

**Metropolitan Community College**  
**Reports/Distributions Required for Compliance with Higher Education Laws<sup>1</sup>**  
Sorted by Calendar Date

<b>Responsible Department</b>	<b>Title</b>	<b>Date</b>	<b>Description</b>
<b>Financial Aid</b>	<b>Foreign Control Contract/Gift Disclosure</b> 20 U.S.C. § 1011f	On or before January 31 or July 31, whichever is sooner	Report to the U.S. Department of Education receiving gifts from, or entering of contracts with, a foreign source, the value of which is \$250,000 or more considered individually or in combination with other gifts/contracts from that source.
<b>Financial Aid</b>	<b>Higher Education Act</b> 20 U.S.C. §§ 1001-1161aa	January 31 or July 31 (if applicable)	Section 1011(f) mandates that, whenever schools are owned or controlled by a foreign source, or receives a gift from or enters into contracts with a foreign source totaling more than \$250,000 within a calendar year, the school shall file a disclosure report with the Secretary of Education on January 31 or July 31, whichever is sooner.
<b>Student Services</b>	<b>Tuition Payment Credit Form 1098-T</b> 26 U.S.C. § 6050S, 26 C.F.R. §§ 1.6050S-2T et seq.	On or before January 31	Furnish Form 1098-T to each individual who paid tuition and related expenses (or was billed for such expenses or received reimbursements/refunds/reductions of such amounts) during the preceding calendar year.
<b>Accounting</b>	<b>Student Loan Interest Form 1098-E</b> 26 U.S.C. § 6050S, 26 C.F.R. §§ 1.6050S-3 and 1.6050S-4T	On or before January 31	Furnish Form 1098-E to each individual participating in a Perkins or institutional loan program who made student loan interest payments of \$600 or more during the preceding calendar year.
<b>Accounting</b>	<b>Miscellaneous Income Tax Form 1099-MISC</b> 26 C.F.R. § 1.6041	On or before January 31	Furnish Form 1099-MISC to each person (a) who received miscellaneous income of \$600 or more in the preceding calendar year in non-employee service payments with the exception of certain royalty payments, or (b) from whom any federal

<sup>1</sup> The following list reflects current repeating reporting or distribution requirements under higher education laws, as well as laws that have presented significant issues for higher education institutions. The list is not intended to address all disclosures that must be made available generally (e.g., through a website), or with regard to financial aid (e.g., availability of state grant assistance, loan information, counseling, lender arrangements); nor is this list intended to be comprehensive with respect to issues such as tax, research grant, environmental/property and employment law compliance. This document was last updated on 3/3/16.

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			income tax was withheld under the backup withholding rules regardless of the amount of the payment.
Financial Aid	<b>Gainful Employment</b> United States Dept. of Education	January 31	Update disclosures for each of their GE programs to reflect information from the 2014-2015 award year using this updated Disclosure Template to meet their disclosure requirements under 34 CFR 668.6(b)
Academic Affairs/ Career & Technical Education	<b>Perkins Graduate Follow-up File</b> Missouri Dept. of Elementary and Secondary Education	February 15	Submitted by Institutional Research. This report provides information on transfer and/or placement of CTE completers.
Accounting	<b>Tuition Payment Credit Form 1098-T</b> 26 U.S.C. § 6050S, 26 C.F.R. §§ 1.6050S-2T et seq.	On or before February 28 (or March 31 if filed electronically)	File Forms 1098-T with the IRS for the preceding calendar year.
Accounting	<b>Student Loan Interest Form 1098-E</b> 26 U.S.C. § 6050S, 26 C.F.R. §§ 1.6050S-3 and 1.6050S-4T	On or before February 28 (or March 31 if filed electronically)	File Forms 1098-E with the IRS for the preceding calendar year.
MCC Police	<b>Reporting: Racial Profiling</b> Missouri Revised Statutes Section 590.650.1	March 1	Missouri's state law requires that all peace officers in the state report specific information including a driver's race for each vehicle stop made in the state. Law enforcement agencies are required to provide the data to the Attorney General, and the Attorney General is required to compile the data and report to the Governor no later than June 1 of each year. The law allows the Governor to withhold state funds for any agency that does not comply with the law.
Academic Affairs/ Career & Technical Education	<b>Postsecondary Adult Course Assignment</b> Missouri Dept. of Elementary and Secondary Education	March 31	Submitted by campus associate dean or instructional coordinator. This report shows number of students and sections offered in career education for the purpose of vocational salary reimbursement.
Distance Education	<b>National Council for State Authorization Reciprocity Agreements</b>	Annual Renewal – April 1	MCC's agent is the Missouri Dept. of Higher Education. MCC's application was accepted for a state reciprocity agreement and

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	(NC-SARA)		became official on April 12, 2015.
<b>Institutional Research</b>	<b>Teacher Preparation Program Report</b> 20 U.S.C. §§ 1022d-1027g, Section 207 in Title II of the Higher Education Act, as amended	On or before April 1	For applicable state-approved teacher preparation programs, submit a report on the quality of teacher preparation/alternative certification programs to the state.
<b>Institute for Workforce Innovation</b>	<b>OSHA Active Trainer Report</b> Occupational Safety and Health Administration	April 1 and October 1 of each year	Run report from OSHA database of active OSHA trainers, cut and paste data into Excel spreadsheet; mail to Chicago.
<b>Human Resources (Compensation &amp; Benefits)</b>	<b>President's/Chancellor's Compensation Survey</b> Missouri Dept. of Higher Education	First Monday in May	Missouri public institutions are asked to report on the amounts of direct compensation, as well as other compensation such as housing, automobiles, and insurance, given to the president or chancellor at the institution. Collected are both actual and estimated expenditures from both institutional operating funds and private funds.
<b>Institutional Research</b>	<b>Complete College America (CCA)</b> Missouri Dept. of Higher Education	First Monday in June	CCA is a national non-profit dedicated to increasing the number of Americans with quality career certificates or college degrees, and to close attainment gaps for traditionally under-represented groups.
<b>Institutional Research</b>	<b>National Community College Benchmarking Report</b> Johnson County Community College	June	Data from several measures on the NCCBP report are used for state performance funding.
<b>Career &amp; Technical Education</b>	<b>Perkins Core File</b> Missouri Dept. of Elementary and Secondary Education	June 30 (Allowed to re-submit by October 31 with updated TSA results)	Submitted by Institutional Research. This report provides counts of CTE students and CTE students receiving Pell, as well as information on retention/completion. The annual Perkins allocation is based on this report.
<b>Institutional Research</b>	<b>Completion/Graduation (Transfer) Rates for Students</b> 20 U.S.C. §§ 1092(a)(1)(L), 1982(a)(3); 34 C.F.R. §§ 668.41(d)(3), 668.45	On or before July 1	Make available information about completion/graduation and, if applicable, transfer rates on certain certificate, degree-seeking and transfer students in the one-year period ending August 31 of the preceding year.
<b>Financial Aid</b>	<b>Completion/Graduation (Transfer) Rates for Students Receiving Athletically-Related Student Aid</b>	On or before July 1	File a report with U.S. Department of Education about completion/graduation and, if applicable, transfer rates on students

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	<b>Report</b> 20 U.S.C. § 1092(a), (e); 34 C.F.R. § 668.41(a), (f); 34 C.F.R. §§ 668.45, 668.48		receiving athletically-related student aid in one-year period ending August 31 of the preceding year (unless granted a waiver through participation in certain athletic conferences).
<b>TBD</b>	<b>Comprehensive Fee Schedule</b> Missouri Dept. of Higher Education	July 1	Reported data for each institution include tuition and fees charged to typical full-time students, as well as per-credit hour tuition charged to most students, although other charges may be associated with certain programs and/or courses. For two-year institutions these totals are reported as charged to students within the college's taxing district (if applicable), as well as to students from elsewhere in-state and out-of-state. Totals for four-year institutions are reported as charged to undergraduate and graduate students from in-state (MO resident) and out-of-state (non-MO resident). MDHE Comprehensive Fee Schedule data is based on 30 credit hours annualized and is typically published in the July prior to the academic year.
<b>Student Services/            Legal and MCC            Police</b>	<b>Student Right to Know Act</b> Public Law No. 101-542 20 U.S.C. § 1092 34 C.F.R. § 668.41 34 C.F.R. § 668.45 34 C.F.R. § 668.48	The College must publish this data by July 1st and the Spring IPEDS reporting satisfies that deadline.	The College must have full time financial aid staff to assist students. College must make readily available upon request, through publications, mailings and electronic media, to enrolled and prospective students: 1) Financial aid programs available; 2) methods by which assistance is distributed among recipients; 3) means and requirements for applying; 4) rights and responsibilities when receiving aid; 5) cost of attendance; 6) refund policy, and grant return and withdrawal requirements; 7) the academic degree program; 8) names of financial aid personnel; 9) handicapped facilities; 10) names of accrediting entities; 11) academic standards; 12) graduation rates; 13) loan deferral and cancellation terms; 14)

