Process Name: **Fact Sheet Update**
Office of Instruction

**Update Needed, Party Notified**
- An error is seen or a change is needed on a fact sheet.
- Notification is sent to one of three parties:

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*Coordinator of Academic Services* →  *Division Chair (only person authorized to sign)* →  *Program Faculty Member*

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**Update Confirmed, Form Completed**
- The need for the update is confirmed by the division chair.
- The fact sheet request form is completed.

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**Form Submitted, Change(s) Made**
- The fact sheet request form and necessary information is sent to the Secretary of Instruction.*
- The fact sheet is updated by the secretary.

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**Updates Approved by Division**
- The updated document is sent back to the division chair for approval.
- The changes are reviewed by the chair who notifies the secretary when approved.

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**Revised Fact Sheet Proofed by PR**
- The updated fact sheet is sent to Public Relations by the secretary.
- The changes are reviewed and approved by the Public Relations Director.

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**Updates Posted to Web**
- The fact sheet is sent to the Web master.
- The updated fact sheet is posted online.
- All parties are informed of completion.

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*After receiving the request form, the secretary becomes the point of contact for the entire process. The secretary notes and dates each approval on the form and keeps all parties informed until completion.

**If further changes need to be made at any point, there is a back-and-forth process between the secretary and the party until approval is obtained.**