

## RVU Compliance and Disclosures Calendar: 2020-21

Month or Frequency	Regulation or Statute Name	Regulation Resource	Due Date	Recipient to be Notified	Who Reports and Distribution Method	Completed
Annually	Student Right to Know Act, Higher Education Opportunity Act, Professional Licensure Disclosure	U.S. Dept. of Postsecondary Education, ED: 34 CFR, Title IV, Federal Student Aid <a href="http://www.highered.compliance.org/compliance-matrix">www.highered.compliance.org/compliance-matrix</a>	Varies	Prospective and Enrolled Students	<b>Student Financial Services, Office of Admissions</b> – Disclosures and Reports, Website, Brochures, Admissions Packets, Financial Aid Packets, etc.	√
January	Copyright Act of 1976	U.S. Code Title 17; 34 CFR 668	Jan. 31	Faculty and Students	Notice of Policy from <b>Compliance Office</b>	√
January	FERPA	20 U.S.C. § 1232g; 34 CFR Part 99	Jan. 31 - Annual	All Employees	<b>Compliance Office</b> – Employee Training	√
February	IPEDS (Integrated Postsecondary Education Data System) Surveys	HEA, Title 1-C, Section 131 – 132  Student financial aid; graduation rates; admissions.	Exact dates may change annually.	NCES (National Center for Education Statistics)	<b>VP - Office of Institutional Effectiveness</b>  <a href="https://surveys.nces.ed.gov/ipeds/">https://surveys.nces.ed.gov/ipeds/</a>	√
February	SURDS	Student Enrollment Report	Usually mid-Feb.	CDHE <a href="https://surds.colorado.gov">https://surds.colorado.gov</a>	<b>Compliance Office</b>	√
March	Utah State Authorization	34 C.F.R. 600.9	Annual Renewal	UT Dept. of Commerce	<b>Compliance Office</b>	√
March or April	CLERY Act Crime Prevention	34 CFR Part 668.46 (j)	Anytime during month.	All employees and students	<b>Campus Safety and Title IX Coord.</b> – Prevention Activities	~ COVID Prevented
April	Bloodborne Pathogens and HIPAA	OSHA Standard 29 CFR 1910.01030 HIPAA Law	May 15 <sup>th</sup> , prior to clinical rotations	OMS III & IV	<b>Compliance Office</b> Email Notification; CITI Program Online Training	√
April	Sexual Assault Awareness Month (SAAM)	Title IX of the Education Amendment	Annually in April	All Students and Employees	Prevention Program by <b>Title IX Coord., Security Dept., Marketing</b>	~ COVID Prevented
May	Voter Registration Forms	HEA Sec. 487 (a)(23)	120 days before voter registration deadline	Enrolled Students	<b>Office of Student Affairs</b>  Email or regular mail	√
May	SARA State Reciprocity Enrollment Report	Chapter 34, § 600.9(c); for Clinical Rotations Out of State	Varies by State/SARA – Usually Annual	NC-SARA	<b>Compliance Office</b>  SARA Online System	√
July	Completion, Graduation and Transfer-out Rates	HEA Sec. 485 (a)(4)(7); 34 CFR 668.41 (a)-(d); 34 CFR 668.45; 34 CFR 668.8 (b)(1)(ii); FSA Hdbk. Volume 2, chapter 6	July 1	Enrolled and Prospective Students	<b>Registrar &amp; VP – Office of Institutional Effectiveness</b>  Website, electronic media, publications, or mailings	√
July/Aug.	Bloodborne Pathogens and HIPAA	OSHA Standard 29 CFR 1910.01030 HIPAA Law	Betw. July 15 & Aug. 15	Faculty and OMS II	<b>Compliance Office</b> Email Notification; CITI Program Online Training	

