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
    - 105.4 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
501.1 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