



**BALL STATE
UNIVERSITY**
Teachers College

Website Revision Request Form

While it is our goal to meet all information requests effectively and in a timely manner, the realities of workload and staffing necessitate that the Teachers College Dean's Office must prioritize its activities. This form will allow us to effectively and efficiently evaluate requests for changes to the Teachers College website. You may be contacted by a TC Dean's Office staff member concerning details of your request and a time frame for our response.

Name of Requester:

Requester Department or Affiliation:

Requester Phone Number:

Requester Email:

URL where change is to be made:

Detailed description of the change to be made:

TC Dean's Office Use Only:

Date Submitted:

Approved/Denied:

Decision by:

Date of Decision:

Revision Completed by:

Date Completed: