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)

POLICY ............................................................................................................................................................................... 1
  Purpose of the Policy........................................................................................................................................................ 1
  Definitions ........................................................................................................................................................................ 1
  Policy Details .............................................................................................................................................................. 1

PROCEDURE ....................................................................................................................................................................... 1
  Responsibilities ........................................................................................................................................................... 2
  Resources .................................................................................................................................................................... 2
  Contacts ....................................................................................................................................................................... 2
  History ......................................................................................................................................................................... 2

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)

I. Example Level One
Applies to:

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 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)

<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
Revised: MM/DD/YYYY Procedure section only (if applicable)
Revised: MM/DD/YYYY Minor revision (if applicable)
Edited: MM/DD/YYYY
[Template updated 08/10/2021]