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
• 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
  • Identity Theft Prevention Program-Red Flag Rules
  • 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