



## 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	Contact
<b>JANUARY</b>							
Monthly	<a href="#">NIBRS Crime Statistic Reporting</a>	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: <a href="http://www.fbi.gov/about-us/cjis/ucr/ucr">http://www.fbi.gov/about-us/cjis/ucr/ucr</a>	VPSES	Police Department	*Blessed Matai *Stan Parker Matt Welch
Quarterly	Public Water System Report	TCEQ		Quarterly public water system data reporting for the months of October, November and December. Cody Pohles from SSC provides the report to Risk Management & Safety who then sends it to TCEQ	EVFPA	Risk Management & Safety	Arthur Nikstaitis
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 Higher Education Coordinating Board	<a href="#">Texas Education Code, Sec. 51.9356</a>	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.	VPSES	Student Counseling Services	*Caris Thetford
1-Jan	Internet Access to Course Information	Texas Higher Education Coordinating Board	<a href="#">Texas Education Code, Sec. 51.974(f)</a>	Report addressing the institutions compliance with internet access to course information requirements.  <b>This requirement is done in odd-numbered years.</b>	VPAA	Provost	Jason LaTouche  Aimee Shouse
1-Jan	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. This is a continuous compliance item. This requirement is to be made available each semester, prior to the launch of the fall/spring/summer schedules.	VPAA	Academic Affairs	Jason LaTouche
1-Jan	Student Notification - Textbooks		HB 1096/ TAC Rule §4.218 - SEMESTER student notification	TAC states the notice should be provided each semester (summer, fall, spring) during the first three weeks of the semester. Must include the statement, "A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer."	VPAA	AVPAA CAFA	Aimee Shouse
15-Jan	Monthly Export Control Report	TAMUS		Reports the number of non-US persons from China, Iran, Russian and/or North Korea that has been processed as a visiting scholar or employee in a monthly report due the 15th of each month and saved in the Syncplicity Export Control folder.	EVFPA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
20-Jan	Monthly Open Records Reporting to OAG	Attorney General	<a href="#">Public Information Act</a>	By the 20th of each month, open records reporting to the Texas Attorney General.	EVFPA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
31-Jan	Financial Interest Disclosure and Certification Form	TAMUS	<a href="#">System Policy 07.03, Section 1.5.3</a>	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 EVFPA VPAA VPSES VPEM VPADV	President EVFPA VPAA VPSES VPEM VPADV	*Lori Beaty Ruth Harrison Kent Styron

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31-Jan	Annual Financial Disclosure Form	TAMUS	<a href="#">System Policy 07.03, Section 1.2</a>	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 EVPFA VPAA VPSES VPPEM VPADV	President EVPFA VPAA VPSES VPPEM VPADV	*Credence Baker Redaina Kaufman
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. <b>Autogenerated through Workday</b>	EVPFA	Business Services	Amanda Sims
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.	EVPFA	Business Services/Accounts Payable	Christi Pfau
31-Jan	Student Notification - Risk, Fraud & Abuse Hotline Notification	A&M System	SEMESTER - student notification	Notify students about Risk, Fraud, and Abuse hotline	VPSES	Student Engagement and Success	*Diana Ortega-Feerick Cynthia Aguilar Keely McMillian
31-Jan	Foreign Control, Contracts or Gifts Disclosures	Department of Education	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.	EVPFA	Finance & Admin	Thad Turman
<b>FEBRUARY</b>							
Monthly	<a href="#">NIBRS Crime Statistic Reporting</a>	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: <a href="http://www.fbi.gov/about-us/cjis/ucr/ucr">http://www.fbi.gov/about-us/cjis/ucr/ucr</a>	VPSES	Police Department	*Blessed Matai *Stan Parker Matt Welch
1-Feb	Enterprise Risk Management (ERM) Process	System Requirement	System Policy 03.01	<b>Process begins</b> 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.	EVPFA	Risk Management & Safety	Arthur Nikstaitis
1-Feb	Texas Success Initiative Rpt Student End of Semester Rpt Faculty Report Student Schedule Report	Texas Higher Education Coordinating Board	FALL Semester Reports	CBM002 CBM008 CMB005 CBM0E1  <b>(Notation: This report is to provide data from the previous Fall)</b>	VPPEM	Registrar's Office	*Erika Graham
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. AUTOMATED EMAIL THROUGH WORKDAY/PAYROLL	EVPFA	Payroll	Amanda Sims
15-Feb	Monthly Export Control Report	TAMUS		Reports the number of non-US persons from China, Iran, Russian and/or North Korea that has been processed as a visiting scholar or employee in a monthly report due the 15th of each month and saved in the Syncplicity Export Control folder.	EVPFA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
20-Feb	Monthly Open Records Reporting to OAG	Attorney General	<a href="#">Public Information Act</a>	By the 20th of each month, open records reporting to the Texas Attorney General.	EVPFA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
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.	EVPFA	Business Services	*Melissa Elliott
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. Per A. Sims, TAMU no longer completes this for TSU.	EVPFA	Payroll	Amanda Sims
<b>MARCH</b>							
Monthly	<a href="#">NIBRS Crime Statistic Reporting</a>	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: <a href="http://www.fbi.gov/about-us/cjis/ucr/ucr">http://www.fbi.gov/about-us/cjis/ucr/ucr</a>	VPSES	Police Department	*Blessed Matai *Stan Parker Matt Welch

