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 Anita McGowan at mcgowanak@appstate.edu 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
  - 105 Records
    - 105.1 Record Retention Policy
    - 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 and Harassment
  - 111 Protection of Minors
    - 111.1 Minors on Campus
    - 111.2 Reporting Suspected Child Abuse and Neglect
  - 112 Sex-Based Misconduct
  - 113 Chalking
  - 114 Equal Opportunity
  - 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
223 Campus Survey 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
  302.8 Face Coverings in Response to COVID-19
  302.9 Symptom Screening in Response to COVID-19
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

406 Student Withdrawal
  - 406.1 Withdrawal Policy

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
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 Travel Warning Policy
   510.3 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 See Policy #114
- 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
- 602.33 Sponsorship of Employees For United States Permanent Residence

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