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
    - 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
    - Graduate Students - Leave of Absence Policy
    - 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
    • Response to Death of Student or Staff Member
  • 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
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• 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 and Educational Environment
• Individual Colleges and Schools
  • CMSRU
  • RowanSOM
    • Clinical Incident Reporting Policy
    • Housestaff Work Hours and Supervision
    • Moonlighting Policy 101
    • RowanSOM/Jefferson Health/Our Lady of Lourdes/Sponsoring Institution - House Staff Rules and Regulations 2019-2020
    • 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
  • Affiliate Access 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
• Vulnerability Management Policy
• Workstation Use and Security 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
  • IT Resources Available in Licensed Premises
  • 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
  • Campus Recreation Policies and Procedures
  • Chamberlain Student Center Policies and Procedures
  • 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
  • Shuttle 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