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 Personally Identifiable Health Information to Business Associates
• Excluded Individuals & Entities
• Fair Market Valuation
• 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
• 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