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			<p>applicability of aid for study abroad; and 15) campus crime report. Annually the College must provide a list of this info to all enrolled students with the procedures for obtaining it. The College also must provide exit counseling for borrowers under this section. Annually the College must prepare the completion or graduation rate of its certificate or degree-seeking, full-time undergraduate students. As a member of an athletic conference, however, the Secretary of Education allows this requirement to be satisfied by the NCAA report to prospective student athletes, their coaches, parents and guidance counselors regarding completion or graduation rates for student athletes. The College must publish this data by July 1st, and the Spring IPEDS reporting satisfies that deadline.</p>
<b>TBD</b>	<b>Annual Participant Training Summary</b> Missouri Division of Workforce Development	By July 15	Company information and contact, training start date, training end date, number unduplicated trainees, gender and demographic data of trainees; maintain a list of trainees in our project files for backup but do not turn in with report
<b>Human Resources (Benefits)</b>	<b>Patient Protection and Affordable Care Act</b> Public Law No. 111-148	By July 31 of each year between 2013 and 2019 (for plan years ending on or after 10/1/12 and before 10/1/19), the College must file IRS Form 720 and pay applicable PCOR (Patient Centered Outcome Research Institute) fees for any covered self-insured plans	Prohibits new group health plans from establishing any eligibility rules for health care coverage that discriminate in favor of higher wage employees. Requires all new health plans to implement an effective process for appeals of coverage determinations and claims, states will provide an external appeals process to ensure an independent review. Creates a long-term care insurance program to be financed by voluntary payroll deductions to provide benefits to adults who become disabled.
<b>International Student Services</b>	<b>International Student/Scholar Annual Report</b> 22 C.F.R. § 62.15	On or before July 31	Provide annual report to SEVIS.

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<b>Institutional Research</b>	<b>Missouri Senate Bill 389</b> Missouri State Senate	August	Faculty survey data. Disclosed on MCC website. Senate Bill 389 requires MCC to ask students about their course experience. This is separate than the Faculty evaluation process and is done online through a link in Blackboard.
<b>Institutional Research</b>	<b>Budget Core</b> Missouri Dept. of Higher Education	August 3	Report information due from Institutional Research on new decision items.
<b>Student Services/ Legal</b>	<b>Violence Against Women Act, the Clery Act</b> 42 U.S.C. § 14045b	Start of academic year (recommended) and periodically as needed (Eff. March 7, 2014)	Offer “primary prevention and awareness programs” for new students and new employees. Offer “ongoing prevention and awareness campaigns” for students and faculty.
<b>Student Services/ Legal</b>	<b>Federal Education Rights &amp; Privacy Act (FERPA) Notice</b> 20 U.S.C. §§ 1092(a), 1232g; 34 C.F.R. § 668.41(c); 34 C.F.R. Part 99	Start of academic year (recommended)	Distribute to current students and parents a FERPA annual notification of rights and required statements.
<b>Career &amp; Technical Education/ Institutional Research</b>	<b>Annual of Availability of Consumer Information Notice</b> 20 U.S.C. §§ 1092(a) and 1094; 34 C.F.R. §§ 668.41, 668.42 and 668.43 et seq., DCL-GEN-10-08	Start of academic year (recommended)	Distribute annual one-on-one notice to all enrolled students describing availability of required consumer information, including: basic financial aid information, general information about the school, employees to contact to obtain further information, retention rates, completion/graduation rates, graduate placement, and graduate/professional education enrollment.
<b>Student Services/ Legal</b>	<b>Drug &amp; Alcohol Abuse Information</b> 20 U.S.C. § 1011i, 34 C.F.R. § 86.100	Start of academic year (recommended)	Distribute “in writing” information on drug and alcohol abuse prevention, standards of conduct, and legal sanctions to all students and employees. (Must distribute to new students and employees after distribution date.)
<b>Student Services/ Legal and Human Resources</b>	<b>Drug &amp; Alcohol Abuse Prevention Information</b> 20 U.S.C. § 1011i, 34 C.F.R. § 86.100	Start of academic year (recommended)	Make available to the U.S. Department of Education and general public upon request the results of any biennial review of drug and alcohol programs.
<b>Human Resources (Benefits)</b>	<b>Medicare, Medicaid, and SCHIP Extension Act of 2007</b> Public Law No. 110-173	Online disclosure completed with Centers for Medicare & Medicaid Services (CMS) on or before August 15th	The College, as a provider of self-insured group health and worker’s compensation plans, must determine whether a claimant is entitled to benefits under Medicare on any

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			basis, and if so, must submit to the Secretary of the Department of Health and Human Services the claimant's identity and other information (e.g. SSNs, date of birth, sex, and address) specified by the Secretary for coordination of benefits and recovery claims purposes.
<b>TBD</b>	<b>Higher Education Opportunity Act</b> Public Law No. 110-315	No deadline is mandated, but September 1 is suggested.	Sections 152 and 153 require the following disclosures to enrolled students: . . . d) preferred lending arrangements; e) via accurate/understandable written or electronic means, the following private loan terms and conditions - interest, range of interest rates, interest adjustments, finance charges, fees and penalties, forbearance, deferral options, self-certification requirements, and a phone number or web address for additional information; . . . k) written notice regarding penalties for drug violations vis-a-vis financial aid eligibility, and if convicted timely written notice of ways to regain eligibility must be given. Disclosures c) - k) must be available to prospective students as well.
<b>TBD</b>	<b>Higher Education Opportunity Act</b> Public Law No. 110-315 20 U.S.C. § 1092	No deadline is set, but September 1 is suggested.	Section 488 requires exit counseling to borrowers by institutions to include information on repayment plans, debt management, and forbearance programs, among other specific information. Requires institutions to provide comprehensive information on the terms and conditions of loans and borrowers' responsibilities prior to loan disbursement to a first-time borrower. Information shall be provided in simple and understandable terms and may be provided: during an entrance counseling session conducted in person; on a separate written form provided to the borrower that the borrower signs and returns to the institution of higher education; or, online, with the borrower acknowledging

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			<p>receipt of the information. Institutions of higher education are encouraged to provide entrance counseling through interactive programs that test borrowers' understanding of the terms and conditions of their loans. Effective August 14, 2008, the College must disclose publicly in a readable and comprehensible manner its transfer of credit policy, which must include criteria regarding transfer of credit and a list of institutions with which it has established an articulation agreement.</p>
<p><b>TBD</b></p>	<p><b>Higher Education Opportunity Act of 2008</b>  20 U.S.C. § 1094  34 C.F.R. § 668.14</p>	<p>The institution must publish and make readily available to current and prospective students information on the entire Federal, State, local, private and institutional financial assistance programs available to students who enroll at the institution. Institutional information must also be made available as well. No deadline specifically enumerated, but September 1st is suggested.</p>	<p>An institution may participate in any Title IV, HEA program (other than the LEAP and NEISP programs) only if the institution enters into a written program participation agreement with the Secretary, on a form approved by the Secretary. The required written program participation agreement requires that the University: 1) Maintain administrative and fiscal procedures for proper and efficient administration of program funds; 2) demonstrate financial responsibility and administrative capability; and 3) certify that it has a drug abuse prevention program available to everyone, a campus security policy, and that it is in compliance with athletic program participation rate and financial support data disclosures. Under the written program participation agreement the College is prohibited from engaging in the following activities: 1) Charging students fees for processing program eligibility applications, forms or data; 2) knowingly employing or contracting with individuals or entities in any capacity involving administration of HEA programs if they have been found to have committed fraud or other violations involving federal/state/local funds; 3) penalizing or</p>



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			<p>denying students access because of inability to meet financial obligations resulting from delays in disbursement due to program compliance requirements or institutional delays; and 4) providing a commission/bonus to any person or entity engaged in any student recruiting, admission activities, or award decision-making based on success in securing enrollments or financial aid.</p> <p>Use of a third party servicer does not relieve the College of the compliance requirements under this part.</p>
<b>Financial Aid</b>	<b>Higher Education Opportunity Act of 2008</b> Public Law No. 110-315 34 C.F.R. §§ 668.41-668.49	No deadline for disclosures to enrolled students is set, but September 1 is suggested.	Annually the College must distribute to all enrolled students a notice of availability of the following: 1) Financial assistance available; 2) institutional information (e.g. cost of attendance including tuition, room, board, books and transportation; refund policy; description of academic programs and facilities; withdrawal requirements, facilities for the disabled; names of accrediting or licensing entities); 3) completion, graduation, and transfer-out rates; 4) annual security report; 5) report on athletic program participation rates and financial support data; 6) FERPA notice regarding how to obtain student information. The foregoing must also be made available to prospective students upon request. Notice may be given online.
<b>Financial Aid</b>	<b>Higher Education Opportunity Act of 2008</b> Public Law No. 110-315 20 U.S.C. § 1078-2	No deadline is set, but September 1 is suggested.	PLUS Loans are available to the parents of eligible students through the FDLP (Direct) or FFEL (private) program, but not both. If applications are made for an FFEL PLUS loan, the College must: 1) Verify the parent's immigration status and social security number in the same manner verified for students; 2) extend PLUS loans only to parents who do not have an adverse credit history; 3) extend such loans on the

