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 the Office of General Counsel at ogc@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 Policy Statement on the Family Educational Rights and Privacy Act of 1974, as Amended
    - 105.3 Identity Theft Prevention Plan
    - 105.4 Public Records Requests
  - 106 Drugs and Alcohol
    - 106.1 Alcoholic Beverages
    - 106.2 Tailgating
  - 107 Substantive Change for Accreditation Purposes
  - 108 Equal Opportunity
  - 109 Debt Management
  - 110 Discrimination and Harassment
  - 111 Protection of Minors
    - 111.1 Protection of Minors
    - 111.2 Reporting Suspected Child Abuse and Neglect
  - 112 Sex-Based Misconduct
  - 113 Chalking
- 200 Academic Affairs
  - 201 Faculty Handbook
  - 202 Fellowship Policy
  - 203 Global Learning Management System Policy
  - 204 Buyout Policy for Externally Sponsored Projects
  - 205 Academic Integrity Code
  - 206 Campus Survey Policy
  - 207 Intellectual Property Transfer
  - 208 Facilities and Administrative Cost Policy
  - 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
• 300 Public Safety
  • 301 Police
    ■ 301.1 Criminal Trespass Warning
    ■ 301.2 Clery Act Compliance Policy
    ■ 301.3 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
• 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
  ■ 304.2 Use of Skateboards and Similar Devices
• 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 Management and Use of University Funds
- 501.7 Departmental Bookkeeping
- 501.17 Fixed Asset System

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

503 Budget Administration

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 Campus Dining
  - 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 Motor Vehicle Management
- 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 to Destinations of Elevated Risk
510.3 International Travel Insurance
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 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
602.34 Non-Salary and Deferred Compensation
602.35 Employee Relocation Expenses

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
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 Media Requests

900 Information Technology
901 Information Technology Governance Policy
902 Data Governance
903 Information Security Policy
904 Infrastructure and Architecture Policy
905 Identity and Access Management Policy
906 Acceptable Use of Computing and Electronic Resources Policy
907 General Web Standards
908 E-Mail As Official Means of Communication
909 Statement of Confidentiality