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
    - 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)
      - Course Repeat Policy - GSBS
      - Leave of Absence Policy - GSBS
      - Transfer of Credit - 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