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
  - 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