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
    - 105.4 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
  - 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
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
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
  510.6 International Travel Insurance
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
- 913 General Web Standards
- 914 Wireless Networking Policy and Process
- 915 E-Mail As Official Means of Communication
- 916 Information Technology Governance Policy

- 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