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			<p>same terms, conditions and benefits as other FFEL loans; 4) for any academic year, limit the loan amount to the student's estimated cost of attendance minus other financial aid; and 5) be disbursed to the institution electronically or co-payable to the school and parent.</p> <p>Graduate/professional degree students are eligible to borrow under the PLUS Loan Program up to their cost of attendance minus other estimated financial assistance in both the FFEL and Direct Loan Program. The terms and conditions applicable to Parent PLUS Loans apply to Graduate/Professional PLUS loans.</p>
<b>Career &amp; Technical Education</b>	<b>Career and Technical Education/Technical Skills Assessment(CTE/TSA) Results</b> Missouri Dept. of Elementary and Secondary Education	September	The Carl D. Perkins Career and Technical Education Act of 2006 requires that all recipients of federal funds provide accountability data to the U.S. Department of Education. The Missouri Department of Elementary and Secondary Education (DESE) is the Missouri state agency responsible for collecting and reporting this data. Student data is collected via the Missouri Student Information System (MOSIS) system. The No Child Left Behind (NCLB) performance measures are determined by reports generated from data submitted via MOSIS. Each of the local education agencies report Career and Technical Education (CTE) data for their students in the June Student Core/Enrollment and Attendance reporting cycle. Levels of performance have been established for the eight performance indicators required by the Act.
<b>Institutional Research</b>	<b>Enhanced Missouri Student Achievement Study (EMSAS) for Term Registration and Degree Completion</b> Missouri Dept. of Higher Education	September 14th/October 12th for Fall Enrollment	Since the fall of 1987, the Missouri Department of Higher Education has annually collected student unit-record information from public institutions across the state. Now known collectively as the

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			Enhanced Missouri Student Achievement Study (EMSAS). The MDHE requests this information pursuant to its authority under Sections 173.005 and 173.020, RSMo, and 6 CSR 10-4.021, in compliance with the provisions of the federal Family Educational Rights and Privacy Act (FERPA). Access to identifiable student records contained in the data is protected in accordance with FERPA. Aggregate (non-identifiable) summary information derived from these data enable the MDHE to appropriately meet its statutory and other evaluation and reporting requirements, including the annual publication of the High School Graduates Performance Report and the Statistical Summary of Missouri Higher Education.
<b>TBD</b>	<b>Missouri Reverse Transfer Supplemental Template</b> Missouri Dept. of Higher Education	September 14th	New collection required by MO DHE.
<b>Student Services</b>	<b>Constitution Day &amp; Citizenship Day Program</b> 36 U.S.C. § 106; § 111 of Division J of Pub. L. 108- 447, Dec. 8 2004; 118 Stat. 2809, 3344-45 (§ 111)	September 17th or preceding/ following week	Implement an educational program commemorating the September 17, 1787 signing of the U.S. Constitution.
<b>Financial Aid</b>	<b>The Veterans' Readjustment Benefits Act</b> 38 U.S.C. §§ 4211-4214 41 C.F.R. § 61-250.10	By September 30th of each year the University must file Federal Contractor Veterans Employment Report (VETS-100) reporting the number of disabled veterans, Vietnam veterans and protected veterans employed and hired.	Provides the rights, benefits, and obligations of persons absent from employment for military service.
<b>Financial Aid</b>	<b>Vietnam Era Veterans' Readjustment Assistance Act Reporting</b> 38 U.S.C. § 4212, 41 C.F.R. Part 61-300	On or before September 30	For federal contractors with certain contracts exceeding \$100,000 and those that act as depositories of federal funds, file with the U.S. Department of Labor VETS-100 or VETS-100A report on employee veteran demographics.
<b>Legal/MCC Police</b>	<b>Annual Campus Security Report (Clery Act) (ASR), including</b>	On or before October 1	Distribute Annual Campus Security Report including Emergency Response information,

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	<b>Emergency Response Information</b> 20 U.S.C. § 1092(f); 34 C.F.R. §§ 668.41, 668.46, 34 C.F.R. Part 668		or notice of availability thereof, in a dedicated message to all students and employees. Distribute notice of the availability of the report to prospective students and employees.
<b>Legal/MCC Police</b>	<b>Campus Sex Crimes Prevention Act Notice</b> Pub. L. No. 106-386 and 42 U.S.C. § 1092(f)(1)(I)	On or before October 1 (suggested with ASR)	Provide notification of availability of state-provided registered sex offender information to campus community via a statement in the ASR.
<b>Financial Aid</b>	<b>Higher Education Opportunity Act of 2008</b> Public Law No. 110-315 20 U.S.C. §§ 1070b- 1070b-4 34 C.F.R. § 676.19	Fiscal Operations Report and Application to Participate (FISAP) reports cover the institution's fiscal operations and request for future funding for Title IV Federal campus-based funds (SEOG, Perkins Loans, Work-study, and Federal Pell Grants. Due by October 1 each year.	To provide Federal Supplemental Educational Opportunity Grant (FSEOG) grants to exceptionally needy undergraduate students the College must: 1) Sign a Participation Agreement with ED; 2) maintain funds in accordance with 34 C.F.R. § 668.163; 3) maintain an internal control system so no office can both authorize and disburse payments; 4) maintain program and fiscal records; 5) contribute at least 25% of each grant; 6) limit and account for carry-forwards or carry-backs of funds; 7) follow the eligibility requirements and selection criteria set forth by ED; and 8) submit a Fiscal Operations Report and Application to Participate (FISAP) report each year. The College may not transfer FSEOG funds to any other program. HEOA now allows the College to transfer 25% of FSEOG to Federal Work Study.
<b>Financial Aid</b>	<b>Higher Education Opportunity Act of 2008</b> Public Law No. 110-315 20 U.S.C. §§ 1087aa-1087ii 34 C.F.R. § 674.19	20 U.S.C. § 1087bb and 34 C.F.R. § 674.19: Fiscal Operations Report and Application to Participate (FISAP) reports cover the institution's fiscal operations and request for future funding for Title IV Federal campus-based funds (SEOG, Perkins Loans, Work Study, and Federal Pell Grants. Due by	Perkins Loans are not currently supported or funded by the federal government, and are self-sustaining only. The College must: 1) Make loans first to students with exceptional need; 2) provide assurances that thorough and adequate loan information is provided to student borrowers; and 3) enter into cooperative agreements with credit bureaus to exchange information concerning student borrowers.

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		October 1 each year.	At or prior to making a Perkins Loan the College must disclose thorough and adequate loan information including: 1) Name of institution of higher education and payment address; 2) principal loan amount and interest rate; 3) charges collected at or prior to disbursement and whether deducted from the loan or paid separately by borrower; 4) yearly and cumulative maximum amounts that may be borrowed; 5) when repayment is required and when accrued interest must be paid; 6) minimum and maximum repayment term, minimum monthly payment; 7) definition of default and consequences, and default penalty; 8) total cumulative balance and projected monthly payment; 9) options for consolidation or refinancing; 10) right to prepay without penalty and deferral options; 11) effect of loan on eligibility for other aid; 12) cost to borrower in making loan. (20 U.S.C. § 1087cc)
<b>Financial Aid</b>	<b>Higher Education Opportunity Act of 2008</b> Public Law No. 110-315 42 U.S.C. §§ 2751-2757 34 C.F.R. § 675	34 C.F.R. § 675.19: Fiscal Operations Report and Application to Participate (FISAP) reports cover the institution's fiscal operations and request for future funding for Title IV Federal campus-based funds (SEOG, Perkins Loans, Work-study, and Federal Pell Grants). Due by October 1 each year. The College must reconcile reported student earnings to complete Department of Education Fiscal Operations Report (Form 646-1) at the end of the academic year.	Generally, under the Federal Work Study Program (FWS), the College or the employing agency must pay 25% of the student's salary. The College must pay federal or state minimum wage, whichever is higher, for all hours worked, per the Fair Labor Standards Act. Volunteered time does not qualify. The College must use 7% of FWS allocation to employ students in community service, one of whom must be a reading tutor. The College must make students aware of community service opportunities. Private, for-profit entities do not qualify as employers for community service. Students may work during non-attendance if planning to return the following semester, but if they do not do so the College must demonstrate it had reason to believe the student would

