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
  - Principal Investigator (PI) Eligibility
  - 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

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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
    - Managerial Compensation Policy
    - Termination for Cause of Managerial Employees
  - Office of Equity and Diversity
    - Americans with Disabilities Act (ADA)
    - Disruptive Behavior and Workplace Violence Policy
    - Policy Prohibiting Discrimination in the Workplace

- **Individual Colleges and Schools**
  - CMSRU
  - RowanSOM
    - Clinical Incident Reporting Policy
    - RowanSOM/Jefferson Health/Our Lady of Lourdes/Sponsoring Institution - House Staff Rules and Regulations - 2017-18
    - 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
- 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