**ONE-PAGE SUMMARY FOR NEW POLICY #\_\_\_\_\_\_\_\_\_\_\_**

**Name of Policy:**

**Submitted by: Name: Phone #:**

**Department:**

**Date:**

**Purpose:**

**Justification:**

**Those Involved in Composing the New Policy:**

**Does the policy include the OSU--System?**

**Does this policy need Board approval? If there is any question about this, please check with Legal Counsel.**

**Do any other policies need to be updated to reference this policy?**

**Plans to communicate this policy or changes when policy is approved:**