

# Annual Compliance Checklist

**Department:** Administration

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Anti-Kickback Act of 1986	Prohibits any payment or gratuity made for the purpose of inducing award of a subcontract or prime contract with the federal government.	N/A	reviewed and acknowledged	5.230, amc, 4/25/2023 1.150-R, amc, 4/25/2023	amc, 4/25/2023
Bribery of Public Officials and Witnesses	Prohibits public officials from accepting bribes or gratuities to influence their Government actions.	N/A	reviewed and acknowledged	1.045, amc, 4/25/2023	amc, 4/25/2023
Byrd Amendment	Prohibits grantees from lobbying with federal funds. Requires certification and disclosure with each submission for consideration of a federal contract, grant or cooperative agreement exceeding \$100,000 or an award of a federal loan or commitment providing for the U.S. to insure or guarantee a loan exceeding \$150,000.  Must report lobbying expenditures from non-federal sources to obtain Federal contracts, grants and federal loans and cooperative agreements.	N/A	<a href="https://azsos.gov/sites/default/files/Lobbying_Handbook_Jan.pdf">https://azsos.gov/sites/default/files/Lobbying_Handbook_Jan.pdf</a>	n/a	amc, 4/25/2023
Compensation to Members of Congress, Officers, Others in Matters Affecting the Government	Prohibits compensation for representational activities involving certain matters in which the United States is a party or has a direct and substantial interest.		<a href="https://azsos.gov/sites/default/files/Lobbying_Handbook_Jan.pdf">https://azsos.gov/sites/default/files/Lobbying_Handbook_Jan.pdf</a>	n/a	amc, 4/25/2023
Ethics in Government Act (Amended by Ethics Reform Act and Honest Leadership and Open Government Act of 2007)	Members of Congress and officers and employees of the executive, legislative, and judicial branches are barred from soliciting or accepting anything of value from anyone seeking official action from, doing business with, or conducting activities regulated by the individual's employing entity or whose interests may be substantially affected by the performance or nonperformance of the individual's official duties.	N/A	reviewed and acknowledged	5.230, amc, 4/25/2023 1.150-R, amc, 4/25/2023	amc, 4/25/2023
Federal Sentencing Guidelines	The guidelines at §8B2.1 set forth the requirements for an effective compliance and ethics program for organizations. Organizations are vicariously liable under federal criminal law for acts committed by their agents. The definition of "organization" at 18 U.S.C. §18 includes non-profits such as a university.	N/A	reviewed and acknowledged	6.030/6.040/6.045	amc, 4/25/2023

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Foreign Corrupt Practices Act (FCPA)	<p>Makes it unlawful for certain classes of persons and entities to make payments to foreign government officials to assist in obtaining or retaining business.</p> <p>The anti-bribery provisions of the FCPA prohibit the willful use of the mails or any means of instrumentality of interstate commerce corruptly in furtherance of any offer, payment, promise to pay, or authorization of the payment of money or anything of value to any person, while knowing that all or a portion of such money or thing of value will be offered, given or promised, directly or indirectly, to a foreign official to influence the foreign official in his or her official capacity, induce the foreign official to do or omit to do an act in violation of his or her lawful duty, or to secure any improper advantage in order to assist in obtaining or retaining business for or with, or directing business to, any person.</p>	N/A	reviewed and acknowledged	5.230, amc, 4/25/2023 1.150-R, amc, 4/25/2023	amc, 4/25/2023
Freedom of Information Act	Provides a process by which every person may request access to a public college or university's records or information.	N/A	<a href="https://www.mohave.edu/admission-to-mcc/registrar/how-to-make-a-request-for-public-records/">https://www.mohave.edu/admission-to-mcc/registrar/how-to-make-a-request-for-public-records/</a>	5.245, amc, 4/25/2023	amc, 4/25/2023
Honest Leadership and Open Government Act of 2007	Bans most gifts from an independent college or university that employs or engages a lobbyist. Requires active lobbying registrants and individual lobbyists to file a semi-annual report of certain contributions along with certification that the filer understands the gift and travel rules of both the House and the Senate	July 30 Mid-Year (January 1 – June 30) January 30 Year End (July 1 – December 31)	<a href="https://apps.azsos.gov/scripts/Lobbyist_Search.dll/SearchList">https://apps.azsos.gov/scripts/Lobbyist_Search.dll/SearchList</a>	n/a	amc, 4/25/2023
House and Senate Gift Ban and Ethics Rules	Both the House and Senate have banned gifts from registered lobbyists or private entities that retain or employ them. Non-lobbyists can give gifts valued at less than \$50, such as a meal at a briefing for a Member of Congress and their staff that is valued at less than \$50 per person.	N/A	<a href="https://azsos.gov/sites/default/files/Lobbying_Handbook_Jan.pdf">https://azsos.gov/sites/default/files/Lobbying_Handbook_Jan.pdf</a>	n/a	amc, 4/25/2023
Lobbying Disclosure Act	Requires all active registrants to file quarterly activity reports with the Clerk of the U.S. House of Representatives and the Secretary of the U.S. Senate.	Quarterly Activity Report Due: April 20 - Q1 July 20 - Q2 October 20 - Q3 January 20 - Q4	<a href="https://azsos.gov/sites/default/files/Lobbying_Handbook_Jan.pdf">https://azsos.gov/sites/default/files/Lobbying_Handbook_Jan.pdf</a>	n/a	amc, 4/25/2023

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Political Activities	All section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the organization in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity. Violating this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise taxes.	N/A	reviewed and acknowledged	6.040-E, amc, 4/25/2023	amc, 4/25/2023
Restrictions on Former Officers, Employees, and Elected Officials of the Executive and Legislative	May limit the activities of individuals after they leave Federal Government service (or after they leave certain high-level positions).		reviewed and acknowledged	n/a	amc, 4/25/2023
Salary of Government Officials and Employees Payable Only by United States			reviewed and acknowledged	n/a	amc, 4/25/2023

### Acknowledgement:

I hereby acknowledge and confirm that the above compliance activities have been completed and the appropriate evidence has been collected as listed above.

Amy Curley  
Signature

4/25/2023  
Date

# Annual Compliance Checklist

**Department:**        **Advancement**

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Controlling the Assault of Non-Solicited Pornography And Marketing Act of 2003 (CAN-SPAM Act)	Prohibits the inclusion of deceptive or misleading information and subject headings, requires identifying information such as a return address in email messages, and prohibits sending emails to a recipient after an explicit response that the recipient does not want to continue receiving messages. In addition to bulk email, the law covers all commercial messages, which it defines as "any electronic mail message the primary purpose of which is the commercial advertisement or promotion of a commercial product or service."	N/A			
Higher Education Act: Foreign Gift and Contract Reports	Whenever an institution is owned or controlled by a foreign source, or receives gifts from or enter into contracts with a foreign source totaling more than \$250,000 within a calendar year, the institution shall file a disclosure report with the Secretary of Education.	January 31 or July 31, whichever is sooner.			
Internal Revenue Code: Substantiation and Disclosure Provisions	Substantiation and disclosure provisions apply to contributions made to tax-exempt organizations after December 31, 1993. For charitable contributions of \$250 or more, the donor must receive a contemporaneous written acknowledgment from the organization of the gift. The acknowledgment should note the amount of any cash contribution and, if the donation is in the form of property, the acknowledgment must describe, but need not value the property. Valuation of the property is the responsibility of the donor.	N/A			
Junk Fax Prevention Act of 2005	Applicable to non-profits, the Act provides that it is unlawful for the University to use a fax machine to send an unsolicited advertisement to another fax machine unless there is: 1) An established business relationship; 2) the sender obtained the fax number through voluntary communication with the recipient; and 3) the first page of the fax conspicuously states the recipient can request no further unsolicited communications. Penalties include a right of private action for actual damages or \$500 per fax, whichever greater, and can be increased if willful or knowing.	N/A			
Pension Protection Act	No deduction will be allowed for the donor for a contribution of \$250 or more (whether in cash or property) unless the donor has a contemporaneous written acknowledgment from the university substantiating the contribution. The university must provide a written disclosure statement to the donor(s) who make payments described as quid pro quo contributions in excess of \$75.	N/A			

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Philanthropy Protection Act of 1995	Requires the university to provide a disclosure statement to all annuitants in a Gift Annuity Fund and also to provide the same to all prospective donors at the time of solicitation, using a letter or pamphlet format. Prohibits the payment of commissions or remuneration to anyone based on the value of a charitable gift annuity given to a public charity.	N/A			

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Signature

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Date

# Annual Compliance Checklist

**Department:** Center for Teaching and Learning

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Age Discrimination Act of 1975	Prohibits discrimination based on age in educational or academic programs or activities that receive federal financial assistance. Prohibits retaliation for filing a complaint with OCR or participating in a mediation or investigation of a violation, or for advocating for a right protected by the Act.		5.11-5-A	8/25/2022	DB 5/15/2023
Americans with Disabilities Act of 1990	Provides broad nondiscrimination protection in employment, public services, and public accommodations (including colleges and universities) for individuals with disabilities. Requires reasonable accommodations (e.g., a modification or adjustment to the status quo inherent in the program or activity) to allow a qualified person with a disability to participate fully in the educational or academic programs and activities of the university.		5.100-A	8/25/2022	DB 5/15/2023
Higher Education Act: Institutional and Financial Assistance Information for Students	Each school must make available to prospective and enrolled students: 1) Names of associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs; and 2) Procedures for obtaining or reviewing documents describing accreditation, approval, or licensing.		Consumer Information review 1/2023 & HLC Federal Compliance Review 4/2023	<a href="https://www.mohave.edu/about/hlc/accreditations/">https://www.mohave.edu/about/hlc/accreditations/</a>	DB 5/15/2023
Higher Education Act: Program Participation Agreements	When requested, institutions must disclose to the alleged victim of any violent crime or non-forcible sex offense the final results of any institutional disciplinary proceeding conducted against the alleged perpetrator of such crime or offense. The alleged victim's next of kin must be informed, if the alleged victim dies as a result of the crime. (Note that the Violence Against Women Act of 2013 requires that both the accuser and the accused shall be simultaneously informed in writing of the outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking.		Title IX/VAWA Training and Policy review	7/11/2022	DB 5/15/2023
Higher Education Act: Recognition of Accrediting Agency or Association	The association enforces standards that respect the stated mission of the institution of higher education, including religious missions, and that ensure that the courses or programs of instruction, training, or study offered by the institution of higher education, including distance education or correspondence courses or programs, are of sufficient quality to achieve, for the duration of the accreditation period, the stated objective for which the courses or the programs are offered.		HLC Annual Update & 10 year comprehensive evaluation.	4/17/2023	DB 5/15/2023
Patient Protection and Affordable Care Act (Section 1557)	Subject entities must provide auxiliary aids for patients with disabilities and ensure health-related programs or activities provided through electronic/IT means are accessible to individuals with disabilities.		Accom Services	8/15/2022	DB 5/15/2023

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Section 504 of The Rehabilitation Act of 1973	Prohibits discrimination on the basis of disability at any federally-funded institution. This covers admissions, recruitment, programs and services. Institutions must provide equal access to programs and facilities to “otherwise qualified” individuals with disabilities and make reasonable accommodations to allow equal access. Institutions must provide equal access to programs and facilities to “otherwise qualified” individuals with disabilities and make reasonable accommodations to allow equal access.		5.100-A Accom Services	8/15/2022	DB 5/15/2023
Title IX of the Education Amendment of 1972	Prohibits discrimination on the basis of sex in education programs or activities receiving federal financial assistance including employment. Any grievance records relating to a Title IX violation or complaint must be retained for the period of time cited in state law for personal injury actions.		5.115-A	7/11/2022	DB 5/15/2023

**Acknowledgement:**

I hereby acknowledge and confirm that the above compliance activities have been completed and the appropriate evidence has been collected as listed above.

*Danette Bristle*

Signature

5/15/2023

Date

# Annual Compliance Checklist

**Department:** Employee Services

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Age Discrimination in Employment Act of 1967	It is unlawful for the University to fail to hire, discharge, segregate, classify, or otherwise discriminate against any individual with respect to compensation, terms, conditions or privileges of employment because of age. Prohibits retaliation.	N/A	P&P, Employee Handbook	MCC P&P 5.105, 5.115, JJ 6/1/23	JJ 6/7/23
Americans with Disabilities Act of 1990	Provides broad nondiscrimination protection in employment, public services, and public accommodations (including colleges and universities) for individuals with disabilities. Requires reasonable accommodations (e.g., a modification or adjustment to the status quo inherent in the program or activity) to allow a qualified person with a disability to participate fully in the educational or academic programs and activities of the university.	N/A	P&P, Employee Handbook	MCC P&P 5.105, 5.110, 5.115, MV 6/1/23	MV 6/1/23
Cafeteria Plan Regulations	A cafeteria plan is a written plan that allows employees to exclude from gross income certain types of employer provided benefits, such as accident and health insurance, group term and life insurance, and benefits under a dependent care assistance program. Qualified scholarships or tuition reduction, educational assistance or deferred compensation may not be excluded from income. For purposes of determining the taxable year of inclusion, any benefit described in paragraph (1) or (2) from the statute shall be treated as received or accrued in the taxable year of the participant or key employee in which the plan year ends.	N/A	Plan Documents		RH 5/18/23
Compensation to Members of Congress, Officers, Others in Matters Affecting the Government	Prohibits compensation for representational activities involving certain matters in which the United States is a party or has a direct and substantial interest.	N/A	Congress.gov upload. HR Drive, HR Website (STATUTE-126Pg291 ET 6/8/2023		ET 6/8/23
Consolidated Omnibus Budget Reconciliation Act (COBRA)	Enables employees and their families to continue health care coverage under an employer's group health plan even after they experience an event that would otherwise end their coverage (e.g. layoff, termination, decrease in hours, divorce, etc.).	N/A	2022-2023 Employee handbook page 67; signed renewal agreement with ASBAIT		RH 5/18/23
Consumer Credit Protection Act, Title III (CCPA) – Garnishments	Per Title III of the CCPA the maximum part of an employee's total disposable earnings subject to garnishment in any workweek may not exceed the lesser of 25% of disposable earnings for that week or the amount by which disposable earnings for that week exceeds 30 times the federal minimum wage rate in effect at the time the earnings are payable. 1674 prohibits firing an employee because of garnishment and imposes a \$1,000 fine for doing so.	N/A	HR Drive, under HR Website (Fact Sheet #30 The Federal Wage Garnishment Law) ET 6/8/2023		ET 6/8/23



Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Deferred Compensation	Any amount of compensation deferred under an eligible deferred compensation plan, and any income attributable to the amounts so deferred, shall be includible in gross income only for the taxable year in which such compensation or other income is paid.	Reporting due by the Administrator by the last day of 7th month after end of plan year. An automatic extension of up to 2 months may be obtained by filing Form 5558 with the IRS before the return/report's regular due date.	P&P, Employee Handbook (under Compensation and Payroll), Onboard dashboard lower right handbook. 6/8/2023 ET	MCC P&P 6.075-I, ET 6/8/23	ET 6/8/23
Drug & Alcohol Testing of Transportation Employees	Commercial motor vehicle operators are subject to pre-employment drug testing, and post-accident, random and reasonable suspicion drug and alcohol testing. Testing is mandatory if the driver is involved in a fatal accident. Passenger vehicle drivers are required to be tested prior to employment. The Code of Federal Regulations sets forth the procedures for administering drug and alcohol testing as mandated by the DOT.	N/A	P&P, Practice Review and Acknowledgement	MCC P&P 6.115-F, JJ 06/07/2023	JJ 6/7/23
Drug Free Schools and Communities Act	Requires distribution of the college or university's drug and alcohol prevention and policy information every year and biennial review of drug and alcohol prevention program.	N/A	Mohave.edu>Student Services>"Drug Free School and College Prevention Program" 5/31/23 MV		MV 5/31/23
Drug Free Workplace Act	Annual distribution to students and employees of the institution's standards of conduct with respect to illegal drugs and alcohol; a description of the applicable legal sanctions and health risks; and availability of drug and alcohol counseling available to employees and students. Must publish a statement notifying employees that unlawful manufacture, distribution, dispensing, possession, use of controlled substances is prohibited and stating what action will be taken for violations; establish an ongoing drug-free awareness program; require that each employee directly involved in the contract/grant work notify the employer of any criminal drug statute convictions for a violation occurring in the workplace (however, drug testing is not mandated or authorized); notify the federal government of such a violation within ten days after learning of conviction; and require sanctions or remedial measures for an employee convicted of a drug abuse violation in the workplace.	The law does not mandate a particular date for distribution, but suggests making this information part of the Annual Security Report distribution which is required by October 1st of each year.	P&P, Employee Handbook, Webpage, Practice Review and Acknowledgement	MCC P&P 6.115-E, 6.115-F MV 4/19/2023	MV 4/19/23
Employee Annuities	If an annuity contract is purchased by an employer for an employee under a plan which meets the requirements of section 404(a)(2) (whether or not the employer deducts the amounts paid for the contract under such section), the amount actually distributed to any distributee under the contract shall be taxable to the distributee (in the year in which so distributed) under section 72 (relating to annuities).	Reporting by the last day of 7th month after end of plan year. An automatic extension of up to 2 months may be obtained.	HR Drive, HR Website, <a href="https://www.govinfo.gov/content/pkg/CFR-2011-title26-vol5/pdf/CFR-2011-title26-vol5-sec1-404a-1.pdf">https://www.govinfo.gov/content/pkg/CFR-2011-title26-vol5/pdf/CFR-2011-title26-vol5-sec1-404a-1.pdf</a> 6/12/23 ET		ET 6/12/23

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Employee Polygraph Protection Act	<p>The University may not: directly or indirectly require, request, suggest, or cause any employee or prospective employee to take or submit to any lie detector test; use, accept, refer to, or inquire concerning the results of any lie detector test of any employee or prospective employee; or discharge, discipline, discriminate against, deny employment or promotion, or threaten such action against any employee or prospective employee who a) refuses, declines, or fails to take or submit to any lie detector test, or b) on the basis of the results of any lie detector test; or 4) discharge, discipline, discriminate against, deny employment or promotion, or threaten such action against any employee or prospective employee a) who has filed a complaint or caused to be instituted any proceeding per this Act, b) has or will testify in any such proceeding, or c) exercises any right per the Act.</p> <p>The University must post a notice of the Act, as prepared by the Secretary of Labor, in conspicuous places where notices to employees and applicants are customarily posted.</p>	N/A	Copy of Notice, Arizona Labor Federal Law poster, Practice Review & Acknowledgement		JJ 4/3/23
Employee Retirement Income Security Act of 1974 (ERISA)	Sets minimum standards for participation, vesting, benefit accrual and funding pension plans. Requires employers to regularly provide participants with information about the plan including information about plan features and funding. Requires accountability of plan fiduciaries and gives participants the right to sue for benefits and breaches of fiduciary duty.	N/A	ASRS Documents & HR Drive, HR Website (ASRS Retirement New Employee manual)		ET 6/8/23
Equal Pay Act of 1963	Prohibits sex-based wage discrimination between men and women in the same establishment who perform jobs that require substantially equal skill, effort and responsibility under similar working conditions.	N/A	Copy of Notice, P&P, Practice Review & Acknowledgement, Labor Law Poster, Neo Gov, Onboarding lower right corner (Employment Notices, EEOC_Know Your Rights)	MCC P&P 5.105, 5.115, ET 6/8/2023	ET 6/8/23
Fair and Accurate Credit Transaction Act (FACTA)	Amends the Fair Credit Reporting Act. Establishes requirements for maintaining information privacy, accuracy, and disposal. Limits the ways consumer information can be shared.	N/A	Copy of Notice, P&P, Practice Review & Acknowledgement	MCC P&P 5.125-K, JJ 04/03/2023	JJ 4/3/23
Fair Credit Reporting Act (FCRA)	<p>Requires employers to advise applicants if employment was denied based on a credit report. Employers, before obtaining a consumer report (including criminal background checks), must disclose in writing to the applicant or employee that it may obtain a consumer report for employment purposes, and secondly, secure the written consent of the applicant or employee.</p> <p>When using a third-party consumer reporting agency to request motor vehicle record checks for employment purposes, notice must be given to the applicant or employee. Employers must certify to the consumer reporting agency that they will comply with the Act's disclosure requirements and that any information obtained will not be used in violation of any applicable federal or state equal employment opportunity law or regulation.</p>	N/A	Copy of Notice, P&P, Practice Review & Acknowledgement	MCC P&P 6.050-G, JJ 06/07/2023	JJ 6/7/23

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Fair Labor Standards Act (FLSA)	<p>Establishes minimum wage. Guarantees time and a half overtime for some employees. Establishes requirements for break time and places for nursing mothers.</p> <p>The University must preserve all payroll records or other records containing employee data from the last date of entry for 3 years. The University must preserve from their last effective date collective bargaining agreements and amendments, plans, trusts, employment and individual contracts, written agreements or memoranda summarizing the terms of oral agreements, and certificates and notices.</p> <p>The University must preserve basic employment and earnings records, wage rate tables, records of additions to or deductions from wages paid, and all records used in determining original, operating and maintenance costs, and depreciation and interest charges for two years.</p>	N/A	Copy of Notice, P&P, Practice Review & Acknowledgement	MCC P&P 6.060-A, 6.060-E, 6.075-F, 6.075-G	RH 5/15/23
Family and Medical Leave Act of 1993	Entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Provides covered employees with certain rights to reinstatement of employment after taking FMLA leave.	N/A	Copy of Notice, P&P, Practice Review & Acknowledgement, 2022-2023 Employee handbook pages 33-35;	MCC P&P 6.105_L; RH 5/18/23	RH 5/18/23
Federal Insurance Contributions Act (FICA)	Provides that service performed in the employ of a school, college or university by a student who is enrolled and regularly attending classes at such school, college, or university is exempt from the FICA tax. An employee who is in employment for wages which are subject to taxes under the Federal Insurance Contributions Act (FICA) or which are subject to the withholding of income tax from wages must apply for a social security number by filing SSA Form SS-5. An employer must pay social security taxes on employees, but an exemption exists for most students who are also working for the university and for clergy whose services are performed in the exercise of their ministry.	N/A	&P, Practice Review & Acknowledgement, 22-23 Employee Handbook page 56	MCC P&P 6.075-I - 04/19/23 - ET	ET 4/19/23
Federal Unemployment Tax Act (FUTA)	Provides for payments of unemployment compensation to workers who have lost their jobs. If an employer's FUTA tax is more than \$500 for the calendar year, the employer must deposit at least one quarterly payment. If not, alternate rules apply. See IRS Publication: Topic Number 759 - Form 940 – Employer's Annual Federal Unemployment (FUTA) Tax Return – Filing and Deposit Requirements	N/A	upload from <a href="https://www.irs.gov/taxtopics/tc759">https://www.irs.gov/taxtopics/tc759</a> , HR Drive, HR Website. The college doesn't pay FUTA 6/12/2023 ET		ET 6/12/23
Federal Volunteer Protection Act	Partially protects individual volunteers for non-profit organizations and governmental entities from liability for acts of negligence in the course of their volunteer work.	N/A	P&P, Practice Review & Acknowledgement	MCC P&P 5.250, 6.120 kb 4/19/2023	KB 4/19/23
Fringe Benefits	Must report the actual value on Forms 941 (or Form 944) and W-2. The employer can use a separate Form W-2 for fringe benefits and any other benefit information.	Jan 31st	P&P, Practice Review & Acknowledgement	MCC P&P 6.105-L, 6.105-M, 6.105-N, 6.105-O, 6.105-P, 6.110-A,B,C,D, ET 6/13/23	ET 6/13/23

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Genetic Information Non-Discrimination Act of 2008	Prohibits use of genetic information in employment decision-making. Requires that genetic information be maintained as a confidential medical record, and places strict limits on disclosure of genetic information. Must post notice.	N/A	Copy of Notice, P&P, Practice Review & Acknowledgement	MCC P&P 6.005, 5.115.-A, JJ 6/14/23	JJ 6/14/23
Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009	HITECH broadens HIPAA by extending coverage to business associates. Covered providers must implement administrative/ physical/technical safeguards for Protected Health Information (PHI). Section 13402 of HITECH requires that covered entities notify affected individuals and the Secretary of the DHHS and, in some cases, the media following the discovery of a breach of unsecured PHI. Unsecured PHI is PHI that is not secured via technologies and methodologies, as defined by DHHS guidance, that make the PHI unusable, unreadable, or indecipherable to unauthorized individuals.	N/A	N/A		JP 6/1/23
Health Insurance Portability and Accountability Act of 1996 (HIPAA)	Establishes national standards to protect individuals' medical records and other personal health information. Requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization. Gives patients rights to examine and obtain a copy of their health records, and to request corrections. Business Associate contracts are required if a vendor will provide a service for or on behalf of the institution using the institution's personal health information.	Health plans must provide a Notice of Privacy Policy to enrollees once every three years and when there is a change to the policy.	Copy of Notice, P&P, Plan Documents, Practice Review & Acknowledgement, 2022-2023 Employee Handbook pages 44 and 47; signed renewal agreement with ASBAIT	MCC P&P 7.000-C; RH 5/18/23	RH 5/18/23
Higher Education Act: Incentive Compensation Prohibition	<p>Institutions are prohibited from providing any commission, bonus, or other incentive payment based in any part, directly or indirectly, upon success in securing enrollments or the award of financial aid, to any person or entity who is engaged in any student recruitment or admission activity, or in making decisions regarding the award of Title IV, HEA program funds.</p> <p>There is an exception provided for the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.</p> <p>According to 2015 guidance, the Department of Education does not interpret the regulations to proscribe compensation for recruiters that is based upon students' graduation from, or completion of, educational programs.</p>	N/A	Practice Review & Acknowledgement		JP 6/1/23
Immigration and Nationality Act	The INA, as amended, sets forth the laws governing the admission and employment of foreign nationals in the United States, including provisions that address employment eligibility and employment verification.	N/A	<a href="https://www.uscis.gov/working-in-the-united-st">https://www.uscis.gov/working-in-the-united-st</a>		JP 6/1/23

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Lilly Ledbetter Fair Pay Act of 2009	An individual subjected to compensation discrimination under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, or the Americans with Disabilities Act of 1990 may file a charge within 180 (or 300) days of any of the following: 1) when a discriminatory compensation decision or other discriminatory practice affecting compensation is adopted; 2) when the individual becomes subject to a discriminatory compensation decision or other discriminatory practice affecting compensation; or 3) when the individual's compensation is affected by the application of a discriminatory compensation decision or other discriminatory practice, including each time the individual receives compensation that is based in whole or part on such compensation decision or other practice. The Act has a retroactive effective date of May 28, 2007, and applies to all claims of discriminatory compensation pending on or after that date.	N/A	uploaded from <a href="https://www.eeoc.gov/laws/guidance/equal-pay-act-1963-and-lilly-ledbetter-fair-pay-act-2009">https://www.eeoc.gov/laws/guidance/equal-pay-act-1963-and-lilly-ledbetter-fair-pay-act-2009</a> HR Drive, HR Website, (Equal Pay Act of 1963 and Lilly Ledbetter Fair Pay Act of 2009) 6/12/2023 ET		ET 6/12/23
National Labor Relations Act	It is an unfair labor practice for the University to: 1) Interfere with, restrain, or coerce employees in the exercise of their rights; 2) dominate or interfere with the formation or administration of any labor organization; 3) discriminate in any term or condition of employment; 4) encourage or discourage membership in any labor organization; or 5) refuse to bargain collectively with a labor organization's representatives.	N/A	Only for private-sector		BS 3/27/23
Nonqualified Deferred Inclusion	If at any time during a taxable year a nonqualified deferred compensation plan I) fails to meet the requirements of paragraphs (2), (3), and (4), or (II) is not operated in accordance with such requirements, all compensation deferred under the plan for the taxable year and all preceding taxable years shall be includible in gross income for the taxable year to the extent not subject to a substantial risk of forfeiture and not previously included in gross income.	Reporting due by the last day of 7th month after end of plan year. An automatic extension of up to 2 months may be obtained by filing Form 5558 with the IRS before the return/report's regular due date.	uploaded Sec. 409A. Inclusion In Gross Income Of Deferred Compensation Under Nonqualified Deferred Compensation Plans. HR Drive, Hr Website 6/12/2023 ET		ET 6/12/23
NSF grant term and condition, September 21, 2018	Report must be made by Authorized Organizational Official to notify NSF of any findings/determinations of sexual harassment, other forms of harassment, of sexual assault regarding an NSF-funded PI or co-PI.	Reporting due by the last day of 7th month after end of plan year. An automatic extension of up to 2 months may be obtained by filing Form 5558 with the IRS before the return/report's regular due date.			JP 6/1/23

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
OSHA	Requires employers to train employees on hazards in the workplace, to provide information to employees, to report occupational injuries and illnesses to the federal government, and to keep records of same, and to provide controls and protective equipment as well.	N/A	Employee Handbook (Health and Safety) Neo Gov Training , HR share drive (OSHA), on Dashboard, My Onboarding, lower right side under Employment Notices. kb 4/19/2023		KB 4/19/23
OSHA – Bloodborne Pathogens Standard	The university must maintain a written exposure control plan and provide appropriate instruction on precautions to all workers who might become exposed to blood or other potentially infectious materials.	N/A	Employee Handbook (Health and Safety) Neo Gov Training HR share Drive (OSHA), on Dashboard, My Onboarding, lower right side under Employment Notices. kb 4/19/2023		KB 4/19/23
Outside Earned Income and Activities	Sets forth the limitations on outside income and activities of certain noncareer employees, referred to as “covered noncareer employees.”			N/A	JP 6/1/23
Patient Protection and Affordable Care Act	Beginning in 2015, under IRC 4980H applicable large employers (generally those with 50 or more employees) must pay a tax penalty if (1) they do not offer health insurance coverage to substantially all of their full-time employees or (2) the coverage they do offer is not affordable or does not provide a certain minimum level of benefits. A full-time employee under the employer mandate is defined as a common law employee who is employed an average of at least 30 hours per week.	For each employee who was a full-time employee for one or more months during the calendar year, report certain information (1094-C and 1095-C) about the health care coverage the employer offered to that employee.	1095-C report available in Neogov	N/A	RH 5/18/23
Qualified Tuition Reductions	A qualified tuition reduction is any reduction in tuition provided to an employee for the education of an employee or certain relatives of the employee at the institution the employee works at or another qualified institution. A qualified tuition reduction is tax-free. The tuition must be for education below the graduate level, with an exception for graduate students engaged in teaching or research at the university.	N/A	P&P, Employee Handbook (under Employee Benefits)	MCC P&P 4.130, KB 4/19/23	KB 4/19/23

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Social Security Act	An employer must pay social security taxes on employees but an exemption exists for most students also working for the University, for clergy whose services are performed in the exercise of their ministry, and for professional employees as defined in 26 CFR § 31.3121(b)(10)-2. To avoid penalty for reporting incorrect SSN on W-2 forms, transmit data file electronically to the Social Security Administration (SSA). Report all employees hired in the specific quarter listing name (as it appears in HR System), SSN, sex, and date of birth. After information is queried against SSA's database, mismatches are sent back for resolution.		P&P, 22-23 Employee Handbook page 56	MCC P&P 6.075-I - 04/19/23 - ET	ET 4/19/23
Title IX of the Education Amendment of 1972	Prohibits discrimination on the basis of sex in education programs or activities receiving federal financial assistance including employment. Any grievance records relating to a Title IX violation or complaint must be retained for the period of time cited in state law for personal injury actions.	N/A	P&P, Practice Review & Acknowledgement	MCC P&P 5.105-E, 5.110, 5.115-B, JP 6/1/23	JP 6/1/23
Title VII of the Civil Rights Act of 1964	Prohibits discrimination in hiring, firing, training, promotion, discipline, or other workplace decisions on the basis of an employee or applicant's race, color, sex, national origin, or religion. Sexual harassment is also prohibited under this law.  Allows for compensatory and punitive damages and jury trials when intentional employment discrimination can be shown with respect to one of the Title VII protected classes or with respect to protection offered by the Americans with Disabilities Act or the Rehabilitation Act.  Prohibits discrimination on the basis of pregnancy, childbirth, or related illness in employment opportunities, health or disability insurance programs, or sick leave plans.	N/A	P&P, Practice Review & Acknowledgement	MCC P&P 6.005, 5.100-A, 6.050, JP 6/1/23	JP 6/1/23
Uniformed Services Employment and Reemployment Rights Act (USERRA)	Seeks to ensure that members of the uniformed services are entitled to return to their civilian employment upon completion of their service. Qualified employees must be reinstated with the seniority, status, and rate of pay they would have obtained had they remained continuously employed by their civilian employer. The law also protects individuals from discrimination in hiring, promotion, and retention on the basis of present and future membership in the armed services.	N/A	P&P, Practice Review & Acknowledgement	MCC P&P 6.105-G RH 5/18/23	RH 5/18/23
Worker Adjustment and Retraining Notification Act (WARN)	The Worker Adjustment and Retraining Notification (WARN) Act helps ensure advance notice in cases of qualified plant closings and mass layoffs. The U.S. Department of Labor has compliance assistance materials to help workers and employers understand their rights and responsibilities under the provisions of WARN.	employer to provide at least 60 calendar days' advance written notice if a plant closing or a mass layoff occurs at a single site of employment during a 30- or 90-day period	MCC Employment Notices		BS 3/27/23

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
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**Acknowledgement:**

I hereby acknowledge and confirm that the above compliance activities have been completed and the appropriate evidence has been collected as listed

Jennifer Picard

Signature

6/14/2023

Date

6/1/2023

Date



# Annual Compliance Checklist

**Department:** Enrollment Mangement

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Family Educational Rights and Privacy Act (FERPA)	<p>The University must provide students the right to inspect their education records and obtain written consent to release the records to anyone other than school officials, authorized government personnel, in connection with financial aid, in an emergency, or for other specifically-allowed purposes.</p> <p>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.</p>	Annual	Notification provided each semester by SCE Vice President; Catalog; PPM; FERPA Information webpage; Student Handbook	4.070-A, MB, 3/29/22	TVH 11/1/2022
Higher Education Act: Institutional & Financial Assistance Information for Students	<p>Among other things, requires the following annual disclosures to enrolled and prospective students:</p> <p style="padding-left: 40px;">c) transfer of credit policies; f) diversity statistics (under Student Success); g) retention rates (under Student Success); h) employment placement data (suggest Instruction); and i) fire safety report (suggest Facilities)</p>	No deadline is mandated, but October 1 annually is suggested.	(C) Transfer of credit policies: Catalog, PPM, Student Handbook, Incoming Transcript Evaluation Requests webpage	4.050-A-D, MB, 3/29/22	TVH 11/1/2022
Higher Education Act: Readmission Requirements for Servicemembers	<p>Requires that the University readmit students who left in order to join the military. The student must be readmitted in the same academic status. Generally, the length of absence cannot be greater than five (5) years. Exceptions to this law include those veterans receiving a dishonorable discharge, or bad conduct charge, or those who were court marshaled.</p>	N/A	Submission approved in Academic Standards. Pending Presidents Council approval and catalog addendum	Non Applicable	TVH 11/1/2022
Title VI of the Civil Rights Act of 1964	<p>Prohibits discrimination based on race, color, or national origin in educational and/or academic programs or activities receiving federal financial assistance.</p>	N/A	PPM, Catalog, Employee Handbook, Student Handbook, Campus Safety webpage	4.020 - A-E; 5.115-A; 5.116, MB, 3/29/22	TVH 11/1/2022

**Acknowledgement:**

I hereby acknowledge and confirm that the above compliance activities have been completed and the appropriate evidence has been collected as listed above.

<b>Statute Name</b>	<b>Requirement</b>	<b>Deadline</b>	<b>Evidence of Compliance</b>	<b>Review of P&amp;P (Section, Initial &amp; Date)</b>	<b>Acknowledgment of Completion (Initial &amp; Date)</b>
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Signature

Date

# Annual Compliance Checklist

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**Department: Financial Aid**

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Contracts with Third Party Servicers	The institution must notify the Department of Education within 10 days of entering into, substantially modifying, or terminating a contract.	Within 10 days of contract change	ECMC Services and Licensing Agreement	N/A	HP 12/27/22
Higher Education Act: Aid Application Verification	Maintain and use written policies and procedures for verifying information contained in student aid applications. Must include: 1) The time period for applicants to provide documentation and consequences for failure to do so; 2) the school's verification requirements and method for notifying applicants of the results of the verification process; 3) how to correct erroneous application information; 4) how to make referrals to the Department of Education's Office of Inspector General for suspected criminal conduct by students in applying for aid.	N/A	Student Handbook, Catalog, FA website: <a href="https://www.mohave.edu/paying-for-college/financial-aid/applying-for-financial-aid/">https://www.mohave.edu/paying-for-college/financial-aid/applying-for-financial-aid/</a> , File review procedures	there's no longer a table of contents	HP 12/27/22
Higher Education Act: Audits	Must at least annually have an independent auditor (independent certified public accountant or a government auditor) conduct a compliance audit of its administration of that program and an audit of the institution's general purpose financial statements. The audit must cover all Title IV, HEA program transactions.	December 31st	Annual Audit Report - copy kept by the Finance Dept.	N/A	HP 12/27/22
Higher Education Act: Borrower Defense to Repayment	For loans first disbursed prior to July 1, 2017, allows a student to assert a defense to repayment of the loan if the student's institution committed an act or omission related to the making of the loan or the provision of educational services that would give rise to a cause of action against the institution under state law.  For loans first disbursed on or after July 1, 2017, allows a student to assert a defense to repayment based on a judgment against the school, breach of contract by the school, or substantial misrepresentation by the school.  If relief is granted to a student, the U.S. Department of Education may initiate a proceeding to recover the amount of relief granted to the borrower from the institution.	N/A	Copy of MPN. Information provided on the MPN for borrowers of federal student loans - having a valid MPN is a requirement for disbursement of loan funds. MPN refers borrowers to the loan servicer. Information also available at <a href="https://studentaid.gov/borrower-defense/">https://studentaid.gov/borrower-defense/</a> .	N/A	HP 12/27/22
Higher Education Act: Code of Conduct	An institution that participates in Title IV programs must have a code of conduct for financial aid practices that prohibits conflicts of interest, is published prominently on the university's website, and is distributed annually to relevant personnel.	N/A	FA Team conforms to the NASFAA Code of Conduct: <a href="https://www.nasfaa.org/Code_of_Conduct">https://www.nasfaa.org/Code_of_Conduct</a>	N/A	HP 12/27/22
Higher Education Act: Cohort Default Rate	Cohort default rates are used to determine institutional eligibility to participate in various Title IV programs.	N/A	Copy of CDR History from NSLDS	N/A	HP 12/27/22

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Higher Education Act: Eligibility and Certification	To participate in Title IV financial assistance programs the university must: 1) Obtain from the Secretary certification that it provides higher education (i.e. that it is an "eligible institution"); and 2) where the HEA program has undergone a change in ownership that results in a change in control, the university's chief administrator and its designated HEA program administrator must complete Title IV, HEA program training within 12 months of executing the program participation agreement.	N/A	Copy of PPA & ECAR, downloaded 12/27/22 for this purpose	N/A	HP 12/27/22
Higher Education Act: Entrance and Exit Counseling	Requires exit counseling to borrowers by institutions to include information on repayment plans, debt management, and forbearance programs, among other specific information.  Requires institutions to provide comprehensive information on the terms and conditions of loans and borrowers' responsibilities prior to loan disbursement to a first-time borrower. Information shall be provided in simple and understandable terms and may be provided: during an entrance counseling session conducted in person; on a separate written form provided to the borrower that the borrower signs and returns to the institution of higher education; or, online, with the borrower acknowledging receipt of the information. Institutions of higher education are encouraged to provide entrance counseling through interactive programs that test borrowers' understanding of the terms and conditions of their loans.	N/A	Exit Counseling notices sent to borrowers at end of each semester. Info on FA website as well: <a href="https://www.mohave.edu/paying-for-college/financial-aid/types-of-aid/federal-student-loans/">https://www.mohave.edu/paying-for-college/financial-aid/types-of-aid/federal-student-loans/</a>	N/A	HP 12/27/22
Higher Education Act: Federal Supplemental Educational Opportunity Grant Program	To provide Federal Supplemental Educational Opportunity Grant (FSEOG) grants to exceptionally needy undergraduate students the university must: 1) Sign a Participation Agreement with ED; 2) maintain funds in accordance with 34 C.F.R. § 668.163; 3) maintain an internal control system so no office can both authorize and disburse payments; 4) maintain program and fiscal records; 5) contribute at least 25% of each grant; 6) limit and account for carry-forwards or carry-backs of funds; 7) follow the eligibility requirements and selection criteria set forth by ED; and 8) submit a Fiscal Operations Report and Application to Participate (FISAP) report each year.  The university may not transfer FSEOG funds to any other program. HEOA now allows the University to transfer 25% of FSEOG to Federal Work Study.	Fiscal Operations Report and Application to Participate (FISAP) reports due by September 30 each year.	Documentation of matches maintained by Finance Department. Copy of PPA. 21-22 FISAP Report saved to 22-23 Compliance Inventory folder	N/A	HP 12/27/22

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Higher Education Act: Federal Work Study	<p>The university or the employing agency must pay 25% of the student's salary. The university must pay federal or state minimum wage, whichever is higher, for all hours worked, per the Fair Labor Standards Act. Volunteered time does not qualify.</p> <p>The university must use 7% of FWS allocation to employ students in community service, one of whom must be a reading tutor. The university must make students aware of community service opportunities. Private, for-profit entities do not qualify as employers for community service.</p> <p>Students may work during non-attendance if planning to return the following semester, but if they do not do so the university must demonstrate it had reason to believe the student would returned.</p> <p>To apply for Title III or Title V designation, and thus be eligible for a waiver of the FWS and Federal Supplemental Education Opportunity Grant (FSEOG) non-federal share requirements, an institution must complete the "Application for Designation as an Eligible Institution" annually through the Department of Education.</p>	Fiscal Operations Report and Application to Participate (FISAP) reports due by September 30 each year.	Documentation of matches maintained by Finance Department. Community service jobs paid 100% from federal allocation. CARES Act allowed for many flexibilities while national emergency related to COVID-19 is in place. Copy of PPA. 21-22 FISAP Report saved to 22-23 Compliance Inventory folder	N/A	HP 12/27/22
Higher Education Act: Information Distributed to Students	The University must reconcile reported student earnings to complete Department of Education Fiscal Operations Report (Form 646-1) at the end of the academic year.	Fiscal Operations Report and Application to Participate (FISAP) reports due by September 30 each year.	21-22 FISAP Report Saved to 22-23 Compliance Inventory folder	N/A	HP 12/27/22
Higher Education Act: Net Price Calculator	<p>Any institution that receives Title IV funds must post on the institution's website a net price calculator to help current and prospective students estimate their individual net price at that institution as well as other financial aid information.</p> <p>Any institution that appears on the Department of Education's list of institutions with the largest percentage increase in tuition and fees or net price over the most recent three academic years must submit a report to the Department that includes the reason for the increase and the steps that will be taken to reduce cost.</p>	N/A	NPC link at <a href="https://www.mohave.edu/paying-for-college/financial-aid/">https://www.mohave.edu/paying-for-college/financial-aid/</a>	N/A	HP 12/27/22

