

**TOPIC: RECOMMENDATION TO APPROVE REVISIONS TO CCHE
POLICY I, PART L: STATEWIDE TRANSFER POLICY**

**PREPARED BY: IAN MACGILLIVRAY, ASSISTANT DEPUTY DIRECTOR FOR
ACADEMIC AFFAIRS**

I. SUMMARY

This item recommends approval of the attached proposed revisions to CCHE Policy I, Part L: Statewide Transfer Policy for Colorado Public Institutions of Higher Education.

II. BACKGROUND

The current Policy I, L was last revised in February 2007. Since that time, department staff have discovered, in monthly meetings with the General Education (GE) Council, as well as during presentations to advisors, that the current policy does not address many of the transfer scenarios that advisors and faculty regularly face and, for which, there has been no clear guidance from the state. There have also been questions about past Commission decisions that affect transfer and the current policy is mostly silent on those. The proposed changes to this revision are meant to provide guidance for as many transfer scenarios as possible and to act as a repository of all that is currently understood about transfer in Colorado. Therefore, this is a necessarily complex and large policy. It is meant to be used mostly by department staff, members of GE Council and campus advisors who have a good working knowledge of transfer but who at times will need to refer to this policy for guidance, as well as statutory and historical references to answer questions they have.

Acknowledging that this proposed revision is cumbersome to the layperson, and in compliance with Executive Order D 2012-002 and the charge to ease public use of state policies, department staff in collaboration with GE Council and advisors from around the state, developed a one-page *Degree Completion and Transfer Guide for Colorado Students, Parents, Guidance Counselors and Advisors* (Appendix A, also linked on the department's website at <http://highered.colorado.gov/Academics/Transfers/Students.html>). This guide is considered "best advice" for the two scenarios in which students will usually find themselves: 1) The student knows which bachelor's degree they want to complete and at which institution they want to complete it, or 2) The student does not know which bachelor's degree they want to complete or which 4-year institution they will attend. The guide alerts individuals to commonly misunderstood advising issues (e.g., not all bachelor's degrees contain the same general education core) and provides links to resources on the department's website. Please note the link provided above also gives a comprehensive overview of Colorado's guided degree pathways and guaranteed transfer options, all aimed at enhancing degree completion. Besides this web-based

information, which is “text heavy,” staff is considering other formats, like short videos, to ensure this information is user friendly to both K-12 and higher education audiences.

III. STAFF ANALYSIS

Guidance from the statutes listed below under “Statutory Authority” was used to develop the proposed revision of this policy. The “track changes” function of Microsoft Word was not used to track changes between this proposed, revised version (Appendix B) and the current policy, which is linked on the department’s webpage at: <http://highered.colorado.gov/Publications/Policies/>. The tracked changes became unwieldy and so a side-by-side comparison is the best option for seeing the proposed changes. Please ignore formatting issues, which will be addressed before posting the policy online. Briefly, the major changes to this revised version, based on feedback from the General Education Council, Academic Council, Student Affairs Council, advisors and other campus representatives, as well as a review of related statute, include:

1. The name of the policy was changed from “Statewide Transfer Policy for Colorado Public Institutions of Higher Education” to “Statewide Transfer and gtPathways Policy” to signify the centrality of the guaranteed transfer (gt)Pathways curriculum to Colorado’s guided degree pathways and options for guaranteed transfer.
2. Section 3.00 Definitions. This section was expanded and relies on definitions as used in statute. In cases where common usage definitions (used by advisors, students, and faculty) were different from statutory definitions, footnotes were added to help the reader understand that although the statutory and common definitions may vary, the meaning (or intent) is the same.
3. Section 5.00 Roles and Responsibilities. This section was expanded with quotes from statute to help everyone understand their roles and responsibilities. It is easier to have all pertinent sections of statute in this one document, rather than refer GE Council members and advisors back to the original King and Berry Bills (which are now outdated because the statutes they created have since been amended). Also, it will be easier for department staff to update this one document when statutes get added, amended or repealed.
4. Sections 5.02.05 and 8.06. The footnote added to these sections explains that community colleges and 4-year institutions *may* (not required to) accept credits earned from an area vocational school as long as that school is accredited to offer the credit. Area vocational schools are not accredited to offer general education (gtPathways). As of January 8, 2014, the three area vocational schools in Colorado are Emily Griffith Technical College, Pickens Technical College and Delta-Montrose Technical College.
5. Section 6.00 Other Statutory Provisions. This section was added to include in this policy all statutes that affect transfer.

6. Section 7.00, Table 1. This table was added to help advisors understand and also explain to students where transfer credits might get applied to degree requirements. It also helps explain the difference between *transfer* of credit versus *application* of credit. The difference is, all coursework will transfer to another institution and be listed on the transcript but not all coursework will apply to degree requirements at the receiving institution.
7. Section 7.00, Table 2. The gtPathways curriculum category “Communication” was changed to “Written Communication” at the request of faculty.
8. Sections 7.01, 7.02 and 7.03 Limitations. These notes on limitations were added to help advisors and students decide on the best courses to take for their chosen major.
9. Section 8.03 Institutional Transfer Guides. This section was added to clarify that we no longer use the terminology “60+60” because it implies *all* bachelor degrees are capped at 120, which they are not. Some bachelor degrees have waivers from CCHE to exceed 120 credits (such as engineering and educator preparation degrees, which have additional requirements for licensing or accreditation). The most important point is that if students follow the transfer guide then they can have 60 credits applied to a bachelor degree.
10. Footnotes were added throughout to provide further explanation, links to resources, and to record historical actions of the Commission that affect transfer.

This proposed, revised policy has been almost two years in the making. The proposed changes have been vetted multiple times with members of GE Council, Academic Council, Student Affairs Council, and with advisors from around the state. Department staff and members of the GE Council see this policy as a “living document” that will evolve over time as Colorado enhances its guided pathways and guaranteed transfer options to help more students complete higher education credentials in a timely and cost-effective manner.

V. STAFF RECOMMENDATION

Staff recommends the Commission approve the revisions in Appendix B to CCHE Policy I, L: Statewide Transfer Policy.

STATUTORY AUTHORITY

C.R.S. §23-1-108(7) – Duties and powers of the commission with regard to system-wide planning.

- (a) The commission shall establish, after consultation with the governing boards of institutions, and enforce statewide degree transfer agreements between two-year and four-year state institutions of higher education and among four-year state institutions of higher education. Governing boards and state institutions of higher education shall

implement the statewide degree transfer agreements and the commission policies relating to the statewide degree transfer agreements. The statewide degree transfer agreements shall include provisions under which state institutions of higher education shall accept all credit hours of acceptable course work for automatic transfer from an associate of arts or associate of science degree program in another state institution of higher education in Colorado. The commission shall have final authority in resolving transfer disputes.

(b) (I) A student who completes an associate of arts or associate of science degree that is the subject of a statewide degree transfer agreement and who transfers from the state institution of higher education that awarded the degree to a four-year state institution of higher education shall, if admitted, be enrolled with junior status. Successful completion of an associate of arts or associate of science degree does not guarantee the degree holder admission to a four-year state institution of higher education.

(II) A state institution of higher education that admits as a junior a student who holds an associate of arts degree or associate of science degree that is the subject of a statewide degree transfer agreement may not require the student to complete any additional credit hours of lower-division general education courses; except that the institution may require the student to complete additional lower-division general education courses if necessary for preparation in the degree program in which the student enrolls so long as the additional courses are consistent with published degree program requirements for native students and do not extend the time to degree completion beyond that required for native students in the same degree program.

(c) (I) Beginning July 1, 2010, the commission, in collaboration with the governing boards and the council convened pursuant to [section 23-1-108.5 \(3\) \(a\)](#), shall negotiate statewide degree transfer agreements and shall ensure that there are at least four statewide degree transfer agreements in place no later than July 1, 2012, and that, by no later than July 1, 2016, there are a total of at least fourteen statewide degree transfer agreements.

(II) The governing boards shall recommend to the commission the degree programs that would be most appropriate for statewide degree transfer agreements based on student demand and the workforce needs of the state.

(d) The existence of statewide degree transfer agreements does not preclude or restrict a state institution of higher education from awarding nontransfer associate of arts or associate of science degrees, applied associate degrees, or general liberal arts associate of arts or associate of science degrees.

