

# RVU Compliance, Disclosures and Notifications Calendar: AY July 2024- June 2025

Month or Frequency	Regulation or Statute Name	Regulation Resource	Due Date	Recipient to be Notified	Who Reports and Distribution Method	Completed
Annually – Usually upon enrollment and/or matriculation	Student Right to Know Act, Higher Education Opportunity Act 20 U.S.C. 1092	U.S. Dept. of Postsecondary Education, ED: 34 CFR, Title IV, Federal Student Aid <a href="http://www.highered.compliance.org/compliance-matrix">www.highered.compliance.org/compliance-matrix</a>	Constant on Website Consumer Information Page and Direct Notice Upon Matriculation	Enrolled Students	<b>Student Financial Services, Office of Admissions</b> – Disclosures and Reports, Website, Brochures, Admissions Packets, Financial Aid Packets, etc.	<a href="https://www.rvu.edu/consumer-information/">https://www.rvu.edu/consumer-information/</a>
July 2024	Completion, Graduation and Transfer-out Rates	HEA Sec. 485 (a)(4)(7); 34 CFR 668.41 (a)-(d); 34 CFR 668.45; 34 CFR 668.8 (b)(1)(ii); FSA Hdbk. Volume 2, chapter 6	July 1	Enrolled and Prospective Students	<b>SFS, &amp; VP – Office of Institutional Effectiveness</b>  Website, electronic media, publications, or mailings	<a href="https://www.rvu.edu/consumer-information/">https://www.rvu.edu/consumer-information/</a>
July/Aug. 2024	COCA and HLC	Student Complaints Procedures	Beg. Of Each AY	All Students	<b>Compliance Office</b>	✓
July/Aug. 2024	Bloodborne Pathogens and HIPAA	OSHA Standard 29 CFR 1910.01030 HIPAA Law	Betw. July 15 & Aug. 15	Faculty and OMS II	<b>Compliance Office</b> Email Notification; CITI Program Online Training	✓
August 2024	Bloodborne Pathogens, HIPAA	OSHA Standard 29 CFR 1910.01030	Aug. 1 Notification. Complete by Aug. 30 <sup>th</sup>	OMS I, MSBS, PA, MMS	<b>Compliance Office</b> Orientation Handouts; email (online CITI course)	✓
August 2024	Title IX Awareness Training	DOJ 20 U.S.C. Aϕ1681 ET.SEQ. Reg. 66092	During Orientation for New Stud.	OMS I, MSBS, PA, MMS	<b>Title IX Coord./Compliance Off.</b>	✓
August 2024	Title IX Awareness Training	DOJ 20 U.S.C. Aϕ1681 ET.SEQ. Reg. 66092	August 15-Sep. 30	OMS II, III, IV, PA2, All Employees	<b>Title IX Coordinator</b> Provides Online Training	✓
September 2024	FERPA – Family Rights and Privacy Act	HEA Sec. 485; 34 C.F.R. 668.41; FSA Handbook	Annually	Students – Upon Matriculation	Notification from Office of <b>Registrar, Stud. Hdbk., Compliance Off.</b>	✓
September 17 2024	Constitution Day	36 U.S. Code §106	Annually	Students	Compliance & Library Recognition & Celebration	✓
September 2024	NC-SARA	State Reciprocity	Annually	CDHE	<b>Compliance Office</b> CDHE Portal to SARA	Not currently renewing
October 2024	Annual Campus Security Report - CLERY Act.	HEA Sec. 485 (f); 34 CFR 668.46; 34 CFR 668.49; FSA Handbook Volume 2 Chapter 6	Oct. 1 <sup>st</sup>	Department of Education; All RVU Students and Employees	<b>Safety &amp; Security Office/CLERY Officer</b> <a href="https://surveys.ope.ed.gov/security">https://surveys.ope.ed.gov/security</a> Notice of report sent to each enrolled student and employee and made available on an Internet website	✓

