Policy Name, ##
University Policy

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 here until the next revision)
Edited: MM/DD/YYYY (required for an edit)
Reviewed: MM/DD/YYYY (substitutes for the last “revised” or “edited” date, which continues to appear in History section)

[Short, general, descriptive paragraph or two about the policy including university value(s) underlying policy.]

Purpose of the Policy (required; include regulatory or legislative references)
[Short, general purpose statement (e.g., To provide/establish/promote…)]

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

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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>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
</table>

Policy Details (optional; use outline format below including imbedded Word styles)

I. Example Level One
   A. Example level two
      1. Example level three
         a. Example level four
         i. Example level five

PROCEDURE (required; use outline format below including imbedded Word styles)
Issued: MM/DD/YYYY (required for all policies)
Revised: MM/DD/YYYY (required when there is a revision and remains here until the next revision)
Edited: MM/DD/YYYY (required for an edit)
Reviewed: MM/DD/YYYY (substitutes for the last “revised” or “edited” date, which continues to appear in 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)*

<table>
<thead>
<tr>
<th>Position or Office</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Resources *(required for any resource referenced in the policy, optional for others; divide into subcategories as appropriate to help the user—forms, university policies, governance docs, additional guidance, etc.; list resources alphabetically within subcategories)*

Forms

- Form 1, URL
- Form 2, URL
- Form 3, URL

University Policies, [policies.osu.edu](http://policies.osu.edu)
- Policy 1, URL
- Policy 2, URL
- Policy 3, URL

Governance Documents

- Guidelines, URL
- Law/Regulation, URL
- Policy, URL *(if no University Policies subcategory)*
- Standards, URL
- University Rule, URL

Additional Guidance

- FAQs, URL
- Sample Materials, URL
- Training, URL

Contacts *(required)*

<table>
<thead>
<tr>
<th>Subject</th>
<th>Office</th>
<th>Telephone</th>
<th>E-mail/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:xxx@osu.edu">xxx@osu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>xxx.osu.edu/xxx</td>
</tr>
</tbody>
</table>

History *(required)*

- Issued: MM/DD/YYYY
- Revised: MM/DD/YYYY
- Approved by University Senate, mm/dd/yyyy; Approved by BOT, mm/dd/yyyy, Resolution #xx-xx *(if applicable)*
- Edited: MM/DD/YYYY
- Interim Revised: MM/DD/YYYY
- Renamed *New Name* *(if applicable)*
- Revised: MM/DD/YYYY
- Procedure section only *(if applicable)*
- Revised: MM/DD/YYYY
- Minor revision *(if applicable)*