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
    - 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
    - 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
  - Managerial Compensation Policy
  - 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**
• Student Housing Policies
• Students At Significant Risks to the Health and Safety of Self or Others
• Student Sexual Misconduct and Harassment Policy