THE OHIO STATE UNIVERSITY

Applies to:

Responsible Office	**Name of Responsible Office**

POLICY

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)*

[General, descriptive paragraph or two about the policy including university value(s) underlying 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)*

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)*

Term	Definition

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)*

Position or Office	Responsibilities

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)*

Subject	Office	Telephone	E-mail/URL
			xxx@osu.edu xxx.osu.edu/xxx

Policy Name

Applies to:

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	Renamed *New Name (if applicable)*
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	
Edited:	MM/DD/YYYY	
Reviewed:	MM/DD/YYYY	

[Template updated 05/2024]