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
- 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 Accounts Receivable
  - 503.3 Collection of Cash Outside University Cashier's Office
  - 503.4 Storage and Safeguarding of Funds
  - 503.5 Imprest Change Funds
  - 503.7 Collection of Checks Returned for Insufficient Funds
  - 503.8 Payment Card Services Policy
- 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
  - 507.2 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
- 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
- 512 Budget Administration
- 600 Human Resources
  - 601 Hiring and Separation
    - 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
    - 601.10 Administrative Separation/Retreat to Faculty Position
  - 602 Terms and Conditions of Employment
    - 602.3 Employee Abuse of Alcohol and Other Drugs
    - 602.4 Use of Software on Non-State Owned Personal Computers
    - 602.10 Supplemental Pay
    - 602.16 Disciplinary Action, Suspension and Dismissal
    - 602.21 Improper Relationships between Students and Employees
    - 602.23 EHRA Non-Faculty Grievances
    - 602.26 Adverse Weather and Emergency Closing
    - 602.29 On-Call/Emergency Callback Pay
    - 602.30 Criminal Background Reports
    - 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
602.37 University Volunteers

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