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
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
  - 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 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
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
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 Acceptable Use of Computing and Electronic Resources Policy
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
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