STATEMENT
In accordance with University Procedure 01.01.01.R0.02 Development and Maintenance of University Rules and Procedures, University Rules and Procedures must be reviewed on a five-year review cycle. Contact Offices responsible for implementation of a rule and/or procedure will be notified of the need for review by the University Compliance Office.

Part of the review process includes completion of this Compliance Determination Report. Written or electronic documentation of compliance must be provided to the Compliance Office with the attached report. This documentation will be reviewed for evidence of compliance of the rule and/or procedure.

The Compliance Office is requesting the Contact Office to complete and return the attached Compliance Determination Report by the indicated due date.

PROCESS
1. The Compliance Office will notify the appropriate Contact Office(s) of the selected rule or procedure under review.
2. The Contact Office will review the rule or procedure and complete and sign the attached report.
3. The Contact Office will then submit the completed report to UCC@tamuc.edu no later than indicated due date.
4. All submitted reports from each University contact office will be compiled into a yearly compliance report, which will be distributed by May 1 of each year.
5. If the Contact Office recommends deletions or revisions to a rule or procedure, the Contact Office must submit changes through the appropriate administrative channels. Please refer to University Procedure 01.01.01R0.02 Development and Maintenance of University Rules and Procedures for further guidance.

CONTACT
James Vanbebber
Compliance Office
903-886-5996
James.Vanbebber@tamuc.edu

RELATED LINKS
University Compliance Office
- 01.01.01.R0.02 Development and Maintenance of University Rules and Procedures
REPORT

1) Is this rule or procedure currently being followed? Please select the appropriate box below.
   □ Yes
   □ No
   □ Rule or procedure no longer applies to this office (If assigned Rule/Procedure no longer applies to your area, please designate the appropriate Contact Office in the below box and return this form via e-mail to UCC@tamuc.edu no later than 15 days after receipt. The Compliance Office will take steps to ensure the appropriate office is designated as the responsible Contact Office.)

   a) If Yes, after reviewing the rule or procedure your plan is to:
      □ Keep as currently established
      If any of the following boxes are selected, please refer to #5 on page 1:
      □ Revise Rule or Procedure
      □ If current rule or procedure is departmental specific, move to a departmental guideline
      □ Combine with other similar rules or procedures (please list others)

   b) If No, your plan is to:
      □ Revise Rule or Procedure
      □ Delete Rule or Procedure
      □ Specifically identify the deficiencies and corrective actions taken; the persons responsible for corrective actions; and submit the time line for implementation of the planned corrective actions in the box below:

2) Return this report to the UCC@tamuc.edu by indicated due date.

TO BE COMPLETED BY CONTACT OFFICE REPRESENTATIVE

University Rule or Procedure Being Reviewed: ______________________________________________________

Name: __________________________________________ Title: __________________________________________

Signature: ______________________________________ Date: ______________________

FOR COMPLIANCE OFFICE USE ONLY

Reviewed On __________ Action Plan Needed ______ Action Plan Determination Date _________

Compliance Officer Signature________________________ Date __________________________