

Bulletin Update Form

By agreement of the Deans and legal counsel, the most recently updated Web version of the Bulletin supersedes the print version as the document of authority. In order to maintain the accuracy of this document, please review at this time the information appropriate to your area of responsibility that is posted to this site.

To update information to the Web version of the University Bulletin:

1. Go to <http://academicdepartments.musc.edu/esl/bulletin>
2. Click on the name of the section(s) you are seeking
3. Print out the page(s) you wish to change.
4. Mark your changes on these pages in RED INK. Extensive changes (more than a couple sentences) can be attached to printed section with clear indication of insertion location marked.
5. Complete this update form and secure the appropriate signature (dean or department head).
6. Forward this form and pages with changed information marked in RED INK to Melissa Freeland, OEM, 45 Courtenay Drive. In addition, if extensive changes were made, please send them electronically (in an email or a Word document) to Melissa Freeland at freelan@musc.edu

If you have questions, please contact Melissa Freeland by email at freelan@musc.edu, phone at 792-4364, or fax at 792-6356.

College or administrative department: _____

Section to be corrected: _____

Completed by: _____
print name email phone fax

Approved by: _____
Department Head signature date

Approved by: _____
Dean or designee signature date

For Office Use Only

Changes made by: _____
name date

Notes: _____
