



Compliance Calendar

The following compliance calendar was created to assist the Compliance Partners and Cognizant Policy Officers in carrying out their duties as related to the compliance obligations of the University. The calendars include the laws, operating policies, rules, and regulations for a specific compliance area and aid in tracking the myriad reporting requirements and due dates. Compliance Partners shall assist the Cognizant Policy Officers in training the MSU community which may include informal staff meetings and monitoring through regular walk-around or continuous observation while managing a designated compliance area.

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Auxiliary Services	June	VP Enrollment Management & Student Affairs	Director of Residence Life & Housing	Student Code of Conduct Review of campus housing policies; revisions and updates made to the Residence Hall Handbook, staff training materials, and web publications	
	August/September			Student Discipline Clarify questions regarding housing conduct cases with Student Rights & Responsibilities and University Police to ensure accurate reporting of crime statistics in the ASR	Campus Security Act of 1990, 20 U.S.C. § 1092(a)(1) (O) and §1092 (f) (5) and 34 C.F.R. § 668.46 and § 668.41
	August/January September/February			Risk Management - Paraprofessional and professional staff training - Fire drills	
	May/August			Summer Camp and Special Events - Notify staff of exclusionary zones in residence halls used for summer camps. - Remove exclusionary zone signage following the departure of final summer camps residing on campus	Campus Carry (SB 11)
	May			Releases/Wavers and Facilities Use Forms Review of facility use forms and short-term reservation processes	
	October			Indemnification Review of the Housing Reservation Commitment & Agreement	
	January/			Assumptions of Risk	

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	August			Provide Campus Security Authority and Title IX training to all student staff members	
	January/ August			Background Checks Review housing applications and complete background checks as needed.	Texas Senate Bill 146 (signed into law in June 2013)
	June			Best Practices Review of departmental training content in the areas of safety and security, crisis response, and reporting requirements; update training manuals, SOPs, and supplemental training materials (e.g., presentations, handouts, schedules, etc.)	
Housing	July	VP Enrollment Management & Student Affairs	Director of Residence Life & Housing	Residential Life - Review fire statistics, safety measures, and procedures; submit revisions to University Police for inclusion in the ASR - Review housing policies and procedures and provide revisions to University Police for inclusion in the ASR. - Email notice of Missing Persons Policy to residential students following the first day of fall classes; include information for updating. Coordinate accommodation requests as received	<i>Emergency Response Policies and Procedures as required by HEOA 2008</i> Missing Student Notification Policy and Procedures 20 USC §1092 (j)
	On-going			ADA/504/FHA in housing Coordinate accommodation requests as received	<i>Americans with Disabilities Act</i> 42 U.S.C. §§ 12101-12213 <i>Section 504 of The Rehabilitation Act of 1973</i> 29 U.S.C. § 793