

UTAH VALLEY UNIVERSITY COMPLIANCE CALENDAR

ONGOING REPORTING	
<p>IPEDS</p> <p>20 U.S.C. § 1094(a)(17); 34 C.F.R. § 100.6; 29 C.F.R. §§ 602.48 -50</p>	<p>As part of the program participation agreements signed in connection with Financial Aid, an institution must complete surveys conducted as part of the Integrated Postsecondary Education Data System (IPEDS) or any other Federal postsecondary institution data collection effort, as designated by the Secretary, in a timely manner and to the satisfaction of the Secretary. Filing the required IPEDS forms also fulfills certain reporting requirements under Titles VI and VII and the ADA.</p> <p>IPEDS are filed in Fall, Winter, and Spring every year, but the reporting window changes every year.</p>
<p>Higher Education Opportunity Act of 2008 and ISBN Textbook Provision</p>	<p>Effective July 1, 2010 (to the maximum extent feasible) each school shall disclose the International Standards Book Number ("ISBN") and retail price for required and recommended textbooks and supplemental materials for each course listed on the schedule (posted on the web or print course schedule). If no ISBN is available, the institution may provide the textbook's author, title, publisher, and copyright date. If the disclosure is not practical for a certain text, a designation of "to be determined" can be noted. Written course schedules should indicate where on the university web page this info will be posted. HEOA encourages schools to disseminate information regarding book rentals, used textbooks, buy-back programs, and alternative delivery programs or other cost saving strategies. Schools shall make available to the college bookstore, upon request, the most accurate information regarding the course schedule for the next academic period and for each course offered, the information described above, the number of students enrolled in such course, and the maximum enrollment for each class.</p>



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Campus Security Act of 1990 The Cleary Act	Twice per year campuses must test emergency procedures.
JANUARY	
Department of Education Disclosure Report Higher Education Act of 1965 as amended (see also, July) U.S.C.§ 1011f	By January 31 or July 31 of each year, whichever is sooner depending on the time of the gift, a postsecondary institution must file a disclosure report about ownership or control by, or contracts with or gifts from foreign sources. The institution shall file a disclosure report with the Department of Education for gifts and contracts of \$250,000 or more received within a calendar year.
Tuition Payment Credit Reporting Requirements 26 U.S.C. § 6050S; 26 CFR 1.6050S-2T http://www.irs.gov/uac/Form-1098-T,-Tuition-Statement	<p>An institution or insurer must furnish a statement to each individual for whom it is required to file a Form 1098-T, on or before January 31 of the year following the calendar year in which payments were received, or amounts were billed, for qualified tuition and related expenses, or reimbursements, refunds, or reductions of such amounts were made.</p> <p>Form 1098-T must be filed with the IRB by February 28 (or March 31 if filed electronically) of the year following the calendar year during which payments were received.</p>
Student Loan Interest Reporting 26 U.S.C. § 6050S; 26 CFR 1.6050S-3 and 26 CFR 1.6050S-4T	<p>Under I.R.C. § 6050S lenders, including colleges and universities that participate in the Perkins Loan Program or operate institutional loan programs, must report student loan interest payments to the IRS on or before February 28 or March 31 if filed electronically.</p> <p>The required statement to all persons who made student loan interest payments must be sent to the payor on or before January 31 of the year following the calendar year in which the interest payment were received. The statement may simply be a copy of the Form 1098-E.</p>
Internal Revenue Code: W-2 Forms	By January 31st of the year succeeding the calendar year in which



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<p>26 CFR § 31.6051-1</p>	<p>wages were paid to an employee, the employer must furnish the tax return copy and the employee's copy of Form W-2 to the employee.</p> <p>On or before March 31st form W-2's must be electronically filed with the Social Security Administration.</p>
<p>Equity in Athletics Disclosure Act of 1994</p> <p>20 U.S.C. § 1092g; 34 C.F.R. §§ 668.41 and 47</p> <p>NCAA Division 1 Manual</p> <p>http://www.ncaa.org/compliance?division=d1</p> <p>http://fs.ncaa.org/Docs/EADA/2013AgreedUponProcedures.pdf</p>	<p>Report must be submitted by January 15th to the NCAA. The report accounts for all revenues provided/raised and expenditures incurred by the ICA for the fiscal year ending June 30. An annual financial audit of this report is conducted by an outside firm per NCAA Bylaw 6.2.3.</p>
FEBRUARY	
<p>Continuing Disclosure Requirements – Bond Documents</p>	<p>In accordance with the Bond Documents applicable to the bonds issued by the University, the University is required to provide certain disclosures annually regarding the outstanding bonds. These disclosures are required to be submitted via electronic submission to the Electronic Municipal Market Access site. U.S. Bank acting as the Dissemination Agent submits the data received by them from the University. The information is due by February 1 following the fiscal year end.</p>
<p>IRS Miscellaneous Income Tax Statement Reporting - 1099 Forms</p>	<p>On or before February 28th form 1099's must be provided to those meeting this requirement. On or before March 31st form 1099's must be filed electronically with the IRS.</p>



