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
BOT Investment Statement (Investment Policy)
Chart of Accounts
Disposal of Fixed Assets
Fixed Assets
General Ledger Account Reconciliation
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