(e) Nothing in this subsection (7) shall be construed to:

(I) Prevent or otherwise interfere with the ability of a state institution of higher education to fulfill its statutory role and mission;

(II) Prohibit one or more state institutions of higher education from entering into memoranda of understanding for the transfer of degrees among the agreeing institutions;

(III) Impair any memoranda of understanding between or among institutions of higher education in effect prior to August 11, 2010; or

(IV) Require the transfer of course credits earned during or applicable to a student's junior or senior year.

(f) On or before October 1, 1993, the commission shall establish and enforce student transfer agreements between degree programs offered on the same campus or within the same institutional system. Governing boards and state institutions of higher education shall implement the agreements and commission policies relating to the agreements. In accordance with the provisions of [section 23-5-122](#), the agreements shall provide that:

(I) If, not more than ten years prior to transferring into an undergraduate degree program, a student earns credit hours that are required for graduation from the undergraduate degree program, the credit hours shall apply to the completion of the student's graduation requirements from the undergraduate degree program following the transfer;

(II) A student who transfers into an undergraduate degree program shall not be required to complete a greater number of credit hours in those courses that are required for graduation from the undergraduate degree program than are required of students who began in the undergraduate degree program, nor shall there be any minimum number of credit hours required post-transfer other than the normal degree requirements for nontransferring students; and

(III) The grade point average that is required for a student to apply for and be fully considered for transfer into an undergraduate degree program shall be no higher than that which is required for graduation from the undergraduate degree program.

(g) As used in this subsection (7), unless the context otherwise requires:

(I) "Native student" means a student who begins and completes an undergraduate degree program at a single state institution of higher education.

(II) "State institution of higher education" means a public postsecondary institution that is governed by:

- (A) The board of governors of the Colorado state university system;
- (B) The board of regents of the university of Colorado;
- (C) The board of trustees of the Colorado school of mines;
- (D) The board of trustees of the university of northern Colorado;
- (E) The board of trustees of Adams state university;
- (F) The board of trustees of Western state Colorado university;
- (G) The board of trustees of Colorado Mesa university;
- (H) The board of trustees for Fort Lewis college;
- (I) The board of trustees for Metropolitan state university of Denver;
- (J) The state board for community colleges and occupational education; or
- (K) The board of trustees of a junior college district organized pursuant to article 71 of this title.

(III) "Statewide degree transfer agreement" means an agreement among all of the state institutions of higher education for the transfer of an associate of arts or an associate of science degree. A statewide degree transfer agreement applies to common degree programs and specifies the common terms, conditions, and expectations for students enrolled in statewide degree transfer programs.

C.R.S. §23-1-108.5 – Duties and powers of the commission with regard to common course numbering system.

(1) The general assembly hereby finds that, for many students, the ability to transfer among all state-supported institutions of higher education is critical to their success in achieving a degree. The general assembly further finds that it is necessary for the state to have sound transfer policies that provide the broadest and simplest mechanisms feasible, while protecting the academic quality of the institutions of higher education and their undergraduate degree programs. The general assembly finds, therefore, that it is in the best interests of the state for the commission to oversee the adoption of a statewide articulation matrix system of course numbering for general education courses that includes all state-supported institutions of higher education and that will ensure that the quality of and requirements that pertain to general education courses are comparable and transferable systemwide.

(2) As used in this section, unless the context otherwise requires:

(a) "Council" means the council convened pursuant to paragraph (a) of subsection (3) of this section.

(b) "Course numbering system" means the statewide articulation matrix system of common course numbering for general education courses adopted by the commission pursuant to paragraph (c) of subsection (3) of this section.

(c) "General education courses" means the group of courses offered by an institution of higher education that every student enrolled in the institution must successfully complete to attain an associate's or bachelor's degree.

(d) "Higher education institution" means a state-supported institution of higher education.

(3) (a) On or before July 1, 2001, the commission shall convene a council consisting of representatives from each of the higher education governing boards and each of the four-year higher education institutions, a representative sample of the two-year higher education institutions, and a representative of the commission. The commission shall consult with the governing boards when convening representatives from the higher education institutions. By July 1, 2011, the council shall create a process through which it shall seek input from and consult with various higher education student organizations for each articulation agreement and for the review of general education courses and the course numbering system as required in paragraph (c) of this subsection (3).

(b) The council shall recommend to the commission a statewide articulation matrix system of common course numbering to which the general education courses for each higher education institution may be mapped.

(c) (I) On or before October 1, 2002, the council shall recommend to the commission a list of general education courses to be included in the course numbering system. In identifying said general education courses, the council shall review the course descriptions, and may request summaries of course syllabi for review, focusing first on lower division general education courses. The commission shall review the council's recommendations and adopt a statewide articulation matrix system of common course numbering for general education courses, including criteria for such courses, on or before January 1, 2003.

(II) The council shall annually review the list of general education courses and the course numbering system, including the criteria, adopted by the commission and recommend such changes as may be necessary to maintain the accuracy and integrity of

the course numbering system. The council's annual review shall include consideration of the course descriptions, and the council may request summaries of course syllabi for further review.

(d) Repealed.

(e) This subsection (3) is repealed, effective July 1, 2016. Prior to such repeal, the council of higher education representatives shall be reviewed as provided for in section 2-3-1203, C.R.S.

(4) (a) Following adoption of the course numbering system, each higher education institution shall review its course offerings and identify those general education courses offered by the institution that correspond with the courses included in the course numbering system. The higher education institution shall submit its list of identified courses, including course descriptions and, upon request of the commission, summaries of course syllabi, for review and approval by the commission on or before March 1, 2003.

(b) Beginning with the fall semester of 2003, each higher education institution shall publish, and update as necessary, a list of course offerings that identifies those general education courses offered by the institution that correspond with the courses included in the course numbering system.

(5) All credits earned by a student in any general education course identified as corresponding with a course included in the course numbering system shall be automatically transferable among all higher education institutions upon transfer and enrollment of the student. All higher education institutions in Colorado shall participate in the course numbering system. The commission shall adopt such policies and guidelines as may be necessary for the implementation of this section. Each governing board shall modify its existing policies as may be necessary to accept the transfer of these credits.

(6) (a) The council shall devise and recommend to the commission procedures for exchanging information to document students' success in transferring among higher education institutions. The commission shall adopt and implement such procedures.

(b) The commission, in consultation with the governing boards and the higher education institutions, shall design and implement a statewide database to implement the provisions of this section.

(7) The commission may accept any public or private gifts, grants, or donations given for the purpose of implementing this section. Any such gifts, grants, or donations shall be credited to the course numbering fund, which fund is hereby created in the state

treasury. Moneys credited to the fund are hereby continuously appropriated to the commission for use in offsetting the costs incurred by the commission in implementing this section and for allocation to the governing boards to offset the costs incurred by the governing boards in implementing this section. All interest derived from the deposit and investment of moneys in the course numbering fund shall be credited to said fund. Any amount remaining in the course numbering fund at the end of any fiscal year shall remain in said fund and shall not be credited or transferred to the general fund or to any other fund.

C.R.S. §23-1-125 – Commission directive – student bill of rights – degree requirements – implementation of core courses – competency test.

(1) Student bill of rights. The general assembly hereby finds that students enrolled in public institutions of higher education shall have the following rights:

(a) Students should be able to complete their associate of arts and associate of science degree programs in no more than sixty credit hours or their baccalaureate programs in no more than one hundred twenty credit hours unless there are additional degree requirements recognized by the commission;

(b) A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student to obtain a degree in two or four years, unless there are additional degree requirements recognized by the commission;

(c) Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees;

(d) Students have a right to know which courses are transferable among the state public two-year and four-year institutions of higher education;

(e) Students, upon completion of core general education courses, regardless of the delivery method, should have those courses satisfy the core course requirements of all Colorado public institutions of higher education;

(f) Students have a right to know if courses from one or more public higher education institutions satisfy the students' degree requirements;

(g) A student's credit for the completion of the core requirements and core courses shall not expire for ten years from the date of initial enrollment and shall be transferrable.

