



Applies to:

Responsible Office (required)

Name of Responsible Office

POLICY (required)

Issued: MM/DD/YYYY (required for all policies)
Revised: MM/DD/YYYY (required when there is a revision and remains on the policy until the next revision)
Edited: MM/DD/YYYY (required for an edit)
Reviewed: MM/DD/YYYY (substitutes for the last "revised" date, which gets moved to the history section)

[Short general descriptive paragraph.]

Purpose of the Policy (required; include regulatory or legislative references)

[Short general descriptive paragraph.]

Table of Contents (optional; suggested for documents 8-10 pages or longer; use table of contents function)

POLICY 1
Purpose of the Policy 1
Definitions 1
Policy Details 1
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Definitions (optional; suggested for terms that have specialized meaning in the policy; terms should be formatted in bold the first time they appear in the document)

Table with 2 columns: Term, Definition

Policy Details (optional)

- I. Example level one
A. Example level two
1. Example level three
a. Example level four
i. Example level five

PROCEDURE (required)

Issued: MM/DD/YYYY (required for all policies)
Revised: MM/DD/YYYY (required when there is a revision and remains on the policy until the next revision)
Edited: MM/DD/YYYY (required for an edit)
Reviewed: MM/DD/YYYY (substitutes for the last "revised" date, which gets moved to the history section)



Applies to:

- I. Example level one
 - A. Example level two
 - 1. Example level three
 - a. Example level four
 - i. Example level five

Responsibilities (required; number responsibilities if more than one for any position or office)

Position or Office	Responsibilities

Resources (required for any resource referenced in the policy; divide into subcategories if possible, to help the user [e.g. forms, letters, websites, etc.])

[List resources alphabetically within subcategory.]

Contacts (required)

Subject	Office	Telephone	E-mail/URL
			xxx@osu.edu xxx.osu.edu/xxx

History (required)

All changes must be listed chronologically in the format below, including all edits and reviews. Note when the policy name or number changes. Note the Board of Trustees resolution number and date if board action was taken. Note if a revision date is exclusively for the policy section or the procedure section.

- Issued: MM/DD/YYYY
- Revised: MM/DD/YYYY
- Edited: MM/DD/YYYY
- Revised: MM/DD/YYYY (e.g., procedure section only)
- Edited: MM/DD/YYYY
- Edited: MM/DD/YYYY
- Edited: MM/DD/YYYY
- Reviewed: MM/DD/YYYY

[Template updated 09/01/2016]