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1-Mar	Recertification Title IV	Department of Education		This recertification is done every 6 years; last recertification was done in 2022, next one is due 2028 per Kathy Purvis on 03/27/2023 email.	VPPEM	Financial Aid	Kathy Purvis
1-Mar	Annual Waste Summary STEERS	TCEQ		Annual report detailing waste disposal. Reported thru online STEERS <a href="https://www3.tceq.texas.gov/steers/">https://www3.tceq.texas.gov/steers/</a>	EVPPFA	Risk Management & Safety	Arthur Nikstaitis
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, Innovation and Economic Development	*Rupa Iyer *AI Plucker
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.	VPSES	Police Department	*Blessed Matai *Stan Parker *Matt Welch
1-Mar	Semi-Annual Hub Report and Supplemental letter	Texas State Auditor's Office	<a href="http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.2161.htm">http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.2161.htm</a>	The Texas Procurement and Support Services (TPASS) Historically Underutilized Business (HUB) Program - report of expenditures	EVPPFA	Purchasing-HUB Program	*Cori Luttrell
1-Mar	Emergency Planning and Community Right-to-Know Act (EPCRA) TAMUS Annual Chemistry Inventory	System Requirement	Emergency Planning and Community Right-to-Know Act (EPCRA) Section 311	Risk Management submits the applicable TIER II Annual Report to the System. The System compiles the information and reports to the State of Texas.	EVPPFA	Risk Management & Safety	Arthur Nikstaitis
15-Mar	Quarterly Compliance Report	System Requirement	<a href="#">System Regulation 16.01.01</a>	Quarterly Compliance Report to TAMUS per System Regulation 16.01.01 for December, January and February.  Activity for the previous 3 months, which can include stakeholder meetings, progress with rules and procedures, training, etc. These reports are to be filled out by the compliance officer and signed by the CEO.	EVPPFA	University Compliance	*Paulette Cavitt *Kent Styron
16-Mar	Compliance Plan Mitigation Report Due	System Requirement		Compliance Plan Mitigation Report to TAMUS for September 2022 through February 2023  One form will be completed for each identified risk in the compliance plan. That form is to be filled out and signed by the subject matter expert and attached to the September Compliance Program Quarterly Report.	EVPPFA	University Compliance	*Paulette Cavitt *Kent Styron
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.	EVPPFA	Payroll	*Amanda Sims
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.	EVPPFA	Payroll	*Amanda Sims
15-Mar Due date in even year	Doctoral Exception Report	Texas Higher Education Coordinating Board	BIENNIAL Report	CBM00E  (Notation: As of 2021, this is not required of the University at this time.)	VPPEM	Registrar's Office	*Erika Graham
15-Mar Due date in odd year = Mid February	Student Report Class Report	Texas Higher Education Coordinating Board	SPRING Semester Reports	CBM001 (now the CBM0C1) CBM004 (now the CBM0CS)	VPPEM	Registrar's Office	*Erika Graham
15-Mar	Monthly Export Control Report	TAMUS		Reports the number of non-US persons from China, Iran, Russian and/or North Korea that has been processed as a visiting scholar or employee in a monthly report due the 15th of each month and saved in the Syncplicity Export Control folder.	EVPPFA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
20-Mar	Gifts, Donations and Endowments Report (Quarterly)	A&M System Office of Budgets and Accounting	<a href="#">Regulation 21.05.01</a>	Quarterly report of gifts, donations and endowments for December, January and February.	VPADV EVPPFA	Advancement Services Business Services	*Emma Bouquet Amanda Sims
20-Mar	Monthly Open Records Reporting to OAG	Attorney General	<a href="#">Public Information Act</a>	By the 20th of each month, open records reporting to the Texas Attorney General.	EVPPFA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
31-Mar	Identify and Provide Information and Available Support Resources to Students Currently and/or Formerly in State Conservatorship (Foster Care)	Texas Higher Education Coordinating Board	<a href="#">Texas Education Code, Sec. 51.9356</a>	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.	VPSES	Student Counseling Services	*Caris Thetford
31-Mar	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	EVPPFA	University Compliance	*Kent Styron
31-Mar	<a href="#">08.01.01 Quarterly Report</a>	TAMUS Office of Ethics and Compliance		TAMUS member compliance programs are required to provide a quarterly snapshot of all 08.01.01 cases received.	EVPPFA	University Compliance	*Kent Styron Kandace Stone

