



Residence Life & Housing Compliance Calendar

Revised date: September 2020

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Due Date	Reporting Requirement	Description	Agency
January	Campus Security Authority Training	Provide University Police with training documentation (names, SID, training completion date) for Resident Assistants and Student Desk Assistants (student employees) who have completed Campus Security Authority Training	RL&H/UPD
February	Strategic Planning & Funding Division survey on institutional student housing for THECB	The Strategic Planning and Funding Division conducts an annual survey on institutional student housing. Data collection and analysis helps the Texas Higher Education Coordinating Board (THECB) stay abreast of the housing situation on the state's campuses and provide information to other agencies.	RL&H
March			
April			
May			
June	<p><i>Americans with Disabilities Act</i> 42 U.S.C. §§ 12101-12213</p> <p><i>Section 504 of The Rehabilitation Act of 1973</i> 29 U.S.C. § 793</p> <p><i>Title IX of the Education Amendment of 1972</i> 20 U.S.C. §§ 1681-1688</p>	Annual review of campus housing policies; revisions and updates made to the Residence Hall Handbook, staff training materials, and web publications	RL&H/DSS/ Dean of Students
	Review of departmental training materials	<p>Annual review of departmental training content in the areas of safety and security, crisis response, and reporting requirements.</p> <p>Review of best practice for professional and paraprofessional training with updates to training manuals, SOPs, and supplemental training materials (e.g. presentations, handouts, schedules, etc.).</p>	RL&H
July			
August	Campus Security Authority Training	Provide University Police with training documentation (names, SID, training completion date) for Resident Assistants and Student Desk Assistants (student employees) who have completed Campus Security Authority Training	RL&H/UPD

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September	<i>Campus Security Act of 1990</i> 20 U.S.C. § 1092(a)(1) (O) and § 1092 (f) (5) and 34 C.F.R. § 668.46 and § 668.41	The Campus Security Act requires colleges to report campus crime statistics and security measures to all students and employees by October 1 of each year. Residence Life & Housing will review conduct records with Student Conduct & University Police to ensure accurate reporting of crime statistics in the ASR.	RL&H/UPD
	<i>Disclosure of Fire Safety Statistics and Safety Measures</i> Section 485 of the Higher Education Opportunity Act of 2008; 20 USC §1092(i)	MSU must annually report to the Department of Education statistics regarding any fires that may have occurred in campus housing by October 15th of each year. An annual report summarizing fire safety measures and procedures and fire statistics for campus housing must be made available to students and prospective students by October 1 of each year. Residence Life & Housing will review fire statistics, safety measures and procedures and submit revisions to University Police for inclusion in the ASR.	RL&H/UPD
	<i>Emergency Response Policies and Procedures</i> as required by HEOA 2008	Institutions are required to disclose emergency response policies and evacuation procedures in the annual security report, which must be available by October 1 of each year. Residence Life & Housing will review housing policies and procedures and provide revisions to University Police for inclusion in the ASR.	RL&H/UPD
	<i>Missing Student Notification Policy and Procedures</i> 20 USC §1092 (j)	Any institution participating in a Title IV federal student financial aid program that maintains on campus housing facilities must establish a missing student notification policy and related procedures for those students who live in on campus housing and who have been missing for 24 hours. Students must receive an annual notice of this policy and procedures. Residence Life & Housing will email this notice to residential students on the Monday following the first day of the fall semester with instructions on how to update Missing Persons contact information through the ResCenter portal. A copy of this email will be provided to University Police for documentation purposes.	RL&H/UPD
October	Annual review of Housing Reservation Commitment and Agreement	Revisions and updates made to the Housing Reservation Commitment and Agreement	RL&H
November			
December			