## Please use the guidelines template instructions as a guide when filling out this document and remove this sentence once the guidelines are finalized.

## 1. Guidelines for [Click or tap here to enter subject]

## Issued: Click or tap here to enter guidelines issued date in the format of MM/DD/YYYY

## Edited: Click or tap here to enter guidelines edited date in the format of MM/DD/YYYY

## 2. Purpose

## Click or tap here to provide a brief statement of USC’s intent and/or rationale for the guidelines. Include a reference and link to the applicable University Policy that the guidelines support.

## 3. Scope and Application

## Click or tap here to identify the primary offices that should actively adhere to these guidelines and who these guidelines will be distributed to.

## 4. Guidelines

## Click or tap here to list detailed guidelines in bulleted format (see instructions for further guidance).

## 5. Definitions

|  |  |
| --- | --- |
| Term | Definition |
| xxx | Click or tap in the grid to define terms specific to these guidelines |
|  |  |
|  |  |

## 6. Relevant Forms and Tools

## Click or tap here to hyperlink all forms and list all tools needed to support these guidelines.

## 7. Contacts

## Please direct any questions regarding these guidelines to:

|  |  |  |
| --- | --- | --- |
| **OFFICE** | **PHONE** | **EMAIL** |
| Xxx | Xxx | [xxxx@usc.com](mailto:xxxx@usc.com) |

|  |  |
| --- | --- |
| **GUIDELINES GOVERNANCE** | |
| **Guidelines Number:** | [Guidelines Number] |
| **Corresponding Policy Number:** | [Policy Number] |
| **Effective Date:** | [Month DD, YYYY] |
| **Last Reviewed Date:** | [Month DD, YYYY] |
| **Target Review Date:** | [Month DD, YYYY] |
| **Approval Authority:** | [USC Position Approving Guidelines] |
| **Guidelines Owner:** | [USC Position Owning Guidelines] |
| **Responsible Office:** | [Insert Office] |
| **Guidelines URL:** | [Include links to where the guidelines are hosted on USC’s websites. Include all listed on a school, department, or unit website, the URL to the guidelines (formatted in PDF) should be provided here.] |
| **Supplemental Documents:** | [Insert any supplemental documents created related to these guidelines (e.g., forms, procedures, FAQs)] |