

Office of the Registrar Policy

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PURPOSE

The Office of the Registrar at George Brown College is committed to supporting the development, implementation, maintenance and integrity of accurate student records, registration and admissions processes, and ensuring that their governance is clear, consistent and transparent to faculty, staff, applicants, students, and graduates.

This policy is in accordance with policies from the Ministry Colleges and Universities (MCU), and the Freedom of Information and Protection of Privacy Act (FIPPA).

SCOPE

This policy applies to all full-time, part-time, and Continuing Education students and graduates at George Brown College.

DEFINITIONS

Word/Term	Definition
<p>Academic Standing</p>	<p>Academic standing is a statement of a student's overall academic performance by term. It is calculated at the end of each term for every student.</p> <p>Academic standing is determined by the term and program grade point averages as well as the student's academic standing in the previous term.</p> <p>Honours Standing: A student is in 'honours' standing for any given term when they achieve a term grade point average (TGPA) equal to or above 3.50 (certificate, diploma, or advanced diploma program) or 3.70 (degree program).</p> <p>Good Standing: A student is in 'good standing' for any given term when they pass all courses and have a TGPA equal to or above 1.70 (for certificate or diploma programs) and 2.30 (for degree programs).</p> <p>Probationary Standing: A student is in 'probationary' standing for any given term if they failed one or more courses or obtained a TGPA of less than 1.70 (certificate or diploma program) or 2.30 (degree program) and were given permission by their Promotion Committee to continue in the program. A student is also in 'probationary' standing if they have transferred to another program at the college after a failed term.</p> <p>Removed from Program: A student is 'removed from program' if in the previous term they obtained a TGPA of less than 1.70 (certificate or diploma program) and 2.30 (degree program) and were not given permission by their Promotion Committee to continue in the program. A student will also be removed if they fail two consecutive terms in their program (i.e., if they fail to meet the conditions of their Probationary Contract).</p>
<p>Alternate Offers</p>	<p>Applicants who do not meet the admission requirement or the current competition level for the program of choice, may receive an alternate offer of admission to a related program.</p>
<p>Applicant</p>	<p>An individual applying to a program(s) or course(s).</p>

Word/Term	Definition
<p>Awards</p>	<p>Combines both academic criteria, such as cumulative grade point average; and non-academic criteria, such as community service or demonstrated leadership within a program and/or financial need.</p> <p>Definitions: Award: A monetary amount or other value that may be presented to a person or persons based upon specific criteria and administered by the Awards Office.</p> <p>Bursary: A monetary award allocated to a student on the basis of proven financial need. Recipients must be in good academic standing.</p> <p>Scholarship: An award which recognizes exceptional talent/promise of academic excellence in a course or program which is sometimes combined with non-academic criteria (e.g., community service, leadership in the field), as well as financial need.</p> <p>Divisional Award: Available to George Brown College students based on their program.</p> <p>College-Wide Award: Not program specific, but may include other qualifying criteria (e.g., passion for field of study).</p> <p>Internal Award: A generic term that encompasses all awards, bursaries, and scholarships that the College administers.</p> <p>External Award: Awards available from external sources and not directly adjudicated by George Brown College. Awards are available and administered through external government, corporate, or community organizations.</p> <p>Entrance Award: Awarded to students in their first year of study at George Brown College. Sometimes awarded to a prospective student in the spring prior to the academic year the student would be attending their first year of study.</p>
<p>Competition</p>	<p>Applicants to a program are ranked based on the strength of their admissions application. Meeting the minimum requirements to a program does not guarantee an offer of admission.</p>

Word/Term	Definition
Conditional Offer	Offers released conditionally on the basis of partially completed academic requirements with the expectation that they be completed before the commencement of classes.
Continuing Education	Courses or programs that are offered by the Centre for Continuous Learning.
Credit Value	Number of credits assigned to a course based on number of instructional hours per week.
DSL (Divisional Select)	A stage in the application process where applicants are notified of supplemental program- specific requirements. DSL requirements may include an interview, audition, or submission of supplemental materials (e.g., portfolio) to be reviewed by the academic division. Applicants are notified via email once they are eligible for this stage.
Equal Consideration Date	All complete applications received by this date will be given equal consideration and reviewed based on competition.
Full-time (College)	As defined by the MCU: Registration in at least 70% of the total semester hours of a program or at least 66 2/3 % of the courses in a semester as defined by the academic calendar.
Full-time (OSAP)	As defined by the MCU: Registration to at least 60% of a full course load in a full-time program. Students registered with Accessible Learning Services who are on an approved reduced course load and who are registered to at least 40% of a full course load.
Full-time Program Guide	A listing of all the full-time programs offered at the college, their availability and status. Reviewed and published annually online.
GPA (Term, Cumulative, Program)	The weighted average calculation used to designate academic achievement over a specific time period.
International Student	<p>International students are defined as those who:</p> <ul style="list-style-type: none"> • Are not Canadian Citizens or Permanent Residents of Canada; • For programs of 6 months duration or more, are in possession of a Study Permit prior to the start of classes; and • For programs of 6 months or less (e.g., EAP), are in possession of a valid Temporary Resident status in Canada

Word/Term	Definition
Late Admissions	Admissions for late applicants (an applicant that starts after Day 1) that are processed in person (or online) during the initial start-up period for each term.
Ministry of Colleges and Universities (MCU)	The Ministry of Colleges and Universities is responsible for the administration of laws relating to education and skills training. For more information go to the Ministry website: https://www.ontario.ca/page/ministry-colleges-universities
Mature Applicant	An applicant who is 19 years of age or older before the start of the academic term and who does not have an Ontario Secondary School Diploma (OSSD) or equivalent.
Modifier Symbol	Indicator on the student record to show whether a grade is being included in the GPA calculation – indicators are I (include) or E (exclude)
Ontariocolleges.ca	Ontario Colleges' Application Services (OCAS). All domestic applications for full-time post-secondary programs must be submitted through Ontariocolleges.ca
Official Transcript	Cumulative academic record. Hard copy document must be stamped and sealed in an envelope. Or an electronic transcript available through the Ontario Colleges' Application Services (OCAS).
OSSD	Ontario Secondary School Diploma
Oversubscribed Programs	Programs that have more qualified applicants than available seats.
Part-time	For OSAP purposes a part-time student is defined as: A student who is registered to less than 66% or 2/3 of a full course load in a full-time program.
Post-Secondary	A designation for a Ministry approved certificate, diploma or degree program.
Promotions Committee	A Promotions Committee is established by the Academic Departments and members vary but normally consist of chairs and faculty
Protected Person	A person who has been determined to be a Convention Refugee, or a person in need of protection, by the Immigration and Refugee Board (IRB) or by the Minister of Citizenship and Immigration Canada.
Sending Institution	An accredited post-secondary institution the student previously attended. Does not include George Brown College.

Word/Term	Definition
Student	An individual who is enrolled in a course or program at the college.
STU-VIEW	George Brown College's online student information system.
Timetable	A student's schedule of courses for a specific term and semester containing course code, meeting times, and classroom location, if applicable
Waitlist	A waitlist is established when there are more eligible applicants than available space in a program. An applicant's position on a waitlist is based on their ranking against other waitlisted applicants for that term intake.

RO 01 Admissions

Responsible Authority:	Office the Registrar - Admissions
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PURPOSE

To define and provide a framework for policies and procedures relating to a full-time admission to George Brown College programs.

The admissions policy of George Brown College has been established to conform to the intentions and directions of the MCU set out in the College Admissions Policy of the Ministry, effective April 1, 2003. These admission procedures are maintained by the Office of Registrar.

SCOPE

These policies apply to all applicants (from time of application) and students in full-time programs. International (Visa) applicants have additional policies that are overseen by International Admissions (RO). Please refer to <http://www.georgebrown.ca/international/> for further information.

Non-credit general interest courses, or those with open enrolment are not covered under this policy.

