

Welcome to the Appalachian State University Online Policy Manual. These policies and procedures are periodically updated or revised. Efforts are made to keep this online version current. If any questions arise about the authenticity of the online version, please contact the Office of General Counsel (828-262-2751). In the event of any discrepancy between the online version and printed documents approved by the Chancellor, the printed documents shall govern. Departments have forms on their web pages and at the [ASU Electronic Forms page](#). Many departments have provided the forms related to the associated policies and procedures in Portable Document Format (.pdf). To view PDF documents, you must have Acrobat Reader installed on your computer. [Acrobat Reader](#) is available from Appalachian State University's application explorer icon on university-owned computers.

Comments, suggestions or questions regarding the Policy Manual should be directed to [Kathy Deas](#) or to the department with primary responsibility for implementation.

**:NOTE: For purposes of all Appalachian State University policies, references to SPA (subject to the State Personnel Act [former terminology]) shall be interchangeable with SHRA (subject to the State Human Resources Act [current terminology]); and references to EPA (exempt from the State Personnel Act [former terminology]) shall be interchangeable with EHRA (exempt from the State Human Resources Act [current terminology]).**

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