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.

Comments, suggestions or questions regarding the Policy Manual should be directed to the Office of General Counsel at ogc@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 Contracts and Delegation of Signature Authority
    - 102.1 Legal Services Policy
  - 103 Board of Trustees
    - 103.1 Bylaws
    - 103.3 Naming of Facilities and Programs
    - 103.4 Honorary Degrees
  - 104 Facility Use
  - 105 Records
    - 105.1 Record Retention Policy
    - 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 Alcohol at University Events
    - 106.2 Tailgating
  - 107 Substantive Change for Accreditation Purposes
  - 108 Equal Opportunity
  - 109 Debt Management
  - 110 Discrimination, Harassment, Retaliation and Sex-Based Misconduct
  - 111 Protection of Minors
    - 111.1 Protection of Minors
    - 111.2 Reporting Suspected Child Abuse and Neglect
  - 113 Chalking
- 200 Academic Affairs
  - 201 Faculty Handbook
  - 204 Buyout Policy for Externally Sponsored Projects
  - 205 Academic Integrity Code
  - 207 Intellectual Property Transfer
  - 209 Research Involving Human Subjects
  - 211 Research Misconduct
  - 212 Use of Recombinant DNA in Research and Teaching Laboratories
  - 213 Care and Use of Animals for Research Teaching or Demonstration
  - 214 Credit Hours
  - 215 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
222 Global Learning Management System Policy
223 Campus Survey Policy
300 Public Safety
301 Police
   301.3 Criminal Trespass Warning
   301.4 Clery Act Compliance Policy
   301.5 Bicycle Helmets
   301.6 University Security Camera Policy
302 Emergency Management
   302.1 Emergency Management Program
   302.4 Building Emergency Plans
   302.7 Emergency Notification System
303 Environmental Health and Safety
   303.1 Office of Occupational Safety and Health Introduction
   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
   303.22 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
   303.28 Controlled Substance Research Policy
   303.29 Laboratory Safety Policy
304 Parking and Traffic
   304.1 Rules and Regulations
   304.2 Use of Skateboards and Similar Devices
400 Students
401 Code of Student Conduct
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
   403.4 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
407 Military Call to Service
500 Business Operations
501 Management and Use of University Funds
603 Benefits
- 603.4 Tuition Waiver
- 603.5 Tuition Reimbursement
- 603.6 Filing the Supervisor's Accident Report Form
- 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
- 604.3 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

900 Information Technology
- 901 Information Technology Governance Policy
- 902 Data Governance
- 903 Information Security Policy
- 904 Infrastructure and Architecture Policy
- 905 Identity and Access Management Policy
- 906 Acceptable Use of Computing and Electronic Resources Policy
- 908 E-Mail As Official Means of Communication
- 909 Digital Accessibility
- 910 Statement of Confidentiality
- 911 Privacy and Confidentiality of Individually Identifiable Health Care Information under HIPAA