POLICY

The Office of the Registrar will maintain admission procedures that conform to government and college policies. Suitability for admission to a program will be assessed and considered based on several factors, including an applicant's academic history and credentials. Each George Brown College program has specific academic, language, and other requirements that applicants must satisfy in order to be admitted. Details on the program-specific requirements are available on the program pages at georgebrown.ca.

1. General

1.1. Terms

Generally, there are three terms in an academic year:

- Fall (September)
- Winter (January)
- Spring (May)

1.2. Applying as a Domestic Student

All domestic applications for full-time, post-secondary programs at George Brown College must be submitted through the Ontario College Application Service (ontariocolleges.ca).

Domestic applicants are Canadian Citizens or Permanent Residents of Canada, and/or have self-identified as an Aboriginal person on their OCAS application. Applicants may self-identify via the OCAS Citizenship and Residency section. An applicant will be asked if they consider themselves to be an Aboriginal person, that is, a person related to or descended from the original peoples of Canada. (<https://www.ontariocolleges.ca/en/faq/aboriginal-applicants>)

If an applicant selects yes, they can then choose which definition they feel appropriately represents their Aboriginal ancestry and / or identity – First Nation, Inuit, Metis or another definition. They can Select all definitions that apply to them or use the freeform field to enter a definition that isn't listed.

1.2.1. Amending Applications

Applicants can amend their applications throughout the academic year (September to August) through Ontariocolleges.ca. Once the academic year has ended, a new application through Ontariocolleges.ca must be made. Offers of Admission are only valid for the term applied to and cannot be deferred.

1.2.2. Application Fee

Ontariocolleges.ca charges an application fee per academic cycle. Applicants who wish to receive a refund for their application fee, must request that directly from Ontariocolleges.ca

1.3. Dates for Processing Applications

Binding dates for processing applications are applied to all colleges in the province, as approved by the Committee of Presidents. The dates below are general time frames, but dates will vary from year to year. For dates specific to any given academic cycle, applicants need to check with Ontariocolleges.ca, or the College's Important Dates document on the GBC website.

Highly competitive and oversubscribed programs may have different deadlines; please refer to Ontariocolleges.ca. Please note that these dates are subject to change. Notice of change will be announced approximately one year in advance through college and provincial publications.

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ACTION	DATE
Applications for academic year may be submitted to Ontariocolleges.ca	Early October
Applications for Fall, Winter, and Spring intake are transmitted from Ontariocolleges.ca to colleges. The College begins processing applications.	Starting in October as received from Ontariocolleges.ca
All complete applications received are evaluated based on competition. Applications for over-subscribed or highly competitive programs received from Ontariocolleges.ca up to and including this date will be given equal consideration. Applications received after this date will be processed and considered based on availability and competition. All other programs (not over-subscribed or highly competitive) use the date a completed application has been received, on a first come first served basis, to determine offers to a program before the equal consideration date.	Fall: February 1 Winter: February 1 Spring: February 1
Earliest date that offers can be released for the Fall term.	November 1 st Oversubscribed and highly competitive Programs- February 1 st
The first deadline to accept offers of admission. Offers sent just prior or after this deadline	Fall- May 1 For Winter and Spring terms - typically two weeks from date of issue of offer

ACTION	DATE
Information regarding course registration and fee payment will be sent to applicants that have accepted their offers.	Fall Intake Semester - May Winter Intake Semester - November Spring Intake Semester - March
Fee payment is due for applicants who have accepted their offer prior to this date. See the Important Dates document for specific deadlines. Applicants who accept their offer after this date will receive an invoice with a payment deadline three weeks from the time the offer is accepted.	Fall Intake Semester- June Winter Intake Semester- November Spring Intake Semester- March
Requirements of conditional offers are due. Students who do not meet conditions may have their offer of admission revoked (cancelled). Refer to Offer of Admission for specific due dates.	Fall Intake Semester - July/August Winter Intake Semester - December Spring Intake Semester - April

1.4. Documentation Requirements

Applicants are required to meet the admission requirements that are published on the relevant program pages on George Brown College's website. Admission requirements are updated for each academic cycle (Fall, Winter, Spring) and will be published one year in advance of the start date. Applicants are required to provide official documentation as outlined in the published admission requirements by established deadlines for the relevant academic cycle.

