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
• Debt Management Policy
• Derivative Management Policy
• Gift Card 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