

**Program Page Revision Form**

Revised 7.11.2022

1. This form should be submitted by department heads to their dean upon completion. Save this form with the degree name in the file title (i.e. "Program Page Revision Form - Biology.pdf"). The dean will then review the requested changes and submit the approved document as a [marketing project request](#).
2. Submissions will then be reviewed by the marketing department and a timeline for completion will be established with the dean and department head. Submissions may be modified as necessary by the marketing department.
3. Deans and department heads will be notified when the project is complete.

Please fill out **only** the sections with changes with complete revised content.  
 Do not include editing notes or single bulleted changes that need to be made. Content should be formatted to be copied and pasted. Complete only one of these documents per program page.

<p><b>Dean Name &amp; Email</b></p>	
<p><b>Department Head Name &amp; Email</b></p>	
<p><b>Program Page URL</b></p>	
<p><b>Program Overview</b>                  - 35-60 word thesis                  - 75-125 word body</p> <p>Program overview should consist of a thesis which outlines the degree experience and outcome(s) and a body that describes in light detail the themes of the degree, skills gained, and any vital accreditation information.</p>	
<p><b>Program Detail Box</b>                  -Program Length                  -Program Location/Modality</p>	

<p><b>Program Details</b> (3-4 paragraphs 150-225 words)</p> <ol style="list-style-type: none"><li>1. Classes/areas of focus</li><li>2. Skills gained</li><li>3. Value</li><li>4. Future/jobs/further education</li></ol>	
<p><b>Career Spotlights</b></p> <ul style="list-style-type: none"><li>• List 3</li><li>• Occupation Title</li><li>• Median Income and Year</li><li>• Job Outlook Percentage Growth</li><li>• Growth year(s)</li></ul> <p><b>(found on bls.gov)</b></p>	
<p><b>Faculty</b> List faculty to be added or removed. Notate if faculty member does not currently have a bio page on csp.edu. <a href="#">Submit or revise a website bio.</a></p>	