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
    - 105.4 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, 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
- 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
- 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
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 SHRA Employee Hiring
   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