

Transfer Credit

Responsible Authority:	Office the Registrar
Date of Original Policy Approval:	2007 – 12 – 01
Last Reviewed:	2023 – 02 – 27
Mandatory Revision Date:	2028 – 02 – 27

PURPOSE

The purpose of the Transfer Credit policy is to govern the process by which transfer credits are automatically granted, as well as the process by which students apply and are approved for individual transfer credits (i.e., course exemptions).

The Purpose of the Transfer Credit policy is to govern the process by which courses taken at a post-secondary institution other than George Brown College are assessed for individual course transfer credits. Transfer Credit decisions will be fair and predictable as students must be able to make the educational choice that best maximizes their educational investment and supports their success.

SCOPE

This policy applies to all George Brown College applicants who are informed of potential transfer credit in their offer letters and students who apply for Transfer Credit. Only students who register are granted the pre-assessed transfer credits.

This policy applies to the pre-assessment of official transcripts received through the admission process and the transfer credit application process required for eligible students.

POLICY

1. General Principles

- 1.1. Students may receive transfer credit towards a George Brown College course based on prior completion of courses from an accredited post-secondary institution.
 - 1.1.1. Select courses from the International Baccalaureate program may be accepted for transfer credit.
 - 1.1.2. Transfer credits are not granted for foundation level courses.
- 1.2. Assessment of a student's prior record and communication of potential transfer credits will not be done prior to admission to the College.
- 1.3. Where possible, students will be advised of potential transfer credits with their offer of admission.
 - 1.3.1. A student in a full-time George Brown College program must have accepted an Offer of Admission to be eligible for transfer credit.
 - 1.3.2. Transfer credits will only be applied to a student's academic record if the courses are applicable to the student's program of study.
- 1.4. The Transfer Credit Office maintains a course-to-course equivalencies database on the George Brown website to assist prospective students to determine potential transfer credits
 - 1.4.1. The [Course-to-Course Equivalencies Database](#) provides an up-to-date list of courses that have been approved for transfer credit.
 - 1.4.2. This database is updated on a regular basis and subject to review every five years.

1.4.3. Where possible, course outlines have been posted on the program pages of the George Brown website. This will assist prospective students with identifying potential transfer credits they may be entitled to receive should an equivalent not be listed in our database.

1.5. Continuing Education, Apprentice, and ESL students may apply for transfer credits once they have an active George Brown College ID number in the Student Information System.

1.6. Students who are approved for transfer credit will be exempted from completing a prescribed course at George Brown due to their previous academic work. In this case, it is assumed that the student will not attend the exempted course.

1.6.1. Students who have applied for a transfer credit must remain registered in the course until the transfer credit is granted.

1.6.2. It is the student's responsibility to accept the transfer credit through the on-line registration system in STU-VIEW.

1.6.2.1. Where the student is unable to accept the transfer credit in STU-VIEW, the transfer credit office will accept it on their behalf.

1.6.3. It is the student's responsibility to ensure that they remain a full-time student as required by OSAP, international student visa requirements, or other sponsoring agencies.

1.6.4. The student may take another course in place of the exempted course. It is their responsibility to contact the appropriate Academic Division regarding course availability. Registration in a replacement course is at the discretion of the Academic Division and may be restricted due to limited space availability in the class since students who require the course for their term are given precedence.

1.7. Courses completed at George Brown College are not covered by this policy; internal transfers are governed by the Office of the Registrar Internal Transfers Policy.

1.7.1. Applications submitted through STU-VIEW for George Brown course-to-course transfers will be cancelled.

1.8. If an application for Transfer Credit is approved, the course from the incoming institution cannot be used again for another Transfer Credit.

1.9. Course-to-course equivalencies are determined by George Brown College and are subject to change at any time. Students should refer to the George Brown website for the most up-to-date list. The course-to-course equivalencies database is available at this link: [Course-to-Course Equivalencies Database](#)

1.9.1. If a course-to-course equivalency is no longer offered in the database, students who have already received the transfer credit will not have it retroactively removed from their academic record.

