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
  - 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
  - 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
  - Salary Vouchers and Special Assignment Payments Policy Statement
  - 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
    - BreachNotification 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
  - Leave of Absence and Completion of Degree for Medical Students
  - Moonlighting Policy 101
  - Non-Academic Health Professionals
  - Patient Care Supervision
  - 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