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
• PCI-DSS Compliance (Payment Card Industry Data Security Standards)
• 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 Network 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
  • Alumni Offboarding Policy
  • 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
• Electronic Survey 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
• 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