



Class Chartfield Add Change Form

Form Use: Used for adding or requesting changes to any of the Class Chartfields used by the University.

Request Type: New (Crosswalk form required) Update

Requestor:

Today's Date:

Requested Completion Date:

Set ID:

Class:

Effective Date:

Status:

Active

Inactive

Description:

Approver 1:

Approver 2:

For Maintenance Team Only:

Completed By:

Date Completed:

Resolution/Comments:

Maintenance Checklist (for New Class Only)

- Update Crosswalk
- Update all Class Trees (If applicable)
- Update Workflow (If applicable)

Date Completed: