Administrative Policies

Board of Trustees Policies

- BOT Investment Statement ("Investment Policy")
- Honorary Degree Policy
- Statement of Principles
- Whistleblower Policy ("Reporting Compliance & Ethics Concerns")

Policies by department (in alphabetical order)

- **Academic/Research**
  - Academic Affairs
    - Academic Honors
    - Academic Integrity Policy
    - Academic Status Policy
    - Assignment of Semester Credit Hour
    - Attendance Policy
    - Audit Policy
    - Awarding of Posthumous Degrees
    - Challenge Examination Policy
    - Classroom Behavior
    - Conflicts in Examination Periods During Finals Week
    - Copyright Policy for Online Education
    - Credit by Examination for Life Experience External Examination
    - Credit by Examination for Life Experience Internal Evaluation
    - Emeritus/Emerita Status
    - GPA Forgiveness
    - Grade Change Policy
    - Grade Dispute Policy
    - Grade Reporting
    - Grading System
    - Graduation Requirements
    - Mobile Electronic Device Policy
    - Repeating a Course Policy
    - Research Papers - The Term Paper Law
    - Second Baccalaureate Policy
    - Student Complaint Procedures
    - Syllabus Policy
    - Transfer of Credit
    - Turnitin Policy
    - Undergraduate Academic Standing
    - Undergraduate Senior Privilege Policy
    - University Academic Calendar
    - Verification of Student Identity
    - Viewing Final Exams and Papers Policy
  - **Graduate Studies**
    - Leave of Absence Policy (Graduate Students)
    - Time Limits for Post-baccalaureate and Graduate-Level Program Completion
  - **Health Sciences**
    - Bloodborne Pathogens
    - HIV, HBV and HCV
    - Housestaff Immunizations and Health Requirements
    - Tuberculosis Surveillance
  - **Research**
    - Copyright Policy
Costing policy
Cost Share Policy
Cost Transfer Policy
Export Control Program
Federal Drawdown
Grants Disbursed By the Environmental Protection Agency (EPA)
HIPAA and Medical Research Training
Intellectual Property
Internal Deadline for Proposals
Laboratory Safety Policy
Managing Conflicts Of Interest
Openness in Research Policy
Principal Investigator (PI) Eligibility
Records Retention
Research Administration
Research Data Ownership Policy
Research Indirect Funds Distribution
Sponsored Research Supplemental Compensation Policy
Subrecipient Monitoring
Use of SSNs and PII in Human Subject Research

Research Compliance
- Export Control Guidelines for Visiting Professors and Research Scholars
- Research Misconduct

Administration and Operations
- Administration
  - Preferred Name Policy
  - Protection of Minors
  - University Mass Notification Systems Policy
- Advancement
  - Cash Handling Procedures for Donations
  - Naming University Facilities, Academic Programs & Non-Academic Programs
  - Records Release Policy and Security of Donor Information
- Emergency Management
  - Emergency Preparedness
  - Response to Death of Student or Staff Member
- Public Safety
  - Clery Act Policy
  - Free Speech Policy
  - General Safety and Security
  - Golf Cart and LSV Policy
  - Missing Student Policy
  - University Towing Policy
  - Use of Electric Scooters and Other Personal Electric Vehicles on Campus
  - Weapons Prohibition on Campus
- Risk Management
- University Relations

