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
    - Copyright Policy for Online Education
    - 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
    - Clery Act Policy
    - Free Speech Policy
    - General Safety and Security
    - Golf Cart and LSV Policy
    - Missing Student 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
  - Contract Policy
  - 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
- Information Resources & Technology
  - 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 Workstation Assignment Policy
  - iPad Cellular Data Activation Policy
  - IT Resources Available in Licensed Premises
  - LMS Third-Party Integration Policy
  - 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

• Medical Schools
  • CMSRU
  • RowanSOM - Graduate School of Biomedical Sciences (GSBS)
  • RowanSOM - Policies
    • 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
• 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 Jersey Residency Policy and Eligibility for In-State Tuition
    • 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