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

Apply to: [e.g., Faculty, staff, students, student employees, graduate associates, volunteers, visitors, vendors, etc. When appropriate, indicate more specific applications such as "anyone operating university owned or operated vehicles". 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)
Reviewed: MM/DD/YYYY (required for an edit)

Purpose of the Policy (required; include regulatory or legislative references)
[Short, general purpose statement (e.g., To provide/establish...). Times New Roman 11pt]

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>
<tbody>
<tr>
<td>Arial Spt</td>
<td>Arial 9 pt</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)
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)
Reviewed: MM/DD/YYYY (required for an edit)

The Ohio State University – University Policies policies.osu.edu
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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 9pt</td>
<td>Arial 9pt</td>
</tr>
</tbody>
</table>

Resources (required for any resource referenced in the policy; divide into subcategories if possible to help the user—e.g., forms, governance docs, additional guidance, etc.)
[List resources alphabetically within subcategory. Times New Roman 11pt throughout.]

Forms
- Form 1, [URL]
- Form 2, [URL]
- Form 3, [URL]

Governance Documents
- Guidelines, [URL]
- Policy, [URL]
- 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 9pt</td>
<td><a href="mailto:xxx@osu.edu">xxx@osu.edu</a></td>
<td></td>
<td></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
Edited: MM/DD/YYYY
Interim Revised: MM/DD/YYYY, Renamed New Name
Revised: MM/DD/YYYY, Procedure section only
Edited: MM/DD/YYYY
Edited: MM/DD/YYYY
Edited: MM/DD/YYYY
Reviewed: MM/DD/YYYY

[Template updated 7/9/2018]