Administrative Policies

Board of Trustees Policies

- BOT Investment Statement ("Investment 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
    - Attendance Policy
    - Audit Policy
    - Awarding of Posthumous Degrees
    - Challenge Examination Policy
    - Classroom Behavior
    - Conflicts in Examination Periods During Finals Week
    - Credit by Examination for Life Experience External Examination
    - Credit by Examination for Life Experience Internal Evaluation
    - GPA Forgiveness
    - Grade Change Policy
    - Grade Dispute Policy
    - Grade Reporting
    - Grades of D
    - 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
    - Viewing Final Exams and Papers Policy

- Health Sciences
  - Bloodborne Pathogens
  - HIV, HBV and HCV
  - Housestaff Immunizations and Health Requirements
  - Tuberculosis Surveillance

- Research
  - Conflict of Interest in the Design, Implementation, or Reporting of Grants and Sponsored Projects
  - Copyright Policy
  - Costing policy
  - Cost Share Policy
  - Cost Transfer Policy
  - Data Ownership 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
  - Records Retention
  - Research Administration
  - Research Indirect Funds Distribution
  - 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
    - Records Retention Policy
    - 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
  - Public Safety
    - Free Speech Policy
    - General Safety and Security
    - Golf Cart and LSV Policy
    - Weapons Prohibition on Campus
  - Risk Management
  - University Relations
- Board of Trustees Policies
  - BOT Investment Statement ("Investment Policy")
  - Statement of Principles
  - Whistleblower Policy ("Reporting Compliance & Ethics Concerns")
- Facilities
  - Building and Grounds Operations
  - 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
  - Motor Vehicles and Special Equipment
- Financial Management
  - Accounting Services
    - Bank Accounts
    - Banner Finance Security
    - Chart of Accounts
    - Disposal of Fixed Assets
    - Fixed Assets
    - General Ledger Account Reconciliation
    - Investment Policy (BOT Investment Statement)
    - Journal Entries
    - Post Issuance Tax-Exempt Bond Compliance
    - Unclaimed Property
  - 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
    - Safeguarding Assets in a Safe or Vault
    - Student Accounts
  - Contracting and Purchasing
    - Procurement Policy
    - University Fuel Card (UFC)
    - University Purchasing Card (UPC)
  - Payroll
    - Accrual and Use of Sick Time
    - Accrual and Use of Vacation Time
• Payroll Deductions
• Payroll Reconciliation
• Taxable Fringe Benefits: Employer Provided Vehicles
• W2 Form, Wage and Tax Statement
• WTE Policy for Approvers and Proxies

• Human Resources
  • Employee Relations
    • Background Check Policy
    • Miscellaneous Leave Time
    • Outside Employment & Additional Compensation
    • Protocol for Hiring Internal Candidates
    • Sick Time
    • Uncompensated Employees
    • Vacation Time
  • Labor Relations
    • Termination for Cause of Managerial Employees
  • Office of Equity and Diversity
    • Americans with Disabilities Act (ADA)
    • Policy Prohibiting Discrimination in the Workspace
    • Workplace Violence Policy

• Individual Colleges and Schools
  • CMSRU
  • RowanSOM
    • Clinical Incident Reporting Policy
    • Student Responsibilities, Rights and Disciplinary Procedures
    • Tobacco-Free Workplace - Stratford Campus

• Information Resources & Technology
  • Clinical IT
    • Authorization for Release of Information and Providing Patients with Copy of Medical Records Policy
    • Centricity Business/Centricity EMR Duplicate Registrations or Charts Policy
    • Centricity Business and Centricity EMR Report Requests Policy
    • Centricity Business Billing Area and Centricity EMR Location of Care Policy
    • Centricity Business Billing Providers Policy
    • Centricity Business Code Sets Policy
    • Centricity Business FSC, Pay Code, and Commercial Insurance Approvals Policy
    • Centricity Business Locations Policy
    • Centricity Business Printer Forms Policy
    • Centricity Business Providers Separation Check List Policy
    • Centricity Business Scheduling Departments & Appointment Types Policy
    • Centricity Business Scheduling Providers Policy
    • Centricity Referring Providers Policy
    • Clinical System Report Requests Policy
    • Clinical Systems Access Request Policy
    • Clinical Systems Super Users Policy
    • EMR Issue Triage Folder Policy
    • Scanning and Indexing Documents into the Centricity Electronic Medical Record (EMR) Policy
  • Information Security
    • Acceptable Use Policy
    • Access Control 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 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
    • Workstation Use Policy
  • IRT
- Computer Lab Policy
- Computer Lab Software
- Computer Replacement and Support Policy
- Conference Room and Non-Classroom Space Technology Policy
- Data Governance Policy
- EIS Internal Policy
- iPad Cellular Data Activation Policy
- IT Acquisition Policy
- LMS Use Policy
- Project Management and Software/Systems Development Life Cycle
- Survey Policy
- University Data

- Web Services
- Social Media 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
  - Fax Machine Transmittal of Confidential, Sensitive or Protected Health Information (PHI)
  - Fraud Waste and Abuse Policy
  - General Statement on Agreements with Referral Sources
  - 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
  - Revised Fair Market Valuation
  - RowanSOM Focused Arrangement Database Policy & Approval Process
  - Standards for Privacy of Individually Identifiable Health Information
  - Uses and Disclosures of Protected Health Information: With and Without Authorization

- Internal Audit
  - Internal Audit Policy

- Student Life / Student Affairs
  - Athletics Department
    - Intercollegiate Athletics
  - NCAA Compliance
  - Strategic Enrollment
    - Professional Judgment Policy
    - Satisfactory Academic Progress
    - Verification Policy

- Student Life & Student Affairs
  -Accommodation Policy
  - Alcohol and Other Drugs Policy
  - Good Samaritan Policy
  - Greek Expansion Policy
  - Hazing Policy
  - New Membership in Greek Social Organizations
  - Off-Campus Conduct
  - Protection of Minors on Campus
  - Public Health Protection
  - Required Immunizations for Rowan Students
  - Safety Interim Suspension/Withdrawal Policy
  - Skateboard Policy
  - Smoking 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