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Higher Education Act: Program Participation Agreements	<p>Any institution that receives Title IV funds must post on the institution's website a net price calculator to help current and prospective students estimate their individual net price at that institution as well as <u>other financial aid information</u>.</p> <p>Any institution that appears on the Department of Education's list of institutions with the largest percentage increase in tuition and fees or net price over the most recent three academic years must submit a report to the Department that includes the reason for the increase and the steps that will be taken to reduce cost.</p>	N/A	PPA copy in Compliance Inventory file	N/A	HP 12/27/22
Higher Education Act: Record Retention	<p>The university must maintain any application for Title IV, HEA program funds and program records that document: 1) Its eligibility to participate and eligibility of its programs to receive funds; 2) its administration of the HEA programs per applicable requirements; 3) its financial responsibility; 4) information included in any application for program funds; and 5) its disbursement and delivery of program funds.</p> <p>The university must maintain the following financial information: 1) The Student Aid Report (SAR) or Institutional Student Information Record (ISIR); 2) application data submitted on behalf of the student or parent; 3) documentation of each student's or parent borrower's eligibility for and receipt of program funds and loan detail; 4) documentation of and information collected at initial or exit loan counseling; 5) reports and forms used by the University in participating in an HEA program, and any records needed to verify data in those reports and forms; and 6) documentation supporting calculations of the University's completion or graduation rates.</p> <p>The university must keep records relating to administration of the Federal Perkins Loan, FWS, FSEOG, or Federal Pell Grant Program for three years after the end of the award year for which the aid was awarded and disbursed. The university must keep records relating to a student or parent borrower's eligibility and participation in the FFEL or Direct Loan Program for three years after the end of the award year in which the student last attended the institution. All other records relating to the University's participation in the FFEL or Direct Loan Program must be kept for three years after the end of the award year in which the records are submitted. Records pertaining to any loan, claim, or expenditure questioned by a program audit, review, or investigation must be kept until resolution or the end of the applicable retention period, whichever is later.</p>	N/A	<p>Records Retention Program;</p> <p>Practices Review and Acknowledgement - all items retained in electronic format in student records</p>	N/A	HP 12/27/22
Higher Education Act: Standard of Conduct	<p>The university acts as a fiduciary in administering Title IV, HEA programs. Failure to administer the program or account for the funds received under that program in accordance with the highest standard of care and diligence constitutes grounds for: 1) An emergency action; 2) a fine (up to \$27,500 per violation); or 3) limitation, suspension, or termination of the institution's participation in that program.</p>	N/A	<p>Policy &amp; Procedures?</p> <p>Practice Review and Acknowledgement</p>	This is a Bursar and/or Finance item	

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Student Loan Default Prevention Initiative Act of 1990	Renders institutions with high default rates on student loans ineligible to participate in certain student loan programs.	N/A	N/A - MCC has achieved 4 years below 15%	N/A	HP 12/27/22
Student Right to Know Act	The University must have full time financial aid staff to assist students.  University must make readily available upon request, through publications, mailings and electronic media, to enrolled and prospective students: 1) Financial aid programs available; 2) methods by which assistance is distributed among recipients; 3) means and requirements for applying; 4) rights and responsibilities when receiving aid; 5) cost of attendance; 6) refund policy, and grant return and withdrawal requirements; 7) names of financial aid personnel; 9) loan deferral and cancellation terms; and 14) applicability of aid for study abroad. Annually the University must provide a list of this info to all enrolled students with the procedures for obtaining it. The University also must provide exit counseling for borrowers under this section.	N/A	Annual Notice - copy of email sent to students saved to Compliance Inventory folder, copy also posted to consumer information webpage at <a href="https://www.mohave.edu/paying-for-college/financial-aid/policies/consumer-information/">https://www.mohave.edu/paying-for-college/financial-aid/policies/consumer-information/</a>	N/A	HP 12/27/22
Title IX of the Education Amendment of 1972	When a recipient provides financial assistance to any student participating in an educational program or activity, the recipient must ensure that it does not provide different types or amounts of assistance, limit eligibility for such assistance, apply different criteria, or otherwise discriminate in the provision of financial assistance on the basis of sex.	N/A	Practice Review and Acknowledgement, Title IX Training for all staff - training provided by HR staff, not FA		N/A
Truth in Lending Act	Requires disclosure statements for loans and credit plans, but exempts Perkins Loans and Federal Family Education Loans. Loans made, insured or guaranteed pursuant to programs authorized by Title IV are exempt.	N/A	N/A - MCC is not a lending institution	N/A	HP 12/27/22

### Acknowledgement:

I hereby acknowledge and confirm that the above compliance activities have been completed and the appropriate evidence has been collected as listed above.

Heather Patenaude

Signature

12/27/2022

Date

# Annual Compliance Checklist

**Department:**      **Facilities**

	Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
1	Clean Water Act	Establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters. Facilities are governed by local wastewater pretreatment standards issued by local wastewater treatment plants. Requires waste water permits and reporting.	Inspected Quarterly	All Facility employees are trained annually on wastewater standards. No permitting or reporting is required by local agencies for MCC campuses.	No P+P - DW, 5/16/23	DM 051623
2	Copeland Anti-Kickback Act	Prohibits inducement of kickbacks from public works employees. Requires contractors and subcontractors on public buildings or works financed by loans or grants from the U.S. to furnish a weekly statement of wages paid. This requirement does not apply to any contract of \$2,000 or less.	Weekly during a Fed Funded project	All AZPW contracts will require weekly wage reporting if federal funds or grants are used.	No P+P - DW, 5/16/23	DM 051624
3	Davis-Bacon Act	All laborers and mechanics employed by contractors or subcontractors to work on construction contracts in excess of \$2,000 financed by federal assistance funds must be paid wages not less than those established for the locality of the project (prevailing wage rates) by the Department of Labor. In construction contracts subject to the Davis-Bacon Act, institutions must include a provision requiring that the contractor or subcontractor comply with the requirements of the Act and applicable regulations.	Per each Fed funded project	All Contracts are reviewed by MCC Business Services. All contractors are required to report per the Davis Bacon Act.	No P+P - DW, 5/16/23	DM 051625



	<b>Statute Name</b>	<b>Requirement</b>	<b>Deadline</b>	<b>Evidence of Compliance</b>	<b>Review of P&amp;P (Section, Initial &amp; Date)</b>	<b>Acknowledgment of Completion (Initial &amp; Date)</b>
4	Emergency Planning and Community Right Act (EPCRA)	Helps communities plan for emergencies involving hazardous substances. The Act establishes requirements for federal, state and local governments, Indian tribes, and industry regarding emergency planning and "Community Right-to-Know" reporting on hazardous and toxic chemicals. The owner or operator of any facility which is required to have available a material safety data sheet for a hazardous chemical under OSHA shall prepare and submit an emergency and hazardous chemical inventory.	Annually at March 1st. Facilities must report the storage, use, and release of certain hazardous chemicals.	Facilities employees are required to attend annual SDS Right to Know training. Facilities SDS data sheets are available to all employees on each campus. SDS books are updated as needed with any new product. Program managed by MCC 2022 Chemical Hygiene Plan and instruction program chemicals are inventoried annually. Employees attend HAZCOM & HAZMAT training annually.	No P&P-DW, 5/16/23	DM 051626
5	Energy Policy Act	Addresses energy production and contains Underground Storage Tank provisions. Underground Storage Tank Training must be conducted every seven years.	N/A	No UST's on any MCC properties	No P+P - DW, 5/16/23	DM 051627
6	Federal Insecticide, Fungicide and Rodenticide Act	Provides for federal regulation of pesticide distribution, sale, and use.	Daily Record logs	All pesticide used on campuses is regulated by AZDA. All applicators are registered with the State of AZ. Chemicals & applications are documented per AZ Code.	No P+P - DW, 5/16/23	DM 051628
7	Guarding and Use of Hand & Portable Powered Tools	The University is responsible for the safe condition and guarding of portable powered tools/equipment (ex: saws/drills/drivers/sanders/grinders/pneumatic tools/explosive fasteners, etc.) including tools furnished by employees.	Visual Monthly/ Documented Quarterly	All equipment is formally inspected and documented quarterly.	No P+P - DW, 5/16/23	DM 051629
8	Hazardous and Solid Waste Amendments of 1984	Regulation of underground storage tanks and land-based disposal of hazardous substances.	N/A	No land based disposal and no UST's on any MCC properties	No P+P - DW, 5/16/23	DM 051630

	Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
9	Higher Education Act: Institutional and Financial Assistance Information for Students: Disclosure of Fire Safety Standards and Measures	<p>Requires institutions to report and make public an annual fire safety report and requires the Secretary to make policies public, including the installation of fire detection and prevention technologies in student housing, dormitories, and other buildings.</p> <p>Institutions must publicize those procedures on an annual basis in a manner designed to reach students and staff and must test annually emergency response and the institution's procedures and document the testing. Emergency Response Policies and Procedures Annually publish a campus Fire Safety Report that provides statistics on a dorm-by-dorm basis showing the number of fires, deaths, injuries, fire drills, property damage, type of fire detection systems, etc.</p> <p>Disclosure of Fire Safety Standards and Measures - The statistics set forth in 20 U.S.C. § 1092(i)(1)(a) must be reported to the Secretary of Education on an annual basis:</p> <p>(i) the number of fires and the cause of each fire;</p> <p>(ii) the number of injuries related to a fire that result in treatment at a medical facility;</p> <p>(iii) the number of deaths related to a fire; and</p> <p>(iv) the value of property damage caused by a fire.</p>	N/A For student housing only - does not mention Cleary Act	Residential housing is not provided or available on any MCC campus, at this time.	No P+P - DW, 5/16/23	DM 051631
10	Housing & Urban Development Lead Based Paint Poisoning in Certain Residential Structures	The University must provide a disclosure notice to lessees of property built prior to 1978 that such structures may contain lead based paint and/or lead based paint hazards, regarding the health risks of such hazard, and disclosing any known lead paint or hazard.	N/A	No known lead paint in any leased building. All current leased buildings were constructed after 1997.	No P+P - DW, 5/16/23	DM 051632
11	National Emission Standards for Hazardous Air Pollutants (NESHAP)	<p>The asbestos NESHAP regulations specify work practices for asbestos to be followed during demolitions and renovations of all structures, installations, and buildings (excluding residential buildings that have four or fewer dwelling units). The regulations require the owner of the building or the operator to notify the appropriate state agency before any demolition, or before any renovations of buildings that could contain a certain threshold amount of asbestos or asbestos-containing material. In addition, particular manufacturing and fabricating operations either cannot emit visible emissions into the outside air or must follow air-cleaning procedures, as well as follow certain requirements when removing asbestos-containing waste.</p> <p>The University must comply regarding notices and permitting regarding the demolition of structures and waste removal.</p>	Per construction and or demolition project	No fabrication or manufacturing facility on MCC properties. Campus buildings do not have any known ACM materials. Asbestos regulations are followed. Facilities staff are trained annually in asbestos awareness. All construction contracts require testing of any suspected ACM materials prior to start of any project work.	No P+P - DW, 5/16/23	DM 051633

	<b>Statute Name</b>	<b>Requirement</b>	<b>Deadline</b>	<b>Evidence of Compliance</b>	<b>Review of P&amp;P (Section, Initial &amp; Date)</b>	<b>Acknowledgment of Completion (Initial &amp; Date)</b>
12	Oil Pollution Act	Regulation requires container inspection and integrity, testing, recordkeeping, annual training for employees who handle oil, and annual discharge prevention briefings.	Container Testing every 5 years if oil storage is required	No facilities waste oil is stored on campus properties. All waste oil is taken to a recycler/auto parts store after use. CTE /instruction waste oil is collected by a recycler and documented.	No P+P - DW, 5/16/23	DM 051634
13	OSHA	Requires employers to train employees on hazards in the workplace, to provide information to employees, to report occupational injuries and illnesses to the federal government, and to keep records of same, and to provide controls and protective equipment as well.	Annual Reporting	OSHA training is provided to all Facility employees All OSHA PPE programs are in place. Training is performed annually. All injuries are reported on OSHA 300 form as required.	5.125-G DW, 5/16/23	DM 051635
14	OSHA Asbestos in Construction Standard	Applies to construction only. No employee may be exposed to an airborne concentration of asbestos in excess of 0.1 fiber per cubic cm of air as an 8 hour time-weighted average. The University must use enumerated safety procedures, monitor subject areas and notify potentially affected employees of results within five days.	Per Construction Project	No construction has been performed in a building with ACM's. All construction contracts require testing of suspected ACM's and a safety/remediation plan put in place prior to start of any work..	No P+P - DW, 5/16/23	DM 051636
15	OSHA Asbestos in General Industry Standard	The University must ensure that no employee is exposed to an airborne concentration of asbestos in excess of 0.1 fiber per cubic centimeter of air as an eight hour time-weighted average. Applies to occupational exposure other than construction.  The University must perform initial monitoring where employees are or may reasonably be expected to be exposed at or above the exposure limit, and must promptly notify such employees of the results within 15 working days.  Required, repeated monitoring depends on the initial results. Additional safety and compliance procedures are required.	Annual	Asbestos management plan is in place. Visual inspection annually to check friability. Annual employee training is performed.	No P+P - DW, 5/16/23	DM 051637
16	OSHA Enforcement Guidance for Personal Protective Equipment (PPE) in General Industry	OSHA requires the use of Personal Protective Equipment (PPE) to reduce employee exposure to hazards when engineering and administrative controls are not feasible or effective in reducing these exposures to acceptable levels. The regulations clarify what type of PPE employers must provide at no cost to workers and when employers are required to pay for PPE.	Annual	OSHA PPE program is in place at all MCC campuses. MCC provides all required PPE to employees per OSHA guidelines.	5.125-F DW,5/16/23	DM 051638

	Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
17	OSHA Lead in Construction Standard	Applies to exposure to lead during construction only. The university must conduct lead exposure assessments for construction jobs (alternation, repair, demolition, painting, decorating) with possible exposure to lead to determine if exposure threshold met (i.e. 50 micrograms concentration per cubic meter of air averaged over an 8 hours). If threshold met, the university must notify affected employee, institute engineering and work practice controls to reduce exposure to permissible levels, and conduct repeat monitoring. Also applies to contractors.	Per Project	No known LCM materials are in any MCC building. All construction contracts require testing of suspected Lead Containing Materials.	No P+P - DW, 5/16/23	DM 051639
18	OSHA Lead in General Industry Standard	Applies to occupational exposure to lead by employees in non-construction setting. The university must ensure no employee is exposed to 50 micrograms lead concentration per cubic meter of air averaged over an 8 hours. Where there is potential exposure, the university must make a determination as to whether employees are so exposed, and if so must notify the employee, institute corrective action via engineering and work practice controls, and repeat monitoring activities.	Annual	No known LCM materials are in any MCC building. Buildings older than 1978 have been tested for lead paint, no lead was found. Lead in workplace awareness training annually	No P+P - DW, 5/16/23	DM 051640
19	OSHA Welding, Cutting, and Brazing	Before cutting/welding can be permitted, the area must be inspected by the individual responsible for authorizing cutting/welding operations, and who must designate precautions to be followed in granting authorization, preferably in the form of a written permit. Cutting/welding shall be permitted only in areas that are or have been made fire safe, and appropriate PPE and clothing based on the type of work performed must be used. (Note: Per OSHA, to minimize carbon monoxide hazard, maintain 3-4 feet of clear ventilation space around generators).	Per project	"Hot" work permitting system will be put in place by June 1, 2023. All maintenance employees will be trained and contractors will use the same system. Pre-work, Post-work inspections and documentation will be required.	No P+P - DW, 5/16/23	DM 051641
20	OSHA's Hazard Communication Standard	To comply with employees' right to know about the hazards associated with materials/substances they use on the job, the university must compile and maintain chemical inventories, and make Material Safety Data Sheets readily available upon employee request.	Annual	MCC SDS program in place on all campuses. All Facility employees are trained annually per OSHA requirements.	5.125-G DW, 5/16/23	DM 051642

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
21 OSHA Occupational Exposure to Hazardous Chemicals in Laboratories Standard	<p>Provides strict guidelines for laboratory safety. Key components of the laboratory standard include having a chemical hygiene plan and providing employees with training and information. The laboratory standard applies to labs that:</p> <ul style="list-style-type: none"> <li>- use hazardous chemicals</li> <li>- serve as workplaces where relatively small amounts of hazardous chemicals are used on a nonproduction basis</li> <li>- hazardous chemicals are manipulated on a laboratory scale <ul style="list-style-type: none"> <li>- use multiple chemical procedures or chemicals</li> <li>- have procedures not part of a production process</li> </ul> </li> <li>- use protective practices and equipment to minimize the potential for employee exposure to hazardous chemicals</li> </ul> <p>These hazardous chemicals include those regulated under 29 CFR 1910 subpart Z, and those defined under the Hazard Communication Standard, 29</p>	Annual	MCC has a Chemical Hygiene Program in place on each campus. Plan is updated annually as required. Employees are trained annually and SDS books are available at each chemical storeroom.	5.125-F ; 5.125-G DW 5/16/23	DM 051643
22 OSHA Occupational Noise Exposure Standard	The OSHA noise exposure standards define two action levels at which worker protection must be provided and used, based on the 8 hour time weighted average of noise levels that the worker is exposed to throughout the day.	Annual	Workers subjected to noise level above regulated levels are supplied PPE for their use. Students are required to wear appropriate protection per the equipment they are using. Employees trained annually.	No P+P - DW, 5/16/23	DM 051644

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
23 Residential Lead-Based Paint Hazard Reduction Act of 1992	<p>Regulations apply to owners of more than four residential housing units built before 1978. Before ratification of a contract for housing sale or lease, sellers and landlords must:</p> <ul style="list-style-type: none"> <li>- Give an EPA-approved information pamphlet on identifying and controlling lead-based paint hazards ("Protect Your Family From Lead In Your Home" pamphlet).</li> <li>- Disclose any known information concerning lead-based paint or lead-based paint hazards. The seller or landlord must also disclose information such as the location of the lead-based paint and/or lead-based paint hazards, and the condition of the painted surfaces.</li> <li>- Provide any records and reports on lead-based paint and/or lead-based paint hazards which are available to the seller or landlord (for multi-unit buildings, this requirement includes records and reports concerning common areas and other units, when such information was obtained as a result of a building-wide evaluation).</li> </ul> <p>Include an attachment to the contractor lease (or insert language in the lease itself) which includes a Lead Warning Statement and confirms that the seller or landlord has complied with all notification requirements. This attachment is to be provided in the same language used in the rest of the contract. Sellers or landlords, and agents, as well as homebuyers or tenants, must sign and date the attachment.</p> <p>Sellers must provide homebuyers a 10-day period to conduct a paint inspection or risk assessment for lead-based paint or lead-based paint hazards. Parties may mutually agree, in writing, to lengthen or shorten the time period for inspection. Homebuyers may waive this inspection opportunity. Sellers and lessors must retain a copy of the disclosures for no less than three years from the date of sale or the date the leasing period</p>	N/A	Residential housing is not provided or available on any MCC campus, at this time.	No P+P - DW, 5/16/23	DM 051645
24 Responsibility of Applicants for Promoting Objectivity in Research for which PHS Funding is Sought	<p>These regulations describe standards to be followed by Institutions that apply for or receive research funding from PHS Awarding Components, including the National Institutes of Health (NIH), for grants, cooperative agreements, and research contracts. The 2011 revised regulations were written to increase accountability, add transparency, enhance regulatory compliance and effective Institutional management of Investigators' financial conflicts of interest, and strengthen NIH's compliance oversight. The primary goal is to promote objectivity by establishing standards that provide a reasonable expectation that the design, conduct, and reporting of research funded under PHS grants, cooperative agreements and contracts will be free from bias resulting from Investigator financial conflicts of interest.</p>	N/A	No grant funding has been requested or received from NIH or PHS. Per HS they do no research and do not get NIH funding.	No P+P - DW, 5/16/23	DM 051646

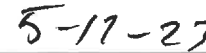
Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
25 Section 504 of The Rehabilitation Act of 1973	Prohibits discrimination on the basis of disability at any federally-funded institution. This covers admissions, recruitment, programs and services. If an existing facility is not accessible, redesign of equipment, reassignment of classes or other services to accessible buildings is an alternative to new construction. Newly constructed facilities must be readily accessible to persons with disabilities. Each facility or part of a facility which is altered in a manner that affects or could affect the usability of the facility or part of the facility shall, to the maximum extent feasible, be altered in such manner that the altered portion of the facility is readily accessible to and usable by persons with disabilities.	Annual	All MCC buildings are inspected annually for any ADA issue. All remodel, new design and construction is reviewed for ADA compliance. All accessible public spaces are verified to meet ADA requirements..	5.100 A, B DW 5/16/23	DM 051647

**Acknowledgement:**

I hereby acknowledge and confirm that the above compliance activities have been completed and the appropriate evidence has been collected as



\_\_\_\_\_  
Signature



\_\_\_\_\_  
Date

# Annual Compliance Checklist

**Department:** Financial Services

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)
Bankruptcy Abuse Prevention & Consumer Protection Act of 2005	Prohibits the discharge of most student loans in bankruptcy, when the loans were obtained from the government or non-profit higher educational institutions. There is an exception for undue hardship and for loans that became due more than seven years before the filing of the petition.	N/A	We do not send any information like this from Financial Aid. If we received a question, we would most likely refer the borrower to <a href="https://studentaid.gov/manage-loans/forgiveness-cancellation/bankruptcy">https://studentaid.gov/manage-loans/forgiveness-cancellation/bankruptcy</a> and have them call their loan servicer.	
Cafeteria Plans 26 U.S.C. § 125	<p>A cafeteria plan is a written plan that allows employees to exclude from gross income certain types of employer provided benefits, such as accident and health insurance, group term and life insurance, and benefits under a dependent care assistance program. Qualified scholarships or tuition reduction, educational assistance or deferred compensation may not be excluded from income.</p> <p>For purposes of determining the taxable year of inclusion, any benefit described in paragraph (1) or (2) from the statute shall be treated as received or accrued in the taxable year of the participant or key employee in which the plan year ends.</p>	N/A	Reviewed by ND. This statute falls under HR/Payroll. To be completed by ET	N/A
Charitable Gift Annuity Antitrust Relief Act	Exempts IRC § 501(c)(3) organizations from liability under federal antitrust laws for using or agreeing to use uniform rates in issuing gift annuities.	N/A	N/A	N/A
Clayton Antitrust Act of 1914	Enacted as a supplement to the Sherman Act. Prohibits price discrimination; conditioning sales on exclusive dealing; mergers and acquisitions when they may substantially reduce competition; and serving on the board of directors for two competing companies.	N/A	<a href="https://www.mohave.edu/assets/2022/10/Procurement-Manual-09-09-2022.pdf">https://www.mohave.edu/assets/2022/10/Procurement-Manual-09-09-2022.pdf</a>	



Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)
Deferred Compensation	Any amount of compensation deferred under an eligible deferred compensation plan, and any income attributable to the amounts so deferred, shall be includible in gross income only for the taxable year in which such compensation or other income is paid.	Reporting due by the Administrator by the last day of 7th month after end of plan year. An automatic extension of up to 2 months may be obtained.	Reviewed by ND. This statute falls under HR/Payroll. To be completed by ET	N/A
Employee Annuities	If an annuity contract is purchased by an employer for an employee under a plan which meets the requirements of section 404(a)(2) (whether or not the employer deducts the amounts paid for the contract under such section), the amount actually distributed to any distributee under the contract shall be taxable to the distributee (in the year in which so distributed) under section 72 (relating to annuities).	Reporting due by the Administrator by the last day of 7th month after end of plan year. An automatic extension of up to 2 months may be obtained.	Reviewed by ND. This statute falls under HR/Payroll. To be completed by ET	N/A
Federal Funding Accountability and Transparency Act of 2006 (FFATA)	The Act requires full disclosure to public of all entities/orgs receiving federal funds via single searchable website accessible to public at no cost (www.USASpending.gov). For each award the University must include: 1) Name of receiving entity; 2) amount; 3) transaction type, funding agency and program source; 4) location of recipient entity and primary location of performance; 5) reporting on executive compensation for first-tier sub award recipients; and 6) unique recipient entity identifier. Reporting requirements apply to vendors as well as sub-grantees.	Reporting must occur in the month following the date of full execution of the sub-award (as determined by the University).	Evidence can be found on the www.USASpending.gov website. Use the Award Search function and type in Mohave County Community College.	N/A
Foreign Assets Control Regulations	Foreign Assets Control Regulations of the U.S. Department of Treasury require persons subject to U.S. jurisdiction to have a license to engage in certain transactions related to travel to, from and within regulated countries.	N/A	N/A	N/A
Higher Education Act: Cash Management	Establishes rules and procedures institutions must follow in requesting, maintaining, disbursing, and otherwise managing most Title IV funds.	N/A	Cash Handling Procedures 22-23	
Higher Education Act: Disclosure of Foreign Gifts	The University is required to submit a disclosure report for gifts and contracts of \$250,000 or more with a foreign source to the Department of Education.	N/A	N/A	N/A

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)
Higher Education Act: Financial Responsibility Requirements	<p>Provides that institutions participating in the U.S. Department of Education's Title IV programs must be financially responsible as determined by the Secretary.</p> <p>Requires institutions to notify the U.S. Department of Education within specified timeframes if certain events, actions, or conditions occur, on or after July 1, 2017, that could affect the institution's financial responsibility.</p> <p>As further defined by U.S. Department of Education regulations and published guidance, for events occurring between July 1, 2017 and March 15, 2019 related to: 1) an institution's debts, liabilities, and losses; 2) lawsuits against institutions; 3) state licensing or accreditor citations; and 4) an institution's violation of loan agreement requirements, the institution must notify the Department of the event by May 14, 2019. Notifications should be sent to FSAFRN@ed.gov.</p>	Generally, for triggering events occurring after March 15, 2019, the institution must notify the Department within ten (10) days of the occurrence of the event.		Financial Aid?
Higher Education Act: Foreign Gift and Contract Reports	Whenever an institution is owned or controlled by a foreign source, or receives gifts from or enter into contracts with a foreign source totaling more than \$250,000 within a calendar year, the institution shall file a disclosure report with the Secretary of Education on January 31 or July 31, whichever is sooner.	N/A	Does not Apply to MCC	N/A
Independent Contractors	If an employee is mistakenly classified as an independent contractor and the employer has no reasonable basis for doing so, the employer may be held liable for employment taxes for that worker. In order to qualify as independent contractors, the individual would need to meet the Internal Revenue Service (IRS) requirements.	N/A	Independent Contractor Form + IRS SS-8 Form MCC is working toward a new form for Independent Contractors to complete and submit.	Not addressed in Policy and Procedures
Internal Revenue Service: Governance Information Required on Form 990	The IRS asks 501(c)(3) organizations about their management and governance practices on the Form 990.	N/A	Mohave County Community College is not a 501(c)(3) organization and is not required to submit the form 990.	N/A

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)
Public Disclosure of Material	<p>The documents that must be made available to the public are: copies of the application for tax exemption (for those organizations which filed before July 15, 1987, this requirement only applies if the organization has a copy of the application on July 15, 1987); and copies of the organization's three most recent annual information returns. Each annual information return must be made available for a period of three years beginning on the date the return is required to be filed, or on the date it is actually filed, whichever is later. Generally, the annual return information includes Forms 990, 990-EZ, 990-BL, and Form 1065, as well as all schedules and attachments filed with the IRS. The tax-exempt organization does not have to identify the names and addresses of the contributors to the organization. For those tax returns filed after August 17, 2006, Form 990-T must also be made available.</p>	N/A	<p>Mohave County Community College falls under the state institution or government units/affiliates exception and are not required to file forms in the 990 series.</p>	N/A
Qualified Tuition and Student Loan Interest Reporting	<p>Institutions must report to the IRS: (1) qualified tuition and related expenses and, (2) student loan interest.</p> <p>Institutions must also provide payors with a statement that includes the tax information furnished to the IRS.</p> <p>Institutions must complete Form 1098-T (qualified tuition payments) and Form 1098-E (student loan interest payments). Institutions must certify that they have met the regulatory requirements for soliciting student taxpayer identification numbers (TINs) at least once during the year.</p>	<p>Forms must be sent to the payor on or before January 31st of the year following the calendar year in which payments were received or amounts were billed, or in which the student loan interest payments were received.</p> <p>Both forms must be filed with the IRS on or before February 28th, or March 31st if filed electronically.</p>	<p><a href="https://www.mohave.edu/assets/2022/03/1098t-student-instructions-01-24-2022-1.pdf">https://www.mohave.edu/assets/2022/03/1098t-student-instructions-01-24-2022-1.pdf</a></p>	
Regulation E: Electronic Fund Transfers	<p>Establishes the basic rights, liabilities and responsibilities of consumers who use electronic fund transfer services and of financial institutions that offer these services.</p>	N/A	N/A	All sections DN 3/28/23

