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 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
  - Emeritus/Emerita Status
  - 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
- Tuition Benefit for Dependents, Spouse, Domestic or Civil Union Partner
- 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