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
    - 105.4 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 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
  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

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
  - 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
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 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