

OBU CGPS Work Request Form

This form is to be filled out for any print or digital updates or new document requests for the College of Graduate and Professional Studies.

Basic Information

Person Requesting:

Date

Deadline (choose 5 business days after submission of work request)

What are you requesting?

Pre-existing document needing updates

New document

Website Update

Other

If there are multiple people needing to approve this request, are all persons' input represented in this document?

Yes

No. Please indicate who needs to submit changes:

Pre-existing Document / New Document Details

1. Title of document needing updated: (Include a marked-copy of pre-existing document if applicable)

1.a. Does it need to be added to the website?

No

Yes, it needs to go here:

1.b. Include the exact wording(s) you wish to change or add on this document:

Website Update Details

1. Are you needing a document uploaded to the website?

No

Yes. The document is attached and it goes here on the website:

2. If only submitting a website change, include the link to the page needing updates:

2.a. Include the exact wording(s) you wish to change or add on the website:

Other

1. Please explain your request.