(2) Degree requirements. The commission shall establish a standard of a one-hundred-twenty-hour baccalaureate degree, not including specific professional degree programs that have additional degree requirements recognized by the commission.

(3) Core courses. The department, in consultation with each Colorado public institution of higher education, is directed to outline a plan to implement a core course concept that defines the general education course guidelines for all public institutions of higher education. The core of courses shall be designed to ensure that students demonstrate competency in reading, critical thinking, written communication, mathematics, and technology. The core of courses shall consist of at least thirty credit hours but shall not exceed forty credit hours. Individual institutions of higher education shall conform their own core course requirements with the guidelines developed by the department and shall identify the specific courses that meet the general education course guidelines. Any such guidelines developed by the department shall be submitted to the commission for its approval. In creating and adopting the guidelines, the department and the commission, in collaboration with the public institutions of higher education, may make allowances for baccalaureate programs that have additional degree requirements recognized by the commission. If a statewide matrix of core courses is adopted by the commission, the courses identified by the individual institutions as meeting the general education course guidelines shall be included in the matrix. The commission shall adopt such policies to ensure that institutions develop the most effective way to implement the transferability of core course credits.

(4) Competency testing. On or before July 1, 2010, the commission shall, in consultation with each public institution of higher education, define a process for students to test out of core courses, including specifying use of a national test or the criteria for approving institutionally devised tests. Beginning in the 2010-11 academic year, each public institution of higher education shall grant full course credits to students for the core courses they successfully test out of, free of tuition for those courses.

(4.5) Prior learning. Beginning in the 2013-14 academic year, each public institution of higher education shall adopt and make public a policy or program to determine academic credit for prior learning.

(5) Nonpublic institutions of higher education. (a) (I) A nonpublic institution of higher education may choose to conform its core course requirements with, or adopt core course requirements that meet, the general education course guidelines developed by the department pursuant to subsection (3) of this section and identify the specific courses that meet the general education course guidelines. The nonpublic institution of higher education may require all of the students enrolled in the institution to take the core course requirements that are conformed or adopted as provided in this paragraph (a) or may require only those students who are concurrently enrolled, pursuant to article 35 of title 22, C.R.S., in a high school and in the nonpublic institution of higher education to take said core course requirements.

(II) The core course requirements that a nonpublic institution of higher education conforms or adopts pursuant to this paragraph (a) shall comply with the number of credit hours required by the department and shall include courses in each of the subject areas identified by the department. The nonpublic institution of higher education shall submit to the department a description of its core course requirements with the initial review fee established pursuant to paragraph (c) of this subsection (5), and the department shall determine whether the nonpublic institution's core course requirements comply with the department's general education course guidelines. If the department determines that the nonpublic institution of higher education's core course requirements comply with the guidelines, then the nonpublic institution's core course credits shall be transferable to public institutions of higher education, and the nonpublic institution of higher education shall accept transfers of core course credits from the public institutions of higher education.

(b) A nonpublic institution of higher education that chooses to seek transferability of its core course credits pursuant to paragraph (a) of this subsection (5) shall, prior to the beginning of each academic year in which it seeks transferability, allow the department to review its general education core course requirements and its general education courses to ensure that they continue to meet the general education core course guidelines. The department may assess a fee as provided in paragraph (c) of this subsection (5) to offset the costs of the annual review.

(c) The commission, in consultation with the department, shall establish the amounts of the initial review fee and the annual review fee of a nonpublic institution of higher education's general education core course requirements and core courses, which amounts shall not exceed the direct and indirect costs incurred by the department in initially reviewing and in annually reviewing the nonpublic institution's general education core course requirements and core courses. The department is authorized to collect the fees from nonpublic institutions of higher education as provided in paragraphs (a) and (b) of this subsection (5).

(d) On or before March 1, 2016, the commission shall submit to the education committees of the senate and the house of representatives, or any successor committees, a report concerning the implementation of this subsection (5). At a minimum, the report shall include:

(I) The names of the nonpublic institutions of higher education that are participating in the general education core course requirements;

(II) The number of students who have transferred core course credits to or from a nonpublic institution of higher education;

(III) Any issues that have arisen in the course of implementing this subsection (5); and

- (IV) Any recommendations for changes to this subsection (5).
- (e) As used in this subsection (5), "nonpublic institution of higher education" means an educational institution operating in this state that:
- (I) Does not receive state general fund moneys in support of its operating costs;
 - (II) Admits as regular students only persons having a high school diploma or the recognized equivalent of a high school diploma;
 - (III) Is accredited by an accrediting agency or association approved by the United States department of education;
 - (IV) Provides an educational program for which it awards a bachelor's degree or a graduate degree;
 - (V) Is authorized by the department of higher education to do business in Colorado pursuant to section 23-2-103.3;
 - (VI) Maintains a physical campus or instructional facility in Colorado; and
 - (VII) Has been determined by the United States department of education to be eligible to administer federal financial aid programs pursuant to Title IV of the federal "Higher Education Act of 1965", as amended.

APPENDICES

Appendix A: Degree Completion and Transfer Guide for Colorado Students, Parents, Guidance Counselors and Advisors

Appendix B: Proposed Revisions to CCHE Policy I, L: Statewide Transfer Policy for Colorado Public Institutions of Higher Education

APPENDIX A

DEGREE COMPLETION & TRANSFER GUIDE FOR COLORADO STUDENTS, PARENTS, GUIDANCE COUNSELORS AND ADVISORS

I. If you know which associate or bachelor degree you want to complete and where:

Best choice if starting at a university: Talk to an advisor or the Admissions Office at the institution you want to attend. Ask for a list of the degree's required coursework and a 2- or 4-year plan/graduation schedule. Do not deviate from the plan unless your advisor customizes the plan to suit your individual needs. Keep a record of what the advisor said and all documentation.

Best choice if starting at a community college and transferring: Talk to advisors at both the community college where you will start and the university where you will finish. If there is a Statewide Transfer Articulation Agreement for your degree, follow it ([click here for Agreements](#)). If you know what university to which you will transfer, follow the Institutional Transfer Guide from that university to ensure you choose the right courses as part of your associate degree at the community college ([click here for Transfer Guides](#)). Keep a record of what the advisors said and all documentation.

Second best choice: Talk to advisors at any community college or university you plan to attend. Ask them to put in writing which courses you should take and when you should take them (and when you should transfer, if applicable) to be able to complete your chosen degree(s) in the shortest amount of time. Make sure the advisors agree with one another on the best options for you. Keep a record of what the advisors said and all documentation.

II. If you don't know which associate or bachelor degree you want to complete:

Best choice: Talk to an advisor at the college or university you will attend. If you think you may go into a Liberal Arts & Sciences degree (such as English, Biology or Psychology), then start with the gtPathways courses (general education). These courses form the core of most degrees and are guaranteed to transfer between all public colleges and universities ([click here for gtPathways](#)). If you think you might go into engineering, nursing, business, music education, or computer science, meet with an advisor because these degrees often do not require gtPathways courses ([click here for a list of degrees that do not contain gtPathways](#)). Best advice is to choose the degree you are most interested in and to take the courses your advisor lays out for you. If you need help choosing a degree, meet with an advisor or career counselor to guide your choice. Keep a record of what the advisor said and all documentation.

III. Students have the right to:

1. Clear and consistent advising (but it's your responsibility to be proactive and meet with your advisor);
2. Complete their associate of arts and associate of science degree programs in no more than sixty credit hours (2 years) or their baccalaureate programs in no more than one hundred twenty credit hours (four years), unless there are additional degree requirements recognized by the CCHE;
3. Know which courses are transferable among the state public community colleges and universities;
4. Receive full course credits for the core courses they successfully test out of, free of tuition for those courses;
5. Ask if they can receive credit for any prior learning experiences;
6. Transfer gtPathways coursework for up to 10 years; and
7. File transfer-related complaints with the [Colorado Department of Higher Education](#).

