



NEW/CHANGE SUBJECT DESIGNATOR REQUEST FORM

EFFECTIVE TERM: _____ (must be a future term, preferably in Fall)

**Curriculum process and state approval can impact final effective term.*

DATE SUBMITTED: ____/____/____

Your Area/Academic Org: _____ (Ex. ENGL_D) Your Area/School: _____

CHANGE REQUESTED BY DEPARTMENT (check all that apply)

New Subject* (not replacing a previous subject): _____ Dept. Budget ID: _____ (Ex. 150100)

Replace/Change Subject Code (there is course history) Former Subject: _____ New Subject: _____

For **all** existing courses

For only **some** existing courses (list impacted courses in detail below)

Board approval is required for the first two check boxes (new or changing subject codes) whereas, the Subject moving Academic Orgs can happen without Board approval. It is possible to request a new subject code for the course outline database, but board approval is required to create a new subject code in PeopleSoft.

Subject Moving Academic Orgs. Former Acad. Org.: _____ New Acad. Org.: _____

Needs pre-approval from Vice President of Academic Affairs.

Attach Fiscal Form "Request to Add or Revise Department in PeopleSoft" if adding or revising department ID number.

Confirm that the list of faculty to be relocated is attached including names and employee IDs.

Work with Brent Gilmore, Director of Academic Services, to obtain the following data:

Est. FTEF (Faculty) for the Subject: _____ Est. FTES (Students) for the Subject: _____

Full-Time FTEF: _____ Hourly FTEF (Overload & PT): _____

Est. Hourly Instructional Expenses for the Subject: _____

RATIONALE (Why are you creating or changing this subject designator?):

DETAIL OF CHANGE (List impacted courses with their original subject codes and faculty that need to be assigned to the new subject code by HR):

Attachment is included with this form with more detail.

*Full-time faculty who are currently employed by LBCC must complete the [Competency Application](#) to be added to the discipline list of any newly created subject. Part-time faculty should contact Kim Slany (kslany@lbcc.edu)



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SIGNATURES

_____	_____	_____	_____
Department Head	Date	Curriculum Chair	Date
_____	_____	_____	_____
School Dean	Date	Dean of Academic Affairs	Date

Return Signed form to the Dean of Academic Affairs at mail code G-13 or email to khillman@lbcc.edu

INTERNAL USE ONLY – ACADEMIC SERVICES

Areas Impacted by Request

(Dean, Academic Affairs to ensure the below areas are informed about the change)

Please initial to acknowledge the Subject Designator revision or addition.

Fabiola Guerrero – COR update, Programs of Study, Catalog/Addenda Initial _____

Brent Gilmore* – Subject Table reconfigure; adjust reporting information Initial _____

Nancy Ratsamy – Inactivate former Subject Designator Initial _____

If the Subject is changing departments:

*Brent Gilmore – Identify/reassign classrooms to new Academic Org; Address budget needs

Jazmine Vega – Update Who’s Who document

On All Changes, cc the following:

- Human Resources: Sandra Sims, Kim Slaney, Gloria Wilson-Gonzalez, Cindi Nguyen
- Fiscal: Sem Chao
- Institutional Effectiveness: Andrew Fuenmayor
- Articulation: Trevor Rodriguez
- IITS: Jonah Lopez, Kyne Thach