

Internal Transfers

Responsible Authority:	Office the Registrar – Academic Records
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PURPOSE

To document the policy on internal transfers of courses taken within the College.

SCOPE

This policy applies to any student who has an academic record at the college and transfers to another post-secondary program within their academic centre, or to another academic centre at the college and receive credit for identical, substitutions or equivalent college courses.

This applies to post-secondary courses and continuing education courses.

POLICY

1. General

- 1.1. Courses delivered within the College in different programs may lead to essentially the same learning outcomes. With the College assigning an equivalency status to courses, this allows students to receive an internal transfer of credit for identical or equivalent College courses when entering another program of study.
- 1.2. The transfer to another program within the same centre is contingent upon the approval of the Program Chair into which the student wishes to transfer. The Program Chair must ensure that all admission requirements for the program are met, which may also include program-specific testing. The transfer to semester one of another program within another centre requires an Ontariocolleges.ca application.
- 1.3. The Office of the Registrar will maintain course equivalencies in the database.
- 1.4. Students are required to seek approval for transfers to programs within their centre from the academic chair by the fifth business day from the start of the term.

2. Transfer Credits

There are three types of internal transfer credits:

2.1. Identical Courses

Students who transfer from one program to another at George Brown College will automatically be given credit for all courses common in both programs. In these cases, the grade from the original course is transferable to the new program and will be used to calculate the student's program GPA.

2.2. Equivalency

Normally determined between post-secondary and continuing education courses, where the same learning outcomes are met. In these cases, the grade from the original course will automatically transfer to the new program and be used to calculate the student's program GPA.

- 2.2.1. Continuing Education courses cannot be granted as equivalent courses for Degree level programs.

2.3. Substitutions

Courses taken within the college where there is not a clear equivalency. The academic chair may deem a course as a substitution for a particular student taking into consideration the course content, learning outcomes, and grade in that decision. In these cases, the grade from the original course will transfer to the new program and be used to calculate the student's program GPA. Substitutions that involve transferring from a diploma to a degree may also have a minimum course grade requirement and/or a minimum GPA requirement.