## Responsible Office *(required)* Name of Responsible Office

## POLICY STATEMENT *(required)*

[Short general descriptive paragraph stating the governing principle, plan, or understanding that guides the action and provides the business reason driving the need for policy; reason for being.]

### Purpose of the Policy (required; include regulatory or legislative references)

[Short general descriptive paragraph.]

### Table of Contents (optional; suggested for documents 8-10 pages or longer; use table of contents function)

[POLICY 1](#_Toc385343014)

[Purpose of the Policy 1](#_Toc385343015)

[Definitions 1](#_Toc385343017)

[Policy Details 1](#_Toc385343018)

[PROCEDURE 1](#_Toc385343019)

[Responsibilities 2](#_Toc385343020)

[Resources 2](#_Toc385343021)

[Contacts 2](#_Toc385343022)

[History 2](#_Toc385343023)

### 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** |
| --- | --- |
|  |  |

### Policy Details *(optional)*

1. Example level one
   1. Example level two
      1. Example level three
         1. Example level four

Example level five

## PROCEDURE *(required)*

1. Example level one
   1. Example level two
      1. Example level three
         1. Example level four

Example level five

### Responsibilities (required; number responsibilities if more than one for any position or office)

| **Position or Office** | **Responsibilities** |
| --- | --- |
|  |  |

### Resources (required for any resource referenced in the policy; divide into subcategories if possible, to help the user [e.g. forms, letters, websites, etc.])

### Contacts (required)

| **Subject** | **Office** | **Telephone** | **E-mail/URL** |
| --- | --- | --- | --- |
|  |  |  | [**xxx@cotc.edu**](mailto:xxx@cotc.edu)  [**xxx.cotc.edu/xxx**](http://www.xxx.osu.edu/xxx) |

### History (required)

*All changes must be listed chronologically in the format below, including all edits and reviews. Note when the policy name or number changes. Note the Board of Trustees resolution number and date if board action was taken. Note if a revision date is exclusively for the policy section or the procedure section.*

Issued: MM/DD/YYYY

Revised: MM/DD/YYYY

Edited: MM/DD/YYYY

Revised: MM/DD/YYYY (e.g., procedure section only)

Edited: MM/DD/YYYY

Edited: MM/DD/YYYY

Edited: MM/DD/YYYY

Reviewed: MM/DD/YYYY

*Template updated 02/2023*