

Oklahoma State University Policy and Procedures

POLICY NAME CENTERED	X-XXX UNIT OF UNIVERSITY Optional Subheading Month Year
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POLICY (All Caps, Bold, Underlined, 12 pt)

1.01 (12 pt)

(As needed spacing for subdivisions)

All Items single-spaced. Double-spaced between individual items.

- A.
- B.
- C.
 - 1.
 - 2.
 - 3.
 - a.
 - b.
 - c.
 - 1)
 - 2)
 - 3)
 - a)
 - b)

PROCEDURE (All Caps, Bold, Underlined, 12 pt)

Subheadings (Bold, 12 pt)

1.01 (12 pt)

Approved by:
Group Name, Year

Revised:
Group Name, Year

No footer on front page.

Subsequent footers are number of the policy and the number of the page. Example: 1-0520.2.
Centered in footer.