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 Policy
    - 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

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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
  - 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