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26 CFR § 1.6041 http://www.irs.gov/uac/Form-1099-MISC,-Miscellaneous-Income	
Occupational Safety and Health Act of 1970 (OSHA) 29 U.S.C. § 654; 29 CFR 1904.32	Employers with 11 or more employees must post, from February 1 to April 30, a summary of the total number of job-related injuries and illnesses that occurred in the prior calendar year.
MARCH	
Emergency and Hazardous Chemical Inventory 42 U.S.C. §§ 11021, 11022; 40 CFR §§ 370-20-370.45	On or before March 1st an inventory of hazard chemicals exceeding the regulatory threshold during the preceding calendar year must be submitted to the appropriate local emergency planning committee, the state emergency response commission, and the local fire department.
Annual Biomedical/Behavioral Research Misconduct Report 42 U.S.C. §§ 289b, 299c-3, 300v; 42 CFR § 93.302	On or before March 1st a report regarding policy for responding to allegations of biomedical or behavioral research misconduct must be submitted to the U.S. Department of Health and Human Services' Office of Research Integrity (ORI) for the preceding calendar year.
Foreign Person's U.S. Source Income Tax Returns 26 U.S.C §§ 871, 1441; 26 C.F.R. §§ 1.1441-1, 1.1461-1 http://www.irs.gov/uac/Form-1042,-Annual-Withholding-Tax-Return-for-U.S.-Source-Income-of-Foreign-Persons	On or before March 15th form 1042-S must be sent to each recipient subject to reporting. And, form 1042 and 1042-S must be filed to the IRS reporting income paid and taxes withheld from reportable nonresident alien and foreign entity payments.
APRIL	
Occupational Safety and Hazards Act 29 CFR 1910, Part 1903, Part 1904 Pub. L. 110-315 http://www2.ed.gov/policy/highered/leg/hea08/index.html	Broad based occupational safety and health standards are contained in 29 CFR 1910. In addition, Part 1903 pertains to inspections, citations, and proposed penalties. Part 1904 pertains to recording and reporting occupational injuries and illnesses. Part 1904 requires the immediate reporting of fatal or multiple (3) injuries, maintaining a log of occupational injuries and illnesses in the OSHA 200 log and internal

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<p>Utah U.C.A. § 34A-6-101. et seq. http://laborcommission.utah.gov/divisions/UOSH/index.htm <u>1</u></p>	<p>posting of an annual summary of occupational injuries and illnesses.</p> <p>Employers with 11 or more employees must report the total number of job-related injuries and illnesses that occurred in the prior calendar year on OSHA Form 300 to the Department of Labor by no later than April 30th</p> <p>Utah Occupational Safety and Health Act. Report serious injuries to Utah OSHA 801-530-6901. Report hazardous condition online. Provide training for employees on safety requirements (examples such as but not limited to, ladder safety, slips/falls, forklift training, lock out/tag out, blood borne pathogens, etc.).</p>
<p>Teacher Education Program Reporting Requirements</p> <p>20 U.S.C. § 1027(f)</p>	<p>Universities must report annually to their state government and the public the pass rate of state teacher certification examinations taken by their graduates and several other factors. The reporting deadline is April 1.</p>
MAY	
<p>Grants-in-Aid and Sports Scholarship Report</p> <p>NCAA http://www.ncaa.org/compliance?division=d1</p>	<p>Annual report regarding sports sponsored and financial aid offered. Due May of each year.</p>
JUNE	
JULY	
<p>The Student Right to Know Law: Graduation Rates for Students</p>	<p>On or before July 1st notice must be distributed to current students of the availability of information about completion/graduation rates of certificate or degree-seeking, first-time, full-time undergraduate</p>



