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