

# UNIQUE NEED FORMS

**NOTE:** The Office of Curriculum Management will submit these forms to the THECB.

- (1) Unique Need Course Proposal Form (See Texas Higher Education Coordinating Board Unique Need Course Proposal)
- (2) Evaluation of Unique Need Course Transferability Form (See Texas Higher Education Coordinating Board Evaluation of Unique Need Course Transferability)
- (3) See [Coordinating Board rules - Chapter 9, Subchapter D, §9.74 Relating to Unique Need Courses](#)

# Texas Higher Education Coordinating Board Unique Need Course Proposal

Directions: While completing this form, institutions should refer to Texas Administrative Code (TAC) Title 19, Part 1, Chapter 9, Subchapter D, Section 9.74 relating to unique need courses. A proposed course may be approved as a unique need course if it meets the following definition: An academic course created by a two-year college to meet a specific lower-division requirement of a baccalaureate degree program that cannot be satisfied by an existing course in the Lower-Division Academic Course Guide Manual (ACGM). Appropriate documentation must be attached. If the unique course is approved, it will be assigned an approval number for three academic years for the requesting college only.

This form must be submitted no later than four months prior to the date of first student enrollment: May 1<sup>st</sup> is the submission deadline for courses that begin in the Fall semester, and September 1<sup>st</sup> is the deadline for courses beginning in the Spring semester. Applications for renewal of unique need courses must be submitted every three years.

Submit this form and supplementary documents via the Coordinating Board's Document Submission Portal:  
<https://www1.thecb.state.tx.us/apps/proposals/>

Information: Contact the Division of Workforce, Academic Affairs and Research at (512) 427-6200 or via email at [uniqueneed@thecb.state.tx.us](mailto:uniqueneed@thecb.state.tx.us).

## Administrative Information

1. Institution:
2. Date Submitted:
3. Implementation Date: Report the first year and semester that students would register for the proposed course.
4. Contact Person: Provide contact information for the person who can answer specific questions about the application.

Name:

Title:

E-mail:

Phone:

## I. Course Information

### A. Course Data

Please provide the following information.

1. Course approval number (if previously assigned):

---

2. Course title, subject prefix, and course number:

---

3. Semester credit hours:

---

4. Contact hours (lecture/lab/lecture & lab combined):

---

5. For renewal of previously approved courses, in addition to the above requirements, please submit the number of students enrolled each year for the previous three years and the number of students who transferred in the last three years to the specific baccalaureate program(s) for which unique need permission was requested.

|         | Number of students enrolled in the unique need course | Number of students who transferred into the specific baccalaureate program(s) for which unique need was requested |
|---------|---|---|
| FY 20XX |   |   |
| FY 20XX |   |   |
| FY 20XX |   |   |

### B. Statement of Need

Describe the need for the course and why its objectives cannot be adequately met by existing courses in the ACGM. Include information about the degree program or programs to which the course would apply, and the purpose of the course.

### C. Course Syllabus

Provide a sample syllabus for the course that includes a course description, a detailed course content outline, and statement of learning objectives.

## II. Statements of Assurances

Complete either A or B as applicable by providing the requested documentation.

**A. The course will be acceptable for transfer and apply toward baccalaureate degree requirements that no existing ACGM course can meet at a minimum of three Texas public universities.**

Include the completed university recommendation forms with this application. The forms are available on the Coordinating Board website.

(or)

**B. The course will transfer to only one regional university.**

Verify that the proposed course is part of a current, documented articulation agreement between your institution and the university by providing a copy of that agreement, and provide data showing that your students transfer to the university on a yearly basis into a discipline-specific major of which the course is a required component. The articulation agreement must demonstrate that the course is a degree program requirement and not an option or elective.

**III. Signature of Chief Academic Officer**

I hereby certify that the course will have college-level rigor and is a freshman- or sophomore-level course. I also certify that the course is academic in nature and not a community service, leisure, career/technical, or avocational course.

