding-staff-compensation/ .	VPFA	Employee Services
15-Dec	Quarterly Compliance Report	System Requirement	System Regulation 16.01.01	Quarterly Compliance Report to TAMUS per System Regulation 16.01.01 for September, October and November.	VPFA	University Compliance and Strategic Initiatives
20-Dec	Monthly Open Records Reporting to OAG	Attorney General	Public Information Act	By the 20th of each month, open records reporting to the Texas Attorney General.	VPFA	University Compliance and Strategic Initiatives
30-Dec	08.01.01 Quarterly Report	TAMUS Office of Ethics and Compliance		TAMUS member compliance programs are required to provide a quarterly snapshot of all 08.01.01 cases received.	VPFA	University Compliance and Strategic Initiatives
31-Dec	State Agency Progress Report	Governor, Lieutenant Governor, and the Speaker of the House	Government Code 2161.124	System office can submit on everyone's behalf if emailed to soprocurement@tamus.edu by December 15th. Report shall be submitted to the Governor, Lieutenant Governor and the Speaker of the House no later than December 31st of each year.	VPFA	Business Services
31-Dec	Tax Identification Number (TIN) Statements	IRS	26 U.S.C. § 6050S; 26 C.F.R. §§ 1.6050S-1 et seq., 301.6109-1	By December 31st, if no record of an individual's correct taxpayer identification number (TIN), then the TIN must be requested of each U.S. citizen and certain non-resident aliens with respect to whom payments of qualified tuition were received or reimbursements or refunds were made.	VPFA	Business Services