



**ROWAN UNIVERSITY
FACULTY/PROFESSIONAL
STAFF HANDBOOK
2010 – 2011**

ROWAN UNIVERSITY

Accredited by:

Middle States Association of Colleges and Schools¹
National Council for Accreditation of Teacher Education
National Association of Schools of Music
American Chemical Society
National Association of Schools of Art and Design
Commission on Accreditation of Allied Health Education Programs
National Association of Schools of Theatre
ABET (Engineering Accreditation Commission and Computing Accreditation Commission)
Association to Advance Collegiate Schools of Business
Public Relations Society of America

Approved by:

National Association of State Directors of Teacher Education and Certification - New Jersey
Department of Education

Member of:

American Association of Higher Education
American Council on Education
American Association of Colleges
American Association for Adult Continuing Education
American Association of State Colleges and Universities
American Society for Engineering Education
Association to Advance Collegiate Schools of Business
Association of American Colleges and Universities
Association of Governing Boards of Universities and Colleges
Council of Graduate Schools
National Association of Schools
New Jersey College and University Coalition
New Jersey Council of Education
New Jersey Association of Colleges and Universities
New Jersey Governing Boards Association

Rowan University is committed to providing every employee with a workplace free from unlawful discrimination. All forms of unlawful employment discrimination based upon race, creed, color, national origin, ancestry, age, sex, marital status, familial status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability are prohibited and will not be tolerated. Sexual harassment is a form of unlawful gender discrimination and, likewise, will not be tolerated.

NOTE: While correct at press time, Rowan University reserves the right to make changes in its announced policies, including expanding or modifying curricular programs and graduation requirements and adding or deleting courses without notice. Errors or omissions in this handbook are subject to the appropriate University policy or legislation which takes precedence over the language of University publications.

¹Commission on Higher Education
Middle States Association of Colleges and Schools
3624 Market Street, Philadelphia, PA 19104

PREFACE

The primary purpose of the Faculty and Professional Staff Handbook is to provide employees with a guide to the University's many policies and procedures. Materials included in this handbook have come from many sources including University catalogs, Board of Trustees resolutions, the Student Handbook, University governance policy statements, as well as a variety of other sources. **This handbook, however, is meant to be used in conjunction with these documents, and not as a replacement for them.**

The information presented is accurate as of the date which appears below. Changes in policy will occur and new policies will be developed over time. These revisions and additions will be reflected in future editions of the handbook which will be disseminated periodically.

This handbook is for informational purposes only. It does not make policy nor does it state policy in detail. If there appears to be a conflict between this document and statute, State policy, contractual provisions or local Board policy, the statute, State policy, contractual statements or formally adopted policy shall prevail.

Donald J. Farish
President

September 1, 2010

**HAVE A PROBLEM?
WHOM TO CALL, WHAT TO DO?**

Emergency

| | |
|-----------------------------|----------|
| Fire | 256-4911 |
| Police..... | 256-4911 |
| Sudden Illness/Injury | 256-4911 |
| Student Health Center | 256-4333 |
| Maintenance | 256-4650 |

Safety Problems

| | |
|---------------------|----------|
| Public Safety | 256-4922 |
|---------------------|----------|

After-hours Access to Building

| | |
|---------------------|----------|
| Public Safety | 256-4922 |
|---------------------|----------|

Rowan at Camden

| | |
|--------------|----------|
| Office | 756-5400 |
|--------------|----------|

Grievance

| | |
|--|----------|
| Discrimination/Hostile Work Environment..... | 256-4134 |
| (If covered by a bargaining unit, consult the Contract and/or Agreement as time limits may be involved). Contact AFT | 256-4511 |

Can't Make Class

If you are ill or have an emergency at home, contact your department secretary as soon as possible.

Snow Day or Bad Weather

| | |
|--|--|
| Call the University | 246-INFO or 256-4922 |
| University identification number | 829 (day classes) 2829 (evening classes) |
| Camden Campus | 625 |

Lost and Found

| | |
|---------------------------------------|----------|
| Public Safety | 256-4922 |
| Student Center Information Desk | 256-4606 |

Two Classes in the Same Room

| | |
|-----------------|----------|
| Registrar | 256-4362 |
|-----------------|----------|

Follow-up Purchase Order

| | |
|-----------------|----------|
| Purchasing..... | 256-4171 |
|-----------------|----------|

| | |
|------------------------------------|----------|
| <u>To Check a Book Order</u> | 256-4665 |
|------------------------------------|----------|

| | |
|---|----------|
| Book order for Camden Campus courses..... | 968-1200 |
|---|----------|

Parking Problem

Parking Services..... 256-4575
Public Safety (after business hours)..... 256-4922

Want to Reserve Space

Events involving off-campus personnel (Office of Camps & Conferences) 256-4756
Student Center..... 256-4601
John Dewey Conference Center (Robinson Building)..... 256-4844
Classroom space (all buildings) 256-4362
Rowan at Camden 756-5400

Campus Escort

Public Safety 256-4922
Rowan at Camden 968-1393

TABLE OF CONTENTS

HISTORY, MISSION, ORGANIZATION AND GOVERNANCE

1. History, Mission, Organization and Governance
 - 1.1 History of Rowan University
 - 1.2 Mission of the University
 - 1.3 Organization and Governance of the University
 - 1.3.1 Rowan University Board of Trustees
 - 1.3.1.1 Open Public Meetings Act
 - 1.3.1.2 Conduct and Structure of Board Meetings
 - 1.3.2 Organization of Rowan University
 - 1.3.3 Rowan University Senate
 - 1.3.4 Student Government Association
 - 1.4 Collective Bargaining Agents
 - 1.4.1 Federation of Rowan University Educators, AFT Local 2373
 - 1.4.2 Communication Workers of America, Local 1031
 - 1.4.3 International Federation of Professional and Technical Engineers AFL-CIO, Local 195
2. List of Locally Negotiated Agreements (FORCE)
3. Selected Academic Policies and Practices
 - 3.1 Academic Dismissal, Probation, Suspension Policy
 - 3.2 Academic Honors and Deans' List
 - 3.3 Academic Honors and Dean's List Policy for Part-Time Students
 - 3.4 Academic Integrity Policy
 - 3.5 Admission, Continuation, and Dismissal from the Major
 - 3.6 Admittance to Closed Class Sections
 - 3.7 Articulation with Area Community Colleges
 - 3.8 Attendance (Students): Faculty and Student Responsibilities
 - 3.9 Attendance (Faculty): Faculty Responsibilities
 - 3.10 Awarding of Posthumous Degrees
 - 3.11 Basic Skills Course Requirements
 - 3.12 Change of Grade Policy
 - 3.13 Class Size
 - 3.14 Classroom Behavior Policy and Procedures
 - 3.15 Code of Professional Commitment (Faculty/Professional Staff)
 - 3.16 Conflicts in Examination Periods During Finals Week
 - 3.17 Copyright Laws
 - 3.18 Course Audit Policy
 - 3.19 Course Credit Variances
 - 3.20 Course Syllabi
 - 3.21 Course Withdrawal and Drop/Add Policy

- 3.22 Credit Transfer
- 3.23 Curricular Definitions
- 3.24 "D" Grades
- 3.25 Declaring or Changing a Major
- 3.26 Grade Reporting Policy
- 3.27 Grading System
- 3.28 Graduate Faculty Designation
- 3.29 Graduation Requirements
- 3.30 Honorary Degrees
- 3.31 Human Subjects Protection
- 3.32 Interim Grading Policy
- 3.33 Laptop Computers in the Classroom
- 3.34 Late Registration Policy
- 3.35 Letter of Complaint
- 3.36 Marching with Honors
- 3.37 Matriculated/Non-Matriculated Status
- 3.38 Non-Salary Financial Support Grants
- 3.39 Procedures of the Senate Ethics Committee
- 3.40 Repeating a Course
- 3.41 Room Assignment
- 3.42 Second Baccalaureate Degree
- 3.43 Selected Topics Courses
- 3.44 Special Assemblies, Convocation and Commencement
- 3.45 Student Complaint Procedure
- 3.46 Student Viewing of Final Exams and Papers
- 3.47 Substitute Faculty Members/Guest Speakers in Class
- 3.48 Temperatures in Classrooms and Offices
- 3.49 Textbooks and Supplies
- 3.50 Transcripts (Official)
- 3.51 Turnitin.com
- 3.52 Web Policy

(Note: Specific academic policies and practices for graduate students are included in the Graduate Student Handbook which is available electronically at www.rowan.edu/graduatehandbook.)

4. Selected Administrative and Financial Policies and Practices

- 4.1 Acceptance of Legal Documents
- 4.2 Accommodation Policy
- 4.3 Administrative Leave
- 4.4 AIDS Policy
- 4.5 Bomb Threats
- 4.6 Code of Ethics
- 4.7 Credit Union
- 4.8 Deferred Compensation Plan (Tax Shelter) and Supplemental Retirement

- Annuities (SRA)
 - 4.9 Drug Free Workplace Act
 - 4.10 Emergency School Closing and Cancellation of Other University Events
 - 4.11 Employee Parking Regulations, Permits and Gate Cards
 - 4.12 Facilities Usage/Reservations Policy
 - 4.13 Handicapped Accessibility Provisions
 - 4.14 Identification Cards
 - 4.15 Jury Duty
 - 4.16 Leave of Absence Without Pay
 - 4.17 Legal Counsel and Representation
 - 4.18 Liability Protection
 - 4.19 Life and Disability Insurance
 - 4.20 Loss of Benefits
 - 4.21 Military Leave
 - 4.22 Naming of Buildings
 - 4.23 Notification of Changes in Address or Other Matters Involving Tax Withholding
 - 4.24 Paychecks
 - 4.25 Pension Plans
 - 4.26 Principal Investigator Guidelines
 - 4.27 Prohibiting Discrimination, Harassment or Hostile Environments in the Workplace
 - 4.28 Purchasing, Maintenance and Construction
 - 4.29 Recovery and Distribution of Indirect Costs from External Grants and Contracts
 - 4.30 Salary Advance Policy
 - 4.31 Savings Bonds
 - 4.32 Sick Leave
 - 4.33 Smoking Policy
 - 4.34 Student Fees
 - 4.35 Travel Advances
 - 4.36 Travel Reimbursement
 - 4.37 Tuition Reimbursement and Waiver
 - 4.38 Typing Responsibilities of University Clerical Staff
 - 4.39 Unemployment Insurance/Temporary Disability Insurance
 - 4.40 University Vehicles
 - 4.41 Vacations and Holidays
 - 4.42 Who May Enter into Contracts on Behalf of the University
 - 4.43 Workmen's Compensation
- 5. Selected External Relations Policies and Practices
 - 5.1 Fund Raising and University Advancement
 - 5.2 Media Relations Policy
 - 5.3 Political Contributions and Activities of University Employees
 - 5.4 University Publication Style and Usage, the Logo, Seal and Athletic Symbol

6. Selected Student Related Policies and Practices

- 6.1 Active Military Duty (Rights of Students)
- 6.2 Alcohol and Other Drugs Policy
- 6.3 Classroom Behavior Policy and Procedures
- 6.4 Consensual Relationships Between Students and Employees
- 6.5 University Student Judicial System
- 6.6 Family Educational Rights and Privacy Act of 1974 (FERPA)
- 6.7 Mandatory Housing Policy
- 6.8 Stop Out and Leave of Absence Policy
- 6.9 Student Grievance Procedures
- 6.10 Student Handbook and Planner
- 6.11 Student Leave of Absence Policy/Withdrawal from University

7. ACADEMIC AND ADMINISTRATIVE OFFICES

- 7.1 Academic Success Center
- 7.2 Admissions Office
- 7.3 Alumni Relations Office
- 7.4 Assessment and Learning Center
- 7.5 Associate Vice President for Residential Learning/Dean of Students
- 7.6 Associate Vice President for Student Engagement
- 7.7 Athletics
- 7.8 Beginning Teacher Induction Center
- 7.9 Bookstore
- 7.10 Bursar's Office
- 7.11 Camden Campus
- 7.12 Campus Information Center
- 7.13 Career and Academic Planning
- 7.14 Center for Addiction Studies and Awareness (CASA)
- 7.15 Center for Innovation and Entrepreneurship
- 7.16 Center for the Advancement of Learning
- 7.17 Central Store
- 7.18 Chamberlain Student Center
- 7.19 College of Graduate and Continuing Education (CGCE)
- 7.20 Community Standards and Community Services
- 7.21 Conference and Event Services
- 7.22 Counseling and Psychological Services Center
- 7.23 Development Office
- 7.24 Dining Services
- 7.25 Disability Resources
- 7.26 Duplicating/Print Center
- 7.27 Early Childhood Demonstration Center
- 7.28 Educational Opportunity Fund/Minority Achievement Program (EOF/MAP)
- 7.29 Enterprise Information Services (EIS)

- 7.30 Equity and Diversity, Office of
- 7.31 Facilities Management Department
- 7.32 Faculty Center for Excellence in Teaching and Learning
- 7.33 Field Experiences, Office of
- 7.34 Financial Aid Office
- 7.35 Foundation Office
- 7.36 Governmental Relations Office
- 7.37 Greek Affairs, Office of
- 7.38 Human Resources
- 7.39 Information Resources
- 7.40 Institutional Effectiveness, Research and Planning
- 7.41 Instructional Technology
- 7.42 International Center
- 7.43 International Student Services
- 7.44 Liberal Arts and Sciences Research and Community Service Institute
- 7.45 Library
- 7.46 Mail Room
- 7.47 Media and Public Relations
- 7.48 Multicultural Affairs, Office of
- 7.49 Network and Systems Services
- 7.50 Orientation and Student Leadership Programs
- 7.51 Parent and Family Connections Program
- 7.52 Payroll Office
- 7.53 Provost Office
- 7.54 Public Safety Department
- 7.55 Purchasing Office
- 7.56 Reading Clinic
- 7.57 Registrar's Office
- 7.58 Research Office
- 7.59 Residence Learning and University Housing
- 7.60 Service Learning, Volunteerism & Community Engagement, Office of
- 7.61 Sponsored Programs Office of
- 7.62 Sports Information Office
- 7.63 Student Activities, Office of
- 7.64 Student Affairs, Division of
- 7.65 Student Enrichment and Family Connection
- 7.66 Student Health Services Center
- 7.67 Student Publications
- 7.68 Student Recreation Center
- 7.69 Student Services Center (College of Education)
- 7.70 Tutorial Services
- 7.71 University Advancement Office
- 7.72 University Publications
- 7.73 University Web Services
- 7.74 Veteran's Affairs
- 7.75 WGLS the Campus Radio Station

**HISTORY, MISSION,
ORGANIZATION AND GOVERNANCE**

1. HISTORY, MISSION, ORGANIZATION AND GOVERNANCE

1.1 History of the University

From Normal to Extraordinary: The History of Rowan University

Rowan University has evolved from its humble beginning in 1923 as a normal school, with a mission to train teachers for South Jersey classrooms, to a comprehensive university with a strong regional reputation.

In the early 1900s, many New Jersey teachers lacked proper training because of a shortage of schools in the state that provided training. To counter the trend, the state decided to build a two-year training school for teachers, known then as a normal school, in southern New Jersey.

The town of Glassboro was an early favorite because of its excellent rail system, harmonious blend of industry and agriculture, natural beauty and location in the heart of South Jersey. Several towns in South Jersey competed to be the site of the new normal school because of the economic benefit and prestige such an institution would bring. In 1917, to sway the decision in their favor, 107 residents of Glassboro raised more than \$7,000 to purchase 25 acres, which they offered to the state for free if they selected Glassboro as the site.

The land tract included the Whitney mansion and carriage house. Before the purchase, the entire property belonged to the Whitney family, prominent owners of the Whitney Glass Works during the 1800s. The residents' show of support, along with the site's natural beauty, convinced the selection committee that Glassboro was the perfect location.

In September 1923, Glassboro Normal School opened with 236 young women arriving by train to convene in the school's first building, now called Bunce Hall. Dr. Jerohn Savitz, the school's first president, expanded the curriculum as the training of teachers became more sophisticated. Despite the rigors of the Depression, the program was expanded to four years in 1934, and in 1937 the school changed its name to New Jersey State Teachers College at Glassboro.

The college gained a national reputation as a leader in the field of reading education and physical therapy when it opened a clinic for children with reading disabilities in 1935 and added physical therapy for the handicapped in 1944. The college was one of the first in the country to recognize these needs and was in the forefront of the special education movement.

Rowan's second president, Dr. Edgar Bunce, created a junior college program in 1946 to serve World War II veterans taking advantage of the GI Bill.

In the 1950s, Dr. Thomas Robinson, the University's third president, expanded the curriculum, increased enrollment and added several buildings to the campus. In 1958, the school's name was changed to Glassboro State College to better reflect its mission.

The college received worldwide attention when it hosted a historic summit conference between

President Lyndon Johnson and Soviet Premier Aleksei Kosygin—in Hollybush, the former Whitney Mansion. The University was chosen because of its strategic location midway between Washington, D.C. and New York. The meetings between the two leaders on June 23-25, 1967, led to a thaw in the Cold War and eased world tensions.

The college's fourth president, Dr. Mark Chamberlain, guided the college through its next phase of growth as enrollment doubled and the college became a multi-purpose institution. As new majors and a Business Administration Division were added, the four divisions grew into schools, a board of trustees was formed and a branch campus was added in Camden. With a 1978 Division III National Championship in baseball—the first of 11 national championships—the athletic program established itself as one of the premiere athletic programs in the country.

The fifth president, Dr. Herman James, assumed the leadership of the college in 1984. Under his direction Rowan expanded by establishing the first doctorate program among the state's public institutions and adding the colleges of engineering and communication. Dr. James also was responsible for the construction of Campbell Library, the Student Recreation Center and Rowan Hall.

In July 1992, industrialist Henry Rowan and his wife, Betty, donated \$100 million to the institution, then the largest gift ever given to a public college or university in the history of higher education. Later that year, the school changed its name to Rowan College of New Jersey. The college achieved university status in 1997 and changed its name to Rowan University.

To lead Rowan University into the 21st century, the Board of Trustees named Dr. Donald J. Farish as the sixth president in July 1998. Under his leadership, the University is working on an aggressive improvement plan that will give the university a national reputation for excellence and innovation and will make it the public university of choice in the region. The plan calls for a greater campus-wide focus on academic and student support initiatives as well as more than \$500 million in campus construction and renovation projects.

Recent campus improvements include the construction of the University townhouses, Science Hall, Education Hall and the Samuel H. Jones Innovation Center, the first building of the South Jersey Technology Park at Rowan University. The University also has seen a marked increase in private and alumni giving, as well as its student and institutional profile.

These efforts have caught the attention of national organizations that evaluate colleges and universities. US News & World Report ranks Rowan University in the "Top Tier" of Northern Regional Universities. Kaplan included the University in "The Unofficial, Biased Insider's Guide to the 320 Most Interesting Colleges." Also, Kiplinger's named Rowan University one of the "100 Best Buys in Public Colleges and Universities" and the Princeton Review included Rowan in the latest edition of "The Best Northeastern Colleges."

Rowan University is divided into six academic colleges: Business, Communication, Education, Engineering, Fine & Performing Arts, and Liberal Arts & Sciences; and the College of Graduate and Continuing Education. Rowan's nearly 10,000 students can select from among 36 undergraduate majors, seven teacher certification programs, 26 master's degree programs and a doctoral program in educational leadership.

Additionally, Rowan Boulevard, a \$300-million mixed-use redevelopment project, is linking the campus with Glassboro's historic downtown. The public/private partnership between the borough, developer SORA Holdings, and Rowan will create a unique college town setting in the form of a corridor complete with student apartments, a Barnes & Noble Collegiate Superstore, a hotel, shops and restaurants.

These efforts have caught the attention of national organizations that evaluate colleges and universities. US News & World Report ranks Rowan University in the "Top Tier" of Northern Regional Universities. Kaplan included the University in "The Unofficial, Biased Insider's Guide to the 320 Most Interesting Colleges." Also, Kiplinger's named Rowan University one of the "100 Best Buys in Public Colleges and Universities" and the Princeton Review included Rowan in the latest edition of "The Best Northeastern Colleges."

Numerous Opportunities

Rowan's more than 11,000 students can select from among 80 undergraduate majors, 55 master's degree programs and a doctoral program in educational leadership. The University is divided into six academic colleges: Business, Communication, Education, Engineering, Fine & Performing Arts and Liberal Arts & Sciences. It also provides educational opportunities through its College of Graduate and Continuing Education and is developing Cooper Medical School of Rowan University in partnership with Cooper Hospital. Cooper Medical School will be the first new medical school created in the state in more than 30 years and the first-ever four-year allopathic medical school in South Jersey.

From the modest normal school begun more than 85 years ago, Rowan University has become an extraordinary comprehensive institution that has improved the quality of life for the citizens of New Jersey and the surrounding states.

(Updated August 2010)

1.2 Mission of the University

A leading public institution, Rowan University combines liberal education with professional preparation from the baccalaureate through the doctorate. Rowan provides a collaborative, learning-centered environment in which highly qualified and diverse faculty, staff, and students integrate teaching, research, scholarship, creative activity, and community service. Through intellectual, social and cultural contributions, the University enriches the lives of those in the campus community and surrounding region.

Quality Education

The central mission of the University is to provide a diverse student body with access to high quality undergraduate and graduate education. Excellent teaching and personal attention to a student's total university experience continues to be the hallmark of a Rowan University education.

For all its undergraduate students, the University provides a broad liberal education, one that transmits our pluralistic cultural heritage, conveys our accumulated knowledge, and examines the values of our society. It thereby promotes the intellectual, creative, and personal development of its students, recognizing that knowledge, understanding, and individual growth are valuable for all educated people. The University blends liberal education with career preparation to develop students' abilities to contribute to and benefit from the world and time in which they live.

At the graduate level, the University provides strong and well-regarded master's degree and a doctoral program that serve the economic, professional, and technical needs of the region, the state and the nation.

To carry out this central mission, the University is committed to attracting and retaining a diverse faculty and staff of the highest quality and to supporting their teaching, scholarship, creative activity, and professional growth.

Diverse Student Body

The University seeks to ensure a student body with a rich diversity of backgrounds on both of its campuses. It is committed to special efforts to recruit and retain ethnic minorities, particularly Black and Hispanic students. It also serves transfer students, adult learners and other non-traditional students. It addresses the needs of all students through imaginative and flexible programs and a wide variety of courses, services and activities. To do so most effectively, the University plans to maintain the size of the student body at a level compatible with providing the highest quality educational experience possible within its resources.

Intellectual, Social and Physical Environment

The University promotes the intellectual development and personal growth of its students through broad general and career education, and by providing the best possible intellectual, social and physical environment for learning on both of its campuses. It will continue to do so by augmenting library holdings, by maintaining attractive physical facilities for teaching, research, learning and living, and by providing extensive student life and development programs and activities.

Public Service and Leadership Role

Through its educational program, Rowan University serves all twenty-one counties of New Jersey and the surrounding area. The University is a state institution of higher education with national and international connections, programs, and interests. It does, however, have a unique regional mission to serve the eight counties of southern New Jersey and to provide leadership in the arts, cultural activities and public service. It contributes significantly to the private and public economic sectors and to civic institutions and organizations. Through its diverse educational activities, the University enriches the intellectual and cultural life of the citizens of southern New Jersey and contributes to the economic development of the region it serves.

(Board of Trustees, December 13, 1995)

1.3 Organization and Governance of the University

The University operates under the authority of the State of New Jersey and its operating entity, the Commission of Higher Education. Under the leadership of its Board of Trustees and its chief executive officer, the president, Rowan University is organized into six (6) administrative divisions and six academic colleges. The Provost directs the Academic Affairs Division; the Vice President for Student Affairs directs all student services; the Executive Vice President for University Advancement directs development and alumni relations; the Vice President for Administration and Finance directs the University's business and administrative affairs; the Vice President of University Relations/President's Chief of Staff directs the University's efforts in Community Relations, Media Relations, Marketing and the Rowan website.

Currently, there are six academic colleges within the University: Business, Communication, Education, Engineering, Fine and Performing Arts, and Liberal Arts and Sciences. In addition there is also the College of Graduate and Continuing Education. Each academic college is directed by a dean, four (4) associate provosts support academic programs.

In addition to its Glassboro campus, the University maintains a branch campus in Camden, New Jersey. Geared to meet the needs of the urban resident, the Rowan University at Camden offers baccalaureate degree programs as well as a full range of general education offerings. The campus is directed by an Associate Provost.

1.3.1 Rowan University Board of Trustees

Responsibilities

The Board of Trustees of Rowan University is vested by law with the general supervision of the University. The Board of Trustees determines the mission and goals of the University. It shapes policy for the organization, administration, and development of the University. This includes determining the educational and financial needs of the University, establishing tuition, room and board, entering into contracts and agreements, borrowing money, authorizing new programs, departments or colleges and granting diplomas, certificates and degrees.

(Bylaws of the Board of Trustees Approved December, 2005)

Organization of the Board of Trustees

The Rowan University Board of Trustees consists of up to fifteen lay members who are appointed for six-year terms. In addition, two (2) full-time students have been granted membership on

the Board, one (1) with full voting power except in issues involving personnel, litigation and land acquisitions (N.J.S.A. 18A:64-3.1) and one (1) non-voting.

The Board of Trustees’ standing committees are as follows:

- Academic Affairs
- Audit
- Budget and Finance
- Facilities
- Student Affairs
- University Advancement/University Relations

By-Laws

Bylaws of the Rowan University Board of Trustees are available in the Office of the President.

Board of Trustees

| | |
|--|-----------------|
| Barbara Armand | Mt. Laurel |
| Lawrence DiVietro, Jr. | Wenonah |
| Dennis M. DiFlorio | Voorhees |
| Jean Edelman | Great Falls, VA |
| James Gruccio | Vineland |
| Juanita Johnson-Clark | Lawnside |
| James Kehoe | Berlin |
| Martin McKernan, Jr. | Cherry Hill |
| Thomas H. Morgan | Moorestown |
| Nicholas Petroni | Glassboro |
| Susan Powell | Medford |
| Robert Poznek | Medford |
| Helene Reed | Williamstown |
| Jill Steier (Student Trustee) | East Brunswick |
| Linda Rohrer | Haddon Township |
| Troy Singleton..... | Palmyra |
| Aly Weldell (Non-Voting Student Trustee) | |
| Donald J. Farish, ex-officio..... | Woodbury |

1.3.1.1 Open Public Meetings Act

The Open Public Meetings Act or “Sunshine Law” (P.L. 1975, C231) requires that written advance notice of at least 48 hours, giving the time, date, location and, to the extent known, the agenda of any regular, special or rescheduled meetings, be “prominently posted in at least one public place reserved for such or similar announcements.” (N.J.S.A. 10:4-18)

In conformity with this statutory provision, the Rowan University Board of Trustees designated the official bulletin boards in Bole Hall and the Chamberlain Student Center as the public

places reserved for the posting of all announcements which are required by the Open Public Meetings Law. This law also requires that at least 48 hours written advance notice of any regular, special or rescheduled Board meeting be “mailed, telephoned, telegraphed, or hand delivered to at least two newspapers” (N.J.S.A. 10:4-18).

In conformity with this statutory provision, the Rowan University Board of Trustees has selected the *Press of Atlantic City*, the *Gloucester County Times* and the *Courier Post* as the newspapers designated to receive all announcements.

1.3.1.2. Conduct and Structure of Board Meetings

Addressing the Board

Individuals wishing to address the Board will be provided an opportunity at the beginning of the meeting if the topic is related to an item on the agenda. If the topic is not related, the individual(s) will be given the opportunity to speak at the end of the meeting prior to new business.

In both instances, all individuals must notify the Board Liaison in the President’s Office by 12:00 noon on the day of the Board meeting. Individuals must also state the topic of their remarks. The only known exceptions that can be stated as a priority are the provisions written in the statewide contract with AFT, (henceforth referred to as the Union). They are limited to new items not on the agenda and issues of an emergent nature. The provisions read:

The Union will be permitted to speak on any issues raised by the Board but not on the agenda. Allocation of time to speak shall be prior to the final action by vote of the Board on the substantive issue under consideration.

The Union may raise an issue of an emergent nature provided it occurred subsequent to the time allowed for placement on the agenda. In such an event, the Union shall be permitted to identify the issue which the Board shall receive as introduced and either accept as current business or consider for future action. (Article IX, section C)

Individuals addressing the Board will be limited to five minutes per topic to make their presentation. However, individuals with more than one topic to present will be limited to a total of ten minutes.

In instances where several individuals wish to address the Board on the same topic, the total amount of time that will be allotted to presentations on the particular topic will be twenty minutes.

Exceptions to this policy may be granted by the Chair upon notice to the President’s Office by noon on the day preceding the meeting.

1.3.2 Organization of Rowan University

President

In the governance process, the New Jersey statute on higher education provides the following:

“The president shall be responsible to the Board of Trustees and shall have such powers as shall be requisite for the executive management and conduct of the University in all departments, branches and divisions and for the execution and enforcement of the bylaws, rules and regulations and orders governing the management, conduct and administration of the University.” (N.J.S.A. 18A:64-8)

Delegation of Authority

While the administration of Rowan University is the responsibility of the president, there will be times when decisions shall be required in his absence. In such instances, the provost will assume decision-making responsibilities.

President’s Cabinet

President..... Donald J. Farish
 Provost Ali A. Houshmand
 Vice President for Student Affairs Dr. Carmen Jordan-Cox
 Vice President for Administration and Finance Richard Hale
 Vice President for University Advancement Vacant
 Vice President for University Relations/President’s Chief of Staff..... Thomas Gallia

Division of Academic Affairs

Academic Affairs Council

Provost Ali A. Houshmand
 Associate Provost for Academic Affairs..... James Newell
 Associate Provost for Faculty Affairs/ELO Robert Zazzali
 Associate Provost for Information Resources..... Anthony Mordosky
 Associate Provost for Research..... Gautam Pillay
 Assistant Provost for Institutional Effectiveness and Planning..... Mira Lalovic-Hand
 Assistant Provost/Director for Academic Student Services for Medical School....Edwin Eigenbrot
 Assistant Provost/Director of Camden Campus..... Tyrone McCombs
 Dean of Rohrer College of Business Niranjan Pati
 Dean of Communication Lorin Arnold
 Dean of Education..... Carol Sharp
 Dean of Engineering (Interim)..... Steven Chin
 Dean of Fine and Performing Arts Jon Robert Cart
 Dean of Liberal Arts and Sciences..... Parviz Ansari
 Dean of the Library Bruce Whitham
 Dean, College of Graduate & Continuing Education..... Horacio Sosa
 Director, Admissions Albert Betts, Jr.
 Director, Financial Aid..... Luis Tavaréz
 Provost Fellow Roberta Harvey

Department Chairs 2010 2011

College of Business

Accounting and Finance..... Carol Welsh
 Management and Entrepreneurship..... Dilip Mirchandani
 Marketing and Business Information Systems..... Phillip Lewis

College of Communication

| | |
|------------------------------------|--------------------|
| Communication Studies | Ed Streb |
| Journalism | Claudia Cuddy |
| Public Relations/Advertising | Suzanne FitzGerald |
| Radio/TV/Film | Joseph Bierman |
| Writing Arts | Jeffrey Maxson |

College of Education

| | |
|--|-----------------|
| Educational Leadership | James Coaxum |
| Health and Exercise Science | Peter Rattigan |
| Reading | Marjorie Madden |
| Special Educational Services/Instruction | Jay Kuder |
| Teacher Education | Maria Sudeck |

College of Engineering

| | |
|-------------------------------|---------------------|
| Chemical | Robert Hesketh |
| Civil & Environmental | Beena Sukumaran |
| Electrical and Computer | Shreekanth Mandayam |
| Mechanical | Eric Constans |

College of Fine and Performing Arts

| | |
|-------------------------|----------------|
| Art | Susan Bowman |
| Music | John Pastin |
| Theatre and Dance | David Sullivan |

College of Liberal Arts and Sciences

| | |
|---|-------------------|
| Biological Sciences | Terry O'Brien |
| Chemistry and Biochemistry | Catherine Yang |
| Computer Science | Stephen Hartley |
| Economics | |
| English | Cathy Parrish |
| Foreign Languages and Literatures | Anthony Robb |
| Geography/Anthropology | Maria Rosado |
| History | Joy Wiltenburg |
| Law and Justice Studies | Michael Weiss |
| Mathematics | Clarence Howe |
| Philosophy/Religion | Youru Wang |
| Physics and Astronomy | Karen Magee-Sauer |
| Political Science | Larry Butler |
| Psychology | Monica Greco |
| Sociology | Mary Gallant |

Division of Administration and Finance - Administrative Council

| | |
|---|----------------|
| Vice President for Administration and Finance | Richard Hale |
| Associate Vice President for Finance | Joseph Scully |
| Associate Vice President/Chief of Operations | Michael Harris |
| Senior Director of Human Resources | Eileen Scott |
| Director of Rowan Bookstore | |
| Director of Budget | Sally McCall |

Division of Student Affairs

Vice President for Student Affairs Dr. Carmen A. Jordan-Cox
Associate Vice President for Student Engagement..... Dr. Carol A. Gruber
Assistant Vice President for Campus Recreation, Student Center and Conference Services
..... Tina Pinocci
Interim Director of Student Health Services Dr. Suzanne VanDerwerken
Associate Vice President for Residential Learning/Dean of Students Richard Jones
Assistant Dean of Students /Director for Student Standards and Community Services.....
.....Joseph Mulligan
Executive Director of Organizational Development..... Dr. Marie Tiemann
Assistant Vice President for Public Safety and Emergency Management Michael Kantner
Director, AthleticsJoy Solomen
Director of Student Enrichment and Family Connections Julie Peterson
Director of Camden Campus Student Services.....Donavan D. McCargo
Assistant Dean of Students/Director of EOF/MAPPenny McPherson-Barnes
Associate Director of Orientation & Student Leadership ProgramAndrew Tinnin
Director of Counseling & Psychological Services..... Dr. David Rubenstein
Director of the Center for Addiction Studies and Awareness..... Pam Negro
Director of Career and Academic Planning Center.....Lizziel Sullivan-Williams
Director of Academic Success Center and Disability Resources..... John Woodruff
Director of Residential Learning.....Travis Douglas
Senior Director of Public Safety/Director of University Police.....Reed Layton
Director of Campus Security & Student Programs Tyrone Taylor
Director of Campus Safety & EMS Richard Wadleigh
Associate Director of Athletics Dan Gilmore
Director of Dining Services Brian Flynn

Division of University Advancement

Vice President for University Advancement Vacant
Associate Vice President, DevelopmentMary Kay Long
Executive Assistant Peggy Veacock
Director of Development Information Services..... Valerie Au
Director of University Publications Lori Marshall
Director of Alumni RelationsKathy Rozanski
Development DirectorR.J. Tallarida Jr.

Division of University Relations

Vice President of University Relations/President’s Chief of StaffThomas Gallia
Director of University Relations José Cardona

1.3.3 Rowan University Senate

Eric Milou, President
Campbell Library 256-4515

Tricia Yurak, Vice President
Campbell Library 256-4515

Purpose of the University Senate

Founded in 1968, the Senate is a deliberative body designed to promote dialogue among students, faculty and professional staff, and administration. The Senate proposes, modifies, and reviews academic policies and also oversees the administration of personnel policies negotiated by the AFT. Our goal is to work

together with other campus constituencies through shared governance to promote the well-being of the University.

