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
    - 105.5 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, 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
  - 208 Export Controls Compliance
  - 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

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 15-Seat Vans
  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
304 Parking and Traffic
  304.1 Rules and Regulations

400 Students
401 Code of Student Conduct
  401.2 Harassment and Discrimination See Policy #110
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
506.2 Manual Check Policy
506.3 ME MN Banner Time Sheet Instructions
506.4 Semi Monthly Payroll Instructions
506.5 Payroll Direct Deposit
506.6 Leave Payout Procedure
506.7 Instructions for Payroll Time Entry Security Requests

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

- 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
    - 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 Requests for Public Records
  - 801.2 Media Inquiries
  - 801.3 Subpoenas

900 Information Technology
- 901 Use of Computers and Data Communications
- 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
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