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Facilities
- Building and Grounds Operations
  - Snow and Ice Removal
- Campus Planning
- Design & Construction
- Energy Management & Utilities
- Environmental Health & Safety
  - Laboratory and Environmental Safety
- Facilities Business Services
- Facilities Services
  - Employee Safety and Health
  - Facilities Operations Overtime Request Policy
  - Fleet Management
  - Key and Lock Policy
- Financial Management
  - Accounting Services
    - Bank Account
    - Banner Finance Security
    - BOT Investment Statement (Investment Policy)
    - Chart of Accounts
    - Disposal of Fixed Assets
    - Fixed Assets
    - General Ledger Account Reconciliation
    - Journal Entries
    - Post Issuance Tax-Exempt Bond Compliance
    - Unclaimed Property
    - Use of Rowan's Name on Bank Account
  - Accounts Payable
    - Accounts Payable General Payment Policy
    - Independent Contractors
    - Reception and Entertainment Policy
    - Relocation Expenses
    - Travel Policy
- Budget
  - University Budget
- Bursar
  - Approved Refund Schedule
  - Management of Cash
  - PCI-DSS Compliance (Payment Card Industry Data Security Standards)
  - Safeguarding Assets in a Safe
  - Student Accounts
  - Student Health Insurance
- Contracting and Procurement
  - Contract Policy
  - Procurement Policy
  - Records Retention Policy
  - University Fuel Card (UFC)
  - University Purchasing Card
- Debt Management Policy
- Derivative Management Policy
- Fiduciary Responsibility Policy
- Gift Card Policy
- Payroll
  - Payroll Deductions
  - Payroll Reconciliation
  - Payroll WTE Approvers and Proxies
  - Taxable Fringe Benefits: Employer Provided Vehicles
  - W2 Form, Wage and Tax Statement
- Human Resources
  - Employee Relations
    - Background Check Policy
    - Miscellaneous Leave Time
    - Outside Employment & Additional Compensation
- Protocol for Hiring Internal Candidates
- Sick Time
- Tuition Benefit for Dependents, Spouse, Domestic or Civil Union Partner
- Uncompensated Employees
- Vacation Time
- Labor Relations
  - Managerial Compensation Policy
  - Salary Vouchers and Special Assignment Payments Policy Statement
  - Termination for Cause of Managerial Employees
- Office of Employee Equity
  - Americans with Disabilities Act (ADA)
  - Disruptive Behavior and Workplace Violence Policy
  - Policy Prohibiting Discrimination in the Workplace and Educational Environment
  - Title IX Sexual Harassment/ Sexual Assault Policy
- Information Resources & Technology
  - Acceptable Use Policy
  - Access Control Policy
  - Affiliate Access Policy
  - Business Continuity Management
  - Camera and Card Access
  - Change Management
  - Data Backup
  - Electronic Media Disposal
  - Encryption Policy
  - General User Password
  - High Performance Computing Resources
  - Information Classification
  - Information Security Policy
  - iPad USE
  - Mobile Computing and Removable Media
  - Mobile Devices iPad and Tablet Device Policy
  - Physical Security for IT Network Resources
  - Privileged Account Management
  - Remote Access Policy
  - Security Awareness and Training
  - Security Incident Management Policy
  - Security Monitoring Policy
  - Security System Development Life Cycle Policy
  - Transmission Sensitive Information Policy
  - Vulnerability Management Policy
  - Workstation Use and Security Policy
- IRT
  - Alumni Offboarding Policy
  - Cellular Device Policy
  - Computer Lab Policy
  - Computer Lab Software Policy
  - Conference Room and Non-Classroom Space Technology Policy
  - Data Governance: EIS Internal Policy
  - Data Governance: IT Acquisition Policy
  - Data Governance: LMS Use Policy
  - Data Governance Policy
  - Digital Signage Policy
  - Electronic Survey Policy
  - Employee Workstation Assignment Policy
  - iPad Cellular Data Activation Policy
  - IT Resources Available in Licensed Premises
- LMS Third-Party Integration Policy
- Project Management and Software/Systems Development Life Cycle Policy
- Separated and Retiring Employee Offboarding Policy
- Technology Ownership Policy
- Technology Terms and Definitions
- Two-Factor Authentication Policy
- University Data Policy