Members of the Senate

The Senate consists of faculty, professional staff, and library staff (or, in other words, anyone represented by and eligible for membership in the faculty/professional staff bargaining unit). Each University department elects one senator for every fifteen department members. In addition, faculty, professional staff, and library staff elect eight senators-at-large. Senators serve for two years, with officers elected each year. Senators and officers may be re-elected. The Senate has sixty-four members.

How the Senate is organized

Senate Officers - Each year the Senate elects a President, Vice President, and Secretary; the President appoints a Parliamentarian as well. The officers for the 2008-09 academic year are Eric Milou (President), Tricia Yurak (Vice President), and Carol Eigenbrot (Secretary), TBA is Parliamentarian.

Senate Executive Committee – At the May meeting, the Senate elects chairs of fifteen standing committees and two senators-at-large, all of whom comprise the Senate Executive Committee. The standing committees are listed below:

- Academic Policies and Procedures – Eddie Guerra
- Campus Aesthetics and Environmental Concerns – Skeffington Thomas
- Career Development – Sonia Spencer
- Committee on Committees – William Freind
- Curriculum – Janet Lindman
- Diversity – MaryBeth Walpole
- Intercollegiate Athletics – Darren Nicholson
- Learning Outcomes Assessment – Donna Jorgensen
- Professional Ethics and Welfare – Zenaida Gephardt
- Promotion – Barbara Williams
- Recruitment, Admissions, and Retention – Erin Herberg
- Research – Corrine Meredith
- Sabbatical Leave – Julie Haynes
- Student Relations – Pat Alexy Stoll
- Technological Resources – Gerald Hough
- Tenure and Recontracting – Deb Martin
- University Budget and Planning – Bruce Caswell
- Two Senators-at-Large – Jay Chaskes and David Clowney

In addition to the committees chaired by members of the Senate Executive, the University Senate oversees **six all-University committees** (Awards, Bookstore, Chairs Council, Library, University Scholarship, and World Education) as well as **ad hoc committees**.

The Senate's relationship with the AFT

The Senate and the AFT have an informal, cooperative working relationship. We confer on matters relevant to both bodies, especially tenure and recontracting, promotion, career development, and sabbatical leave. Note that the AFT and Administration are the legal negotiators for personnel issues; the Senate then manages and oversees the negotiated process for faculty and professional staff. Almost all Senate committees include a member designated as an AFT representative.

How Senate meetings are run

The Senate meets once a month, usually in the week following the monthly meeting of the Senate Executive Committee. The meetings have the following agenda:

Each Senate meeting includes an open period of no more than thirty minutes during which non-members of the Senate may speak. President Farish has made it a practice to address the Senate during the open period whenever his schedule permits.

The Senate President reports on ongoing business.

Each committee chair presents a brief report.

Members are encouraged to address ongoing issues or to advance new business for Senate consideration.

How Senate business is carried forward

Unless otherwise specified by the Senate constitution, motions are carried by majority vote.

The Senate President then puts in writing a formal resolution to represent the majority opinion of the Senate on an issue. This resolution is forwarded to the President, who reviews it and forwards it to the appropriate individual or constituency for review and implementation.

In what ways can other campus constituencies and the University Senate work together?

Much of the essential work of the University is accomplished through the Senate. The Senate oversees personnel issues through its Tenure and Recontracting, Promotion, Career Development, and Sabbatical Leave Committees. The Senate also oversees academic matters through its Academic Policies and Procedures and Curriculum Committees. The overall welfare and climate of the campus are addressed through Campus Aesthetics and Environmental Concerns, Intercollegiate Athletics, Learning Outcomes Assessment, Professional Ethics/Welfare, Recruitment, Admissions and Retention, Research and Technological Resources, Student Relations, and University Budget and Planning Committees. Those who have concerns or suggestions relating to any of these areas will find it advantageous to work through the Senate's already-established structure by contacting Senate committee chairs or officers as a first step in assessing a situation or initiating a proposal.

In addition, with prior notice to the Senate President, or by invitation, non-senators are welcome to address the Senate during its open period. This can be an efficient way of disseminating information and receiving feedback from a campus-wide community. The Senate welcomes the opportunity to work more closely with any and all campus constituencies in the spirit of shared governance.

1.3.4 Student Government Association

Jon J. Vogel, President (2010 - 2011)
Student Center 256-4881

Every matriculated undergraduate at Rowan University becomes a member of the Student Government Association--the official voice of the students in University affairs. The Student Government Association provides leadership for the student body and offers opportunities and services to students. It actively participates in shaping social and academic policies on campus as well as on the state and national levels.

Composition

The Student Government Association is composed of the executive branch and the legislative branch. The executive branch consists of the elected offices of the president, executive vice president, chief financial officer, recording secretary, special events director, assistant vice president for academic affairs, assistant vice president for student affairs, assistant vice president for facilities and operations, and

assistant vice president for advancement. Appointed offices consist of the chief financial officer, senate chair, public relations director, board of trustees representative, and alternate board of trustees representative. The executive branch maintains communication with students, administration and faculty through newsletters, reports and meetings, as well as implementing written policies and procedures concerning the business of the association.

The legislative branch consists of elected senators from each of the four classes, elected senators from each undergraduate academic college, and elected senators from each of the chartered Rowan University student organizations, the SGA executive board, and the SGA advisors. The SGA senate shall express the attitudes of the student body which they represent on matters of policy, opinion and legislation proposed or enacted by the SGA or the University.

Students are encouraged to become involved in the governing process by seeking office. The first opportunity for freshmen to participate is to run for club senator or class senator.

Elections

General elections are held by electronic ballot each year during the last week of March. Freshman senator elections are held by electronic ballot each year within the first two weeks of the fall semester. Anyone running for office must meet the published criteria for a given position, complete a candidate application, be approved as a candidate, and follow the published election guidelines. Freshmen running for freshman class senator positions must be enrolled in the Freshman Officer Interest Group training program.

Student Legal Service

Student Government Association provides a student legal service available to all undergraduate students. The Student Government Association lawyer is available for free consultation three times a month in the Student Center Student Government Association Suite and will meet with any Rowan University student by appointment.

Student Government Association Officers –2010 - 2011

| | |
|--|--------------------|
| President..... | Jon J. Vogel |
| Executive Vice President | TBA |
| Chief Financial Officer | Michael Cilento |
| Senate Chair | Joseph Capodicasa |
| Board of Trustees | Jill Steier |
| Board of Trustees Alternate | Aly Wedell |
| Public Relations Director | Stephanie Ackerman |
| Community Standards Assistant | Tom Holroyd |
| Recording Secretary | Kiley McCulloch |
| Special Events Director | Lizette Velasquez |
| Assistant Vice President for Academic Affairs | Joe Perella |
| Assistant Vice President for Student Affairs | Abrina Hillson |
| Assistant Vice President for Facilities and Operations | TBA |
| Assistant Vice President for University Advancement..... | Rigo Onofre |

1.4 Collective Bargaining Agents

1.4.1 Federation of Rowan University Educators, AFT Local 2373

Karen Siefiring, President
Robinson, Room 206 - 256-4511

Exclusive Bargaining Agent

As a unit of the Council of New Jersey State University Locals NJSFT-AFT (AFL-CIO), the Federation of Rowan University Educators is empowered by contract with the State of New Jersey to act as the representative of the faculty and professional staff for the negotiation of all terms and conditions of employment at the institution. The Agreement stipulates that:

The State, by the Office of Employee Relations in the Governor's Office, hereby recognizes the Union as the exclusive representative for the purpose of collective negotiations for all terms and conditions of employment in a unit embracing all nine state colleges. (Article I, "Recognition and Definition of Terms")

The Agreement

Copies of the Agreement (contract) are located in the Human Resources, Linden Hall. Additional information may be obtained from the AFT Office (extension 4511) or from the Office of the Provost (extension 4110).

Calendar--Meetings, F.O.R.C.E.

The AFT usually meets in Room 144, Student Center, once a month, from 11:00 to 12:30 pm Meetings are open to all members of the AFT bargaining unit.

1.4.2 Communication Workers of America, Local 1031

Carmella Conn, President
Department of Theatre/Dance – 256-4030

Bargaining representative for administrative clerical, professional, primary supervisory and higher level supervisory staff, within the classified service.

General membership meetings on the third Wednesday of each month, September through June from 11:30 am-1:30 pm

1.4.3 International Federation of Professional & Technical Engineers AFL-CIO, Local 195

Ryan McArdle, President
Maintenance - 256-4650

Bargaining representative for maintenance, crafts and security. General membership meetings on the third Thursday of each month, September through June, at 4:00 pm, Dewey Lounge, Robinson Hall.

**LIST OF LOCALLY NEGOTIATED
AGREEMENTS FORCE**

2. **Local Agreements between Rowan University and Faculty/Professional Staff Bargaining Unit and Related Policies/Programs**

Personnel Agreements (Distributed Annually)

Recontracting and Tenure

Multi-year Appointment and Reappointment

Promotion Procedures (Faculty)

Promotion Procedures (Professional Staff)

Promotion Procedures (Librarians)

Career Development

Paid Professional Staff Leave

Faculty Workload

Additional Academic Service

Non-Salary Financial Support Grants

Professional Development Account – Permanent Part-time Faculty 2005

Other Major Agreements

Intellectual Property

Annual Planning and Goal Setting

Reclassification Guidelines

Posting of Summer Assignments/Overload

Prioritizing Adjunct/Overload Assignments

Summer Load Assignments

Four Day Summer Work Week

No Limit (NL) Memorandum of Understanding

Faculty/Staff Parking

Commencement/Academic Regalia

College Store Services

Released Time Agreement—Academic Management

Re-Training and Professional Development

Maintenance of Personnel Files

Minority Academic Career Program

Independent Study

Work Surrounding's Committee

“Boatload” (large class size) Memorandum of Understanding

Supervision of Student Teachers

AFT Meeting Times

Related Policies/Programs

1. Merit-Based Range Adjustment Program, Members of the Faculty
2. Performance Based Promotions, Members of the Professional Staff

The major personnel agreements are distributed on a limited basis in hard copy and are available on the Office of the Provost Webpage. Limited copies of these agreements are located in the AFT office (Robinson Hall, 4511) and in the Office of the Provost (Bole Hall Administration Bldg., 4110)

**SELECTED ACADEMIC
POLICIES AND PRACTICES**

3. SELECTED ACADEMIC POLICIES AND PRACTICES

General Statement

The academic policies and practices at Rowan University derive from a myriad of statutes of the State of New Jersey, decisions and policies of the Commission of Higher Education, and the Rowan University Board of Trustees, and, more specifically, memoranda and letters by the president of Rowan University to carry out the purposes and policies established by these bodies. The University Senate has an important role in the formulation of policies and procedures under the Constitution of the University Senate as approved by the Board of Trustees. The official Faculty Collective Bargaining Agent negotiates policies and procedures dealing with terms and conditions of employment with the state and the University administration. The following statements are summaries of the various policies and practices. They are not intended to be all-inclusive, but they should provide basic information; if more detailed or precise information is desired, the appropriate reference is given, if possible. The University Senate Constitution and the State/AFT Agreement are available as separate documents and, therefore, are referenced rather than quoted in their entirety.

3.1 Academic Dismissal, Probation, Suspension Policy **Academic Dismissal**

Definition

Academic dismissal takes place under the following circumstances:

- Students who have attempted at least 15 credits and have been on probation for the academic year (Fall/Spring) will be dismissed from the University.
- Their dismissal is in effect as of the upcoming fall semester.

Procedures

- The Registrar's Office will notify the appropriate University officers when students are academically dismissed and will note the dismissal on the student's academic record. The College Deans or the Director of the Career and Academic Advising Center will notify students in writing when they are dismissed. The notices will include a statement that registration for the next semester will be cancelled.
- Students so dismissed cannot register in either academic year or summer terms, as full or part-time students, not as non-matriculated students.
- Students who have been academically dismissed from the University may apply for readmission through the Admissions Office after one academic year.
- Students who have been academically dismissed may not participate in extra-curricular or co-curricular activities sponsored by the University.

Academic Probation (for GPA Falling Below 2.0)

Definition

At the end of each Spring semester, matriculated students who have attempted 15 credits or more and have a cumulative GPA below 2.0 are placed on academic probation. This probationary period begins with the Fall semester. Students have one academic year in which to achieve a cumulative GPA of at least

2.0. Those who have not attained a cumulative GPA of at least 2.0 by this time will be dismissed from the University.

In addition,

1. Full time students must attempt 12 or more credits each semester of probation. An attempted credit is defined as credit for any courses in which a student receives a grade of A, B, C, D, F, P, S, W, WP, WF, or IN.
2. Students will be considered on probation until they attain a cumulative GPA of at least 2.0
3. Summer courses may be taken to help students reach the 2.0 cumulative GPA.

Procedures

- Students will receive a warning letter following any semester in which their cumulative GPA falls below 2.0
- College Deans or the Director of the Career and Academic Advising Center will notify students when they are placed on academic probation. Such notices will include a requirement that students consult an academic advisor in their college early in the first probationary semester and in no event later than the end of that semester. The Registrar's Office will notify the colleges of students who are placed on academic probation and will note the academic probationary status on the student's academic record.
- Students will meet with their academic advisors to develop appropriate plans for achieving satisfactory academic performance.
- Students on academic probation may not participate in extra-curricular or co-curricular activities sponsored by the University. These policies apply to all students.

Academic Suspension (For Failure to Meet Basic Skills Requirements)

Definition

Matriculated students must fulfill the basic skills requirements by the time they have attempted 30 credits at the university. Transfer students who enter with 30 or more credits must pass basic skills requirements by the end of their second semester at the university. Failure to meet this deadline will result in suspension.

Procedures

- Students who are academically suspended may not register for regular university level courses in either the summer or academic year terms, but may register for basic skills courses.
- Students on academic suspension may not participate in extra-curricular or co-curricular activities sponsored by the university.
- Students may be removed from academic suspensions at any time by presenting to the appropriate dean or, for undeclared students, the director of Career and Academic Planning, evidence of successful completion of all the basic skills requirements.
- Students may not remain on academic suspension status for more than one academic year (Fall/Spring semesters).
- Students who are not removed from academic suspension after one academic year are subject to dismissal from the university.
- Exceptions may be made for special programs (e.g., EOF, Specialized Services)

Appeal Process

The Office of the Provost serves as the focal point for the academic suspension, probation and dismissal. The Office of the Associate Provost for Academic Affairs is responsible for the implementation of this process.

1. Written notification of the appeal process and dates will be sent to the student.
2. Student contacts the Dean's Office in the College of their major or the Career and Academic Planning Center for undeclared majors, to make an appointment with the appeal committee.
3. Student completes and returns the Request an Appeal Hearing form with any support material.
4. Students who do not appeal and students whose appeal is denied will be dismissed from the University.
5. Decisions concerning academic dismissal are made independently of decisions governing financial aid awards. Appeals regarding the discontinuance of financial aid must be made to the Director of Financial Aid.

3.2 Academic Honors and Dean's List (Approved by the Executive Vice President/ Provost, June 23, 1999)

Outstanding academic achievement is recognized when students have grade point averages of 3.450 or better. Students who achieve this average based on 12 semester hours of letter grades for any one semester will be placed on the Dean's List. Rowan University recognizes exceptional academic achievement at graduation. Qualifications for academic honors at Commencement shall be based upon the student's academic average at the end of the first term of the senior year. The average shall be based upon a minimum of 36 semester hours of coursework completed at Rowan University at the time of computation. Honors are awarded according to the following schedule:

| | |
|-------------|-----------------|
| 3.450-3.649 | Cum Laude |
| 3.650-3.849 | Magna Cum Laude |
| 3.850-4.000 | Summa Cum Laude |

Students' transcripts shall indicate academic honors based upon the cumulative grade point average achieved at the end of the senior year. Students must accumulate at least a minimum of 36 credit hours at Rowan. Honors will be recalculated for grade changes that have been approved within 90 days after the end of the student's final semester.

3.3 Academic Honors and Dean's List Policy for Part-Time Students (Approved by the Office of the Provost June 5, 2007)

Outstanding academic achievement is recognized when students have grade point averages of 3.450 or better. Students who achieve this average based on 12 semester hours of letter grades for any one semester will be placed on the Dean's List. Part-time students who have completed 12 or more semester hours with letter grades during the academic year (Fall, Winter, Summer 1, and Summer 2 semesters) and who achieve a grade point average of 3.450 or better will be placed on the Dean's List in August.

3.4 Academic Integrity Policy (revised April, 2009)

I. Introduction

The integrity of academic programs is imperative to Rowan University's mission. While acknowledging the social and collaborative nature of learning, the University expects that grades awarded to students will reflect individual efforts and achievements. All members of the Rowan community are responsible for understanding what constitutes academic dishonesty; upholding academic integrity standards and encouraging others to do likewise; and knowing the procedures, rights and obligations involved in the Academic Integrity Policy. Academic dishonesty, in any form, will not be tolerated. Students who commit an act of academic dishonesty are subject to disciplinary sanctions up to and including expulsion from the university.

II. Definitions of Academic Integrity Violations

Cheating: Cheating is an act of deception by which a person misrepresents his or her mastery of material on a test or other academic exercise.

Examples of cheating include but are not limited to:

- ✦ Copying from another person's work.
- ✦ Allowing another person to copy your work.
- ✦ Using unauthorized materials such as a textbook or notebook during an examination or using technology to illicitly access unauthorized materials.
- ✦ Using specifically prepared materials such as notes written on clothing or other unauthorized notes, formula lists, etc., during an examination.
- ✦ Collaborating with another person during an examination by giving or receiving information without permission.

Plagiarism: Plagiarism occurs when a person represents someone else's words, ideas, phrases, sentences, or data as one's own work. When submitting work that includes someone else's words, ideas, syntax, data or organizational patterns, the source of that information must be acknowledged through complete, accurate and specific references. All verbatim statements must be acknowledged through quotation marks. To avoid a charge of plagiarism, a person should be sure to include an acknowledgment of indebtedness, such as a list of works cited or bibliography.

Examples of plagiarism include but are not limited to:

- ✦ Quoting, paraphrasing or even borrowing the syntax of another's words without acknowledging the source.
- ✦ Using another's ideas, opinions or theories even if they have been completely paraphrased in one's own words without acknowledging the source.
- ✦ Incorporating facts, statistics or other illustrative material taken from a source, without acknowledging the source, unless the information is common knowledge.
- ✦ Submitting a computer program as original work that duplicates, in whole or in part, without citation, the work of another.

Fabrication: Fabrication refers to the deliberate use of invented information or the falsification of research or other findings with the intent to deceive.

Examples of fabrication include but are not limited to:

- ✦ Citation of information not taken from the source indicated.
- ✦ Listing of sources in a bibliography or other report not used in that project.
- ✦ Fabricating data or source information in experiments, research project or other academic exercises.
- ✦ Misrepresenting oneself or providing misleading and false information in an attempt to access another user's computer account.

Academic Misconduct: Academic Misconduct includes the alteration of grades; involvement in the acquisition or distribution of unadministered tests, and the unauthorized submission of student work in more than one class.

Examples of academic misconduct include but are not limited to:

- ✦ Submitting written work to fulfill the requirements of more than one course without the explicit permission of both instructors.
- ✦ Changing, altering, falsifying or being accessory to the changing, altering or falsifying of a grade report or form, or entering any university office, building or accessing a computer for that purpose.
- ✦ Stealing, buying, selling, giving away or otherwise obtaining all or part of any unadministered test/examination or entering any university office or building for the purpose of obtaining an unadministered test/examination.
- ✦ Coercing any other person to obtain an unadministered test.
- ✦ Substituting for another student or permitting any other person to substitute for oneself to take a test or examination.
- ✦ Altering test answers and then claiming instructor inappropriately graded the examination.
- ✦ Violating the Network and Computer Use Policy, also known as the "Acceptable Use Policy, Network and System Services" established by Information Resources. Currently available at: <http://www.rowan.edu/toolbox/policies/network/>. Below are some examples of violations listed in the policy. Students should refer to the policy for the full list of violations.
 - Each user is solely responsible for all functions performed from his/her account(s) on any system.
 - No user may violate Federal Copyright Law. This means he/she may not alter, copy, translate, transmit, or receive software, music, images, text, or any other information licensed to or copyrighted by another party unless the license or copyright explicitly permits he/she to do so.
 - No user may attempt to monitor another individual's data communications, nor may he/she read, copy, change, or delete another individual's files or software, without the prior permission of the owner.
 - No user may send messages that are likely to result in the loss of the recipient's work, system downtime, or otherwise compromise a remote user's system. This includes, but is not limited to, redistribution of computer viruses or Trojan horses.

III. Classification of Academic Integrity Violations by Offense

Violations of academic integrity are classified into four categories based on the seriousness of the behaviors and the possible sanctions imposed. Brief descriptions are provided below. These are general descriptions and should not be considered as all inclusive.

Level 1 Violations

Level 1 violations may occur because of ignorance or inexperience on the part of the person(s) committing the violation and ordinarily include a very minor portion of the course work. A sanction for a level 1 violation will not exceed a failing grade on the assignment.

Example: Improper footnoting or unauthorized assistance with academic work on the part of a first-year Rowan University student.

Recommended Sanction(s): Make-up assignment at a more difficult level or assignment of no-credit for work in question, required attendance at a workshop on academic honesty, and/or an assignment that will increase the student's awareness of academic integrity.

Reporting Mechanisms: Matters involving Level 1 violations are normally adjudicated by the instructor and sanctioned accordingly. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines. The student can appeal the determination and/or the sanction imposed in accordance with policy.

Level 2 Violations

Level 2 violations involve incidents of a more serious nature and affect a significant aspect or portion of the course. Any violation that involves repeat offenses at level 1 is considered a level 2 violation. A sanction for a level 2 violation will not exceed a failing grade in the course.

Example: Quoting directly or paraphrasing without proper acknowledgment on an assignment or failing to acknowledge all sources of information and contributors who helped with an assignment.

Recommended Sanction(s): A failing grade in the course, Academic Integrity Probation and/or the imposition of other lesser sanctions as deemed appropriate.

Reporting Mechanisms: Matters involving Level 2 violations are normally adjudicated by the instructor and sanctioned accordingly following a sanction review by the Academic Integrity Review Board (for additional information refer to Section V below, "Academic Integrity Review Board Procedures"). The student can appeal the determination and/or the sanction imposed in accordance with policy. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines.

Level 3 Violations

Level 3 offenses are even more serious in nature and involve dishonesty on a more significant portion of course work, such as a major paper, hourly or final examination. Any violation that is premeditated or involves repeat offenses below level 3 is considered a level 3 violation. A sanction for a level 3 violation will not exceed suspension from the University.

Example: Copying from or giving assistance to others on an hourly or final examination, plagiarizing major portions of an assignment, using forbidden material on an hourly or final examination, presenting the work of another as one's own, or altering a graded examination for the purposes of re-grading.

Recommended Sanction(s): A failing grade in the course, Academic Integrity Probation, and suspension from the University for one or more semesters with a notation of “Disciplinary Suspension” placed on a student’s transcript and/or the imposition of other lesser sanctions as deemed appropriate.

Reporting Mechanisms: Matters involving Level 3 violations are adjudicated by the Academic Integrity Review Board and sanctioned accordingly. The student can appeal the determination and/or the sanction imposed in accordance with policy. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines.

Level 4 Violations

Level 4 violations are the most serious breaches of academic integrity. They also include repeat offenses below Level 4 violations and violations committed while already on or after returning from Academic Integrity Probation.

Example: Forgery of grade change forms; theft of examinations; having a substitute take an examination; any degree of falsification or plagiarism relating to a senior or graduate thesis; using a purchased term paper; sabotaging another’s work; the violation of the clinical code of a profession.

Recommended sanction: Expulsion from the University and a permanent dismissal notation on the student’s transcript and/or the imposition of other lesser sanctions as deemed appropriate.

Reporting Mechanisms: Matters involving Level 4 violations are adjudicated by the Academic Integrity Review Board and sanctioned accordingly. The student can appeal the determination and/or the sanction imposed in accordance with policy. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines.

IV. Reporting and Adjudication of Academic Integrity Violations

A student or University employee who has witnessed an apparent act of academic misconduct or has information that reasonably leads to the conclusion that such an act has or will occur should inform the instructor or the Office of the Provost.

An instructor who believes that a student has attempted or committed an apparent act of academic misconduct should investigate the matter. Instructors are encouraged to consult with staff in the Office of the Provost.

Role of Instructor

a. If the instructor then concludes that misconduct has occurred, he or she should obtain a copy of the Report of an Academic Integrity Violation (RAIV) form from the web, the departmental office, or the Office of the Provost. The instructor should complete as much of the RAIV form as possible prior to meeting with the student, including the appropriate type of violation/level.

b. The instructor should make reasonable attempts to meet with the student in question as soon as possible. When necessary, such meetings may be conducted by telephone or electronic mail. In this meeting every effort should be made to preserve the basic teacher/student relationship. The student should be given the opportunity to respond to the allegation and to review and sign the RAIV if he/she so chooses. The student’s signature signifies that he/she is aware of the alleged violation and understands where information on next steps in the procedure can be found. The student should be allowed to remain in class and complete course work until a final resolution is reached.

c. The instructor should include a recommended grade sanction on the RAIV before the student signs the acknowledgement section of the RAIV form. Instructors may recommend sanctions up to and including a failing grade for the course depending on the level of violation. Students should not sign the form if they have additional questions or want to consult staff in the Office of the Provost.

d. At the conclusion of the meeting the instructor must provide the student with a copy of the RAIV form, whether the student signed the form or not. The instructor should then forward the form and all supporting documentation to the Office of the Provost for a determination of the appropriate level of violation.

Level 1 violations: The instructor will make the determination on whether a violation has occurred and on the penalty. Appeals go directly to the Office of the Provost and will be heard by the Academic Integrity Review Board.

Level 2 violations: The instructor will make the determination of whether a violation occurred and on the penalty. Appeals go directly to the Office of the Provost and will be heard by the Academic Integrity Review Board

Level 3 and 4 violations: The Office of the Provost will refer the matter to the Academic Integrity Review Board for adjudication at a hearing. Appeals are decided by the Provost.

e. Additional sanctions, including suspension or expulsion from the university, may be assessed when requested by the instructor, requested by the academic unit in which the violation occurred, or when stipulated by the academic integrity policy (i.e. the level of the violation or the existence of previous academic integrity violations by the student).

f. In the case that an instructor must assign a grade before the case is resolved, the instructor should assign a grade of “INC,” which will be changed when the case is resolved.

g. A student may not withdraw from a course in which he or she has committed or has been accused of committing an academic integrity violation. A student found to have withdrawn from a course in which an academic integrity violation is alleged or determined will be re-enrolled in the course upon receipt of a RAIV by the Office of the Provost. In addition, a student found responsible for an academic integrity violation in a course in which they have participated but have not enrolled will be retroactively enrolled and assigned an appropriate sanction.

V. Academic Integrity Review Board Procedures

Composition of the Board

The Academic Integrity Review Board is composed of six regular members.

- ✦ Two student members who are appointed by the Student Government Association. Student members must be matriculated and in good standing with the University.
- ✦ Two members of the faculty who are appointed by the University Senate President.
- ✦ Two members of the administration who are appointed by the Office of the Provost.
- ✦ One alternate from each category will also be appointed.

The Academic Integrity Review Board is chaired by the Associate Provost for Academic Affairs. The Chair shall be a participating but nonvoting member of the Committee. The Academic Integrity Review Board may conduct a sanction review or be convened for adjudication of an allegation of academic

dishonesty by a quorum of four members, provided that at least one student, one faculty member and one administrator are present.

Overview of Hearing Process

Level 1 and 2 violations are adjudicated by the instructor and reported to the Office of the Provost. The Academic Integrity Review Board reviews these reports to confirm that classifications of violations and subsequent sanctions that were imposed were appropriate. The Review Board also determines whether the student has committed a prior violation and adjusts the level of violation accordingly. Level 3 and 4 violations are referred directly to and adjudicated by the Academic Integrity Review Board.

The possible findings and outcomes of hearings conducted by the Academic Integrity Review Board are summarized below. Academic Integrity Violation is abbreviated as AIV.

Appeal of Level 1 Violation

| Possible Findings | Outcomes |
|---|---|
| Student is not responsible for an AIV. | Student is cleared. Grade must be recalculated without the penalty for the alleged violation. |
| Student is responsible for a Level 1 violation. | Level 1 sanctions are upheld. |

Appeal of Level 2 Violation

| Possible Findings | Outcomes |
|---|--|
| Student is not responsible for an AIV. | Student is cleared. Course grade must be recalculated without the penalty for the alleged violation. |
| Student is responsible for a (Level 1) violation. | Student is responsible for a lesser offense. Penalty is lowered as appropriate and course grade is recalculated. |
| Student is responsible for a Level 2 violation. | Level 2 sanctions are upheld. |

Level 3 and Level 4 Sanction Hearings

| Possible Findings | Outcomes |
|---|--|
| Student is not responsible for an AIV. | Student is cleared. Grade is recalculated without the penalty for the alleged violation and entered to replace the Incomplete. |
| Student is responsible for a lesser (Level 1 or Level 2) violation. | Student is responsible for a lesser offense. Penalty is determined as appropriate. Course grade is recalculated and entered to replace the Incomplete. |
| Student is responsible for a Level 3 violation. | Level 3 sanctions are applied as appropriate. |
| Student is responsible for a Level 4 violation. | Level 4 sanctions are applied as appropriate. |

Additional Procedural Guidelines

a. For matters not being adjudicated by the Academic Integrity Review Board (Levels 1 and 2), the Board will conduct a sanction review to determine whether the student has prior violation and then determine appropriate additional sanctions.

b. When applicable the Office of the Provost will be responsible for providing both the student and the instructor with proper notice concerning their participation in a hearing before the Academic Integrity Review Board. In addition, notice of the results of hearings and matters referred for sanction review will also be provided. In the event that either the student or the instructor does not attend a scheduled hearing the matter will be heard based on the written record and the information provided by the party in attendance.

c. Hearings conducted by the Academic Integrity Review Board will be closed to all members of the campus and outside community except those directly involved with the case.

d. The burden of proof rests upon the complainant, who must establish, on the basis of the standard of a “preponderance of evidence,” that it was “more likely than not” that the accused student is responsible for the conduct violation based on the weight of the credible information presented.

e. Any student appearing at a hearing before the Academic Integrity Review Board for adjudication of an allegation of academic dishonesty may challenge the assignment of any member of the board to his/her case. Upon hearing the details of the challenge, the Chair will either uphold or deny the challenge.

f. A Board member will withdraw from adjudicating any case in which he/she cannot reach a fair and objective decision.

g. Because legal procedures will not be formally applied, the Chair will make all determinations on questions of procedure and admissibility of information presented and will not be excluded from hearings or Board deliberations except that s/he will not vote. The Chair will exercise control over the manner in which the hearing is conducted to avoid unnecessarily lengthy hearings and to prevent the harassment or intimidation of witnesses. Anyone who disrupts a hearing or who fails to adhere to hearing procedures may be excluded from the proceeding.

h. The Board will review all materials and hear all information pertinent to the case from the complainant, the accused and all witnesses. Members of the Board, including the Chair, will be free to ask relevant questions in order to clarify information or resulting issues.

i. After hearing all the information, the Board will deliberate privately until a decision is reached by a majority vote. A tie vote will result in a finding of “not responsible.”

j. If the student is found “responsible” the Board will determine the appropriate sanction to be imposed. At this point both the academic and non-academic past disciplinary records of the accused student will be supplied to the Board by the Chair. Other information from the Chair which is relevant to the choice of sanction(s) may also be introduced at this point, including information concerning sanctions imposed against other students for similar offenses. No information directly related to the case in question may be introduced for the first time unless the accused student has been informed and allowed to review and comment on the information.

k. Following the hearing, the Office of the Provost will provide the accused student with written notification of the decision reached, the reason for the decision and information regarding the University’s appeal process. If the student is found “responsible,” a record of the decision will be placed in the student’s advising folder.

VI. Rights in Hearings

The University disciplinary system is not a criminal or civil law process and the legal procedures applicable in criminal and civil cases will not apply. This policy is not intended to supersede any existing law or regulation. University disciplinary hearings will accord the following specific rights to all students:

- a. To receive written notice of the alleged violation.
- b. To have reasonable access to the case materials prior to and during any hearing.
- c. To have access to advice by an individual of his or her choosing, including an attorney..

However, the advisor may not participate in the hearing. The student must sign a FERPA waiver indicating he/she has consented to have the individual present.

- d. To participate in the hearing, present information on his or her own behalf, call witnesses and question information provided at their hearing. This does not include the right to directly question witnesses.

- e. To receive written notification of the decision reached. The notification will also include a list of any sanctions imposed and appeal information.

VII. Description of Sanctions

A student may receive a single or multiple sanctions for violations of the Academic Integrity policy. Factors to be considered in deciding sanctions will include present demeanor and past disciplinary record of the student and the nature and severity of the violation. Sanctions which may be imposed upon any student found to have violated the Academic Integrity policy include the following:

Notation of Academic Integrity Violation on Transcript: When a student fails a course for reasons of academic dishonesty, this will be noted on the student's transcript. The notation will be removed from the transcript after the student completes an academic integrity workshop or its equivalent. The student can have a maximum of one such notation removed in his/her career as a Rowan student.

Academic Integrity Probation: A defined period of time (minimum of one semester) indicating that a student is no longer in good standing with the university vis-à-vis academic integrity. (This status is distinct from Academic Probation, which concerns academic performance.) Any subsequent Academic Integrity Violation while in this status will likely result in suspension or expulsion from the university.

Suspension: Beginning on the date the suspension takes effect, the student is no longer a registered student, may not attend classes, nor receive grades for a specified period of time. In addition, while in this status, the student is not permitted to be present on the campus or at a University-sponsored event for any reason whatsoever. The suspension will be noted on the student's academic transcript as disciplinary suspension. The student is not entitled to any refund of any fees after published refund dates.

Expulsion: Beginning on the date the expulsion takes effect, the student may never again be a registered student, may never attend classes, nor receive grades. In addition, the student may never be present on the campus nor at a University-sponsored event for any reason whatsoever. The expulsion will be noted on the student's academic transcript as Academic Integrity Expulsion. The student is not entitled to any refund of any fees after published refund dates.

VIII. Appeal of Academic Integrity Violations

1. Upon receiving notification of the outcome of a case, the accused student may file an appeal for the following reasons:

- a. A specified procedural error(s) or error(s) in the interpretation of University regulations is so substantial as to have effectively denied the participant a fair hearing.
- b. New and significant information has become available which could not have been discovered by a properly diligent person before or during the hearing.
- c. The sanction is substantially disproportionate to the violation.
- d. The facts of the case were insufficient to establish that a violation occurred.

Please note: If a student has pleaded responsible to a violation, the reason for appeal will be limited to reason “c” only.

2. All appeals must be made within seven (7) business days of the date on the letter informing the student of the decision. Appeals must be submitted in writing to the Provost or designee and should explain in detail the basis of the request, including any supporting documentation. Upon receipt of the written appeal, the Provost will defer the imposition of the sanction(s) pending the decision on the appeal.

3. The Provost will review the written appeal and all documentation contained in the case file and will decide whether to deny or uphold the appeal. If an appeal is upheld based on procedural error or new information (reasons a or b above), the case will be remanded to the original adjudicator for re-opening of the hearing. If an appeal is upheld based on disproportionate sanction or lack of sufficient information (reasons c or d above), the Provost will render the appropriate determination and/or sanction.