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)
Reporting of Payments of Royalties	<p>Those who make payments to attorneys aggregating \$600 or more per calendar year in connection with legal services must file an information return for such payments. This requirement applies whether or not the services were performed for the payor, so for example, if the university was a defendant in a lawsuit, and was required to pay attorney's fees, this rule would apply.</p> <p>The filer must also provide to the attorney a written statement of the information required to be included on the return. Note that employers must report entire settlement amounts, including the amount paid to the attorneys, as income to the plaintiff, and also prepare a Form 1099 reporting the amount paid to the attorneys as income to the attorneys.</p> <p>Report payments of \$400 or more made for non-payroll purposes; Of \$10 or more made for royalties; and Made to attorneys not performing services under a contract with the university.</p>	Reporting is done on Form 1099-MISC. Deadline to payment recipients is January 31st. Deadline for reporting to the IRS is February 28th.	1099s are located in the Business Services Office	5.077-C
Sarbanes Oxley Act of 2002 (SOX)	Designed to protect investors by improving the accuracy and reliability of corporate disclosures made pursuant to the securities laws. Does not apply to public entities but may represent best practices. 18 U.S. Code § 1519 makes destruction, alteration, or falsification of records in federal investigations, bankruptcy, or any matter within the jurisdiction of a federal department or agency a crime punishable by fines and up to 20 years imprisonment, and applies to all individuals, not just publicly traded corporations. Bars independent auditors from providing certain non-audit services to the client institution.	N/A	N/A	N/A
Sherman Antitrust Act	<p>Prohibits "every contract, combination..., or conspiracy, in restraining of trade or commerce among the several States, or with foreign nations." This law has been applied to colleges and universities in a number of instances regarding purchases. The Department of Justice interpreted this law to mean that financial aid awards must be established independently and not in concert with other institutions.</p> <p>May also apply to establishing prices for items in a bookstore based on collaboration with a wholesaler or another retailer.</p> <p>Section 568 - known as the antitrust exemption - allows colleges and universities to collaborate on a common formula for determining a student's financial need.</p>	N/A	The Bookstore is not owned by MCC. Third party services/prices were obtained through an RFP process.	Procurement Manual and RFP 04-2223

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)
Small Business Act and Small Business Investment Act of 1958	<p>Any contractor receiving a contract with a value greater than the simplified acquisition threshold must agree in the contract that small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns will have the maximum practicable opportunity to participate in contract performance consistent with its efficient performance.</p> <p>☒ similar rule applicable to grants exists in the Uniform Guidance.</p>	N/A	Email to other Community Colleges and how they handle. By not targeting or giving preference to any group, we provide <i>maximum practicable opportunities</i> to all potential vendors.	Not addressed in Policy and Procedures
Truth in Lending Act	Requires disclosure statements for loans and credit plans, but exempts Perkins Loans and Federal Family Education Loans. Loans made, insured or guaranteed pursuant to programs authorized by Title IV are exempt.	N/A	MCC does not provide payment plans or institutional loans. We have a third party, ACI Worldwide that handles our payment plans for tuition and fees.	
Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance, Super Circular, or Omni Circular)	<p>The Uniform Guidance streamlines and consolidates the federal government's guidance on administrative rules, cost principles, and audit requirements for federal awards (including sponsored research awards and others awarded to institutions) across the entire federal government. Also requires disclosures of potential conflicts of interest or criminal violations.</p> <p>Higher education institutions that receive aggregate federal awards totaling \$50 million or more per fiscal year must disclose their cost accounting practices by filing a Disclosure Statement (DS-2).</p>	Must be filed six months in advance of a disclosed practice being changed.	Single Audit posted on website.	5.06
Unrelated Business Income Tax (UBIT)	<p>Unrelated business income is income from a trade or business, regularly carried on, that is not substantially related to the charitable, educational, or other purpose that is the basis of the organization's exemption.</p> <p>An exempt organization that has \$1,000 or more of gross income from an unrelated business must file Form 990-T. An organization must pay estimated tax if it expects its tax for the year to be \$500 or more. All other organizations must file Form 990-T by the 15th day of the 5th month after the end of their tax year.</p>	N/A	N/A	N/A

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)
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**Acknowledgement:**

I hereby acknowledge and confirm that the above compliance activities have been completed and the appropriate evidence has been coll above.

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Signature

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Date

Acknowledgment of Completion (Initial & Date)
CES-1/13/2023
ND 4/18/23
LG 3/23/23
CES-1/13/2024

**Acknowledgment  
of Completion  
(Initial & Date)**

ND 4/18/23

ND 4/18/23

CE 4/13/23

LG 3/23/23

CES-1/13/2025

LG 3/23/23



**Acknowledgment  
of Completion  
(Initial & Date)**

DN 3/28/23

1.31.23 CV

CE 4/13/23

**Acknowledgment  
of Completion  
(Initial & Date)**

CE 4/13/23

CES-1/13/2026

DN 3/28/23

**Acknowledgment  
of Completion  
(Initial & Date)**

LG 3/23/23

LG 3/23/23

4/18/23 LG

**Acknowledgment  
of Completion  
(Initial & Date)**

1.31.23 CV

CES-1/13/2028

LG 3/23/23

LG 3/23/23

**Acknowledgment  
of Completion  
(Initial & Date)**

lected as listed

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# Annual Compliance Checklist

**Department:**        **Grants**

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Byrd Amendment	Prohibits grantees from lobbying with federal funds. Requires disclosure of lobbying activities when receiving federal contracts, grants, loans or cooperative agreements.	N/A			
Department of Education General Administrative Regulations and Other Applicable Grant Regulations	<p>The Department of Education's General Administrative Regulations (EDGAR) regulate the administration of grants and agreements with certain programs, including direct grant programs, state administered programs, drug and alcohol abuse prevention programs, and research involving human subjects.</p> <p>For awards made prior to 12/26/2014, EDGAR parts 74 and 80 (related to administration of grants and agreements with institutions of higher education and with state and local governments) still apply (to view prior versions of the CFR and for additional explanation, visit here). For awards made on or after 12/26/2014, 2 CFR Part 200, which includes the substance formerly in parts 74 and 80, applies.</p>	N/A			
False Claims Act	<p>A person does not violate the False Claims Act by submitting a false claim to the government; to violate the FCA a person must have submitted, or caused the submission of, the false claim (or made a false statement or record) with knowledge of the falsity.</p> <p>Defines a claim as a demand for money or property made directly to the Federal Government or to a contractor, grantee, or other recipient if the money is to spend on the government's behalf and if the Federal Government provides any of the money demanded or if the Federal Government will reimburse the contractor or grantee.</p>	N/A			
Federal Awardee Performance and Integrity Information System (FAPIIS)	<p>Federal Awardee Performance and Integrity Information System (FAPIIS) is a federally-mandated information system that contains specific information on the integrity and ethical performance of covered Federal contractors and grantees.</p> <p>The University must disclose certain ethical and performance information (such as criminal, civil and administrative findings against specific individuals) at the proposal stage for use by federal acquisition professionals in award and responsibility determinations. The Past Performance Information Retrieval System (PPIRS) is the mechanism for that reporting.</p>	N/A			

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Fraud Enforcement and Recovery Act of 2009 (FERA)	The Act clarifies that the False Claims Act was intended to cover to any false or fraudulent claim for government money or property, regardless of whether the claim is presented to a government official or employee, whether the government has physical custody of the money, or whether the defendant specifically intended to defraud the government. FERA also expands the False Claims Act provisions to sub-recipients of federal funds.	N/A			
NSF grant term and condition, September 21, 2018	National Science Foundation new term and condition requires recipients of NSF awards to notify NSF of any findings/determinations of sexual harassment, other forms of harassment, of sexual assault regarding an NSF-funded PI or co-PI.  Report must be made by Authorized Organizational Official to notify NSF of any findings/determinations of sexual harassment, other forms of harassment, of sexual assault regarding an NSF-funded PI or co-PI.	Within 10 days of the date of finding/determination			
Policy Statement HHS Discretionary Grant Programs	Intended to make available in a single document the general terms and conditions of HHS discretionary grant and cooperative agreement awards.  This policy statement applies only to HHS discretionary grant programs and only to awards to organizational entities made by Operating Divisions other than the National Institutes of Health (NIH). It does not apply to awards under mandatory grant programs (e.g., entitlement programs) or to awards made directly to individuals (e.g., scholarships).	N/A			

**Acknowledgement:**

I hereby acknowledge and confirm that the above compliance activities have been completed and the appropriate evidence has been collected as listed above.

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Signature

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Date

# Annual Compliance

**Department:** Instruction

Statute Name	Requirement
Age Discrimination Act of 1975	Prohibits discrimination based on age in educational or academic programs or activities that receive federal financial assistance. Prohibits retaliation for
America COMPETES Act	Requires that each institution that applies for financial assistance from the
Americans with Disabilities Act of 1990	Provides broad nondiscrimination protection in employment, public services, and public accommodations (including colleges and universities) for
Higher Education Act: Credit Hour Definition	Provides a federal definition of credit hour.
Higher Education Act:	Makes the institution responsible for substantial misrepresentations made by
Higher Education Act: Textbook Information	Requires provision of ISBN college textbook information in course schedules. Each school must disclose on the school's internet course schedule used for
Industrial Alcohol User Permits and Special Tax	Institutions that procure, use, sell, and/or recover denatured distilled spirits for industrial purposes are required to obtain a permit from the ATF and pay an occupational tax of \$250 per year. However, a scientific university, college of learning, or institution of scientific research which holds a permit to procure and use specially denatured spirits is exempt from payment of the tax if: (i) The institution procures less than 25 gallons of specially denatured spirits per calendar year; and (ii) such spirits are procured for use exclusively for experimental or research use and not for consumption or sale.
Medical Waste Tracking Act	If the university is a generator of medical (biological) waste it must track it from "cradle to grave" and make all records available to the Environmental Protection Agency upon request. Medical waste includes but is not limited to: cultures of infectious agents, discarded vaccines, tissues, organs, body parts, blood products, sharps, soiled dressings and surgical gloves, etc.
National Science Foundation Research Misconduct Policies	A finding of research misconduct requires that: (1) there be a significant departure from accepted practices of the relevant research community; (2) the research misconduct be committed intentionally, or knowingly, or recklessly; and (3) the allegation be proven by a preponderance of evidence.



<p>OSHA Occupational Exposure to Hazardous Chemicals in Laboratories Standard</p>	<p>Provides strict guidelines for laboratory safety. Key components of the laboratory standard include having a chemical hygiene plan and providing employees with training and information. The laboratory standard applies to labs that:</p> <ul style="list-style-type: none"> <li>- use hazardous chemicals</li> <li>- serve as workplaces where relatively small amounts of hazardous chemicals are used on a nonproduction basis</li> <li>- hazardous chemicals are manipulated on a laboratory scale</li> <li>- use multiple chemical procedures or chemicals</li> <li>- have procedures not part of a production process</li> <li>- use protective practices and equipment to minimize the potential for employee exposure to hazardous chemicals</li> </ul> <p>These hazardous chemicals include those regulated under 29 CFR 1910 subpart Z, and those defined under the Hazard Communication Standard, 29</p>
<p>Protection of Human Subjects Regulations (Common Rule)</p>	<p>Institutions must provide a written assurance application that they will comply with the Common Rule requirements. These requirements include written procedures for reporting to the institutional review board (IRB), institutional officials, and the department or agency head of unanticipated problems involving risks to subjects or serious or continuing non-compliance, and any suspension or termination of research. Human subjects research must undergo review and be approved by the designated IRB. With certain exceptions, investigators must obtain informed consent from any subject used for human subjects research. (Certain requirements regarding information that must be given to prospective subjects as part of the informed consent process take effect January 19, 2018.) Effective January 19, 2020, U.S.-based institutions engaged in cooperative research must use a single IRB for that portion of the research that takes place within the U.S., with certain exceptions.</p>
<p>Section 504 of The Rehabilitation Act of 1973</p>	<p>Prohibits discrimination on the basis of disability at any federally-funded institution. This covers admissions, recruitment, educational and/or academic programs and services, housing and non-academic programs and services such as counseling, placement, physical education and athletics, student clubs and organizations. This list is not exhaustive.</p>
<p>Standards For the Management of Used Oil</p>	<p>Covers the standards for used oil storage, recordkeeping, labeling, off-site shipments, recycling, etc.</p>
<p>Title IX of the Education Amendment of 1972</p>	<p>Prohibits discrimination on the basis of sex in education programs or activities receiving federal financial assistance including employment. Any grievance records relating to a Title IX violation or complaint must be retained for the period of time cited in state law for personal injury actions.</p>
<p>Title VI of the Civil Rights Act of 1964</p>	<p>Prohibits discrimination based on race, color, or national origin in educational and/or academic programs or activities receiving federal financial assistance.</p>
<p>Toxic Substances Control Act</p>	<p>Regulates the use and disposal of certain chemicals, including PCBs used in electrical transformers. Must comply with regulations concerning use, service, storage, and disposal of transformers containing PCBs. The Act requires the identification, inventory, marking and quarterly inspection of PCB transformers.</p>

**Acknowledgement:**

I hereby acknowledge and confirm that the above compliance activities have k

Kirk Lacy

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Signature

# Ice Checklist

Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
N/A	Policy statement	#4.020	5/9/2023
N/A	N/A	N/A	5/9/2023
N/A	Policy statement	#4.020	5/9/2023
N/A	N/A	N/A	5/9/2023
N/A	N/A	N/A	5/9/2023
no deadline mandated, must be	N/A	N/A	5/9/2023
N/A	N/A These products are banned by the Trust	N/A	5/9/2023
N/A	N/A	N/A	5/9/2023
N/A	N/A	N/A	5/9/2023