---

Signature

Date

# Texas Higher Education Coordinating Board

## Evaluation of Unique Need Course Transferability

A unique need course is an academic course created by a two-year college to meet a specific lower-division requirement of a baccalaureate degree program that cannot be met by an existing course in the Lower-Division Academic Course Guide Manual. As part of the unique need approval process, a proposed course must be reviewed and recommended by academic department chairs or appropriate administrators at Texas public universities that offer a degree program in the discipline area. Please review the attached course syllabus.

This form is to be filled out by the four-year institution accepting the unique need course for transfer credit. Please return this form to the two-year institution that is making the request for the unique need course so that it can be included as part of the complete application to the Coordinating Board.

Information: Contact the Division of Workforce, Academic Affairs and Research at (512) 427-6200 or at [uniqueneed@thehb.state.tx.us](mailto:uniqueneed@thehb.state.tx.us).

### Administrative Information

1. University Accepting the Unique Need Course:
  
2. Unique Need Course Title and Number:
  
3. Institution Offering the Unique Need Course:
  
4. Date Completed:
  
5. Evaluator Information: Provide contact information for the individual who completed this evaluation.

Signature:

---

Name:

---

Title:

---

E-mail:

---

Phone:

## I. Transfer Information

Check appropriate box (or boxes) and provide the course information.

- The course will be accepted as a transfer equivalent. Indicate your institution's course name and number.

---

- The course will meet a specific lower-division requirement of a baccalaureate degree program that no other course in the ACGM can meet. Indicate the degree program or programs toward which this course would apply at your institution.

---

- Neither of the above applies.

## II. Other Comments or Recommendations

Please attach a separate sheet if needed.

[TITLE 19](#)

## EDUCATION

[PART 1](#)

## TEXAS HIGHER EDUCATION COORDINATING BOARD

[CHAPTER 9](#)

## PROGRAM DEVELOPMENT IN PUBLIC TWO-YEAR COLLEGES

[SUBCHAPTER D](#)

## TRANSFERABLE ACADEMIC COURSES

**RULE §9.74****Unique Need Courses**

---

(a) An academic course may be approved for unique need if it meets the following criteria:

- (1) The course must have college-level rigor. A course designed to meet a community service, leisure, career/technical or avocational need is inappropriate for unique need approval.
- (2) The course must be freshman or sophomore level. Upper-division courses shall not be approved for unique need. For purposes of this subchapter, a course may be considered to be lower-division if a majority of the public universities in Texas offering an equivalent course classify it as lower-division in their catalogs.
- (3) The course must be acceptable for transfer and apply toward baccalaureate degree requirements at a minimum of three Texas public universities. If a university's degree program requirements could be satisfied by an existing course in the ACGM, then that university cannot count as one of the required three.
- (4) An exception may be granted for a unique need course that transfers to a single university if the college documents that its students transfer to that university on a yearly basis into a discipline-specific major of which the course is a required component, and the course is part of a current, documented articulation agreement between the two-year college and the university. The articulation agreement documentation must demonstrate that the course is a degree program requirement and not merely an option or elective.

(b) Procedures for unique need approval.

- (1) The application for each unique need course submitted must be accompanied by a statement of need for the course and a syllabus which includes a course description, detailed course outline, and objectives. Except as specified in subsection (a)(4) of this section, the application must be accompanied by documentation from universities that clearly indicate the basis for transferability of the course as a degree program requirement.
- (2) Once approved, a unique need course shall be placed on the college inventory for three years. Colleges must reapply for approval of unique need courses every three years.
- (3) If an institution is seeking re-approval of a course previously approved for unique need, the institution must submit, in addition to the requirements listed in paragraph (1) of this section, the number of students who transferred in the last three years to the specific baccalaureate program(s) for which the unique need permission was requested.

(c) Courses listed in the ACGM but offered for a greater number of contact hours or semester credit hours than specified must be submitted for unique need approval.

(d) Unique need courses which have been offered at public community colleges, public technical colleges, or public state colleges in different geographic regions of the state may be recommended for addition to the ACGM upon request of a sponsoring institution.

(e) Unique need courses may not be included in an institution's core curriculum.

---

**Source Note:** The provisions of this §9.74 adopted to be effective November 15, 2011, 36 TexReg 4767