

REQUIREMENT	DESCRIPTION	WHEN DUE	DEPARTMENT RESPONSIBLE	REGULATORY SOURCE
<b>JANUARY - MARCH</b>				
Reporting of Foreign Gifts	Must submit report to Dept. of Education: Total of all gifts from foreign source exceeds \$250,000	By January or July 31st of each year, whichever is sooner, depending upon the time of the gift/contract	Development	Higher Education Act (HEA) 20 U.S.C. § 1011f See also HEA §117(a) – (h)
Reporting of Foreign Contracts	Must submit report to Dept. of Education: Total of all gifts from foreign source exceeds \$250,000		Multiple (Sponsored Projects, UFO, Schools, College)	Higher Education Act (HEA) 20 U.S.C. § 1011f See also HEA §117(a) – (h)
Tuition Payment Credit Reporting Requirements	Furnish a statement to each individual required to receive a Form 1098-T (American Opportunity Tax Credit Act)	On or before January 31st of the year following calendar year in which payment received	Bursar's Office	26 U.S.C. § 6050S 26CFR 1.6050S-2T
Student Loan Interest Reporting	Institutions that participate in Perkins Loan Program must report student loan payments to IRS via Form 1098-E	On or before February 28th or March 31st if filed electronically	UFO (Controller)	26 U.S.C. § 6050S 26 CFR 1.6050S-3 26 CFR 1.6050S-4T See also 67 Fed. Reg. 20901
The Controlled Substances Act	Reporting obligations for those researchers using Controlled Substances	By January 15, file report with data on stock as of December 31 of prior year.	Office of Research Compliance and Integrity	21 U.S.C. § 827 21 CFR § 1304.33
Animal Welfare Act	Licensee file for license renewal 30 days prior to expiration	SCU renewal 7/25/2012 expires 7/25/2016	Office of Research Compliance and Integrity	9 CFR § 2.7
Annual Report on Research Misconduct	Annual Report on Possible Research Misconduct submit policy for responding to allegations of research misconduct to Office of Research Integrity	Between January 1st and March 1st each year	Office of Research Compliance and Integrity	
Emergency Planning and Community Right to Know Act (EPCRA)	Facility with material safety data sheets must prepare and submit emergency and hazardous chemical inventory to local and state officials with Jx over facility	By March 1st each year	Environment, Health and Safety Department	42 U.S.C. § 11021, 11022 40 CFR § 370.21, 370.25
Program Participation and IPEDS	As part of program participation agreements, institution must complete surveys conducted as part of IPEDS; fulfills reporting requirements under Title VI and VII	"As designated by the secretary, in a timely manner and to the satisfaction of the secretary"	Institutional Research, Financial Aid	20 U.S.C. § 1094(a)(17) 34 CFR § 100.6 29 CFR §§ 1602-48-50
IRS Code: W2	Two copies of Form W2 required to be furnished to employee	By January 31st	Human Resources	26 CFR § 31.6051-1
Occupational Safety and Health Act of 1970 (OSHA)	Summary of the total number of job related injuries must be posted – OSHA Form 300 Log	Posted from February 1st to April 30th	Human Resources Environment, Health and Safety	29 U.S.C. § 654 29 CFR § 1904.32
Return of Information as to Payments to Employees	Any employer required to file Form W-2 must file Form W-3 to transmit Copy A of W-2	By February 28th or March 31st if filed electronically	Human Resources	26 CFR § 1.6041-2
Form 1042/1042-S Filing and Information Returns	Report all non-employee payments to non-resident aliens and payments to non-resident employees	By March 15th	Human Resources Controller (Accounts Payable)	26 U.S.C. § 871 26 CFR § 1.146-1
Employee Retirement and Income Security Act (ERISA)	Administrator of employee benefit plan must file form 5500. Also, summary annual plan report must be sent to plan participants and beneficiary	Form 5500 due 210 days after close of plan year. Extension of up to 2.5 months. Summary due nine months after end of plan year, if extension for 5500s get extension of two months for summary	Human Resources	29 U.S.C. § 1024 29 CFR § 2520.104a-5 29 CFR § 2520.104b-10

Student Right to Know Law: Information on Completion or Grad Rates	Completion of Graduation Rate Survey (part of IPEDS) meets reporting	Disclosure date July 1st following 150% of normal time to graduate.	Institutional Research	
Student Right to Know Law: Information on Completion or Grad Rates for student athletes	NCAA satisfies institution responsibility for the report on grad rates for student athletes present to prospective student athletes, parents, high school coach and guidance counselor	By July 1st of each year	Institutional Research Athletics	20 U.S.C. § 1094(a)(17) 34 CFR §§ 668.41, 668.48
<b>APRIL - JUNE</b>				
Teacher Education Program Reporting Requirements (Title II Report)	Must report annually to state government and the public the pass rate on state teacher certification exams taken by graduates	February = number of students who have completed the credential programs one year prior, in late April = program content	School of Education	20 U.S.C. § 1027(f)
