

**Website Change Request Form**

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This form is for use by Claflin University faculty and staff to request changes to webpages.

**Who is submitting this request (Required):**

**Email Address (Required):**

**Telephone Number (Required):**

**Date of Submission:**

**Type of Change:** Change to Existing Content

New Content

**Urgency of Request:** ASAP

Not later than (please provide date)

Low Priority

**CURRENT/OLD Text/Content**

**Please include URL of Page(s):**

**Content to be removed/changed:**

**NEW Text/Content**

**Please include URL of Page(s):**

**Content to add:**

• If you are requesting a document addition/change, please attach a PDF of that document to this request.

• If you are requesting a photo/video addition, please send appropriate link and/or .jpg file.

• If there are multiple major changes to be made, please submit a separate form for each.

Once completed, please submit this form to colin.myers@claflin.edu or submit in person to Tingley Memorial Hall, third floor, Suite 7.

Revised: 8-9-2017