Oklahoma State University Policy and Procedures
(Bold, Centered, 14 pt.)

POLICY NAME CENTERED (Bold, Centered, 14 pt.)	**X-XXX** (Bold, Left-Aligned, 14 pt.) **UNIT OF UNIVERSITY** (All Caps, Bold, Left-Aligned, 14 pt.) **Optional Subheading** (Bold, Left-Aligned, 14 pt.) **Month Year** (Bold, Left-Aligned, 14 pt.)

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)

<u>PROCEDURE</u> (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.