4. The Provost will respond to the appeal within seven (7) business days of the date on the letter. The final decision will be issued in writing either accepting or denying the appeal and giving the reasons for this decision.

5. Normally, all appeal decisions are final and will be implemented immediately. For matters involving the expulsion of a student, the accused student may request that the President of the University review the decision of the Provost. A request for review by the President must be made within seven (7) business days of the date on the letter informing the parties of the Provost’s decision. The request must be submitted in writing to the Office of President and must include clear and convincing reasons to change the decision of the Provost. The President may or may not elect to review a decision. The request for review will be responded to in a timely manner by the Office of the President.

6. The appeals process described will be the final step in the adjudication process.

This form should be used by the instructor to address and report alleged academic integrity violations.

Step 1: Meet with the student(s) involved to discuss the alleged misconduct and indicate below when and how the meeting took place.

Instructor-student meeting occurred on _____ (date):

| | | | |
|------------------------------------|-----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> in person | <input type="checkbox"/> by phone | <input type="checkbox"/> by email | <input type="checkbox"/> unable to meet with/contact student |
|------------------------------------|-----------------------------------|-----------------------------------|--|

Step 2: Provide the information requested below concerning the misconduct. Classify the violation and identify the sanctions that were imposed (sanctions may be imposed for Level 1 and Level 2 violations only). See the Academic Integrity Policy and Flow Chart for details.

The following student has been charged with violating the University Academic Integrity policy:

Name: _____ Student ID Number _____

Dept. and Course Number: _____ Section No. _____

Level 1 (involves a minor aspect or portion of the coursework; may occur because of ignorance or inexperience)

| | | | | |
|----------------------------|---|---|--|--|
| Type of violation | <input type="checkbox"/> Cheating | <input type="checkbox"/> Plagiarism | | |
| Sanction(s) imposed | <input type="checkbox"/> Reduction of grade on assignment | <input type="checkbox"/> Alternative assignment | <input type="checkbox"/> Assignment on awareness of academic honesty | <input type="checkbox"/> Attendance at academic honesty workshop |

Level 2 (involves a more significant aspect or portion of the coursework; more serious in nature)

| | | | | |
|----------------------------|---|---|--|---|
| Type of violation | <input type="checkbox"/> Cheating | <input type="checkbox"/> Plagiarism | | |
| Sanction(s) imposed | <input type="checkbox"/> Reduction of grade on assignment | <input type="checkbox"/> Failure for the course | <input type="checkbox"/> Attendance at academic honesty workshop | <input type="checkbox"/> Academic Integrity Probation |

Level 3 or 4 (involves a major aspect or portion of the coursework, such as an exam or final paper; may involve premeditation or intentional deception or acts of misconduct beyond the context of the classroom)

| | | | | |
|--------------------------|-----------------------------------|-------------------------------------|--------------------------------------|--|
| Type of violation | <input type="checkbox"/> Cheating | <input type="checkbox"/> Plagiarism | <input type="checkbox"/> Fabrication | <input type="checkbox"/> Academic Misconduct |
|--------------------------|-----------------------------------|-------------------------------------|--------------------------------------|--|

Sanctions for Level 3 and Level 4 violations are determined by the Academic Integrity Violation Review Board. The student should be assigned an Incomplete in the class pending the outcome of the hearing. The minimum sanction for a Level 3 violation is failure for the course; the maximum is suspension. Level 4 violations may result in expulsion.

Step 3: Attach a summary of the incident and rationale for the violation level and sanctions in the form of a memo or letter to the Provost's Office. Include copies of all relevant materials, including a syllabus.

Step 4: Ask the student to sign the acknowledgment below, and provide the student with a copy.

I have been made aware of the alleged violations and understand that the procedures delineating next steps can be found in the Academic Integrity Policy.

Student signature: _____ Date: _____

Step 5: Forward this form and associated documentation to the Office of the Provost.

Instructor's Name: _____ Signature: _____

Dept.: _____ Email: _____ Phone: _____ Date: _____

3.5 Admission, Continuation, and Dismissal from the Major (Approved by the Executive Vice President/Provost, March 26, 1998)

Admission to the University does not necessarily guarantee admission to a particular major. Any of the departments/colleges may establish standards for students entering and continuing in the major. Meeting the standards for admission to a major does not guarantee acceptance as some programs admit a limited number of students. Students should consult departments/colleges of their intended majors. Failure to meet these approved standards may result in students not being able to continue in their intended major. The criteria of admission and continuation should be approved by the department/college, the academic dean, and provost. The departmental criteria may be based on such variables as availability, accreditation and/or certification standards, as well as discipline-specific requirements. Students who are dismissed from a major or program but who are still in good academic standing may be advised by the Career and Academic Planning Center for one (1) semester. By the end of this semester, these students must gain admission to a new major or regain admission to their previous major. Appeals of dismissal may be made to the department chairperson and the academic dean.

3.6 Admittance to Closed Class Sections

Registration for a closed section can be accomplished only if a properly executed *Professor's Request to Override a Closed Course* form is returned to the registrar by the student.

3.7 Articulation with Area Community Colleges

The University has entered into course equivalency agreements with selected New Jersey community colleges for graduates of transfer programs who seek to complete the baccalaureate degree. These agreements help assure that coursework taken at a community college meets the sequence requirements set by Rowan University and by external accreditation bodies and makes transfer easier for students. Details are available in the Registrar's Office and in the Office of the Vice President for Student Affairs.

3.8 Attendance (Students): Faculty and Student Responsibilities

Because classroom experiences vary greatly among disciplines, deliveries and instructors, Rowan's community of learners is best realized when teachers and learners interact in ways deemed appropriate for any particular class. Thus, although what constitutes attendance can differ from course to course, the following applies to all courses:

Responsibilities of Students

1. Students are expected to be present at each meeting of each scheduled class for which they are officially registered.
2. Students are responsible for knowing the instructor's attendance policy as stated in the syllabus.
3. Students absent for any of the following reasons
 - a. Religious Observances

- b. Official University activities
- c. Documented illness
- d. Death of a family member or loved one
- e. Inclement weather

Must inform their instructor with official written documentation before the fact in cases of religious observances and official University activities, or as soon as possible thereafter in cases of illness, death of a family member or loved one, and inclement weather.

Responsibilities of Faculty

1. Faculty are expected to keep accurate attendance records.
2. Attendance requirements must be part of the syllabus provided to students prior to the end of the drop/add period.
3. In the case of #3 under Student Responsibilities, faculty must make reasonable accommodation to provide these students the opportunity to make up their written work, tests, or other assignments at the earliest possible convenient time. In cases where graded classroom activities cannot be repeated, the faculty member with either provide an alternative graded exercise to replace the missed activity or remove the activity from the calculation of the student's final grade.
4. Faculty are under no obligation to make special provisions for students that are absent for reasons other than those listed above.
5. Faculty should counsel students who develop a pattern of excessive and unexplained absences, and to request assistance from the Dean of Students if the pattern continues.
6. Faculty (singularly or as part of a department or program) may establish additional attendance criteria that are consistent with the above. This may include referring students who have missed more than 25% of scheduled class times for reasons listed in #3 under student responsibilities to the Dean of Students to arrange a hardship withdrawal from the class.

3.9 Attendance (Faculty): Faculty and Student Responsibilities

Faculty Attendance

Full-time faculty and adjuncts alike should be aware of the following basic policies:

General University policy requires that all faculty meet their classes unless prevented by illness or other extraordinary circumstances. Faculty members are expected to be present, on time, for each scheduled class. If for reasons of illness, death in the family, religious observance or other emergency, a faculty member cannot be present for a scheduled class, the department chair should be notified before the fact so that the class can be informed or alternate arrangements made. Faculty are not permitted to change time, place, or duration of a class without permission from the department chair and notification to the registrar and the dean. Faculty members are required to record the last date of attendance for all students who receive an F, Incomplete, or who withdraw from the course.

3.10 Awarding of Posthumous Degrees

In certain rare instances, Rowan University may award a posthumous degree. In such cases, students who have earned a minimum of 90 credits toward their bachelor's degree (or 75% of the credits necessary for a master's degree) and have been in good standing at the time of their death may be eligible to receive a posthumous degree. Each case will be handled individually and the dean must request that a posthumous degree be conferred. Such degrees will be considered for award only in the academic year in which the student would normally have graduated.

3.11 Basic Skills Course Requirements

All students are required to meet a Computer Competency Requirement. There are two (2) options: (1) Successfully complete the Computer Competency Exam, or (2) pass the basic skills. All students must complete this requirement by the end of their second semester at Rowan. To take the Competency Exam, students should go to the Center for Academic Success, Savitz Hall, or phone 256-4259.

Basic skills education provides appropriate curricular experience for all entering students with measurable deficiencies in the basic areas of reading, writing and mathematics. It also helps to develop the appropriate attitudes and behavior needed for a successful academic career.

Students must demonstrate competencies in the basic skills or must pass the following basic skills courses:

Reading:

| | |
|-----------------------------------|----------|
| Improving Personal Reading Skills | 3.0 s.h. |
|-----------------------------------|----------|

Mathematics:

| | |
|---------------|----------|
| Basic Algebra | 3.0 s.h. |
|---------------|----------|

Writing:

| | |
|-----------------------------------|----------|
| Improving Personal Writing Skills | 3.0 s.h. |
|-----------------------------------|----------|

| | |
|-----------------------------------|----------|
| Introduction to Critical Thinking | 3.0 s.h. |
|-----------------------------------|----------|

Students with measurable deficiencies are required to complete successfully special basic skills courses to remediate those deficiencies. A posttest (retest) at the end of the course and classwork determine whether the student may enroll in university level courses or must enroll in the basic skills course again. These courses do not count toward the minimum number of semester hours needed to complete the student's major and/or degree requirement.

Students have one academic year after admission to complete their basic skills requirements. Extension of time may be granted on a per case basis. EOF students must complete their basic skills within two academic years. Students who fail to complete their basic skills requirements within the prescribed time limits are subject to academic suspension from the University.

3.12 Change of Grade Policy (Revised by University Senate, May 14, 1997; Approved by Executive Vice President/Provost, August 1997)

A request for change of grade is appropriate only when an error has been made by the professor in calculating or recording a student's grade or when an "Incomplete" has turned into

an “F” and the student has met all requirements for the course. In cases of a need to change a final grade assigned for a course, the time limit is three (3) semesters (not including summer) from the semester the grade was recorded. (This does not include incompletes and their renewals.) In extraordinary, rare and compelling circumstances beyond the control of the student, this limit may be extended and changes may be made only with the written approval of the course instructor (when available), the department chair, and dean or his or her designee.

A change of grade is not a substitute for an “Incomplete.” If a student has work missing at the end of a semester—exams, papers, assignments, to be written or rewritten—an “Incomplete” may be assigned if circumstances warrant. It is not appropriate to use change of grade to alter P/NC to A-F grade or vice versa after the completion of the semester unless an error has been made. In designated courses, a student may request a P/NC option before the end of the drop/add period during the semester in which the course is taken as noted in University policy. Students who do not declare an option for P/NC before the end of the drop/add period are to be graded on the A-F scale.

3.13 Class Size

Academic departments may recommend class size limits for new courses and changes in class size limits for existing courses. All recommendations must be approved by both the appropriate academic dean and the provost.

3.14 Classroom Behavior Policy and Procedures (Approved by the Provost May 27, 2008)

Classroom Behavior Policy and Procedures

Introduction

The following procedures apply to classrooms as well as student interactions with instructors in labs, offices and other campus learning environments.

Rowan University recognizes that students play a major part in creating and supporting the educational environment and believes that students have a right to learn and a responsibility to participate in the learning process. While Rowan University is committed to the fundamental principles of freedom of speech, including controversial positions taken in the classroom, all types of speech and behavior must be balanced with principles of appropriate classroom behavior. Furthermore, course instructors have a right to establish clear expectations in this regard, and students share the responsibility for maintaining an appropriate, orderly learning environment. Students who fail to adhere to the behavioral expectations outlined by the instructor (either in the syllabus or at the time the behavior occurs) may be subject to discipline in accordance with the procedures described in this classroom behavior policy. Students and instructors are expected to follow the procedures described below when a concern about student behavior in the classroom arises. This policy does not replace or preclude any Rowan policies or local, state or federal laws concerning unlawful behaviors, whether inside or outside the classroom, including those concerning the health and safety of class members or the instructor.

What Constitutes Disruption?

Disruptive behavior can be classified into two levels.

Level I disruptive behavior can include:

- Persistent speaking without permission
- Engaging in activities not related to the class
- Inappropriate use of electronic devices, cell phones, or pagers
- Sleeping in class
- Chronically entering class late or leaving early
- Eating/drinking in class without permission
- Disputing authority and arguing with faculty and other students

Level II disruptive behaviors can include:

- Threats of any kind
- Harassment
- Physical altercations
- Destruction of property
- Any behavior that puts the health or safety of the instructor or other students in the classroom in jeopardy

Some disruptive students many have emotional or mental disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act/ADA, they are held to the same standards of conduct as any student.

Procedures

Level I Disruptive Behavior

- a) The instructor may warn the student that such behavior is unacceptable and, if such behavior continues, it may result in the student being directed to leave the classroom. The instructor is advised to make a written record of this incident for his/her personal records in the event further action is needed.
- b) If the instructor feels the behavior warrants prompt action and/or the behavior continues, the instructor must direct the student to leave the classroom immediately. If the student refuses to leave, the instructor should contact Public Safety at 256-4911. The instructor is required to make a written report of the incident and provide a copy of this report to the student, the department chair, the dean of the college where the course is held and the provost's office using the Classroom Behavior Report form.
- c) In the event the student is directed to leave the classroom, the instructor and student should attempt to resolve the issue prior to the next class meeting.
- d) If the issue cannot be resolved, then the matter must be referred to the department chair, who will meet with the student and instructor to facilitate a resolution. The department chair is required to make a written record of the meeting and provide copies to the instructor and student.
- e) If the issue is not resolved to both the instructor's and the student's satisfaction or the department chair believes that the student is in violation of the Student Code of Conduct or the disruptive behavior becomes a Level II situation, the chair *must* refer the matter to the Office of Community Standards and Commuter Services. The dean of the college where the course is

housed and the provost's office will also be notified when this occurs. *This process must be conducted in a timely manner so the student does not miss more than one week of class.*

Level II Disruptive Behavior

- a) The first course of action is to contact Public Safety (256-4911) to defuse the situation as necessary.
- b) All Level II violations *must* be referred to the Office of Community Standards and Commuter Services using the Classroom Behavior Report form. The department chair, the dean of the college where the course is housed, and the provost's office will also be notified.
- c) The student will be notified in writing by the Office of Community Standards and Commuter Services concerning violations of the Student Code of Conduct and will have a hearing opportunity before being sanctioned for misconduct. Once a decision is made, the following will be notified in writing of the decision: the student, the instructor, the department chair, the dean of the college where the course is housed, and the provost's office.

Classroom Behavior Report Template (to be completed by instructor)

On (date) in (course name and CRN), which meets on (meeting days and times), (student's name) was directed to leave class.

(Describe incident in detail.)

(Instructor's name)

(Signature and date)

3.15 Code of Professional Commitment (Faculty/Professional Staff)

Rowan University promotes the intellectual, emotional, ethical, and physical growth of all members of its diverse community. As seekers of knowledge, truth, and excellence, we encourage free inquiry, creativity and an open exchange of ideas. We oppose that which constrains and limits intellectual and creative freedom. We believe that our individual rights and freedoms, as well as our collective values, depend upon mutual respect, responsibilities, and obligations.

This code derives from two principles:

1. Faculty/professional staff status¹ at Rowan University implies a commitment to certain standards of professional conduct;

¹For the purpose of implementing the Code, faculty/professional staff is defined in the same terms as the constituency of the University Senate in its constitution, which is: All professional

employees of Rowan except, “anyone not in the faculty/professional staff bargaining unit...” (See Article VIII, Section I.A. of the Rowan Senate Constitution, revised and adopted April 1986) as amended.

2. The faculty/professional staff alone are responsible for the definition and maintenance of the standards.

The Code is a set of standards/ethics which the faculty/professional staff are determined to maintain. In order to guarantee all faculty/professional staff the right to confidentiality and due process, application of the code will be in accordance with procedures approved by the University Senate.

Matters of law or contract shall take precedence over the Code. Furthermore, the University administration also has recognized responsibilities in matters of ethics.

CODE OF PROFESSIONAL COMMITMENT

(Order of listing does not imply degree of seriousness. Violation of all parts is equally serious.)

COMMITMENT TO THE STUDENT

The faculty/professional staff member:

encourages the free pursuit of learning

encourages students to study varying points of view and respects the students’ rights to form their own views

demonstrates respect for the student as an individual and adheres to the proper role as intellectual guide and counselor

deals justly and considerately with each student

respects the confidential nature of the relationship between professor/staff member and student

avoids exploitation of students for private advantage

does not engage in sexual harassment

when necessary, shares with appropriate individuals information about students’ educational needs

seeks constantly to improve learning facilities and opportunities

gives recognition and acknowledgement of significant contributions by students to one’s work and research

respects students’ rights to pursue individual lifestyles

COMMITMENT TO THE INSTITUTION

The faculty/professional staff member:

observes the stated regulations of the institution with the opportunity to dissent

brings serious violations of professional conduct to the attention of the appropriate authorities

uses educational facilities for intended purposes consistent with applicable policies and regulations

COMMITMENT TO COLLEAGUES AND THE PROFESSION

The faculty/professional staff member:

- a. respects and defends the right of free inquiry of one's associates
- b. shows respect for the opinions of others
- c. carries out one's academic obligations
- d. strives to be objective in the professional judgment of colleagues and to render such judgments only in appropriate professional contexts
- e. accepts one's share of faculty/professional staff responsibility for the governance of the institution
- f. keeps trust under which confidential information is exchanged
- g. acts responsibly in the development and implementation of policies affecting the institution
- h. develops and improves one's scholarly competence
- i. accepts the obligation to exercise critical self-discipline and judgment in using, extending and transmitting information
- j. does not engage in sexual harassment
- k. respects colleagues' rights in the pursuit of individual lifestyles

COMMITMENT OF PROFESSIONAL EMPLOYMENT PRACTICES

The faculty/professional staff member:

- a. conducts professional matters through recognized appropriate channels
- b. accepts no gratuities or gifts that might influence one's judgment in the exercise of one's professional duties
- c. engages in no activity that impairs the effectiveness of one's professional service
- d. adheres to the conditions of a contract or to the terms of an appointment until either has been terminated legally or by mutual consent

3.16 Conflicts in Examination Periods During Finals Week

No student can be required to take more than three (3) final examinations in one day (including evening classes).

Faculty are required to use the time that is set-aside in the finals week schedule for instructional purposes.

In the event that students have two examinations scheduled at the same time, or find they will have a conflict as defined above, the following procedures will apply:

- Students are required to demonstrate to the faculty involved that such a conflict exists and to explore various avenues to resolve the conflict. Students **MUST** notify faculty involved in such conflicts **NO LATER THAN TWO WEEKS BEFORE FINALS BEGIN**.
- Faculty and students will need to cooperate to resolve such conflicts. The make-up exam can be arranged during the scheduled **CONFLICT** (make-up) period or at a time mutually satisfactory to student and instructor.
- If the student (having notified the instructors two weeks before finals) and instructors involved cannot resolve the exam conflict, then the student has recourse to the dean

or deans of the college(s) involved. The decision of which final exam to take during which time period will be decided by the dean(s) in consultation with the student and instructors.

It is suggested that students be advised to check the block exam schedule printed in the Master Schedule to schedule courses in a way that they will not have finals back-to-back.

3.17 Copyright Laws

Federal and state laws prohibit the use or reproduction of copyrighted material without the expressed consent of the author. However, limited reproduction of copyrighted material is permitted under the principle of “fair use.”

Copyright law states that fair use includes single photocopies of items for research or preparation for teaching and multiple copies for classroom use, provided that (1) the materials are not used repeatedly; (2) no more than one copy is made for each student; (3) a copyright notice is on each copy; (4) students are not charged more than the reproduction costs; and (5) the portion copied is not substantial. For more detail on the copyright law or on the principle of fair use, contact the Dean of Library Services.

3.18 Course Audit Policy (Approved by University Senate, May 14, 1997; Approved by Executive Vice President/Provost, June 26, 1997)

Students who wish to attend classes in a particular course and not receive credit may do so by registering in-person for the course as an auditor. The designation “AU” for that course will be recorded on the students’ transcripts. Auditors must register on the last day of the late registration/drop add period after all students who wish to take the course for credit have had the opportunity to register.

Auditors may choose whether or not to do the normally required course work; likewise, instructors may choose whether or not to formally evaluate auditors’ work. Auditors will receive neither grade nor credit for any course. Courses designated AU (audit) on students’ transcripts do not count in defining full-time/part-time status, nor are such courses considered in determining financial aid or veterans benefits, nor do these courses count toward degree requirements.

Students are not permitted to audit private lessons for credit offered in the Department of Music, for internships, student teaching or other experiential courses. Tuition for courses taken under the audit designation is established by the University’s Board of Trustees.

3.19 Course Credit Variances

By longstanding practice at Rowan University, the variance of a course requirement has been made upon the approval of the department in which the course is offered and the college dean, not by the department of the student’s major unless the variance is for a course in the major.

3.20 Course Syllabi

Syllabi are important documents that specify the expectations and responsibilities of faculty and students with respect to a given course, constituting an enforceable agreement.

Prior to the end of the drop/add period, faculty shall disseminate to each class section the following information in writing:

- Instructor's office hours and contact information
- The meeting times and locations
- A course description and statement of course objectives
- The proposed topical outline, where appropriate
- Course requirements (e.g., readings, research group work, presentations)
- The criteria and procedures for evaluating student performance including the availability of a pass/no credit option
- The attendance policy, within the parameters of the existing University policy
- Additional departmental or instructor policies as appropriate

University-wide policies: Whether distributed in print or electronically, the syllabus should refer to but does not need to reproduce, relevant University-wide policies. University-wide policies are posted on-line and are distributed to students as part of the Student Information Guide (available www.rowan.edu/studentaffairs/infoguide/). Instructors are encouraged to emphasize the importance of this information and verify student access as appropriate. Relevant University-wide policies include the following:

- Classroom Behavior Policy
- Academic Integrity Policy
- Student Accommodation Policy
- Laptop Computers in the Classroom
- University Attendance Policy

Distribution: Syllabi may be distributed in the form of printed copies or may be distributed electronically via an Open Area folder, website, or web-based course management software such as Blackboard. Instructors should ensure that electronically distributed syllabi are readily available in a stable location and that students have been informed of how to access the syllabus. Use of document access tracking in Blackboard is encouraged to verify that students have accessed the information.

Students with limited access to a computer or printer may request a printed copy. Departments will determine procedures for keeping copies of syllabi on file.

Changes: While making changes to the syllabus after it is distributed is strongly discouraged, in cases where alterations are unavoidable, the instructor must inform students in writing (via printed copy, email, website or web-based course management software) in an expeditious manner.

Faculty are requested to include the following statement on their syllabi:

Your academic success is important. If you have a documented disability that may have an impact upon your work in this class, please contact me. Students must provide documentation

of their disability to the Academic Success Center in order to receive official University services and accommodations. The Academic Success Center can be reached at 856-256-4234. The Center is located on the 3rd floor of Savitz Hall. The staff is available to answer questions regarding accommodations or assist you in your pursuit of accommodations. We look forward to working with you to meet your learning goals.

3.21 Course Withdrawal and Drop/Add Policy

At the beginning of each semester, the University designates a “drop/add” period during which students may add a course or drop a course without penalty. Students may initiate and complete these changes via Self Service Banner. Course dropped during the drop/add period will not appear on the official transcript.

To drop a course during the drop/add period only, students may do so on-line, using Self Service Banner or secure a Drop/Add Form from the Registrar’s Office and return the completed form to the Registrar. When students drop a course during the drop/add period, neither the course nor the drop will be recorded on the transcript.

Registration in a given Rowan University course implies the student’s obligation to complete its requirements. Provisions for withdrawal are made for special circumstances. Except in extreme circumstances when the department chair and the dean of a particular college allow, students are not permitted to withdraw from the same course more than two (2) times.

The notation of “W” (withdrawal) is not a grade. The notation of “W” is made by the Registrar on the basis of information supplied by the student. Students should follow the regulations stated below in order to receive the notation of “W”.

1. To withdraw from a course between the drop/add period and mid-semester, students must secure a *Withdrawal from Course Request Form A* from the Registrar’s Office. The reason for the request may be stated on the form and must be signed by the student **and the course instructor** and submitted to the Registrar’s Office. **The course instructor is further required to record the last date of student attendance on the form.** Upon receipt of the properly executed *Withdrawal from Course Request Form A*, the Registrar’s Office will enter a “W” on the official transcript.
2. To withdraw after mid-semester, the same process as stated in “1” above will prevail, except that **the reason(s) for request must be stated and approval must be obtained both from the course instructor and respective department chairperson.** If the approvals are granted, the course instructor will indicate that the student is withdrawing with a passing grade (WP) or withdrawing with a failing grade (WF). **The course instructor is further required to record the last date of attendance on the form.** Upon receipt of the properly executed form, the Registrar’s Office will enter a “WP” or “WF” on the official transcript. After mid-semester, students must use *Withdrawal from Course Request Form B*.
3. Withdrawals during the final four weeks of the semester are considered exceptional and may occur only with the approval of the course instructor, department

chairperson and dean and only for good and sufficient reasons beyond the control of the student. **The course instructor is further required to record the last date of attendance on the form.** (WP/WF remains in effect.) During the final four weeks of the semester, students must use *Withdrawal from Course Request Form B*, available in the Dean's Office..

3.22 Credit Transfer

Rowan University usually will accept the transfer of passing credits from accredited institutions of higher education. The utilization or application of the courses associated with these credits to a Rowan University program is determined by the departmental adviser and/or the Registrar's Office. In some cases, the number of credits that may be applied to a Rowan University program is less than the number of credits transferred.

3.23 Curricular Definitions

Major

A major is a grouping of selected, related and approved courses that leads to a baccalaureate degree. The major has stated goals, requirements and a suggested sequence of courses.

Minor

A minor is a grouping of selected, related and approved courses that usually originate under a major degree program. The minor has stated goals and a suggested distribution and sequence of courses. Minors shall consist of a minimum of eighteen (18) semester hours in a specified field other than one's major.

Concentration

A concentration may generally be defined in one of two ways. It is a coordinated grouping of courses in disciplines that do not have major programs. It is an interdisciplinary or multidisciplinary grouping of courses focused on common subject matter. These courses do not constitute a major and are not required for graduation in any degree program.

Specialization

A specialization is a group of courses within an approved major degree program that are focused in a cohesive area of that major program. Specializations shall consist of a minimum of twelve (12) semester hours.

NOTE: Students may choose to complete a second major, minor, or concentration when graduating from a bachelor's degree program. To qualify for this additional designation on the transcript, a student must satisfy all coursework for the second major, minor or concentration concurrent with the conferral of the degree. Students must follow departmental policy regarding required course work to be completed at Rowan University for the second major, minor, or concentration. When no departmental policy exists, the student must complete at least two thirds (2/3) of the required course work at Rowan University. This policy is not applicable to

coordinate majors in the B.A. in Education since a coordinate major is a requirement for that degree.

3.24 “D” Grades (Approved by the Executive Vice President/Provost, March 26, 1998)

Policies regarding the treatment of D grades, including D+ and D- in specific programs, i.e., majors, minors, concentrations, and specializations, are determined in the academic departments in which the undergraduate programs are housed and approved by the appropriate college dean(s). The treatment of these grades must be uniform for both native and transfer students.

3.25 Declaring or Changing a Major

Students who wish to declare a major or change a major must consult with the Office of Career and Academic Planning (Savitz Hall). Students must declare and be accepted into a major after earning 60 credits.

3.26 Grade Reporting Policy

The due date for faculty to turn in grades to the Office of the Registrar will be five (5) working days after the end of the final week each semester. (Commencement day shall not count as a working day.) The time required for processing grade reports will be six (6) working days including preparation of grade reports for Data Center processing and mailing. **When reporting final grades, faculty must also report the last date of student attendance for all students who receive grades of F, NC, IN, W, WP, WF, as well as for students for whom no grade is reported.**

Effective for the fall, 2005 semester, all faculty will be required to enter grades electronically via Faculty and Advisor Self Serve. The direct web address for is: <http://www.rowan.edu/selfservice>. Written handouts with step-by-step instructions and demonstration videos on electronic grading are posted at the Information Resources Online Training Center at: <http://www.rowan.edu/irtraining/> Additionally, supplemental information is available at: <http://www.rowan.edu/studentaffairs/registrar/faculty/index.htm>

3.27 Grading System (Approved by the Board of Trustees, February 25, 1987)

The following designations are used to evaluate students’ performance in courses:

| <u>Letter grade</u> | <u>Point value</u> | |
|---------------------|--------------------|-----------|
| A | 4.0 | Excellent |
| A- | 3.7 | |
| B+ | 3.3 | |
| B | 3.0 | Good |
| B- | 2.7 | |
| C+ | 2.3 | |
| C | 2.0 | Fair |
| C- | 1.7 | |
| D+ | 1.3 | |

| | |
|--------------------|---|
| D | 1.0 |
| D- | 0.7 |
| F | 0.0 Failure |
| <u>Designation</u> | <u>Value</u> |
| P | Pass |
| NC | No Credit |
| IP | In Progress (Basic Skills, Doctoral Students-Dissertation, Graduate Students-Thesis use only) |
| FR | Failure to Record a Grade (discontinued 2/99) |
| IN | Incomplete |
| W | Withdrawal |
| WP | Withdrawal-Passing |
| WF | Withdrawal-Failing |

The use of P/NC (Pass/No Credit) in selected courses has been approved by the University Senate. A list of approved P/NC courses is published by the Registrar each semester in the *Master Schedule of Classes*. Students must accept the responsibility to review that listing. P/NC grades will not contribute to the computation of cumulative grade point averages. Descriptive reports will accompany P/NC grades only at students' written requests and at the option of the instructor. If students do not request an option for P/NC before the end of the drop/add period, they will be graded on the A-F scale.

Students engaged in exchange programs are graded on the P/NC basis.

The elimination of the "FR" designation (Failure-Recorded) was passed by the University Senate on January 26, 1999 and approved by the Executive Vice President/Provost on February 1, 2000, hence the "FR" designation is no longer in use.

The "IN" designation (incomplete) may be assigned at the discretion of the instructor under extenuating circumstances. This designation must be removed before the end of the following academic semester. If students believe that circumstances warrant an extension, they may request the instructor, in writing, for such an extension. If approved, the instructor will renew the incomplete in the Registrar's Office when grades are due. Failure to remove the incomplete designation within the prescribed time will automatically change the IN to an F.

The "W" designation is applied when a student voluntarily withdraws from a course between the drop/add period and mid-semester. After mid-semester, students who voluntarily withdraw from classes will receive either a "WP" (withdrawal-passing) or "WF" (withdrawal-failing) designation.

The "IP" designation is assigned by the instructor of a first level basic skills course to indicate the student is making progress but must register for the next level in that area.

3.28 Graduate Faculty Designation (Approved by University Senate, March 30, 1999; Approved by the Executive Vice President/Provost, June 9, 1999)

Qualifications

1. Master's level graduate faculty shall consist of the full-time Rowan faculty and/or approved regular part-time faculty qualified to teach master's level graduate courses at Rowan. All faculty who request graduate faculty status and who are qualified will be so designated and will enjoy all of the rights, privileges, and responsibilities associated with this designation.
2. At a minimum, graduate faculty must meet the following qualifications established by State regulation (New Jersey Commission on Higher Education: Revised 1996 Guidelines for Licensing Standards; University Designation) excerpted below:

9:1-4.8 Faculty

- a. Faculty teaching in graduate programs shall hold appropriate terminal degrees. They shall be productive contributors to the field of their specialties and demonstrate competency to teach at the graduate level. The academic schedule should permit adequate time for instruction, advising, direction of research and supervision of theses, as well as continued professional growth and scholarly activity.
- b. The qualifications of part-time faculty shall be comparable to full-time faculty.

Designation and Assignment

1. For the purpose of identifying qualified and meritorious individuals, each academic department housing a graduate program will define the criteria for graduate faculty eligibility appropriate for that department. Departments not currently housing a graduate program may choose to define the criteria for graduate faculty eligibility. In both cases, the criteria must be consistent with the New Jersey Commission on Higher Education regulations pertaining to university status and relate to all of the qualifying items (e.g., terminal degree, graduate teaching competency, productive contributors, continued professional growth, scholarly activity). NOTE: the existence of a graduate program within the department is not a requirement for establishing the eligibility of the faculty in that department. However, in addition to meeting the established qualifications, a necessary condition for graduate faculty status is a willingness to teach graduate level courses for which one is qualified and to serve as a master's thesis advisor or committee member, if and when appropriate.
2. Faculty at Rowan University may be both graduate faculty and undergraduate faculty. Teaching responsibilities may be at either program level or a combination of both levels.
3. All full-time faculty may be considered for graduate faculty status unless there is a request for non-consideration. Teaching assignments of graduate faculty are made by the department housing the graduate program(s). Department chairs are expected to consult with the graduate program advisers relating to staffing and scheduling. In cases of multidisciplinary programs or for program courses outside of the home department, each appropriate department is responsible for staffing its courses.

4. The department chair will forward the names of the individuals who qualify for graduate faculty status, with supporting documentation for each, to the Academic College Dean. The Academic College Dean will review and approve the designations and forward the confirmed designations to the Dean of the College of Graduate and Continuing Education.
5. The Dean of the College of Graduate and Continuing Education will review the graduate faculty designations, in consultation with Graduate Council if needed, and prepare a listing of graduate faculty. There may be need for consultations with College Deans or additional information initiated by the Dean of the College of Graduate and Continuing Education.
6. Designation as graduate faculty will be reviewed every five years, or more frequently if needed, to meet program accreditation requirements.
7. The names of the graduate faculty associated with a graduate program or the department housing that graduate program will be listed together with the program description in the graduate school catalog. All other graduate faculty housed within departments without graduate programs will be included in a complete listing of Rowan graduate faculty at the end of the graduate catalog.

Exceptions

1. In rare and compelling cases where there is programmatic need for specialized skills held by faculty with exceptional qualifications (regular or adjunct) who do not meet the terminal degree qualification, special exceptions can be made. The department chair, in consultation with the graduate program adviser, will request a waiver of the terminal degree requirement and document programmatic need. This will be submitted to the Academic College Dean and, with approval, forwarded to the Dean of the College of Graduate and Continuing Education. Upon approval of the Dean of the College of Graduate and Continuing Education, the staffing assignment is made.
2. Adjunct and part-time faculty given terminal degree exemptions are not to be listed as Rowan graduate faculty. However, full-time faculty with terminal degree exemption can be so listed if recommended.
3. At such time that specifically-designed professional development (non-degree related) courses at the graduate level are developed and/or in the case of other graduate courses that are not and will not be included in degree programs, the terminal degree staffing exemption may also be requested. A process similar to Item 1 above should be followed (request by program/department with rationale: approvals by College Dean and Dean of the College of Graduate and Continuing Education).

3.29 Graduation Requirements

To be awarded the baccalaureate degree, a student must complete both the general education program and an academic major program to the satisfaction of the department administering the major. Students must successfully complete a minimum of 120 semester hours with a minimum cumulative grade point average of 2.000. (Some programs require more than

120 semester hours or a higher G.P.A. See program advisers or the University catalog for specific requirements.)

To be eligible for graduation, transfer and native first-year students shall have completed at least 90 percent of the total course work on the A-F scale. Any exception to this regulation requires the prior written consent of the academic major program adviser and the respective academic dean.

A minimum of 30 credits of a student's total degree program requirements must be taken in courses offered by Rowan University. This amount may be achieved through any combination of day, evening, on-campus and off-campus offerings and does not have to be the last 30 credits completed.

All students planning to complete degree or teacher certification requirements by the end of a given semester must complete the appropriate application at the Registrar's Office during the beginning of that semester. Diplomas will be available approximately eight weeks after the end of the term. The deadlines for filing for graduation are: **October 1 for Fall semester, February 15 for Spring semester and July 15 for Summer Session.**

The University reserves the right to modify its requirements for graduation, continued registration or appropriate progress towards the degree as directed by the State of New Jersey or by the Board of Trustees of Rowan University. These modifications may include, but are not limited to, requirements for the demonstration of competence in university level basic skills, satisfactory mastery of subject matter in a major field or the acquisition of a broadly based liberal arts education.

There are separate graduation requirements for graduate programs which are articulated in the Graduate Catalog. Copies of the catalog are available online at www.rowan.edu/catalogs/grad.

3.30 Honorary Degrees

Rowan University is cognizant of the fact that granting of honorary degrees can bring much deserved recognition to chosen individuals. It is equally true that such awards can bring distinction and honor to the University. It is important, therefore, that the selection of candidates for honorary degrees and the ceremonies in which these honors are granted be conducted with great care and dignity.

Individuals who have made outstanding contributions in their field may be nominated for a Rowan University Honorary Doctoral Degree. Nomination forms and deadline dates can be obtained from the President's Office. Guidelines, approved by the Board of Trustees on January 12, 1977, are available in the office of each department chairperson and/or office head. Nominations may be made to the Honorary Degree Committee by members of the faculty, staff, student body or alumni of the University. Anyone outside of the University family may submit nominations, but such nominations will require the co-sponsorship of a representative of any one of the above-named groups.

3.31 Human Subjects Protection

In keeping with federal rules and regulations and University guidelines on human subjects research, the rights, health and safety of all individuals involved in research activities conducted under the aegis of the University must be protected. All individuals subject to research activity shall be ensured that these activities do not involve undue physical, psychological, or sociological risk.

The Committee for Research Involving Human Subjects functions as the University Institutional Review Board. Its charge is ensuring that the rights and welfare of the subjects involved in projects are adequately protected and that any potential risks to such subjects do not outweigh the knowledge to be gained from the research. The committee's objectives are the protection first of human subjects and second, of the University's liability. The committee reviews all research proposals to privately, federally, state or University funded or supported programs if the research in these proposals involves human subjects. Approval by the committee must be secured before the research may begin.

The committee also expects to review any research plans or proposals that involve human subjects. Further information and procedures may be obtained in the Research Office website (<http://www.rowan.edu/open/provost/research/>). Any faculty member, staff, or student who expects to use human subjects in any type of research effort must seek clearance from the committee. Clearance forms are available from the website above.

3.32 Interim Grading Policy

This policy provides for interim academic progress reporting for freshmen. The Office of the Registrar will distribute progress report forms during the fifth week of classes to all instructors of freshman classes. Instructors will be asked to return completed forms to the Registrar no later than the end of the sixth week of classes.

The interim grades generated will not appear on students' official transcripts. Instructors will enter an "unsatisfactory" notation for freshman students enrolled in their courses who are not making satisfactory academic progress (less than "C" work).

The Registrar will distribute interim progress reports to students, to academic departments (for students who have declared majors) and to the Office of Career and Academic Planning (for students who have not declared majors). Students receiving an unsatisfactory notation will be asked to make an appointment with their adviser to help them obtain appropriate support services.

3.33 Laptop Computers in the Classroom (Approved by Executive Vice President/Provost, May 11, 1998)

The use of laptop or notebook microcomputers during class sessions is permitted, except that the use of this equipment for purposes of audio recording may occur only with the prior approval of the instructor. Also, in those situations where the use of a laptop computer may not be appropriate given the nature of a class session(s), the faculty member may refuse to allow students to use their laptops.

3.34 Late Registration Policy (Formerly Hardship Registration Policy. Approved by Executive Vice President/Provost, January 6, 1998)

In recognition of the fact that there are circumstances that students may face from time to time that prevent them from registering for courses during appropriate registration periods, including the late registration and drop/add periods, Rowan University has adopted the following policy which specifies such circumstances.

Only the following circumstances are recognized as reasonable and acceptable reasons for requesting registration in a Rowan University course after all registration periods have expired. One or more of these circumstances or reasons must have prevented the student from registering during one of the normal registration periods:

- Death in the immediate family
- Serious illness or accident
- Hospitalization
- Psychological distress
- Documented error by a Rowan employee
- Military service
- Faculty moving a student to new section/not informing student
- Cancellation of student's courses due to delay in approval of financial aid
- Department/faculty/advisor requirement for student to withdraw from a course for which the student does not have the appropriate prerequisites

Exceptions to this policy may only be made in rare and compelling circumstances or situations other than the ones noted above which are clearly beyond the control of the student. Such exceptions must be approved by the dean of the College in which the course is offered.

In considering requests for late registration (after all registration periods have expired) which cite one or more of the circumstances or situations identified above, it is the student's responsibility, at the time the request is made, to provide all supporting documentation (i.e., physician's or counselor's note) which will be attached to the Late Registration Request form.

3.35 Letter of Complaint (Approved by Executive Vice President/Provost, January 7, 1998)

If a letter of complaint is received by a department chair/supervisor, dean/department head, the provost, or the president from a student, parent, legislator, or any other individual in which a faculty, staff member, or administrator is named, in which a response is required, the individual receiving the complaint will determine whether it has come as the result of the official complaint process, or directly to that office. If it has come directly to that office, the individual receiving the complaint will notify the complainant to acknowledge receipt of the complaint and provide a copy of the complaint procedure.

3.36 Marching with Honors (Approved by Executive Vice President/Provost, April 26, 1996)

Transfer students who have acquired at least 36 credit hours by the end of the fall semester of the academic year in which they are scheduled to graduate, and who are enrolled in sufficient courses during the spring semester to complete the required hours for graduation, and who have earned a grade point average necessary to meet the requirements for honors will be

permitted to march with cords indicating their appropriate honors status and be so listed in the program.

3.37 Matriculated/Non-Matriculated Status

Matriculated students are those who have formally been admitted to the University through the Admissions Office, have confirmed their intention to enroll in either a certificate granting program or a degree program, and who subsequently register and attend classes. Matriculated students regularly enroll in classes on either a full-time or part-time basis. Non-matriculated students are those who have not been formally admitted to the University through the Admissions Office. Undergraduate non-matriculated students may enroll in courses until they have attempted a total of 24 credits. After attempting 24 s.h., students may not enroll for additional credits without fully matriculating or receiving permission of the academic dean. Furthermore, non-matriculated students may enroll in classes only on a part-time basis (not more than 11.5 credits per semester). Non-matriculated graduate students may enroll in courses until they have attempted a total of 9 credits.

3.38 Non-Salary Financial Support Grants (NSFSG) (March 2010)

Rowan University has implemented a program that provides an opportunity for all full-time, tenure track faculty to obtain an adjustment of their academic teaching load to accommodate faculty who wish to engage in significant projects related to research, scholarship and creative activity, instructional improvement, the scholarship of teaching and learning, and/or other appropriate endeavors and activities that fall beyond the normal expectations and responsibilities of the faculty (including extraordinary service activities and projects). In order to provide resources for this aspect of faculty scholarship, the Research Office of Rowan University is providing competitively awarded funding for non-salary financial support for projects to enhance a faculty member's academic scholarship, whether or not they have received an adjusted faculty workload to accommodate research or significant service projects.

Purpose

NSFSGs are intended to support faculty projects which may include the following purposes: 1) to advance the full-time faculty member's knowledge in his/her field of expertise; 2) to provide "seed" money to support faculty seeking external grants; 3) to support the creative activity of faculty in all disciplines; 4) to provide equipment (e.g., hardware and/or software) that will enhance the faculty member's ability to conduct research and product scholarship; 5) to provide financial support for undertaking surveys, acquiring data, and hiring student workers to process data. NSFSGs are not intended to completely fund an individual's research career but rather to act as a stimulus for attracting additional external support and to supplement and enhance ongoing activity. Therefore, any single grant will not exceed \$10,000.

Proposal Evaluation

The goal of the following evaluation process is to ensure a fair and unbiased review of the proposals. The work will be reviewed by colleagues who are knowledgeable about the subject matter (primarily for technical/creative merit) and also by faculty members whose expertises lie in other areas.

The University Senate Research Committee will form an evaluation subcommittee and assign one member from each college (with the exception of three from the College of Liberal

Arts and Sciences: one from the math and science cluster, one from social sciences and one from humanities) to a committee for reviewing the proposals. Each member of this committee will then seek the reviews of at least two reviewers whom s/he believes to be knowledgeable about the subject matter. The applicant may include the names of three suggested reviewers within the proposal – listed in alphabetical order of last names – of which the committee member may select any two. It is the committee member’s responsibility to ensure that a fair review of the proposal is obtained. Therefore, the reviewer selection ultimately rests with the committee member, who may seek other reviewers should s/he so deem appropriate. The reviewers may be housed outside of the applicant’s immediate program/college (for example, an electrical engineering proposal may be reviewed by a physics or computer science faculty, or an education proposal may be reviewed by a psychology or sociology faculty, etc.). In rare cases when such a reviewer cannot be found on campus, reviews from off-campus experts may be sought.

A copy of the completed recommendation/review forms for each proposal will be returned to the corresponding applicant, along with the funding recommendation. The identity of the reviewers will not be revealed. The final list of proposals recommended by the committee for funding will then be given to the Associate Provost for Research, who will make the final decision on which proposals will be funded. **All awards are subject to availability of funds.**

Questions regarding these procedures should be addressed to Dr. Gautam Pillay, Associate Provost for Research, at 856-256-5150 or pillay@rowan.edu.

3.39 Procedures of the Senate Ethics Committee

The University Senate Ethics Committee has been assigned the task of reviewing allegations of unethical conduct made against members of the Faculty/Professional Staff. Due to the delicate nature of the issues brought before the committee, it is imperative that the procedures adopted by the committee safeguard the confidentiality of all materials presented to it and guarantee the individual’s right to due process.

1. An individual or group who believes that evidence of unethical conduct exists and feels the Ethics Committee should review the matter must formally request the committee to do so. This formal request must be a signed statement briefly outlining the allegation(s) and, if appropriate, indicating the specific section of the code violated.
2. After a formal request is submitted, the committee will meet to discuss the complaint, after which the committee will meet with the complainant to discuss the allegation(s). The purpose of this meeting will be to thoroughly discuss the allegation(s) and to examine any supportive data the individual(s) may wish to submit.
3. The committee will then meet without the complainant present to discuss the allegation(s) and make one of the following determinations:
 - a. The complaint deals more with working conditions and will be referred to both the bargaining agency and the University administration.
 - b. The complaint deals more with procedural matters and will be referred to the bargaining agent or administrative office.

- c. The complaint is of ethical concern but may be resolved with the individual(s) concerned, with the committee acting as a mediator.
 - d. The complaint is of ethical concern and a formal review of the matter will be made.
 - e. The complaint is found to be without substance and the committee finds no grounds for continuation.
4. The committee will notify the individual(s) involved that a formal complaint of unethical conduct has been filed and request an interview with the person(s). At the interview, the individual(s) will be made aware of the allegation(s).
 5. The committee will interview others who might have information to contribute concerning the allegation(s).
 6. The secretary of the committee will send a copy of their testimony as reflected in the minutes and a copy of any report which concerns them by certified mail.
 7. After the committee has reviewed all the available information, and if the individual is found in violation of the Code of Ethics, the committee will develop a list of recommendations, including whether or not the case is serious enough to report to the president of the University or his/her designee.
 8. A copy of the Ethics Committee preliminary confidential report will be given to the president of the Senate prior to being given to the individual found in violation of the Code of Ethics for his/her possible input. A copy of the Ethics Committee's final report will also be given to the Senate president.
 9. If the Ethics Committee so recommends, the president of the Senate and the chair of the Ethics Committee will meet with the president of the University or his/her designee to review the Ethics Committee's recommendations.
 10. In extreme cases, the Senate Ethics Committee may recommend University Senate Censure. Censure is an official or public reprimand whereby the academic community wishes to disassociate itself from the unethical behavior of an individual or from a reprehensible act committed by an individual. The Senate Censure could be the result of a single act or for repeated violation(s) of the Code of Ethics. In such cases, a censure report or recommendation would be forwarded to the Senate President and the Senate Executive Committee.

3.40 Repeating a Course (Amended March 31, 1998; approved by Executive Vice President/Provost, April 9, 1998; clarified by University Senate, June 8, 1998)

In the event that a student must or voluntarily chooses to repeat a course, the grade received for the repeated course will constitute the final grade for that subject for cumulative GPA purposes--whether the grade is higher or lower than the grade received in the original course. The original grade, although not counted in the cumulative GPA, remains on the student's transcript. Herein, the University stipulates that the same course may not be taken more than twice including withdrawals. However, except for general education courses, further restrictions may be determined by the individual departments/colleges, only to meet standards

recommended by accrediting bodies, statutory regulations, and/or professional societies. Appeals may be made through the normal appeals process. (Note: The “normal appeals process” is meant to be interpreted in the following manner: To appeal a decision not to permit a student to enroll in a course a third time, a student must appeal as follows:

1. Chair of department in which course is offered
2. Dean of the College in which course is offered
3. Provost

3.41 Room Assignment

The Registrar’s Office is responsible for scheduling and coordinating all academic classroom activities. Course meeting times and locations are determined by the scheduling officer in the Registrar’s Office. The academic schedule that has been approved by the University’s Board of Trustees is the official schedule and all classes should be scheduled accordingly. Deviations from the approved academic schedule must receive authorization from the department chairperson, college dean, and the registrar.

All academic departments must make a commitment to an equitable distribution of course offerings across all standard meeting times, including early morning, late afternoon and evening times. Some room adjustments may be required during the semester to meet unforeseen circumstances. Departments may be asked to shift rooms to accommodate this need for adjustment. Every effort is made to keep these adjustments to a minimum. Room assignments or times may not be changed unless approved by the scheduling officer. *Smart classrooms* are scheduled by Instructional Technology following procedures determined by that office.

Classroom scheduling is a dynamic process, responsive each semester to both curricular and non-curricular changes and requirements. The assignment of a specific classroom at a particular time and location during the previous corresponding semester will not automatically result in the continuing assignment of the same room at the same time. For additional provisions of this policy, consult the Registrar’s Office.

3.42 Second Baccalaureate Degree (revised by Executive Vice President/Provost, May 19, 1994)

In certain instances and under certain circumstances, students may qualify for the awarding of a second baccalaureate degree. Students who seek a second baccalaureate degree are encouraged to discuss the matter with their faculty advisers or the Office of Career and Academic Planning. In order to qualify for the second baccalaureate degree, students must have already received their first degree and must complete the necessary application for admission.

The University shall appropriately and fully recognize the completion of degree and major program requirements according to college. Since different degrees, such as the B.A. and the B.S., are distinct educational packages, or frameworks, the recognition shall also be kept distinct. If a student has fully completed two major programs, this should be recognized. However, if both programs are within the same type of bachelor’s degree framework (B.A., B.S., B.F.A., etc.), then only one bachelor’s degree shall be awarded and a double major recorded. Education majors with Early Childhood, Elementary, and Subject-Matter Specializations shall be

considered for a second degree. To fully meet the requirements would include meeting all general education requirements for each degree. If the two programs are not in the same degree framework, then a second bachelor's degree shall be awarded only if the student meets the following requirements:

Regular admission to and matriculation in both major programs.

Full completion of all general education requirements for both degrees according to the college(s) and major programs involved.

Full completion of all requirements in both major programs and certification by both departments, or program coordinators, involved.

In addition to the above, which governs the award of concurrent bachelor's degrees, the University also has a policy for the award of successive bachelor's degrees. For more information, students are encouraged to contact the Registrar's Office.

3.43 Selected Topics Courses

The standard title for a topical course is to be: Selected Topics in (discipline): (topics)

Any particular selected topic may only be offered once within a period of three years. If more frequent offerings seem necessary, exceptions must be approved by the chairperson of the Senate Curriculum Committee, the appropriate dean and the provost. Requests for policy exceptions relating to contracted or in-service courses will be given special and timely considerations.

Departments must specify screening procedures within the department for selection of the actual topics. Any proposals for new selected topics courses must include the department's procedures for selection of specific topics.

The title of the courses offered when they appear in the *Master Schedule of Classes* and on the students' transcripts will include the actual selected topic.

3.44 Special Assemblies, Convocation and Commencement

Special assemblies of the University community are normally held in the fall and spring terms. Commencement exercises are held once a year at the end of spring term.

Attendance and participation in these activities and ceremonies are optional for faculty and staff members but strongly encouraged. If a faculty member chooses to attend and participate in commencement, academic regalia are to be worn. Academic attire will be optional for those faculty and staff members attending but not participating in the graduation ceremonies.

3.45 Student Complaint Procedure (Approved by Executive Vice President/Provost, December 16, 1996, April 14, 1998 and January 7, 1998)

If a letter of complaint is received by a department chair/supervisor, dean/department head, the provost, or the president from a student, parent, legislator, or any other individual in

which a faculty, staff member, or administrator is named, in which a response is required the individual receiving the complaint will determine whether it has come as the result of the official complaint process, or directly to that office. If it has come directly to that office, the individual receiving the complaint will notify the complainant to acknowledge receipt of the complaint and provide a copy of the complaint procedure.

I. Department Level

- a. The student and faculty/professional staff member will meet to attempt resolution of the complaint.
- b. If the matter is not resolved, the student and the instructor will then meet with the department chairperson/supervisor, who will act as a facilitator, to determine if resolution is possible.
- c. If the faculty/professional staff member is not accessible for any reason (e.g., prolonged illness, on leave, refuses to meet with student), or if the student fears reprisal, the student may initiate the process by first meeting with the department chairperson/supervisor.
- d. In any case, if the matter is not resolved, the student must notify (in writing) the faculty/professional staff member or department chairperson/supervisor within twenty (20) calendar days from the date the student knew or should reasonably have known about the matter.
- e. If the above named people are not available or cannot be contacted, the student must submit in writing his/her intention to pursue the process at the department level. The written statement must be sent to the department chairperson/supervisor within the same twenty (20) days noted above.
- f. If the student wishes to pursue the matter immediately, the department chairperson/supervisor must schedule a meeting between the faculty/professional staff member and the aggrieved student within ten (10) working days after being contacted by the student and it must be held within fifteen (15) days of such contract. The student and faculty/professional staff member will be informed in writing by the department chairperson/supervisor of the outcome of the meeting.
- g. If the student wishes to delay pursuing the matter until the semester is over, the department chairperson/supervisor must schedule a meeting between the faculty/professional staff member and the aggrieved student within twenty (20) working days of the next semester. The student and faculty/professional staff member will be informed in writing by the department chairperson/supervisor of the outcome of the meeting.
- h. If the grievance is against the department chairperson/supervisor, the student may begin the complaint process at the college/unit level.

II. College/Unit Level

If the issue is not resolved at the departmental level, within fifteen (15) working days of the departmental level meeting, the student shall schedule a meeting with the appropriate dean/director and will provide, in writing, the rationale for the complaint.

The dean/director will convene a meeting to attempt to effect reconciliation between the two parties within fifteen (15) calendar days of receiving the student's written rationale for the grievance. Pertinent documentation provided by the faculty/professional staff member and/or the student shall form the basis of discussion at this stage. The faculty/professional staff member and the student may be assisted in the meeting by advisors. The advisors must be from within the university community and cannot speak for the faculty/professional staff member or the student. The advisors can only advise the parties they represent.

- c. The dean/director will render a written decision within fifteen (15) working days of the college level meeting. If the complaint cites a violation of the Ethics Code and the student is not satisfied with the outcome of this meeting, he/she may file a grievance with the Rowan University Senate Ethics Committee.

Notes:

1. This process does not apply to the students' personal preferences regarding the faculty/professional staff members' physical appearance, personal values, sexual orientation, or the right to academic freedom or the freedom of expression.
2. In all grievance matters, to the extent possible, the student will be responsible for documentation of his/her allegations.
3. To insure the protection of the parties' privacy, the process and all documentation will be completely confidential.
4. The faculty/professional staff member being complained about is expected to attend all 8 meetings set up to resolve the complaint.
5. All students, faculty, professional staff, department chairs, supervisors, and deans are expected to follow the steps in this policy.
6. If a department chair/supervisor, dean/department head, the Provost, or the President of the University receives a letter of complaint about a faculty or professional staff member from a student, he/she will forward the letter to the individual being complained about and inform the student that the complaint process must begin with an attempt to resolve the problem with the faculty/professional staff member, and that the above complaint procedure must be followed.

3.46 Student Viewing of Final Exams and Papers

Faculty and students should be able to work together in a realm of mutual trust. When this occurs, the educational process will be enhanced. Therefore, to this end, the following policy has been adopted:

1. Faculty members have the responsibility of making final exams and papers available for student viewing. However, the faculty member may or may not allow students to retain these materials.

2. Faculty members must make papers and final examinations accessible to students for a period of one semester after a final grade has been issued, or when an "incomplete" becomes a final grade (an "incomplete" is not a final grade). The summer sessions are excluded as being considered semesters.
 - a. Students who do not examine a paper and/or final examination within the time frame stated above shall forfeit any further viewing privileges and the faculty member may do with the materials as he or she sees fit.
 - b. If a student is ill, or otherwise unable physically to view the materials, he or she must notify the faculty member in writing within one semester. If notified, the faculty member will return the materials or retain them for a mutually agreeable period until viewed.
 - c. If a faculty member is on sabbatical leave, medical leave, or any other type of leave of absence, the materials shall be retained for one semester following the faculty member's return.
3. If a student wishes to dispute a grade and the unreturned final exam and/or paper is relevant, the student must notify the faculty member in writing within one semester. The faculty member will either return the materials or retain them until the dispute is settled.
4. If a professor either refuses to show or makes inaccessible final examinations and/or papers, the student may take the following due process route to attempt to resolve the situation: department chairperson, dean of that particular college, Senate Ethics Committee.

3.47 Substitute Faculty Members/Guest Speakers in Class

Given the educational, philosophical, and legal obligations of the faculty of record for a class, the faculty (instructor) who schedules an outside speaker for a class must be in attendance for the entire class.

If a faculty member is scheduling a substitute for a class period because the faculty member of record cannot be in attendance, then the faculty member must inform the department chairperson in writing of such a substitution and assure the chairperson of the adequacy of class instruction. The chairperson should inform the dean's office of the substitution.

3.48 Temperatures in Classrooms and Offices

On occasion the university experiences mechanical difficulties with our air conditioning units. If university employees determine that a classroom or office is extremely uncomfortable, they should notify the Facilities Department at extension 4650. If teaching a course at Rowan at Camden please call 756-5400.

After receiving notification, Facilities Operations staff will be dispatched to investigate the complaint and make every effort to correct the problem as quickly as possible.

If the problem can be corrected within a reasonable length of time, building occupants will be notified. If the problem cannot be corrected within a reasonable length of time, and the University's Department of Public Safety determines that the conditions present a potential hazard to employee health and safety, the following options may be executed at the discretion of the responsible dean or vice president:

1. Classes may be relocated to another more comfortable location, if one is available
2. Offices may be relocated to another more comfortable location, if one is available
3. In extreme conditions where temperatures rise above 85 degrees the responsible dean or vice president may cancel classes or dismiss employees without penalty

Every effort will be made to correct problems as they occur and are reported. The temperature cited above is extreme and only defines a temperature that requires such serious action as moving or dismissing classes or individuals.

Any individual experiencing illness caused by environmental conditions has the option of reporting to the Student Health Center for evaluation.

3.49 Textbooks and Supplies

Textbooks, courseware, and supplies for student use in coursework may be ordered through the Rowan University Bookstore, located in Winans Hall. Order forms are available from the store or from departmental offices. Timelines established by the store should be observed in order to assure that required textbooks and supplies will arrive in advance of the beginning of the semester or term. If faculty submit their textbook adoption forms on time, they will aid in reducing students' texts costs by enabling the Bookstore to give students back 50% of current retail (whether they bought new or used books originally) at the end of the semester's buyback period, during final exams, on those texts which will be re-used the following semester. Careful planning and timely ordering will help to keep costs to students as low as possible.

For faculty and students of Rowan University at Camden, books and supplies may be ordered at the University District Bookstore, located in the building across from the Rowan at Camden academic building. Order forms are available from academic departmental offices or the University District Bookstore.

3.50 Transcripts (Official)

Transcripts are prepared by the Registrar's Office in accordance with the policies of the American Association of Collegiate Registrars. Transcripts are sent only upon the written request of students. Where Rowan University transcripts show credit hours earned at other institutions, the official transcripts from those institutions have become a part of the student's permanent file in the Registrar's Office. Rowan University does not make copies of other institutions' transcripts. It is necessary to obtain such transcripts directly from the institutions concerned.

There is a ten dollar charge to process a request for each official transcript. On Demand (while you wait) transcripts are \$15. Disclosure of information contained in students' official transcripts may only be done in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

3.51 Turnitin.com (Approved by the Provost May 27, 2008)

University Policy: Rowan University has a license agreement with Turnitin, an online service that can be used to detect and prevent plagiarism in student assignments. Student papers are protected by the Family Educational Rights and Privacy Act (FERPA) as they are educational records that may contain personally identifiable information. The following policy should be in effect to be compliant with FERPA

The use of Turnitin by faculty is entirely voluntary. If a faculty member chooses to use Turnitin:

- a. The faculty member must notify students on the official syllabus of the following:
 - 1.) The use and purpose of Turnitin
 - 2.) The rights of the student to not submit personally identifiable information to Turnitin. Students must be informed that this will have no impact on their success in the class.
 - 3.) The options that the faculty member and student have with respect to the students' right to privacy and the faculty member's right to evaluate student work for academic honesty.
- b. If a faculty member personally submits student work to Turnitin or other plagiarism detection sites, the faculty member must remove all personally identifying information from the work. This includes the student's name, social security number, and/or Rowan ID number.
- c. If a faculty member receives information from Turnitin that leads the faculty to judge that a student has plagiarized, the faculty member must follow the University policy for Academic Integrity.
- d. Faculty may not give out any information about student work to a faculty member from any other institution than Rowan University. All requests from faculty at other institutions should be forwarded to the Provost's Office.
- e. An instructor using Turnitin should offer students either an opt-in or opt-out option. See below for recommended syllabus statements. Note: this should be modified according to the professor's specific use of Turnitin in a class.

Recommended statement for the syllabus with the op-out option: Rowan University has a licensing agreement with Turnitin, an online service to help prevent student plagiarism. As part of this course I will be using Turnitin at my discretion to determine the originality of your work. If your work is submitted to Turnitin, it will be stored in the Turnitin database. You have the right to refuse either to submit your work to Turnitin or have the university do so; availing yourself of this right will not negatively impact your success in the course. If you do not wish to use Turnitin you must notify me by e-mail within two weeks of today's date. If you object to the use of Turnitin I will use other procedures to assess originality.

Recommended statement for the syllabus with the opt-in option: Rowan University has a licensing agreement with Turnitin, an online service to help prevent student plagiarism. As part of this course I will be using Turnitin at my discretion to determine the originality of your work. If your work is submitted to Turnitin, it will be stored in the Turnitin database. You have the right to refuse either to submit your work to Turnitin or have the university do so; availing yourself of this right will not negatively impact your success in the course. If you object to the use of Turnitin I will use other procedures to assess originality.

3.52 Web Policy

This Web policy establishes standards of aesthetics, editorial quality, consistency and accuracy for Rowan's Web site while ensuring freedom of speech and encouraging creativity. The policy also sets guidelines for the efficient and appropriate use of shared computer resources without infringing upon personal freedoms. Rowan's primary mission includes instruction, scholarship and public service. We ask that students, faculty and staff use resources in a manner consistent with our mission. This policy, like the University's presence on the Web, is subject to change.

There are two types of Web pages: official and unofficial. Official Web pages include administrative and departmental; unofficial include instructional and personal, and those belonging to student organizations and individual students. All pages that are part of the communications/marketing efforts of the University are official and must go through a review process. Unofficial pages do not require approval. Personal pages are allowed as long as the author complies with existing laws and University policies and procedures.

Official

Rowan University Home Page
Administrative/College Web Pages
Academic Department Web Pages

Unofficial

Faculty/Staff Web Pages
Instructional/Personal
Student Organization Pages
Student Web Pages

Official Rowan Web Pages Definition

Any pages that are part of the communications/marketing efforts of the University are considered "official" pages and must meet specific design and content guidelines. Official pages include Rowan's home page and all other pages directly linked to it (i.e., a departmental or college Web page.) Administrative and academic departments are encouraged to develop official pages for linkage to the Rowan home page so that a comprehensive view of the University is offered. University Web Services will link official pages to appropriate previously created categories on the home page after review and approval.

Official Web Page Submission and Approval Process

Official Web pages must be reviewed and approved by the department chair or unit manager and college dean, including updates and revisions. The manager/chair will forward the proposed page or revision to University Web Services, who will ensure the page, meets all design and content guidelines. Once approved, the page will be stored on the server and/or linked to Rowan's home page.

Official Web Page Design and Content

To ensure consistency in quality and message, Web pages must be the standard template to match the style of Rowan's home page. University Web Services advise those developing official pages.

Whenever possible, don't duplicate information that exists elsewhere (i.e., Admissions information). Create links to other sites on the Rowan home page to reduce duplication of information and help ensure consistency and accuracy.

Copyright and trademark rules must be observed. Graphics, video, audio or text created by another person may not be placed on a page without demonstrated permission of the artist or author. Photographs other than those taken by a University Publications approved photographer must be approved by University Publications before being placed on official pages.

For more information about design and content, refer to the Rowan University Web Style Guide which is available at University Web Services.

Unofficial (Personal) Web Pages -Faculty, Staff and Students

The authors of personal Web pages, those reflecting the personal views and interests of individual faculty, students or staff, must consult with the Rowan Computer Use Policy and the Rowan University Web Style Guide to determine what constitutes appropriate content. The personal pages of faculty and staff may be linked to a departmental page if the contents provide information that is relevant to the individual's role at Rowan.

Student Web pages will be linked only at the "Student Web Pages." All links to the student Web page occurring within Rowan's Web site must travel through an intermediate disclaimer page which informs the user that what follows is not controlled by the University.

All personal pages must include the name and e-mail address of the individual responsible for managing it.

Anyone requesting to add a personal home page to the Rowan Web site will be required to agree to comply with Rowan's Computer Use Policy. Personal home page authors are responsible for ensuring compliance with University policies as well as state and federal statutes.

Unofficial (Personal) Web Pages-Student Organizations

Advisors to sanctioned SGA organizations must approve the organization's Web pages before University Web Services will consider them. Organizations that have academic affiliations must get approval from college deans before submission for consideration.

The advisor for the organization must serve as the manager for the page, ensuring the information is kept current from year to year.

Web Oversight and Management

University Web Services works with several departments to manage the website, including University Marketing, University Publications, Media and Public Relations and Information Resources.

The Web Oversight Committee periodically reviews the site and makes recommendations about policy issues and violations of Web policy. This committee includes representatives from Admissions, University Marketing, Media and Public Relations, University Web Services, University Publications, Information Resources, the University Senate, Student Government Association, and anyone else needed to resolve a particular situation.

Departmental Responsibilities

Colleges, departments and administrative offices are encouraged to create Web pages, but they also have the responsibility of continuing maintenance. Careful thought should be given to this before they begin.

Because Web pages must follow certain guidelines, administrative offices or departments interested in creating a Web page should first consult with University Web Services for directions and guidance.

Colleges, departments and offices that have Web pages should appoint a "page manager". This person will periodically review the Web page and update the information as needed (at the beginning and end of each semester at a minimum).

The Web page must include information on how to contact the page manager, including a phone number and e-mail address. The date of the last update should also be indicated on the page.

Copyright and Use of Images

All Web page authors must comply with U.S. laws governing copyrights. Any violation of copyright or any other law is the sole responsibility of the Web page author. It is safest to assume that copyright laws that apply to printed material also apply to online publishing.

It is prohibited to use official University graphic elements, including logos and seals, on personal pages. Authors may not scan or use images from publications without prior written permission from University Publications or from other publications without prior written permission from the copyright holder(s).

Disclaimers

The University does not accept any responsibility or liability for information found on personal home pages. Authors are solely responsible for the content and organization of information they post, even if such information is accessed through Rowan servers. Anyone who provides a link to a site beyond the University may be held responsible if the content violates University policy or any existing laws.

The following disclaimer must appear on the top of any personal page linked to a University page: *The information on this page represents that of (your name and affiliation or campus organization) and not necessarily that of Rowan University. (Your name or organization) takes full responsibility for the information presented.*

Complaints or Violations of Policy-Official Pages

Complaints about the content of material on any of Rowan's official or personal pages should be directed to the director of Web Services. He or she will notify the author of problems or policy violations. If the problem is not corrected, the page will be removed from Rowan's Web site.

Complaints or Violations of Policy-Unofficial Pages

Personal pages may be removed from the Rowan Web site if the director of Web Services and department manager or dean determines a page's content violates existing University policies. Other violations that may be cause of removal include:

- Distributing of chain letters, posting of materials and broadcasting to lists of individuals in such a manner that might cause congestion of the network.
- Violating copyright and/or licensing.

- Incapacitating, compromising, or destroying University resources or violating federal or state laws.
- Advertising commercial services or products.
- Publishing private or confidential information (directory information without permission, student records or addresses, etc.).
- Using a Web site for personal business or personal gain (except as permitted by the University).
- Introducing purposely a virus to a University computer or network.

In cases where there is a violation of applicable policies, laws, or established codes of conduct, director of Web Services will convene a hearing where the Web Oversight Committee and appropriate managers and/or deans will review the matter. Based on the findings, the Committee can immediately suspend individual access privileges and links to the Rowan network and Web site. The Oversight Committee may refer the case to other offices, which may take additional action.

Appeals Process

Individuals whose personal pages have been removed or whose access to the network the Web Oversight Committee has suspended may appeal the decision directly to the Vice President of University Relations or to another recognized adjudicating body, which may override the Oversight Committee's decision.

Existing Related Policies

Though this medium is new, many existing University policies apply to its use. Some issues remain under the realm of laws. These include the following:

- Copyright, "fair use," and intellectual property rights
- Federal Family Educational Rights and Privacy Act
- Federal Computer Abuse Amendment Act
- Federal Electronic Communications Privacy Act

Others fall under established academic procedures, such as peer review of research results. Others are guided by existing policies regarding the acceptable use of campus computing technology (for example, prohibiting harassment and commercial use), development of publications, news media relations and official University announcements. Failure to adhere to these and the policies described herein may ultimately lead to revocation of the privilege to use University computing resources.

