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
- Board of Trustees Policies
  - BOT Investment Statement ("Investment Policy")
  - Honorary Degree Policy
  - Statement of Principles
  - Whistleblower Policy ("Reporting Compliance & Ethics Concerns")
- 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
  - Information Security
    - 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 Personally 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