

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]).

Table of Contents

- [100 Governance and Administration](#)
 - ◆ [101 Policy on Policies](#)
 - ◆ [102 University Organization and Administration](#)
 - ◆ [103 Board of Trustees](#)
 - ◇ [103.1 Bylaws](#)
 - ◇ [103.2 Audit Committee Charter](#)
 - ◇ [103.3 Naming of Facilities and Programs](#)
 - ◇ [103.4 Honorary Degrees](#)
 - ◆ [104 Facility Use, Solicitation, Distribution of Printed Materials, Unscheduled Public Speaking Areas, and Peaceful Assembly](#)
 - ◆ [105 Records](#)
 - ◇ [105.1 Records Retention Schedule](#)
 - ◇ [105.2 University Archives](#)
 - ◇ [105.3 Policy Statement on the Family Educational Rights and Privacy Act of 1974, as Amended](#)
 - ◇ [105.5 Identity Theft Prevention Plan](#)
 - ◇ [105.6 Public Records Requests](#)
 - ◆ [106 Drugs and Alcohol](#)
 - ◇ [106.1 Alcoholic Beverages](#)
 - ◇ [106.2 Tailgating](#)
 - ◆ [107 Substantive Change for Accreditation Purposes](#)
 - ◆ [108 Compliance Calendar](#)
 - ◆ [109 Debt Management](#)

- ◆ 110 Discrimination, Harassment and Retaliation
- 200 Academic Affairs
 - ◆ 201 Faculty Handbook
 - ◆ 202 Undergraduate Bulletin
 - ◆ 203 Graduate Bulletin
 - ◆ 204 Buyout Policy for Externally Sponsored Projects
 - ◆ 205 Academic Integrity Code
 - ◆ 206 Final Grade Appeal Procedure
 - ◆ 207 Intellectual Property Transfer
 - ◆ 208 Export Controls Compliance
 - ◆ 209 Review of Research Involving Human Subjects
 - ◆ 210 Payments to Human Subjects
 - ◆ 211 Integrity in Scholarship and Scientific Research
 - ◆ 212 Use of Recombinant DNA in Research and Teaching Laboratories
 - ◆ 213 Care and Use of Animals for Research Teaching or Demonstration
 - ◆ 214 Credit Hour Policy
 - ◆ 215 Policy on Internet/Web-Based Courses
 - ◆ 216 Human Subject Research Recruitment
 - ◆ 217 Export Controls Compliance
 - ◆ 218 Policy on Independent Studies
 - ◆ 219 Policy on Faculty Workload
 - ◆ 220 Facilities and Administrative Cost Policy
 - ◆ 221 Fellowship Policy
- 300 Public Safety
 - ◆ 301 Police
 - ◇ 301.1 Special Services
 - ◇ 301.2 University Police Services
 - ◇ 301.3 Criminal Trespass Warning
 - ◇ 301.4 Clery Act Compliance Policy
 - ◇ 301.5 Bicycle Helmets
 - ◆ 302 Emergency Management
 - ◇ 302.1 Emergency Management Program
 - ◇ 302.2 Communication Guidelines for Emergencies and Campus Issues
 - ◇ 302.3 Emergency Operations Plan
 - ◇ 302.4 Building Emergency Plans
 - ◇ 302.5 Pandemic Infectious Disease Plan
 - ◇ 302.6 International Crisis Management
 - ◇ 302.7 Emergency Notification System
 - ◆ 303 Environmental Health and Safety
 - ◇ 303.1 Office of Occupational Safety and Health Introduction
 - ◇ 303.2 OSHA Regulations
 - ◇ 303.3 Safety Committees
 - ◇ 303.4 Personal Protective Equipment
 - ◇ 303.5 Accident Reports
 - ◇ 303.6 Safety Hazards
 - ◇ 303.7 Hazardous Communication Program
 - ◇ 303.8 Exposure Control Plan for Bloodborne Pathogens
 - ◇ 303.9 Chemical Hygiene Plan
 - ◇ 303.10 Open Flame Policy