Staff Available for Web Development Consultation: Jennifer Bell (extension 4410)

Questions About the Web Policy Should be Directed to: Jennifer Bell (extension 4410)

**SELECTED ADMINISTRATIVE/
FINANCIAL POLICIES & PRACTICES**

4. SELECTED ADMINISTRATIVE AND FINANCIAL POLICIES AND PRACTICES

4.1 Acceptance of Legal Documents

Most lawsuits are initiated by the service of a summons and complaint by a process server upon the named defendants. If the suit is against a state college in a state court, court rules require that service be made on the Attorney General or his/her designee. Papers initiating a law suit in a Federal court may be served on the Attorney General, or his/her designee. No employee is permitted to accept service for another employee.

There are a number of other legal documents which may be served directly on individuals whose appearance or response is requested. Typical of these documents is: subpoenas, court orders and miscellaneous notices for depositions. The Vice President for Administration and Finance must be immediately informed of all such documents and papers forwarded to that office.

In order to insure the efficient and expeditious handling of legal documents which may be served upon the University or its employees, the following procedures should be followed.

1. Only the President (or his/her designee) or Vice President for Administration and Finance shall accept services of process, subpoenas, or other legal documents which are served on and addressed to the University.
2. All other personnel shall refuse receipt of any legal papers attempted to be served on the University and direct the process server to one of the officers listed in paragraph 1 above.
3. The Vice President for Administration and Finance shall keep a record of all legal documents received and when they are received and will be responsible for forwarding all such documents to the appropriate personnel. The forwarding of the documents to the Attorney General by the President or Vice President does not satisfy the requirement that the Attorney General be served directly.
4. In the event that an employee directly receives a subpoena or court order requiring prompt action on his or her part, he or she shall immediately contact the Vice President for Administration and Finance who will refer the matter to the Attorney General or designee.
5. Should any employee accept service of process in which he or she is an individually named defendant, the document and a written request for representation by the Attorney general should immediately be forwarded to the Vice President for Administration and Finance for transmittal to the Attorney General, together with the Vice President's recommendation as to whether representation is appropriate.
6. An employee may accept service of legal documents naming the employee individually, and not in any official capacity.

4.2 Accommodation Policy

The University has developed the following procedures in response to the implementing of the Americans with Disabilities Act (ADA). Rowan is committed to an interactive process so that all parties involved can freely express ideas, suggestions and so that Rowan may reach a decision on the appropriateness of a reasonable accommodation. Rowan University of New Jersey will provide individually determined reasonable accommodations in order for eligible individuals to obtain equal access to educational or occupational programs and activities.

Students: The Disability Resource Center is the first contact for students requiring assistance. Within one (1) month of the beginning of a semester, the Disability Resource Center will contact students desiring an accommodation to begin the interactive process to obtain necessary documentation and explore possible accommodations. All individuals will need to provide comprehensive and current documentation of a qualifying disability, along with a proposal detailing the specific accommodation(s) sought. After submission of all essential information, a representative from the Disability Resource Center and the student will meet to seek an agreement on accommodations to be provided.

Employees: Human Resources is the first contact for employees and/or potential employees requiring assistance. Within ten (10) days of receiving notification that an employee or candidate may need an accommodation, Human Resources will contact the individual to begin the interactive process needed to obtain the necessary documentation and explore possible accommodations. All individuals will need to provide comprehensive and current documentation of a qualifying disability, along with a proposal detailing the specific accommodation(s) sought. After submission of all essential information, a representative from Human Resources and the employee will meet to seek an agreement on accommodations to be provided.

The parties involved may contact other individuals for assistance and/or notification accommodation request for their input (e.g. employees' supervisors, students, physicians, social workers and instructors).

If an agreement is reached, the individual and the appropriate office administrator will sign its written terms and provide a copy to the individuals involved in the resolution. Any amendments to the agreement (due to change in circumstance) will be written and provided to the parties involved.

Often, reasonable accommodations do not have a financial impact on the University. If, however, the accommodation does impact the University financially, then the Office of Vice President of Administration and Finance and/or the Office of Vice President of Student Affairs will determine whether the proposed accommodation is reasonable. The determination of the reasonableness of such an accommodation should occur within then (10) days of receipt of a recommendation from the appropriate office unless extenuating circumstances prevent such an occurrence.

If an agreement cannot be reached within ten (10) days of the final meeting, where both parties agree that all relevant information has been obtained (unless the time was mutually extended), or if the request is denied in whole or in part, the individual may file a grievance with the University's ADA/504 office.

There are numerous instances where temporary adjustments may be made to address individual needs where the individual is not covered by the Act. The University has discretion to make adjustments and will notify the individual if a temporary adjustment is possible. An adjustment is not a reasonable accommodation and the terms of an adjustment are not grievable; however, the decision to deny an accommodation under the Act is subject to the grievance procedure.

If a grievance is filed with the University's ADA/504 office, the ADA/504 officer will initiate an investigation of the grievance. At the conclusion of this investigation, a recommendation will be made to the appropriate Vice President. If still dissatisfied, the individual may appeal the determination with the President's Office. Separate grievance procedures are available to students and employee/candidates.

Faculty are requested to include the following statement on their syllabi:

Your academic success is important. If you have a documented disability that may have an impact upon your work in this class, please contact me. Students must provide documentation of their disability to the Academic Success Center in order to receive official University services and accommodations. The Academic Success Center can be reached at 856-256-4234. The Center is located on the 3rd floor of Savitz Hall. The staff is available to answer questions regarding accommodations or assist you in your pursuit of accommodations. We look forward to working with you to meet your learning goals.

4.3 Administrative Leave

This leave is available for classified employees only, on a three days per calendar year basis. Details are contained in the Collective bargaining agreement for Classified Employees, Human Resources.

4.4 AIDS Policy

Acquired Immune Deficiency Syndrome (AIDS) is a name given to a complex of health problems associated with a severe loss of natural and adaptive immunity against infections and cancers caused by infection with human immunodeficiency virus (HIV).

The Rowan University AIDS policy is derived from the best, currently available medical facts about HIV infection and AIDS. This policy applies to all students and employees with HIV infection.

The AIDS policy has been disseminated to the entire University community. Anyone wishing to obtain an additional copy should contact the Office of the Provost.

4.5 Bomb Threats

Any building that is the subject of a bomb threat is to be evacuated, searched and reopened to occupancy. Anyone receiving a bomb threat is to record the time, buildings named, caller's words, and anything about the caller's voice which could lead to the arrest of a suspect. Immediately report bomb threats to the Public Safety Dispatcher at 256-4911.

Evacuation of a building will be accomplished by Public Safety personnel advising all to exit the building in a safe manner. It is required that all persons evacuate the building to a distance at least 400 feet away. The building's outer doors will be locked until a search is completed and the building is deemed safe. Once it has been determined the building is safe officers will then open the outer doors and inform those waiting to re-enter that the building can again be utilized.

4.6 Code of Ethics

All State employees, including all Rowan University employees, fall under the rules and regulations of the State Ethics Commission. These rules and regulations are in place to ensure that employees conduct themselves in an ethical manner and to instill a sense of confidence and trust on the part of the public that they are doing so. All State employees are prohibited from engaging in activities that present a conflict of interest and it is incumbent upon all employees to avoid even the appearance of a conflict of interest in how we conduct ourselves in the performance of our positions.

The [Plain Language Guide](#) lays out 10 principles of ethical conduct that all employees must follow. This guide is based on the State's [Uniform Code of Ethics](#) that has been adopted at Rowan.

As State employees, we have some specific obligations and requirements. Most importantly, all employees MUST:

1. Submit receipts that they have received and reviewed the State's [Uniform Code of Ethics](#), the State Ethics Commission's [Plain Language Guide](#), and the [Scholarly Capacity Rule Impact Statement](#) (these documents and the acknowledgment and receipt process can be done through you individual Banner account)
2. Complete the State [Outside Activity \(employment\) Questionnaire](#)
3. Annually review the **Ethics Briefing** or attend an ethics briefing/training session conducted by the ELO or designated staff member

All employees with supervisory responsibilities must also complete a **Conflicts of Interest Certification**. In addition, employees must also fill out a [Request for Approval for Attendance at Event Form](#) before attending any off-campus events that are sponsored by a non-government group and that are not in their scholarly capacity or work capacity. All employees who received a benefit while working within their scholarly capacity must annually complete the [Scholarly Capacity Disclosure Form](#) (this would include honoraria, royalties, conference attendance fees, etc.). All employees involved in purchasing decisions must complete a [Personal and Business Relationships Disclosure Form](#).

Members of the Rowan University Board of Trustees are required to complete Executive Order 14 Conflicts of Interest Form as well as review a complete list of vendors to ensure there is no conflict of interest. The University President is required to complete and submit the Financial Disclosure Statement for Public Employees.

These obligations are MANDATED by the State of New Jersey and the State Ethics Commission and employees must comply. The State conducts audits of all agencies, including the colleges and universities, to review compliance with these regulations.

Questions concerning these rules and regulations and related obligations should be directed to Robert Zazzali, Ethics Liaison Officer, x4110 (zazzali@rowan.edu) Also, allegations or concerns about ethical conduct addressed above should also be directed to the ELO.

Documents

- [Request For Approval For Attendance At Events](#)
- [State of New Jersey outside activity questionnaire](#)
- [Attendance at Events, Acceptance of Honoraria, Acceptance of Compensation for Published Works, and Acceptance of Things of Value](#)
- [State of New Jersey/Rowan University Scholarly Capacity Disclosure Form](#)
- [Plain Language Guide to New Jersey's Executive Branch Ethics Standards](#)
- [Uniform Ethics Code](#)
- [Scholarly Capacity Rule Impact Statement](#)
- [Personal and Business Relationships Disclosure Form](#)
- [State Ethics Liaison Officers Responsibilities](#)

Links

- [NJ State Ethics Commission](#)
- [Ethics Bulletin - Summer 2009](#)

4.7 Credit Union

Rowan University participates in a number of Credit Unions. Membership is available to all full time employees, and savings may be accomplished through payroll deduction. Loan privileges are also available to members on an approval basis. Enrollment and payroll deduction forms are available in Human Resources. Payroll deductions are also offered for a number of other credit unions. Contact the Payroll Office for more information.

4.8 Deferred Compensation Plan (Tax Shelter) and Supplemental Retirement Annuities (SRA)

Rowan University provides a means whereby eligible employees may shelter a portion of their income from current Federal income taxes and save for their retirement. No Federal income tax will be due on deferred amounts or on any accumulated earnings until an employee receives a distribution of deferred amounts or accumulated earnings, presumably at retirement when his/her tax rate is lower. All plan expenses are borne by the participants (notification of these expenses provided at enrollment). All deferred compensation is invested in the investment vehicles available under the Plan in accordance with the participant's selection. Participation is voluntary and does not affect other retirement benefits, such as an individual's pension or social security benefits. Enrollment forms are available in Human Resources.

4.9 Drug-Free Workplace Act

The Governor of the State of New Jersey issued on March 14, 1989, Executive Order 204, in compliance with federal law. This order, the Drug-Free Workplace Act, is a condition of continued employment by all public employees, including Rowan University employees. This policy prohibits the unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances on University premises. Violation of this policy may result in the imposition of employment discipline up to and including termination as defined for specific employee categories by existing college policies, statutes, rules, regulations, employment contracts and labor agreements. In addition to campus rules, faculty and staff must obey applicable Federal, State, and local laws concerning drugs and alcohol and are subject to criminal and civil penalties. The University cooperates with municipal and other law enforcement authorities in enforcing these laws.

4.10 Emergency School Closing and the Cancellation of Other University Events

The University will remain open and classes will be held during inclement weather whenever possible. Rowan will notify the University community of a closing through the following ways:

Rowan Alert message system
Rowan homepage (www.rowan.edu)
Email
Voicemail
Rowan Radio 89.7 WGLS-FM
KYW News Radio 1060 AM
KYW-Ch. 3 television
Dial 900-737-1060 (95 cents per call)
Dial 856 256 INFO (856.256.4636), press “1”
School Closing Numbers

KYW News will announce that Rowan is closed by stating the following numbers.

Day Classes: 829 – The decision to cancel classes will be made by 6:00 a.m.
Evening Classes: 2829 – The decision to cancel classes will be made by 3:30 p.m.
Camden Campus: 625

Essential employees are required to report to work even during a campus closure. Faculty who are unable to meet with their classes should call their department offices. Faculty are urged to give consideration to those who miss classes because of travel hazards and not dismiss classes when attendance is small. If teaching evening classes, faculty should devise a system of notifying students of a canceled class when the University is not officially closed.

EVENT CANCELLATION:

The procedures for communicating the cancellation of special events are as follows:

1. Decisions on canceling specific events (special lectures, specific classes, workshops, seminars, concerts, shows, etc.) will be made by the individual/office responsible for scheduling or conducting the event.
2. When a cancellation decision is made after 4:30 p.m. on weekdays, or on weekends, the responsible individual/office will contact the Office of Public Safety at 256-4922 and provide the following information:
 - a. Name of person making cancellation request
 - b. Position of person making cancellation request
 - c. Telephone number at which the person can be reached
 - d. Event being canceled
 - e. Time and date of event being canceled
 - f. Reason for event cancellation
 - g. Is the reason for cancellation to be included in Cancellation Message?
 - h. Rescheduling information, if appropriate (if decision has been made).
3. If the event warrants it, the organizer should also notify Rowan Radio and the Office of Web Services. Each will make the appropriate announcements.

4.11 Employee Parking Regulations, Permits and Gate Cards Bole Hall Annex

Employee parking permits and gate cards are approved through the Parking Office. The permit and gate cards are free, except for senior level managers. You will need to provide vehicle registration for your application along with your Rowan Banner Identification number. The Parking Office publishes information on rules, regulations, and helpful hints each year. We encourage you to read these publications carefully. These publications can be found at <http://www.rowan.edu/open/safety/services/parking>.

Everyone must have a valid parking permit in order to park on campus. Visitors may receive a special visitor permit from the Parking Office or one of the welcome gates. You may make advance arrangements for visitor or special event parking by contacting the Parking Office at parkingservices@rowan.edu. Employees' parking permits can be ordered by going online at www.thepermitstore.com. These permits are displayed in the bottom left corner of the driver's side rear window. If not available, place in the back window in the bottom left corner. Permits must be permanently adhered to the window. One permit is issued per person. You may register up to three vehicles to a permit.

Public Safety will issue citations for parking and traffic violations. Any person receiving such a citation is responsible for the appropriate fine. A citation appeal may be filed within ten days of the issue date at www.scapay.com. All appeals are reviewed by the Parking Appeals Committee for final disposition.

You are encouraged to call the Parking Office for any parking related concern.

4.12 Facilities Usage/Reservations Policy

Chamberlain Student Center/Office of Conference and Event Services

A revised policy will be available by October, 2010.

4.13 Handicapped Accessibility Provisions

The University is constantly upgrading its physical plant in response to a series of recommendations from handicapped individuals, the President's Handicapped Task Force and compliance with Section 504 of Title VII and the ADA. Anyone wishing to call to the attention of the University matters concerning the handicapped may do so by contacting the Equity and Diversity Officer, ext. 4 or the Office of Specialized Services, ext. 4233.

4.14 Identification Cards

Faculty/professional staff may obtain a card/photo ID from the Information Desk in the Chamberlain Student Center from 8:30 am - 4:30 pm on weekdays. The process takes about five minutes, and there is no fee for the card. The card is necessary for library use, in order to join the Recreation Center, and for admission to certain university and student events and activities. Further information is available at 256-4607.

4.15 Jury Duty

Employees who are summoned for jury duty should attach a copy of the summons to the Time Sheet for record purposes. This applies both to grand jury and petit jury service. Employees serving on grand jury will usually serve one day per week over a three to four month period. Petit jury duty normally is one day unless an employee is selected to serve on a jury case and such case extends beyond this period. Employees are excused for those days when they are awaiting selection for a jury or those days when actually serving on a jury trial. Any other day when the employee is not scheduled to appear for jury duty would be a normally scheduled work day for the employee.

"Jury Duty" should be indicated on Payroll Time and Attendance Sheets for these days and a copy of the Certification of Service should be attached.

4.16 Leave of Absence Without Pay

Any University employee may apply for a leave of absence without pay. The application for such leave should be filed with the president of the University who will transmit the application with his recommendation to the board of trustees. New Jersey statute provides for the continuation of certain benefits. Human Resources should be contacted for further information.

4.17 Legal Counsel and Representation

The official legal representative for the University is the New Jersey Attorney General. The Attorney General will generally provide representation to University employees who are sued for acts arising out of the performance of their official duties. The employee must make a specific written request to be represented by the Attorney General and must cooperate fully with counsel during the pendency of the matter. For additional information about legal counsel and representation, contact the Office of the President.

4.18 Liability Protection

All State of New Jersey employees are the recipients of legal protection for tort claims brought against them as employees. A tort is a civil, not criminal, wrong which results in injury to another, e.g., negligence, for which the injured party may be entitled to compensation. The Tort Claims Act of 1972 removed the blanket immunity from tort claims which the State previously enjoyed by reason of its sovereign position. At the same time, it defined the position of the State and its employees insofar as tort liability is concerned, set forth procedures for the submission of such claims and the administrative handling thereof, furnished guidelines effective in the event of litigation and established a tort claims fund out of which these claims are to be paid. So as not to jeopardize the defense of claims of this nature, any tort claim against the employee or his or her unit or any of its employees regardless of the form in which it is submitted, should be referred immediately to the President's Office.

Any verbal or written report of an injury or any request for information concerning an injury, which appears to be of such a nature that it may later involve a tort claim against the State or any of its employees, should also be referred to the President's Office for handling. No employee should furnish any response to such inquiries unless specifically authorized to do so by the President's Office.

Any written communications or papers of any kind received by the employee in connection with these matters should be referred to as "correspondence." The terms "claim" and "notice of claim" should be avoided since they have special significance under the Act and their improper use may prejudice later defense if and when a claim is submitted.

Any questions concerning the administrative handling of these matters should be directed to the Office of the President.

The foregoing in no way affects the handling of claims by University employees for injuries received in the course of their employment. These should continue to be submitted in accordance with established procedures.

4.19 Life and Disability Insurance

The State of New Jersey provides life insurance to ABP members in the amount of 3 1/2 times their base salary. If an employee is in TPAF or PERS, he or she has a non-contributory plan paying 1 1/2 times the base salary, and there is available a contributory plan paying an additional 1 1/2 times the base salary for PERS and two times for TPAF.

4.20 Loss of Benefits

Employees who are on an unpaid leave of absence may lose their coverage. Approved medical and family unpaid leaves will continue coverage for a period of three (3) months. However, you must pre-pay the health and dental premium/s that would normally be deducted from your bi-weekly paycheck.

Continuing Coverage When It Would Normally End: The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) is a federally regulated law that gives employees and their eligible dependents the opportunity to remain in their employer's group coverage when they would otherwise lose coverage because of certain qualifying events. COBRA coverage is

available for limited time periods, and the member must pay the full cost of the coverage plus an administrative fee.

4.21 Military Leave

Any employee who is a member of the National Guard or Naval Militia or of a reserve component of any of the Armed Forces of the United States who is required to undergo annual field training or annual active duty for training shall be granted a LOA in accordance with applicable military leave regulation. Such leave shall be in addition to regular vacation leave. A copy of military orders requiring the training must be filed in Human Resources, and "Military Leave" must be indicated on Payroll Time and Attendance Sheets for these days.

4.22 Naming of Buildings

Naming of university buildings is a responsibility of the University Advancement and University Relations Committee of the Board of Trustees. Committee guidelines and further information are available through the Office of University Advancement.

4.23 Notification of Change of Address or Other Matters Involving Tax Withholding

Because of changes in health benefits programs, which are directly affected by the zip code of the employee's residence, and the need to communicate with faculty and staff on important matters pertinent to employment and/or benefits at the University, it is urgent that an accurate record be kept of the home address of faculty and staff.

Any faculty or staff member who moves or otherwise changes the address as originally reported to Human Resources must notify Human Resources of such change within 30 days. Additionally, a new W-4 form should be completed in the Payroll Office as soon as possible.

4.24 Paychecks

Paychecks are available for distribution to departments in Bole Hall on Fridays 9-10 am only. During the summer schedule, paychecks are available for distribution to departments on Thursdays 3-4 pm. Paychecks are distributed by department to an authorized representative. The appropriate chairperson or department head should prepare a list of authorized personnel.

Departments are requested to provide the Payroll Office with a plan to distribute department paychecks in the event that none of the authorized personnel are available to pick up paychecks. This plan should be agreed upon by division heads and/or other department heads. The department should notify employees in the event that no department personnel are available.

Paychecks not distributed by the department to an employee on Friday **must be returned** to the Payroll Office by 4 pm. Paychecks should not be kept in the department after 4pm on Fridays. During summer hours, paychecks are distributed according to a schedule that is forwarded to University employees via e-mail, network messages and an all-campus memo.

Direct Deposit — employees are encouraged to deposit their wages directly into their savings or checking account by completing an Authorization Agreement for Automatic Payroll Deposit. Contact the Payroll Office for more information.

4.25 Pension Plans

The University participates in the Alternate Benefit Program (ABP), The Teacher's Pension and Annuity Fund (TPAF), the Public Employees' Retirement System (PERS), and the Police/Fireman Retirement System (PFRS). Loan provisions are available through all plans. Check with Human Resources for eligibility requirements.

4.26 Principal Investigator Guidelines (Approved by Cabinet, July 2010)

Definition of a Principal Investigator

Principal Investigators (PIs) are responsible for conducting their projects in accordance with the terms and conditions of the sponsoring agency and the policies of the University, including providing the proper stewardship of sponsored funds, submitting technical reports and deliverables, and properly disclosing all inventions to the Associate Provost for Research, in accordance with federal policy and contractual terms.

The PI of an external grant or contract must be a permanent employee (faculty member or staff member) of the University at the time of sponsored program award acceptance and project execution. Ordinarily, the PI of an external grant or contract must also be a permanent employee of the University at the time of proposal submission, although exceptions to this may be made for new faculty and staff hires.

An essential qualification of the individual who proposes to head an extramurally supported research, training, or public service project is that he or she will personally participate in it to a significant degree. It is contrary to University policy, and is viewed with extreme disfavor by sponsoring agencies, to list as head of a project the name of an individual, however prestigious that person may be, who will contribute only a minimum or nominal portion of their own time and effort to the furtherance of the work. On occasion, a PI may have one or more Co-Principal Investigators (Co-PIs) who share with him or her responsibility for participatory conduct of the project.

Eligibility for Principal Investigator Status

PI status is granted to all regular full-time faculty and staff, including emeriti, librarians, and professional and support staff, and administrators of the University of all managerial ranks. All administrators may be listed with faculty as PIs or Co-PIs. Any time spent engaging in the work of a PI on grant activities by professional, support, or administrative staff must be performed as overload and not within the confines of regular assigned activities, unless there is prior approval of the cognizant Vice President and ensuring there is no additional compensation provided for such activities. Post-doctoral fellows, lecturers, adjuncts, and instructors may be eligible for PI status in certain circumstances as described below. Visiting scholars will not be granted PI status under any circumstances. Student Investigators are not eligible for PI status, but may be permitted to conduct sponsored projects under the direction of a faculty advisor.

Process for a Petition to Grant Principal Investigator Status

Individuals who do not meet University eligibility requirements may be granted PI status by the Associate Provost for Research based upon the applicant's experience, skills, research interests, and project plans. The petition for PI status is not a routine procedure and must be

specifically approved on a case-by-case basis. A petition to request PI status should be submitted to the respective dean or vice president for first review and approval.

The applicant's review package must include:

- A letter of endorsement from a senior faculty member;
- A letter of endorsement from the department chair;
- The approval of the respective dean or vice president;
- The applicant's curriculum vitae; and
- The applicant's written request for consideration which must include the research plan, the proposed sources for external support, a space utilization summary, and a statement of how the project will further the University's mission.

Eligibility for Co-Principal Investigator Status

A Co-PI is an individual involved with the PI in the scientific development or execution of a project. A Co-PI typically devotes a specified percentage of time to the project and is considered "key personnel." The designation of a Co-PI, if applicable, does not affect the PI's roles and responsibilities as specified in this policy statement. Academic tenure-track, adjunct, emeriti faculty, employees with term appointments (e.g., lecturers, instructors, post-doctoral associates, etc.), and other regular employees can all serve as Co-PIs on sponsored projects.

4.27 Prohibiting Discrimination, Harassment or Hostile Environments in the Workplace

The State of New Jersey is committed to providing every employee with a workplace free from unlawful discrimination. All forms of unlawful employment discrimination based upon race, creed, color, national origin, ancestry, age, sex, marital status, familial status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability are prohibited and will not be tolerated. Sexual harassment is a form of unlawful gender discrimination and, likewise, will not be tolerated.

Unlawful discrimination/harassment undermines the integrity of the employment relationship, compromises equal employment opportunity, debilitates morale and interferes with work productivity. This policy applies to all employees and applicants for employment in State departments, commissions, state colleges, and authorities. The State of New Jersey will not tolerate harassment or discrimination by anyone in the workplace including supervisors, co-workers, or non-employees. This policy applies to conduct which occurs in the workplace and also extends to conduct which occurs at any location that can be reasonably regarded as an extension of the workplace, such as any field location, any off-site business-related social function, or any facility where State business is being conducted and discussed.

This policy also applies to third party harassment. Third party harassment is unwelcome behavior of a sexual, racial or derogatory nature regarding any protected category that is not directed at an individual but is a part of that individual's work environment. Third party harassment based upon any of the aforementioned protected categories is prohibited by this policy.

This policy pertains to all employment practices such as recruitment, selection, hiring, training, promotion, transfer, assignment, layoff, return from layoff, termination, compensation, fringe benefits, working conditions and career development.

PROHIBITED RACIAL, GENDER, NATIONAL ORIGIN OR ANCESTRY, AGE, RELIGIOUS, DISABILITY, AFFECTIONAL OR SEXUAL ORIENTATION, MARITAL STATUS, FAMILIAL STATUS, ATYPICAL HEREDITARY CELLULAR OR BLOOD TRAIT, GENETIC INFORMATION, LIABILITY FOR SERVICE IN THE ARMED FORCES OF THE UNITED STATES DISCRIMINATION OR HARASSMENT

It is a violation of this policy to engage in any employment practice or procedure which treats an employee less favorably based upon a person's race, gender, national origin or ancestry, religion, age, disability, affectional or sexual orientation, marital status, familial status, atypical hereditary cellular or blood trait, genetic information, or liability for service in the Armed Forces of the United States. It is also a violation of this policy to use derogatory or demeaning slurs to refer to a person's race, gender, age, religion, disability, affectional or sexual orientation, or ethnic background which have the effect of harassing an employee or creating a hostile work environment. Harassment or the creation of a hostile work environment can occur even if there was no intent on the part of an individual to harass or demean another.

Examples of Behaviors That May Constitute Prohibited Workplace Discrimination or Harassment Include, But Are Not Limited To:

Discriminating against an individual with regard to terms and conditions of employment because of that individual's race, gender, age, religion, disability, affectional or sexual orientation, place of origin, or his/her ancestor's place of origin.

- Treating an individual differently because of race, gender, age, religion, disability, affectional or sexual orientation, place of origin, or his or her ancestors' place of origin, or because an individual has the physical, cultural or linguistic characteristics of a racial or national origin group.

Treating an individual differently because of marriage to or association with persons of a racial, religious or national origin group; or due to membership in or association with an organization identified with the interests of a racial, religious or national origin group; or because an individual's name or spouse's name is associated with a racial, religious or national origin group.

Calling another by an unwanted nickname which refers to one or more of the above characteristics, or telling ethnic jokes which harass an employee or create a hostile work environment.

- Using derogatory references regarding any of the above characteristics in any job-related communication.

Engaging in threatening, intimidating, or hostile acts, in the workplace, based on the foregoing classifications.

- Displaying or distributing material in the workplace that contains language or images that are derogatory or demeaning, based upon any of the foregoing classifications.

SEXUAL HARASSMENT

It is a violation of this policy to engage in sexual harassment of any kind. For the purposes of this policy, sexual harassment, with or without sexual conduct, is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual Harassment generally falls into two categories: quid pro quo and hostile work environment harassment:

A. Quid Pro Quo Sexual Harassment is a form of harassment that may include unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct based on the gender of the affected employee when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (b) submission to or rejection of such conduct by an individual is used as a basis for employment decisions.

It shall be a violation of this policy for any person to use his or her authority to make any sexual advance toward an individual over whom the person is authorized to make, recommend or otherwise to influence personnel actions; to grant, recommend, or refuse to take personnel action on the basis of an employee's gender or sexual orientation or in exchange for sexual favors; or to take or fail to take a personnel action as reprisal against any employee for rejecting or reporting a sexual advance. Sexual advances or requests for sexual favors can be in the form of either expressed or implied comments, writings, or actions.

B. Hostile Work Environment Sexual Harassment is a form of harassment that may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Gender-based harassment may give rise to a claim of a hostile environment whether or not sexual activity or language is involved, if it has the purpose or effect of abusing, devaluing or

subordinating the members of one sex and it adversely affects an individual's employment opportunities.

C. Third party harassment is unwelcome behavior of a sexual nature or based on sex that is not directed at an individual but is a part of an individual's work environment. Examples of Prohibited Behaviors That May Constitute Sexual Harassment:

Behaviors that may constitute sexual harassment include but are not limited to:

- Generalized gender-based remarks and comments.
- Unwanted physical contact such as intentional touching, grabbing, pinching, brushing against another's body or impeding or blocking movement.
- Verbal or written sexually suggestive or obscene comments, jokes or propositions including letters, notes, e- mail, invitations, gestures or inappropriate comments about a person's clothing.
- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects, cartoons, posters, magazines or pictures of scantily-clad individuals.
- Explicit or implicit suggestions of sex by a supervisor or manager in return for a favorable employment action such as hiring, compensation, promotion, or retention.
- Suggesting or implying that failure to accept a request for a date or sex would result in an adverse employment consequence with respect to any employment practice such as performance evaluations or promotional opportunity.
- Continuing to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior.

EMPLOYEE RESPONSIBILITIES

Any employee who believes that she/he has been subjected to any form of prohibited discrimination/harassment, including sexual harassment, or who witnesses others being subjected to such harassment or discrimination is encouraged to promptly report the incident(s) to either their supervisor or manager or directly to their respective department, commission, state college or authority's Office of Equity and Diversity or to any other persons designated by their department head to receive workplace discrimination complaints. All employees are expected to cooperate with investigations undertaken pursuant to Paragraph VI of this policy. Failure to cooperate in an investigation may result in disciplinary action, up to and including termination.

SUPERVISOR RESPONSIBILITIES

Supervisors should make every effort to maintain a work environment that is free from any form of prohibited discrimination/harassment. Supervisors are expected to take all allegations of discrimination/harassment, including sexual harassment, seriously, and to

immediately refer the matter to the individual(s) responsible for receiving such complaints. Those individuals should include persons referenced in their department's, commission's, state college's, or authority's procedures for reporting workplace discrimination. All complaints will be reviewed and prompt and appropriate remedial action will be taken to address any substantiated claim. All supervisors receiving complaints of unlawful discrimination/harassment must immediately advise the department, commission, state college or authority's Office of Equity and Diversity of the complaint.

COMPLAINT PROCESS

Each department, commission, state college or authority shall have in place procedures for reporting, investigating, and where appropriate, remediating claims of discrimination/harassment. Each department, commission, state college or authority is responsible for designating an individual or individuals to receive complaints of discrimination/harassment, including sexual harassment, investigate such complaints, and recommend appropriate remediation of such complaints. In addition to the Equity and Diversity officer, each department, commission, state college or authority should have alternate persons designated to receive claims of discrimination/harassment.

All investigations of discrimination/harassment claims will be conducted in a way that respects, to the extent possible, the privacy of all the persons involved. The investigations will be conducted in a prompt, thorough and impartial manner. The results of the investigation will be forwarded to the respective agency head to make a final decision as to whether a violation of the policy has been substantiated.

Where discrimination/harassment is found to have occurred, the agency will take prompt and appropriate remedial action to stop the discrimination/harassment and deter its reoccurrence. The remedial action taken may include counseling, training, intervention, mediation, and/or the initiation of disciplinary action up to and including termination of employment. Each department, commission, state college or authority shall maintain a written record of the discrimination/harassment complaints received. Written records will be maintained as confidential records to the extent practicable and appropriate.

PROHIBITION AGAINST RETALIATION

Retaliation against any employee who alleges that she/he was the victim of discrimination/harassment or against any employee who provides information in the course of an investigation into claims of unlawful discrimination/harassment in the workplace is prohibited by this policy. Any employee bringing a complaint, providing information for an investigation, or testifying in any proceeding under this policy will not be subjected to adverse employment consequences based upon such involvement or be the subject of retaliation.

FALSE ACCUSATIONS AND INFORMATION

If any employee knowingly makes a false accusation of unlawful discrimination/harassment or knowingly provides false information in the course of an investigation of a complaint, such conduct may be grounds for discipline. Complaints made in good faith, however, even if found to be unsubstantiated, will not be considered a false accusation.

CONFIDENTIALITY

All complaints and investigations shall be handled, to the extent possible, in a manner that will protect the privacy interests of those involved. To the extent practical and appropriate under the circumstances, confidentiality will be maintained throughout the investigatory process. In the course of an investigation it may be necessary to discuss the claims with the alleged harasser and other persons who may have relevant knowledge. It therefore may be necessary to disclose information to persons with a legitimate need to know about the matter. All persons interviewed will be directed not to discuss any aspect of the investigation with others in light of the important privacy interests of all concerned. Failure to comply with this confidentiality directive may result in disciplinary action.

DISCIPLINARY ACTION

Any employee found to have violated this policy may be subject to appropriate disciplinary action which may include: reprimand, suspension, reassignment, or termination of employment. Referral to another appropriate authority for review for possible violation of State and Federal statutes may also be appropriate.

TRAINING

All State departments, commissions, state colleges, and authorities should make efforts to provide employees with information regarding the prevention of unlawful discrimination/harassment and the complaint procedure to be followed in filing complaints when unlawful harassment/discrimination has occurred.

All State departments, commissions, state colleges and authorities should make efforts to provide supervisors and managers with training that will inform them of the appropriate steps to be taken to address complaints of unlawful discrimination/harassment. Issued: December 16, 1999.

4.28 Purchasing, Maintenance and Construction

Each of us needs a pleasant and safe physical environment with appropriate and adequate equipment in order to do our jobs properly. Whether we are dealing with the need for pencils or new buildings, our needs are met through the operations of a rather complex on-campus and off-campus bureaucratic process.

Purchasing. The University stocks a minimal amount of office supplies such as paper, envelopes, laser printer cartridges, etc., which can be ordered through Central Stores. Most of the routine office supplies, however, can be ordered through our supplier with a next day delivery in most cases. Orders can be placed using the University's on-line supply requisition system which is centrally controlled by the Purchasing department. Department budgets are automatically charged after a monthly billing is received from the supplies vendor. For information on how to use the requisition system, contact the Purchasing department.

Items not carried in Central Stores, or purchases to replenish Central Stores are normally

purchased through advertised bids or State Contract vendors. Regularly, individuals and companies with goods to sell to the State are placed upon - or removed from - an approved State vendors' list. Goods may be purchased from these vendors with minimum difficulties. In theory, at least, a vendor who does not meet delivery dates or otherwise proves unsatisfactory can be removed from the vendor list. Purchase of most goods and services may be handled in this way. The University must secure written quotes and select the vendor for items between \$3900 and \$19,500. Three phone quotes are required for purchases between \$1000 and \$3899 unless contract vendors are available.

