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
    - Verification of Student Identity
    - 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
    - Student Health Insurance Policy
  - 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 House Staff
    - 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
• Cellular Device Policy
• Computer Lab Policy
• Computer Lab Software Policy
• Conference Room and Non-Classroom Space Technology Policy
• Data Governance: EIS Internal Policy
• Data Governance: IT Acquisition Policy
• Data Governance: LMS Use Policy
• Data Governance Policy
• Employee Computer Trade-in Cycle Policy
• iPad Cellular Data Activation Policy
• Project Management and Software/Systems Development Life Cycle Policy
• Separated and Retiring Employee Offboarding Policy
• Survey Policy
• Technology Ownership Policy
• Technology Terms and Definitions
• Two-Factor Authentication Policy
• University Data 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

• Internal Audit
  • Internal Audit Policy

• Privacy
  • GDPR - Standard Governing Data Protection and Privacy for Individuals within European Union

• 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
- Social Media 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