- ◇ 303.11 Fall Protection Plan
- ◇ 303.12 Respiratory Protection Program
- ◇ 303.13 15-Seat Vans
- ◇ 303.14 Lockout/Tagout Procedures
- ◇ 303.15 Pre-Purchase Review of Products
- ◇ 303.16 Hazardous Chemical Spill Response
- ◇ 303.17 Automated External Defibrillator Protocol
- ◇ 303.18 Safety Inspections
- ◇ 303.19 Fire Prevention and Emergency Action
- ◇ 303.20 Industrial Hygiene Assistance Request Form
- ◇ 303.21 Emergency Telephone Numbers
- ◇ 303.22 Radiation Safety Manual
- ◇ 303.23 Confined Space Program
- ◇ 303.24 Animals On Campus
- ◇ 303.25 Tobacco and Related Product Restrictions on University Property
- ◇ 303.26 Unmanned Aircraft Systems Policy
- ◆ 304 Parking and Traffic
 - ◇ 304.1 Rules and Regulations
- 400 Students
 - ◆ 401 Student Conduct
 - ◇ 401.1 Code of Student Conduct
 - ◇ 401.2 Harassment and Discrimination See Policy #110
 - ◇ 401.3 Student Abuse of Alcohol and Other Drugs
 - ◆ 402 Student Organizations
 - ◇ 402.1 Organizational Student Conduct Policy
 - ◇ 402.2 Student Organization Web Sites
 - ◇ 402.3 Recognized Student Organization Food Sales
 - ◆ 403 Student Health
 - ◇ 403.1 Administrative Health Officer
 - ◇ 403.2 Rendering Assistance to Students Who Have Attempted Suicide or Who Exhibit Other Life-Threatening Behaviors
 - ◇ 403.3 Medical Withdrawals
 - ◇ 403.4 Student Death Policy
 - ◇ 403.5 Awarding Degrees Posthumously
 - ◆ 404 Housing
 - ◇ 404.1 Right of Entry/Search and Seizure
 - ◆ 405 Miscellaneous Student Policies
 - ◇ 405.1 Tunnel Painting
- 500 Business Operations
 - ◆ 501 Accounting
 - ◇ 501.1 Payments to Students
 - ◇ 501.2 Account Numbers
 - ◇ 501.3 Accounting Terminology
 - ◇ 501.4 Funds Verification and Encumbrance Control
 - ◇ 501.5 Budget and Expenditure Reports
 - ◇ 501.6 Intracampus Billing
 - ◇ 501.7 Departmental Bookkeeping
 - ◇ 501.8 Contractual Obligations of University Services
 - ◇ 501.9 Disbursements

- ◇ 501.10 Direct Payments Policy
- ◇ 501.11 Purchases Through Petty Disbursing Funds
- ◇ 501.12 Backup Withholding Requirements Policy
- ◇ 501.13 Fund/Organization (ORG) Administration
- ◇ 501.14 New Vendor Set Up for Banner Finance
- ◇ 501.15 Journal Entry Guidelines
- ◇ 501.16 Basic Spending Guidelines by Fund Source
- ◇ 501.17 Fixed Asset System
- ◇ 501.18 Taxation of Gifts
- ◇ 501.19 International and Domestic Wire Transfer
- ◇ 501.20 Honorariums
- ◆ 502 Bookstore
 - ◇ 502.1 Textbook Department
 - ◇ 502.2 Merchandise Department
 - ◇ 502.3 Paperback Department
 - ◇ 502.4 Sporting Goods Department
 - ◇ 502.5 Returned Checks
 - ◇ 502.6 Desk Copies
 - ◇ 502.7 Textbook Rental Policy
 - ◇ 502.8 Departmental Charges
- ◆ 503 University Treasurer
 - ◇ 503.1 State Policies Regarding the Receipt of Funds
 - ◇ 503.2 Receipting and Depositing Funds
 - ◇ 503.3 Collection of Cash Outside University Cashier's Office
 - ◇ 503.4 Storage and Safeguarding of Funds
 - ◇ 503.5 Imprest Change Funds
 - ◇ 503.6 Collection of Accounts Receivable
 - ◇ 503.7 Collection of Checks Returned for Insufficient Funds
 - ◇ 503.8 Payment Card Services Policy
 - ◇ 503.9 Collection and Write-Off of University Accounts Receivable
- ◆ 504 Central Warehouse
 - ◇ 504.1 Warehouse Stock Items
 - ◇ 504.2 Central Receiving
 - ◇ 504.3 Central Shipping
 - ◇ 504.4 Purchasing Items from the Central Warehouse
- ◆ 505 Food Services
 - ◇ 505.1 APPCARDS
- ◆ 506 Payroll
 - ◇ 506.1 ASU Payroll Policies
 - ◇ 506.2 Manual Check Policy
 - ◇ 506.3 ME MN Banner Time Sheet Instructions
 - ◇ 506.4 Semi Monthly Payroll Instructions
 - ◇ 506.5 Payroll Direct Deposit
 - ◇ 506.6 Leave Payout Procedure
 - ◇ 506.7 Instructions for Payroll Time Entry Security Requests
- ◆ 507 Facilities and Property Management
 - ◇ 507.1 Association with other University Departments
 - ◇ 507.2 Funding and Types of Services
 - ◇ 507.3 Services Provided by the Physical Plant

