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
  - 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
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• 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
  - Student Accounts
  - Student Health Insurance

- 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 Employee Equity
  • 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
  • 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 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
  • Non-Credit Online Course Policy
  • 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