Purchased goods and services valued at greater than \$17,700 must be bid. Bidding is done through the Purchasing Department by advertised bid and an order is awarded to the lowest qualified bidder whose product meets the specifications set in the bid request. A note of caution: in writing specifications, it is just not good form to define the specs so tightly that only one supplier can possibly submit a bid. The goal of the bidding process is to obtain the highest quality item that will do the job required at the lowest cost to the taxpayer. Competitive bidding is the process used to meet this goal and the process cannot be subverted.

4.29 Recovery and Distribution of Facilities and Administrative Costs from External Grants and Contracts (Approved by Cabinet, July 2010)

Facilities and Administrative (F&A) costs received by the University via sponsored grants and contracts represent the real costs of administration of externally supported research, scholarly and creative activities. When recovery of F&A costs is possible, the received funding should be distributed in such a way that the institution is reimbursed for the real costs that have been incurred, and the participating college, department, and faculty/staff are provided with the incentive to seek additional external funding.

Accordingly, when F&A costs are recovered, they shall be distributed as follows:

- a) 50% to the general operating budget, coordinated by the Associate Provost for Research;
- b) 20% to the Dean of the originating college;
- c) 15% to the department in which the project's principal investigator is a member;
- d) 10% to the project's principal investigator;
- d) 5% to the Provost.

The total F&A costs shall be accumulated during the period of implementation of the grant or contract and shall be distributed as indicated above in the fiscal year immediately following the fiscal year in which the proceeds were accumulated.

4.30 Salary Advance Policy

In emergency situations, employees may be granted a salary advance for wages earned but unpaid. Salary advances are to be requested through the Payroll Office by department heads. Requests must be submitted in writing and include a detailed justification for the need. Requests for salary advances are evaluated on an individual basis. If approved, check processing may take from 3-5 days.

4.31 Savings Bonds

U. S. Savings Bonds are available through payroll deductions. Please contact the Payroll Office for further information.

4.32 Sick Leave

Sick leave includes the absence of an individual due to illness, accident, exposure to contagious disease, necessary attendance upon a member of the immediate family. Classified employees accumulate one day of sick leave each month during the first year at the University and 15 days per year thereafter. Professional staff and those covered by the AFT Agreement accumulate 12.5 days annually if a ten-month employee, 15 days annually if a 12-month employee. Unused leave days may be accumulated from year to year. Medical certification is required for any illness of five (5) days or longer. And, employees must submit a medical certification to return from leave of five (5) or more days.

4.33 Smoking Policy

To support and comply with State statutes which state the right of the non-smoker to breathe clean air supersedes the right of the smoker to smoke, the following policy has been established:

Smoking in all campus buildings is prohibited.

In addition, smoking outside of a building is prohibited within 50 feet of flammable materials. Smoking should not take place within 25 feet of a building or building's entrance/exit.

4.34 Student Fees

The establishment and adjustment of student fees are accomplished through the cooperative efforts of many campus groups. Generally, fees are initiated and changed in response to a student or university need. Presently, there are four basic student fees at Rowan.

General Service Fee: This fee helps support many support services offered by the university, including the Student Health Center, Placement Service, and graduation. All students must pay this fee which is assessed at a per credit hour rate for part time students and a flat rate for full time students.

As costs for providing general services to students increase, it sometimes becomes necessary to initiate requests for adjustments to the fee. Such changes are processed after consultation with those concerned and affected, and may result in a recommendation for a fee change being presented by the president of the University to the Board of Trustees.

Student Activity Fee: The Student Activity Fee, used to fund all co-curricular and/or extra-curricular activities of the University, is assessed upon all matriculated undergraduate students at a per credit hour rate for part time students and a flat rate for full time students. The fee is paid to the Bursar's Office as part of the tuition bill and is credited to the Student Fund Account.

A balanced budget is prepared annually and approved by the Student Government Association in conjunction with the Office of Student Affairs.

Recommendations for adjustments to the Student Activity Fee may originate from anywhere on campus, but generally are developed through the cooperative efforts of the SGA, the Division of Academic and Student Affairs and other university personnel. Any resulting recommendation follows the same procedure as explained for the General Service Fee.

Technology: All students must pay this fee, which helps support and improve the student computer labs. This fee is assessed at a per credit hour rate for part time students and a flat rate for full time students. As costs for maintaining the computer labs increase, it sometimes becomes necessary to initiate requests for adjustments to the fee. The process is then the same as for the General Service fee.

Student Center Fee: All students must pay this fee, which helps support the Mark M. Chamberlain Student Center and the Student Recreation Center. This fee is assessed at a per credit hour rate for part time students and a flat rate for full time students.

Changes in the fee may be initiated by any of the University's constituencies, but more often are necessitated by costs of operations. The Student Faculty Cooperative Board, the Division of Student Affairs, University Store, Business Office and others cooperate to make a recommendation of fee change to the president of the University. The process is then the same as for the General Service Fee.

Other Student Fees: Students also pay other fees including: admissions applications, late registration, parking, orientation, and student teaching.

For information concerning fee charges, contact the Revenue Section of the Bursar's Office (4150).

Student Tuition

Any matriculated undergraduate student who registers for 12 or more semester hours of credit will be considered a full-time undergraduate student. As such, the student will be charged a flat rate for tuition per semester.

Any matriculated graduate student who registers for 9 or more semester hours of credit will be considered a full-time graduate student. As such, the student will be charged a flat rate for tuition per semester.

Any matriculated undergraduate student who registers for less than 12 semester hours of credit or any matriculated graduate student who registers for less than 9 semester hours of credit is considered to be a part-time student. As such, the student will be charged tuition per semester hour according to their student status (undergraduate or graduate) regardless of the course level. All non-degree students will be charged per credit hour at the course level. (Flat rate does not apply).

4.35 Travel Advances

Travel advances are not available. Exceptions must be approved by the Divisional Vice President or President.

4.36 Travel Reimbursement

Travel expenses are reimbursable only if incurred while on authorized business of Rowan University and only if processed in accordance with Rowan University Travel Policies and Procedures (Chapter 9, Business and Finance Policies and Procedures Manual). Employees are expected to exercise the same care while traveling on University business that they would if traveling on personal business at their own expense.

- A. Allowable Expenses: Reimbursable expenses are limited to those expenses essential to transacting the official business of the University. Only the necessary expenses incidental to the ordinary comforts of the traveler in the performance of such official duties shall be reimbursed. Authorized reimbursement rates for commonly incurred expenses are set forth in Chapter 9 of the Business and Finance Policies and Procedures Manual, Appendix 9-A.
- B. Travel Approval: All employee travel necessary to conduct regular University business requires the approval of the employee's supervisor. A Request for Travel form must be prepared for divisional and business office approvals if any of the following conditions exist:
 - The travel requires overnight lodging
 - A car rental is necessary
 - The total cost of the travel is expected to be more than \$250. per employee.
- C. Transportation by personally owned vehicle: Mileage allowance in lieu of actual expenses of public transportation is permitted for an employee traveling by his own vehicle on official University business at the current rate of \$.45 per mile, provided such mode of travel is approved by University officials. Parking and toll charges are allowed in addition to mileage allowance. Reimbursement for personally owned vehicles should not exceed the cost of standard air, rail or bus fare, whichever is least expensive.

ALL POLICIES AND PROCEDURES GOVERNING TRAVEL ON UNIVERSITY BUSINESS ARE MORE FULLY DELINEATED IN CHAPTER 9 OF THE BUSINESS AND FINANCE POLICIES AND PROCEDURES MANUAL.

4.37 Tuition Reimbursement and Waiver

Full-time permanent employees, interested in taking courses at Rowan University, are eligible to apply to the tuition waiver program. Employees should refer to their current union contract for details. Forms, current procedures and deadlines are available through the Office of Human Resources (Linden Hall) at 856-256-4134.

Members of the managerial staff may also be eligible for tuition reimbursement/waivers. For information on this program, contact the Associate Provost for Faculty Affairs (extension 4110).

4.38 Typing Responsibilities of University Clerical Staff

On October 29, 1979 the Administrative Council discussed the scope of a University secretary's responsibility for typing manuscripts and similar material for individual faculty members. There is no question that a secretary's only job responsibility is to her employer, the State and the University, and only University work is to be done during working hours. What is and what is not University work is the issue.

A. In general:

the job of a University secretary is a mix of many responsibilities, including typing;

the typing done by University secretaries should primarily benefit the University; specific typing priorities should be established by the department.

B. More specifically:

typing in support of departmental business and the instructional functions shall have first priority;

typing may include work in support of service consultancies, but not paid consultancies;

typing should not include personal work, nor work for other members of the faculty member's family;

typing should not include any manuscript, report or paper which is intended to generate royalties for the individual faculty member. Further, a secretary should not type dissertations, theses, or reports/papers for courses in which the faculty member is registered as a student.

4.39 Unemployment Insurance/Temporary Disability Insurance

State employees are covered under the State Unemployment Compensation Plan on a contributory basis. If you are terminated from your employment with the University, through no fault of your own, you may be eligible for unemployment compensation. You should report to your local State Employment Office to file an appropriate claim for unemployment insurance benefits. Under the New Jersey Temporary Disability Benefits law, cash benefits may be payable when an employee cannot work because of sickness or injury not caused by the job. The weekly maximum benefit is payable for no more than 26 weeks and is not payable until exhaustion of accumulated sick leave. However, the employee must file a claim for benefits within 30 days of the start of the disability. Forms are available in Human Resources or from the employee's doctor or hospital.

4.40 University Vehicles

University vehicles are available for official University business only on a first come/first serve basis. Call the Facilities Management Department to assure availability of the vehicle and to obtain the necessary form. Submit the form at least 72 hours prior to the date of vehicle usage.

Department head approval on the University form is formal indication that the request is valid within the definition of legitimate State business. The person utilizing the vehicle and whose name appears on the form must sign the form and present a valid New Jersey driver's license for each use. For vehicle-related expenses incurred in long distance travel, the Facilities Management Department normally provides the use of a State of New Jersey credit card. Vehicles must be picked up and returned to the Cassady Building during the work day or to Public Safety, after hours or on weekends. If an individual has scheduled a vehicle and finds it will not be needed, he/she should notify the Facilities Management Department as soon as possible.

4.41 Vacation and Holidays

Faculty under ten-month contracts receives no paid vacation except University and legal holidays, recesses and days off as enumerated in the University calendar.

Administrators under twelve-month contracts, with or without academic rank, are permitted 22 working days of vacation per calendar year. Not more than 22 days of vacation may be carried over from one calendar year to the next. The same provisions exist for out-of-unit managers (however, vacation time is accumulated on a fiscal year basis).

Classified civil service employees who work on any legal holiday, as prescribed in the revised statutes of New Jersey or fixed by executive order of the governor, are entitled to "compensatory pay/time" for such holidays. If a holiday occurs on a Sunday, the following Monday is observed. Holidays which occur on Saturday are recognized on the preceding Friday.

4.42 Who May Enter Into Contracts on Behalf of the University

The autonomy legislation of 1986 establishes the authority of the University to negotiate and make contracts with a second party. This authority is through the Board of Trustees.

The Board has delegated authority to act as the University's contracting officer to the Vice President for Administration and Finance. The duties of the contracting officer include: preparing advertisements, advertising for and receiving bids, and making awards for the University in connection with purchases, contracts or agreements as delegated and/or approved by the Board of Trustees.

All contracts with vendors or other non-university parties must be negotiated and approved through the Vice President for Administration and Finance. The University will not honor any contract unless it is signed by the Vice President for Administration and Finance.

If you receive any documents/contracts that must be approved by the University, please forward them to the Vice President for Administration and Finance for handling.

In addition, effective January 20, 2009, the President has delegated authority to the Associate Provost of Research to sign all research-related proposals, grants, contracts, and documents on behalf of the university.

4.43 Worker's Compensation

All employees are covered under the Worker's Compensation laws for job related illnesses and injuries. Emergency medical assistance is available at the Student Health Center in Linden Hall. Absence due to job injury may be covered under SLI (Sick Leave for Injury) provisions. All job related injuries or illnesses must be reported to the Student Health Center, within 24 hours, in order to be covered by Worker's Compensation. Human Resources is responsible for processing both the workers' compensation and the sick leave for injury program.

**SELECTED EXTERNAL RELATIONS
POLICIES & PRACTICES**

5. SELECTED EXTERNAL RELATIONS POLICIES AND PRACTICES

5.1 Fund Raising and University Advancement

Rowan receives approximately 28 percent of its budget from state funds and the remainder comes from fees, tuition, and support from the federal government and private sources. All fund raising for the University is done under the auspices of the Rowan University Foundation Board and all institutional fund raising activities must be conducted with its approval. This includes fund raising for memorials, scholarship and department awards, athletic and organization awards, programs and equipment and supplies. The Office of University Advancement and the Foundation Office coordinate the efforts of the University's fund raising program. Together, the Division of University Advancement and the non-profit Foundation Board reach out to the community, corporations and foundations with news about the University and opportunities for support. The fund raising program involves the Alumni Association, private scholarship funds, corporate sponsors and foundations that respond to grant proposals, and donors who give to the general fund.

5.2 Media Relations Policy

The Office of Media and Public Relations is responsible for portraying a positive and accurate image of Rowan and increasing awareness of the University's strengths and qualities to internal and external publics, especially, the media. All media inquiries about University policy, Rowan's official position on an issue, University employees or students should be referred to the Office of Media and Public Relations. All statements to the media regarding these areas will be made by, or under the guidance of, the Media and Public Relations Office.

Faculty, administration and staff should only speak to the media about personal research or their area of expertise. Employees who choose to comment on other matters should emphasize that they are expressing their opinion and not the official position of the University.

The Media and Public Relations staff can provide counsel on communicating with the media. They will work with the proper University representative to determine what information will be made available to the media and how it will be delivered.

The director of Media and Public Relations will serve as the University representative with the media in presenting the University's position on general issues as well as specific issues in times of crisis or change.

What to do if the media call:

1. Ask for the reporter's name, affiliation, phone number, nature of inquiry and deadline.
2. If the reporter asks about official University policy or Rowan's position on a controversial issue, refer him/her to Media and Public Relations at extension 4240.

If you choose to comment on an issue outside your area of expertise, please emphasize that you are expressing your opinion and not the official position of the University. Remember, anything you say can be used in an article or story.

If you do comment, please notify Media and Public Relations (voice mail or e-mail is fine). This will help the department prepare for any additional questions the reporter may have for University officials.

Emergency Response Plan

In most emergency situations, Public Safety is called for assistance. The Assistant Vice President of Public Safety and Emergency Management will notify the appropriate administrator(s) and Media and Public Relations, who will:

1. Gather facts and assess the situation. Media and Public Relations will call the appropriate University representative(s) to get a first-hand account of the situation.
2. Notify, consult with senior administrators.
3. Create an action plan; write a statement or press release.

If there is a media inquiry:

4. Release the statement or press release to the media and University community, if warranted.
5. Organize subsequent briefing sessions to the University community and media, as needed.

The following is for your information. Media and Public Relations is the only office authorized to release information about students or employees to the media.

Student Information Disclosure Policy

Under the provisions of the Family Educational Rights and Privacy Act of 1974, Rowan University has designated the following categories of student information as "directory information" and may disclose it to the media. **Exception:** Rape and sexual assault victim's information will not be disclosed.

- | | |
|------------------------|---|
| * name | * date of birth |
| * hometown | * awards, honors (includes Dean's List) |
| * major field of study | * degree(s) conferred (including dates) |
| * dates of attendance | * past and present participation in officially recognized sports and activities |
| * class | * physical factors (height and weight of athlete) |

Students are entitled to request that any or all information about them not be made publicly available. Media and Public Relations will check the Banner database and/or the Registrar's Office to ensure a student's information can be released.

In cases where the media has inquired about a student who has been arrested, the University will disclose the above information and refer all other questions to the arresting police department.

Employee Information Disclosure Policy

Employee Records and Information: Human Resources maintains a record of each employee at Rowan University including, but not limited to, such information as education, experience, work performance, dates of appointment, promotions, transfers, reclassifications, salary changes, leaves of absences and any other personnel actions. It is the obligation of Human Resources to protect and preserve the confidential information of all Rowan employees. In addition to employment information, Human Resources maintain personal data regarding the employee such as home address, phone number, and social security number. An employee's medical information is also kept in a separate file in accordance with applicable laws. Human Resources regard most personnel and personal information as confidential and will release it only with written consent of the employee or by order of a court.

Employee Access to Personnel Files

Any employee wishing to conduct a supervised review of the information in his/her personnel file or re-contracting file is required to complete a Request for File(s) or Re-contracting (RFR) form and submit it to Records Management/Human Resources via interoffice mail or via e-mail to kudlaj@rowan.edu. The Request for File(s) or Re-contracting (RFR) form is available on the Rowan website at www.rowan.edu/hr.

Human Resources will notify the employee when the file can be reviewed. Only Human Resources is authorized to copy materials contained in the file for an employee. Inquiries can be directed to extension 4306 or extension4134.

If Human Resources receives a request for information regarding an employee either from an agency, store, bank, or other institutions, the office is permitted only to disclose and in many cases, confirm non-confidential information such as dates of employment, title, and/or salary. Human Resources will provide Rowan employees with adequate access to review the contents of their own personnel records.

5.3 Political Contributions and Activities of University Employees

While the University encourages active citizenship of its employees in government, employees may not purport to represent the University or use their university affiliation as identity or basis for political activity. As private citizens, University employees may support the political activity of choice, but State statute prohibits any contributions by a State employee to candidates seeking elective public office in New Jersey. This statutory prohibition applies only to candidates for New Jersey elective office and does not preclude State employees from contributing to political parties, to out-of-state candidates or to candidates seeking federal elective office.

5.4 University Publication Style and Usage, the Logo, Seal and Athletic Symbol

The Styleguide, published by the Office of University Publications and available to each academic department and administrative office, identifies and explains basic grammar and usage guidelines particularly related to the language of higher education at Rowan University as well as guidelines for use of Rowan's graphic elements as mentioned below. The Styleguide is not a comprehensive usage manual but provides the framework for consistent style and usage that will

help the University's publications look coordinated and "correct." The Office of University Publications encourages the campus to adopt and apply guidelines in the booklet so that our publications display a consistent and professional image.

To assure that we present target audiences with a single message, the Office of University Publications supervises use of the graphic images adopted by the University. The University logo and seal may appear only with permission from this office. Please contact the Director of University Publications whenever you would like to use a University emblem or have questions about the logo, seal or athletic symbol.

The University logo is the artistic signature designed for use on all documents published by the University. The University and any associated departments, projects or grants are to be identified only by the official logo. It is not to be altered or modified in any way, and may not be blended with other designs such as the old logo, University seal, original drawings or additional lettering.

The University seal is the official identification of Rowan University on diplomas, commencement programs, academic certificates and other legal documents. The Office of University Publications must approve its use.

The owl or "Prof" is the University's athletic mascot. The symbol may appear on materials related to sports. It may not be used in combination with the University logo or seal.

**SELECTED STUDENT RELATED
POLICIES AND PRACTICES**

6. SELECTED STUDENT RELATED POLICIES AND PRACTICES

6.1 Active Military Duty (Rights of Students)

New Jersey law provides that a student at a New Jersey public institution of higher education who is unable to complete a course because the student is called to partial or full mobilization for state or federal active duty as a member of the National Guard or a reserve component of the Armed Forces of the United States shall be entitled to a number of options regarding the grading for the course. Students who may be affected by this legislation should contact the Office of the Registrar for more detail on the specific options.

6.2 Alcohol and Other Drugs Policy

Rowan University is committed to the pursuit of a quality education by providing an environment which promotes optimal health and well being to all members of the campus community. This includes students, faculty, staff, administration, alumni, and Rowan University guests. Alcohol and illicit drug use can pose many health risks. In light of this, the Rowan University Alcohol and Other Drugs Policy prohibits all use of illegal drugs and only permits the consumption of alcoholic beverages in a manner that is responsible and adheres to restrictions imposed by law and University standards of conduct. Rowan University does not accept misuse of alcoholic beverages as an excuse for violations of any University policies. Emphasis is placed on responsible use of alcohol. All members of the campus community found in violation of the Rowan University Alcohol and Other Drugs Policy will be subject to disciplinary action.

6.3 Classroom Behavior Policy and Procedures

Introduction

The following procedures apply to classrooms as well as student interactions with instructors in labs, offices and other campus learning environments.

Rowan University recognizes that students play a major part in creating and supporting the educational environment and believes that students have a right to learn and a responsibility to participate in the learning process. While Rowan University is committed to the fundamental principles of freedom of speech, including controversial positions taken in the classroom, all types of speech and behavior must be balanced with principles of appropriate classroom behavior. Furthermore, course instructors have a right to establish clear expectations in this regard, and students share the responsibility for maintaining an appropriate, orderly learning environment. Students who fail to adhere to the behavioral expectations outlined by the instructor (either in the syllabus or at the time the behavior occurs) may be subject to discipline in accordance with the procedures described in this classroom behavior policy. Students and instructors are expected to follow the procedures described below when a concern about student behavior in the classroom arises. This policy does not replace or preclude any Rowan policies or local, state or federal laws concerning unlawful behaviors, whether inside or outside the classroom, including those concerning the health and safety of class members or the instructor.

What Constitutes Disruption?

Disruptive behavior can be classified into two levels.

Level I disruptive behavior can include:

- Persistent speaking without permission
- Engaging in activities not related to the class
- Inappropriate use of electronic devices, cell phones, or pagers
- Sleeping in class
- Chronically entering class late or leaving early
- Eating/drinking in class without permission
- Disputing authority and arguing with faculty and other students

Level II disruptive behaviors can include:

- Threats of any kind
- Harassment
- Physical altercations
- Destruction of property
- Any behavior that puts the health or safety of the instructor or other students in the classroom in jeopardy

Some disruptive students many have emotional or mental disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act/ADA, they are held to the same standards of conduct as any student.

Procedures

Level I Disruptive Behavior

- a) The instructor may warn the student that such behavior is unacceptable and, if such behavior continues, it may result in the student being directed to leave the classroom. The instructor is advised to make a written record of this incident for his/her personal records in the event further action is needed.
- b) If the instructor feels the behavior warrants prompt action and/or the behavior continues, the instructor must direct the student to leave the classroom immediately. If the student refuses to leave, the instructor should contact Public Safety at 256-4911. The instructor is required to make a written report of the incident and provide a copy of this report to the student, the department chair, the dean of the college where the course is held and the provost's office using the Classroom Behavior Report form.
- c) In the event the student is directed to leave the classroom, the instructor and student should attempt to resolve the issue prior to the next class meeting.
- d) If the issue cannot be resolved, then the matter must be referred to the department chair, who will meet with the student and instructor to facilitate a resolution. The department chair is required to make a written record of the meeting and provide copies to the instructor and student.
- e) If the issue is not resolved to both the instructor's and the student's satisfaction or the department chair believes that the student is in violation of the Student Code of Conduct or the disruptive behavior becomes a Level II situation, the chair *must* refer the matter to the Office of Judicial Affairs. The dean of the college where the course is housed and the provost's office will

also be notified when this occurs. *This process must be conducted in a timely manner so the student does not miss more than one week of class.*

Level II Disruptive Behavior

- a) The first course of action is to contact Public Safety (256-4911) to defuse the situation as necessary.
- b) All Level II violations *must* be referred to the Office of Judicial Affairs using the Classroom Behavior Report form. The department chair, the dean of the college where the course is housed, and the provost's office will also be notified.
- c) The student will be notified in writing by the Office of Judicial Affairs concerning violations of the Student Code of Conduct and will have a hearing opportunity before being sanctioned for misconduct. Once a decision is made, the following will be notified in writing of the decision: the student, the instructor, the department chair, the dean of the college where the course is housed, and the provost's office.

Classroom Behavior Report Template (to be completed by instructor)

On (date) in (course name and CRN), which meets on (meeting days and times), (student's name) was directed to leave class.

(Describe incident in detail.)

(Instructor's name)

(Signature and date)

6.4 Consensual Relationships between Students and Employees Policy

Consensual relationships are defined as sexual or romantic relationships in which both parties appear to have consented. Relationships of this type between New Jersey State employees are covered by the Uniform Ethics Code of the State of New Jersey. Of special concern are relationships where there is a definite power differential between both parties involved, such as one of the parties being a student. The power differential between a student and a University faculty or staff member is unique in terms of power differential for two reasons.

- 1) In general, students are in the process of development as educated adults and may not be in the best position to make judgments regarding the impact of a relationship on their academic performance or development.
- 2) There is a unique trust placed on University faculty and staff to behave in ways and provide services that benefit students.

Consenting romantic and sexual relationships between instructor (all who teach at the University- faculty, staff, graduate and undergraduate students) or any faculty or staff in an advising, supervisory or tutorial capacity and student (any person studying with or receiving advising from instructor or advisor or working as a student employee) should be avoided for many reasons, including:

- 1) The relationship may exist only because of the power differential. The respect and trust accorded an instructor by a student along with the power associated with giving grades, thesis advice, evaluations, recommendations for further study and future employment significantly diminish the student's actual freedom of choice regarding a romantic or sexual relationship.
- 2) Sexual harassment charges may result due to a power differential where both parties do not have the same freedom of choice in a relationship. Consent is difficult to prove when there is a significant power differential.
- 3) The circumstances may change, and conduct that may have been previously welcome may become unwelcome. Prior consent does not remove grounds for a charge based upon subsequent unwelcome conduct.
- 4) The relationship can cause problems for both parties and harm the academic and work environment at the University. There is the appearance, and often the reality, of a conflict of interest. In addition, third parties may believe that the employee in authority favors the student because of the relationship, thus creating an atmosphere of suspicion and resentment among others who think the student is obtaining undeserved benefits.

No Rowan employee shall maintain a romantic or sexual relationship with a student over whom that employee exercises any academic, administrative, supervisory, evaluative, counseling or extracurricular authority or influence. Similarly, no Rowan employee shall exercise any academic, administrative, supervisory, evaluative, counseling or extracurricular authority over any student with whom that employee had previously been involved in a romantic or sexual relationship. Should a romantic or sexual relationship develop between a student and an employee, the employee shall report it to the appropriate supervisor. A professor shall report it to a department chair. A teaching assistant shall report it to the professor in charge and a staff member shall report it to his/her immediate supervisor. The supervisor shall make appropriate arrangements to guarantee the objective evaluation of the student's academic performance and to protect the interests of the student and the University. All arrangements should be in compliance with the Uniform Ethics Code of the State of New Jersey.

All Rowan University employees who work directly with students should be aware that there are significant risks associated with a consensual relationship where a power differential exists. Those risks are even more significant when one party is a student. These relationships may be outside of the scope of employment. As a result, protection under state law or legal representation by the office of the Attorney General for the University employee may not apply. Consensual relationships between faculty or staff and students they do not directly teach, advise or supervise are also discouraged. Even if no direct power differential exists at a given time, it is

possible that faculty or staff would be in a position to teach, advise and/or evaluate the student in the future.

6.5 University Student Discipline System

As a community, the University has developed a code of standards and expectations that are consistent with its purpose as an educational institution. The University reaffirms the principle of student freedom, coupled with an acceptance of full responsibility for one's behavior and the consequences of such behavior. Rowan University recognizes the rights of its students guaranteed by the Constitution of the United States and the State of New Jersey, which include a student's rights within the institution to freedom of speech, inquiry, assembly, peaceful pursuit of an education, and reasonable use of services and facilities of the university.

University disciplinary hearings extend fundamental fairness to all parties, which include the presumption not to be responsible; to receive written notification of charges and all determinations; and the opportunity to dispute allegations and appeal decisions.

6.6 Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA is a federal law designed to protect the privacy of a student's education records. This law applies to all schools which receive funds under programs sponsored by the U.S. Department of Education. Rowan University complies fully with the requirements of this legislation. Copies of FERPA provisions may be obtained from the Associate Vice President for Residential Learning/Dean of Students.

6.7 Mandatory Housing Policy

All unmarried undergraduate full-time students, under the age of 21, who will not be living in the residence of their parents or legal guardian, will be required to reside in University residence facilities until the completion of 58 academic credits. All transfer students who have not completed the second academic year (58 credits) will also be required to live in University residence facilities. Students found violating the mandatory residence requirements will be required to move into residence halls and pay full room rent for the semester in which the violation occurred. Should a student refuse to move in, he/she will be suspended from Rowan University.

6.8 Stop Out and Leave of Absence Policy

Any student who does not register for two consecutive regular academic semesters will lose matriculated status at the end of the drop-add period of the third semester. Such students must then apply for readmission to the College and to a major program, and meet any new program requirements which have been officially instituted. Registration during a summer session will count toward registration; but failure to register during a summer session does not count as a third semester. A person wishing to take a leave or formally withdraw from Rowan University may take a leave through the Vice President for Residential Learning/Dean of Students but NOT within the same term.

6.9 Student Grievance Procedures

The University provides a uniform method by which students can pursue claims of inequitable treatment in their academic careers on an informal or formal basis. This method covers such concerns as grade grievances, allegations of discrimination in educational programs or activities because of sex, race, ethnicity or physical handicap, and inequitable treatment by a faculty member. It does not include disciplinary matters which are processed through the campus disciplinary system. For more information, contact the Associate Vice President for Residential Learning/Dean of Students.

Grade Grievance

It is the responsibility of the classroom instructor to evaluate each student's work and to assign a grade which is a fair and valid measure of the student's achievement in the course. In the event of a dispute over an assigned course grade, the student will document in writing the rationale for the grade dispute. The student must provide a copy of his/her perception of the dispute to the instructor and the department chair. It will then become part of the permanent record concerning the dispute. This document must be signed and the date of the transmittal to the instructor and the department chair noted on the document.

1. Departmental Level: (a) the student and instructor will meet to attempt resolution of the disputed grade. If the instructor is no longer accessible for any reason (e.g., prolonged illness, no longer at Rowan), the student may continue the process as noted in this policy by first meeting with the department chair, (b) If the matter is not resolved, the student and instructor will meet with the department chair who will act as a facilitator to determine if resolution is possible. These steps must take place within fourteen (14) working days from the date the student knew or should reasonably have known about the alleged unfair grade. The timing of the resolution of a disputed grade is very important to students for a variety of reasons, so faculty should make every effort to meet with students to discuss disputed grades as early in the process as possible. If the dispute cannot be resolved informally, faculty must continue to be available as much as is feasible to assist in the resolution of the dispute.
2. If the issue is not resolved at the department level, within seven calendar days of the departmental level meeting, the student shall schedule a meeting with the appropriate academic dean and will provide, in writing, the rationale for the grade dispute. The academic dean will attempt to effect reconciliation between the two parties within ten calendar days of receiving the student's written rationale for the grade dispute. Pertinent documentation provided by the instructor and the student shall form the basis of discussion at this stage.
3. If the matter is still unresolved, fourteen calendar days after the meeting with the academic dean or associate dean, the student may pursue the matter with the associate provost for academic affairs. The associate provost for academic affairs will provide the Grievance Committee with the student's written grievance to determine whether a formal hearing is warranted. If the Grievance Committee determines a formal hearing is warranted, a date and time will be set for the hearing. The Grade Grievance Committee shall, at the conclusion of the hearing, have

prepared a written recommendation to the provost. The recommendation shall be submitted within four working days after the hearing.

4. Within ten working days of receiving the recommendation, the provost will take action and shall notify both parties in the grievance of the decision and action taken. This action is final.

5. The Grievance Committee shall be composed of two faculty members appointed by the Senate, two students appointed by the SGA, and two administrators appointed by the University president or his/her designee. A chairperson shall be elected from and by the membership and shall have the right to vote. The associate provost for academic affairs shall serve as an ex-officio member of the Committee without vote. A majority of the Committee membership must be present for all meetings of the committee. Every effort will be made by the associate provost for academic affairs to schedule a grade grievance hearing at a time that is mutually convenient to the instructor and the student. This may, however, not always be possible. The associate provost for academic affairs will set the schedule for the meeting after careful consideration of the personal schedules of the parties involved. A hearing will not be set for a time when either the instructor or the student has a class at Rowan scheduled. One continuance is permitted if unforeseen events make one or the other party's attendance impossible. Thereafter, a new date for the hearing will be set, and the committee will be convened despite the absence of one or both of the parties to the dispute.

If any committee member has a direct personal or professional relationship with any individual(s) involved in a particular case, that committee member may disqualify him/herself from serving on the committee while the case is being heard. Further, if a charge of bias is raised by an individual, the contested committee member may disqualify him/herself from committee deliberations. Failing voluntary action in either situation, the committee itself must reach a decision as to the continuance of the individual so questioned. If a member is disqualified, another individual from the same constituency shall be appointed to serve in his/her place. (Effective Fall 2002)

Formal Grievance

In those instances where a complaint cannot be resolved informally, the student shall inform the associate provost for academic affairs in writing of the intent to seek formal redress through the grievance procedure, setting forth in full detail the nature of the complaint. With receipt of notice, the dean of students will provide a Grievance Committee with the written grievance for its decision on whether a formal hearing is warranted.

Grievance Committee Composition

The Grievance Committee shall be composed of two faculty members appointed by the University Senate, two students appointed by SGA, and two administrators appointed by the University president or his designee.

A chairperson shall be elected from and by the membership and shall have the right to vote. The associate provost for academic affairs shall serve as an ex-officio member of the

committee without vote. In those instances where discrimination is alleged, in connection with the grade dispute, the University's equity and diversity officer shall also serve as an ex-officio committee member without vote.

The bargaining agent of the individual(s) charged with the unfair practice may appoint no more than two representatives to be present during committee deliberations.

A majority of the committee membership must be present for all activities of the committee. Every effort will be made to accommodate the class schedules of students and faculty members when setting committee meetings.

If any committee member has a direct personal or professional relationship with any individual(s) involved in a particular case, that committee member may disqualify himself or herself from serving on the committee while the case is being heard. Further, if a charge of bias is raised by an individual, the contested committee member may disqualify himself or herself from committee deliberations. Failing voluntary action in either situation, the committee itself must reach a decision as to the continuance of the individual so questioned. If a member is disqualified, another individual from the same constituency shall be appointed to serve in his or her place.

Grievance Committee Procedures

In advance of the hearing, the associate provost for academic affairs shall notify the complainant, and the individual(s) charged with the unfair practice, of the time and place of the hearing, specification of the nature of the complaint, composition of the committee, and the right of the individual(s) charged to be accompanied by an advisor (legal counsel, advocate or bargaining agent representative). This advisor may be present when charges and evidence are presented to the committee, but may not question or give evidence to the Committee. Students who initiate grievance procedures against a faculty member or other University employee are entitled to legal representation and/or representation by the Student Advocate.

At any hearing, committee members may question witnesses to evaluate all the relevant facts of a given case. This shall not preclude parties to the hearing from questioning witnesses. All committee hearings shall be private; witnesses shall be excluded except for the period of their questioning.

The report and recommendation of the committee shall be in writing, including the committee rationale for the decision and any dissenting opinion. Only those committee members who have heard all testimony and evidence in a given case may vote on a committee's recommendations.

The committee's report and recommendation shall be forwarded to the provost of the University after completion of the hearing, and copies shall be provided to all parties to the complaint.

