



University of
Massachusetts

Program Chartfield Add/Change Form

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

Request Type: New (Crosswalk form required) Update

Requestor:

Today's Date:

Requested Completion Date:

Set ID:

Program:

Effective Date:

Status:

Active

Inactive

Description (short):

Manager Name:

Description (long):

Approver 1:

Approver 2:

For Maintenance Team Only:

Completed By:

Date Completed:

Resolution/Comments:

Maintenance Checklist (for New Program Only)

- Update Crosswalk
- Update all Program Trees (If applicable)
- Approval Received from Central
- Value is Copied to Requesting Campus

Date Completed: