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
    602.26 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