- * Student Complaint Procedures (approved by University Senate on March 26, 1997, and by Executive Vice President/Provost on April 14, 1997). See section 3.42.

6.10 Student Handbook & Planner

The Rowan University Student Handbook & Planner is available on line at http://www.rowan.edu/studentaffairs/main_office and is published by the Division of Student Affairs. This handbook contains all information regarding services and resources, student/campus life, policies and procedures, student code of conduct, and history of Rowan University.

6.11 Student Leave of Absence Policy/Withdrawal

A student may withdraw completely from the University or take a leave of absence. If a student withdraws completely from the institution, it does not prevent him/her from returning in the future. If the student reapplies and is accepted, he/she would be expected to conform with any changes in the academic requirements of his/her program.

A student may apply for an Official Leave of Absence through the Associate Vice President of Residential Learning/Dean of Students Office. Students may apply for leaves for a period of up to four consecutive regular academic semesters. Students who fail to register for a fifth consecutive regular academic semester will lose their matriculated status. Students who stop attending without notifying the College may apply for leaves of absence before failing to register for a third consecutive regular academic semester. If a leave of absence is granted, students can maintain matriculated status. However, the total number of consecutive semesters missed (the stop out plus extension with the leave of absence) shall not exceed four.

To withdraw or take a leave of absence from the University, a student must take the following steps:

- In consultation with the Associate Vice President of Residential Learning/Dean of Students, complete an official Leave of Absence form or Withdrawal form. The student will have a brief exit interview with the Associate Vice President of Residential Learning/Dean of Students. and then must obtain signatures from pertinent offices on campus. The student then returns the completed, signed form to the Associate Vice President of Residential Learning/Dean of Students.
- If for any reason, the student cannot return to campus to complete the above, the student should write a letter requesting either a leave of absence or to withdraw from the University. The letter should include the student's name, address, social security number, a brief reason for requesting the leave or withdrawal and the student's signature. The letter should be addressed to:

Associate Vice President of Residential Learning/Dean of Students
Rowan University
201 Mullica Hill Road
Glassboro, NJ 08028

Any questions concerning taking a leave of absence or a withdrawal should be directed to the Associate Vice President of Residential Learning/Dean of Students 256-4266.

**ACADEMIC & ADMINISTRATIVE
OFFICES**

7. ACADEMIC AND ADMINISTRATIVE OFFICES

7.1 Academic Success Center

Savitz Hall

256-4259

The Academic Success Center provides a myriad of comprehensive programs and services to assist students in enhancing and maximizing their academic potential from orientation through graduation. The Center provides services in the following areas: Tutorial Services, Veterans Affairs, Disability Resources, Testing/Basic Skills, Academic Coaching Program, and an array of academic support workshops. The Center also administers placement tests for incoming students. The following tests are also administered by the Office:

1. **Accuplacer** - This is a computerized placement test that identifies skill deficiencies in reading, mathematics. Students who are identified as having a skill deficiency must enroll in basic skills courses to assist them achieve a level of proficiency necessary for a successful undergraduate career.
2. **College-Level Examination Program (CLEP)** - This is a series of examinations that allow students to demonstrate their knowledge in a wide range of subjects and receive college credits.
3. **Special Needs** – The office administers several exams throughout the year to students registered with the office who require special accommodations such as extended time taking tests or other needs.
4. **MAT Testing** – The office administers the Millers Analogy test every month throughout the year to students applying for Graduate School.
5. **LDL Testing** – The office administers Long Distance Learning exams to any student who may live in the area but is attending another school in the U.S.

7.2 Admissions Office

Savitz Hall

256-4200

The Admissions Office is responsible for all undergraduate student admission to the University, traditional and non-traditional. The office cooperates with others to direct undergraduate student recruitment and admission to special programs. High school visits, campus tours, open houses and college fairs are part of the yearly undergraduate recruitment and admission program.

7.3 Alumni Relations Office

Alvin Shpeen Hall

256-5400

The Alumni Relations Office promotes alumni connections through a variety of special events, alumni services and programs that encourage an atmosphere of commitment and support. Homecoming, reunions, receptions and the GOLD (Graduates of the Last Decade) Club are a few of the activities that many alumni participate in each year. The Office also sponsors trips to sporting events and cultural venues and hosts networking events. The Rowan University Alumni

Association Board of Directors functions under the oversight of this office. Campus clients can obtain alumni lists or mailing data upon approval by the Alumni Relations Office.

7.4 Assessment and Learning Center

Education Hall

256-4512

The Assessment and Learning Center is a training and service unit within the department of Special Educational Services/Instruction. Utilizing the expertise of departmental faculty who have diverse backgrounds, training and many years of experience, the Center provides a range of services for children, college students and adults with educational and developmental disorders. Diagnostic evaluations include psychological testing, speech and language testing, learning disabilities evaluation, and social history assessment.

7.5 Associate Vice President of Residential Learning/Dean of Students

Savitz Hall

256-4266

The Office of the Associate Vice President of Residential Learning/Dean of Students is responsible for creating and maintaining a safe, healthy, and supportive environment and culture that synthesizes the intellectual, physical, social, emotional and leadership development of our students in a holistic way reflecting the university's mission, vision and core values. The office provides oversight for Academic Success Center, CAP Center, EOF/MAP Office, Community Standards and Commuter Services, Residential Learning & University Housing, and provides strong advocacy for students and student affairs. The staff and services cultivate an environment that integrates the values and teachings of the Rowan University experience to enhance and support student learning and development and to prepare graduates for lives of discernment, civic engagement and professional growth. As an advocate for students, the office of the Associate Vice President of Residential Learning/Dean of Students provides guidance and support to students in the following areas: students facing prolonged absences due to a health problem or other extenuating circumstances, reporting sexual assault, and other related student issues.

7.6 Associate Vice President for Student Engagement

Savitz Hall

256-4137

The Associate Vice President for Student Engagement is responsible for developing and coordinating effective student engagement and leadership initiatives within the Division of Student Affairs. The office provides oversight for the Office of Greek Affairs, the Office of Orientation and Student Leadership Programs, the Office of Student Enrichment and Family Connections, the Office of Service Learning, Volunteerism and Community Engagement, the Office of Student Activities, Student University Programming, and Rowan After Hours. Additionally, the AVP serves as one of two advisors to the Student Government Association. The office coordinates the development and implementation of programmatic student learning outcomes as well as a comprehensive assessment and program review system for Student Affairs. The office is responsible for coordinating and implementing a professional staff development program for the Division. Finally, the office works in conjunction with the Vice President for Student Affairs in leading and coordinating the Student Affairs Strategic Planning process.

7.7 Athletics

The Intercollegiate Athletic Department strives to be one of the finest Division III programs in the country. By providing strong leadership and competitive experiences, students are afforded the opportunity to develop as a scholar, athlete and citizen. Through strong support services, students are challenged to succeed, inspired to achieve and instilled with a sense of pride and tradition in the college community.

7.8 Beginning Teacher Induction Center

Education Hall

256-4730

The Thomas E. Robinson Beginning Teacher Induction Center serves beginning teachers who are employed as full-time preschool, elementary or secondary teachers who hold valid New Jersey certification and who are employed in a public or private school in southern New Jersey. The Center provides workshops, seminars and clinics on a variety of topics of concern to beginning teachers. The Center further provides periodic newsletters, research and development information packets, a telephone information hot-line, a mentorship program, professional development services and a variety of technical assistance services to beginning teachers.

7.9 Bookstore

Winans Hall

256-4660

The Rowan University Bookstore is the institutionally owned and operated bookstore at Rowan University. It is the primary source of textbooks, supplies and other miscellaneous items for our students. In order for the University Bookstore to have the correct titles and quantities of textbooks for each course, staff must depend on faculty completing the "Textbook Adoption Form" in advance of each semester and sending it in by the following deadlines: April 15 for summer session courses and fall semester courses, and November 1 for spring semester courses. Likewise, any changes to the original text adoption must be communicated to the University Bookstore so that they can adjust the order or stock on and provide the correct books for each course. If the required texts for the course are being supplied in some other manner, the University Bookstore should still be given the information. This will ensure that they can fulfill the needs of those students on financial aid who use a credit procedure at the University Bookstore to obtain their books. If you have self-authored materials that you would like to use as required course materials for any courses, you can use the "Faculty Produced Materials" procedure to make these materials available to your students. Also, the store has a special mail order procedure to serve our students at many remote off-campus locations. Information about these two services is available from the Textbook Department at the University Bookstore.

The Rowan University Bookstore also sells merchandise from the following categories: school and art supplies, cards and stationery, computers and software, sportswear, Rowan University gifts and memorabilia, general and reference books, snacks and beverages, posters and room furnishings and other miscellaneous items for the university student and academic lifestyle. The following services are also offered: used textbook buy-back, film processing, cap and gown sales and rental, discount program on personal computers, and discount magazine subscriptions.

Regular business hours are: Monday through Thursday--9 am to 7 pm, Fridays--9 am to 5 pm, Saturdays --11 am to 3 pm A four-day week is scheduled each summer and extended

evening hours are scheduled for the first week of each semester. In addition to cash and financial aid credit, the University Store accepts Debit Cards, Visa, MasterCard, American Express and personal checks for purchases. Further information is available by calling 256-4665.

For courses at Rowan at Camden, students and faculty may use the University District Bookstore located on the Camden Campus. The University District Bookstore has the required texts for the courses taught at that campus as well as school supplied and some other gifts, snacks and sportswear.

7.10 Bursar's Office
Savitz Hall

256-4150

This office bills and maintains an account of charges and payments for each student. Students may pay bills by Visa, Master Card, American Express, Discover, personal check or money order. Students are eligible for the University's deferred payment plan and may contact the Bursar for more information.

7.11 Camden Campus

Broadway & Cooper Streets, Camden, N.J.

756-5400

Rowan University at Camden is located in the University District of Camden, New Jersey. Rowan has been part of the Camden community for over 40 years. Rowan at Camden is a growing branch campus with graduate and undergraduate academic programs and majors, and general education courses for all Rowan students. The campus also offers an EOF (Educational Opportunity Fund Program) for students. In addition, the campus offers an academic and intensive ESL (English as a Second Language) program and an Upward Bound program for ESL high school students. Through a partnership with several South Jersey high schools, the campus offers a dual credit program for high school juniors and seniors. The courses at Rowan at Camden are taught by members of the university faculty and are open to all students of both campuses. Rowan at Camden provides a schedule to accommodate the needs of the traditional and nontraditional students and on-site childcare for students with children. The University also provides a daily shuttle bus that travels between Camden and Glassboro campuses to engage students in a full university experience at both campuses.

7.12 Campus Information Center
Chamberlain Student Center

256-4606

The Information Desk supplies general information about the University including dates, time and places of University events. In addition, its staff supplies travel directions to and from the campus and directions to Student Center facilities and other campus buildings. The staff disburses maps and bus schedules, sells tickets to student organization events, schedules table reservations for ground floor vending areas and maintains a lost and found. The Information Desk houses the student identification card processing center. Hours of operation:

Monday – Thursday 9 a.m. to 7 p.m.
Friday 9 a.m. to 5 p.m.

7.13 Career and Academic Planning
Savitz Hall

256-4456

<http://www.rowan.edu/cap>

The Career and Academic Planning (CAP) Center uniquely integrates academic advising and career counseling. Exploratory Studies (Undeclared) students and students considering changing their major can meet one-on-one with an advisor to identify their interests, skills, values and goals and develop clear paths for future academic and career success. The Career Resource Center, housed in the CAP Center, provides a welcoming and comfortable environment to research career-related literature, access self-assessment tools and conduct on-line major and career exploration. Career and interview events designed to connect students with employers are hosted throughout the year, as are academic success and career development workshops. The CAP Center also maintains the web-based career management program. Experience, where students and alumni can upload resumes, research companies and search for and apply to full-time, part-time and internship opportunities. All services are offered to matriculated students and alumni.

7.14 Center for Addiction Studies and Awareness (CASA)

Alvin Shpeen Hall

856-863-2175

The Rowan University Center for Addiction Studies and Awareness (CASA) provides Alcohol, Tobacco and Other Drug (ATOD) treatment, education classes and prevention programs designed to serve the entire Rowan Community. The Center for Addiction Studies Clinic is a fully licensed facility providing therapeutic services for those experiencing problems with alcohol and drug use. The Clinic is staffed by a multidisciplinary team of dependence specialists with backgrounds in psychology, social work, and counseling. Sometimes students feel that their substance use is interfering with day-to-day activities and/or leads to negative personal or legal consequences. Students may also come to college with a history of substance use. They may need help maintaining their sobriety or dealing with the consequences of a relapse. Our drug and alcohol counselors are available to talk with students no matter what their substance-use-related concern may be. The Center also offers students substance abuse educational classes on ATOD issues. For more information about these classes, please contact Sandra Woodell at woodells@rowan.edu. Our Campus Prevention Project sponsors many health and wellness activities on the Rowan campus throughout the year, and we actively participate in the “RU Ready to STEP UP?” campaign. CASA also sponsors StudentCare™, a peer facilitation group dedicated to health promotion. CASA supports Twelve Step meetings that are open to the Rowan community. Please check our web site for meeting times and locations.

7.15 Center for Innovation and Entrepreneurship

Samuel H. Jones Innovation Center

256-4271

The Center for Innovation and Entrepreneurship (CIE) at Rowan University is a multi-disciplinary, University-wide center that promotes innovation thinking and encourages an entrepreneurial view that recognizes and realizes opportunities. The CIE program focuses on interdisciplinary student project development and is designed to positively impact students and the regional economy. By joining practitioners and researchers from multiple disciplines in developing entrepreneurial activities. Rowan University builds an educational curriculum and a support system that will greatly enhance the ability of students and other key stakeholders to turn ideas into successful growth ventures. Operating under the direction of the Dean of the Rohrer College of Business, the CIE serves as a coordinating mechanism for the new Rohrer College of Business Technology Incubator at the South Jersey Technology Park, The Entrepreneurs Forum

of South Jersey, the Nonprofit Development Center of Southern New Jersey, and regional outreach.

7.16 Center for the Advancement of Learning

Savitz Hall

256-4774

The goal of the Center for the Advancement of Learning is to serve as a campus-wide collaborative research force on learning issues for the purpose of enhancing Rowan University's goal of exceptional achievement for all members of its learning community.

7.17 Central Store

Cassady Building

256-4611

Central Stores is currently located in the Winans Hall. Office hours are 7:30 am to 4:30 pm. The Central Store offers limited normal office supplies. Currently 9 items are in stock. Most items are available for immediate delivery which are to be ordered on a Storeroom requisition. These items are charged to the individual departments and the requisition must be signed by the appropriate department head or chairperson.

7.18 Chamberlain Student Center

256-4604

The Chamberlain Student Center serves as a safe and welcoming environment with unlimited opportunities for personal development and enhanced learning opportunities. Through quality programs, services and facilities, the Student Center is "more than just a building".

The Student Center is the "community center" of the University. It serves students, faculty, alumni and guests. The Student Center provides a central place for our students and others to spend time learning, socializing and relaxing. The Center provides cultural, social and educational programs and services that contribute to the development of the "whole student."

The basement level of the Student Center contains the Market Basket convenience store, the Food Court, mailroom, campus mailboxes, laundry room, vending/lounge area and the new Profs Place. The first floor of the Center houses Jazzman's Café, Marketplace Dining, Owl's Nest, meeting and conference rooms, Information Desk, change machine and ATM machine. The second floor has the renovated formal ballroom and additional meeting spaces.

The Student Center encompasses such administrative offices as the Dining Services Offices, the Student Center Administrative Office and the Center for Student Engagement which includes the Office of Service Learning and Volunteerism, Student Activities and the Office of Student Transition and Leadership Programs. In addition, the Center includes the Student Government Association, Student University Programmers and all student publication offices. Hours of operation:

Monday – Friday 7 a.m. to 1 a.m.

Saturday 8 a.m. to 1 a.m.

Sunday 9 a.m. to 9 a.m.

7.19 College of Graduate and Continuing Education (CGCE)
Education Hall

256-5435

While this handbook should serve as a guide for all Rowan staff and faculty, anyone working with the College of Graduate and Continuing Education (CGCE) should also refer to the Memorandum of Understanding and other policy and processing documents available at www.rowan.edu/cgce.

The College of Graduate and Continuing Education is Rowan University's vehicle to reach out and serve the adult student population including college graduates seeking to pursue graduate or doctoral studies, former college students who need to continue their education in order to acquire a baccalaureate degree, or employees/employers seeking professional development. We achieve this by offering programs in partnership with Rowan's other six academic colleges, using delivery modes that address the vast range of adult student needs and preferences. As such, the CGCE is responsible for the administration, coordination, and delivery of:

- Rowan University's *traditional-format* graduate-level (including post-bac and doctoral) courses and programs for both part-time and full-time students. Courses are typically face-to-face, 16 weeks, and held on one of Rowan's main campuses. These courses and programs are identified as part of the Graduate Division at CGCE.
- Rowan University's *non-traditional format* courses and programs at every level (undergraduate, post-bac, graduate, doctoral). Courses are characterized as *non-traditional format* – either because they are offered on-line, hybrid, off-site, Saturday-only, in an accelerated timeline or some combination of these. These courses and programs are identified as part of the Extension Division at CGCE.
- All Rowan University summer and intersession courses.
- Professional development and personal enrichment non-credit courses, workshops, and seminars.

The college places foremost emphasis on making quality education accessible, convenient, and affordable. Between the Graduate and Extension Divisions, the college currently offers over 68 graduate, 9 post-bac, 6 doctoral, and 7 undergraduate programs.

CGCE students and CGCE instructors in CGCE-administered programs/courses at Rowan University follow the same academic policies as the traditional learner/program. However, it is important to know that CGCE often follows different administrative processes that better adhere to the accelerated timeline under which it operates to better meet the needs of the non-traditional student population. For this reason, CGCE students and instructors are advised to stay in touch with the CGCE office for any questions or issues they might have.

CGCE is located in Education Hall, 201 Mullica Hill Road, Glassboro, NJ 08028
Phone: 856-256-5435 Fax: 856-256-5638
Email: cgceacademicservices@rowan.edu
Web: www.rowan.edu/cgce

7.20 Community Standards and Community Services
(formerly Office of Judicial Affairs)

The mission of the Office of Community Standards and Commuter Services is to articulate to students the standards of behavior expected within the University community. Standards of student conduct ensure respect for all members of the community and maintenance of a collaborative and learning-centered environment as described in the University's mission statement. Education of students within these standards (which include honesty and personal integrity, respect for others as both individuals and groups, assumption of appropriate responsibility for the conduct of others within the community as well as for one's own behavior) occurs both proactively (publications, presentations, interaction) and reflectively (through the student disciplinary process). Rowan University has instituted a Student Code of Conduct to set forth the standards and expectations that are consistent with its purpose as an educational institution. The Student Code of Conduct has been developed to guarantee procedural fairness to students when there has been an alleged failure to abide by Rowan University's policies and regulations. While it is the goals of the student disciplinary process to educate students as to the purpose and importance of abiding by the Student Code of Conduct, the University will also issue sanctions as are appropriate and necessary to ensure continued and/or future adherence to this Code, and to protect the university community from disruptive behavior. The Office of Community standards and Commuter Services is responsible for coordinating and adjudicating all University policy violations through oversight of the Campus Hearing Board and Administrative hearing officers as well as the Appeals process. Each student is responsible for reading and complying with the Student Code of Conduct, which is published in the Student Handbook and Planner and available on the Student Affairs webpage.

The commuter and off-campus student services function of the office is responsible for addressing the concerns and unique needs of these students. Through education, resources, and support services the office provides opportunities for the off-campus and commuter student populations at Rowan to develop a sense of connectedness and community. In addition, the office serves as a liaison between the University and our neighbors, encouraging dialogue about issues of mutual concern.

7.21 Conference and Event Services

Chamberlain Student Center

(Events) 256-5446
(Scheduling) 256-5485

The Office of Conference and Event Services (CES) is dedicated to strengthening the Rowan University community by providing comprehensive event management services, facilitating the effective and efficient year-round use of university resources, and cultivating lasting relationships with clients, partners and service providers.

CES administers and enforces the Facilities Usage Policy, and is the source of all information regarding procedures for the scheduling of facilities through the 25Live scheduling system (See Facilities and Usage Policy Section IV), and questions about compliance with the Facilities Usage Policy.

The Office of Conference and Event Services also generates revenue for the University through the coordination of event logistics. CES serves as a one-stop shop and point of contact for scheduling, logistics, contracting, and on-site event support.

7.22 Counseling and Psychological Services Center
Savitz Hall

856-256-4222

The Counseling and Psychological Services Center (CPSC) provides confidential mental health services to enrolled students. The Center provides individual therapy, couples therapy, family therapy, and group counseling, triage and emergency evaluations, psychological testing and outreach programs in the area of mental health. Some common areas addressed for college students include coping with academic challenges; addressing personal and family relationships; stress management, anxiety, and depression, eating and body image issues, grief and loss, trauma and substance use. The University's Stress Management and Response Team (SMART) is coordinated through the Center and each professional staff is a core member of the team. This university-wide group is available to meet with various groups on campus in order to assist with response to traumatic events that impact particular groups of students or university community as a whole.

7.23 Development Office
Alvin Shpeen Hall

256-5410

The Development Office has the responsibility for corporate and foundation fundraising, annual giving, major gift and planned giving solicitation, prospect research and information services. All fundraising activities are done on behalf of the Rowan University Foundation. Specific development areas include the following:

Annual Fund

256-5410

The Annual Fund solicits yearly gifts to the Rowan University Foundation from alumni, friends, faculty, staff, parents and corporations through a phonathon, direct mail and e-mail and personal solicitations. Contributions to the Annual Fund provide merit scholarships, enhanced educational programs and learning resources for Rowan University.

Corporate and Foundation Relations

256-5410

Corporate and Foundation Relations collaborates with corporations, foundations and organizations locally, regionally and nationally to match their interests with appropriate University initiatives. The corporate and foundation program cultivates financial commitments and mutually beneficial relationships between the University and industry. These partnerships enable Rowan University to enhance its academic, research and service missions. All faculty fundraising activity with corporations, foundations and organizations must be endorsed by the Division of University Advancement prior to any contact. For policy and forms for these collaborations, please call the director of development.

Major Gifts and Planned Giving

256-5410

The Foundation accepts major gifts and planned gifts from individuals who wish to establish perpetual scholarships, endowment funds, or naming opportunities. These gifts can be made through cash, securities, or other capital assets. Founded in 1997, the Hollybush Society recognizes alumni, retired faculty and friends who have made provisions in their estate plans for the Rowan University Foundation.

Information Services

256-5401

The University Advancement Division uses "Millennium", a comprehensive alumni/development information system. Functions of the system include biographical data

maintenance, gift and pledge processing and reporting, prospect tracking and management as well as event management.

7.24 Dining Services

Chamberlain Student Center

256-5601

The University Food Service is operated by Sodexo Campus Dining Services and offers a wide variety of services for the University community. Please visit www.rowandining.com for more details about our services and faculty and staff meal plan.

Dining Locations on Campus

The Market Place

This recently renovated and contemporary dining venue located in the Chamberlain Student Center integrates live cooking with comfortable seating. The Market Place is an all-you-care-to-eat facility that is dynamic, convenient, and provides dining variety throughout the academic year. The Rowan Market Place features eight dining stations that offer varying international, contemporary, and regional cuisine prepared fresh to ensure quality.

Insalata - As you walk into the Market Place, Insalata greets you with healthy meal options that feature crisp greens, vegetables, savory toppings, and a variety of dressings. From these abundant choices you can build your perfect salad, along with fresh sliced fruit and whole fruit; Insalata has it all. Insalata also features fresh homemade soups daily.

****Insalata opens at noon on the weekends**

Il Forno – Piping hot from the deck oven located in the Market Place, Il Forno offers fresh “thin crust” pizza made right in front of you. Daily pizza specials are offered for lunch and dinner as well as vegetarian and traditional pizzas. Vegetarian and specialty pies are featured every day. Il Forno offers a wide variety of chef-tossed pastas and baked pasta dishes, with fresh breadsticks. Il Forno After Hours now offers pizza by the slice or by the pie, and daily specials are available for take-out Monday through Thursday from 7:30 p.m. – 11:00 p.m.

**** Il Forno opens at noon on the weekends.**

The Chef’s Table – The open “Euro-Style” kitchen offers freshly prepared meals cooked by our talented chefs in small batches to ensure freshness and nutrition. Specialty entrees are offered along with your favorite side dishes. Watch as our chefs prepare restaurant cuisine for you at each meal. Brunch is served from the Chef’s Table on Saturday and Sunday from 11:00 a.m. – 2:00 p.m.

Grill Central – This station prepares all your classic grill favorites in an exciting format that allows diners to pick up a grilled sandwich basket and top it the way you like. Along with the classics Grill Central features a wide selection of daily specials.

****Opens at noon on the weekends.**

Su Pane – Create your own favorite deli sandwich from a variety of meats, cheeses, toppings and dressings. Su Pane offers fresh pastries and desserts everyday for breakfast, lunch and dinner.

360 Degrees – This signature concept highlights the creativity of our talented chefs as they cook on top of a four foot Mongolian grill, and offers a wide variety of menus from around the world. International flavors are often featured providing a wide variety of meal options that are freshly prepared. 3650 is also popular with our vegan and vegetarian students, offering a hot vegetarian meal and vegan and vegetarian stir-fry made to order. Breakfast is offered at 360 Monday through Friday, including a made-to-order omelet bar seven days a week.

Market Place Meal Times

Monday – Friday

| | |
|------------|-------------------------|
| Breakfast | 7:00 a.m. to 10:30 a.m. |
| Lunch | 10:30 a.m. to 2:00 p.m. |
| Late Lunch | 2:00 p.m. to 3:30 p.m. |
| Dinner | 3:30 p.m. to 7:00 p.m. |

Monday – Thursday

| | |
|--|-------------------------|
| Il Forno After Hours (Eat-In or Take-Out) | 7:00 p.m. to 11:00 p.m. |
|--|-------------------------|

Saturday and Sunday

| | |
|-----------------------|--------------------------|
| Continental Breakfast | 10:00 a.m. to 11:00 a.m. |
| Brunch | 11:00 a.m. to 2:00 p.m. |
| Light Lunch | 2:00 p.m. to 3:30 p.m. |
| Dinner | 3:30 p.m. to 7:00 p.m. |

Cash Door Rates

| | |
|-------------------|---------|
| Breakfast | \$6.25 |
| Lunch/Light Lunch | \$8.00 |
| Dinner | \$10.00 |

The Food Court

Located on the ground floor of the Chamberlain Student Center the Food Court caters to the University community with a variety of convenient food concepts.

The Press – The Press offers our signature Panini specials grilled to order featuring Thumann’s Best deli meats. Add a bag of chips and beverage to create your perfect combo.

| | |
|-------------------|--------------------------|
| Monday – Thursday | 10:30 a.m. to 11:00 p.m. |
| Friday | 10:30 a.m. to 4:00 p.m. |

Poblano’s – Located in the heart of the Food Court, Poblano’s offers some of the best selections from South of the border. Watch as your own burrito, quesadilla, or taco is made to order and topped with fresh ingredients such as salsa and guacamole.

| | |
|-------------------|-------------------------|
| Monday – Thursday | 10:30 a.m. to 9:00 p.m. |
| Friday | 10:30 a.m. to 4:00 p.m. |

Garden Fresh – Choose from one of our signature salads or create your own. Garden Fresh features fresh salads tossed with your favorite dressings, just as you ordered it.

| | |
|-------------------|-------------------------|
| Monday – Thursday | 10:30 a.m. to 9:00 p.m. |
| Friday | 10:30 a.m. to 4:00 p.m. |

The Prof's Place/Yella's Deli and Grill

Located on the ground floor of the Chamberlain Student Center the newly renovated Prof's Place offers the Rowan community a place to enjoy music, games, big screen TVs and yes, great food. Yella's Deli (previously located in the Food Court) serves up delicious and hearty sandwiches made or grilled to order. Featuring Thumann's Best deli meats choose one of our signature sandwiches or create your own. Or, if it's a juicy burger or cheese steak you want, come check out Yella's Grill. Yella's Deli and Grill is open until 1 a.m., 7 days a week!

Monday – Friday 11:00 a.m. to 1:00 a.m.
Saturday and Sunday 12:00 p.m. to 1:00 a.m.

Jazzman's Café – Located in the Pit on the first floor of the Student Center, Jazzman's provides a convenient stop amidst the university hustle and bustle. Stop in and select one of our many types of flavored and seasonal coffees and teas, as well as fresh baked pastries. Relax and listen to a little jazz as sit and enjoy your selection or breeze by on your way through the student center.

Monday – Thursday 7:00 a.m. to 7:00 p.m.
Friday 7:00 a.m. to 3:00 p.m.

The Market Basket

The Market Basket is located on the ground floor of the student center is your on-campus convenience store offering household items, cold beverages, snacks, coffee, fresh-made sandwiches and salads for take-out.

Monday – Friday 7:00 a.m. to 11:00 p.m.
Saturday and Sunday 9:00 a.m. to 11:00 p.m.

The Owl's Nest

Students and faculty are welcome to join us on the main floor of the Student Center at the university's full-service restaurant. Our chefs prepare a classic a la cart Bistro menu with daily specials, soup and salad bar on Tuesdays, and chef's choice buffet on Wednesdays. The Owl's Nest accepts Dining Dollars, Boro Bucks, credit cards and cash.

Monday – Friday 11 a.m. to 2 p.m.

Café a la Cart

For those in-between classes on the west side of campus, this convenient dining location in Robinson Hall offers Starbucks brand coffee, a variety of desserts and freshly made sandwiches, salads and more.

Monday – Thursday 8:00 a.m. to 3:00 p.m.

Pronto Fresco Express

Located on the first floor of Education Hall, Pronto Fresco Express is the convenient stop for a complete lunch or a quick snack during the day. Pronto Express features Starbucks brand coffee, fresh baked pastries, grab and go salads, sandwiches, soup and more.

Monday – Thursday 7:30 a.m. to 8:00 p.m.
Friday 7:30 a.m. to 3:00 p.m.

Rec Café

Located on the first floor of the Student Recreation Center, Rec Café offers great healthy dining alternatives, such as fresh fruit smoothies, salads, wraps and more. Rec Café accepts meal equivalency throughout the day as well.

Monday – Thursday 7:00 a.m. to 9:00 p.m.

Friday 7:00 a.m. – 3 p.m.

7.25 Disability Resources

Savitz Hall

256-4234

The Office of Disability Resources provides classroom and or housing accommodations to students with a documented disability under Section 504 of the Rehabilitation Act of 1979 and the Americans with Disabilities Act. In addition, there are resources for faculty and students that can be found on our website: <http://www.rowan.edu/studentsaffairs/asc/disabilityresources/>

7.26 Duplicating/Print Center

Memorial Hall

256-4623

The Duplicating/Print Center (DPC) provides the following services to meet the University's needs. High speed digital printing, duplicating, binding, document scanning, OCR file conversions, CD/DVD production and standard mail services. The Duplicating Center maintains its own website for digital order submission located at <http://www.rowan.edu/printcenter>. Hard-copy order submission and pick-up and delivery services are provided by the Rowan University Mail Room to facilitate ease of use. Electronic or hard-copy request forms must be filed for any work to be undertaken. No orders are to be submitted via email without the prior authorization of DPC personnel.

Operating hours during the fall and spring semesters are Monday through Friday, 8:00 am until 4:00 pm, summer time hours are Monday through Thursday, 8:00 am until 4:00 pm.

The preparation of materials intended for instructional use are given priority over the preparation of materials intended for non-instructional purposes, except under unusual circumstances when the overall institutional benefit to be realized warrants deviation from this policy.

The DPC strives to complete all standard printing order requests within 24 hours of receipt. Evenings, weekends and holidays excluded. Allow additional production time when requesting books, CD/DVD production and standard mail services. For a firm order completion date for books, CD/DVD production and standard mail services contact the DPC prior to placing your request.

Users are asked to help the University control printing and copying costs by using the services offered by the DPC whenever possible. The DPC also offers its low cost services to anyone with a valid Rowan Card. All transactions must be paid for with the Rowan Card. All transactions must be paid for with the Rowan Card; cash is not accepted by the DPC. Cash may be deposited to your Rowan Card in the Bursars Office.

Confidentiality rules should be complied with to protect the confidentiality of tests and other confidential materials which are processed.

Federal copyright laws must be observed. Requests which clearly involve violation of such decrees will be refused. Individuals will be held personally accountable for any violation of the laws.

7.27 Early Childhood Demonstration Center

Education Hall 124

256-4018

The Rowan University Early Childhood Demonstration Center (ECDC) offers early childhood age children of students, faculty, staff and alumni opportunities to learn through play in a mixed age group setting under the guidance of highly qualified preschool through grade three certified teachers. The center collaborates with the College of Education Early Childhood Teacher Preparation Program to provide teacher candidates opportunities to fulfill their course requirements.

Under the jurisdiction of the Office of the Dean of the College of Education, the Rowan University Early Childhood Demonstration Center (ECDC) is listed as a service organization within the Student Government Association on campus.

7.28 Educational Opportunity Fund/Minority Achievement Program (EOF/MAP)

Savitz Hall

256-4086

Camden Campus

756-5400

The mission of the EOF/MAP Program is to provide access to a community of learners that embrace high academic standards and an appreciation of learning. Through a holistic approach, we will value each student's unique gifts and talents and provide an environment that embraces and celebrates diversity. Consistent with the University mission, we will foster the intellectual, critical thinking and personal development of students, which enables them to live as essential contributing members of a multicultural society.

7.29 Enterprise Information Services (EIS)

Memorial Hall

256-4175

The EIS department is comprised of: University Support Systems Services, Campus Database Administration Services, Technology Operations Services and Duplicating/Printing Services.

University Support Systems Services: Provides services in support of the University's Enterprise Resource Planning (ERP) system (SunGard Higher Education's BANNER product) which supports admissions, student records, financial aid, human resources, financial, and academic functions. Adjunct programs and ancillary systems are developed and maintained to meet additional institutional information needs. Report development and support services are available. Support is provided for the stand-alone Alumni system and for interfaces to various third party systems used by university offices in conjunction with Banner. Functional area specific client teams are used in planning, dealing with policy and procedural issues, and undertaking problem identification and resolution.

Campus Database Administration Services: Provides management and support of campus databases. Undertakes installation of vendor provided patches and upgrade releases of supported systems. Has responsibility for the day-to-day operation of the ERP system.

Technology Operations Services: Provides form development and management services; sets up job schedules (automated) and production runs on as-needed bases; develops job scheduling programs for client control of applications processing; and provides test and survey scoring/analysis processing.

Duplicating/Print Center Services: Provide the following services: digital printing; full color; spot color; black and white copies; scanning to PDF; variable data printing (VDP); CD/DVD replication, with encryption option; spiral binding; thermal binding; folding; cutting; saddle stitching; perforating; scoring; mail insertion; and, envelope addressing.

7.30 Equity and Diversity, Office of
Linden Hall 256-5440

This office monitors the University's compliance with state and federal Equal Employment Opportunity laws and the ADA. The office investigates all complaints of discrimination and verifies all requests for accommodations under the Americans with Disabilities Act. The office of Equity and Diversity participates and promotes the various diversity initiatives on campus and publishes a newsletter every year as well as serves as liaison to the New Jersey Executive Order 34.