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Financial Aid	<b>Fiscal Operations Report &amp; Application to Participate (FISAP)</b> 20 U.S.C. §§ 1087bb, 1070b-3, 1094; 42 U.S.C. § 2752; 34 C.F.R. §§ 673.3, 674.19, 675.19	On or before October 1 (may vary year-to-year as designated)	returned. Submit to the U.S. Department of Education (1) an application to participate in various Title IV Federal Student Aid programs for the upcoming July 1 <sup>st</sup> through June 30 <sup>th</sup> award year as well as (2) a report for the preceding July 1 <sup>st</sup> through June 30 <sup>th</sup> award year.
Financial Aid/ Institutional Research/Career & Technical Education	<b>Gainful Employment</b> United States Dept. of Education	October 1 (due dates and reporting requirements have varied over the past several years)	Student level information on previous academic year of students receiving financial aid.
Institute for Workforce Innovation	<b>New Jobs Training Program Annual Report</b> Missouri Division of Workforce Development	By October 1	An annual report is required for each project for which training was conducted, withholdings were claimed or project payments were made during the fiscal year and projects approved by DWD within the last five years.
Institute for Workforce Innovation	<b>Job Retention Training Program</b> Missouri Division of Workforce Development	By October 1	An annual report is required for each project for which training was conducted, withholdings were claimed or project payments were made during the fiscal year and projects approved by DWD within the last five years.
<b>Institutional Research?</b>	<b>Remediation Survey</b> Missouri Dept. of Higher Education	October 1	New collection required by MO DHE.
Financial Aid	<b>Student Financial Aid Awarded</b> Missouri Dept. of Higher Education	October 12	This reports the unduplicated number of students receiving need-based financial aid and total need-based dollars received from all sources and the unduplicated number of students receiving need-based and non-need based financial aid and total dollars received from all sources.
<b>Budget?</b>	<b>Budget Forms</b> Missouri Dept. of Higher Education	October 12	Current funds including revenue and expenses.
Legal/MCC Police	<b>Annual Campus Security Report (ASR) (Clery Act)</b> 20 U.S.C. § 1092(f); 34 C.F.R. §§ 668.41(a), (e), 668.46; 34 C.F.R. Part 668	On or before October 15 (may vary year-to-year as designated)	Submit crime statistics to the U.S. Department of Education through the Department's annual Campus Security Survey.
Legal/Student	<b>Equity in Athletics Disclosure Act</b>	On or before October 15	Provide notification of availability of, and

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Services	<b>Notice</b> 20 U.S.C. § 1092(g); 34 C.F.R. §§ 668.41(a)-(b), (g), 668.47		make available on request, a report regarding gender equity in athletics programs to enrolled and prospective students as well as the general public.
Human Resources (Benefits)	<b>Verification of Beneficiaries and Emergency Contact Information</b> Metropolitan Community College	On or before October 15 (or as needed when changes occur)	Reminder sent via email to all employees that they need to verify that their current beneficiaries and emergency contact information is correct within their MCC Employee Center Self Service information.
Legal/Student Services	<b>Equity in Athletics Disclosure Act Report</b> 20 U.S.C. § 1092(g); 34 C.F.R. §§ 668.41(a)-(b), (g), 668.47	Within 15 days of making available Equity in Athletics Disclosure Act report but no later than October 30	Submit report to U.S. Department of Education.
Institutional Research	<b>Performance Funding Measures</b> Missouri Dept. of Higher Education	November 2	<p>Prior to the passage of Senate Bill 492 in 2014, the performance funding plan was based on five measures, including such items as graduation rates, retention rates and financial responsibility. Four of the measures are common to all institutions within a sector, and one is selected by the individual institution to reflect its mission and scope. Measure 1, 2, and 3 are part of the NCCBP. Each higher education institution earns one-fifth of its available performance funding by meeting each of its measures. Colleges and universities received new funding according to the performance funding formula in fiscal years 2014 and 2015.</p> <p>Senate Bill 492 established performance funding in state statute. The legislation also called for a sixth performance item “to measure student job placement in a field or position associated with the student's degree level and pursuit of a graduate degree.” In order to implement the statutory requirements and to make necessary adjustments to the existing model, the MDHE established a second performance funding task force, with similar membership as the original. This task force is working on</p>

Responsible Department	Title	Date	Description
			plans for how the additional measure will be implemented. The task force will make recommendations on these changes to the CBHE for action later this fall.
Institutional Research	<b>Performance Indicator Survey (PIS)</b> Missouri Dept. of Higher Education	November 16th	Survey submitted to MO DHE.
Finance	<b>Higher Education Opportunity Act of 2008</b> Public Law No. 110-315 34 C.F.R. § 668.23	The compliance audit and audited financial statements must be submitted to the Secretary no later than six months after the last day of the institution's fiscal year. However, the College has nine months to file as it is covered by the A-133.	The College must at least annually have an independent auditor (independent certified public accountant or a government auditor) conduct a compliance audit of its administration of that program and an audit of the institution's general purpose financial statements. An audit conducted per Office of Management and Budget Circular A-133 satisfies this requirement. The audit must cover all Title IV, HEA program transactions. Fine of up to \$27,500 per violation and/or program suspension for failure to comply.
Veterinary Technology	<b>Animal Welfare Act Report</b> 9 C.F.R. § 2.36	On or before December 1	If the institution uses live animals for research, tests, experiments, or teaching, submit an annual report to the Animal Control Regional Director for the state where the institution is located.
Finance	<b>Missing/Incorrect Taxpayer Identification Number (TIN) Request</b> 26 U.S.C. § 6050S; 26 C.F.R. §§ 1.6050S-1 et seq., 301.6109-1	On or before December 31	For those for whom Form 1098-Ts must be filed but who are missing or have incorrect TINs in systems, request TINs as required by IRS regulations.
Grants (Finance/ Compliance)	<b>Indirect Cost Rate Application</b> U.S. Dept. of Labor	Every 4 years, next due by December 31 for year ending June 30, 2016	Determines MCC's allowable indirect cost rate that can be applied as applicable to grant applications.
Grants (Finance/ Compliance)	<b>Uniform Administrative Requirements, Cost Principles, and Audit Requirements (Uniform Guidance) for Federal Awards</b> 2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, and 230	Ongoing Daily	This guidance supersedes and streamlines requirements from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in OMB guidances); Circulars A-89, A-102, and A-133; and the guidance in Circular A- 50 on Single Audit Act follow-up. Included in the new guidance are definitions, uniform administrative



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<b>Student Services/ Legal</b>	<b>Department of Education General Administrative Regulations and Other Applicable Grant Regulations (EDGAR)</b> 34 C.F.R. §§ 74-86 and §§ 97-99	Ongoing Daily	requirements (both pre- and post-award), cost principles, and audit requirements. The Department of Education's General Administrative Regulations regarding the administration of grants and agreements with institutions of higher education, direct grant programs, state administered programs, drug and alcohol abuse prevention and restrictions on lobbying.
<b>Grants (Finance/ Compliance)</b>	<b>Department of Health and Human Services Grants Policy Statement</b>	Ongoing Daily	Intended to make available in a single document the general terms and conditions of HHS discretionary grant and cooperative agreement awards. This policy statement applies only to HHS discretionary grant programs and only to awards to organizational entities made by Operating Divisions other than the National Institutes of Health (NIH). It does not apply to awards under mandatory grant programs (e.g., entitlement programs) or to awards made directly to individuals (e.g., scholarships).
<b>Finance</b>	<b>Financial Accounting Standards Board (FASB)</b>	N/A	Non-profit accounting standards as they apply to financial disclosure for the MCCC Foundation.
<b>Institute for Workforce Innovation</b>	<b>OSHA Monthly Report - Outreach Training Cards</b> Occupational Safety and Health Administration	Last day of each month	Run report from OSHA Outreach Portal database of cards issued for the month; enter data into the OSHA monthly report spreadsheet and submit to the OSHA Training Institute in Chicago
<b>Institute for Workforce Innovation</b>	<b>OSHA Monthly Report - OTIEC Courses Conducted</b> Occupational Safety and Health Administration	Last day of each month	Submit details of OSHA classes conducted into OSHA monthly report spreadsheet and submit to the OSHA Training Institute in Chicago (course name, course number, number of students, who finished, date, instructor, etc.)
<b>Institute for Workforce Innovation</b>	<b>OSHA Monthly Report - Outreach Monitoring</b> Occupational Safety and Health Administration	Last day of each month	Submit details of OSHA Outreach Monitoring on Instructors, (Training records reviewed, discrepancies identified, observations performed, etc.) to the OSHA Training Institute in Chicago.

Responsible Department	Title	Date	Description
			Submit details of OSHA training performed on a contract basis outside of the four states region of Kansas, Missouri, Nebraska, and Iowa to the OSHA Training Institute in Chicago.
Finance	<b>Annual Audit</b> 34 C.F.R. § 668.23 and OMB Circular A-133	Within nine months of fiscal year end	Submit audit to U.S. Department of Education through EZ-Audit system.
Institutional Research	<b>IPEDS Reporting</b> 20 U.S.C. § 1094(a)(17); 34 C.F.R. §§ 1602.48-50	Throughout the year (February, April, and September)	Integrated Postsecondary Education Data System (IPEDS). Report institutional data on IPEDS at several points throughout the year, typically in Fall, Winter, and Spring.
Institute for Workforce Innovation	<b>OSHA 10 &amp; 30 Cards and 1st Replacement</b> Occupational Safety and Health Administration	Within 30 days after receipt of request from Outreach Trainer (Approx. 13,000 cards per year)	Receive request (email, mail, person) and verify data is correct and complete; verify that Outreach trainer has a card, and if no card is on file, return to Instructor and request current information; input number of cards sent into OSHA database; check for payment made for replacement card; make two copies, one for OSHA office and one for trainer. Provide replacement instructions and forms to trainer.
Institute for Workforce Innovation	<b>OSHA Courses Student Evaluations</b> Occupational Safety and Health Administration	Within two weeks of OSHA class completion date. (Approx. 150 classes per year)	Submit OSHA course student evaluations at the conclusion of each class by mail to Chicago.
Institute for Workforce Innovation	<b>OSHA Training Institute Class Records Audit</b> Occupational Safety and Health Administration	Quarterly	Respond to OSHA's request for random course records audit and mail to Chicago.
Financial Aid	<b>Post Award Financial Reporting to State and Federal agencies (Different Requirements for each Agency)</b>	Quarterly, Annually, Closeout, or as requested by Federal Program Officer	Required by various state and federal agencies (as funders or pass thru entities) including but not limited to: MO Dept. of Elementary & Secondary Education, Missouri Humanities Council, MO Dept. of Higher Education, MO Division of Workforce Development, U.S. Dept. of Labor, U.S. Dept. of Education, US Department of Health & Human Services, U.S. Department of Housing & Urban Development, U.S. Economic Development Administration,