1.4.1. The assessment of an application is based on the information available at the time of application review.

1.4.2. The Admissions office will only accept documents that are certified and official. Please see section 2.4 for international documents.

1.4.3. All applicants are responsible for submitting official and valid documents. If George Brown College concludes, based on reasonable grounds, that the applicant has falsified any information presented as part of their application - without limiting any other rights of the college available by law - reserves the right to revoke the offer and, subject to applicable law and college policy, to terminate a student's registration.

1.4.4. All programs require submission of a final transcript. It must clearly state that the applicant has fulfilled all program requirements and that the credential has been awarded, granted or conferred. If due to the timing of an institution's convocation, applicants are unable to provide a final transcript containing this information, the Admissions Office will accept an official letter from the Office of the Registrar confirming graduation from that institution.

1.4.5. All submitted documentation must be under the same name as that of the applicant who applied through Ontariocolleges.ca. Any discrepancy must be accompanied by official documentation that identifies the alternate identity of the applicant.

1.4.6. Applicants who do not hold Canadian citizenship designation as indicated on Ontariocolleges.ca must provide valid proof of residency by the established deadlines. Acceptable proof of residency is front and back copy of Permanent Residency Card, copy of Landing, or Confirmation of Residence, or Proof of Convention Refugee status.

1.4.7. Domestic applicants are Canadian Citizens or Permanent Residents of Canada, and/or have self-identified as an Aboriginal person on their OCAS application. Applicants may self-identify

via the OCAS Citizenship and Residency section. An applicant will be asked if they consider themselves to be an Aboriginal person, that is, a person related to or descended from the original peoples of Canada (<https://www.ontariocolleges.ca/en/faq/aboriginal-applicants>).

If an applicant selects yes, they can then choose which definition they feel appropriately represents their Aboriginal ancestry and / or identity – First Nation, Inuit, Metis or another definition. They can Select all definitions that apply to them or use the freeform field to enter a definition that isn't listed.

1.4.8. Failure to provide valid proof of residency before established deadlines will result in the student being charged international tuition fees, where applicable, or result in the application being cancelled.

1.4.9. Applicants who are being funded by a sponsorship program (e.g., Second Career), must provide proof of the funding/ sponsorship by a specific deadline, as identified by the Admissions Office. Applicants are still responsible for paying the initial tuition deposit by the deadline stated. Should an applicant not submit their proof of funding or sponsorship, the applicant will be responsible for paying all outstanding fees to the college.

1.5. Applying as an International Student

All international applications for full-time, post-secondary programs at George Brown College must be submitted through the College's Online Application System (OAS) for International Applicants. Refer to www.georgebrown.ca/international for specific requirements, processes and policies for International students. Refer to Registration & Enrolment Post-Secondary Programs policy (RO 02) for changes in international student status.

International students must ensure they are in compliance with federal immigration policy, pertaining to their individual circumstances, at all times while studying at George Brown College.

Following the directives of the MCU, the College will accept international students into programs as spaces are available after other qualified domestic applicants have been accepted. International students are defined as those who:

- Are not Canadian Citizens or Permanent Residents of Canada;
- For programs of 6 months duration or more, are in possession of a Study Permit prior to the start of classes; and
- For programs of 6 months or less (e.g. EAP), are in possession of a valid Temporary Resident status in Canada

1.5.1. Application Fee

The OAS charges a non-refundable application fee per academic cycle. International applicants are eligible to select two program choices at the time of application, but will only be issued with one offer, usually for their priority program choice (if available and applicant is eligible for).

1.5.2. Application Cycle Dates

Application cycle dates for international applicants are established annually by the Director, Recruitment and Admissions and will be published one year in advance of the start date.

1.5.3. Admissions Requirements for International Applicants

International applicants are required to meet the admission requirements that are published on the relevant program pages on George Brown College's website, as well as the requirements listed on the International-specific admission requirements page. Admission requirements are updated for each academic cycle (Fall, Winter, Spring) and will be published one year in

advance of the start date. Admission requirements may differ depending on country of origin and the GBC credential applied for. International applicants should refer to the GBC country-specific web pages for most up to date admission requirements.

