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
  - Title IX Sexual Harassment/Sexual Assault Policy
- 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
  - Public Health Protection
  - Required Immunizations for Rowan Students
  - Safety Interim Suspension/Withdrawal Policy
  - Service and Emotional Support Animals 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
  - Title IX Sexual Harassment/Sexual Assault Policy