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
222 Global Learning Management System 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

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 Receiving 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
- 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
  - 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
- 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
402.1 Improper Relationships between Students and Employees
402.2 Mediation for Faculty and EHRA Administrative Personnel
402.3 EHRA Non-Faculty Grievances
402.4 Evaluating Staff Employees
402.5 Daylight Savings Time
402.6 Adverse Weather and Emergency Closing
402.7 EHRA Non-faculty Employment
402.8 Critical and Essential Staff (Repealed)
402.9 On-Call/Emergency Callback Pay
402.10 Criminal Background Reports
402.11 EHRA Non-Faculty Performance Management
402.12 Workplace Violence
402.13 Sponsorship of Employees For United States Permanent Residence

403 Benefits
403.1 Leave
403.2 Voluntary Shared Leave Program
403.3 Insurance and Retirement Benefits
403.4 Educational Opportunities
403.5 Services to Employees
403.6 Filing the Supervisor's Accident Report Form
403.7 Filing Worker's Compensation Claims
403.8 EHRA Benefits
403.9 SHRA Benefits
403.10 Vacation Leave
403.11 Sick Leave
403.12 Leave without Pay Administration
403.13 Holiday Leave Administration
403.14 FMLA Leave Administration
403.15 Family Illness Leave Administration
403.16 Community Service Leave
403.17 Military Service Leave and Differential Pay Procedures
403.18 Emergency Loan Fund

404 Conflicts of Interest and Commitment
404.1 Dual Employment
404.2 Processing Dual Employment Assignments
404.3 External Professional Activities of Faculty and Other Professional Staff
404.4 Secondary Employment
404.5 Staff (SHRA) Employee Request for Approval to Engage in Outside Work
404.6 Conflict of Interest and Commitment
404.7 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 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