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