Hazardous Materials Transportation Act of 1994	Each person who transports or causes to be transported hazardous material shall file annually a complete and accurate registration statement on DOT Form F 5800.2 not later than June 30 of each registration year.	June 30th of each registration year. Registration year begins on July 1st and ends on June 20th.	Environment, Health and Safety	49 USCS § 5108 49 CFR § 107.608
Foreign Bank Accounts and Tax Filings (FBAR)	US institutions that have an ownership interest in foreign bank accounts, or US citizens with signature authority over a foreign bank account have to file form TD F 90.22-1 (FBAR). The latter must report the account on an FBAR even if the foreign financial account is reported on an FBAR filed by the owner of the account (or other person that has a financial interest in the account).	June 30th of the year following any year during which they possessed signature or other authority over, or had a monetary interest in foreign financial accounts whose value exceeded \$10,000 at any time during the calendar year. Must be received by June 30th, a postmark by June 30th does not count	University Finance Office – Controller	31 USC 5314(a)
<b>JULY - SEPTEMBER</b>				
Employee Retirement and Income Security Act (ERISA)	Administrator of employee benefit plan must file form 5500. Also, summary annual plan report must be sent to plan participants and beneficiary	Form 5500 due 210 days after close of plan year. Extension of up to 2.5 months. Summary due nine months after end of plan year, if extension for 5500s get extension of two months for summary	Human Resources	29 USC §1024 29 CFR §2520.104a-5 29 CFR §2520.104b-10
Toxic Substances Control Act	A written annual document log of the disposition of PCBs and PCB items must be prepared for each facility covering the previous calendar year (January through December). The written annual report, which summarizes the records and annual document log shall be submitted to the EPA Regional Administrator by July 15th of each year.	By July 1st	Environment, Health and Safety	15 USCS §2607 40 CFR 761.180
Voter Registration Provisions	The institution must request voter registration forms from the state and make the forms "widely available" to each student enrolled in a degree or certificate program and physically in attendance at the institution. Applies to general and special elections for the office of President or Vice President, or of Senator or Representative in, or Delegate or Resident Commissioner to, the Congress and the election for governor or other chief executive within such state.	120 days prior to the deadline for registering to vote	Office of Student Life	Pub. L. No. 105-244 112 Stat. 1581 (1998) 20 USC §1094(a)(23)(A)
Annual Report for J-1 Sponsors	All J-1 sponsors must submit an annual report generated from SEVIS along with a narrative of the year. The report must be filed on an academic calendar, or fiscal year, as stipulated on the program's designation or redesignation letter.	Type of report year: Academic Year Reporting period: July 1 - June 30 Due date: July 31	International Student Services	22 CFR 62.15

Family Educational Rights and Privacy Act of 1974 (FERPA)	Each educational agency or institution shall annually notify students currently in attendance, of their rights under FERPA. 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.	Fall Quarter	Office of the Registrar	20 USC §1232g(e) 34 CFR §99.7 20 USC §1092(a)
Program Participation Agreements: Student Assistance Programs	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.	Suggested September 1st	Institutional Research, Financial Aid	20 USC §1092(a), 1094
Veterans Readjustment Benefits Act	File Federal Contractor Veterans' Employment Report (VETS-100)	By September 30th	Office of Affirmative Action	41 CFR §61-250.10
FISAP (Fiscal Operations Report and Application to Participate)	The Fiscal Operations Report and Application to Participate (FISAP) is used by schools to apply for Campus-Based Program funding for the upcoming award year and to report Campus-Based Program expenditures for the previous award year.	By September 30th	Financial Aid	
<b>OCTOBER - DECEMBER</b>				
Gainful Employment Reporting	The reporting requirements mandate the collection and reporting of information about the enrollment status of GE program students who receive Title IV program funds, costs associated with the GE program for each individual student, the debt each student has incurred through institutional/private educational loans or financing programs and in some cases GE program placement rates	By October 1st	Financial Aid	
Campus Security Act of 1990	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.	Report posted for employees by October 1st. Submitted to Dept of Ed by October 15th	Risk Management, Campus Safety, Student Life	20 USC §1092(a)(1) (O) 20 USC §1092 (f) (5) 34 CFR §668.46, §668.41