In order to be admitted to a program, international applicants must:

- Have graduated from senior secondary school or equivalent (those applying for a postgraduate program must have graduated from a university or college program)
- Be 17 years of age or older at the time of registration.
- Pay the non-refundable application fee via the OAS
- Provide proof of English proficiency, if English is not the first language in their home country. Options for providing proof of English proficiency are posted on the International Admissions webpages.

1.5.4. English Proficiency

International applicants must provide proof of English proficiency, if English is not the first language in their home country. See section 2.6 English Proficiency test requirements, in addition to those noted below, international applicants may meet the English proficiency requirement by successfully completing a recognized English pathway program via another Ontario Public College, GBC's English for Academic Purposes Program (EAP), or one of GBC's Private Language School partners. Options for providing proof of English proficiency are posted on the International Admissions webpages.

1.5.5. Documentation Requirements

The assessment of an application is based on the information available the time of application review.

1.5.5.1. The International Admissions office will only accept documents that are official, and in English. If documents are not in English, the applicant must submit translated and notarized copies.

1.5.5.2. All applicants are responsible for submitting official and valid documents. If George Brown College concludes based on reasonable grounds, that the applicant has falsified any information presented as part of their application, without limiting any other rights of the college available by law, reserves the right to revoke the offer and, subject to applicable law and college policy, to terminate a student's registration.

1.5.5.3. All programs require submission of a final transcript. It must clearly state that the applicant has fulfilled all program requirements and that the credential has been awarded, granted or conferred. If due to the timing of an institution's convocation, applicants are unable to provide a final transcript containing this information, the Admissions Office will accept an official letter from the Office of the Registrar confirming graduation from the institution.

1.5.5.4. All documentation that is submitted must be under the same name as that of the applicant who applied through the OAS. Any discrepancy must be accompanied by official documentation that identifies the alternate identity of the applicant.

1.6. Students with an Outstanding Balance

Students or applicants with outstanding balances from a prior term or program of study will be required to pay off their outstanding balance, in addition to the new deposit fee, before they are able to register for or continue in their new program. Tuition deposit deadlines still apply. If an applicant

misses their deadline, they may lose their spot in the program.

1.7. Students with Holds

Students who have Academic, Registration, Security, or other holds on their account may be denied admission to the College, regardless of which program the hold is related to. The decision will be made on a case-by-case basis by the Office of the Registrar, in consultation with the Academic Division, and other department as appropriate (e.g., Diversity, Equity, Human Rights Services, Student Success).

1.8. Custody of Records

Records that are transmitted or mailed to the college for admissions purposes become the property of the Admissions Office and will not be returned or released to the applicant. Records are not shared with other college departments, unless required as a function of the admissions/registration or transfer credit process.

1.9. Third Party Access to Records

The Admissions Office will not normally interact with third parties in the matter of application and/or admission to the college. Applicants who wish to give consent to a third party to access their application information must follow the procedure as outlined in the Ontario Freedom of Information and Privacy Act. International applicants may assign an agent via the OAS permission process.

1.10. Closing of Programs

The Director, Recruitment and Admissions and Manager designates, in consultation with the appropriate Dean or designate as required, will determine when a program is filled, and no further applications will be accepted. Communication will be posted on the George Brown College website and at Ontariocolleges.ca.

1.11. Suspension of Programs

The Director, Recruitment & Admissions or Manager designate, at request of the appropriate Dean, Chair or designate, will determine when a program will be suspended (no longer offered for the intake, or potentially, future intakes). Applicants will be notified.