IV. Resources and Links

gtPathways courses:

<http://highered.colorado.gov/Academics/Transfers/gtPathways/curriculum.html>

Statewide Transfer Articulation Agreements:

<http://highered.colorado.gov/Academics/Transfers/Students.html>

Institutional Transfer Guides:

<http://highered.colorado.gov/Academics/Transfers/Guides/default.html>

Associate Degree in Nursing to Bachelor of Science in Nursing transfer guide:

<http://highered.colorado.gov/stats/track.asp?mtr=/Academics/Transfers/Guides/RN-BSN-MSNComparisonTable.pdf>

File a transfer related complaint:

<http://highered.colorado.gov/Academics/Complaints/default.html>

College in Colorado: www.collegeincolorado.org

Public colleges and universities in Colorado that participate in state guaranteed transfer:

<http://highered.colorado.gov/Academics/Colleges/publics.asp>

Search for degree and certificate programs by institution:

<http://highered.colorado.gov/Data/Degrees.aspx>

APPENDIX B

SECTION I

PART L STATEWIDE TRANSFER AND gtPATHWAYS POLICY

1.00 Introduction

This policy is meant for use by Colorado Department of Higher Education staff, the General Education (GE) Council and academic advisors. Students, parents and high school guidance counselors will find the accompanying “Degree Completion & Transfer Guide for Colorado Students, Parents, Guidance Counselors and Advisors” much easier to use. This guide is linked available on the department’s website at: <http://higherred.colorado.gov/Academics/Transfers/Students.html>.

The Statewide Transfer and gtPathways Policy pertains to the state general education courses, known as Guaranteed Transfer Pathways (gtPathways); Statewide Transfer Articulation Agreements; transfer of course credits from one higher education institution to another; intra-institutional transfer; and reverse transfer. The policy applies to most Colorado public higher education undergraduate degree programs.¹ The policy applies to student transfer from two-year to four-year institutions, four-year to four-year institutions, four-year to two-year institutions, two-year to two-year institutions, or within four-year institutions. This policy does not address transfer issues where the state has limited legal authority: the transfer of credits from private, non-accredited, or out-of-state institutions or the awarding of credit for non-credit bearing courses.

The policy is divided into the following sections:

- 1.00 Introduction
- 2.00 Statutory Authority
- 3.00 Definitions
- 4.00 Policy Goals
- 5.00 Roles and Responsibilities
- 6.00 Other Statutory Provisions that Affect Transfer
- 7.00 General Education and gtPathways Courses
- 8.00 Transfer Options for Students

2.00 Statutory Authority

This policy is based on the following Colorado Revised Statutes:

¹ A record of the degrees that were granted waivers from gtPathways can be found in the CCHE agenda item from June 7, 2013.

- 2.01 §23-1-108(7)(a), C.R.S. “The commission shall establish, after consultation with the governing boards of institutions, and enforce statewide degree transfer agreements between two-year and four-year state institutions of higher education and among four-year state institutions of higher education...”
- 2.02 §23-1-108.5(1), C.R.S. “The General Assembly finds, therefore, that it is in the best interests of the state for the commission to oversee the adoption of a statewide articulation matrix system of course numbering for general education courses that includes all state-supported institutions of higher education and that will ensure that the quality of and requirements that pertain to general education courses are comparable and transferable systemwide.”
- 2.03 §23-1-125 et seq., C.R.S. Commission directive – student bill of rights – degree requirements – implementation of core courses – competency testing – prior learning.
- 2.04 §23-1-125(3), C.R.S. “In creating and adopting the [gtPathways] guidelines, the department and the commission, in collaboration with the public institutions of higher education, may make allowances for baccalaureate programs that have additional degree requirements recognized by the commission.”
- 2.05 §23-1-131(3)(a), C.R.S. “The commission shall collaborate with the governing boards of the two-year and four-year institutions to develop and coordinate a process to notify students concerning eligibility for the award of an associate degree. The notification process shall apply to students at a four-year institution who have accumulated seventy credit hours at a four-year institution² and who transferred to the institution after completing the residency requirements for an associate degree at a two-year institution.”
- 2.06 §23-5-122, C.R.S. “...the governing board of every state-supported institution of higher education shall have in place and enforce policies regarding transfers by students between undergraduate degree programs which are offered within the same institution or within the same institutional system.”
- 2.07 §23-60-802, C.R.S. Area vocational schools – credits – transfer.

²Note that statute has been interpreted to mean that students must have accumulated 70 credit hours in total, at all two- and four-year institutions attended, not just at a four-year institution.

3.00 Definitions

- 3.01 “Commission” means the Colorado Commission on Higher Education created pursuant to section Title 23, Article 1 of the Colorado Revised Statutes.
- 3.02 “Core courses” means the thirty-one credit gtPathways curriculum to which “...Individual institutions of higher education shall conform their own core course requirements...” (i.e., general education requirements). “The core of courses shall be designed to ensure that students demonstrate competency in reading, critical thinking, written communication, mathematics, and technology. The core of courses shall consist of at least thirty credit hours but shall not exceed forty credit hours” [§23-1-125(3), C.R.S.].³
- 3.03 “Course numbering system” means the common system of numbering used by all institutions for gtPathways courses, such as GT-CO1 for an introductory written communication course, GT-CO2 for an intermediate written communication course, GT-MA1 for a mathematics course, and so on, pursuant to §23-1-108.5(2)(b), C.R.S.
- 3.04 “Department” means the Colorado Department of Higher Education created and existing pursuant to section §24-1-114, C.R.S.
- 3.05 “GE Council” means the General Education Council convened pursuant to §23-1-108.5(3)(a), C.R.S.
- 3.06 “gtPathways” means guaranteed transfer pathways as described in §23-1-108.5 and §23-1-125(3), C.R.S.
- 3.07 “gtPathways content criteria” means the sets of criteria for the six content areas that make up the gtPathways curriculum: 1) written communication, 2) mathematics, 3) arts and humanities, 4) social and behavioral sciences, 5) history and 6) natural and physical sciences.⁴

³ Note that this does not apply to every degree program at every institution. Addendum B of the 2013 Performance Contracts gave institutions flexibility from having to include the gtPathways curriculum in the general education core of their Liberal Arts & Sciences baccalaureate degrees, as long as the institution continues to offer a full gtPathways curriculum for those Liberal Arts & Sciences students who choose it. Also, §23-1-125(3) gives the Commission authority to “...make allowance for baccalaureate programs that have additional degree requirements...” A list of these degrees, that do not contain the full gtPathways curriculum, is maintained on the Department’s website at <http://higher.ed.colorado.gov/Academics/Transfers/Students.html>.

⁴ Available on the Department’s website at <http://higher.ed.colorado.gov/Academics/Transfers/>

- 3.08 “gtPathways competency criteria” means the five competencies embedded in the gtPathways content criteria in which students must demonstrate competency: 1) critical thinking, 2) mathematics, 3) reading, 4) technology and 5) written communication, pursuant to §23-1-125(3), C.R.S.⁵
- 3.09 “General education courses” means the group of courses offered by an institution of higher education that every student enrolled in the institution must successfully complete to attain an associate’s or bachelor’s degree” [§23-1-108.5(2)(c), C.R.S.] and that meet the requirements of §23-1-125(3), C.R.S. It should be noted that besides a general education core, degrees also have major and elective and other requirements (see Table 1 under section 7.00). It should also be noted that general education requirements may differ between degree programs at the same institution and that some degree programs at some institutions have received waivers from the Commission not to have to include the 31 credit gtPathways curriculum in the general education cores for some baccalaureate degrees.⁶
- 3.10 “Native student” means a student who begins and completes an undergraduate degree program at a single institution of higher education.
- 3.11 “Reverse Transfer” means the process whereby a student who begins his or her postsecondary education at a two-year institution and transfers to a four-year institution prior to receiving an associate degree, or who has left the four-year institution prior to completing a bachelor’s degree, and has accumulated at least 70 credits and completed the residency requirements at the two-year institution, may be eligible to receive an associate of arts or associate of science degree.
- 3.12 “Statewide Transfer Articulation Agreement” means a transfer agreement between two-year and four-year state institutions of higher education and among four-year institutions, which includes provisions under which state institutions of higher education shall accept all credit hours of acceptable course work for automatic transfer from an associate of arts or associate of science degree program, pursuant to §23-1-108(7)(a), C.R.S. Further guidance is found in 23-1-108(7)(g)(III), C.R.S., which defines a Statewide Transfer Articulation Agreement as a “Statewide degree transfer agreement,” which “...means an agreement among all of the state institutions of higher education for the transfer of an associate of arts or an associate of science degree. A statewide degree transfer agreement applies to common degree programs and specifies the

⁵ Available on the Department’s website at <http://highered.colorado.gov/Academics/Transfers/>

⁶ A list of these degrees, that do not contain the full gtPathways curriculum, is maintained on the Department’s website at <http://highered.colorado.gov/Academics/Transfers/Students.html>.

common terms, conditions, and expectations for students enrolled in statewide degree transfer programs.”

