

specific, prescribed actions, is more detailed than a policy, identifies the applicable university policy, and does not require approval in accordance with this policy. University procedures must be consistent with and not conflict with university policies.

- (3) The implementation, training and oversight of a particular policy that falls within the scope of the university policies shall be the responsibility of the department or office responsible for the policy, including its revision and approval, or in the case of a new policy, its development.
- (4) University policies website is a website where all university policies are maintained. It is located at: <https://www.csuohio.edu/compliance/university-policies-0>.

(C) Policy approval process

- (1) New policies or changes to existing policies may be initiated by the president, the provost, any vice president, or in the case of faculty policies and bylaws, by the faculty senate. Recommendations for new or revised policies shall be proposed to the provost or the appropriate vice president by any member of the university community. Once the provost or a vice president approves a policy proposal, the provost or vice president will appoint a responsible official for the policy who will then forward the policy to the office of general counsel.
- (2) The office of general counsel shall review the policy for the following:
 - (a) Consistency in format and presentation;
 - (b) Conflicts between the proposed policy and other university policies;
 - (c) Consistency with laws or other external regulations germane to the policy;

- (d) Consistency with the mission of Cleveland state university.
- (3) Once the office of general counsel reviews the policy, it shall be returned to the provost or the appropriate vice president who has the responsibility for seeking approval of the policy. The policy shall be approved by the provost or the appropriate vice president or designee.
- (4) The responsible official and the office of general counsel shall be responsible for posting the proposed policy on the university policies website for a thirty-day comment period. An email notification will be sent to university faculty, staff and, as applicable, students informing of the thirty-day comment period.
- (5) Following the thirty-day comment period, the policy may be revised and sent to the provost, president or designee, as appropriate, for final approval.
- (6) The responsible official and the office of general counsel shall prepare the policy for submission to the secretary of the board of trustees for board consideration. The policy becomes effective after board approval, and ten days after it is filed with the Ohio legislative service commission.
- (7) The responsible official coordinates dissemination of the policy in cooperation with the office of general counsel.
- (D) Applicability

University policies are applicable to all students, faculty, and staff. 5r0 1 166.01 405.31 Tm0 g0 G[(05(5))]TJET@.00000912 0

law or business process. Such review should occur at least once every three years. If a responsible official deems it appropriate to rescind an existing policy or consolidate two or more policies, such changes should be discussed in advance with the office of general counsel. The responsible official must ensure that the policy and any related procedure, reflects current practices and is consistent with current legal requirements.

Policy Name:	Formulation and issuance of policies
Policy Number:	3344-2-01
Board Approved:	05/20/2021
Effective:	06/05/2021
Prior Effective Dates:	09/17/2012, 06/23/2014
Responsible Official:	Office of General Counsel

UNIVERSITY POLICY FILE FORMATTING INSTRUCTIONS

Before changes to the University policies become applicable to the University, they must be filed electronically with the Ohio Legislative Service Commission (LSC.) and to assist the University community in identifying changes to the University policy, the LSC has developed guidelines prior to submission to the Board of Trustees.¹

A full copy of the Legislative Service Commission Rule Drafting Manual, Fourth Edition. May 2006, is available in PDF format at http://www.lsc.state.oh.us/rules/rdm06_06.pdf. Individuals who have difficulty accessing the manual from the previous link will find it on the Register of Ohio page, located at <http://www.registerofohio.state.oh.us/>. However, for the convenience of the campus community, a brief summary of the most commonly used formatting requirements follows.

Page Formatting

All policies should be typed in Word, using 12 point, Times New Roman font. Margins should be set at 1.5 inches for the top and bottom, as well as the left and right sides, of each page. No text should appear in

bold face type. The only exceptions to this are the policy number and tagline on the first page, and the policy number, which should be repeated in the top left margin of all subsequent pages. Only new text may be underlined, and no text should appear in italics. No page number should appear on the first page of the policy, however, all subsequent pages should include the page number in the top right margin, on the same line as the policy number.

The Numbering System

All Cleveland State University policies are numbered and begin with the number 55660. The first two digits of the policy number refer to the fact that the University was created by the Ohio legislature under Chapter 3344 of the Revised Code. Two numbers follow the chapter number, representing the rule number. For new policies that do not yet have a chapter and rule number, the Office of general counsel will assign these numbers as appropriate and/or upon request.

Tag Line

The tag line consists of the agency, chapter, and policy number, along with the policy title, and appears only on the first page. The title should be a word or phrase that clearly and concisely describes the policy. The tag line format is as follows: Agency # Policy Title

LETTERING AND NUMBERING OF PARAGRAPHS

Paragraphs of the:	Appear As:
First Rank	(A), (B), (C), etc.
Second Rank	(1), (2), (3), etc.

LETTERING AND NUMBERING OF PARAGRAPHS

Third Rank	(a), (b), (c), etc.	
Fourth Rank	(i), (ii), (iii), etc.	
Fifth Rank	<i>(a), (b), (c), etc.</i>	(lower case italics)
Sixth Rank	<i>(i), (ii), (iii), etc.</i>	(lower case italics)
Seventh Rank	<i>(A), (B), (C), etc.</i>	(upper case italics)
Eighth Rank	<i>(1), (2), (3), etc.</i>	(italic numbers)

Format for Changes to Policies

If the policy being proposed for approval is an entirely new policy, all the text should be underlined. However, if making changes to an existing policy, the changes should be identified as follows:

All text being removed from the policy entirely or being removed from that section of the policy should be indicated by use of a strike through.

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word or phrase appears in quotation marks. Examples of where this would be appropriate include titles of publications, names of organizations, wording on signs, and mailing addresses.

Cross-References

Sometimes policies reference other paragraphs within the same policy or other University policies. From time to time a policy may reference another law or section of the Ohio Administrative Code. The most commonly used cross references are listed in the left side of the table below and the proper way of making the reference is listed in the right side of the table below.

Reference To Be Made	Form In Which Reference Should Be Stated
Referring to the policy itself	this policy
Referring to a paragraph	paragraph (A) of this policy

within the policy itself	
Referring to the paragraph itself	this paragraph
Referring to an unlettered paragraph within the policy itself	the second paragraph of this policy
Referring to the only appendix within the policy itself	the appendix to this policy
Referring to a paragraph of the appendix within the policy itself	paragraph (F) of the appendix to this policy
Referring to the appendix itself	this appendix
A rule of the Administrative Code	rule 3344-6-08 of the Administrative Code
A lettered paragraph of a rule of the Administrative Code	paragraph (A) of rule 3344-6-08 of the Administrative Code
An unlettered paragraph of a	the second paragraph of rule 3344-

Supplemental Information

At the end of each policy, there appears supplemental information. This includes information about the history of the policy, an effective date, certification and date lines, and the statutory authority for the policy. If a policy has been rescinded and re-filed as a new policy or if the text is relocated to another policy, the supplemental information will also include a replacement line.

For policies that are being amended, the existing supplemental information should be left in place, however, the previous effective date should be moved so it appears as the last in the list of prior effective dates. If the policy is being rescinded and re-filed as a new policy or relocated,