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
  - 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
  - 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)
    - Disruptive Behavior and Workplace Violence Policy
    - Policy Prohibiting Discrimination in the Workspace
- Individual Colleges and Schools
  - CMSRU
  - RowanSOM
    - Clinical Incident Reporting Policy
    - Moonlighting Policy 101
    - 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
    - Security Monitoring Policy
    - Security System Development Life Cycle Policy
    - Transmission Sensitive Information Policy
    - Workstation Use Policy
- IRT
  - Computer Lab Policy
  - Computer Lab Software