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October 2024	State Authorization - Colorado	34 C.F.R. 600.9	2024 Based on Accreditation	CO Dept. of Higher Educ.	<b>Compliance Office</b>	✓
<b>Month</b>	<b>Regulation Name</b>	<b>Regulation</b>	<b>Due Date</b>	<b>Recipient</b>	<b>Who Reports and Distribution Method</b>	<b>Completed</b>
October 2024	Exposure Control and Bio-Hazard Communica. Plan	OSHA 29 USC, 29 CFR	Annually and Also Ck. for Updates	Faculty, Students	<b>Compliance Office</b> – Notification of Plan	
October 2024	Review of the Drug and Alcohol Abuse Prevention Program & Notification	HEA Sec. 120; 34 CFR 86; FSA Handbook Volume 2, Chapter 6; Drug-Free Schools and Communities Act	Throughout Month; Biennial Review Even Years; Annual Notification	All RVU Students and Employees	<b>Compliance Office</b> Website, electronic media, publications, or mailings	✓
November 2024	IRB – Human Subjects Research	HHS/OHRP 45 CFR, Part 46; Revised Common Rule	IRB Reg. Update Nov. Federalwide Assurance Renewal, Nov. 2024	Office of Human Research Protections	<b>Compliance Office / IRB Administrator</b>	On calendar for Nov. 2024
November 2024	Voter Registration Info.	HEA 20 U.S.C. 1094 (a) (23)	Prior to Federal Elections	All Students	<b>Compliance Office</b>	✓
December 2024	Audits	Check for Updates of State and Federal Statutes and Regulations	Revise Policies and Documents as Necessary	Various Departments	<b>Compliance Office</b>	
January 2025	Copyright Act of 1976	U.S. Code Title 17; 34 CFR 668	Jan. 31	Notice of Policy Faculty and Students	<b>Compliance Office</b>	
January 2025	FERPA	20 U.S.C. § 1232g; 34 CFR Part 99	Jan. 31 - Annual	All Employees - Training	<b>Compliance Office</b>	
March 2025	Utah State Authorization	34 C.F.R. 600.9	Annual Renewal	UT Dept. of Commerce	<b>Compliance Office</b>	
March or April 2025	CLERY Act & VAWA Crime Prevention	34 CFR Part 668.46 (j)	Anytime during month.	All Employees and Students	<b>Campus Safety and Title IX Coord.</b> – Prevention Activities	
April 2025	Sexual Assault Awareness Month (SAAM)	Title IX of the Education Amendment	Annually in April	All Students and Employees	Prevention Program by <b>Title IX Coord., Security Dept., Marketing</b>	
April 2025	Bloodborne Pathogens and HIPAA	OSHA Standard 29 CFR 1910.01030 HIPAA Law	May 15 <sup>th</sup> , prior to clinical rotations	OMS III & IV	<b>Compliance Office</b> Email Notification; CITI Program Online Training	
May/June 2025	Review and Ck. For Updates	HEO, HEOA, FSA, TIX, CLERY, etc.			<b>Compliance Office</b>	

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

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

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\*Consumer Information and Disclosures include the following:

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

**Health and Safety Information:** Contains information to ensure the health and safety of the campus community and includes 1) drug and alcohol abuse prevention program; 2) reporting required by the campus security department; 3) Title IX and sexual misconduct policy; 4) information for crime victims about disciplinary proceedings; 5) vaccination policy; 6) OSHA Bloodborne Pathogens and Exposure Control Plan, 7) HIPAA Regulations

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

**Student Outcomes:** Contains information 1) required by the Student Right-to-Know Act including student body diversity statistics and graduation rates; 2) gainful employment disclosures; 3) Professional Licensure Disclosure Statement

**Other Disclosures (on Consumer Info. webpage):** Contains information for obtaining Colorado, Utah, and Montana voter registration forms and RVU's observance of Constitution Day every Sept. 17.

## Separate and Collaborative Compliance Responsibilities

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

**Office of Finance/Student Aid** is responsible for compliance with regulations for Title IV – all federal student aid requirements and cooperates with the compliance manager as needed.

**Admissions/Marketing Dept.** is responsible for enrolled and prospective student disclosures and required publications on website and web portals when requested.

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

**Student Affairs/Registrar** are responsible for ensuring publications in the Student Handbook when requested.

**Registrar** is responsible for Annual FERPA Notification to students and also processing FERPA violations.

**Compliance Office** oversees required disclosures and notifications.