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
  - 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 Minors on Campus
    - 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
    - 302.9 Symptom Screening 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
- 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 Travel Warning Policy
  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

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