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
    - Turnit 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
  • 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 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