- 3.13 “Transfer” means transferring the credit for courses taken at one institution of higher education to another. It is important to note that while most coursework can transfer, not all credit can be applied to a student’s chosen major. That is, the receiving institution will usually *accept coursework in transfer* and list those courses on the student’s transcript but may not be able to *apply the credit* for those courses to any of the requirements in the student’s degree program.
- 3.14 “Transfer Student” means a student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g. undergraduate, graduate) after high school graduation (or passing an equivalency exam). The student may transfer with or without credit. This excludes students who completed remedial coursework and students who completed college-level coursework as a high school student through Concurrent Enrollment or as their homeschool curriculum.

4.00 Policy Goals

The policy goals are to provide guidance on each entity’s role in the implementation of:

- 4.01 gtPathways, “that includes all state-supported institutions of higher education and that will ensure that the quality of and requirements that pertain to general education courses are comparable⁷ and transferable systemwide,” [§23-1-108.5(1), C.R.S.]; and
- 4.02 The Student Bill of Rights, which states that:
- 4.02.01 “(a) Students should be able to complete their associate of arts and associate of science degree programs in no more than sixty credit hours or their baccalaureate programs in no more than one hundred twenty credit hours unless there are additional degree requirements recognized by the commission;”⁸

⁷ It should be noted that gtPathways is not about course equivalencies and that “comparable” does not mean “equivalent.” That is, gtPathways are guaranteed to meet gtPathways requirements of Liberal Arts & Sciences degrees but may not meet other general education or major requirements of degrees that received waivers because those degrees have additional requirements.

⁸ At its April 1, 2004 meeting, the Commission granted waivers to exceed the 120 credit cap to the following degree programs (new credit limits in parentheses): nursing (126 cr.); teacher preparation (126 cr. with the stipulation that students can complete the program in 4-years); engineering, engineering technology, computer science and related programs (exempt from the 120 credit limit but with the stipulation that all programs must “guarantee that students will be able to complete the program requirements in 4 years”); all degree programs at Colorado School of Mines

- 4.02.02 “(b) A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student to obtain a degree in two or four years, unless there are additional degree requirements recognized by the commission;”
- 4.02.03 “(c) Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees;”
- 4.02.04 “(d) Students have a right to know which courses are transferable among the state public two-year and four-year institutions of higher education;”
- 4.02.05 “(e) Students, upon successful completion of core general education courses, regardless of the delivery method, should have those courses satisfy the core course requirements of all Colorado public institutions of higher education;
- 4.02.06 “(f) Students have a right to know if courses from one or more public higher education institutions satisfy the students’ degree requirements;”
- 4.02.07 “(g) A student’s credit for the completion of the core requirements and core courses shall not expire for ten years from the date of initial enrollment and shall be transferable.” [§23-1-125(1), C.R.S.]

5.00 Roles and Responsibilities

5.01 Students

Students are responsible to act in their best academic interests and to seek the information necessary for making informed transfer choices, including:

- 5.01.01 Contacting academic advisors at both the sending and receiving institutions to understand the limitations on transfer;
- 5.01.02 Checking with the receiving institution for the availability of Statewide Transfer Articulation Agreements, Transfer Guides, other inter-institutional transfer agreements that may exist, and graduation requirements of the institution and degree program into which the student hopes to transfer;

(exempt from the 120 credit limit); and landscape architecture at CSU (132 cr.). At its June 4, 2009 meeting, the Commission approved a credit waiver of 138 credits and lifted the 4-year graduation agreement requirement for all science teacher preparation programs.

- 5.01.03 Understanding the limits in applying transfer credits within general education, major requirements, and elective categories for the institution and degree program into which the student hopes to transfer; and
- 5.01.04 Filing an appeal with the institution in a timely manner to resolve transfer disputes.

5.02 Governing Boards of Public Institutions or Systems

All Governing Boards of public institutions or systems:

- 5.02.01 “...shall implement the statewide degree transfer agreements and the commission policies relating to the statewide degree transfer agreements.” [23-1-108(7)(a), C.R.S.]
- 5.02.02 “...shall implement the [student transfer] agreements [between degree programs offered on the same campus or within the same institutional system] and commission policies relating to the agreements.” [23-1-108(7)(f), C.R.S.]
- 5.02.03 “...shall modify its existing policies as may be necessary to accept the transfer of these [gtPathways course] credits.” [23-1-108.5(5), C.R.S.]
- 5.02.04 “...shall have in place and enforce policies regarding transfers by students between undergraduate degree programs which are offered within the same institution or within the same institutional system. Such policies shall include, but shall not be limited to, the following provisions:
 - (a) If, not more than ten years prior to transferring into an undergraduate degree program, a student earns credit hours which are required for graduation from such undergraduate degree program, such credit hours shall apply to the completion of such student's graduation requirements from such undergraduate degree program following such transfer;
 - (b) A student who transfers into an undergraduate degree program shall not be required to complete a greater number of credit hours in those courses which are required for graduation from such undergraduate degree program than are required of students who began in such undergraduate degree program, nor shall there be any minimum number of credit hours required post-transfer other than the normal degree requirements for

nontransferring students; and

(c) The grade point average which is required for a student to apply for and be fully considered for transfer into an undergraduate degree program shall be no higher than that which is required for graduation from such undergraduate degree program.” [23-5-122(1), C.R.S.]

5.02.05 “...shall adopt policies to ensure that, if a student completes a program of study at an area vocational school and subsequently enrolls in an institution within the state system of community and technical colleges, or transfers from an area vocational school to an institution within the state system of community and technical colleges, any postsecondary course credits earned by the student while enrolled in the area vocational school will apply in full at another area vocational school or to an appropriate program leading to a certificate or to an associate degree at a community or technical college. Postsecondary credits earned by a student at an area vocational school may be transferred into an associate degree program at a community college or into a degree program at a four-year institution of higher education as provided in section 23-1-108(7) and the state credit transfer policies established by the Colorado commission on higher education.” [23-60-802, C.R.S.]⁹

5.03 Public Institutions of Higher Education

All public institutions:

5.03.01 Shall publish the Student Bill of Rights [23-1-125(1)(a-g), C.R.S.] in course catalogs and advising centers.

5.03.02 Shall honor the Student Bill of Rights.

5.03.03 Shall comply with “...the intent of the general assembly that academic degree programs at state-supported institutions of higher education be designed and implemented to assure and emphasize that undergraduate students have the maximum range of opportunities and assistance to complete their course of study and obtain their degree in a reasonable amount of time.” [23-1-108(13)(a), C.R.S.]

⁹ Community colleges and 4-year institutions may accept credits earned from an area vocational school as long as that school is accredited to offer the credit. Area vocational schools are not accredited to offer general education (gtPathways). As of January 8, 2014, the three area vocational schools in Colorado are Emily Griffith Technical College, Pickens Technical College and Delta-Montrose Technical College.

- 5.03.04 “...shall review its course offerings and identify those general education courses offered by the institution that correspond with the courses included in the course numbering system. The higher education institution shall submit its list of identified courses, including course descriptions and, upon request of the commission, summaries of course syllabi, for review and approval by the commission on or before March 1, 2003.” [23-1-108.5(4)(a), C.R.S.]¹⁰
- 5.03.05 “...shall publish, and update as necessary, a list of course offerings that identifies those general education courses offered by the institution that correspond with the courses included in the course numbering system.” [23-1-108.5(4)(b), C.R.S.]
- 5.03.06 ”...shall participate in the course numbering system.” [23-1-108.5(5), C.R.S.]
- 5.03.07 Shall develop effective transfer advising systems, including but not limited to, training faculty and academic advisors, providing freshman students with planning information, and providing transfer students with appeals information.
- 5.03.08 Shall develop advising partnerships among all four-year and two-year public institutions to jointly advise students.
- 5.03.09 “...shall implement the [student transfer] agreements [between degree programs offered on the same campus or within the same institutional system] and commission policies relating to the agreements.” [23-1-108(7)(f), C.R.S.]
- 5.03.10 “...shall implement the statewide degree transfer agreements and the commission policies relating to the statewide degree transfer agreements.” [23-1-108(7)(a), C.R.S.]
- 5.03.11 “...shall grant full course credits to students for the core courses they successfully test out of, free of tuition for those courses.” [23-1-125(4), C.R.S.]
- 5.03.12 “...shall adopt and make public a policy or program to determine academic credit for prior learning.” [23-1-125(4.5), C.R.S.]

