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
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 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