- ◇ 507.4 Requests for Physical Plant Services
- ◇ 507.5 Emergency Maintenance and Repair Service
- ◇ 507.6 Renovations and Alterations
- ◇ 507.7 Key and Lock Security
- ◇ 507.8 Heating and Cooling/Environmental Control
- ◇ 507.9 Buildings and Grounds Regulations
- ◇ 507.10 University Motor Vehicles
- ◇ 507.11 Recycling Program
- ◇ 507.12 Surplus Property
- ◇ 507.13 Borrowing Computer Equipment
- ◇ 507.14 University Space Management
- ◇ 507.15 Campus Wayfinding and Signage
- ◆ 508 Post Office
 - ◇ 508.1 University Postal Service
 - ◇ 508.2 Campus Mail Service
 - ◇ 508.3 U.S. Federal Postal Contract Station
 - ◇ 508.4 Addressing Outgoing Mail
 - ◇ 508.5 United States Mail Rate Classifications
 - ◇ 508.6 Quantity Mailing
 - ◇ 508.7 Preparing Outgoing Mail
 - ◇ 508.8 Processing Bulk Mail
- ◆ 509 Purchasing
 - ◇ 509.1 Purchasing Office
 - ◇ 509.2 Purchase Authorizations
 - ◇ 509.3 Solicitation by Salesmen
 - ◇ 509.4 Product and Service Demonstrations by Vendors
 - ◇ 509.5 State Purchase Contracts
 - ◇ 509.6 Solicitation of Bids and Quotations
 - ◇ 509.7 Single Source Purchases
 - ◇ 509.8 Purchases from Commercial Vendors
 - ◇ 509.9 Changes to Purchase Orders
 - ◇ 509.10 Correspondence with Vendors
 - ◇ 509.11 Return of Merchandise to Vendors
 - ◇ 509.12 Purchases from University Facilities
 - ◇ 509.13 Emergency Purchases
 - ◇ 509.14 Blanket Purchase Orders
 - ◇ 509.15 Rental and Lease of Equipment
 - ◇ 509.16 Purchase and Rental of Office Machines
 - ◇ 509.17 Service Contracts/Maintenance Agreements
 - ◇ 509.18 Purchase or Rental of EDP and Computer Related Equipment
 - ◇ 509.19 Excise and Sales Tax
 - ◇ 509.20 Personal and Professional Service Contracts
 - ◇ 509.21 Indefinite Quantity Contracts
 - ◇ 509.22 Small Purchases
 - ◇ 509.23 Procurement Card Program
 - ◇ 509.24 Pre-Payments
- ◆ 510 Travel, Transportation, and Expense Reimbursements
 - ◇ 510.1 Travel and Expense Reimbursement Policy
 - ◇ 510.2 Accountable Plan Defined

- ◇ [510.3 Blanket Travel Authorizations](#)
- ◇ [510.4 Third Party Lodging Policy](#)
- ◇ [510.5 Travel Warning Policy](#)
- ◆ [511 Printing and Publications](#)
 - ◇ [511.1 Printing Responsibilities](#)
 - ◇ [511.2 Printing Services and Charges](#)
 - ◇ [511.3 Graphic Identity Program](#)
- ◆ [512 Budget Administration](#)
 - ◇ [512.1 Non-Appropriated Budgets](#)
- [600 Human Resources](#)
 - ◆ [601 Hiring and Separation](#)
 - ◆ [601.1 SHRA Employee Hiring](#)
 - ◇ [601.2 SHRA Employee Merit-Based Recruitment and Selection Plan](#)
 - ◇ [601.3 SHRA Employee Requesting Position Actions](#)
 - ◇ [601.4 SHRA Employee Separation from Service](#)
 - ◇ [601.5 SHRA Employee Terminating Employment](#)
 - ◇ [601.6 SHRA Grievance and Appeal](#)
 - ◇ [601.7 SHRA Employee Reduction-in-Force](#)
 - ◇ [601.8 EHRA Employees](#)
 - ◇ [601.9 Student Employees](#)
 - ◆ [602 Terms and Conditions of Employment](#)
 - ◇ [602.1 Equal Opportunity](#)
 - ◇ [602.2 Harassment, Discrimination and Retaliation See Policy #110](#)
 - ◇ [602.3 Employee Abuse of Alcohol and Other Drugs](#)
 - ◇ [602.4 Use of Software on Non-State Owned Personal Computers](#)
 - ◇ [602.5 Age Limitation for Employment and Employee Retention](#)
 - ◇ [602.6 Position Management](#)
 - ◇ [602.7 Personnel Records and Information Disclosure](#)
 - ◇ [602.8 Pay and Compensation](#)
 - ◇ [602.9 In-Range Adjustment](#)
 - ◇ [602.10 Supplemental Pay](#)
 - ◇ [602.11 Employee Responsibilities](#)
 - ◇ [602.12 Work Schedule](#)
 - ◇ [602.13 Changes Affecting Employment](#)
 - ◇ [602.14 Employee Relations](#)
 - ◇ [602.15 Employee Safety](#)
 - ◇ [602.16 Disciplinary Action, Suspension and Dismissal](#)
 - ◇ [602.17 Disciplinary Suspension Without Pay](#)
 - ◇ [602.18 Demotion](#)
 - ◇ [602.19 Pre-Disciplinary Conference](#)
 - ◇ [602.20 Appeal to State Human Resource Commission](#)
 - ◇ [602.21 Improper Relationships between Students and Employees](#)
 - ◇ [602.22 Mediation for Faculty and EHRA Administrative Personnel](#)
 - ◇ [602.23 EHRA Non-Faculty Grievances](#)
 - ◇ [602.24 Evaluating Staff Employees](#)
 - ◇ [602.25 Daylight Savings Time](#)
 - ◇ [602.26 Adverse Weather and Emergency Closing](#)
 - ◇ [602.27 EHRA Non-faculty Employment](#)