¹⁰This process was completed.

- 5.03.13 To approve degrees with designation, the Colorado Community College System shall "...submit the degree program designation to the board for its review and approval. The community college may offer the degree program only after it has been approved by the board and by the Colorado commission on higher education. The community college shall exclusively use the degree program designation name in official publications, course catalogs, diplomas, and official transcripts" [23-60-211(1), C.R.S.] and Colorado Mountain College and Aims Community College shall "...submit the degree program designation to the board of trustees for its review and approval. The junior college may offer the degree program only after it has been approved by the board of trustees and by the Colorado commission on higher education.¹¹ The junior college shall exclusively use the degree program designation name in official publications, course catalogs, diplomas, and official transcripts" [23-71-123(3), C.R.S.]¹²
- 5.03.14 "...should work in collaboration with the commission to develop a process that reduces a potential barrier to degree completion by providing students with information about the student's eligibility for an associate degree" [23-1-131(1)(b)]. "The two-year and four-year institutions shall agree upon the contents of the notification to eligible students. At a minimum, the notification shall include the requirements for the degree audit by the two-year institution and information concerning the process for a student to be awarded an associate degree in the future if the degree requirements are not met or the student declines the associate degree at the time of the notification" [23-1-131(3)(b), C.R.S.]. "Each two-year and four-year institution shall provide students with information concerning the process developed pursuant to this section" 23-1-131(4), C.R.S.]

5.04 Participating Private Institutions of Higher Education

Private institutions of higher education may choose to participate in gtPathways, including conforming their general education curricula to include the gtPathways curriculum; being guaranteed their approved gtPathways courses will transfer to all public and other participating nonpublic institutions, and agreeing to accept in transfer and apply credit for gtPathways courses from other participating nonpublic and public institutions of higher education, pursuant to §23-1-125(5), C.R.S.

¹¹ Refer to CCHE Policy I, V for more information on approval of new degree programs.

¹² GE Council agreed that if a two-year institution is unable to offer all coursework required for a Statewide Transfer Articulation Agreement, that institution should not offer the corresponding Degree with Designation.

5.05 Colorado Commission on Higher Education

The Commission, with the Colorado Department of Higher Education acting as its staff:

5.05.01 “...shall establish, after consultation with the governing boards of institutions, and enforce statewide degree transfer agreements between two-year and four-year state institutions of higher education and among four-year state institutions of higher education.” [23-1-108(7)(a), C.R.S.]

5.05.02 “...shall establish and enforce student transfer agreements between degree programs offered on the same campus or within the same institutional system.” [23-1-108(7)(f), C.R.S.]

5.05.03 Shall, “...within existing resources, ...implement and revise appropriate policies, including financial incentives, to assure that students at state-supported institutions of higher education complete their academic degree programs in the most efficient, effective, and productive manner. The policy implementation and review shall include:

(I) Academic advising and counseling at such institutions and consideration of methods for the improvement of early and continuous availability of such academic advising and counseling in order to assist students with the completion of degree programs;

(II) The frequency and availability of courses essential to completion of degree programs at such institutions and evaluation of what changes may be necessary to assure that the course scheduling for degree programs by such institutions maximizes the opportunities for students to complete their course of study efficiently, effectively, and productively;

(III) Measures for minimizing and eliminating the restrictions against automatic transfer of credit hours of acceptable course work between such institutions and whether the provisions of transfer agreements between two-year and four-year institutions and among four-year institutions entered into pursuant to subsection (7) of this section are directed at easing such transfer restrictions;

(IV) Methods for minimizing the loss of credit hours when a student changes degree programs at such institution and assurance

that such credit hours are transferred or substituted for appropriate course work in the other degree program;

(V) The review of possible solutions for access of nontraditional and part-time students to complete programs within the student's time frame goals;

(VI) What effect, if any, the reduction of degree programs would have on the increased availability of classes within existing degree programs;

(VII) What effect increases in educational costs may have on the average length of time for a student to complete a degree program; and

(VIII) The implementation of core curricula as a measure for assisting students to graduate.” [§23-1-108(13)(a), C.R.S.]

- 5.05.04 “...shall oversee the adoption of a statewide articulation matrix system of course numbering for general education courses that includes all state-supported institutions of higher education and that will ensure that the quality of and requirements that pertain to general education courses are comparable and transferable systemwide.” [23-1-108.5(1), C.R.S.]
- 5.05.05 Consider for approval gtPathways courses recommended by GE Council, pursuant to §23-1-108.5(3), C.R.S.
- 5.05.06 “...shall consult with the governing boards when convening representatives from the higher education institutions [to serve on GE Council].” [23-1-108.5(3)(a), C.R.S.]
- 5.01.07 “...shall review the [GE] council's recommendations and adopt a statewide articulation matrix system of common course numbering for general education courses, including criteria for such courses...” [23-1-108.5(3)(c)(I), C.R.S.]
- 5.05.08 “...shall adopt and implement such procedures [recommended by GE Council to document students’ success in transferring among higher education institutions].” [23-1-108.5(6)(a), C.R.S.]
- 5.05.09 “...in consultation with the governing boards and the higher education institutions, shall design and implement a statewide database to [document

students' success in transferring among higher education institutions].”
[23-1-108.5(6)(b), C.R.S.]

5.05.10 Resolve student complaints regarding the requirements of this policy, pursuant to CCHE Policy I, T Student Complaint Policy. “The Commission shall have final authority in resolving transfer disputes.” [23-1-108(7)(a), C.R.S.]

5.05.11 “...shall adopt such policies to ensure that institutions develop the most effective way to implement the transferability of core course credits.” [23-1-125(3) C.R.S.]

5.06 General Education (GE) Council

The GE Council:

5.06.01 “...shall create a process through which it shall seek input from and consult with various higher education student organizations for each articulation agreement and for the review of general education courses and the course numbering system as required in [23-1-108.5(3)(c)].” [23-1-108.5(3)(a), C.R.S.]

5.06.02 “...shall recommend to the commission a statewide articulation matrix system of common course numbering to which the general education courses for each higher education institution may be mapped.” [23-1-108.5(3)(b), C.R.S.]¹³

5.06.03 “...shall recommend to the commission a list of general education courses to be included in the course numbering system. In identifying said general education courses, the council shall review the course descriptions, and may request summaries of course syllabi for review, focusing first on lower division general education courses.” [23-1-108.5(3)(c)(I), C.R.S.]¹⁴

5.06.04 “...shall annually review the list of general education courses and the course numbering system, including the criteria, adopted by the commission and recommend such changes as may be necessary to maintain the accuracy and integrity of the course numbering system. The council's annual review shall include consideration of the course

¹³This process was completed and the common course numbering system for gtPathways courses is linked on the Department's website at <http://higher.ed.colorado.gov/Academics/Transfers/gtPathways/curriculum.html>.

¹⁴This process was completed per initial requirements of H.B. 01-1298 (the “Berry Bill”) and is now ongoing.

descriptions, and the council may request summaries of course syllabi for further review.” [23-1-108.5(3)(c)(II), C.R.S.]¹⁵

5.06.05 “...shall devise and recommend to the commission procedures for exchanging information to document students’ success in transferring among higher education institutions.” [23-1-108.5(6)(a), C.R.S.]

5.06.06 Shall act as their respective institutions’ liaisons to assist the Department in the creation and adoption of statewide transfer articulation agreements; the review of proposed gtPathways courses; train academic advisors on the requirements of this policy; and provide guidance to the Department in the resolution of transfer student disputes.

