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
- 222 Global Learning Management System 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 Multi-Passenger Vehicles
    - 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
    - 303.27 Theatrical Simulated Firearms Policy
304 Parking and Traffic
   304.1 Rules and Regulations

400 Students
401 Code of Student Conduct
   401.2 Harassment and Discrimination See Policy #110

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
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