**APRIL**

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Monthly	<a href="#">NIBRS Crime Statistic Reporting</a>	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: <a href="http://www.fbi.gov/about-us/cjis/ucr/ucr">http://www.fbi.gov/about-us/cjis/ucr/ucr</a>	VPSES	Police Department	*Blessed Matai *Stan Parker Matt Welch
Spring Orientations	Hazing Report Link	Texas Higher Education Coordinating Board	<a href="#">Chapter 37, Section 51.936; Subchapter F, Section 37.151-158 SB38</a>	The link to the online hazing report must be provided to each student at orientation.	VPSES	New Student Programs in Consultation with the Dean of Students Office	*Diana Ortega-Feerick Cynthia Aguilar Keely McMillian
1-Apr	Teacher Education Program Reporting Requirements	Department of Education	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	*Josh Jones
1-Apr	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.	VPFA	Risk Management & Safety	Arthur Nikstaitis
15-Apr	Monthly Export Control Report	TAMUS		Reports the number of non-US persons from China, Iran, Russian and/or North Korea that has been processed as a visiting scholar or employee in a monthly report due the 15th of each month and saved in the Syncplicity Export Control folder.	VPFA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
20-Apr	Monthly Open Records Reporting to OAG	Attorney General	<a href="#">Public Information Act</a>	By the 20th of each month, open records reporting to the Texas Attorney General.	VPFA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
30-Apr	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	Institutional Analytics, Effectiveness, and Accreditation	*Jamie Wood Morgan Carter
30-Apr	Teacher Preparation Program Report	Department of Education	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	*Josh Jones
<b>MAY</b>							
Monthly	<a href="#">NIBRS Crime Statistic Reporting</a>	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: <a href="http://www.fbi.gov/about-us/cjis/ucr/ucr">http://www.fbi.gov/about-us/cjis/ucr/ucr</a>	VPSES	Police Department	*Blessed Matai *Stan Parker Matt Welch
Spring Orientations	Hazing Report Link	Texas Higher Education Coordinating Board	<a href="#">Chapter 37, Section 51.936; Subchapter F, Section 37.151-158 SB38</a>	The link to the online hazing report must be provided to each student at orientation.	VPSES	New Student Programs in Consultation with the Dean of Students Office	*Diana Ortega-Feerick Cynthia Aguilar Keely McMillian
1-May	Annual Compliance Plan <b>Process Begins</b>	System Requirement	<a href="#">System Regulation 16.01.01</a>	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	University Compliance	*Kent Styron *Paulette Cavitt
1-May	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. This is a continuous compliance item. This requirement is to be made available each semester, prior to the launch of the fall/spring/summer schedules.	VPAA	Academic Affairs	*Jason LaTouche

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15-May	NCAA Board of Governors Policy on Campus Sexual Violence Attestation	NCAA Board of Governors	<a href="#">NCAA Board of Governors Policy on Campus Sexual Violence</a>	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.	VPATH  EVPFA	Athletic Compliance  University Compliance	*Eric Heier  Kent Styron
15-May	Monthly Export Control Report	TAMUS		Reports the number of non-US persons from China, Iran, Russian and/or North Korea that has been processed as a visiting scholar or employee in a monthly report due the 15th of each month and saved in the Syncplicity Export Control folder.	EVPFA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
20-May	Monthly Open Records Reporting to OAG	Attorney General	<a href="#">Public Information Act</a>	By the 20th of each month, open records reporting to the Texas Attorney General.	EVPFA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
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	*Javier Garza
<b>JUNE</b>							
Monthly	<a href="#">NIBRS Crime Statistic Reporting</a>	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: <a href="http://www.fbi.gov/about-us/cjis/ucr/ucr">http://www.fbi.gov/about-us/cjis/ucr/ucr</a>	VPSES	Police Department	*Blessed Matai *Stan Parker Matt Welch
Monthly	Hazing Report	Texas Higher Education Coordinating Board	<a href="#">Chapter 37, Section 51.936, Subchapter F, Section 37.151-158 SB38</a>	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.	VPSES	Office of the Dean of Students	*Diana Ortega-Feerick Cynthia Aguilar Keely McMillian
Summer Orientations	Hazing Report Link	Texas Higher Education Coordinating Board	<a href="#">Chapter 37, Section 51.936, Subchapter F, Section 37.151-158 SB38</a>	The link to the online hazing report must be provided to each student at orientation.	VPSES	New Student Programs in Consultation with the Dean of Students Office	*Diana Ortega-Feerick Cynthia Aguilar Keely McMillian
1-Jun	EEO/AA commitment notification	A&M System	SPRING Semester Following Chancellor's Reaffirmation	Reaffirmation of Commitment to EEO and AA	PRESIDENT	President's Office	*Kent Styron President
1-Jun	Public Water System Report	TCEQ		Collect lead and copper tap samples for the current monitoring period.  <a href="https://www.tceq.texas.gov/drinkingwater/chemicals/lead_copper/lead-copper.html">https://www.tceq.texas.gov/drinkingwater/chemicals/lead_copper/lead-copper.html</a>	EVPFA	Risk Management & Safety	*Arthur Nikstaitis
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. <b>By June 1 of each even-numbered year</b> , 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	*Morgan Carter
1-Jun	Student Notification - Textbooks		HB 1096/TAC Rule §4.218 - SEMESTER student notification	TAC states the notice should be provided each semester (summer, fall, spring) during the first three weeks of the semester. Must include the statement, "A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer."	VPAA	AVPAA	*Jason LaTouche
15-Jun	Quarterly Compliance Report	System Requirement	<a href="#">System Regulation 16.01.01</a>	Quarterly Compliance Report to TAMUS per System Regulation 16.01.01 for March, April and May.	EVPFA	University Compliance	*Paulette Cavitt *Kent Styron
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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.	EVPFA	Payroll	*Jean Flinn

