Policy Manual

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 Organization and Administration
    - 102.1 University Contracts and Delegation of Signature Authority
    - 102.2 Legal Services Policy
  - 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
  - 105 Records
    - 105.1 Record Retention Policy
    - 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 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
  - 112 Title IX and Sex/Gender-Based Misconduct See Policy #110
  - 113 Chalking
- 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 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
221 Fellowship Policy
222 Global Learning Management System Policy
223 Campus Survey 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
  301.6 University Security Camera Policy

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
  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
  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

- 406 Student Withdrawal
  - 406.1 Withdrawal Policy

- 407 Military Call to Service

- 500 Business Operations
  - 501 Management and Use of University Funds
    - 501.7 Departmental Bookkeeping
    - 501.17 Fixed Asset System
  - 502 Bookstore
  - 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 Campus Dining
    - 505.1 APPCARDS
    - 505.2 Catering Service and Special Events
  - 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 Motor Vehicle Management
    - 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
  - 509 Purchasing
    - 509.1 Purchasing Office See Policy #509
    - 509.2 Purchase Authorizations See Policy #509
    - 509.3 Solicitation by Salesman See Policy #509
    - 509.4 Product and Service Demonstrations by Vendors See Policy #509
509.5 State Purchase Contracts See Policy #509
509.6 Solicitation of Bids and Quotations See Policy #509
509.7 Single Source Purchases See Policy #509
509.8 Purchases from Commercial Vendors See Policy #509
509.9 Changes to Purchase Orders See Policy #509
509.10 Correspondence with Vendors See Policy #509
509.11 Return of Merchandise to Vendors See Policy #509
509.12 Purchases from University Facilities See Policy #509
509.13 Emergency Purchases See Policy #509
509.14 Blanket Purchase Orders See Policy #509
509.15 Rental and Lease of Equipment See Policy #509
509.16 Purchase and Rental of Office Machines See Policy #509
509.17 Service Contracts/Maintenance Agreements See Policy #509
509.18 Purchase or Rental of EDP and Computer Related Equipment See Policy #509
509.19 Excise and Sales Tax See Policy #509
509.20 Personal and Professional Service Contracts See Policy #509
509.21 Indefinite Quantity Contracts See Policy #509
509.22 Small Purchases See Policy #509
509.23 Procurement Card Program See Policy #509
509.24 Pre-Payments See Policy #509

510 Travel, Transportation, and Expense Reimbursements
510.1 Travel and Expense Reimbursement Policy
510.2 Travel to Destinations of Elevated Risk
510.3 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
601.10 Administrative Separation/Retreat to Faculty Position

602 Terms and Conditions of Employment
602.1 Equal Opportunity See Policy #108
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
602.34 Non-Salary and Deferred Compensation
602.35 Employee Relocation Expenses
602.36 Flexible Work Arrangements
603 Benefits
603.1 Leave
603.2 Voluntary Shared Leave Program
603.3 Insurance and Retirement Benefits
603.4 Tuition Waiver
603.5 Tuition Reimbursement
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
603.19 Services to Employees
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 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
907 General Web Standards
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
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