6.00 Other Statutory Provisions that Affect Transfer

6.01 Credit cap for degrees.

6.01.01 “Students should be able to complete their associate of arts and associate of science degree programs in no more than sixty credit hours or their baccalaureate programs in no more than one hundred twenty credit hours unless there are additional degree requirements recognized by the commission” [23-1-125(1)(a), C.R.S.]; and

6.01.02 “The commission shall establish a standard of a one-hundred-twenty-hour baccalaureate degree, not including specified professional degree programs that have additional degree requirements recognized by the commission.” [23-1-125(2), C.R.S.]¹⁶

¹⁵ Standard practice has been that gtPathways courses continue to carry that designation unless the institution chooses to withdraw the course from general education, the course is not offered within a two-year period, or evaluations indicate that a course does not meet the state content and competency criteria, which are linked on the Department’s website at <http://higher.ed.colorado.gov/Academics/Transfers/>.

¹⁶ At its April 1, 2004 meeting, the Commission granted waivers to exceed the 120 credit cap to the following degree programs (new credit limits in parentheses): nursing (126 cr.); teacher preparation (126 cr. with the stipulation that students can complete the program in 4-years); engineering, engineering technology, computer science and related programs (exempt from the 120 credit limit but with the stipulation that all programs must “guarantee that students will be able to complete the program requirements in 4 years”); all degree programs at Colorado School of Mines (exempt from the 120 credit limit); and landscape architecture at CSU (132 cr.). At its June 4, 2009 meeting, the Commission approved a credit waiver of 138 credits and lifted the 4-year graduation agreement requirement for all science teacher preparation programs.

6.02 Competency testing.

6.02.01 “...the commission shall, in consultation with each public institution of higher education, define a process for students to test out of core courses, including specifying use of a national test or the criteria for approving institutionally devised tests. Beginning in the 2010-11 academic year, each public institution of higher education shall grant full course credits to students for the core courses they successfully test out of, free of tuition for those courses.” [23-1-125(4), C.R.S.]

6.02.02 Standard practice is that institutions do not have to allow students to test out of every core course but there must be a means to test out of every gtPathways category (e.g., GT-CO1, GT-MA1, and so on).

6.02.03 Institutions may choose the assessment instruments. Portfolio review and prior learning assessment are allowable instruments.

6.03 Credit for prior learning.

6.03.01 “...each public institution of higher education shall adopt and make public a policy or program to determine academic credit for prior learning.” [23-1-125(4.5), C.R.S.]

7.00 General Education and gtPathways Curriculum

The gtPathways curriculum is the core of the general education requirements of most Liberal Arts & Sciences bachelor’s degrees. This takes some of the guesswork out of transfer because gtPathways courses, in which the student earned a C- or higher, will always transfer¹⁷ and the credit will apply¹⁸ to gtPathways requirements in every Liberal Arts & Sciences bachelor’s degree at every public Colorado institution. Depending on the bachelor’s degree, gtPathways course credit may also be applied to major and elective requirements at the receiving institution’s discretion. Non-gtPathways courses and gtPathways courses taken beyond the required 31-credit gtPathways curriculum, will transfer (and be listed on the student’s transcript) but their credit is not guaranteed to apply to general education or major requirements or to electives (and count

¹⁷ Transfer of credit means the receiving institution notes on its own transcript the credit earned at another institution. Credits that transfer do not reduce time to degree completion unless they are applied to degree requirements at the receiving institution.

¹⁸ Application of credit means the receiving institution applies credit earned at another institution to its own degree requirements, whether as general education, major requirements, or electives. Application of credit to degree requirements reduces time to degree completion.

towards the 120 required credits for the bachelor’s degree). Table 1 below highlights where gtPathways courses fit in a bachelor’s degree.

Table 1: The Parts of a Bachelor’s Degree

<p>Bachelor’s Degree (usually 120 credits)</p> <p>Examples: Bachelor of Arts Bachelor of Science</p>	<p>General Education Requirements, includes:</p> <ul style="list-style-type: none"> • gtPathways (31 credits) and/or • other courses specified by the institution or major department, not to exceed 40 credits¹⁹
	<p>Major Requirements (number of credits varies)</p> <p>Examples:</p> <ul style="list-style-type: none"> • Biology • English • Political Science
	<p>Electives (number of credits varies)</p>
	<p>Other graduation requirements</p>

As shown in Table 2 below, the gtPathways curriculum is organized into six categories: 1) written communication, 2) mathematics, 3) arts and humanities, 4) history, 5) social and behavioral sciences, and 6) natural and physical sciences.

¹⁹ §Per 23-1-125(3), C.R.S.

Table 2: gtPathways Curriculum

Semester Credit Hours	gtPathways Curriculum
6	<p>Written Communication: GT-CO1: Introductory Writing course (minimum 3 credits) GT-CO2: Intermediate Composition (minimum 3 credits) GT-CO3: Advanced Writing Course (minimum 3 credits) *Students may take GT-CO1 and GT-CO2 or they may take GT-CO2 and GT-CO3.</p>
3	<p>Mathematics: GT-MA1 (minimum 3 credits)</p>
15	<p>Arts & Humanities – at least 2 courses (minimum 6 credits) GT-AH1: Arts and Expression GT-AH2: Literature Humanities GT-AH3: Ways of Thinking GT-AH4: World Languages (must be 200 level)</p> <p>History – at least 1 course (minimum 3 credits) GT-HI1</p> <p>Social & Behavioral Sciences – at least 1 course (minimum 3 credits) GT-SS1: Economic or Political Systems GT-SS2: Geography GT-SS3: Human Behavior, Culture, or Social Frameworks</p> <p>*Students must select one more course to equal at least 15 credits.</p>
7	<p>Natural and Physical Sciences – two courses, one of which must be GT-SC1 GT-SC1: course with required laboratory GT-SC2: lecture course without laboratory</p>
31	TOTAL MINIMUM CREDITS

To complete the gtPathways curriculum, students are required to complete the minimum 31 semester credit hours and earn a C- grade or better in each course. The guarantee of applicability of credit of gtPathways coursework to the receiving institution's general education requirements is limited to the minimum number of semester credit hours in each category. So, for instance, if a student takes two GT-HI1 courses and then transfers, the receiving institution must apply only one of the GT-HI1 courses. The remaining GT-HI1 course may be applied to major or elective credit at the discretion of the institution.

Students and academic advisors should note that not all of a degree's general education courses may be gtPathways approved. Courses that are gtPathways approved are designated as such in each institution's Course Catalog. Generally speaking, as long as a student does not take more general education courses than are required for his or her degree or change his or her major, then gtPathways courses completed at one public or participating private institution with a C- or better shall be applied to the degree's general education requirements or the requirements of the declared major at the receiving institution, given that the degree's general education core contains gtPathways courses. These limitations are explained below in more detail.

7.01 Limitation #1: Not All Degrees Contain the gtPathways Curriculum

Some degrees do not contain the gtPathways curriculum in whole or in part. These degrees have waivers from the Commission not to have to include gtPathways in their general education cores.²⁰ It should be noted that although the general education cores of these degrees do not contain the gtPathways curriculum, they are still in line with the general education course guidelines in §23-1-125(3), C.R.S. That is, they are "...designed to ensure that students demonstrate competency in reading, critical thinking, written communication, mathematics, and technology." It is also important to note that institutions are still required to accept gtPathways courses in transfer and apply the credit when these degrees contain gtPathways courses in their general education cores. Since not every degree contains the gtPathways curriculum, this has several implications for students who will, or believe they may, transfer:

1. The gtPathways curriculum will satisfy at least 31 credits of general education requirements in most degrees, but not all degrees.
2. If the bachelor's degree into which the student intends to transfer contains the gtPathways curriculum, or an academic advisor for that degree affirms that the student's gtPathways courses will apply to major or elective requirements, then gtPathways courses are a good choice for that student.
3. If the degree does not contain the gtPathways curriculum, and the academic advisor indicates that none or few gtPathways courses will apply to the degree requirements,

²⁰ A list of these degrees, that do not contain the full gtPathways curriculum, is maintained on the Department's website at <http://higher.ed.colorado.gov/Academics/Transfers/Students.html>.

then the student should be advised that, although all coursework will *transfer*, it may not *apply* so it won't get the student closer to completing the bachelor's degree. Early transfer may be a good option in these instances.