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20-Jun	Veteran Workforce Summary Report and Veteran Complaint Report	Texas Comptroller of Public Accounts	<a href="#">Texas Government Code, Section 657.008@</a>	The Veteran Workforce Summary Report compiles and analyzes information on the hiring and employment of veterans by Texas state agencies and institutions of higher education.	EVPPFA	Employee Services	*Eva Lopez
20-Jun	Gifts, Donations and Endowments Report (Quarterly)	A&M System Office of Budgets and Accounting	<a href="#">Regulation 21.05.01</a>	Quarterly report of gifts, donations and endowments for March, April and May.	VPADV EVPPFA	Advancement Services Business Services	*Emma Bouquet
20-Jun	Monthly Open Records Reporting to OAG	Attorney General	<a href="#">Public Information Act</a>	By the 20th of each month, open records reporting to the Texas Attorney General.	EVPPFA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
30-Jun	<a href="#">08.01.01 Quarterly Report</a>	TAMUS Office of Ethics and Compliance		TAMUS member compliance programs are required to provide a quarterly snapshot of all 08.01.01 cases received.	EVPPFA	University Compliance	*Kent Styron Kandace Stone
<b>JULY</b>							
Monthly	<a href="#">NIBRS Crime Statistic Reporting</a>	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: <a href="http://www.fbi.gov/about-us/cjis/ucr/ucr">http://www.fbi.gov/about-us/cjis/ucr/ucr</a>	VPSES	Police Department	*Blessed Matai *Stan Parker Matt Welch
Quarterly	Public Water System Report	TCEQ		Quarterly public water system data reporting for the months of April, May and June.	EVPPFA	Risk Management & Safety	Arthur Nikstaitis
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. (originally due April 1st of the year).	EVPPFA	Risk Management & Safety	Arthur Nikstaitis
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. <b>Due in 2027</b> and in subsequent five year intervals.	EVPPFA	Risk Management & Safety	Arthur Nikstaitis
1-Jul	Graduation Rates	The Students Right to Know Law - U.S. Code	<a href="#">20 U.S.C. §§ 1092(a)(1)(L), 1982(a)(3); 34 C.F.R. §§ 668.41(d)(3), 668.45</a>	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. Information is made available to students via Consumers Information page online.	VPPEM	Financial Aid	*Jason LaTouche
1-Jul	Graduation Rates for Students Receiving Athletically Related Student Aid	The Students Right to Know Law - U.S. Code	<a href="#">20 U.S.C. § 1092(a)(e); 34 C.F.R. § 668.41(a), (f); 34 C.F.R. §§ 668.45, 668.48</a>	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. Financial Aid will verify that consumer is identified.	VPAA VPPEM		Jamie Wood
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.	EVPPFA	University Compliance	*Paulette Cavitt *Kent Styron
15-Jul	Monthly Export Control Report	TAMUS		Reports the number of non-US persons from China, Iran, Russian and/or North Korea that has been processed as a visiting scholar or employee in a monthly report due the 15th of each month and saved in the Syncplicity Export Control folder.	EVPPFA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
20-Jul	Monthly Open Records Reporting to OAG	Attorney General	<a href="#">Public Information Act</a>	By the 20th of each month, open records reporting to the Texas Attorney General.	EVPPFA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
31-Jul	Foreign Control, Contracts or Gifts Disclosures	Department of Education	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	EVPPFA	Finance & Administration	*Cori Luttrell
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.	VPSES	Student Engagement and Success	*Diana Ortega-Feerick Cynthia Aguilar Keely McMillian
<b>AUGUST</b>							