Responsible Department	Title	Date	Description
<b>Financial Aid?</b>	<b>Federal Funding Accountability and Transparency Act of 2006 (FFATA)</b> Public Law No. 109-282	Reporting must occur in the month following the date of full execution of the sub-award (as determined by the College)	National Endowment for the Humanities, National Science Foundation.  The Act requires full disclosure to public of all entities/orgs receiving federal funds via single searchable website accessible to public at no cost (www.USASpending.gov). For each award the College must include: 1) Name of receiving entity; 2) amount; 3) transaction type, funding agency and program source; 4) location of recipient entity and primary location of performance; 5) reporting on executive compensation for first-tier sub award recipients; and 6) unique recipient entity identifier. Reporting requirements apply to vendors as well as sub-grantees.
<b>Grants (Finance/ Compliance)</b>	<b>Business Management Assessment &amp; Current Audit Submission</b> Missouri Dept. of Health and Senior Services	One per calendar year (if receiving contracts or agreements)	Information is used to evaluate contractor/provider financial management systems to determine what special terms and conditions, if any, need to be included in the agreement.
<b>Human Resources (Compensation)</b>	<b>Vietnam Era Veterans' Readjustment Assistance Act Job Posting</b> 38 U.S.C. § 4212, 41 C.F.R. Part 61-300	As needed	For federal contractors with certain contracts exceeding \$100,000 and those that act as depositories of federal funds, post job listings with state or local employment system unless a position is outside the U.S., for an executive/top management position, will be filled from "within" the institution, or will last three days or less.

Responsible Department	Title	Date	Description
Financial Aid	<b>Completion/Graduation (Transfer) Rates for Students Receiving Athletically-Related Student Aid Report</b> 20 U.S.C. § 1092(a), (e); 34 C.F.R. § 668.41(a), (f); 34 C.F.R. §§ 668.45, 668.48	As needed at the time offer is made of athletically-related student aid	Provide to prospective students the report with U.S. Department of Education about completion/graduation and, if applicable, transfer rates on students receiving athletically-related student aid in one-year period ending August 31 of the preceding year. (Institutions are deemed in compliance with this requirement if the NCAA provides the information to high-school coaches and counselors.)
Financial Aid	<b>Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members - Financial Aid Shopping Sheet</b> Executive Order 13607, DCL GEN-12-10, DCL GEN-12-12, Annotated Shopping Sheet	As needed before students eligible to receive federal military or veterans educational benefits decide to attend the institution	For institutions that have adopted the Principles of Excellence, provide to prospective students eligible to receive federal military or veterans educational benefits the Financial Aid Shopping Sheet. Modifications may be made as appropriate for graduate students. This may be accomplished by providing the Financial Aid Shopping Sheet to all students.
Financial Aid	<b>Notice of Federal Student Financial Aid Penalties for Drug Law Violations</b> 34 C.F.R. § 668.40; DCL GEN-08-12	As needed upon enrollment	Provide to every student a separate, conspicuous written notice of the penalties associated with drug-related offenses under Section 484(r) of the Higher Education Act.
Purchasing	<b>Prevailing Wage Order</b> Missouri Dept. of Labor	As needed with each project that is bid	Prevailing wage requirements for public projects as required by the Missouri Dept. of Labor.
Purchasing	<b>E-Verify</b> United States Citizenship and Immigration Service	As needed with each project that is bid	Requires contractor to verify employment status of workers.
Facilities	<b>OSHA Compliance</b> Occupational Safety and Health Administration	As needed with each project that is bid	Requires contractor to verify all employees working on the job have completed the 10 hour training course.
International Student Services	<b>International Student/Scholar Reporting</b> 22 C.F.R. § 62.70	As needed within 30 days of program start date  Must take place each term or session, no later than 30 days after each "Next session start date"  Each term or session	Register student (F-1 and J-1 visas) record or terminate for no show to SEVIS.  Continuing SEVIS Registration.  Enrollment reporting - In addition to Initial and Continuing SEVIS Registration

Responsible Department	Title	Date	Description
		<p>(including the first term or session in which Initial SEVIS Registration takes place), within 30 days of the school's deadline for registering for classes</p> <p>For 15 days after program end date</p> <p>For 15 days after program end date or after record was erroneously changed to Canceled or Active</p>	<p>requirements, DSOs must also report in SEVIS any unauthorized under-enrollment or failure to enroll of all "Active" F-1 students.</p> <p>Extend program.</p> <p>Return to initial status.</p>
<b>Career &amp; Technical Education</b>	<p><b>Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members - Evaluated Educational Plan</b> Executive Order 13607, DCL GEN-12-10</p>	As needed within 60 days after individual using federal military or veterans educational benefits has selected a degree program and all official transcripts have been received	For institutions that have adopted the Principles of Excellence, provide to students using federal military or veterans educational benefits who have previous coursework from other accredited institutions and relevant military training and experiential learning an evaluated educational plan addressing transfer credit.
<b>Legal/MCC Police</b>	<p><b>Emergency Response and Evacuation Procedures Publication (Clery Act)</b> 20 U.S.C. 1092 (f)(1)(j), 34 C.F.R. §§ 668.46(a), (g)</p>	Annually, coinciding with test	Publicize to students and employees emergency response and evacuation procedures in connection with at least one test each year. Publication must be in a manner that will attract individual student and employee attention, such as in a dedicated e-mail with active link.
<b>Legal/MCC Police</b>	<p><b>Emergency Response and Evacuation Procedures Test/Drills (Clery Act)</b> 20 U.S.C. 1092 (f)(1)(j), 34 C.F.R. §§ 668.46(a), (g)</p>	Annually (Drills are normally scheduled for August)	Test emergency response and evacuation procedures via a scheduled test containing drills and exercises. Review, assess, and document the test. Update floor captains and zone leaders for campus areas and MCC locations for emergency use and evacuations.
<b>Institutional Research</b>	<b>Higher Learning Commission Reporting</b>	Annually	Submit Institutional Update online to HLC. HLC requires each member and candidate institution to provide an update, including on organizational health, through the Institutional Update.

Responsible Department	Title	Date	Description
<b>Institutional Research</b>	<b>Missouri Department of Higher Education (MDHE) Data Collection</b> 6 C.S.R. § 10-4.021	Annually, according to Commissioner's request	Public Institutions: Submit budget, funding, fee schedule, Complete College America, and compensation information. All Institutions: Submit enrollment, statistical/demographic, financial aid, and questionnaire/survey information as required.
<b>Accounting</b>	<b>Tax returns</b> Internal Revenue Service and Missouri Dept. of Revenue	As required	Submit returns/reports to agencies as required.
<b>Career &amp; Technical Education</b>	<b>National Accrediting Agency Reporting</b>	As required	Submit reports to agencies as required.
<b>Nursing?</b>	<b>State Professional Board Reporting</b>	As required	Submit reports to boards as required.
<b>Athletic Directors</b>	<b>National Junior Collegiate Athletic Association</b>	As required	Submit reports as required.
<b>Risk Management</b>	<b>Hazardous and Solid Waste Amendments of 1984</b> 42 U.S.C. §§ 6921-6939g 40 C.F.R. § 260 40 C.F.R. § 280.10	Requires reporting of installation of tanks, suspected releases, and confirmed releases to authorities.	Regulation of underground storage tanks and land-based disposal of hazardous substances.
<b>Student Services/ Legal and Human Resources</b>	<b>Drug and Alcohol Prevention Program Review</b> 20 U.S.C. § 1011i	Biennially	Review effectiveness of program.
<b>TBD</b>	<b>C.N.A. Lab Site Visit</b> Missouri Dept. of Health and Human Services	Every two (2) years; time line arranged with Missouri DHSS	Includes site visit and report summarizing C.N.A. performance data.
<b>Career &amp; Technical Education/Institute</b>	<b>Workforce Innovation and Opportunity Act Reporting</b> Missouri Dept. of Labor	TBD	Templates still TBD. The report will provide participation counts, placement and other information on workforce training.
<b>Financial Aid</b>	<b>Annual Preferred Lender Arrangements Report</b> 34 C.F.R. §§ 601.2, 601.10, 601.12, 601.20, 601.21	N/A	This report is required by the HEA, but guidance has not issued as to where and how to file, and the U.S. Department of Education is not enforcing these provisions.
<b>Financial Aid</b>	<b>Higher Education Opportunity Act of 2008</b> Public Law No. 110-315 20 U.S.C. § 1094(h)	N/A	The College may maintain a preferred vendor list so long as it is not used to deny or impede a borrower's choice of lenders, offers three or more lenders not affiliated with one another, and doesn't include lenders who have offered financial or other benefits to be included on the list.

