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**
  - **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
   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 Salesmen 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
601.4 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
602.1 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
602.10 Supplemental Pay
602.16 Disciplinary Action, Suspension and Dismissal
602.21 Improper Relationships between Students and Employees
602.23 EHRA Non-Faculty Grievances
602.24 Evaluating Staff Employees
602.26 Adverse Weather and Emergency Closing
602.28 Critical and Essential Staff (Repealed)
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

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

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