



# 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 "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)  
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)

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

### 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)

Term	Definition
Arial 9pt	Arial 9pt

### 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 imbedded 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)

**Commented [A1]:** Contact policies@osu.edu to request a word version of the policy template without instructions.

**Commented [A2]:** Each Header within the template maps to a Heading style in the top bar on the "Home" tab of the document



The appropriate headers are built into the template. To check a heading style within the template, click into the text and note the heading style that is highlighted with a grey box in the top bar on the "Home" tab. When headings are properly maintained, policies are ADA compliant and accessible.

**Commented [A3]:** The VP unit that issues and maintains the policy. The Responsible Office develops the policy and is accountable for accuracy of its subject matter, implementation, and timely review.

**Commented [A4]:** Include only the original issue date and the most recent Revision, Edit, or Review & Confirm Current date. These dates may be unique from the ones at the top of the Procedures section. (The full list of all updates is maintained in the History section at the end of the policy.)

**Commented [A5]: Accessibility Tip #1:** If you are adding or removing a section in the template (such as the TOC), the spacing may change. To improve the accessibility of your policy, please do not use the Enter key to create new lines between sections. Instead, go to the Home tab and select the "Line and Paragraph Spacing" option (see yellow highlighted icon below). Then select "Add Space Before/After Paragraph" as appropriate.

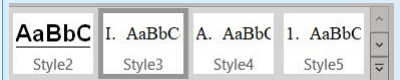
**Accessibility Tip #2:** Selecting the paragraph icon (see blue box below) under the Home tab will allow you to see if there are extra "Enters" in your policy.



Removing extra "Enters" will prevent assistive screen readers from reading each "Enter" aloud throughout the document.

**Commented [A6]:** POLICY DETAILS expand on the "Policy" statement above by describing what is required or expected of those to whom the policy applies. State the requirements, conditions, or restrictions that apply. Exclusions (units, persons, and/or situations not governed by the policy) and exceptions (instances in which units, individuals, etc., may apply for an exception to the application of the policy) should also be listed in the Policy Details. (The actual steps that are necessary to implement the policy and any exceptions process are covered in the Procedures section below, not here.)

**Commented [A7]:** Each layer within the Policy Details and Procedure sections maps to a set Style in the top bar on the "Home" tab.



Please use the embedded styles consistently throughout these sections and do not use the Ruler bar to change spacing or other aspects of formatting.

**Commented [A8]:** PROCEDURES explain how to effectively implement, administer, and comply with the policy. Outline the processes that need to be followed to comply with the policy. Procedures are *not* suggested guidelines, but instead are mandatory requirements for how the policy is to be implemented.



# Policy Name, ## University Policy

Applies to:

Reviewed: MM/DD/YYYY (substitutes for the last "revised" or "edited" date, which continues to appear in History section)

- 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)

Position or Office	Responsibilities
Arial 9pt	Arial 9pt

### 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
Arial 9pt			<a href="#">xxx@osu.edu</a> <a href="#">xxx.osu.edu/xxx</a>

### 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)

**Commented [A9]:** Include only the original issue date and the most recent Revision, Edit, or Review & Confirm Current date. These dates may be unique from the ones at the top of the Policy section. (The full list of all updates is maintained in the History section at the end of the policy.)

**Commented [A10]:** This table summarizes the responsibilities of university offices or individuals 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 in the Policy Details or Procedure sections.

**Commented [A11]:** Include the URL, but edit it to leave out the protocol (e.g., <https://policies.osu.edu>). Hyperlink all resources if possible.

**Commented [A12]:** All changes must be listed chronologically in the format indicated, including all edits and reviews.  
 -Note when the policy name or number 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.



**Policy Name, ##**  
**University Policy**

Applies to:

Revised: MM/DD/YYYY Procedure section only (*if applicable*)  
Revised: MM/DD/YYYY Minor revision (*if applicable*)  
Edited: MM/DD/YYYY  
Edited: MM/DD/YYYY  
Reviewed: MM/DD/YYYY

[Template updated 10/20/2020]

**Commented [A13]:** Delete this line and all other directions (e.g., *required*, *optional*) when complete.