

edition for special topics courses. A resulting inventory of Unique Need courses is the only academic inventory required of individual institutions. Colleges must continue to report academic courses according to instructions in the most recent edition of the *Reporting and Procedures Manual for Public Community and Technical Colleges* published by the Educational Data Center of the Coordinating Board. All “edits” of reports must be in accordance with the *ACGM* and the individual institutions’ Unique Need course inventories. The state will not fund academic courses at community and technical colleges that are not listed either in the *ACGM* or on the college’s Academic Unique Need inventory. **Note: Inaccurate reporting of courses that differ significantly in content from the reported course numbers may result in an audit finding.**

Instructions: How to Read and Use the *ACGM*

The Spring 2005 edition of the *ACGM* is organized alphabetically by academic disciplines currently taught at community and technical colleges. All common courses listed in the Spring 2005 *ACGM* have been numbered to correspond to course numbers assigned by the Texas Common Course Numbering System (TCCNS).

Where available, each entry begins with a list of common course prefixes and numbers; for course descriptions with no common numbers currently assigned, a content descriptor (for example, “Environmental Science”) is listed. Beneath the course list appears a line listing the 10-digit approval number for the course, the matching content descriptor, and information about maximum semester credit hours (SCH) per student, maximum SCH per course, and maximum contact hours per course. This information is underlined. Additionally, a brief course description appears.

For example:

- BIOL 1406** **Biology for Science Majors I (lecture + lab)**
- BIOL 1306** **Biology for Science Majors I (lecture)**
- BIOL 1106** **Biology for Science Majors Laboratory I (lab)**

- BIOL 1407** **Biology for Science Majors II (lecture + lab)**
- BIOL 1307** **Biology for Science Majors II (lecture)**
- BIOL 1107** **Biology for Science Majors Laboratory II (lab)**

Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included.

Approval Number	26.0101.51 03
CIP Area.....	Life Sciences
maximum SCH per student.....	8
maximum SCH per course.....	4
maximum contact hours per course	96

In this example, the 10-digit approval number is 26.0101.5103. The first six digits of the approval number indicate subject matter and are based upon the *new* CIP codes implemented for Fall 2003. The Coordinating Board staff assigns the last four digits. The 7th and 8th digits further delineate course content, sequence, or approval category.

The 9th and 10th digits indicate the funding category. **Reporting officials should review the approval numbers carefully because some of them have changes.**

26.0101 is the CIP code for General Biology

51 is the code for the content listed in the course description. The range for these numbers is typically 51 to 59. However, if a course is approved as a Unique Need course, the 7th digit will be a 7 instead of a 5. If the course is approved for excessive credit and/or contact hours (more than allowed in the approved listing), the 7th digit will be an 8 instead of a 5.

03 is the current state funding code for biological sciences in public community and technical colleges. These codes range from 01 to 26.

A complete listing of the academic funding codes is contained in Appendix F.

(IMPORTANT NOTE: The Spring 2005 edition of the ACGM reflects new state funding codes adopted in 2003. Some of these codes will not match funding codes found in the 2002 ACGM.)

After the CIP descriptor, “General Biology,” the maximum hours per student, semester credit hours (SCH) per course, and contact hours per course are listed:

- 8 is the maximum number of semester credit hours per student for courses applicable toward an associate degree under this specific approval number. In this example, a college may allow students to take eight SCH of general biology courses and count them toward an associate degree.
- 4 is the maximum number of semester credit hours per course under this specific approval number. In this case, the maximum number is four. A college could offer a course under this approval number for four or fewer SCH, but not more. The college should award the SCH in proportion to the number of contact hours and type of instruction under the assigned common course number.

A traditional Biology (or any other discipline) lecture course offered for three contact hours of lecture over a 16-week semester will earn three semester credit hours and carry a “3” in the second digit of the common course number. Similarly, a traditional lecture/lab course offered for three contact hours of lecture and three contact hours of laboratory over a 16-week semester would earn four semester credit hours and carry a “4” in the second digit of the common course number. In general, one semester credit hour is awarded per one contact hour of lecture instruction and one semester credit hour is awarded per two to four contact hours of laboratory instruction.

- 96 is the total maximum number of contact hours per course according to this specific approval number. Thus, a college can offer a course under the General Biology approval number for 96 or fewer contact hours, but not more. In this example, a four SCH biology course can be offered for up to a maximum 96 contact hours. During a regular 16-week semester, 96 contact hours in this

particular course might be broken down into three hours of lecture per week and three hours of lab per week or into other combinations that total 96 contact hours.

In rare cases, no common courses have been identified for specific approval numbers. Approval numbers for religion courses, listed under the heading “RELI” in this manual, are an example. In such cases, the college may designate its own course prefixes and numbers.

The Texas Common Course Numbering System (TCCNS)

The TCCNS is a cooperative effort among Texas community colleges and universities to facilitate transfer of freshman- and sophomore-level general academic courses. For Rules on the use of TCCNS numbers in college and university catalogs, please see Appendix E.

The TCCNS provides a shared, uniform set of course designations for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis. When students transfer between two participating TCCNS institutions, a course taken at the sending institution transfers as the course carrying, or cross-referenced with the same TCCNS designation at the receiving institution.

For additional information about the TCCNS, consult the TCCNS Matrix Online (<http://www.tccns.org/ccn/>), which is hosted by Texas A&M University-Commerce. This web site contains a list of participating TCCNS institutions, the TCCNS taxonomy, the TCCNS history, and the TCCNS board members. The site also contains the master list of the common courses offered in Texas. The list is organized by institution and by TCCNS designation.

Addition and Deletion of Courses

At the institution’s request, Texas Higher Education Coordinating Board (THECB) staff and the Standing ACGM Review Committee may consider a course for placement in the *ACGM*. If THECB staff members determine that there is continued need for that course at that particular institution, then the course will be presented to the Standing ACGM Review Committee for review. If a majority of the committee votes that the course should be included in the *ACGM*, then the course description used by the institution initiating the request will be evaluated and revised by the committee if necessary.

The Standing ACGM Review Committee, working in cooperation with the TCCNS Board and Coordinating Board staff, are now implementing a new process for accepting and adopting new courses. All institutions wishing to obtain a TCCNS number for a new course, or to place a course in the *ACGM*, should fill out the “Request to Add a New Course” form. This simplifies the application process so that institutions need fill out only one form in order to apply to both bodies. The form can be found on the TCCNS website at this address:

http://www.tccns.org/ccn/TCCNS_FOR_PDF/General_Info/New_Course_Form.pdf