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 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
  - 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
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