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<p>20 U.S.C. §§ 1092(a)(1)(L), 1982(a)(3); 34 CFR §§ 668.41(d)(3), 668.45</p>	<p>students in the one-year period ending August 31st of the 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.</p>
<p>The Student Right to Know Law: Report on Completion or Graduation Rates for Student Athletes</p> <p>20 U.S.C. § 34 CFR § 668.41(a), (f); 34 C.F.R. §§ 668.45, 668.48</p> <p>NCAA http://www.ncaa.org/compliance?division=d1</p>	<p>Annual report of completion or graduation rate of its degree-seeking, first-time, full-time undergraduate students. Due July 1 of each year. Fulfilled through filing of Graduation Success Rate Report.</p>
<p>Title IV Federal Financial Aid, Gainful Employment Disclosure</p> <p>Higher Education Opportunity Act Title IV, 20 U.S.C. 1001 et seq.</p> <p>34 CFR 668.41-668.45</p>	<p>Gainful Employment (GE) disclosure regulations require that institutions with gainful employment programs disclose specific data about each of their GE programs on their websites by July 1 in order to help prospective students make informed choices about enrolling in a GE Program. UVU must collect and provide the following data for each GE programs... \Gainful Employment\Gainful Employment Yearly Reports\AU Gainful Employment Certificates 2011-2012.xls Occupations associated with the training provided (by name and Standard Occupational Classification (SOC) code); published length of time it takes to complete the program; on-time completion rate; program costs; placement rates; median loan debt (including Title IV debt, private educational loan debt, and debt from institutional financing). 34 CFR 668.6(b) (1) details the specific data items that must be disclosed. Dear Colleague Letter GEN-11-10 and the Gainful Employment page on the Information for Financial Aid Professionals (IFAP) website are additional resources. The GE Operations Manual</p>

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	<p>provides excellent guidance on disclosure requirements http://www.ifap.ed.gov/GainfulEmploymentOperationsManual/attachments/GainfulEmploymentOperationsManualMasterFile.pdf). Further information can be found at the Information for Financial Aid Professional (IFAP) website: http://www.ifap.ed.gov/ifap/index.jsp.</p>
<p>Special Assistance and Student-Athlete Opportunity Fund Report</p> <p>NCAA http://www.ncaa.org/compliance?division=d1</p>	<p>NCAA specific breakdown of information contain in EADA report. Due July of each year.</p>
<p>Annual Report for J-1 Sponsors for the Exchange Visitor Program</p> <p>22 CFR 62.15</p>	<p>All J-1 sponsors must submit an annual report generated from SEVIS to DoS.</p>
AUGUST	
<p>Sports Sponsorship and Demographic Report</p>	<p>Annual report regarding sports sponsored and demographics of participants. Due August 15 of each year.</p>
<p>Student Records Privacy (FERPA)</p> <p>20 U.S.C. §§ 1092(a), 1232g; 34 CFR 668.41(c); 34 CFR Part 99</p>	<p>By the time of fall registration, notice of a list of information required under the Federal Educational Rights and Privacy Act (FERPA, together with a statement of the procedures required to obtain such information must be distributed to current students and parents.</p>
SEPTEMBER	
<p>NCAA Academic Progress Rate</p> <p>NCAA http://www.ncaa.org/compliance?division=d1</p>	<p>Annual report of student-athlete eligibility and retention. Due six weeks from the start of Fall classes each year.</p>
<p>Voter Registration Provision in Higher Education Amendments of 1998</p>	<p>This law does not apply in states without a voter registration requirement, or if the voter can register at the time of voting. For all</p>