- ◇ 602.28 Critical and Essential Staff (Repealed)
- ◇ 602.29 On-Call/Emergency Callback Pay
- ◇ 602.30 Criminal Background Reports
- ◇ 602.31 EHRA Non-Faculty Performance Management
- ◇ 602.32 Workplace Violence
- ◆ 603 Benefits
 - ◇ 603.1 Leave
 - ◇ 603.2 Voluntary Shared Leave Program
 - ◇ 603.3 Insurance and Retirement Benefits
 - ◇ 603.4 Educational Opportunities
 - ◇ 603.5 Services to Employees
 - ◇ 603.6 Filing the Supervisor's Accident Report Form
 - ◇ 603.7 Filing Worker's Compensation Claims
 - ◇ 603.8 EHRA Benefits
 - ◇ 603.9 SHRA Benefits
 - ◇ 603.10 Vacation Leave
 - ◇ 603.11 Sick Leave
 - ◇ 603.12 Leave without Pay Administration
 - ◇ 603.13 Holiday Leave Administration
 - ◇ 603.14 FMLA Leave Administration
 - ◇ 603.15 Family Illness Leave Administration
 - ◇ 603.16 Community Service Leave
 - ◇ 603.17 Military Service Leave and Differential Pay Procedures
 - ◇ 603.18 Emergency Loan Fund
- ◆ 604 Conflicts of Interest and Commitment
 - ◇ 604.1 Dual Employment
 - ◇ 604.2 Processing Dual Employment Assignments
 - ◇ 604.3 External Professional Activities of Faculty and Other Professional Staff
 - ◇ 604.4 Secondary Employment
 - ◇ 604.5 Staff (SHRA) Employee Request for Approval to Engage in Outside Work
 - ◇ 604.6 Conflict of Interest and Commitment
 - ◇ 604.7 Political Activities and Public Office Holding
- 700 Athletics
 - ◆ 701 Department of Athletics Policies and Procedures Manual
 - ◆ 702 Trademark/Service Mark Licensing
- 800 University Communications
 - ◆ 801 Responses to Requests
 - ◇ 801.1 Requests for Public Records
 - ◇ 801.2 Media Inquiries
 - ◇ 801.3 Subpoenas
- 900 Information Technology
 - ◆ 901 Use of Computers and Data Communications
 - ◆ 902 Statement of Confidentiality
 - ◆ 903 Information Security Policy
 - ◆ 904 Web Accessibility Standards
 - ◆ 905 Computer Lab Policies and Procedures
 - ◆ 906 Computer Purchasing Options
 - ◆ 907 Open Servers VLAN Policy
 - ◆ 908 Remote Access Policy

- ◆ 909 Network Risk Assessment Policy
- ◆ 910 Standards for Purchasing Classroom Technology Equipment
- ◆ 911 Trusted Access Policy
- ◆ 912 Virtual Private Network (VPN) Policy
- ◆ 913 General Web Standards
- ◆ 914 Wireless Networking Policy and Process
- ◆ 915 E-Mail As Official Means of Communication
- 1000 Audits
 - ◆ 1001 Financial and Operational Audits
 - ◆ 1002 Information Systems Audits
 - ◆ 1003 Bank Accounts, Cash Funds, and Investments
 - ◆ 1004 Accounting Systems and Procedures
 - ◆ 1005 Audit Follow-Up Policy