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 Workplace
    - Workplace Violence Policy

- Individual Colleges and Schools
  - CMSRU
  - RowanSOM
    - Clinical Incident Reporting Policy
    - RowanSOM Housestaff
      - Evaluation of Housestaff 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)
  - Focused Arrangement Database Policy & Approval Process
  - 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
  - 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
    - Orientation Attendance
    - 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