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
    - 105.5 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 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
  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
- 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
- **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
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 Web Accessibility Standards
910 Statement of Confidentiality
- **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