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
- 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 Data Ownership Policy
- 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
- School of Graduate Studies
  - Time Limits for Post-baccalaureate and Graduate-Level Program Completion
- 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
    - 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  
Digital Signage 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 Personnally 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