Campus Sex Crimes Prevention Act (§ 1601 of the Victims of Trafficking and Violence Protection Act of 2000)	The Campus Sex Crimes Prevention Act requires sex offenders, who must register under state law, to provide notice of enrollment or employment at any institution of higher education (IHE) in that state where the offender resides, as well as notice of each change of enrollment or employment status at the IHE.	Institution must issue a statement advising the campus community on where information concerning registered sex offenders can be obtained. Notification may be accomplished by adding the statement to the Annual Security Report required by the Campus Security Act. Suggested deadline of October 1st of each year to coincide with the Annual Security Report.	Risk Management, Campus Safety, Student Life	42 U.S.C. § 14071 20 U.S.C. § 1092(f)(1)(I) 20 U.S.C. § 1232g(b)(7)(A)
Drug Free Schools and Communities Act	Annual distribution to students and employees of the standards of conduct with respect to illegal drugs and alcohol	By October 1st in Annual Security Report	Office of General Counsel, Risk Management	
Equity in Athletics Disclosure Act	Requires co-educational institutions of postsecondary education that participate in a Title IV, federal student financial assistance program, to prepare an annual report to the Department of Education on athletic participation, staffing, and revenues and expenses, by men's and women's teams. The Department will use this information in preparing its required report to the Congress on gender equity in intercollegiate athletics.	By October 15th	Athletics	Higher Education Act (HEA)

IRS Form 990	Exempt organizations must file an annual return with the Internal Revenue Service. The return must be filed on or before the 15th day of the fifth calendar month following the close of the institution's fiscal year.	Unless extension filed, due on December 15th	University Finance Office – Controller	26 USC §6033
<b>NO EXACT DATE DESIGNATED</b>				
Emergency Generator Permit	The Air District is responsible for the issuance of air quality permits for stationary equipment in the Bay Area and the management of the resulting air emissions (pollutants). Nearly all stationary equipment that emits to the atmosphere requires an Air District permit.	Every 2 Years	Environment, Health and Safety	Bay Area Air Quality Management District
Environmental/Hazardous Waste Taxes	The Environmental Fee is a tax on businesses/organizations in industry groups that use, generate, or store hazardous materials or that conduct activities related to those materials. Activities related to hazardous materials may include the use of products such as ink, plastics, paint, etc., which were manufactured using hazardous materials. The tax applies to corporations, general partnerships, limited partnerships, limited liability partnerships, limited liability companies, and sole proprietorships that have 50 or more employees who are each employed more than 500 hours in California during the prior calendar year. The tax is graduated based on the number of employees	Annually	Environment, Health and Safety	7-1-89, H&SC section 25205.6
Radiation Permits	Includes licensing of radioactive materials, registration of X-ray-producing machines, certification of medical and industrial X-ray and radioactive material users, inspection of facilities using radiation, investigation of radiation incidents, and surveillance of radioactive contamination in the environment.	Not Specified	Environment, Health and Safety	Title 17, California Code of Regulations, Division 1, Chapter 5, Subchapters 4.0, 4.5, & 4.7.
Hazardous Waste Manifest Fees	Anyone who generates, transports, offers for transport, treats, stores, or disposes of hazardous waste must have a hazardous waste identification (ID) number, which is used to identify the hazardous waste handler and track the hazardous waste from the point of origin to its final disposal ("cradle to grave").	Annually	Environment, Health and Safety	Health & Safety Code section 25205.16
Hazardous Material and Waste Permit	The California Environmental Reporting System (CERS) is the statewide web-based system that supports the electronic exchange of required Unified Program information among businesses, local governments and the U.S. EPA. Requires all regulated businesses and all regulated local government Unified Program Agencies (UPAs) to electronically report and submit mandatory Unified Program information through CERS or a local UPA reporting portal.	Annually	Environment, Health and Safety	Assembly Bill No. 2286
OSHA 300 Log	Under OSHA's recordkeeping regulation, certain covered employers are required to prepare and maintain records of serious occupational injuries and illnesses using the OSHA 300 Log. This information is important for employers, workers and OSHA in evaluating the safety of a workplace, understanding industry hazards, and implementing worker protections to reduce and eliminate hazards.	Annually	Environment, Health and Safety & HR	OSHA