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<p>Pub. L. No. 105-244, 112 Stat. 1581 (1998) and 20 U.S.C. § 1094(a)(23)(A)</p>	<p>other states, the institution must request voter registration forms from the state 120 days prior to the deadline for registering to vote and make the forms "widely available" to each student enrolled in a degree or certificate program and physically in attendance at the institution. Many states have voter registration forms online, which makes compliance easier, and the timeline less onerous, as links can be posted in August or September for November elections covered under the law.</p> <p>This law applies to general and special elections for federal office (defined in Section 301(3) of the Federal Election Campaign Act of 1971, 2 U.S.C. § 431(3), as the office of President or Vice President, or of Senator or Representative in, or Delegate or Resident Commissioner to, the Congress) and the election for governor or other chief executive within such state.</p> <p>https://secure.utah.gov/voterreg/index.html</p>
<p>Constitution Day and Citizenship Day</p> <p>36 U.S.C. § 111 of Division J of Pub. L. 108-447 the "Consolidated Appropriations Act 2005," Dec. 8, 2004</p>	<p>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 1787 signing of the U.S. Constitution.</p>
OCTOBER	
<p>Campus Security Act of 1990 (a.k.a. the Clery Act)</p> <p>20 U.S.C. § 1092(a)(1) (O) and § 1092 (f) (5) and 34 CFR § 668.45 and § 668.41</p>	<p>The Campus Security Act requires colleges to report campus crime statistics and security measures, including emergency response policies and evacuation procedures to all students and employees by October 1 of each year. The annual security report must also be submitted to the Secretary of Education (over the internet) each year, by October 15 of</p>

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	each year.
<p>Campus Sex Crimes Prevention Act</p> <p>Pub. L. No 106-386 and 42 U.S.C. § 1407j and 20 U.S.C. 1092(f)(1)(I)</p> <p>This law amends Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994.</p>	<p>Issue a statement (see the reporting requirement in 20 U.S.C. § 1092(f)(1)(I)) advising the campus community as to where information concerning registered sex offenders can be obtained. Notification may be accomplished by adding the statement to the Annual Security Report required by the Campus Security Act. Suggested deadline of October 1 of each year to coincide with Annual Security Report. The notice requirement is ongoing.</p>
<p>The Drug-Free Schools and Communities Act Amendments of 1989</p> <p>20 U.S.C. § 1011i and 34 CFR § 86.100</p>	<p>Annual distribution to students and employees the institution's standards of conduct with respect to illegal drugs and alcohol, a description of the applicable legal sanctions and health risks; as well as availability of drug and alcohol counseling available to employees and students. Must also include a statement on sanctions the institution will impose for violation of the standards of conduct. The law does not mandate a particular date for distribution, but suggested distribution is to make this information part of the Annual Security Report distribution of which is required by October 1 of each year.</p>
<p>Title IV Federal Financial Aid, Gainful Employment Reporting</p> <p>Higher Education Opportunity Act, Title IV, 20 U.S.C. 1001 et seq.</p> <p>34 CFR 668.41-668.45</p>	<p>Gainful Employment (GE) reporting regulations require that UVU report to the Department of Education by October 15 certain information (see information from 2011- 23 report) ..\Gainful Employment\Gainful Employment Yearly Reports\AU Gainful Employment Certificates 2011- 2012.xls on each of our GE programs during a given award year, and on identifiers of every student enrolled in a GE program during that award year. The National Student Loan Data System (NSLDS) is the repository for gainful employment data reported by institutions. Financial Aid Professionals can access NSLDS information at https://www.nslsdfap.ed.gov The GE Operations Manual provides excellent guidance on reporting requirements.</p>

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	<p>Link to GE Operations manual is:</p> <p>http://www.ifap.ed.gov/GainfulEmploymentOperationsManual/attachments/GainfulEmploymentOperationsManualMasterFile.pdf.</p> <p>Further information can be found at the Information for Financial Aid professional (IFAP website): http://www.ifap.ed.gov/ifap/index.jsp</p>
<p>Emergency Response Policies and Procedures as required by HEOA 2008</p>	<p>Institutions are required to disclose emergency response policies and evacuation procedures. The statement of policy is due by October 1.</p>
<p>General Provisions Relating to Student Assistance Program (Program Participation Agreements): Financial Aid and Institutional Information</p> <p>10 U.S.C. §§ 1092(a) and 1094; 34 CFR §§ 668.42 and 668.43 et seq.</p>	<p>The institution must publish and make readily available to current and prospective student information on the entire Federal, State, local, private and institutional financial assistance programs available to students who enroll at the institution. Students must receive annual notice of the availability of this information.</p>
NOVEMBER	
DECEMBER	
<p>Occupational Safety and Health Act of 1970 (OSHA)</p> <p>29 U.S.C. § 654 and 29 CFR 1904.32</p>	<p>By December 31 of each calendar year, the employer must review the OSHA 300 Log to verify entries, create an annual summary of injury and illnesses, and certify the summary, which must be post no later than February 1 of the following year and kept in place until April 30.</p>