2. Application Process

2.1. Students seeking Transfer Credit are responsible for the completion of all stages of the application process.

2.2. Transfer credit applications are submitted on a term-by-term basis for any courses that the student is eligible to take in that semester.

2.2.1. Exception: Students may submit transfer credit applications for all their general education/liberal studies elective courses in any semester.

2.3. Applications for transfer credit will be evaluated upon submission of the following documentation:

2.3.1. Official Transcript

2.3.1.1. Mailed directly to the College from the previous institution.

2.3.1.2. In person submission - must be requested and remain sealed in the envelope from the sending institution.

2.3.1.3. Electronically requested on the OCAS website

2.3.1.4. Electronically sent to the College from a secure digital platform.

2.3.2. Course outline/Syllabus

The course outline/syllabus should include a detailed course description and course outcomes. The term on the course outline/syllabus must be the same as the term the course was taken, as displayed on the transcript.

2.4. Students are not required to submit an additional transcript when an Official Transcript has already been submitted to the College during the admission process.

2.4.1. Where the transcript submitted for the admission process is an interim or incomplete transcript, a final transcript will be required for transfer credit evaluation.

2.5. Students seeking transfer credit from international institutions are responsible for providing documents in the requested format. Transcripts and course outlines/syllabi must be translated into English or French and notarized.

2.5.1. International transcripts must be evaluated by a reputable entity such as International Credential Assessment Services (ICAS) or World Education Services (WES).

2.6. Applications will be denied if supporting documentation is not submitted by the end of the third week of classes of the term.

2.7. Students are required to apply for course-to-course Transfer Credits via STU-VIEW.

2.7.1. The Transfer Credit Office will provide an alternate application method for students who no longer has access to STU-VIEW.

2.8. Transfer Credit applications are accepted from the time registration opens for the term and must be submitted by the 10th working day from the start of the term.

2.8.1. Required documentation will be accepted up until the end of the third week of classes.

2.8.2. Late Transfer Credit requests will not be processed.

3. Evaluation

3.1. Courses will be evaluated for Transfer Credit by the academic department.

3.2. Courses used for transfer credit must be deemed by the academic division to have at least a minimum of 70% equivalent course outcomes.

3.2.1. Courses used for transfer credit must be 'for-credit' courses, courses that are 'non-credit' courses at the sending institution are not eligible for transfer credit.

3.3. The course that the student is using from the accredited post-secondary educational institution must have a minimum grade of C- (60%) or the minimum passing grade of the course, whichever is higher.

3.3.1. Programs may require a higher minimum grade for transfer credits.

3.4. Decisions on the evaluation of the transfer credit application are made as complete applications are received.

3.4.1. Most decisions will be made by the end of the third week of classes.

3.5. The course taken at the sending institution must be at the same level as the George Brown College course.

3.6. The course take at the sending institution must have the same number of hours as the George Brown College course.

3.6.1. If the hours of the incoming course is less than the George Brown courses, the application will be denied.

3.7. All decisions will be communicated to the student through their George Brown College and personal e-mail accounts.

3.7.1. If an application is denied the student will be notified of the reason for the denial.

3.8. Students are expected to access their e-mail accounts on a regular basis in order to receive the application decision. The status of the transfer credit application will be available in STU-VIEW.

3.9. Generally, courses must be taken five years prior to the student's first day at George Brown College.

3.9.1. Courses taken prior to the 5 year period may be considered for transfer credit through the application process.

3.9.2. In some instances a shorter time frame will be enforced.

3.10. Students cannot receive an exemption for a course that has already been passed.

3.11. A failed course cannot be exempted using a course taken in a prior term at another post-secondary institution.

3.12. Students cannot receive a second exemption for a course where there is already an exemption.

4. General Electives/Liberal Studies

4.1. It is the student's responsibility to ensure that they inform themselves of and meet the breadth requirements of their George Brown College program.

