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 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 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…)]

**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>
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**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" 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)

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

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

Forms
   Form 1, URL
   Form 2, URL
   Form 3, URL

Governance Documents
   Name of Policy, URL
   Faculty Rule, URL
   Name of Handbook or Standard, URL
   Name of Guidelines, 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> xxx.osu.edu/xxx</td>
</tr>
</tbody>
</table>

History (required)

Issued: MM/DD/YYYY
Revised: MM/DD/YYYY, BOT Resolution No. ####-#### (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)
Edited: MM/DD/YYYY
Edited: MM/DD/YYYY
Reviewed: MM/DD/YYYY

[Template updated 07/9/2018]