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			<p>The College must disclose to borrowers the method and criteria used to select preferred lenders, and offer comparative information to borrowers about each lender's benefits. The College must include in its preferred lender materials a prominent statement that borrowers are not required to use any lender on the list, and may not delay award certification because a preferred lender is not used.</p> <p>The preferred lender list and associated information must be updated annually.</p>
<b>Financial Aid/ Finance</b>	<b>Higher Education Opportunity Act</b> Public Law No. 110-315	N/A	<p>Section 493 mandates that a school have a code of conduct and requires that officers, employees, and agents of institutions that have loan responsibilities are informed annually about the institution's code of conduct.</p> <p>The College must develop a Code of Conduct for financial aid practices that prohibits conflicts of interest, and is published prominently on the College's website and distributed annually to relevant personnel.</p>
<b>Financial Aid</b>	<b>Higher Education Opportunity Act</b> Public Law No. 110-315 20 U.S.C. § 1015	N/A	<p>Section 111: Within two years of the Ed net calculator, schools that receive Title IV funds will be required to publicly share a net price calculator to help current and prospective students estimate their individual net price at that school as well as other financial aid information.</p> <p>Effective July 1, 2011, if the College institutes a large percentage increase in tuition and fees or net price, a report must be submitted to the Department of Education providing the reason for the increase and the steps that will be taken to reduce cost.</p>
<b>Financial Aid</b>	Higher Education Opportunity Act of 2008 Public Law No. 110-315	N/A	The University must maintain any application for Title IV, HEA program funds and program records that document: 1) Its

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	34 C.F.R. § 668.24		<p>eligibility to participate and eligibility of its programs to receive funds; 2) its administration of the HEA programs per applicable requirements; 3) its financial responsibility; 4) information included in any application for program funds; and 5) its disbursement and delivery of program funds.</p> <p>The College must maintain the following financial information: 1) The Student Aid Report (SAR) or Institutional Student Information Record (ISIR); 2) application data submitted on behalf of the student or parent; 3) documentation of each student's or parent borrower's eligibility for and receipt of program funds and loan detail; 4) documentation of and information collected at initial or exit loan counseling; 5) reports and forms used by the University in participating in an HEA program, and any records needed to verify data in those reports and forms; and 6) documentation supporting calculations of the College's completion or graduation rates.</p> <p>The College must keep records relating to administration of the Federal Perkins Loan, FWS, FSEOG, or Federal Pell Grant Program for three years after the end of the award year for which the aid was awarded and disbursed.</p> <p>The College must keep records relating to a student or parent borrower's eligibility and participation in the FFEL or Direct Loan Program for three years after the end of the award year in which the student last attended the institution. All other records relating to the University's participation in the FFEL or Direct Loan Program must be kept for three years after the end of the award year in which the records are submitted. Records pertaining to any loan,</p>



Responsible Department	Title	Date	Description
			claim, or expenditure questioned by a program audit, review, or investigation must be kept until resolution or the end of the applicable retention period, whichever is later.
Financial Aid	<b>Higher Education Opportunity Act of 2008</b> Public Law No. 110-315 34 C.F.R. § 668.53	N/A	The College must maintain and use written policies and procedures for verifying information contained in student aid applications. Policies and procedures must include: 1) The time period for applicants to provide documentation and consequences for failure to do so; 2) the school's verification requirements and method for notifying applicants of the results of the verification process; 3) how to correct erroneous application information; 4) how to make referrals to the Department of Education's Office of Inspector General for suspected criminal conduct by students in applying for aid.
Financial Aid	<b>Higher Education Opportunity Act of 2008</b> Public Law No. 110-315 34 C.F.R. § 668.82	N/A	The College acts as a fiduciary in administering Title IV, HEA programs. Failure to administer the program or account for the funds received under that program in accordance with the highest standard of care and diligence constitutes grounds for: 1) An emergency action; 2) a fine (up to \$27,500 per violation); or 3) limitation, suspension, or termination of the institution's participation in that program.
Financial Aid	<b>Higher Education Opportunity Act of 2008</b> Public Law No. 110-315 20 U.S.C. § 1099c 34 C.F.R. § 668.13	N/A	Section 496: To participate in Title IV financial assistance programs the College must: 1) Obtain from the Secretary certification that it provides higher education (i.e. that it is an "eligible institution"); and 2) where the HEA program has undergone a change in ownership that results in a change in control, the College's "chief administrator" and its designated HEA program administrator must complete Title

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			IV, HEA program training within 12 months of executing the program participation agreement.
<b>Financial Aid</b>	<b>Student Loan Default Prevention Initiative Act of 1990</b> 20 U.S.C. §§ 1001-1019d 34 C.F.R. § 675 34 C.F.R. § 676	N/A	Renders institutions with high default rates on student loans ineligible to participate in certain student loan programs.
<b>Financial Aid</b>	<b>Title IX of the Education Amendment of 1972</b> 20 U.S.C. §§ 1681-1688 DOJ: 28 C.F.R. § 42.201-42.215 ED: 34 C.F.R. § 106 EEOC: 29 C.F.R. § 1604 HHS: 45 C.F.R. § 86	N/A	When a recipient provides financial assistance to any student participating in an educational program or activity, the recipient must ensure that it does not provide different types or amounts of assistance, limit eligibility for such assistance, apply different criteria, or otherwise discriminate in the provision of financial assistance on the basis of sex. Any grievance records relating to a Title IX violation or complaint must be retained for the period of time cited in state law for personal injury actions.
<b>Financial Aid/ Finance</b>	<b>Higher Education Opportunity Act Public Law No. 110-315</b> 20 U.S.C. § 1094	N/A	Section 493 mandates schools have a code of conduct and requires that officers, employees, and agents of institutions that have loan responsibilities are informed annually about the institution's code of conduct.
<b>Finance</b>	<b>Internal Revenue Code: Substantiation and Disclosure Provisions</b> 26 U.S.C. § 170	N/A	Substantiation and disclosure provisions apply to contributions made to tax-exempt organizations after December 31, 1993. For charitable contributions of \$250 or more, the donor must receive a contemporaneous written acknowledgment from the organization of the gift. The acknowledgment should note the amount of any cash contribution and, if the donation is in the form of property, the acknowledgment must describe, but need not value the property. Valuation of the property is the responsibility of the donor.
<b>Finance</b>	<b>Pension Protection Act</b>	N/A	No deduction will be allowed for the donor

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	26 U.S.C. § 170		for a contribution of \$250 or more (whether in cash or property) unless the donor has a contemporaneous written acknowledgment from the university substantiating the contribution. The College must provide a written disclosure statement to the donor(s) who make payments described as quid pro quo contributions in excess of \$75.
<b>Finance</b>	<b>Philanthropy Protection Act of 1995</b> Public Law No. 104-62	N/A	Requires the College to provide a disclosure statement to all annuitants in a Gift Annuity Fund and also to provide the same to all prospective donors at the time of solicitation, using a letter or pamphlet format. Prohibits the payment of commissions or remuneration to anyone based on the value of a charitable gift annuity given to a public charity.
<b>Finance</b>	<b>Internal Revenue Service: Governance Information Required on Form 990</b>	N/A	The IRS asks 501(c)(3) organizations about their management and governance practices on the Form 990.
<b>Human Resources</b>	<b>Age Discrimination Employment Act of 1967</b> 29 U.S.C. §§ 621-634 29 C.F.R. §§ 1625-1627	N/A	It is unlawful for the College to fail to hire, discharge, segregate, classify, or otherwise discriminate against any individual with respect to compensation, terms, conditions or privileges of employment because of age.
<b>Human Resources/ Disability Support Services</b>	<b>Americans with Disabilities Act</b> 42 U.S.C. §§12101-12213 29 C.F.R. § 1630	N/A	Prohibits covered entities from discriminating on the basis of disability against a qualified individual in regard to recruitment, hiring, wages, promotion, and other employment-related matters. Enforced by multiple federal agencies, including the Department of Justice, Department of Labor, and the EEOC.
<b>Human Resources/ Disability Support Services</b>	<b>Section 504 of The Rehabilitation Act of 1973</b> 29 U.S.C. § 793 34 C.F.R. § 104 45 C.F.R. § 84	N/A	Prohibits discrimination on the basis of disability at any federally-funded institution. This covers admissions, recruitment, educational and/or academic programs and services.