2. Eligibility

2.1. Admissions Requirements for Secondary School Graduates

2.1.1. Certificate, Diploma or Advanced Diploma Programs

Each program has specific admission requirements. See specific program pages on the George Brown College website for additional specific program requirements. The basic requirement for admission to a post-secondary program is:

- An Ontario Secondary School Diploma (OSSD) or equivalent and meet all current published program requirements
- Pre-requisite courses must be at the university (U) or university/college (M), or college (C) level (or under the former Ontario secondary school curriculum at the General, Advanced or OAC level), with the exception of grade 11 Math or Science which must be at the U or M level for certain programs. Exceptions may apply please refer to current published full-time program guide.
- Certain programs publish minimum grade or averages required. Grades will be subject to competition with other applicants.
- Some programs require additional information beyond academic requirements, such as a resume, interview, portfolio, auditions, or sector-specific testing.
- Applicants under the age of 19 at the start of the program must have an OSSD or equivalent and meet the program requirements in order to be considered for admission.

- Students from outside the province of Ontario must have the equivalent courses as per section 2.4.

2.1.2. Bachelor Degree Programs (does not apply to Ryerson Collaborative Degrees, see section 2.3.3)

Admission to an honours bachelor degree program requires an OSSD or equivalent, with:

- A minimum of 65% in six university (U) or university/college (M) courses at the grade 12 level.
- Exceptions may apply; please refer to current published full-time program guide.
- Any additional program requirements as per the current published full-time program guide.
- Most degree programs require minimum grades in the prerequisite courses
- Students from outside the province of Ontario must have the equivalent courses as per section 2.4.

2.2. Admissions Requirements for Graduate Certificates (Postgraduate)

Postgraduate programs require completion of a post-secondary credential from an accredited post-secondary institution. See current published full-time program guide for additional program-specific requirements.

- Certain programs will accept partial education plus work experience as equivalent to the required credential
- Applicants must provide English language proficiency, please see section 2.6

2.3. Admission Requirements for Mature Applicants

2.3.1. Certificate, Diploma or Advanced Diploma Programs

Applicants who are 19 years of age or older as of the first day of class and who have not completed an OSSD or equivalent, will be considered mature applicants. Mature applicants who do not provide the prerequisite credits earned at the high school or post-secondary level will be invited to take an admission assessment in the program pre-requisites for the program they are applying to. Some programs require additional information beyond academic requirements, such as a resume, interview, portfolio, audition, or field-specific testing. Some programs may not allow mature student placement testing- please visit www.georgebrown.ca/mature for details.

2.3.2. Degree Programs (Excluding Ryerson Collaborative Degree Programs)

Applicants aged 19 or over before the beginning of the academic term who do not have an OSSD or equivalent are considered Mature applicants.

Mature applicants for degree programs must have the specific credits and minimum grades, as identified in the published admission requirements. Admission assessments are not permitted for degree programs.

2.3.3. Ryerson Collaborative Degree Programs

Ryerson Degree programs are offered in collaboration with Ryerson University and George Brown College. The Admissions Office follows Ryerson's admissions policies and procedures to process all applications: <https://www.ryerson.ca/calendar/2021-2022/policies-and-procedures/>

2.4. Equivalent Admission Requirements

Credentials from other provinces, territories and other countries that are recognized by the College as equivalent to an OSSD, an academic credit, or a postsecondary credential will be considered for admission. George Brown College is the sole arbiter of what is considered equivalent. Generally, the standards are as follows:

COUNTRY	REQUIREMENTS
Other Canadian Provinces/Territories	<p>OSSD: The OSSD equivalent from all other provinces and territories (except for Quebec) is the Grade 12 diploma or GED (General Education Development Certificate).</p> <p>The equivalent from Quebec is the Grade 12 Certificate of Graduation or a Diplôme d'Etudes Collégiales (DEC) from CEGEP.</p> <p>Postsecondary: Postsecondary equivalent from all other provinces and territories is postsecondary studies completed at a provincially recognized postsecondary institution.</p>
Other Countries	<p>If being used for domestic admission purposes, all credentials from outside Canada must be evaluated by either the International Credential Assessment Service (ICAS) or the World Evaluation Service (WES). Credential Evaluation Service (CES) may also be used for general evaluations.</p> <p>Only official credentials will be evaluated. Evaluation fees will apply at the discretion of the evaluation service.</p> <p>It is the responsibility of the applicant to ensure that they are requesting the correct evaluation and are aware of all pertinent deadlines and processing times.</p> <p>OSSD and postsecondary credentials Proof of a completed, equivalent OSSD or a postsecondary credential typically requires a general evaluation.</p> <p>OSSD and postsecondary courses Course by course or comprehensive evaluations are typically required when using equivalent courses for admission purposes. As of November 2017, only ICAS offers the OSSD comprehensive review.</p>

