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”)
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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