



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)

POLICY 1
Purpose of the Policy 1
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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; 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)
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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, 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

- 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)

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

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)



Applies to:

Edited: MM/DD/YYYY
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Edited: MM/DD/YYYY
Reviewed: MM/DD/YYYY

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