



College of Arts and Sciences Website Content Submission Form

Instructions: Complete all fields and attach all necessary files as attachments in your e-mail request to CAS department web committee members. Copy all interested parties/reviewers.

Name (Last, First, Middle)

Title of Submission

Date of Submission

E-mail

Phone

Preferred Method of Contact:

Email Phone

Academic Unit of proposed content change

What kind of change is this?

Location on webpage for proposed change

Provide hyperlink(s) / linked object location(s)

List attachments included with this submission

Date

Date content should be removed (if applicable)

Intended / Target audience

Attach proper file formats with this form in your e-mail request:

- High quality image file [image file in \(jpg or png\)](#) form
- Text file ([doc](#), [rtf](#), [txt](#), [pdf](#))

Process Completion:

Image attachments must properly adhere to [FSU Graphic Identity Guide](#).

Content will be added within 10 business days after final review unless otherwise indicated. An email will be sent for final review after initial submission.

NOTE: The CAS web committee reserves the right to modify content to protect the consistency and identity of FSU website. Revisions suggestions may be sent to requester before final review.