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
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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
  - 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
    - GSBS Academic Appeals Policy
    - 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