

## 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://www.musc.edu/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 Thomas Hamm II, DESS, 45 Courtenay Drive. In addition, if extensive changes were made, please send them electronically (in an email or a Word document) to Thomas Hamm II at [hammt@musc.edu](mailto:hammt@musc.edu).

If you have questions, please contact Thomas Hamm II by email at [hammt@musc.edu](mailto:hammt@musc.edu), phone at 792-2167, or fax at 792-1506.

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

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### For Office Use Only

Changes made by: \_\_\_\_\_  
name date

Notes: \_\_\_\_\_  
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