Administrative Policies

Board of Trustees Policies

- BOT Investment Statement ("Investment Policy")
- Honorary Degree 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
    - 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

- Graduate Studies
  - Leave of Absence Policy (Graduate Students)
  - Time Limits for Post-baccalaureate and Graduate-Level Program Completion

- 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
• Sponsored Research Supplemental Compensation Policy
• Subrecipient Monitoring
• Use of SSNs and PII in Human Subject Research
• Research Compliance
• Export Control Guidelines for Visiting Professors and Research Scholars
• Research Misconduct
• 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”)
  • Honorary Degree 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
- Fiduciary Responsibility 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