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]).
Health and Safety

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
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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
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  - 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
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    - 503.6 Collection of Accounts Receivable
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    - 503.9 Collection and Write-Off of University Accounts Receivable
  - 504 Central Warehouse
    - 504.1 Warehouse Stock Items
    - 504.2 Central Receiving
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  - 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
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- 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
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509 Purchasing
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- 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
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- 602.3 Employee Abuse of Alcohol and Other Drugs
- 602.4 Use of Software on Non-State Owned Personal Computers
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  • 906 Acceptable Use of Computing and Electronic Resources Policy
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  • 1002 Information Systems Audits
  • 1003 Bank Accounts, Cash Funds, and Investments
  • 1004 Accounting Systems and Procedures
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