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**
  - 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 Set 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
  • Live-in Professional Staff Pet 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
  • Situation Threat Assessment Policy and Protocol
  • 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