### 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

### 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