7.01.02 Limitation #2: Students May Need to Request the gtPathways Curriculum

Per Addendum B of the 2013 Performance Contracts,²¹ institutions of higher education were given flexibility from having to include the gtPathways curriculum in the general education core of their Liberal Arts & Sciences baccalaureate degrees, as long as the institution continues to offer a full gtPathways curriculum for those Liberal Arts & Sciences students who choose to complete the entire gtPathways curriculum. Thus, in cases where students begin a Liberal Arts & Science bachelor's degree at one institution and know they will or may transfer to another institution, the student should ensure he or she is completing the gtPathways curriculum to ensure transfer and application of as many general education credits as possible.

7.01.03 Other Limitations on gtPathways' Guarantee:

It is important to note that gtPathways courses are not based on course equivalencies but meet content and competency criteria. Same or similarly-named gtPathways courses at different institutions are not guaranteed to be equivalent to one another. Students should not presume that because they took a gtPathways course at one institution that the same or similarly-named gtPathways course at a different institution contains the same material. This is important because receiving institutions will sometimes advise students to take a course at their institution that has the same or similar name to a course they previously took at a different institution. Institutions advise students to do this when it has been determined that the student's previous coursework has not prepared them for subsequent coursework at the receiving institution. All gtPathways courses that are a part of the degree's general education will still transfer and apply to general education requirements.

8.00 Transfer Options for Students

The following parts of this Section 8.00 describe the options for students to transfer coursework among Colorado's public and participating private institutions of higher education. To be effective, these transfer options require institutions of higher education to advise students to help them know which courses are most appropriate for their intended major programs of study. Also, students need to consult with their academic advisors when registering for courses to make informed decisions if planning to transfer to another institution. Informed decision-making is the

²¹ Available on the Department's website at <http://higherred.colorado.gov/Academics/PerformanceContracts/>

best strategy for successfully transferring coursework among institutions and ensuring this policy's effectiveness.

8.01 Transfer of gtPathways Courses

When evaluating a transfer student's transcript, each public higher education institution will apply gtPathways credits to its general education requirements (where the degree's general education core contains gtPathways courses), subject to the limitations listed above. In some cases, an institution, at its own discretion, may apply gtPathways courses to both general education and major requirements. GE Council agreed that receiving institutions may not require students to demonstrate that the gtPathways courses they took at another institution adequately prepared the student for subsequent coursework at the receiving institution.

8.02 Statewide Transfer Articulation Agreements

A Statewide Transfer Articulation Agreement (STAA) is an agreement among Colorado community colleges, junior colleges and four-year public institutions that offer a degree program in common, such as a Bachelor of Arts in History. Statewide Transfer Articulation Agreements allow students to:

- 8.02.01 Graduate from a two-year institution with a 60-credit Associate of Arts (A.A.) or Associate of Science (A.S.) degree with designation, such as an Associate of Arts in Business [§23-6-211 and §23-71-123(3), C.R.S.].
- 8.02.02 Enroll, with junior status, at a 4-year institution if the student successfully completes the A.A. or A.S. degree that is the subject of the Statewide Transfer Articulation Agreement. It is important to note, however, that successful completion of the A.A. or A.S. degree does not guarantee admission into the four-year institution or the degree program at the four-year institution [§23-1-108(7)(b)(I), C.R.S.]. Students should always seek advising from the appropriate advisor at their two-year institution and the four-year institution into which they plan to transfer.
- 8.02.03 Complete the bachelor's degree in no more than 60 additional credits at the receiving four-year institution (for a total of 120 credits) [§23-1-108(7)(b)(II), C.R.S.], except where the degree program received a waiver from the Commission to exceed 120 credits [§23-1-125(1)(b), C.R.S.].

Statewide Transfer Articulation Agreements and other Degree Transfer Agreements are listed on the Department's website at <http://highered.colorado.gov/Academics/Transfers/>

8.03 Institutional Transfer Guides

Institutional transfer guides ensure that a student who completes an A.A. or A.S. degree with a grade of C- or better in all courses will have at least 60 credits of his or her A.A. or A.S. degree applied to the bachelor's degree requirements at the receiving institution and the students will be granted junior status if admitted. Because most liberal arts and sciences degrees are designed to be completed in 120 credit hours, a transfer student can complete many degrees in 120 credit hours and 4 years, given that the transfer student follows the degree plan outlined in the transfer guide and does not take courses that are not required. It should be noted, however, that not all degrees for which there are transfer guides can be completed in an additional 60 credits. Completion of the curriculum prescribed within Institutional Transfer Guides does not guarantee admission to a participating receiving institution. Students must meet all admission and application requirements at the receiving institution including the submission of all required documentation by stated deadlines. Please note: students transferring to a University of Colorado institution (Boulder, Colorado Springs, Denver) must satisfy the CU System's MAPS (Minimum Academic Preparation Standards) requirements.

Institutional Transfer Guides for each four-year institution are linked on the Department's website at <http://highered.colorado.gov/Academics/Transfers/Guides/default.html>

8.04 Transfer of Associate of Arts and Associate of Science Degrees

A student who earns an Associate of Arts (A.A.) or Associate of Science (A.S.) degree at a Colorado public institution, including completing the Pathways curriculum with a grade of C- or better in all courses, will transfer, upon admission, with junior standing into all Liberal Arts & Sciences bachelor degree programs offered by a Colorado public four-year university. The credits earned in the associate degree program will apply at minimum to 31 credit hours of lower division general education and 29 credit hours of additional graduation credits. The receiving institution will evaluate credit for prior learning following its standard policy. Students should follow the Statewide Transfer Articulation Agreement (if there is one for the chosen bachelor degree) or the receiving institution's Transfer Guide while considering what courses to complete as part of the A.A. or A.S. degree.

8.05 Reverse Transfer (Degree within Reach)

Students who have some college completed but who have not yet attained a degree, may be eligible for an associate's degree if they meet the following criteria:

- The student has completed 15 credit hours at a community college in Colorado;

- The student has a minimum of 70 credit hours, including coursework at the four-year institution;
- The student has completed those 70 credit hours within 10 years of enrollment at any institution;
- The student's completed credit hours meet the requirements for an Associate of Science, Associate of Arts or Associate of General Studies, to be determined via degree audit at the community college; and
- The student has not requested that your data be withheld at either institution.

For more information, see <http://degreewithinreach.org>.

8.06 Transfer of Credits from Area Vocational Schools

Students who successfully complete Career and Technical Education (CTE) coursework may be able to transfer the credit for those courses into an Associate of General Studies (A.G.S.) degree, an Associate of Applied Science (A.A.S.) degree or a related certificate program. In regards to coursework completed at Area Vocational Schools, (including, but not limited to, Delta-Montrose Technical College, Emily Griffith Technical College and Pickens Technical College) pursuant to §23-60-802, Colorado Revised Statutes:

...if a student completes a program of study at an area vocational school and subsequently enrolls in an institution within the state system of community and technical colleges, or transfers from an area vocational school to an institution within the state system of community and technical colleges, any postsecondary course credits earned by the student while enrolled in the area vocational school will apply in full at another area vocational school or to an appropriate program leading to a certificate or to an associate degree at a community or technical college. Postsecondary credits earned by a student at an area vocational school may be transferred into an associate degree program at a community college or into a degree program at a four-year institution of higher education as provided in [section 23-1-108 \(7\)](#) and the state credit transfer policies established by the Colorado commission on higher education.²²

9.00 Student Complaints

If disagreement regarding the transferability of credits for coursework occurs between a student and a receiving two-year or four-year institution, the Department will facilitate an expeditious review and resolution of the matter pursuant to Commission Policy, Section

²² Community colleges and 4-year institutions may accept credits earned from an area vocational school as long as that school is accredited to offer the credit. Area vocational schools are not accredited to offer general education (gtPathways).

I, Part T: Student Complaint Policy. For more information, contact the Department at 303-866-2723 or file a complaint at <http://highered.colorado.gov/Academics/Complaints/default.html>
“The Commission shall have final authority in resolving transfer disputes.” [23-1-108(7)(a), C.R.S.]