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 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 Alcohol at University Events
    - 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 Protection of Minors
      - 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 Hours
215 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
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

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 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

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
- 512 Budget Administration
- 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