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August	Bloodborne Pathogens, HIPAA	OSHA Standard 29 CFR 1910.01030	Aug. 1 Notification. Complete by Aug. 30 <sup>th</sup>	OMS I, MSBS, PA	<b>Compliance Office</b> Orientation Handouts; email (online CITI course)	√ OMS I, PA
August	Title IX Awareness Training	DOJ 20 U.S.C. Aϕ1681 ET.SEQ. Reg. 66092	During Orientation for New Stud.	OMS I, MSBS, PA	<b>Title IX Coord.</b> In-Person Training at Orientation	√ OMS I, MSBS, PA
August	Title IX Awareness Training	DOJ 20 U.S.C. Aϕ1681 ET.SEQ. Reg. 66092	August 15- Sep. 30	OMS II, III, IV, PA2, All Employees	<b>Title IX Coordinator</b> Provides Online Training	√ All
August	FERPA – Family Rights and Privacy Act	HEA Sec. 485; 34 C.F.R. 668.41; FSA Handbook	Annually	Students	Notification from Office of <b>Registrar, Stud. Hdbk.</b>	√
September	NC-SARA	State Reciprocity	Annually	CDHE	CDHE Portal to SARA	√
October	Campus Safety and Security - CLERY Act.	HEA Sec. 485 (f); 34 CFR 668.46; 34 CFR 668.49; FSA Handbook Volume 2 Chapter 6	Oct. 1 <sup>st</sup>	Department of Education; All RVU Students and Employees	<b>Safety &amp; Security Office</b> <a href="https://surveys.ope.ed.gov/security">https://surveys.ope.ed.gov/security</a> Notice of report sent to each enrolled student and employee or made available on an Internet website	√
October	IPEDS	HEA, Title 1-C, Section 131 – 132	Exact dates may change annually	NCES (National Center for Education Statistics)	<b>VP - Office of Institu. Effectiveness</b> <a href="https://surveys.nces.ed.gov/ipeds/">https://surveys.nces.ed.gov/ipeds/</a>	
October	Exposure Control and Bio-Hazard Communica. Plan	OSHA 29 USC, 29 CFR	Annually and Also Ck. for Updates	Faculty, Students	<b>Compliance Office –</b> Notification of Plan	
October	State Authorization - Colorado	34 C.F.R. 600.9	Annual Based on Accreditation	CO Dept. of Higher Educ.	<b>Compliance Office</b>	<b>Apply Based on Accred. Schedule</b>
October	Review of the Drug and Alcohol Abuse Prevention Program & Notification	HEA Sec. 120; 34 CFR 86; FSA Handbook Volume 2, Chapter 6; Drug-Free Schools and Communities Act	Throughout Month; Biennial Review Even Years; Annual Notification	All RVU Students and Employees	<b>Safety/Security &amp; Compliance Office</b>  Website, electronic media, publications, or mailings	√
Nov.	IRB – Human Subjects Research	HHS/OHRP 45 CFR, Part 46; Revised Common Rule	Federalwide Assurance Renewal, Nov. 2022	Office of Human Research Protections	<b>Compliance Office / IRB Administrator</b>	<b>Ck. on IRB Renewal Date</b>
Dec.	Audits	Check for Updates of State and Federal Statutes and Regulations	Revise Policies and Documents as Necessary	Various Departments	<b>Compliance Office</b>	

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The following link opens a chart of the Higher Education Opportunity Act and numerous other statutes and regulations:

[www.higheredcompliance.org/compliance-matrix](http://www.higheredcompliance.org/compliance-matrix)

\*Consumer Information and Disclosures include the following:

**General Institutional Information:** Contains information about 1) ADA accessibility for students and employees; 2) copyright infringement; 3) peer to peer file sharing; 4) federal protection rights for an individual's privacy of certain records including FERPA; 5) complaint resolution; 6) official withdraw requirements; 7) retaking coursework and refund policies; 8) specific data for college comparison including cost of attendance, educational programs, accreditation, course descriptions, degree requirements, and transfer of credit policies; 9) text book information; and 10) student responsibilities.

**Health and Safety Information:** Contains information to ensure the health and safety of the campus community and includes 1) drug and alcohol abuse prevention program; 2) reporting required by the campus security department; 3) sexual misconduct policy; 4) information for crime victims about disciplinary proceedings; 5) vaccination policy; 6) Exposure Control Plan

**Student Financial Assistance:** Contains basic financial aid information including 1) assistance available from federal, state, local and institutional programs, and procedures to apply; 2) eligibility requirements for financial aid; 3) how financial aid is disbursed; 4) federal student financial aid penalties for drug law violations; 5) satisfactory academic progress (SAP) and return of title IV (R2T4) policies for financial aid students; 6) student loan information and exit loan counseling for student borrowers; 7) title IV funds for study abroad; and 8) rights and responsibilities of title IV recipients.

**Student Outcomes:** Contains information 1) required by the Student Right-to-Know Act including student body diversity statistics and graduation rates; and 2) gainful employment disclosures.

**Other Disclosures:** Contains information for obtaining a Colorado voter registration form and RVU's observance of Constitution Day every Sept. 17. Professional Licensure Disclosure statement.

## Separate Compliance Calendars

**HR** is responsible for compliance with regulations and laws for employees in re: Fair Labor Standards Act, EEOC, & Title VII.

**Office of Finance** is responsible for compliance with regulations for Title IV – all federal student aid requirements.

**Admissions/Marketing Dept.** is responsible for enrolled and prospective student disclosures.

**Campus Safety and Security Dept.** is responsible for the Annual Security Report (ASR) including CLERY reporting.

**Student Affairs** is responsible for ensuring publications in the Student Handbook and Website & Web Portal Notices.