



**COLORADO**  
Department of  
Higher Education

1600 Broadway, Suite 2200  
Denver, CO 80202

Date: December 2025

## Process for Submitting GT Pathways Course Proposals

### Purpose

This document outlines the updated requirements and timeline for submitting Guaranteed Transfer (GT) Pathways course proposals to the Colorado Department of Higher Education (CDHE) for review by the General Education (GE) Council. These changes are intended to ensure adequate time for review and discussion prior to monthly GE Council meetings.

### Background

The General Education (GE) Council acts as an advisory body to the Colorado Commission on Higher Education (CCHE) and helps maintain the integrity of the GT Pathways course matrix. The Council's voting body is made up of one representative from each of Colorado's 31 public colleges and universities. Their role is to review proposed GT Pathways courses and ensure they align with statewide content and competency standards.

### Recent changes:

- Until November 2025, GE Council members evaluated and approved courses.
- CDHE staff clarified that final approval authority rests with CCHE.

To meet CCHE's agenda timeline, CDHE has introduced two key updates:

- **Submission Deadline:** All new course proposals must be submitted to CDHE at least two weeks before the scheduled GE Council meeting.
- **Voting Process:** After each meeting, voting occurs electronically. Representatives have up to five business days to cast votes, allowing time for campus consultation while ensuring timely delivery to CCHE.

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**Approval Threshold:** Courses receiving at least two-thirds (66.7%) affirmative votes move forward to CCHE for final approval and inclusion in the GT Pathways matrix.

**Key Requirement (Effective January 2026)**

All GT Pathways course proposals must be submitted no later than two (2) weeks prior to the scheduled GE Council meeting. Proposals received after the deadline will be deferred to the following month’s agenda.

**Reference Links**

- [GE Council Representative Resource page](#)
- [GT Pathways Content and Competencies Matrix](#)
- [CCHE Policy I, Part L: Statewide Transfer and GT Pathways](#)

**2026 Monthly Timeline**

Course submission deadlines are two weeks before the GE Council meeting. Courses are not added to Colorado Transfer until they are approved at the CCHE Business meeting.

Month	Submission Deadline	GE Council Meeting	Voting Deadline	CCHE SS&WA Committee Meeting	CCHE Business Meeting	DHE Notification
January	<b>Dec 01, 2025</b>	Dec 08, 2025	Dec 15, 2025	Jan 20, 2026	<b>Jan 30, 2026</b>	Feb 2, 2026
February	<b>Dec 29, 2025</b>	Jan 12, 2026	Jan 19, 2026	Feb 2, 2026	<b>Feb 13, 2026</b>	Feb 16, 2026
March	<b>Jan 26, 2026</b>	Feb 09, 2026	Feb 16, 2026	Feb 23, 2026	<b>Mar 6, 2026</b>	Mar 9, 2026
April	<b>Feb 23, 2026</b>	Mar 09, 2026	Mar 16, 2026	Mar 30, 2026	<b>Apr 10, 2026</b>	Apr 13, 2026
May	<b>Mar 30, 2026</b>	Apr 13, 2026	Apr 20, 2026	Apr 27, 2026	<b>May 8, 2026</b>	May 11, 2026
June	<b>Apr 27, 2026</b>	May 11, 2026	May 18, 2026	Jun 1, 2026	<b>Jun 11, 2026</b>	Jun 12, 2026
July	<b>May 25, 2026</b>	Jun 08, 2026	Jun 15, 2026	Jun 29, 2026	<b>Jul 8-10, 2026</b>	Jul 13, 2026
August	<b>Jun 29, 2026</b>	Jul 13, 2026	Jul 20, 2026	Aug 3, 2026	<b>Aug 13, 2026</b>	Aug 14, 2026
September	<b>Jul 27, 2026</b>	Aug 10, 2026	Aug 17, 2026	Aug 31, 2026	<b>Sept 10, 2026</b>	Sept 11, 2026

October	<b>Aug 31, 2026</b>	Sep 14, 2026	Sep 21, 2026	Oct 12, 2026	<b>Oct 22, 2026</b>	Oct 23, 2026
November	<b>Sep 28, 2026</b>	Oct 12, 2026	Oct 19, 2026	Nov 2, 2026	<b>Nov 12, 2026</b>	Nov 13, 2026
December	<b>Oct 26, 2026</b>	Nov 09, 2026	Nov 16, 2026	Nov 30, 2026	<b>Dec 10, 2026</b>	Dec 11, 2026

