POLICY

Purpose of the Policy (required)

[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; list terms alphabetically; terms should be formatted in bold the first time they appear in the document)

Policy Details (optional; use outline format below including built-in Word styles)

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

**PROCEDURE** *(required; use outline format below including built-in 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 *(replaces the last “revised” or “edited” date, which continues to appear in History section)*

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; this table only summarizes responsibilities stated in the sections above)*

<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 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
- 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>
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<tbody>
<tr>
<td></td>
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<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>
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</tbody>
</table>
Policy Name

University Policy

Applies to:

History (required)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date Format</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Issued</td>
<td>MM/DD/YYYY</td>
<td></td>
</tr>
<tr>
<td>Revised</td>
<td>MM/DD/YYYY</td>
<td>Approved by University Senate, mm/dd/yyyy; Approved by BOT, mm/dd/yyyy, Resolution #xx-xx (if applicable)</td>
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<td>MM/DD/YYYY</td>
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<tr>
<td>Interim Revised</td>
<td>MM/DD/YYYY</td>
<td>Renamed New Name (if applicable)</td>
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<tr>
<td>Revised</td>
<td>MM/DD/YYYY</td>
<td>Procedure section only (if applicable)</td>
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<tr>
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<td>MM/DD/YYYY</td>
<td>Minor revision (if applicable)</td>
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[Template updated 05/2024]