5. Grading

5.1. An approved and accepted transfer credit will be recorded on the student's academic record with a grade of EX

5.1.1. EX grades are not calculated in the student's GPA.

5.2. EX grades are entered onto the student's academic record 24 hours after the transfer credit has been accepted.

5.3. If the student withdraws from their program prior to the first day of classes, the EX grade(s) will not be recorded on their academic record.

- 5.4. If the student withdraws after the first day of classes, but before completing the first semester, the EX grade(s) will remain on their academic record.

SUPPORTING DOCUMENTATION

1. The following is a summary of the status definitions of a Transfer Credit request:

Approved

Transfer credit application has been approved or edited and approved

Cancelled

The transfer credit application has been cancelled. A personalized reason is usually emailed to the student. Contact transfercredit@georgebrown.ca for more information on the cancellation.

Denied

The transfer credit application has been denied. The reason will be in the comments column. Please also see common reasons for the denial of a Transfer Credit request in the supporting documents section of the Transfer Credit policy RO 14.

Pending

Transfer credit application has been submitted by the student. An evaluator has not yet looked at it.

Under Review

Transfer credit application has been submitted by the student. It has been opened by an evaluator, but no decision has been made yet.

Waiting for Submission

Student has entered the application but has not yet submitted it for review. The student needs to log back into their STU-VIEW account and click submit.

Auto-Approved Rule

An electronic transcript was received from an Ontario College or University, and the transcript was automatically assessed for transfer credits. Auto-approved transfer credits are reviewed against the [Course-to-Course Equivalencies Database](#).

Paper Application Approved

The exemption has been entered due to a past paper application or from the English placement or assessment test score.

2. The following is a summary of the common reasons for denial of a Transfer Credit request:

Breadth Requirements Not Met

Upon evaluation, it was determined that a Transfer Credit could not be granted due to the program's breadth requirements.

Course Content Not Equivalent

Upon evaluation, it was determined that the incoming course content was not equivalent to the GBC course for which an exemption was requested. This could be due to one or more of the following reasons:

- Subject does not match – e.g. student requests exemption from English using a math course
- Course outcomes do not match
- Not enough overlap of course material
- Key components of GBC course are missing from the incoming course

Course Level or Hours Not Equivalent

The Transfer Credit request was denied due to one of the following reasons:

- The incoming course was taken at a different level than the GBC course – e.g. student’s incoming course was from high school or a college diploma/certificate, but the GBC course is at the degree level.
- The incoming course did not have as many hours of instruction as the GBC course

Incoming Course is Out of Date

Upon evaluation, it was determined that the incoming course was taken too long ago and does not reflect current levels of knowledge.

For example, courses can become outdated due to new regulations/laws or advances in technology. In addition, the validity of some courses is limited due to association regulations – RNAO, CGA, HRP, etc.

Insufficient Documentation

The College did not receive enough information to evaluate the Transfer Credit request. This could be due to one or more of the following reasons:

- Official transcript not submitted
- Course outline not submitted
- Incorrect course outline submitted – i.e. for the wrong course or the wrong year
- Course description is too vague
- Course outline needs to be translated into English
- External evaluation required from [ICAS](#) or [WES](#) (for international transcripts)

Minimum Grade Not Met

The student’s grade in the incoming course does not meet the minimum requirement for credit transfer. In general, a minimum grade of C- or 60% in the incoming course is required; however, some GBC courses have higher minimum grade requirements for credit transfer.

3. Online Admissions Summary page is available to students in STU-VIEW at: <http://stuvview.georgebrown.ca/>
4. [Course-to-Course Equivalencies Database](#) lists courses where an equivalency has already been determined.

RELATED POLICIES

1. Admissions Policy
2. Internal Transfer Policy
3. Course Drop and Program Withdrawal Policy
4. Grading System Policy
5. Prior Learning Assessment and Recognition (PLAR) Policy