Responsible Department	Title	Date	Description
			<p>A recipient that provides housing to its able-bodied students shall provide comparable, convenient, and accessible housing to students with disabilities at the same cost as to others.</p> <p>If an existing facility is not accessible, redesign of equipment, reassignment of classes or other services to accessible buildings is an alternative to new construction.</p> <p>Newly constructed facilities must be readily accessible to persons with disabilities. Each facility or part of a facility which is altered in a manner that affects or could affect the usability of the facility or part of the facility shall, to the maximum extent feasible, be altered in such manner that the altered portion of the facility is readily accessible to and usable by persons with disabilities.</p>
<b>Human Resources</b>	<b>Equal Employment of Veterans</b> 38 U.S.C. §§ 4211-4215 41 C.F.R. § 60-250.5	N/A	<p>For federal subcontracts of \$100,000 or more the College shall include in each of its subcontracts a clause that the subcontractor will not discriminate against any employee or applicant for employment because he or she is a special disabled veteran, veteran of the Vietnam era, recently separated veteran, or other protected veteran in regard to any position for which the employee or applicant for employment is qualified.</p> <p>The College must agree to take affirmative action to employ and advance qualified individuals without discrimination based on such status.</p>
<b>Human Resources</b>	<b>Equal Employment Opportunity</b> Executive Order 11246 (OFCCP) 41 C.F.R. § 60-1.4	N/A	<p>Federal contractors must not discriminate in employment decisions on the basis of race, religion, color, sex, or national origin. Covered institutions must take affirmative action to ensure applicants are treated without regard to such factors.</p>

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Human Resources	<b>Genetic Information Non-Discrimination Act of 2008</b> Public Law No. 110-233 29 C.F.R. § 1635	N/A	Under Title II of GINA, it is illegal to discriminate against employees or applicants because of genetic information.
Human Resources	<b>Lilly Ledbetter Fair Pay Act of 2009</b> Public Law No. 111-2	N/A	<p>An individual subjected to compensation discrimination under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, or the Americans with Disabilities Act of 1990 may file a charge within 180 (or 300) days of any of the following: 1) when a discriminatory compensation decision or other discriminatory practice affecting compensation is adopted; 2) when the individual becomes subject to a discriminatory compensation decision or other discriminatory practice affecting compensation; or 3) when the individual's compensation is affected by the application of a discriminatory compensation decision or other discriminatory practice, including each time the individual receives compensation that is based in whole or part on such compensation decision or other practice.</p> <p>The Act has a retroactive effective date of May 28, 2007, and applies to all claims of discriminatory compensation pending on or after that date.</p>
Human Resources	<b>The Equal Pay Act of 1963</b> 29 U.S.C. § 206(d) 29 C.F.R. § 1620 29 C.F.R. § 1621 29 C.F.R. § 1604	N/A	Prohibits sex-based wage discrimination between men and women in the same establishment who perform jobs that require substantially equal skill, effort and responsibility under similar working conditions.
Human Resources	<b>The Family and Medical Leave Act of 1993</b> 29 U.S.C. §§ 2601-2654 29 C.F.R. § 825	N/A	Entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not

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			<p>taken leave.</p> <p>The College must permit a "spouse, son, daughter, parent, or next of kin" to take up to 26 workweeks of leave to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.</p>
<b>Legal/Human Resources/Student Services</b>	<b>Title IX of the Education Amendment of 1972</b> 20 U.S.C. §§ 1681-1688 29 C.F.R. § 1604	N/A	<p>Prohibits discrimination on the basis of sex in education programs or activities receiving federal financial assistance, including employment.</p> <p>Any grievance records relating to a Title IX violation or complaint must be retained for the period of time cited in state law for personal injury actions.</p>
<b>Human Resources</b>	<b>Title VII of the Civil Rights Act of 1964</b> 42 U.S.C. §§ 2000e-2000e-17 DOJ: 29 C.F.R. § 42.101-112 DOL: 41 C.F.R. § 60-1.1-60.1.47	N/A	<p>Title VII prohibits discrimination in hiring, firing, training, promotion, discipline, or other workplace decisions on the basis of an employee or applicant's race, color, sex, national origin, or religion.</p> <p>Sexual harassment is also prohibited under this law.</p> <p>Allows for compensatory and punitive damages and jury trials when intentional employment discrimination can be shown with respect to one of the Title VII protected classes or with respect to protection offered by the Americans with Disabilities Act or the Rehabilitation Act.</p> <p>Prohibits discrimination on the basis of pregnancy, childbirth, or related illness in employment opportunities, health or disability insurance programs, or sick leave plans.</p>
<b>Human Resources</b>	<b>Uniformed Services Employment and Reemployment Rights Act (USERRA)</b>	N/A	<p>Seeks to ensure that members of the uniformed services are entitled to return to their civilian employment upon completion</p>

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	38 U.S.C. § 4301-4335 5 C.F.R. § 353		of their service. Qualified employees must be reinstated with the seniority, status, and rate of pay they would have obtained had they remained continuously employed by their civilian employer. The law also protects individuals from discrimination in hiring, promotion, and retention on the basis of present and future membership in the armed services.
<b>Human Resources</b>	<b>Cafeteria Plan Regulations</b> 26 U.S.C. § 125 26 C.F.R. § 1.125-4	N/A	A cafeteria plan is a written plan that allows employees to exclude from gross income certain types of employer provided benefits, such as accident and health insurance, group term and life insurance, and benefits under a dependent care assistance program. Qualified scholarships or tuition reduction, educational assistance or deferred compensation may not be excluded from income. For purposes of determining the taxable year of inclusion, any benefit described in paragraph (1) or (2) from the statute shall be treated as received or accrued in the taxable year of the participant or key employee in which the plan year ends.
<b>Human Resources</b>	<b>Consolidated Omnibus Budget Reconciliation Act (COBRA)</b> Public Law No. 99-272 29 C.F.R. § 2590	N/A	Enables employees and their families to continue health care coverage under an employer's group health plan even after they experience an event that would otherwise end their coverage (e.g. layoff, termination, decrease in hours, divorce, etc.).
<b>Human Resources</b>	<b>Drug Free Workplace Act</b> 41 U.S.C. §§ 701-707 48 C.F.R. § 52.223-6 48 C.F.R. § 23.504	N/A	A federal contractor receiving \$25,000 or more in funding must: 1) Certify it provides a drug-free workplace; 2) publish a statement notifying employees that unlawful manufacture, distribution, dispensing, possession, use of controlled substances is prohibited and stating what action will be

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			<p>taken for violations; 3) establish an ongoing drug-free awareness program; 4) require that each employee directly involved in the contract/grant work notify the employer of any criminal drug statute convictions for a violation occurring in the workplace (however, drug testing is not mandated or authorized); 5) notify the federal government of such a violation within ten days after learning of conviction; and 6) require sanctions or remedial measures for an employee convicted of a drug abuse violation in the workplace.</p> <p>Failure to comply can lead to being barred from participation in future contract or grant activity for up to five (5) years.</p>
<p><b>Legal</b></p>	<p><b>Employee Polygraph Protection Act</b> 29 U.S.C. §§ 2001-2009</p>	<p>N/A</p>	<p>The College may not: Directly or indirectly require, request, suggest, or cause any employee or prospective employee to take or submit to any lie detector test; Use, accept, refer to, or inquire concerning the results of any lie detector test of any employee or prospective employee; or Discharge, discipline, discriminate against, deny employment or promotion, or threaten such action against any employee or prospective employee who a) refuses, declines, or fails to take or submit to any lie detector test, or b) on the basis of the results of any lie detector test; or 4) discharge, discipline, discriminate against, deny employment or promotion, or threaten such action against any employee or prospective employee a) who has filed a complaint or caused to be instituted any proceeding per this Act, b) has or will testify in any such proceeding, or c) exercises any right per the Act.</p> <p>The College must post a notice of the Act, as prepared by the Secretary of Labor, in</p>



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			conspicuous places where notices to employees and applicants are customarily posted.
<b>Human Resources</b>	<b>Fair Credit Reporting Act (FCRA)</b> 15 U.S.C. §§ 1681-1681x 16 C.F.R. § 600	N/A	Employers, before obtaining a consumer report (including criminal background checks) must disclose in writing to the applicant or employee that it may obtain a consumer report for employment purposes, and secondly, secure the written consent of the applicant or employee. Note that when using a third party consumer reporting agency to request motor vehicle record checks for employment purposes, the FCRA should be followed, and notice given to the applicant or employee.
<b>Legal</b>	<b>Federal Volunteer Protection Act</b> Public Law No. 105-19 42 U.S.C. §§ 14501-14505	N/A	Partially protects individual volunteers for non-profit organizations and governmental entities from liability for acts of negligence in the course of their volunteer work.
<b>International Student Services/Human Resources</b>	<b>Immigration and Nationality Act</b> 8 U.S.C. §§ 1101-1537 8 C.F.R. § 214 20 C.F.R. § 655 29 C.F.R. § 501	N/A	The INA, as amended sets forth the laws governing the admission and employment of foreign nationals in the United States, including provisions that address employment eligibility and employment verification.
<b>Human Resources</b>	<b>Worker Adjustment and Retraining Notification Act (WARN)</b> 29 U.S.C. §§ 2101-2109	N/A	The College must provide 60 days advance notice of plant closings or mass layoffs to affected workers (whether hourly or salaried, including managers or supervisors) or their representatives (i.e. labor union). Notice also must be given to the state dislocated worker unit and the appropriate unit of local government. Failure to comply may result in liability to each aggrieved employee for back pay and benefits for the period of violation up to 60 days, and \$500 for each day of violation for failing to notify the unit of local govt.
<b>Human Resources</b>	<b>Social Security Act</b>	N/A	An employer must pay social security taxes

