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
    • 105.4 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

200 Academic Affairs
  • 201 Faculty Handbook
  • 202 Undergraduate Bulletin
  • 203 Graduate Bulletin
  • 204 Academic Governance Handbook
  • 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 Buyout Policy for Externally Sponsored Projects

300 Public Safety
  • 301 Police
    • 301.1 Special Services
    • 301.2 University Police Services
    • 301.3 Criminal Trespass Warning
    • 301.4 2015 Campus Security and Fire Safety Annual Report
    • 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 Response Plan Template
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

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
401.3 Student Abuse of Alcohol and Other Drugs

402 Student Organizations
402.1 Student Organization Judicial Review/Discipline Process
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 Budget Administration
501.2 Non-Appropriated Budgets
501.3 Account Numbers
501.4 Accounting Terminology
501.5 Funds Verification and Encumbrance Control
501.6 Budget and Expenditure Reports
501.7 Intracampus Billing
501.8 Departmental Bookkeeping
501.9 Contractual Obligations of University Services
501.10 Collection and Write-Off of University Accounts Receivable
501.11 Disbursements
501.12 Direct Payments Policy
501.13 Purchases Through Petty Disbursing Funds
501.14 Backup Withholding Requirements Policy
501.15 Fund/Organization (ORG) Administration
501.16 New Vendor Set Up for Banner Finance
501.17 Journal Entry Guidelines
501.18 Basic Spending Guidelines by Fund Source
501.19 Fixed Asset System
501.20 Taxation of Gifts
501.21 International and Domestic Wire Transfer
501.22 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 Cashier
- 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

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
• 509.25 Payments to Students

• 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

• 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
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
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 EPA 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