

10/23/18						STUDENT AFFAIRS COMPLIANCE CALENDAR -Adopted by President's Cabinet 10/23/18					
Unit	Position Responsible	Compliance Activity	Deadline/Frequency	Authority		Recipient					
Student Affairs											
	Registrar	The Family Educational Rights and Privacy Act of 1974 (FERPA) - annually notify students currently in attendance, of their rights under FERPA.	Annually	20 USC 1232g(e); 34 CFR 99.7; distribution referred to in 20 USC 1092(a) Notification of these rights concurrent with fall registration is suggested, as the student needs to be told what information the student has identified as directory information and notified of his/her opportunity to place a hold on release of directory information		Students, employees					
	Registrar	List of Degrees Conferred	As required	BOR 3.8.1 http://www.usg.edu/policymanual/section3/C343/#p3.8.1_general		EGSC Registrar					
	Registrar	Records Retention and Destruction Policy; designated Records Manager	As required	BOR 6.24 https://www.usg.edu/policymanual/section6/C2717/#p6.24_records_retention revised 5/15/18 and policy renumbered http://www.usg.edu/records_management/guidelines/		USG					
	Director/ Admissions	International Student Admission – college must be registered with Student Exchange Visitor Program (SEVP), have a Designated School Official and Responsible Officer designated		http://www.usg.edu/academic_affairs_handbook/section3/C660/#p3.2.6_special_admissions www.ice.gov/sevis Duties: admission and financial eligibility; monitoring and removal		Dept. of Homeland Security / electronic SEVIS					

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	Director/ Admissions	Annual Report for all J-1 Sponsors for the Exchange Visitor Program All J-1 sponsors must submit an annual report generated from SEVIS along with a narrative of the year.	various	22 CFR 62.15 The report must be filed on an academic, calendar, or fiscal year, as stipulated on the program's designation or re-designation letter. The annual reporting cycle is also listed on the Program Information screen. The due dates are: Academic Year ends: June 30th - report due to the Department of State July 31st Calendar Year ends: December 31st - report due to the Department of State January 31st Fiscal Year ends: September 30th - report due to Department of State October 31st	US Dept. of State
	Director/ Admissions	Exceptions to Undergraduate Admissions- general, limited, Presidential exceptions	Exceptions must be approved by USG CAO	BOR 4.2, http://www.usg.edu/policymanual/section4/C328 AA SA 3.2 http://www.usg.edu/academic_affairs_handbook/section3/C659 revised 2/13/18	USG EVC AA
	Director/ Admissions	Limited Transfer Admission	As required	AA SA 3.3.1 http://www.usg.edu/academic_affairs_handbook/section3/C667/#p3.3.1_limited_transfer_admission BOR 4.2.13 http://www.usg.edu/policymanual/section4/C328/#p4.2.1_admission_requirements_for_programs_leading_to_the_baccalaureate_degr	USG
	Director/ Student Conduct	Student Sexual Misconduct Policy- report to USG interim suspension, expulsion and interim measures	As required	BOR 6.7.1 https://www.usg.edu/policymanual/section6/C2655/#p6.7.1_definitions_and_prohibited_conduct revised 1/11/18	USG Systems Director/ Conduct and Title IX
	Registrar	Out of state enrollment report	Annually	BOR 4.3.1 http://www.usg.edu/policymanual/section4/C329/#p4.3.1_out-of-state_enrollment	USG
	AVPEM	Monthly Enrollment	Monthly	Required by USG as of Fall 2017	USG

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	Director/ Admissions	Verification of Lawful Presence – all applicants	As required	BOR 4.3.4 http://www.usg.edu/policymanual/section4/C329/#p4.3.4_verification_of_lawful_presence	EGSC Registrar
	VPASA	Drug and Alcohol Policy – file with USG/ disseminate annually to EGSC	As required	Drug Free Post-Secondary Education Act http://www.usg.edu/policymanual/section4/C332/#p4.6.4_alcohol_and_drugs_on_campus	USG- AVC Student Services
	Director/ Student Conduct	Student Conduct Investigations – report to USG interim measure, interim suspension, expulsion	As required	BOR 4.6.5 http://www.usg.edu/policymanual/section4/C332/#p4.6.5_standards_for_institutional_student_conduct_investigation	USG Student Conduct Director
	Director/ Admissions/ Registrar	Immunization Requirements for Students- policy on file at college – Student Affairs Office	As required	BOR 4.8.2 http://www.usg.edu/policymanual/section4/C334/#p4.8.2_immunization_requirements_for_students Includes requirement that students in housing certify proof of vaccination for meningococcal disease	EGSC Student Affairs
	Registrar	Out of State Tuition Waiver –President; policy required. Submit procedures consistent with BOR policy	Presidentia l: Deadline 6/30 prior to semester begin; Border County to USG prior	BOR 7.3.4.1 http://www.usg.edu/policymanual/section7/C453/#p7.3.4_out-of-state_tuition_waivers_and_waivers_of_mandatory_fees revised 5/15/18	USG CAO
	Also on Bus Affairs Compliance Calendar	Comprehensive Student Housing Plan –proposed and existing housing	As required	BOR 7.11.7.1 http://www.usg.edu/policymanual/section7/C480/#p7.11.7_student_housing Note: BOR Meeting Minutes for 5/15/18 show strike out of policy; BOR Policy Manual not updated	USG-VCFA

	Registrar	Catalog	Annually; Prior to Fall Semester	EGSC	EGSC community
	VPASA	Student Affairs Policies, including Student Handbook, etc.	Annually; Prior to Fall Semester	EGSC	EGSC community
	Director of Housing	Resident Student Handbook	Annually; prior to Fall Semester	EGSC	EGSC community
	Director of Housing	Housing Agreement	Jan/Feb	EGSC, Corvias and P3 Housing finalize standard agreement for all P3 institutions	EGSC community
Student Affairs, IT, Business Affairs	VPIT, Director of Financial Accounting, VP - multiple departments oversee given the nature of the data in the report.	Data Governance and Management: Data Owners – assignments and report; training and plan	Annually	BPM 12.1.1 http://www.usg.edu/business_procedures_manual/section12/C1436/#p12.1.1_overview_of_data_governance_and_management	USG Data Governance Committee The EGSC BANNER Separation of Duties (SOD) task force meets periodically to ensure all BANNER data owners are current / accurate. The task force submits a biannual (April & October) BANNER SOD report to the USG to reflect EGSC BANNER data governance & management.

