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 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