### Step-by-Step Workflow

1. **Pre-Submission:** Institutional representatives need to confirm the nominated course meets the GTP [content and competencies with student learning outcomes](#) for the proposed category and has gone through the institutional approval process before being presented to CDHE staff for consideration. The Colorado Community College System (CCCS) GE Council representative is responsible for submitting GTP course submissions on behalf of all CCCS campuses, Aims Community College, and Colorado Mountain College.
2. **Submission:** Email the following materials to CDHE ([christina.carrillo@dhe.state.co.us](mailto:christina.carrillo@dhe.state.co.us)) no later than two weeks before the monthly GE Council meeting:
  - ✓ **Completed Submission/Verification Form** with Provost/CAO or their designee signature (if submitting more than one course for the same GTP content area, please use one form)
  - ✓ **Sample syllabus for each new course.** Sample syllabus must demonstrate how the course meets the content and competencies of the proposed GTP content area
3. **GE Council Review:** DHE staff will distribute meeting agendas and corresponding meeting materials, including completed submission/verification forms and sample syllabi for new GT Pathways courses, for GE Council review one week prior to monthly meetings. GE Council members will discuss course proposals during monthly meetings.
4. **GE Council Voting:** GE Council members will be provided with a link to vote on each month's agenda. Voting closes five business days after each month's meeting. Courses that receive 2/3rds or 66.7% of the affirmative vote will be moved forward to the CCHE for final approval.
5. **CCHE Student Success & Workforce Alignment Standing Committee Review:** Courses that are moved forward to the Commission for final approval will first be reviewed by the CCHE Student Success & Workforce Alignment Standing Committee. This committee is comprised of 6-9 Commissioners and Advisors. This committee will discuss and recommend whether agenda items are moved to the full CCHE Business meeting for Consent, Action, or Discussion.

6. **CCHE Business Meeting Approval:** Courses approved by the SS&WA standing committee are moved forward to CCHE Business Meeting agenda as a consent item. There is generally no discussion during this approval.
7. **Notification:** CDHE communicates outcomes and updates GT Pathways course lists upon conclusion of the CCHE Business meeting.

### **Roles & Responsibilities**

- **Institution Faculty/Chairs:** Ensure course aligns with GT Pathways standards; complete internal approvals before submission to CDHE.
- **GE Council Members:** Submit GTP course submissions to CDHE; review proposals, participate in discussion, and vote electronically within five business days.
- **CDHE Staff:** Verify submissions, manage agendas, and communicate outcomes.
- **CCHE:** Provide final approval and maintain statewide transfer policy.

### **FAQ**

#### **Q: How do I know if my syllabus meets GTP standards?**

A: Use the GT Pathways Course Review Checklist to verify that your syllabus clearly demonstrates how the course meets the required content and competencies for the proposed GT Pathways category.

#### **Q: Can I submit multiple courses at once?**

A: Yes. If your institution is submitting more than one course within the same content area (e.g., GT-AH1, GT-SS2, GT-HI1, etc.), please include all courses on a single Submission/Verification Form. Please note that CDHE may limit the number of GT Pathways courses placed on the monthly agenda to ensure the workload for GE Council members remains manageable.

#### **Q: What happens if GE Council or CCHE do not approve my course?**

A: If your course is not approved, we recommend reviewing the feedback provided by GE Council members and making revisions before resubmitting. In some cases, courses have initially been out of alignment with the requested GT Pathways category. Institutions have successfully addressed this by revising the course and resubmitting it under a different content area for further review.

#### **Q: What happens if my proposal misses the deadline?**

A: If your proposal is submitted after the deadline, it will be deferred to the next month's agenda for review. Please keep submission timelines in mind to avoid delays in the approval process.

**Q: Where do I find GTP outcomes and category descriptions?**

A: You can find the official GT Pathways student learning outcomes and category descriptions on the CDHE [GE Council Representative Resource page](#). This page includes detailed information for each content area to help ensure your course aligns with GT Pathways standards.

**Q: How soon after a meeting will I know the result?**

A: Department staff will notify your institution's GE Council representative within 24 business hours after the CCHE Business meeting concludes. This ensures timely communication so your institution can plan next steps promptly.

**Q: Who sets the standards?**

A: Statewide transfer and GT Pathways standards are established by [CCHE Policy I, Part L](#). This policy outlines the requirements for guaranteed transfer courses and governs the GT Pathways framework across Colorado institutions.