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
  - Assignment of Semester Credit Hour
  - 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
• 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
• University Towing 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

• Financial Management
• Accounting Services
• Bank Account Policy
• 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
• Use of Rowan’s Name on Bank Account

• 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 Procurement
• Procurement Policy
• Records Retention Policy
• University Fuel Card (UFC)
• University Purchasing Card (UPC)

• Debt Management Policy
• Derivative Management Policy

• Payroll
• Accrual and Use of Sick Time
• Accrual and Use of Vacation Time
• Payroll Deductions
• Payroll Reconciliation
• Payroll WTE Approvers and Proxies
• Taxable Fringe Benefits: Employer Provided Vehicles
• W2 Form, Wage and Tax Statement

• 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
    - 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
    • 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

• 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