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
601.1 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