	MSDS manual and signage noting highest level of chemical in each lab (CTE, Health Professions, Public Safety, and science) on each campus. Chemical Hygiene plan.	#5.125-F and #5.125-G	5/9/2023
N/A	IRB Manual	#2.050	5/9/2023
N/A	Policy statement	#4.020	5/9/2023
N/A	Chemical Hygiene Plan	N/A	5/9/2023
N/A	Policy statement	#4.020	5/9/2023
N/A	Policy statement	#4.020	5/9/2023
Quarterly	N/A	N/A	5/9/2023

been completed and the appropriate evidence has been collected as

5/9/2023

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Date

# Annual Compliance Checklist

**Department:** Information Technology

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)
Children's Online Privacy Protection Act of 1998 (COPPA)	<p>Regulates the collection, use and protection of information from children (up to age 13) via websites or on-line services.</p> <p>Any for-profit websites that are directed to and collect personal info from children must, among other requirements: 1) Provide notice on the website of what info is collected, how it's used, and the operator's disclosure practices; 2) respond to parental requests for info; 3) maintain procedures to protect confidentiality, security and integrity of personal information collected.</p>	N/A	<p>N/A - MCC is not a "for profit" website. Any information collected if for educational purposes and falls under FERPA and/or other, more stringent data laws.</p>	N/A
Communications Assistance for Law Enforcement Act (CALEA)	<p>CALEA requires a "telecommunications carrier," as defined by the Act, to ensure that equipment, facilities, or services that allow a customer or subscriber to "originate, terminate, or direct communications," enable law enforcement officials to conduct electronic surveillance pursuant to court order or other lawful authorization.</p>	N/A	<p>8x8 is CALEA Compliant;  <a href="https://www.google.com/url?sa=t&amp;rct=j&amp;q=&amp;esrc=s&amp;source=web&amp;cd=&amp;ved=2ahUKEwjVgdLJo7X6AhUnL0QIHZoHCMcQFnoECAwQAQ&amp;url=https%3A%2F%2Fdocs.fcc.gov%2Fpublic%2Fattachments%2FFCC-04-187A1.doc&amp;usg=AOvVaw0Jr-M-WvOzjJErhHbNCAdK">https://www.google.com/url?sa=t&amp;rct=j&amp;q=&amp;esrc=s&amp;source=web&amp;cd=&amp;ved=2ahUKEwjVgdLJo7X6AhUnL0QIHZoHCMcQFnoECAwQAQ&amp;url=https%3A%2F%2Fdocs.fcc.gov%2Fpublic%2Fattachments%2FFCC-04-187A1.doc&amp;usg=AOvVaw0Jr-M-WvOzjJErhHbNCAdK</a></p>	N/A
Digital Millennium Copyright Act (DMCA)	<p>Imposes rules prohibiting the circumvention of technological protection measures. Sets limitations on copyright infringement liability for online service providers (OSPs). Expands an existing exemption for making copies of computer programs. Provides a significant updating of the rules and procedures regarding archival preservation.</p>	N/A	In P&P.	P&P 5.275B-E;MVP;2/21/22

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)
Electronic Communications Privacy Act	The ECPA, as amended, protects wire, oral, and electronic communications while those communications are being made, are in transit, and when they are stored on computers. The Act applies to email, telephone conversations, and data stored electronically.	N/A	Title 1: All 8x8 features for recording are turned off and cannot be enabled by users. Rules and training exist that prohibit employees from monitoring or sharing electronic data. Title 2: All wire, oral, and electronic communications traffic on MCC networks is encrypted in transit and at rest. (O362 Compliance Documentation: <a href="https://learn.microsoft.com/en-us/compliance/regulatory/gdpr-dsr-office365">https://learn.microsoft.com/en-us/compliance/regulatory/gdpr-dsr-office365</a> )	P&P 5.275A-J;MVP;2/21/22
FCC – Cable Certification	Prior to commencing service, cable television systems, cable operators, and satellite carriers must obtain certification that they are in conformity with signal carriage, program exclusivity, cable casting, and other standards.  An operator of an open video system must certify on FCC Form 1275 that it will comply with the FCC's regulations in 47 C.F.R. § 76.1502.	N/A	N/A - MICC contracts for wireless services and does not own the towers or equipment. WeCom is responsible for FCC compliance and is in compliance: <a href="https://wireless2.fcc.gov/UlsApp/ApplicationSearch/applMain.jsp?applID=607089">https://wireless2.fcc.gov/UlsApp/ApplicationSearch/applMain.jsp?applID=607089</a>	N/A
FCC – Fixed Microwave Services, Licensing	The University must file an application to provide fixed microwave services electronically via ULS for each Digital Electronic Message Service (DEMS) Nodal Station. Licensee may not be a foreign government or representative of a foreign government. The application must contain all technical information, including but not limited to transmitting and receiving station names, coordinates, equipment, antennae information, etc.  Must demonstrate substantial service at the time of license renewal, and must provide a description of current service.	N/A	N/A - MICC contracts for wireless services and does not own the towers or equipment. WeCom is responsible for FCC compliance and is in compliance: <a href="https://wireless2.fcc.gov/UlsApp/ApplicationSearch/applMain.jsp?applID=607089">https://wireless2.fcc.gov/UlsApp/ApplicationSearch/applMain.jsp?applID=607089</a>	N/A

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)
FCC – Wireless Communications, Licensing	The University's authorization to provide wireless communication services is granted for any or a combination of the following services in a single license: 1) common carrier; 2) non-common carrier; 3) private internal communications; 4) and broadcast services. A license application must be filed with the FCC.	N/A	N/A - MCC contracts for wireless services and does not own the towers or equipment. WeCom is responsible for FCC compliance and is in compliance: <a href="https://wireless2.fcc.gov/UlsApp/ApplicationSearch/applMain.jsp?applID=607089">https://wireless2.fcc.gov/UlsApp/ApplicationSearch/applMain.jsp?applID=607089</a>	N/A
Gramm Leach Bliley Act (GLBA)	Governs the collection, disclosure, and protection of consumers' personal information and personally identifiable information. Requires institutions that offer consumers financial products or services like loans, financial or investment advice, or insurance to explain their information-sharing practices to their customers and to safeguard sensitive data.  Requires financial institutions to provide consumers with privacy notices at the beginning of the loan and annually.	N/A	MCC security standards encrypt data in transit and at rest. Privacy Policy: <a href="https://www.mohave.edu/privacy-policy/#">https://www.mohave.edu/privacy-policy/#</a>	P&P 5.275A-J and 6.005E;MVP;2/21/22
Hazardous Materials Transportation Act	The University must properly dispose of computers and electrical equipment containing hazardous materials or the University is subject to fines and penalties.	N/A	The college uses local recycling and waste management services. All equipment disposal is tracked. Forms available mccfs01\Inventory Lists\Equipment Disposal Forms - LHornick\Completed Forms	N/A
Higher Education Opportunity Act	Section 488 requires institutions to develop plans to detect and prevent unauthorized distribution of copyrighted material on information technology systems, including offering alternatives to illegal-downloading or peer-to-peer distribution of intellectual property.	N/A	In P&P.	5.275C;MVP;2/21/22
No Electronic Theft Act	Makes it a criminal offense to willfully infringe a copyright by sharing, as well as selling, pirated software with a retail value of \$1,000 or more. Offenders will be subject to up to five years in prison, and a \$250,000 fine.	N/A	In P&P.	5.275C;MVP;2/21/22

### Acknowledgement:

I hereby acknowledge and confirm that the above compliance activities have been completed and the appropriate evidence has been listed above.



Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)
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Mark Van Pelt

9/28/2022

Signature

Date

Acknowledgment of Completion (Initial & Date)

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# Annual Compliance Checklist

**Department:** Library

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Copyright Act	Protects the rights of authors from unauthorized reproduction/adaptation/performance/display/distribution of protected works of authorship, including computer software, books, journals etc. Software licenses required. Includes an exception for "fair use" in criticism, comment, teaching, scholarship and research.	N/A	Library webpage (Copyright), P&P, Libraries licensing agreements with database vendors, Student Handbook (Copyright Act Compliance)	2.027 PG 5/9/2023	PG 5/10/2023
Copyright Term Extension Act	<p>Extends by 20 years the length of protection afforded to copyrighted works, and thus lengthens the amount of time it will take for a work to enter the public domain.</p> <p>For copyrights in their renewal term at the time of the effective date of this new law, the term of copyright is extended to 95 years from the date the copyright was originally secured. For works created but not published or registered before January 1, 1978, the term endures for life of the author plus 70 years, but in no case will expire earlier than December 31, 2002. If the work is published before December 31, 2002, the term will not expire before December 31, 2047.</p> <p>Includes an exception that allows libraries, archives and nonprofit educational institutions to treat a copyrighted work in the last 20 years of protection as if it were in the public domain for purposes of preservation, scholarship or research.</p> <p>Conditions that apply to this usage in the last 20 years require a good faith investigation to determine that the work is not subject to normal commercial exploitation, the work or phone record cannot be obtained at a reasonable price, and use of the work stops if the copyright owner provides notice to the contrary.</p>	N/A	Library webpage (Copyright/Public Domain Works), P&P	2.027 PG 5/9/2023	PG 5/10/2023
Digital Millennium Copyright Act (DMCA)	Imposes rules prohibiting the circumvention of technological protection measures. Sets limitations on copyright infringement liability for online service providers (OSPs). Expands an existing exemption for making copies of computer programs. Provides a significant updating of the rules and procedures regarding archival preservation.	N/A	Library webpage (Copyright/DMCA), P&P	2.027-K PG 5/9/2023	PG 5/10/2023

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Higher Education Act: Institutional and financial assistance information for students	Requires the following disclosures to enrolled students: (a) Policies/sanctions for copyright infringement; and (b) annual disclosure detailing federal copyright penalties.	No deadline is mandated, but September 1 is suggested.	Library webpage, Student Handbook (Student Honor Policy), P&P	2.027 PG 2023	PG 5/10/2023
Higher Education Act: Program Participation Agreements	Requires institutions to certify, as part of their annual Program Participation Agreement, that they have: 1) developed plans to combat the unauthorized use of copyrighted material; and 2) will, to the extent practicable, offer alternatives to illegal file sharing. The regulations require periodic review of the plan to determine its effectiveness.	Certification is part of the annual Program Participation Agreement.	Library webpage (Copyright/Creative Commons/Permissions)P&P	2.027 PG 2023	PG 5/10/2023
Technology Education and Copyright Harmonization Act (TEACH ACT) of 2002	Permits an instructor to display virtually all types of works during on-line instruction at accredited nonprofit educational institutions without consent of copyright owner, provided that instruction is mediated by an instructor, transmission is intended only for students enrolled in course, and measures are employed to prevent redistribution of transmission and prevent its retention for longer than the class session.	N/A	Library webpage (Copyrigh/TEACH Act), P&P	2.027-I PG 2023	PG 5/10/2023
Trademark Revision Act	Subject to the principles of equity, the owner of a famous mark that is distinctive, inherently or through acquired distinctiveness, shall be entitled to an injunction against another person who, at any time after the owner's mark has become famous, commences use of a mark or trade name in commerce that is likely to cause dilution by blurring or dilution by tarnishment of the famous mark, regardless of the presence or absence of actual or likely confusion, of competition, or of actual economic injury.	N/A	Library website (Copyright/Trademark Revision Act)	n/a	PG 5/10/2023
Visual Artists Rights Act	Protects moral rights for fine art works, but does not protect audiovisual works and probably does not apply to most multimedia creations.	N/A	Library website (Copyright/Visual Artists Rights Act)	n/a	PG 5/11/2023

## Acknowledgement:

I hereby acknowledge and confirm that the above compliance activities have been completed and the appropriate evidence has been collected as listed above.

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Signature

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Date

# Annual Compliance Checklist

**Department:**        **OCC**

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Controlling the Assault of Non-Solicited Pornography And Marketing Act of 2003 (CAN-SPAM Act)	<p>Prohibits the inclusion of deceptive or misleading information and subject headings, requires identifying information such as a return address in email messages, and prohibits sending emails to a recipient after an explicit response that the recipient does not want to continue receiving messages.</p> <p>In addition to bulk email, the law covers all commercial messages, which it defines as "any electronic mail message the primary purpose of which is the commercial advertisement or promotion of a commercial product or service." Each separate email in violation of the CAN-SPAM Act is subject to penalties of up to \$16,000.</p>	May-23	Website, outgoing emails, all marketing materials	N/A in PP - Continuous Review - JJ 4/17/23	4/17/2023 - JJ
Higher Education Act: Misrepresentation	<p>Makes the institution responsible for substantial misrepresentations made by the institution itself, a representative of the institution, or any person or entity with whom the institution has an agreement to provide educational programs, marketing, advertising, and recruiting or admissions services. Broadens the definitions of misrepresentations of the nature of an institution's educational program, financial charges, or employability of its graduates.</p>	May-23	Reviews performed prior to publication of any marketing collateral	N/A in PP - Continuous Review - JJ 4/17/23	4/17/23 - JJ
Junk Fax Prevention Act of 2005	<p>Applicable to non-profits, the Act provides that it is unlawful for the University to use a fax machine to send an unsolicited advertisement to another fax machine unless there is: 1) An established business relationship; 2) the sender obtained the fax number through voluntary communication with the recipient; and 3) the first page of the fax conspicuously states the recipient can request no further unsolicited communications. Penalties include a right of private action for actual damages or \$500 per fax, whichever greater, and can be increased if willful or knowing.</p>	May-23	College does not use fax machines for any marketing efforts. Reviewed with office that have fax machines	PP 7.00-G Reviewed JJ - 4/19/2023	4/19/2023 - JJ
Lanham Act	Prohibits trademark infringement, trademark dilution, and false advertising.	May-23	Reviews performed prior to publication of all marketing collateral	PP 2.057 PP does not address advertising. Reviews performed prior to publication of any marketing collateral - JJ 4/17/23	4/17/2023 - JJ

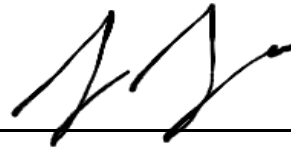


Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Small Unmanned Aircraft Systems	<p>Institutions are permitted to use small unmanned aircraft systems (UAS) in the National Airspace System for purposes that include research and development and educational/academic uses, provided that the institution follows operation and certification requirements.</p> <p>An uncertified person, such as a student, may manipulate the controls of a small UAS, provided that: (1) They are under the direct supervision of a certified remote pilot in command; and (2) the remote pilot in command is capable of taking over controls at any time during the flight.</p>	May-23	College does not own a drone that falls under FAA regulation	N/A in PP.	4/17/2023 - JJ
Telemarketing	A tax-exempt nonprofit University is exempt from the Do-Not-Call-Registry, but may not call any residential telephone subscriber before 8 a.m. or after 9 p.m. local time at the called party's location.	May-23	Continual review of outbound emails, texts, calls	Not available in PP. College does not schedule calls or texts outside of business hours.	4/17/2023 - JJ

**Acknowledgement:**

I hereby acknowledge and confirm that the above compliance activities have been completed and the appropriate evidence has been collected as listed above.

