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 Alcoholic Beverages
    - 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
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
    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 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
  - 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 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
603.1 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
604.1 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