Responsible Department	Title	Date	Description
Human Resources/ Payroll	42 U.S.C. §§ 301-1397mm 20 C.F.R. § 404.1028 <b>Consumer Credit Protection Act,            Title III (CCPA) – Garnishments</b> 15 U.S.C. § 1673	N/A	on employees but an exemption exists for most students also working for the College. Per Title III of the CCPA the maximum part of an employee's total disposable earnings subject to garnishment in any workweek may not exceed the lesser of 25% of disposable earnings for that week or the amount by which disposable earnings for that week exceeds 30 times the federal minimum wage rate in effect at the time the earnings are payable. §1674 prohibits firing an employee because of garnishment and imposes a \$1,000 fine for doing so.
Human Resources	<b>Fair Labor Standards Act (FLSA)</b> 29 U.S.C. §§ 201-219 29 C.F.R. §§ 500-870	N/A	Establishes minimum wage. Guarantees "time and a half" overtime for some employees. Establishes requirements for break time and places for nursing mothers. The College must preserve for 3 years: All payroll records or other records containing employee data from the last date of entry From their last effective date – collective bargaining agreements and amendments, plans, trusts, employment and individual contracts, written agreements or memoranda summarizing the terms of oral agreements, and certificates and notices The College must preserve for two years: Basic employment and earnings records Wage rate tables Records of additions to or additions to or deductions from wages paid All records used in determining original, operating and maintenance costs, and depreciation and interest charges
Payroll	<b>Federal Insurance Contributions Act (FICA)</b> 42 U.S.C. §§ 401-434 26 C.F.R. § 31	N/A	Provides that service performed in the employ of a school, college or university by a student who is enrolled and regularly attending classes at such school, college, or university is exempt from the FICA tax.

Responsible Department	Title	Date	Description
			<p>An employee who is in employment for wages which are subject to taxes under the Federal Insurance Contributions Act (FICA) or which are subject to the withholding of income tax from wages must apply for a social security number by filing SSA Form SS-5.</p> <p>An employer must pay social security taxes on employees, but an exemption exists for most students who are also working for the College and for clergy whose services are performed in the exercise of their ministry.</p>
<b>Human Resources</b>	<b>Federal Unemployment Tax Act</b> 26 U.S.C. §§ 3301-3311 26 C.F.R. § 31.6011(a)-3	N/A	<p>Provides for payments of unemployment compensation to workers who have lost their jobs.</p> <p>If your FUTA tax is more than \$500 for the calendar year, you must deposit at least one quarterly payment. If not, alternate rules apply.</p>
<b>Marketing and IT</b>	<b>Controlling the Assault of Non-Solicited Pornography And Marketing Act of 2003 (CAN-SPAM Act)</b> 15 U.S.C. §§ 7701-7713 16 C.F.R. § 316	N/A	<p>Prohibits the inclusion of deceptive or misleading information and subject headings, requires identifying information such as a return address in email messages, and prohibits sending emails to a recipient after an explicit response that the recipient does not want to continue receiving messages.</p> <p>In addition to bulk email, the law covers all commercial messages, which it defines as “any electronic mail message the primary purpose of which is the commercial advertisement or promotion of a commercial product or service.”</p> <p>Each separate email in violation of the CAN-SPAM Act is subject to penalties of up to \$16,000.</p>
<b>Facilities</b>	<b>Asbestos Hazard Emergency Response Act</b> 15 U.S.C. § 2651	N/A	<p>To prevent exposure to asbestos in school buildings, AHERA requires that all public and non-profit schools inspect each school building for asbestos-containing building material and prepare an asbestos</p>

Responsible Department	Title	Date	Description
			management plan to prevent disturbance of asbestos.
<b>Facilities</b>	<b>Guarding and Use of Hand &amp; Portable Powered Tools</b> 29 C.F.R. § 1910.243 (As a best practice as state agencies are not covered under the OSHA Standards)	N/A	The College is responsible for the safe condition and guarding of portable powered tools/equipment (ex: saws, drills, drivers, sanders, grinders, pneumatic tools, explosive fasteners, etc.) including tools furnished by employees.
<b>H.S.I. Compliance</b>	<b>Medical Waste Tracking Act</b> 42 U.S.C. § 6992	N/A	If the College is a generator of medical (biological) waste it must track it from "cradle to grave" and make all records available to the Environmental Protection Agency upon request. Medical waste includes but is not limited to: Cultures of infectious agents, discarded vaccines, tissues, organs, body parts, blood products, sharps, soiled dressings and surgical gloves, etc.
<b>Risk Management</b>	<b>OSHA</b> 29 U.S.C. § 651-678 29 C.F.R. §§ 1900-2400 (As a best practice as state agencies are not covered under the OSHA Standards)	N/A	Requires employers to train employees on hazards in the workplace, to provide information to employees, to report occupational injuries and illnesses to the federal government, and to keep records of same, and to provide controls and protective equipment as well.
<b>Risk Management</b>	<b>OSHA - Bloodborne Pathogens Standard</b> 29 C.F.R. § 1910.1030 (As a best practice as state agencies are not covered under the OSHA Standards)	N/A	The College will provide appropriate instruction on precautions to all workers who might become exposed to blood or other potentially infectious materials.
<b>Facilities</b>	<b>OSHA Asbestos in Construction Standard</b> 29 C.F.R. § 1926.1101 (As a best practice as state agencies are not covered under the OSHA Standards)	N/A	Applies to construction only. No employee may be exposed to an airborne concentration of asbestos in excess of 0.1 fibers per cubic cm of air as an 8 hour time-weighted average. The College must use enumerated safety procedures, monitor subject areas and notify potentially affected employees of results within five days.
<b>Facilities</b>	<b>OSHA Asbestos in General</b>	N/A	The College must ensure that no employee

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	<b>Industry Standard</b> 29 C.F.R. § 1910.1001 (As a best practice as state agencies are not covered under the OSHA Standards)		is exposed to an airborne concentration of asbestos in excess of 0.1 fibers per cubic centimeter of air as an eight hour time-weighted average. Applies to occupational exposure other than construction. The College must perform initial monitoring where employees are or may reasonably be expected to be exposed at or above the exposure limit, and must promptly notify such employees of the results within 15 working days. Required, repeated monitoring depends on the initial results. Additional safety and compliance procedures are required.
<b>Risk Management</b>	<b>OSHA Enforcement Guidance for Personal Protective Equipment (PPE) in General Industry</b> 29 C.F.R. § 1910.132 (As a best practice as state agencies are not covered under the OSHA Standards)	N/A	OSHA requires the use of Personal Protective Equipment (PPE) to reduce employee exposure to hazards when engineering and administrative controls are not feasible or effective in reducing these exposures to acceptable levels. The new guidance, effective February 10, 2011, clarifies what type of PPE employers must provide at no cost to workers and when employers are required to pay for PPE.
<b>Facilities</b>	<b>OSHA Lead in Construction Standard</b> 29 C.F.R. § 1926.62 (As a best practice as state agencies are not covered under the OSHA Standards)	N/A	Applies to exposure to lead during construction only. The College must conduct lead exposure assessments for construction jobs (alternation, repair, demolition, painting, decorating) with possible exposure to lead to determine if exposure threshold met (i.e. > 50 micrograms concentration per cubic meter of air averaged over an 8 hours). If threshold met, the College must notify affected employee, institute engineering and work practice controls to reduce exposure to permissible levels, and conduct repeat monitoring. Also applies to contractors.
<b>Facilities</b>	<b>OSHA Welding, Cutting, and</b>	N/A	Before cutting/welding can be permitted, the

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	<b>Brazing</b> 29 C.F.R. § 1910.251 (As a best practice as state agencies are not covered under the OSHA Standards)		area must be inspected by the individual responsible for authorizing cutting/welding operations, and who must designate precautions to be followed in granting authorization, preferably in the form of a written permit. Cutting/welding shall be permitted only in areas that are or have been made fire safe, and appropriate PPE and clothing based on the type of work performed must be used. (Note: Per OSHA, to minimize carbon monoxide hazard, maintain 3-4 feet of clear ventilation space around generators).
Risk Management	<b>OSHA's Hazard Communication Standard</b> 29 C.F.R. § 1910.1200 (As a best practice as state agencies are not covered under the OSHA Standards)	N/A	To comply with employees' right to know about the hazards associated with materials/substances they use on the job, the College must compile and maintain chemical inventories, and make Safety Data Sheets (SDS) readily available upon employee request.
Risk Management	<b>Resource Conservation and Recovery Act</b> 42 U.S.C. §§ 6901-6992k 40 C.F.R. § 98.250 40 C.F.R. § 260	N/A (MCC is a Conditionally Exempt Small Quantity Generator – CESQG)	Gives the EPA authority to control hazardous waste – generation, transportation, treatment, storage and disposal. If the College is a hazardous waste generator it must: <ol style="list-style-type: none"> <li>1) Certify there is a program in place to reduce quantity and toxicity of waste to the degree economically practicable;</li> <li>2) Establish record-keeping practices for waste generated; and</li> <li>3) Use appropriate containers and labeling practices for storage, transport or disposal, and use a manifest system.</li> </ol>

Updated as of 3/3/2016