James Jarman



4/19/2023

Signature

Date

# Annual Compliance Checklist

**Department:**        **Recruitment**

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Higher Education Act: Incentive Compensation Prohibition	<p>Institutions are prohibited from providing any commission, bonus, or other incentive payment based in any part, directly or indirectly, upon success in securing enrollments or the award of financial aid, to any person or entity who is engaged in any student recruitment or admission activity, or in making decisions regarding the award of Title IV, HEA program funds.</p> <p>There is an exception provided for the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.</p> <p>According to 2015 guidance, the Department of Education does not interpret the regulations to proscribe compensation for recruiters that is based upon students' graduation from, or completion of, educational programs.</p>				
Higher Education Act: Misrepresentation	<p>Makes the institution responsible for substantial misrepresentations made by the institution itself, a representative of the institution, or any person or entity with whom the institution has an agreement to provide educational programs, marketing, advertising, and recruiting or admissions services. Broadens the definitions of misrepresentations of the nature of an institution's educational program, financial charges, or employability of its graduates.</p>				
Telemarketing	<p>A tax-exempt nonprofit University is exempt from the Do-Not-Call-Registry, but may not call any residential telephone subscriber before 8 a.m. or after 9 p.m. local time at the called party's location.</p>				

**Acknowledgement:**

I hereby acknowledge and confirm that the above compliance activities have been completed and the appropriate evidence has been collected as listed above.

*Eleauore Blair*

Signature

1/30/2023

Date

# Annual Compliance Checklist

**Department:** Student and Community Engagement

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Age Discrimination Act of 1975	Prohibits discrimination based on age in educational or academic programs or activities that receive federal financial assistance. Prohibits retaliation for filing a complaint with OCR or participating in a mediation or investigation of a violation, or for advocating for a right protected by the Act.	N/A	Policy is listed in Catalog and on Consumer Information page <a href="https://www.mohave.edu/paying-for-college/financial-aid/policies/consumer-information/">https://www.mohave.edu/paying-for-college/financial-aid/policies/consumer-information/</a>	P&P 4.020 , TR 3/8/23	TR 3/8/23
Americans with Disabilities Act	Provides broad nondiscrimination protection in employment, public services, and public accommodations (including colleges and universities) for individuals with disabilities. Requires reasonable accommodations (e.g., a modification or adjustment to the status quo inherent in the program or activity) to allow a qualified person with a disability to participate fully in the educational or academic programs and activities of the university.	N/A	Policy is listed in Catalog and on Consumer Information page <a href="https://www.mohave.edu/paying-for-college/financial-aid/policies/consumer-information/">https://www.mohave.edu/paying-for-college/financial-aid/policies/consumer-information/</a>	P&P 4.020 and 5.100, TR 3/8/23	TR 3/8/23
Campus Sex Crimes Prevention Act (§ 1601 of the Victims of Trafficking and Violence Protection Act of 2000)	Requires sex offenders who are required to 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. In turn, this information will be made available by the state authorities to the local law enforcement agency that has jurisdiction where the IHE is located. Institutions 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.	Avaialble on Campus Safety webpage ( <a href="https://www.mohave.edu/about/safety/">https://www.mohave.edu/about/safety/</a> ) and via direct link <a href="https://www.mohave.edu/assets/2022/09/Annual_Security_Report_2021.pdf">https://www.mohave.edu/assets/2022/09/Annual_Security_Report_2021.pdf</a>	P&P 5.125-J, TR 3/8/23	TR 3/8/23

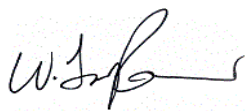
Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Drug Free Schools and Communities Act	Requires annual distribution to students of the institution's standards of conduct with respect to illegal drugs and alcohol; a description of the applicable legal sanctions and health risks; and availability of drug and alcohol counseling available to students. Must also include a statement on sanctions the institution will impose for violation of the standards of conduct.	Suggested distribution as part of the Annual Security Report distribution which is required by October 1st of each year.	Available on Campus Safety webpage ( <a href="https://www.mohave.edu/about/safety/">https://www.mohave.edu/about/safety/</a> ) and via direct link <a href="https://www.mohave.edu/assets/2022/09/Annual_Security_Report_2021.pdf">https://www.mohave.edu/assets/2022/09/Annual_Security_Report_2021.pdf</a> . Also included in Annual Notice sent via email and via link on Consumer webpage <a href="https://www.mohave.edu/paying-for-college/financial-aid/policies/consumer-">https://www.mohave.edu/paying-for-college/financial-aid/policies/consumer-</a>	4.090 TR 38/23	TR 3/8/23
Equity in Athletics Disclosure Act (EADA)	The Equity in Athletics Disclosure Act requires co-educational institutions of postsecondary education that participate in a Title IV federal student financial assistance program and have an intercollegiate athletic 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. Institutions must prepare an annual report on athletic participation, staffing, and revenues and expenses, by men's and women's teams.	Public - No later than October 15th  Secretary of Education - No later than October 30th	Not necessary until 24/25 Academic Year, Start of Soccer, NJCAA season start	N/A	TR 3/8/23
Higher Education Act: Drug and Alcohol Abuse Prevention	Requires an institution of higher education, in its biennial review, to determine the number of drug and alcohol-related violations and fatalities that have occurred on the institution's campus or as part of the institution's activities and that are reported to campus officials.	Every other year	Policies and Reports located on Safety page <a href="https://www.mohave.edu/about/safety/">https://www.mohave.edu/about/safety/</a>	P&P 4.090 TR 3/8/23	TR 3/8/23
Higher Education Act: Institutional and Financial Assistance Information for Students: Disclosure of Fire Safety Standards and Measures	Requires institutions to report and make public Emergency Response Policies and Procedures annually, and publish a campus Fire Safety Report that provides statistics on a dorm-by-dorm basis showing the number of fires, deaths, injuries, fire drills, property damage, type of fire detection systems, etc. Requires the Secretary to make policies public, including the installation of fire detection and prevention technologies in student housing, dormitories, and other buildings.  Institutions must publicize those procedures on an annual basis in a manner designed to reach students and staff and must test annually emergency response and the institution's procedures and document the testing.	Annual	Information included in Annual Security Report available at <a href="https://www.mohave.edu/assets/2022/09/Annual_Security_Report_2021.pdf">https://www.mohave.edu/assets/2022/09/Annual_Security_Report_2021.pdf</a>	P&P 5.125 TR 3/8/23	TR 3/8/23

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Higher Education Act: Program Participation Agreements	When requested, institutions must disclose to the alleged victim of any violent crime or non-forcible sex offense the final results of any institutional disciplinary proceeding conducted against the alleged perpetrator of such crime or offense. The alleged victim's next of kin must be informed, if the alleged victim dies as a result of the crime. (Note that the Violence Against Women Act of 2013 requires that both the accuser and the accused shall be simultaneously informed in writing of the outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking.	Certification is part of the annual Program Participation Agreement.	Policies and Training materials located on Safety page <a href="https://www.mohave.edu/about/safety/">https://www.mohave.edu/about/safety/</a>	P&P 4.020, 5.105 and 5.115-B , TR 3/8/23	TR 3/8/23
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and Violence Against Women Act	Any institution that participates in federal financial aid programs must collect information with respect to campus crime statistics and campus security policies of the institution. The institution must annually distribute to current students, employees, and (upon request) prospective students or employees, an annual security report (ASR) that must include, among other things, a statement of policy regarding: 1) the institution's programs to prevent domestic violence, dating violence, sexual assault, and stalking; and 2) the procedures the institution will follow once an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used during any institutional conduct proceeding arising from such report.	Part of the Annual Security Report distribution which is required by October 1st of each year.	Avaialble on Campus Safety webpage ( <a href="https://www.mohave.edu/about/safety/">https://www.mohave.edu/about/safety/</a> ) and via direct link <a href="https://www.mohave.edu/assets/2022/09/Annual_Security_Report_2021.pdf">https://www.mohave.edu/assets/2022/09/Annual_Security_Report_2021.pdf</a>	P&P 4.105 TR 3/8/23	TR 3/8/23
Occupational Safety and Health Act of 1970	Each institution must have a written emergency action plan kept in the workplace and available for employee review upon request, as required under OSHA standards.	N/A	Emergency Plan is available online and in office buildings.	P&P 5.125, TR 3/8/23	TR 3/8/23
Section 504 of The Rehabilitation Act of 1973	Prohibits discrimination on the basis of disability at any federally-funded institution. This covers admissions, recruitment, educational and/or academic programs and services, housing and non-academic programs and services such as counseling, placement, physical education and athletics, student clubs and organizations. This list is not exhaustive.	N/A	Policy is listed in Catalog and on Consumer Information page <a href="https://www.mohave.edu/paying-for-college/financial-aid/policies/consumer-information/">https://www.mohave.edu/paying-for-college/financial-aid/policies/consumer-information/</a>	P&P 4.020 and 5.100, TR 3/8/23	

Statute Name	Requirement	Deadline	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
Title IX of the Education Amendment of 1972	<p>Prohibits discrimination on the basis of sex in education programs or activities receiving federal financial assistance including employment. Title IX protects students from sexual harassment in educational programs or activities operated by recipients of federal funding. The protection against sexual harassment derives from the general prohibitions against sex discrimination contained in the Title IX common rule. Any grievance records relating to a Title IX violation or complaint must be retained for the period of time cited in state law for personal injury actions.</p> <p>No person shall on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person, or otherwise be discriminated against in any interscholastic, intercollegiate, club or intramural athletics offered by a recipient, and no recipient shall provide such athletics separately on such basis.</p>	N/A	Policies and Training materials located on Safety page <a href="https://www.mohave.edu/about/safety/">https://www.mohave.edu/about/safety/</a>	P&P 4.020, 5.105 and 5.115-B , TR 3/8/23	TR 3/8/23
Title VI of the Civil Rights Act of 1964 42 U.S.C. §§ 2000d-2000d-7	<p>Prohibits discrimination based on race, color, or national origin in educational and/or academic programs or activities receiving federal financial assistance.</p> <p>Institutions are required to incorporate Limited English Proficiency assistance into emergency planning, pursuant to Guidance to State and Local Governments and other Federally-Assisted Recipients Engaged in Emergency Preparedness, Response, Mitigation, and Recovery Activities in Compliance with Title VI of the Civil Rights Act of 1964</p>	N/A	Policy is listed in Catalog and on Consumer Information page <a href="https://www.mohave.edu/paying-for-college/financial-aid/policies/consumer-information/">https://www.mohave.edu/paying-for-college/financial-aid/policies/consumer-information/</a>	P&P 4.020 , TR 3/8/23	TR 3/8/23

**Acknowledgement:**

I hereby acknowledge and confirm that the above compliance activities have been completed and the appropriate evidence has been collected as listed above.



Signature

3/8/2023

Date

# Annual Compliance Checklist

**Department:** Student Success

Statute Name	Requirement	Deadline	Evidence of Compliance	Evidence of Compliance
Higher Education Act: Institutional & Financial Assistance Information for Students	Among other things, requires the following annual disclosures to enrolled and prospective students: f) diversity statistics; g) retention rates; h) employment placement data; and c) transfer of credit policies;	No deadline is mandated, but October 1 annually is suggested.	<a href="https://www.mohave.edu/assets/2022/03/Annual_Report_2020-2021.pdf">End of Year Report for the public: https://www.mohave.edu/assets/2022/03/Annual_Report_2020-2021.pdf</a>	<a href="https://www.mohave.edu/about/institutional-research/">IR Statis for Public view: https://www.mohave.edu/about/institutional-research/</a>
Section 504 of The Rehabilitation Act of 1973	Prohibits discrimination on the basis of disability at any federally-funded institution. This covers admissions, recruitment, educational and/or academic programs and services, housing and non-academic programs and services such as counseling, placement, physical education and athletics, student clubs and organizations. This list is not exhaustive.	N/A	Disability Services website: <a href="https://www.mohave.edu/resources/disabilityservices/">https://www.mohave.edu/resources/disabilityservices/</a>	ADA_504 Policies and Grievances Prodecures: <a href="https://www.mohave.edu/assets/2023/04/ADA_504-Policies-and-Grievance-Procedures.pdf">https://www.mohave.edu/assets/2023/04/ADA_504-Policies-and-Grievance-Procedures.pdf</a>
Title VI of the Civil Rights Act of 1964	Prohibits discrimination based on race, color, or national origin in educational and/or academic programs or activities receiving federal financial assistance.	N/A	Diversity Statement from MCC; <a href="https://www.mohave.edu/about/administration/mohave-community-college-respect-support-and-acceptance/">https://www.mohave.edu/about/administration/mohave-community-college-respect-support-and-acceptance/</a>	Anti Discrimination Policy in Catalog

\*In accordance with annual review, revisionment and publication of the catalog, policy and procedure manual and website.

## Acknowledgement:

I hereby acknowledge and confirm that the above compliance activities have been completed and the appropriate evidence has been

na Masterson / Natalie Gebicke  
 \_\_\_\_\_  
 Signature

5/25/2023  
 \_\_\_\_\_  
 Date

Evidence of Compliance	Evidence of Compliance	Review of P&P (Section, Initial & Date)	Acknowledgment of Completion (Initial & Date)
<a href="https://www.mohave.edu/about/administration/mohave-community-college-respect-support-and-acceptance/">Diversity Statement from MCC;</a> <a href="https://www.mohave.edu/about/administration/mohave-community-college-respect-support-and-acceptance/">https://www.mohave.edu/about/administration/mohave-community-college-respect-support-and-acceptance/</a>	<a href="http://catalog.mohave.edu/content.php?catoid=64&amp;navoid=20749#Transfer Information">Student Transfer Information in Student Handbook:</a> <a href="http://catalog.mohave.edu/content.php?catoid=64&amp;navoid=20749#Transfer Information">http://catalog.mohave.edu/content.php?catoid=64&amp;navoid=20749#Transfer Information</a>	Transfer Credit Policies: 1.0650-F; 2.020; 2.020-B; 2.020-F; 2.020-E; 4.050;	7/1/2022*
ADA_504 Resolution Form: <a href="https://www.mohave.edu/resources/disabilityservices/">https://www.mohave.edu/resources/disabilityservices/</a>	Consumer Information-Anti-Discrimination: <a href="https://www.mohave.edu/paying-for-college/financial-aid/policies/consumer-information/">https://www.mohave.edu/paying-for-college/financial-aid/policies/consumer-information/</a>	2.040-A; 2.040-B; 2.040-C; 2.040-D; 2.040-E; 4.020; 4.020-A; 5.100-A; 5.100-B; 5.100-C; 5.115-A; 5.115-B;	7/1/2022*
n/a	n/a	4.020; 5.115-A; 5.115-B; 6.005;	7/1/2022*

collected as listed above.

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