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 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
  - 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 and Harassment
  - 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
    - 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
- 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 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

  - 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
- Improper Relationships between Students and Employees
- Mediation for Faculty and EHRA Administrative Personnel
- EHRA Non-Faculty Grievances
- Evaluating Staff Employees
- Daylight Savings Time
- Adverse Weather and Emergency Closing
- EHRA Non-faculty Employment
- Critical and Essential Staff (Repealed)
- On-Call/Emergency Callback Pay
- Criminal Background Reports
- EHRA Non-Faculty Performance Management
- Workplace Violence
- Sponsorship of Employees For United States Permanent Residence
- Non-Salary and Deferred Compensation
- Employee Relocation Expenses
- Flexible Work Arrangements
- 603 Benefits
  - Leave
  - Voluntary Shared Leave Program
  - Insurance and Retirement Benefits
  - Tuition Waiver
  - Tuition Reimbursement
  - Filing the Supervisor's Accident Report Form
  - Filing Worker's Compensation Claims
  - EHRA Benefits
  - SHRA Benefits
  - Vacation Leave
  - Sick Leave
  - Leave without Pay Administration
  - Holiday Leave Administration
  - FMLA Leave Administration
  - Family Illness Leave Administration
  - Community Service Leave
  - Military Service Leave and Differential Pay Procedures
  - Emergency Loan Fund
  - Services to Employees
- 604 Conflicts of Interest and Commitment
  - Dual Employment
  - Processing Dual Employment Assignments
  - External Professional Activities of Faculty and Other Professional Staff
  - Secondary Employment
  - Staff (SHRA) Employee Request for Approval to Engage in Outside Work
  - Conflict of Interest and Commitment
  - Political Activities and Public Office Holding
- 700 Athletics
  - Department of Athletics Policies and Procedures Manual
  - Trademark/Service Mark Licensing
- 800 University Communications
  - Responses to Requests
  - Media Requests
- 900 Information Technology
  - Information Technology Governance Policy
  - Data Governance
  - Information Security Policy
  - Infrastructure and Architecture Policy
  - Identity and Access Management Policy
  - Acceptable Use of Computing and Electronic Resources Policy
  - General Web Standards
  - E-Mail As Official Means of Communication
  - Digital Accessibility
  - Statement of Confidentiality
  - Privacy and Confidentiality of Individually Identifiable Health Care Information under HIPAA
- 1000 Audits
  - 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