- **Legal and Governance**
  - **Ethics**
    - Outside Employment and Additional Compensation
    - Reporting Compliance & Ethics Concerns (“Whistleblower Policy”)
  - **General Counsel**
  - **Government Relations**
    - Lobbying Activity
    - Lobbying Activity Reporting
    - Lobbying and Advocacy Activity
  - **Healthcare Compliance and Privacy**
    - Access of Individuals to Protected Health Information (PHI)
    - Accounting of Disclosures of Health Information
    - Breach Notification Policy
    - Disclosures of Personaly Identifiable Health Information to Business Associates
    - Excluded Individuals & Entities
    - Fair Market Valuation
    - Fax Machine Transmittal of Confidential, Sensitive or Protected Health Information (PHI)
    - Focused Arrangement Database Policy & Approval Process
    - Fraud Waste and Abuse Policy
    - General Statement on Agreements with Referral Sources
    - Identity Theft Prevention Program-Red Flag Rules
    - Professional Courtesies for Health Services
    - Professional Services Agreements
    - Protected Health Information: Destruction and Disposal
    - Protection of Sensitive Electronic Information
    - Reporting Compliance & Ethics Concerns
    - Request for Restriction of Uses and Disclosures of Protected Health Information
    - Requests for Amendment of Protected Health Information
    - Responding to Suspected Violations of the Anti-Kickback Statute or for Stark Law Violations that Potentially Implicate the Anti-Kickback Statute
    - Responding to Suspected Violations of the Stark Law That Do Not Implicate the Anti-Kickback Statute
    - Standards for Privacy of Individually Identifiable Health Information
    - Uses and Disclosures of Protected Health Information: With and Without Authorization
  - **Internal Audit**
    - Internal Audit Policy
  - **Privacy**
    - GDPR - Standard Governing Data Protection and Privacy for Individuals within European Union

- **Medical Schools**
  - **CMSRU**
  - **RowanSOM - Graduate School of Biomedical Sciences (GSBS)**
    - Course Repeat Policy - GSBS
    - GSBS Academic Appeals Policy
    - Leave of Absence Policy - GSBS
    - Transfer of Credit - GSBS
  - **RowanSOM - Policies**
    - Clinical Incident Reporting Policy
    - Housestaff Work Hours and Supervision
    - Leave of Absence and Completion of Degree for Medical Students
- Moonlighting Policy 101
- Non-Academic Health Professionals
- Patient Care Supervision
- RowanSOM/Jefferson Health/Our Lady of Lourdes/Sponsoring Institution - House Staff Rules and Regulations 2019-2020
- RowanSOM House Staff
  - Evaluation of Housestaff Policy
- Student Responsibilities, Rights and Disciplinary Procedures
- Tobacco-Free Workplace - Stratford Campus

- **Student Life / Student Affairs**
  - Athletics Department
    - Intercollegiate Athletics
  - Naloxone Public Access Policy
  - NCAA Compliance
  - Smoke and Tobacco-free Environment
  - Strategic Enrollment
    - Non-Credit Online Course Policy
    - Professional Judgment Policy
    - Satisfactory Academic Progress
    - Verification Policy
  - Student Life & Student Affairs
    - Accommodation Policy
    - Alcohol and Other Drugs Policy
    - Campus Recreation Policies and Procedures
    - Chamberlain Student Center Policies and Procedures
    - Good Samaritan Policy
    - Greek Expansion Policy
    - Hazing Policy
    - Live-in Professional Staff Pet Policy
    - New Jersey Residency Policy and Eligibility for In-State Tuition
    - New Membership in Greek Social Organizations
    - Off-Campus Conduct
    - Orientation Attendance
    - Public Health Protection
    - Required Immunizations for Rowan Students
    - Safety Interim Suspension/Withdrawal Policy
    - Service and Emotional Support Animals Policy
    - Shuttle Policy
    - Situation Threat Assessment Policy and Protocol
    - Skateboard Policy
    - Smoking policy
    - Social Media Policy
    - Stalking Policy
    - Student Code of Conduct
    - Student Housing Policies
    - Students-At-Significant Risks to the Health and Safety of Self or Others
    - Student Sexual Misconduct and Harassment Policy
    - Title IX Sexual Harassment/Sexual Assault Policy