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 Anita McGowan at mcgowanak@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, Solicitation, Distribution of Printed Materials, Unscheduled Public Speaking Areas, and Peaceful Assembly
  - 105 Records
    - 105.1 Records 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 Alcoholic Beverages
    - 106.2 Tailgating
  - 107 Substantive Change for Accreditation Purposes
  - 108 Compliance Calendar
  - 109 Debt Management
  - 110 Discrimination and Harassment
- **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
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 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

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 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