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office	Contact
14 Days Before the Beginning of Fall Semester	Educating to Eliminate Hazing	Texas Higher Education Coordinating Board	<a href="#">Chapter 37, Section 51.936, Subchapter F, Section 37.151-158 SB38</a>	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.	VPSES	Office of the VP for Student Engagement and Success	*Diana Ortega-Feerick Cynthia Aguilar Keely McMillian
Monthly	<a href="#">NIBRS Crime Statistic Reporting</a>	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: <a href="http://www.fbi.gov/about-us/cjis/ucr/ucr">http://www.fbi.gov/about-us/cjis/ucr/ucr</a>	VPSES	Police Department	*Blessed Matai *Stan Parker Matt Welch
Fall Orientations	Hazing Report Link	Texas Higher Education Coordinating Board	<a href="#">Chapter 37, Section 51.936, Subchapter F, Section 37.151-158 SB38</a>	The link to the online hazing report must be provided to each student at orientation.	VPSES	New Student Programs in Consultation with the Office of the VP for Student Engagement and Success	*Diana Ortega-Feerick Cynthia Aguilar Keely McMillian
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. Registrar should send confirmation to Financial Aid.	VPAA VPPEM	Registrar Financial Aid	*Erika Graham Kathy Purvis
1-Aug	Student Mental Health Services Web Page Certification	Texas Higher Education Coordinating Board	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	PRESIDENT	Chief of Staff	* Credence Baker Lauren Gillespie
13-Aug (biennial)	HUB Supporting Schedule (LAR)			HUB Supporting Schedule (LAR) due every two years (even number years).	EVPPFA	Procurement and Contracts	*Interim Kent Styron  *Cori Luttrell
15-Aug	Student Report Class Report	Texas Higher Education Coordinating Board	SUMMER Reports	CBM001 CBM004	VPAA	Registrar's Office	*Erika Graham
15-Aug	NCAA Sports Sponsorship	NCAA		NCAA Sport Sponsorship and Demographic Form - Athletics	VPATH	Athletic Compliance	*Eric Heier
15-Aug	Monthly Export Control Report	TAMUS		Reports the number of non-US persons from China, Iran, Russian and/or North Korea that has been processed as a visiting scholar or employee in a monthly report due the 15th of each month and saved in the Syncplicity Export Control folder.	EVPPFA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
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.	EVPPFA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
31-Aug	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.	EVPPFA	Procurement and Contracts	*Interim Kent Styron  *Cori Luttrell
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.	EVPPFA	Procurement and Contracts	*Interim Kent Styron  *Cori Luttrell
31-Aug	Report of Institutional and Academic Duties	Texas Higher Education Coordinating Board	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	VPAA	Institutional Analytics, Effectiveness and Accreditation	*Morgan Carter

**SEPTEMBER**

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office	Contact
Annually	Risk Management Training for Student Organizations	Texas Higher Education Coordinating Board	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.	VPSES	Student Involvement and Family Relations	*Diana Ortega-Feerick Cynthia Aguilar Keely McMillian
Beginning of Fall Semester	Identify and Provide Information and Available Support Resources to Students Currently and/or Formerly in State Conservatorship (Foster Care)	Texas Higher Education Coordinating Board	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.	VPSES	Student Counseling Services	*Diana Ortega-Feerick Cynthia Aguilar Keely McMillian
Monthly	<a href="#">NIBRS Crime Statistic Reporting</a>	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: <a href="http://www.fbi.gov/about-us/cjis/ucr/ucr">http://www.fbi.gov/about-us/cjis/ucr/ucr</a>	VPSES	Police Department	*Blessed Matai *Stan Parker Matt Welch
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.	EVFPA	Risk Management & Safety	*Arthur Nikstaitis
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.	EVFPA	Business Services	*Claudia Dominguez
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 of 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 <b>must be submitted to the Department by October 1st.</b>	VPPEM	Financial Aid	*Kathy Purvis
1-Sep	Student Notification - Textbooks		HB 1096/ TAC Rule §4.218 - SEMESTER student notification	TAC states the notice should be provided each semester (summer, fall, spring) during the first three weeks of the semester. Must include the statement, "A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer."	VPAA	AVPAA AVPAA CAFA	*Aimee Shouse
1-Sep	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.	VPPEM	Financial Aid	*Kathy Purvis  Alexandra Tan Amanda Petrosian
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.	EVFPA	Budgets and Payroll	*Claudia Dominguez  Ashley Barns



Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office	Contact
15-Sep	Quarterly Compliance Report	System Requirement	<a href="#">System Regulation 16.01.01</a>	Quarterly Compliance Report to TAMUS per System Regulation 16.01.01 for June, July and August.  Activity for the previous 3 months, which can include stakeholder meetings, progress with rules and procedures, training, etc. These reports are to be filled out by the compliance officer and signed by the CEO.	EVPPFA	University Compliance	*Paulette Cavitt *Kent Styron
15-Sep	Student Notification - Alcohol/Drug Awareness		ANNUAL notification - students	Annual Drug & Alcohol Awareness Notice (students) (This email is part of the Fire Safety email that goes out to Staff/Faculty/Students in the Spring/Fall semesters)	EVPPFA	University Compliance	*Kent Styron
15-Sep	Student Notification - Risk, Fraud & Abuse hotline Notification	A&M System	SEMESTER - student notification	Notify students about Risk, Fraud, and Abuse hotline	VPSES	Office of the VP for Student Engagement and Success	*Diana Ortega-Feerick *Cynthia Aguilar *Keely McMillian
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) <b>before</b> the 15th of the month in which the change becomes effective.		Payroll Services	*Claudia Dominguez
15-Sep	Employee Notification - policies; drug/alcohol abuse, etc.		Semester - employee notification	Employee notification of policies & regulations: HIV/AIDS; Drug & Alcohol Abuse; Overtime, etc.	EVPPFA	Employee Services	*Eva Lopez
15-Sep	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.	EVPPFA	Procurement, Contracts and HUB Coordination	*Interim Kent Styron *Cori Luttrell
15-Sep	Monthly Export Control Report	TAMUS		Reports the number of non-US persons from China, Iran, Russian and/or North Korea that has been processed as a visiting scholar or employee in a monthly report due the 15th of each month and saved in the Syncplicity Export Control folder.	EVPPFA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
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.  Send email of completion to Financial Aid for Records	VPAA VPEM	Academic Affairs/COLFA	*Aimee Shouse *Eric Morrow
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 EVPPFA	Advancement Services Business Services	*Emma Bouquet *Claudia Dominguez
20-Sep	Monthly Open Records Reporting to OAG	Attorney General	<a href="#">Public Information Act</a>	By the 20th of each month, open records reporting to the Texas Attorney General.	EVPPFA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
20-Sep	Veteran Workforce Summary Report and Veteran Complaint Report	Texas Comptroller of Public Accounts	<a href="#">Texas Government Code, Section 657.008@</a>	The Veteran Workforce Summary Report compiles and analyzes information on the hiring and employment of veterans by Texas state agencies and institutions of higher education.	EVPPFA	Employee Services	*Eva Lopez
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.	EVPPFA	Employee Services	*Eva Lopez
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.	EVPPFA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
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.	EVPPFA	University Compliance	*Paulette Cavitt *Kent Styron
30-Sep	<a href="#">08.01.01 Quarterly Report</a>	TAMUS Office of Ethics and Compliance		TAMUS member compliance programs are required to provide a quarterly snapshot of all 08.01.01 cases received.	EVPPFA	University Compliance	*Kent Styron *Kandace Stone

**OCTOBER**

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office	Contact
Monthly	<a href="#">NIBRS Crime Statistic Reporting</a>	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: <a href="http://www.fbi.gov/about-us/cjis/ucr/ucr">http://www.fbi.gov/about-us/cjis/ucr/ucr</a>	VPSES	Police Department	*Blessed Matai *Stan Parker Matt Welch
Quarterly	Public Water System Report	TCEQ		Quarterly public water system data reporting for the months of July, August and September.	EVFPA	Risk Management & Safety	*Arthur Nikstaitis
1-Oct	Annual Campus Security Report and Fire Safety Report	U.S. Department of Education 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.	VPSES	Police Department	*Kent Styron Darren Keith Blessed Matai
1-Oct	Annual Clery Report Publication	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.) <del>The report must be made available upon request to the U.S.</del>	EVFPA  VPSES	University Compliance  Police Department	*Kent Styron Darren Keith Blessed Matai
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.	VPSES	Police Department	*Blessed Matai *Stan Parker Matt Welch
1-Oct	Graduation Report	Texas Higher Education Coordinating Board	ANNUAL Report	CBM009	VPAA	Registrar's Office	*Erika Graham
1-Oct	Student Schedule Report Student End of Semester Rpt Texas Success Initiative Rpt Faculty Report	Texas Higher Education Coordinating Board	SPRING Semester Reports	CBM005 CBM0E1 DBM002 CBM008	VPAA	Registrar's Office	*Erika Graham
15-Oct	Student Report Class Report	Texas Higher Education Coordinating Board	FALL Semester Reports	CBM001 CBM004  Initial submission is Oct 15, some years they ask for it Oct 1st (like this year) certification date is Nov 15.	VPAA	Registrar's Office	*Erika Graham
15-Oct	Building & Room Report Admissions Report	Texas Higher Education Coordinating Board	ANNUAL Reports	CBM005 CBM00B	VPAA	Registrar's Office	*Erika Graham
15-Oct	Equity in Athletics	U.S. Department of Education	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. Financial Aid need to be notified to ensure information contained on the Consumer Page has been updated.  Within 15 days of making the report available to students, prospective students, and the public ( <b>no later than October 30th</b> ), annual report must be submitted to U.S. Department of Education.	VPATH  VPEM	Athletics  Financial Aid	*Chris Reisman  Kathy Purvis
15-Oct	Monthly Export Control Report	TAMUS		Reports the number of non-US persons from China, Iran, Russian and/or North Korea that has been processed as a visiting scholar or employee in a monthly report due the 15th of each month and saved in the Synclivity Export Control folder.	EVFPA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
20-Oct	Monthly Open Records Reporting to OAG	Attorney General	<a href="#">Public Information Act</a>	By the 20th of each month, open records reporting to the Texas Attorney General.	EVFPA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
31-Oct	State Campus-Based Programs Annual Report	Texas Higher Education Coordinating Board		Submit report to THECB. Will receive notice each year from THECB with actual due date. As per 11/03/2022 form from Amanda Sims, THECB sends notice to Financial Aid who then passes it along to Business Services. Due date has been moved to the end of October.	EVFPA	Business Services	*Melissa Elliott
31-Oct	<a href="#">Chief Executive Officer Certification of Title IX Compliance</a>	Texas Higher Education Coordinating Board	<a href="#">Senate Bill (SB) 212</a> and <a href="#">House Bill (HB) 1735</a> , 86th Texas Legislature, codified as Texas Education Code (TEC), Chapter 51, Subchapters <a href="#">E-2</a> and <a href="#">E-3</a>	This item is due annually on October 31st.		Compliance and Strategic Initiatives	*Kent Styron *Kandace Stone

