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