7.31 Facilities Management Department
Capital Projects Administrative Office - Linden Hall 256-4249
Operations Office - Cassady Building 256-4650

The Facilities Management Department as a whole is responsible for all University property. This includes construction, major renovations, interior and exterior building repairs, routine maintenance, grounds keeping, utilities and vehicles.

The Capital Projects Administrative Office coordinates all major improvements, renovations and repairs through the use of architectural/engineering firms and outside construction contractors. The capital projects may require review, inspection and approval through the New Jersey Department of Community Affairs, the New Jersey Department of Transportation, the Gloucester County Planning Department and the Gloucester County Soil Conservation District.

The Operations Office of the Facilities Management Department performs physical and mechanical maintenance as well as some construction and renovation activities. Some services, such as, elevator maintenance, fire alarm equipment maintenance, cleaning carpets and draperies and custodial housekeeping; are provided by contract to private vendors. Whenever a department is planning to improve its facilities and/or add new equipment, Facilities must be notified prior to the purchase to insure adequate electrical, plumbing, etc. services are available.

Emergency, General, Routine Maintenance and Major Requests for Service

Emergency repair requests regarding heating, air conditioning, plumbing, electrical, lock problems and broken glass should be forwarded to the Facilities Office by telephone at 256-4650 or by use of the VAX work order on-line system. These requests are handled on a priority basis by the respective shop. Students living in dormitories or the apartment complexes should forward their request to the Residence Life Office at 256-4266. Residence Life will notify Facilities.

General repair/service requests regarding painting, carpentry, electrical, plumbing, heating, air conditioning and key requests must be approved by the department chairperson and forwarded to Facilities in writing on the appropriate form. These requests will be evaluated by Facilities and scheduled as time permits.

Routine maintenance requests including, but not limited to, broken windows or doors, leaking faucets or toilets and furniture/equipment moving, should be forwarded to Facilities by telephone or by use of the VAX system.

Major renovation or refurbishment requests including, but not limited to, construction, roof repairs, major leaks and wall removal, should be directed to James Lovegrove, Director of Capital Planning and Construction, on the appropriate form which is available from the Facilities Management Operations Office.

Janitorial Services

Any problems regarding cleanliness in academic and administrative buildings should be forwarded to the contractor at 256-4295. Requests for janitorial services should be forwarded in writing to the Facilities Department.

Overtime

Requests regarding overtime work to be performed by a Facilities staff member should be forwarded in writing to the Facilities Department at the earliest possible time prior to the event/scheduled activity. This allows time to arrange coverage for the event/activity.

7.32 Faculty Center for Excellence in Teaching and Learning

Education Hall

256-4353

The Faculty Center for Excellence in Teaching and Learning is a faculty-owned resource center for the induction of new faculty and the ongoing professional development of mid-career and senior faculty. It provides faculty with the necessary support and encouragement to engage in self-directed, collegial inquiry and experimentation related to strengthening and enhancing teaching and learning at Rowan. The major goals of the Center are to: provide orientation sessions for new faculty, convene workshops/seminars and interest/study groups for faculty, offer private consultations about any aspect of teaching, and disseminate materials on teaching.

7.33 Field Experiences (Office of)

Education Hall

256-4725

The Office of Field Experiences provides students enrolled in teacher certification programs the opportunity to acquire valuable hands-on teaching experience as required by their academic program. Located on the second floor of Education Hall, the office coordinates the

placement of students in student teaching positions in public schools throughout southern New Jersey.

In addition, this office makes other placements including sophomore and junior field experiences, school nurse practicum, and child-study team experiences.

7.34 Financial Aid Office

Savitz Hall

256-4250

The Office of Financial Aid has been established to assist students who seek financial assistance in order to pursue a course of study at Rowan University. Rowan University offers a variety of programs to assist students and their families meet the cost of attending Rowan. These include grants, student and parent loans sponsored by the federal and state government, merit scholarships, a payment plan, and work-study.

The Financial Aid Office is responsible for the administration of all federal and state funded financial aid programs. It is also responsible for the coordination of the university's work-study and the scholarships program. The office shall administer funds and programs under its control in a manner consistent with promulgated law and regulations. To the extent possible, the administration of aid will succor the University in fulfilling mission.

7.35 Foundation Office

Alvin Shpeen Hall

256-4095

The Foundation Office is the designated office to accept all monetary gifts and gifts-in-kind to the University. The office processes and acknowledges all donations received by the University and ensures that all donations received are used in accordance with the donor's wishes. The Office of University Advancement coordinates its efforts with the Foundation's fund raising program. Together the University office and the non-profit Foundation Board reach out to the community, corporations and foundations with news about the University and opportunities for support. The Office also oversees the investment program for all funds within the Foundation. The executive director is responsible for all Foundation activities. Members of the Rowan University Foundation Board of Directors are active participants in all Foundation functions.

7.36 Governmental Relations Office

Bole Hall

256-4229

The Office of Governmental Relations represents the University to all governmental entities. It communicates with local, state and federal government agencies on policies which affect the University and its constituents. Its purpose is to ensure Rowan's best interests are protected and that government officials are aware of University needs and accomplishments. It is also the responsibility of this office to represent the University to all civic organizations.

7.37 Greek Affairs, Office of

Chamberlain Student Center

256-6860

Rowan University recognizes the Greek Community as an integral part of the institution's educational mission. The fraternities and sororities share responsibility with Rowan University in

facilitating the learning process for students and cultivating an environment that enriches the educational experience. The Office of Greek Affairs supports the five governing bodies (IGC, IFC, NPC/Panhel, NPHC, GCOC) and their chapters in their mission to: 1) encourage and promote intellectual curiosity through academic achievement; 2) develop the personal and social skills of students by providing leadership opportunities through self-governance; and 3) promote service through the University's co-curricular programs and through community involvement.

7.38 Human Resources

Linden Hall

256-4134

The Office of Human Resources supports Rowan employees by providing essential administrative and service functions, including employee and labor relations, pension and benefits, classification and compensation, recruitment and staffing, and training programs. Also available through the Office of Human Resources is the Equal Employment Office (EEO) and American Disabilities Act (ADA) services and compliance.

7.39 Information Resources

Memorial Hall

256-4401

Services offered involve network and system services, management information services, user services, and instructional technology services. A broad based all-university steering committee works with the Associate Provost for Information Resources to provide policy and procedure oversight and planning input.

Services provided include:

Distributed Copiers: Copiers are provided for individual and departmental low volume copying in buildings throughout campus. Service is vendor provided and managed by Custom Service.

Enterprise Information Services (EIS): Responsible for maintaining the University's Enterprise Resource Planning (ERP) system (SunGard Higher Education's BANNER product); for developing and maintaining adjunct programs and ancillary systems required outside the ERP system to meet additional institutional information needs; for providing operations support services; and, for making available a range of printing/copying services through the Duplicating/Printing Center.

Network Administration: Campus Fiber Optic backbone and voice, data, and video distribution systems; intranet and World Wide Web systems operation; telephone system operation; equipment installation, preventive maintenance, and repair; and network security.

Workstation Administration: Windows based PCs, Macintosh, and UNIX systems and LAN systems support.

Remote Services: Internet; dial-in; and, remote video.

Duplicating/Print Center: Located in Memorial Hall, work can be transmitted electronically via a web ordering system. The following services are provided: digital printing; full color; spot color; black and white copies; scanning to PDF; variable data printing (VDP); CD

and DVD replication, with encryption option; spiral binding; thermal binding; folding; cutting; saddle stitching; perforating; scoring; mail insertion; and, envelope addressing

HELP DESK: Dial 4400 to report problems involving computer hardware, computer software, telephone equipment, telephone bills, and instructional technology equipment.

Staff Services: Telephone/Phone Mail; telephone billing; and switchboard operation. Dial campus operator to secure long distance directory information. Check on-campus telephone extension numbers via LAN or Alpha Server directories.

Student Services: Telephone/Phone Mail and Residence Hall Support.

Computer Purchase Support

Training: Provides technology-related training opportunities to Rowan staff, faculty and administration. Topics include administrative systems (Banner), productivity applications (Microsoft Office), E-mail, and other applications as needed. Maintains the Information Resources Online Training Center at <http://www.rowan.edu/irtraining>, the one-stop-shop for technology training at Rowan.

Curricular Technologies: Instructional hardware and software acquisition and courseware development.

Classroom Technologies: Smart classrooms support, Distance Learning facilities support (Glassboro and Camden campuses) and "traditional" media support.

Discipline-Specific Equipment: Installation and repair, calibration and repair.

College-Based Services: Business College consultant, Engineering College consultant and other consultants to be determined.

Please note that the University operates its own telephone system. Students in all residence halls and apartments, as well as faculty and staff, are fully served by a wholly digital system built around Siemens (ROLM) 9751 switches. As part of the service, all users are provided with automated attendant and voice mail (Phone Mail) services. **The Rowan University administration uses Phone Mail and E-mail to circulate important, time sensitive information. It is, therefore, important, that Phone Mail and E-mail "boxes" are checked regularly and old messages deleted in order that individual and system storage capacities do not become problems.**

7.40 Institutional Effectiveness, Research and Planning

Memorial Hall

256-4146

The Office of Institutional Effectiveness, Research and Planning (IERP) is the official source for all Rowan University statistics used for assessment, state and federal reporting, and more. Through best practices in information procurement and management, IERP is here to provide your office or organization with the information that empowers decisions. Our team conducts a variety of institutional studies of interest to administrators, faculty and staff, and prepares reports required by federal and state agencies. The findings of our research and data

analysis activities, as well as an online request form for addressing specialized information needs, are available on our website at www.rowan.edu/ierp.

7.41 Instructional Technology

Memorial Hall

256-3822

The Instructional Technology unit of Information Resources supports technology mediated teaching and learning as well as academic research computing on campus. Support is provided for the University's computer labs and the TEC rooms, "Technology Enhanced Classrooms" designed to enrich class meeting time with access to multimedia resources, Internet and Web connectivity and other instructional software. Support and training are provided to faculty in support of Blackboard, the campus learning management system. Training is offered in the use of the TEC rooms and a support infrastructure is provided to assist faculty in multimedia creation, courseware design and production.

7.42 International Center

Robinson Hall

256-4105

The International Center actively supports all international initiatives at Rowan University. Through its programs and activities, the Center provides leadership and assistance to students, faculty, professionals, and the surrounding community in the areas of cultural enrichment and international education. The Center is committed to the following objectives: providing support services to Rowan students, faculty and staff engaged in international education, research, Study Abroad, and international exchange activities; coordinating and presenting internationally focused academic programs; providing support services for international students and scholars; collaborating with institutions and organizations engaged in international initiatives.

7.43 International Student Services

Robinson Hall

256-4238

The Office of International Student Services is responsible for the recruitment and admission of International Students at Rowan University. The Office provides support services for International Students and other foreign-born individuals in the University Community. It also organizes programs and promotes individual and departmental initiatives in the area of International Education.

7.44 Liberal Arts and Sciences Research and Community Service Institute

Robinson Hall

256-4525

The Research and Community Service Institute sponsors many outreach activities and courses for Continuing Education Units in a variety of disciplines. Each summer, the Institute and the associated Rowan University Center for Addiction Studies sponsors a major week-long conference featuring professionals in the areas of drug prevention and intervention. The Center is the first educational facility to offer the required courses in Domain II for those who are seeking Prevention Specialist certification. State law now requires that all prevention programs funded by the Division of Addictions be directed by a Certified Prevention Specialist.

7.45 Library

256-4800

Library services are offered through Campbell Library, the Music Library at Wilson Hall, the Special Collections and Archives and online through the Library's Web portal. Holdings include more than 350,000 books and documents, over 7,000 music recordings, and over 2,000 videos. The library also subscribes to over 100 databases, providing access to thousands of journals, many of which are full-text. Specialized resources in law, business, and the sciences also are included, as well as local, regional, and worldwide newspapers. In addition, the library has a special collection of New Jersey historical documents (the Frank Stewart Memorial Collection), which is one of the largest collections of New Jersey and in the state. A selective U.S. Government depository is located in Campbell Library.

Online library resources are available through the campus network, including wireless access in the Campbell Library. Workstations for network access to library resources are located in the libraries, including a 30-station PC lab in the Campbell Library for library instruction and shared Rowan community use. Resources across the state, region, and country are available through resource sharing services and arrangement with various consortia.

On-line access to the library's services and resources is provided through a state-of-the-art network. The libraries are equipped with computer labs and a digital media center available to the student during most library hours. Access to resources across the state, region, and country are available through resource sharing services and arrangement with various consortia.

7.46 Mail Room

Chamberlain Student Center

256-4613

The Mail Room provides a comprehensive range of mail services to all areas of the University. In addition to the provision of most services traditionally available through the United States Postal Service, the Mail Room provides commercial delivery services, FAX Mail, interagency mail service (state government), intra- and inter-campus pick-up and delivery, and Duplicating Center work pick-up and delivery. Most parcels and heavy packages are sent via United Parcel Service (UPS). Overnight letters and parcels may be sent via UPS Next Day Service or the Postal Service's Express Mail service.

Operating hours of the Customer Service window during the fall and spring semesters are Monday through Friday, 8:30 am to 4:30 pm

The University provides postage only for items of official business. Outgoing official mail must have the department number shown on each envelope. The charging of costs to the University for the transmittal of personal correspondence and items is prohibited. Items of personal correspondence will be handled as a service for the convenience of students, faculty, and staff – if postage is placed upon the material.

A central facsimile machine is available in the Mail Room (Student Center) for the transmittal and receipt of official university documents and personal materials (for a fee).

7.47 Media and Public Relations

Bole Hall

256-4240

The staff of Media and Public Relations is the official public information agency of the

University. It is responsible for attracting media coverage of cultural and educational activities, scholarly achievements and advertising special events. In addition to providing information to the media, the Office publishes several newsletters targeted at internal and external audiences. Media and Public Relations is in the Division of University Relations.

7.48 Multicultural Affairs, Office of
Savitz Hall

256-4448

The Office of Multicultural Affairs (OMA) works diligently to advance and institutionalize diversity at Rowan University at both the curricular and co-curricular level. In order to achieve this, we work closely with several entities of the institution to provide cultural programming celebrating the various cultures and heritages that comprise the Rowan community.

The OMA serves as a support for those campus organizations whose membership is primarily made up by the under-represented student body of Rowan University. The office works with the various student cultural organizations to assist all participants in program development and membership growth.

The primary goals of the OMA is to assist the University and the student body in creating a functional and safe multicultural environment that allows for academic and life experiences that will benefit graduates of Rowan. It is our intent to work towards enhancing the climate of the institution so that all students, staff and faculty feel safe in expressing themselves intellectually and socially.

7.49 Network and Systems Services
Memorial Hall

256-4590

Network and Systems Services is responsible for the management of the campus telephone switches, data network infrastructure and the installation and maintenance of all technology-related equipment. Key services managed by Network and System Services include the Rowan Network servers, the Administrative Alpha servers, the campus Internet connection and the campus remote access system.

All service requests to Network and System Services are routed through the Support Desk run by Support and Design Services. The Support Desk can be reached by phone at extension 4400 or by email at support@rowan.edu.

7.50 Orientation and Student Leadership Programs
Chamberlain Student Center

256-4041

The Office of Orientation and Student Leadership Programs provides leadership for designing, planning and implementing university-wide programs and services which contribute to successful new student transition and adjustment to campus. This office has responsibility for developing collaborative, integrated and comprehensive programs for first year and transfer students. Additionally, this office, in conjunction with the Associate Vice President for Student Engagement, will be responsible for articulating a shared vision for a comprehensive university-wide student leadership initiative.

7.51 Parent and Family Connections Program
Savitz Hall

256-4596

The Rowan University Parent and Family Connections Program provides comprehensive resources and programs for parents and families designed to enhance their understanding of the University experience, support student success, and promote an appropriate role for parents and family members within the University community. This office strives to: 1) promote the inclusion of parents and families as partners in meaningful programs and events that enhance student retention; 2) provide parents and family members with timely information about University services, programs and opportunities; 3) Affirm the important role that parents and family members play in the educational lives of their students; and 4) to develop and sponsor programs, publications, and services that support parents and families.

7.52 Payroll Office
Bole Hall

256-4166

The Payroll Office is open 8:30 am - 4:30 pm Monday through Friday (Summer hours 8 am - 5 pm Monday through Thursday). The Payroll Office is responsible for the payment of all employee wages timely and accurately. Payroll processing will include the withholding for federal, state, local taxes, pension, union dues and other deductions as required by law and/or bargaining unit. Deductions for savings bonds, credit unions, recreation center, NJ charities and other deductions as are available and requested by the employee. All wages, taxes and deductions will be recorded on a pay stub for the employee's record. The Payroll Office also provides direct deposit opportunities and issues W-2 Statements at year-end. Other services maybe available, contact the Payroll Office.

The Payroll Office provides 'Time and Attendance Documents' for the reporting of all employee sick, vacation and administrative leave usage.

7.53 Provost Office
Bole Hall

256-4108

The Office of the Provost is headed by the Provost, the chief academic officer at the University. The Provost and the Provost's staff are responsible for maintaining the standards and quality of all undergraduate and graduate academic programs as well as interpreting on behalf of the University the agreements, procedures, and/or policies pertaining to the recruitment, appointment, recontracting and tenure, and promotion of academic faculty and personnel. In addition, the Office of the Provost oversees the University library, the Branch Campus in Camden, and all information resources and technologies. The Provost and staff provide fiscal oversight and leadership in developing plans for the Academic Affairs Division related to the University's mission and goals. The Provost serves as a member of the President's Cabinet and convenes the Board of Trustees Academic Affairs Sub-Committee.

The direct reports to the Provost include the Assistant Provost/Director of Institutional Research and Planning, the Associate Provost for Academic Affairs, Associate Provost for Faculty Affairs, Associate Provost for Information Resources, Associate Provost for Research, and the Deans of Business, Communication, Education, Engineering, Fine and Performing Arts, Liberal Arts and Sciences, the Camden Campus, the College of Graduate and Continuing Education and the Library, Director of Admissions, and the Director of Financial Aid.

7.52 Public Safety Department
Bole Annex

Emergency Only 256-4911
Non-Emergency 256-4922
Administrative 256-4568

The mission of Rowan University Public Safety is to enhance the quality of life by providing a secure and safe environment through professional service to the university community. Public Safety consists of six service areas: Public Safety Administration; Safety and Emergency Services; Police Services; Security Services; Parking Services; and Emergency Management.

Safety and Emergency Services includes fire prevention and life safety, environmental health and safety, occupational health and safety, safety training (blood borne pathogen, etc), automatic external defibrillator (AED) training, first aid and CPR training, emergency medical services, and communications center operations.

Police Service includes law enforcement operations, patrol, criminal investigations, and crime prevention programming, K-9 operations, accreditation efforts, policy and procedures development and uniform crime reporting. In addition, Rape Aggression Defense Training is available.

Security Services includes patrol operations, building openings and closings, special events management, recruitment and retention efforts, safe walk and ride program, oversight of the student community policing program and the student patrol operation, internal complaint investigations, and supervision of University parking. Parking information can be found in the Employee Parking Regulation, Permits, and Gate Cards section 4.11.

7.55 Purchasing Office
Memorial Hall

256-4171

The goal of the Purchasing Department is to procure and/or provide goods and services which are necessary for University operations and to do so within the framework of budget limitations and all applicable State of New Jersey Regulations. The goods and services provided are divided functionally.

The Purchasing function is a major aspect of the entire operation. The procurement of goods and services for the University's operations must be done in accordance with laws and established by the State legislature under Title 18A64-56.

Central Storeroom - University stock paper, envelopes, copier paper, and laser printer cartridges can be ordered from Central Stores. These are available for immediate delivery and are to be requested on a storeroom requisition. These items are charged to the individual departments and the requisition form must be signed by the appropriate department head or chairperson.

Materials requested are delivered to the department within 24 hours of receipt of the requisition. If an immediate need arises, the supplies can be picked up between the hours of 7:30 am and 4:00 pm. The completed and signed requisition must be presented at the time of pickup.

A catalog of items carried in the Storeroom is available upon request. Any questions relative to items in stock may be referred to extension 4611.

Purchasing from Outside Sources

The purchasing cycle begins with entering the requisition on the IA terminal. The requisition must be specific in description. It must be submitted far enough in advance to provide for required processing. The department name and number are needed to permit proper budgeting charges since the requisition cannot be processed without authoritative approval. In preparing the requisition, sources such as trade magazines, advertisements, catalogs, brochures, Internet Web pages and preliminary quotations from sales people may be used. Copies of any available data should be sent to the Purchasing Office. Specifics to consider are:

- Brand name, manufacturer, model number
- Dimensions, weight, color
- Electrical, gas and ventilation requirements
- Warranties and/or guarantees
- Grade or quality
- Accessories
- Assembled or unassembled
- Installed, spotted or platform
- Delivery
- Safety requirements
- Meets state, local and federal standards
- Meets organization and association standard

More details on the purchasing functions may be obtained by consulting the Administration and Finance Policies and Procedures Manual which may also be viewed online.

7.56 Reading Clinic

Education Hall

256-4769

The reading Clinic provides diagnostic, tutorial, and consultation services for children K-12 who are struggling with reading and writing. The services include an initial testing to determine reading levels, twenty hours of tutoring, retesting at the conclusion of clinic, and a final report with gives a full description of the testing results, tutoring sessions, and parent recommendations. Experienced reading tutors provide individualized instruction based on the results of the initial testing. Tutors work under the supervision of clinically trained reading specialists. For further information about the fees and services, contact the Reading Clinic secretary.

7.57 Registrar's Office

Savitz Hall

256-4350

The Registrar's Office maintains all official course schedules and student transcripts. Students who wish to obtain registration materials, change their schedules, obtain copies of their transcripts, obtain applications for graduation and/or certification or conduct other business regarding their academic programs should contact this office or visit our website at

<http://www.rowan.edu/registration>. Faculty who wish to submit class lists, grade sheets, change of grade forms and room assignment requests should contact the Registrar.

7.58 Research Office
Bole Hall Annex

256-5150

The Research Office works with faculty and students to develop research, scholarly, and creative activities at Rowan University. The Office includes the Office of Sponsored Programs and conducts research compliance activities by staffing the Institutional Review Board for Human Subject Research (IRB), the Institutional Animal Care and Use Committee (IACUC), and the Institutional Biosafety Committee (IBC). The Office also works to advocate the development of intellectual property and the licensing and commercialization of technology (Technology Transfer) developed by faculty and students, and it staffs the Intellectual Property Committee (IPC).

7.59 Residence Learning and University Housing
Savitz Hall

256-4266

The primary purpose of the Office of Residential Learning and University Housing is to assist and support students in the pursuit of their educational goals by working to create reasonable and responsible communities where students can interact and live on campus.

The Office of Residential Learning and University Housing is located on the first floor in Savitz Hall. The Office of Residential Learning and University Housing is responsible for community development as well as the operation of the on-campus residence halls and apartments. For additional information, you may visit www.rowan.edu/rluh. Please feel free to contact any member of our staff if you have any questions.

Mandatory Housing: It is the policy of this institution that all unmarried undergraduate full-time students, under the age of 21, whether or not emancipated, who will not be living in the residence of their parents or legal guardian, must reside in the university residential facilities until completion of their sophomore year (or four full-time semesters).

Students who wish to commute from the residence of their parents or legal guardians must live within a 40-mile radius of the institution and furnish a notarized statement of student residence confirming this.

7.60 Service Learning, Volunteerism & Community Engagement, Office of
Chamberlain Student Center

256-4595

The Office of Service Learning, Volunteerism & Community Engagement offers many opportunities for students who want to give back to the community as volunteers. There are many reasons why individuals participate in service learning and volunteerism experiences. The following are some reasons why individuals within the collegiate environment consider service learning and volunteerism important:

- Develop civic-mindedness and social responsibility
- Academic learning becomes real and relevant
- Allows individuals to see whether career choices are good ones
- Encourages individuals to examine moral and ethical issues

- Personally rewarding

7.61 Sponsored Programs Office

Bole Hall Annex

256-4058

The mission of the Office of Sponsored Programs (OSP) is to provide the Rowan University faculty with relevant information and guidance for the submission of quality proposals to federal, state, and industrial sponsors, and to provide effective stewardship of awarded funds.

In discharging this responsibility, the staff works closely with faculty and administrative staff:

- (a) To ensure that all grant proposals and applications reflect well upon the University and that all comply with the requisite federal, state and University regulations, policies and procedures, and
- (b) To improve the University development of grants, and thereby enhance the University's record of successful performance.

Roles of OSP Staff

The Office of Sponsored Programs is the only agent authorized to submit proposals and to receive awards from external funding sources on behalf of researchers at Rowan University. The OSP is a comprehensive organization that offers the faculty the convenience of working with one unified office for both pre-award and post-award functions. The OSP offers a broad array of services, including:

Pre-Award Support

- Assistance in identification of appropriate funding sources
- Review of proposal submission instructions or guidelines from funding agencies
- Budget preparation, including initial development and, if needed, re-budgeting to accommodate sponsor's increase or decrease in available funds.
- Supply of forms and identification numbers
- Assembly of proposal documents
- Submission of proposals (electronic or hard-copy)

Post-Award Support

- Fund creation in Banner
- Assistance in drafting sub-awards and other contracts
- Assistance in documenting cost sharing and matching funds
- Providing information on budget status upon request
- Monthly invoicing upon receipt of fully executed awards/contracts
- Submission of grants and contracts financial reports and fund close-out

The OSP's web-page also provides links for the following information:

- Pre-award and post-award policies, procedures and forms
- Current Facilities and Administration (F&A) rates and fringe benefits
- The OSP Newsletter is posted quarterly on the OSP webpage
- Funding opportunities
- Monthly and annual reports

OSP's goal is to enable researchers to focus on research by providing them with the administrative and management support needed to obtain and manage externally funded programs in a friendly, professional, competent and efficient manner.

7.62 Sports Information Office

Esbjornson Hall Gymnasium

256-4252

As part of the Athletics Department, Sports Information is responsible to report and promote athletics at the University through coverage in the media and cooperation with the athletic department. The office serves as a liaison with the NCAA and other organizations that require schedules, statistics and information about the University. Sports Information produces media guides, brochures and game programs as well as promotional activities for the athletic teams.

7.63 Student Activities, Office of

Chamberlain Student Center

256-4696

The Office of Student Activities (OSA) supports the mission of the Division of Student Affairs. Through constant collaboration with campus partners, the OSA plans and implements co-curricular programs for all students that are designed to stimulate personal development, create opportunities for student engagement, and contribute to building campus community.

7.64 Student Affairs, Division of

Office of the Vice President
Savitz Hall

256-4283

The Division of Student Affairs provides and supports a collaborative learning environment that promotes the education of the whole person with a global society. Student Affairs is dedicated to actively engaging students by encouraging healthy life choices, multicultural competency, personal and professional growth, campus and community involvement, civic responsibility and leadership development. As an integral partner in the educational process, Student Affairs is committed to student learning and continual improvement through ongoing assessment and review of its programs and services.

7.65 Student Enrichment and Family Connection

Chamberlain Student Center

256-4596

The Office of Student Enrichment and Family Connections serves as an umbrella for student enrichment and family engagement activities through services, programs and events that support academic excellence, personal growth and cultural competencies. Through collaborative efforts, the office seeks to implement programs with all entities of the Rowan University community. Through programs such as: parent/family orientation, welcome weekend,

homecoming/family weekend, leadership opportunities and conferences, tailored educational workshops, students and families benefit from an array of learning experiences.

7.66 Student Health Services Center

Linden Hall

256-4333

The Student Health Center strives to remove health-related barriers to learning, to promote optimal wellness, to enable students to make informed decisions about health issues, and to empower students to be self-directed and well informed health care consumers. The Student Health Center has physicians, nurse practitioners and registered nurses who provide confidential preventive care and the treatment of acute illnesses and injuries to all students who are currently enrolled at Rowan University. The Health Center actively promotes healthy choices through education outreach in a variety of programs and trainings for the University community through Rowan's "RU Ready to STEP UP?" campaign.

All incoming matriculated students must provide the Student Health Center with a complete health record that is included in the admission packet and available at our website. This packet includes Personal Health Form, Physician Exam Form, Immunization Form, Tuberculosis Screening Form and Meningitis Response Form. Failure to submit these NJ State-required forms including documentation of 2 MMR vaccines, 3 Hepatitis B vaccines (taking 12 or more credits) and a Menactra™ Meningitis Vaccine (residential students) will prevent students from living in campus housing and registering for classes. Students may receive their vaccinations at the Student Health Center for a charge to cover the cost of the vaccine. Students are responsible for the cost of medications, testing and outside specialty consultations.

New Jersey State Law requires that all matriculated full time students have health insurance coverage. These students will be automatically charged a student health insurance fee. To waive this fee the student must complete an online waiver identifying their current insurance coverage. To complete the waiver, go to www.rowan.edu/bursar, click on "Health Insurance" and follow the instructions. To learn more about student health insurance, visit www.firststudent.com. Students need to carry their insurance and prescription cards with them at all times to facilitate access to health services.

Further information and hours of operation are available on the Student Health Center website.

7.67 Student Publications

Chamberlain Student Center, Publications Suite

256-4540

Rowan University has several student publications that provide interested students the opportunity to acquire hands-on experience with the print media. Organized under the Bureau of Student Publications, these publications include: *The Whit*, the student weekly newspaper; *The Image*, the University yearbook; *Venue*, the student opinion magazine; and *Avant*, the student literary magazine. These publications are staffed and run by students who work closely with members of the faculty or professional staff who serve as advisors.

7.68 Student Recreation Center

256-4900

The Student Recreation Center staff is committed to providing exceptional programs, services, and facilities that promote and encourage a balanced, healthy lifestyle. We are dedicated to creating a safe and welcoming environment that enhances student learning and skill development, fosters enjoyment and appreciation for recreational activity, and enriches the quality of life for the Rowan Community.

The Student Recreation Center is a comprehensive recreational sports facility. The Center reflects today's emphasis on fitness and the pursuit of lifetime leisure activities. The three-story, 76,000 square-foot building houses an eight-lane swimming pool, a three-lane indoor running track, four racquetball courts and a three-court multisport gym. It also houses a cycling room, an aerobics room, fitness and free-weight room, a conference room, complete locker/shower room facilities and a juice/smoothie bar.

The administrative offices provide diverse and varied programs including informal sports, intramural sports and fitness activities for the campus community to enjoy. The Student Recreation Center is a separate entity from the Athletics Department and the fitness areas, weight room, courts and fields are intended for use by general students. Hours of operation:

| | |
|-------------------|-------------------|
| Monday – Thursday | 6 a.m. to 11 p.m. |
| Friday | 6 a.m. to 9 p.m. |
| Saturday | 8 a.m. to 8 p.m. |
| Sunday | 9 a.m. to 9 p.m. |

7.69 Student Services Center (College of Education)

Education Hall

256-4420

The Student Services Center provides students with the necessary support and guidance as they pursue their educational goals and courses through the College of Education. It is a resource that offers program advisement for current and prospective students, field placement information and assistance in applying for professional education licensure.

7.70 Tutorial Services

Academic Success Center

Savitz Hall

256-4460

The Tutoring Center offers peer tutoring in most subjects offered at the University and may be conducted in either an individual or small group mode. Tutorial services are offered to Rowan University students at no additional cost. Its purpose is to complement classroom instruction, not to replace it. Peer tutors are Rowan University students that have been recommended by a faculty member and have earned an A, A-, or B+ in subjects tutored.

Some Drop-In tutoring is offered during scheduled time periods with no appointment necessary. The current schedule can be found on the website: www.rowan.edu/studentaffairs/asc/tutoring/schedule.

7.71 University Advancement Office

Alvin Shpeen Hall

256-4095

It is the mission of the Division of University Advancement to develop, coordinate and implement goals to ensure a viable alumni and fund raising program. Specialists in each area work closely with one another to form a cohesive advancement effort. The Vice President for University Advancement is responsible for the alumni and development activities.

7.72 University Publications

Carriage House

256-4195

The Office of University Publications participates in the planning, production and implementation of major institutional print and electronic publications. The Office assists other University offices with preparing effective, professional publications for internal and external audiences. Print publications include *Rowan Today*, student recruitment material and other University material. They also handle the electronic publication of the magazine on rowanmagazine.com website. The Office's main goal is to ensure that Rowan University is perceived as an outstanding educational institution in print and electronic communication materials.

Please contact the Office if you require assistance with any of your publication projects, desktop publishing concerns, pre-print problems, logo usage and University style questions. University Publications is in the Division of University Advancement.

7.73 University Web Services

Memorial Hall

256-4410

University Web Services is responsible for providing the campus community, as well as the visiting public, with the most reliable web-enabled services available. The web team facilitates this through development, testing and implementation of both “Official” and “Un-Official” web sites and web-based applications, in accordance with the guidelines provided by the Rowan University Web Policy. Web Services provides all campus constituents with direct, tier-one level support for web sites and/or web-based applications as well as one-on-one and/or group training. The staff is on-call twenty four hours, seven days a week should problems arise. In addition to maintaining and enforcing the Rowan University Web Policy, Web Services periodically plans meetings of the Web Oversight Committee. The group works closely with the various interest groups on-campus to provide an effective marketing tool for prospective students as well as a tool of information delivery for current students, staff and faculty members. Web Services is in the Division of Academic Affairs.

7.74 Veteran’s Affairs

Savitz Hall

256-4233

Rowan University’s Office of Veteran’s Affairs works with dignity and compassion to ensure every eligible veteran, reservist/Natural Guard member and dependent person receives the education benefits to which they are entitled. We provide guidance to each student by certifying enrollment, assisting with any paperwork, payment obligations and communications with the Department of Veterans Affairs. We monitor student’s degree plans and academic progress while upholding standards for expedient administration within a multi-departmental task force including the offices of bursar, registrar, admissions, financial aid and residence life. Our staff has an open-door policy for questions and concerns, and our website offers an interactive blog

for immediate help during off hours. See www.rowan.edu/studentaffairs/asc/veterans for more information on Rowan's Veterans Affairs.

7.75 WGLS - The Campus Radio Station

Bozorth Hall

256-4311

WGLS-FM began broadcasting in 1964 when the FCC granted an FM educational license to Glassboro State College. Initially, the station was located in Bole Hall and operated at 10 watts of power. In 1976, the University allowed us to move into a much larger space in the basement of the Savitz Hall Library, and a grant from the Student Government Association allowed us to raise our power to 440 watts, convert to stereo, and upgrade the equipment. In January of 1993 we again raised the power (to 640 watts), and also raised the antenna height to 150 feet. In 1995, WGLS-FM relocated to new studios in Bozorth Hall, and a permanent home in the College of Communication. 2001 saw another power increase (to 750 watts) and an increase in antenna height (to 470 feet) when the WGLS-FM transmitter site was relocated to a new broadcast tower in Harrison Township. Today the equipment list includes professional compact disc (CD) players, traffic computers, digital computer work stations, and a remote broadcast system.

WGLS-FM is Gloucester County's only FM radio station. It operates at 89.7 MHz on the FM band, 24 hours per day, 7 days per week. With a staff of between 90 and 120 students under the supervision of General Manager, Frank Hogan, Assistant Station Manager, Derek Jones and Chief Engineer, Frank Sippel, WGLS-FM offers a wide variety of entertainment, news sports, public affairs and specialty programming. The station carries the ABC News Network, the Associated Press (AP) Wire Service and Shadow Traffic. All full and part-time Rowan University students are eligible to sign-up for training and join the station.