**NOVEMBER**

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office	Contact
Monthly	<a href="#">NIBRS Crime Statistic Reporting</a>	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: <a href="http://www.fbi.gov/about-us/cjis/ucr/ucr">http://www.fbi.gov/about-us/cjis/ucr/ucr</a>	VPSES	Police Department	*Blessed Matai *Stan Parker *Matt Welch
1-Nov	Facilities Room Inventory Rpt Facilities Bldg Inventory Rpt		Any Time Reports	CBM011 CBM014  January - October; certified by November 1	EVPPA	Campus Operations	*David Martin *Jahna Gaither
1-Nov	Report of Efforts Concerning Timely Graduation	Texas Higher Education Coordinating Board	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	*Morgan Carter
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.	EVPPA	Procurements & Contracts	*Interim Kent Styron
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)  <b>This requirement is taken care of by the System, per Karen Fincher note in comments.</b>	EVPPA	Business Services	*Karen Fincher
November 15th	Fire and Life Safety Notification	U.S. Dept of Education 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 Fall notification to the Tarleton community regarding fire safety and security on campus.	EVPPA	University Compliance	*Kent Styron
15-Nov	Monthly Export Control Report	TAMUS		Reports the number of non-US persons from China, Iran, Russian and/or North Korea that has been processed as a visiting scholar or employee in a monthly report due the 15th of each month and saved in the Syncplicity Export Control folder.	EVPPA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
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.	EVPPA	Business Services	*Karen Fincher
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.	EVPPA	Business Services	*Karen Fincher
20-Nov	Monthly Open Records Reporting to OAG	Texas Attorney General	<a href="#">Public Information Act</a>	By the 20th of each month, open records reporting to the Texas Attorney General.	EVPPA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
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.	EVPPA	Procurements & Contracts	*Interim Kent Styron  *Cori Luttrell
30-Nov	Administrative Accountability Report	House Appropriations Committee and Senate Finance Committee	<a href="#">GAA, Article III, Sec. 5.7</a>	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.	EVPPA	Employee Services	*Eva Lopez

