Policy Name (H1: Arial 18, Bold), ##

University Policy

Applies to: [e.g., Faculty, staff, students, student employees, graduate associates, volunteers, visitors, vendors, etc. When appropriate, indicate more specific applications such as “Individuals who operate a university vehicle”. Arial 11pt]

Responsible Office (required) Name of Responsible Office (H2: Arial 14 bold)

POLICY (required)

Issued: MM/DD/YYYY (required for all policies) (Arial 10pt)
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; does not replace a “revised” or “reviewed” date)
Reviewed: MM/DD/YYYY (replaces “revised” and/or “edited” date, which continues to appear in History section)

[General, descriptive paragraph or two about the policy including university value(s) underlying policy. Times New Roman 11pt]

Purpose of the Policy (required)
[Short, general purpose statement (e.g., To set forth/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; list terms alphabetically; 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>
<tbody>
<tr>
<td>Arial 9pt</td>
<td>Arial 9pt</td>
</tr>
</tbody>
</table>

Policy Details (optional)

I. Example Level One (Times New Roman 11pt; Only the first line of each numeral (I, II, III) is capitalized in full)
   A. Example level two
      1. Example level three
         a. Example level four
            i. Example level five

PROCEDURE (required; use outline format below including built-in Word styles)

Issued: MM/DD/YYYY (required for all policies) (Arial 10pt)
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 (replaces the last “revised” or “edited” date, which continues to appear in History section)
Policy Name

University Policy

Applies to:

I. Example Level One (Times New Roman 11pt: Only the first line of each numeral (I, II, III) is capitalized in full)
   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>Arial Spt</td>
<td>Arial Spt</td>
</tr>
</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
- Policy 1, URL
- Policy 2, URL
- Policy 3, URL

Governance Documents
- 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>Arial Spt</td>
<td>Arial Spt</td>
<td><a href="mailto:xxx@osu.edu">xxx@osu.edu</a></td>
<td>xxx.osu.edu/xxx</td>
</tr>
</tbody>
</table>

History (required)

Issued: MM/DD/YYYY (Arial 10pt)
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)
Edited: MM/DD/YYYY Minor revision (if applicable)

Commented [A9]: This table summarizes the responsibilities of university offices or positions named in the sections above. In other words, this table summarizes the required actions set forth above, divided up according to who is responsible for those actions. No responsibilities may be included here that are not mentioned above.

Commented [A10]: Include the URL, but edit it to leave out the protocol (e.g., https://policies.osu.edu). Hyperlink all resources if possible.

Commented [A11]: All changes must be listed chronologically in the format indicated:
- Note when the policy name changes.
- Note the University Senate approval date if senate action taken.
- Note the Board of Trustees resolution number and date if board action taken.
- Note if a revision date is exclusively for the policy section or the procedure section.
- Note if a revision date reflects a minor revision.
- Note when a policy is issued or revised on an interim basis.