Texas Higher Education Coordinating Board

**Request to Appeal the Deletion or Scheduled Deletion of a Course from the**

***Lower Division Academic Course Guide Manual* (ACGM)**

**General Instructions:** Complete this form to appeal the deletion or scheduled deletion of a course from the ACGM. It is the responsibility of the institution making the appeal to substantiate the need for the course and to provide information that the criteria for inclusion of a course in the ACGM can be met. The thresholds for inclusion of a course are outlined in the Texas Administrative Code [Rule 9.73](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=9&rl=73). The course must either satisfy a discipline-specific requirement in the major or satisfy a prerequisite requirement of the major of a baccalaureate program at five or more Texas public universities. Five or more community colleges, public technical colleges, or public state colleges must indicate that they would use the course if included in the ACGM. Coordinating Board staff and the ACGM Advisory Committee will review the content and transferability of the course.

**Information**: Contact the Division of Academic Quality and Workforce at (512) 427-6200

1. **Institution**
2. **Course Information**
3. Course Rubric and Number:
4. Course Title:
5. ACGM Course Description and Learning Outcomes:
6. **Attach Course Syllabus**
7. **Enrollment if Offered with Unique Need Approval after Deletion**

If after deletion of the course from the ACGM, the course was offered with unique need approval, provide enrollment data. Add rows if needed.

**Table 1.** Enrollment

|  |  |  |
| --- | --- | --- |
| **Semester/Year** | **Number of Sections offered** | **Total Enrollment** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Survey of Current Practices Among Texas Universities**

Provide comprehensive information about universities offering the same or similar course in Table 2. Use university catalogs and the statewide course inventory information available at <http://www.txhighereddata.org/Interactive/CourseInventory.cfm>. Add or delete rows as needed.

**Table 2.** Survey of Current Practices

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Texas Public University** | **Institution Course Number** | **Institution Course Title** | **Course Level** | **Major**  **Course** | **Pre-requisites** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **University Catalog Pages**

Attach copies of university catalog pages with course descriptions for all courses listed above in Table 2 Survey of Current Practices.

1. **Recommendations from Universities**

Attach the completed *University Faculty Course Evaluation* form from academic department chairs of **five Texas public universities**, affirming the appropriateness of the proposed course for transfer to their institution. The form must be signed by the academic department chair and the chief academic officer at each university.

1. **Letters Confirming Use of Course**

Attach letters from **five or more community colleges, public technical colleges, or public state colleges indicating those colleges would use the course** if included in the ACGM. The letters must be signed by the appropriate academic department chair and the chief instructional officer of each institution.

1. **Contacts and Required Signatures**

**Department Chair**

Name:

Title:

Phone:

E-mail:

Signature Date

**Institutional Chief Instructional/Academic Officer**

Name:

Title:

Phone:

E-mail:

Signature Date

**Submit the form and supporting documentation to the Texas Higher Education Coordinating Board through the** [online submission portal](https://www1.thecb.state.tx.us/apps/proposals/).