Start Date	Description & Reporting/Notification Requirement	Agency	Statute	Description	Responsible Vice President	Functionally Responsible Office	Contact
29-Nov	Texas Comprehensive Research Fund (TCRF) Report	Texas Higher Education Coordinating Board  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.	EVPPFA	Business Services	*Claudia Dominguez
30-Nov	Federal Homeland Security Funding Report; Budgetary Impacts Related to Recently Enacted State Legislation	LBB via ABEST	GAA, Article IX, Sec. 13.12	<b>Do not report if info was included in LAR;</b> Once complete, email Lauri Deviney (l-deviney@tamus.edu) that the submission is complete. Per Shante Hackworth (11/07/2022), <b>this report is to be submitted in Non-LAR Years.</b>	EVPPFA	Business Services	*Shante Joseph
29-Nov	Report Concerning Designated Tuition	A&M System Office of Budgets and Accounting	<a href="#">GAA, Article III, Sec. 46</a>	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. <b>This report is due every two years.</b> Per Shante Hackworth.	EVPPFA	Business Services	*Shante Joseph
<b>DECEMBER</b>							
14 Days Before the Beginning of Spring Semester	Educating to Eliminate Hazing	Texas Higher Education Coordinating Board	<a href="#">Chapter 37, Section 51.936; Subchapter F, Section 37.151-158</a> <a href="#">SB38</a>	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.	VPSES	Office of the VP for Student Engagement and Success	*Diana Ortega-Feerick Cynthia Aguilar Keely McMillian
Monthly	<a href="#">NIBRS Crime Statistic Reporting</a>	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: <a href="http://www.fbi.gov/about-us/cjis/ucr/ucr">http://www.fbi.gov/about-us/cjis/ucr/ucr</a>	VPSES	Police Department	*Blessed Matai *Stan Parker Matt Welch
1-Dec	Public Water System Report	TCEQ		Collect lead and copper tap samples for the current monitoring period.  <a href="https://www.tceq.texas.gov/drinkingwater/chemicals/lead_copper/lead-copper.html">https://www.tceq.texas.gov/drinkingwater/chemicals/lead_copper/lead-copper.html</a>	EVPPFA	Risk Management & Safety	*Arthur Nikstaitis
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.	VPRIE	Research, Innovation and Economic Development	*Rupa Iyer AI Plucker
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.	VPRIE	Research, Innovation and Economic Development	*Rupa Iyer AI Plucker
1-Dec	Annual Report of Participation in Higher Education	U.S. Department of Education	Senate Bill 5, Section 51.4032	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.	VPAA	Institutional Analytics, Effectiveness, and Accreditation	*Morgan Carter

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1-Dec	Matching Scholarships to Retain Students in Texas	U.S. Department of Education	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.	VPFM	Financial Aid	*Kathy Purvis
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. Automated email from Workday/TAMU Tax Compliance & Reporting Office.	EVPFA	Payroll	*Claudia Dominguez
1-Dec	Annual Asbestos Notification	Texas Dept of State Health Services		Annual Asbestos Notification	EVPFA	Risk Management & Safety	Arthur Nikstaitis
15-Dec	Quarterly Compliance Report	System Requirement	<a href="#">System Regulation 16.01.01</a>	Quarterly Compliance Report to TAMUS per System Regulation 16.01.01 for September, October and November.  Activity for the previous 3 months, which can include stakeholder meetings, progress with rules and procedures, training, etc. These reports are to be filled out by the compliance officer and signed by the CEO.	EVPFA	University Compliance	*Paulette Cavitt *Kent Styron
15-Dec	Compliance Plan Mitigation Report Due for FY23	System Requirement		Quarterly Compliance Report to TAMUS for September 2022 through August 2023.  One form will be completed for each identified risk in the compliance plan. That form is to be filled out and signed by the subject matter expert and attached to the September Compliance Program Quarterly Report.	EVPFA	University Compliance	*Paulette Cavitt *Kent Styron
15-Dec	Monthly Export Control Report	TAMUS		Reports the number of non-US persons from China, Iran, Russian and/or North Korea that has been processed as a visiting scholar or employee in a monthly report due the 15th of each month and saved in the Synclivity Export Control folder.	EVPFA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
20-Dec	Monthly Open Records Reporting to OAG	Attorney General	<a href="#">Public Information Act</a>	By the 20th of each month, open records reporting to the Texas Attorney General.	EVPFA	University Compliance	*Public Information Officer *Kent Styron *Mary Sparks
20-Dec	Gifts, Donations and Endowments Report (Quarterly)	A&M System Office of Budgets and Accounting	<a href="#">Regulation 21.05.01</a>	Quarterly report of gifts, donations and endowments for September, October and November.	VPADV EVPFA	Advancement Services Business Services	*Emma Bouquet *Claudia Dominguez
30-Dec	<a href="#">08.01.01 Quarterly Report</a>	TAMUS Office of Ethics and Compliance		TAMUS member compliance programs are required to provide a quarterly snapshot of all 08.01.01 cases received.	EVPFA	University Compliance	*Kent Styron *Kandace Stone
31-Dec	State Agency Progress Report	Governor, Lieutenant Governor, and the Speaker of the House	Government Code 2161.124	<b>System office can submit on everyone's behalf if emailed to <a href="mailto:soprocurement@tamus.edu">soprocurement@tamus.edu</a> by December 15th.</b> Report shall be submitted to the Governor, Lieutenant Governor and the Speaker of the House no later than December 31st of each year.	EVPFA	Business Services	*Shante Joseph
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. This is done monthly to applicable individuals, resulting in collection on an on-going basis.	EVPFA	Business Services	*Claudia Dominguez Ashley Barns