

# 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
    - Use of Electric Scooters and Other Personal Electric Vehicles on Campus
    - 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
    - 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: LMS Use Policy
    - Data Governance Policy
    - Digital Signage Policy
    - Electronic Survey Policy
    - Employee Workstation Assignment Policy
    - iPad Cellular Data Activation Policy
    - IT Acquisition 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
- Policy Change Log
- 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
  - Naloxone Public Access Policy
  - NCAA Compliance
  - Smoke and Tobacco-free Environment
  - 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