

**Policies and Procedures web page link correction form  
Southern Illinois University Carbondale  
Version 2.0**

**Your name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

1. The only thing that needs to be changed for this policy on the Policies and Procedures web page is a broken/no longer functioning link to a web page on the Internet:

Yes       No (If no, please use the Cover Sheet for Policy Recommendations)

2. Print, circle, and attach the Policies and Procedures web page where the broken link currently resides.

3. Current incorrect link address (For example: [www.thisisthewronglink.com](http://www.thisisthewronglink.com)):

\_\_\_\_\_

4. Proposed correct link address (For example: [www.thisistherightlink.com](http://www.thisistherightlink.com)):

\_\_\_\_\_

**I, the undersigned, attest that the change that I am submitting does not alter the policy in which it is contained in any way other than to restore a link to a web page that had become non-functioning due to an error in its Internet address.**

**Executive Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved (University Communications):**

\_\_\_\_\_ **Date:** \_\_\_\_\_

Please print out this form, fill in all blanks, sign, and forward to the address below for processing. Questions about this form may also be directed to this same person.

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