2.4.1. Admission Requirements Completed at the Post-Secondary Level

Admission requirements completed at the post-secondary level will be reviewed by George Brown College to determine their equivalency. George Brown College is the sole arbiter of what is considered equivalent.

Courses completed at the post-secondary level and used toward admission will be evaluated using the grade scale from the incoming post-secondary institution.

2.5. Home Schooled Applicants

2.5.1. Certificate, Diploma or Advanced Diploma Programs

Applicants who have been home schooled are required to submit written confirmation that they have been home schooled. Home schooled applicants will also be required to provide proof of academic achievement in the program prerequisites and may be sent for admission assessment. Course outlines may also be requested.

George Brown College (GBC) will review applications from students who completed their education in a home school setting. Credits must be completed at the grade 12 level and all course specific admission requirements must be met.

Official transcripts from college-approved institutions are required to provide proof of academic achievement. If transcripts are not available applicants may be sent for an admission assessment (subject to admission requirements).

2.5.2. Degree Programs

Applicants who have been home schooled are required to submit written confirmation that they have been home schooled. Home schooled applicants will also be required to provide proof of academic achievement in the program prerequisites.

2.6. English Language Proficiency

All applicants to George Brown College must demonstrate an acceptable level of English language proficiency in one of following ways, in order to be considered for admission.

***Please note:** Most programs require that applicants meet a minimum academic English prerequisite of compulsory Grade 12U, C or OAC English or equivalent. Some programs require a higher score than the minimum stated for English Language Proficiency requirements.*

IN ORDER TO MEET THE LANGUAGE PROFICIENCY REQUIREMENT, AN APPLICANT MUST:

1. Provide proof that their secondary and/ or post-secondary studies were completed at a recognized institution where English was the primary media of instruction. The studies must be relevant to the admission requirements for the specific program (s) applied to (e.g., an advanced diploma or degree is required for certain postgraduate programs).

Or

2. Applicants with transcripts from an institution where the language of instruction was not English may meet English language proficiency requirements with one of the following proofs of language proficiency. The minimum test scores that are acceptable are listed below (as applicable).

Please note: For admissions purposes, some programs require a higher score than the minimum stated below.

SOURCE	DIPLOMA / CERTIFICATE	POSTGRADUATE / FAST-TRACK / BRIDGES	GBC DEGREE PROGRAMS
George Brown English for Academic Purposes (EAP) Program	Level 8	Level 9	Level 9**
IELTS (Academic)	6.0, minimum 5.5 in each skill band	6.5, minimum 6.0 in each skill band	6.5, minimum 6.0 in each skill band
TOEFL	80 (online) minimum 20 in each skill band	88 (online) minimum 22 in each skill band	84 (online) minimum 21 in each skill band
Duolingo English Test	105	125	115
MELAB	80	85	85
PTE (Academic)	54, overall minimum 50 in each skill band	60, overall minimum 55 in each skill band	60, overall minimum 55 in each skill band
CAEL	60 (overall)	70 overall (writing 60)	70 overall (writing 60)
Cambridge English Exams (B2 First, C1 Advanced or C2 Proficiency)	169 or more (with no individual skill below 162)	176 or more (with no individual skill below 169)	176 or more (with no individual skill below 169)
George Brown Admissions Test (Only offered in Toronto)*	Offered Online	Offered Online	Not available

*Excludes the S118 Bachelor of Science in Nursing Ryerson Collaborative degree

In addition to those noted above, international applicants may meet the English proficiency requirement by completing a recognized English pathway program via another Ontario Public College, one of GBC's Private Language School partners or a GBC recognized language proficiency test. Options for providing proof of English proficiency for international applicants are posted on the International Admissions webpages.

2.7. Testing of Applications (Assessments)

2.7.1. Admission Testing

Three types of applicants may be required to take admission assessments administered by the Assessment Centre:

- Those who apply to any program as mature students who do not hold an OSSD or equivalent (see Section 2.3)
- Those programs requiring a mandatory test for admission.
- Applicants to graduate certificates who have international credentials must provide proof of English language proficiency, or will be asked to take the English Admissions Assessment

The Admissions Office will send the applicant communications detailing the test booking procedure once their application is received.

2.7.1.1. Oversubscribed programs (testing)

In certain oversubscribed programs, applicants will be ranked based on their academic marks, or in the case of applicants who took the admissions test, they would be ranked based on the

results of their test score.

2.7.1.2. Testing Fees

All admission assessments, regardless of which test is being written are payable online via debit, VISA, MasterCard or American Express. Assessment Test fees are non-refundable. Please visit the Assessment Centre for more details: (<https://www.georgebrown.ca/assessment-centre>).

2.7.1.3. Accommodations

If you require test accommodations for your admission (mature student) or placement assessment, you must first register with Accessible Learning Services. Accommodations will not be provided unless you have registered with Accessible Learning Services and have made an appointment to write with the Assessment Centre. (<https://www.georgebrown.ca/current-students/services/accessible-learning-services>)

2.7.1.4. Test Content

Subject to specific admission requirements applicants may be tested in English, Mathematics, and/or Science as well as any additional subjects as approved by the academic departments in consultation with the Office of the Registrar. More information can be found on the Assessment Centre web pages.

2.7.1.5. Issues encountered during test taking

Applicants who encounter issues while taking the test are encouraged to report the issues to an Assessment Centre staff member at the time of the testing.

2.7.1.6. Test Results

Applicants who meet or exceed the pre-determined admission test benchmarks will be considered for admission. Otherwise, admission to the program will be denied. Meeting the minimum test results does not guarantee an offer of admission to the program.

Applicants who fail the admission test can only test once per academic intake (e.g. Fall term).

2.7.2. Placement Testing (post-admission)

The Placement Test is designed to place students in the English and Mathematics college course level that is best suited to the students' needs. Those requiring preparatory English or Mathematics will be placed into a foundations-level course. Those who do not require preparatory work will be placed in the college-level course.

Additional course fees will apply for students required to take the foundation-level courses.

Students are required to take the placement assessment test unless granted an exemption (see Section 2.7.2.4)

Students must take the assessment and register in the appropriate foundations or college-level course to fulfil the requirements of their program.

Failure to take the placement assessment by the established deadline will result in automatic registration into the foundations level course(s), at the expense of the student.

Admission test results may be used as placement results in certain cases. Those test results that fall into the "foundations range" as specified by the College will require the students to enroll in foundations-level courses, if the student is accepted into a college program. Results from testing

required to demonstrate English language proficiency for admission (e.g., IELTS, TOEFL) are not used to determine placement. Students submitting English language proficiency results are also required to take the post-admission placement assessment

2.7.2.1. Foundation-level Courses

Foundations-level courses are pre-requisites for the first semester English or Mathematics required by the various programs. Following successful completion of foundations-level courses, the student will move into the college-level English and Mathematics course(s) required for graduation. These courses are crucial to student success and are not optional.

2.7.2.2. Additional Semester of Study

Depending upon individual circumstances, a student may require an additional semester of study and/ or there may be an additional fee for courses taken in the regular semester.

2.7.2.3. Reassessment Process

In the rare circumstances, when both the student and the faculty teaching the foundation-level course agree that the student has been inappropriately placed, a reassessment can be requested by the course professor **as early as possible within the first two weeks of the semester**. The student will be required to take another standardized assessment; the reassessment must be completed **no later than Day 10 of the semester**. The results of the reassessment are **final**.

2.7.2.4. Exemptions from Placement Assessment (post-admission)

Students may be eligible for an exemption from the placement test and/or related college-level course if they meet requirements outlined below.

TYPE OF SKILLS ASSESSMENT	REQUIREMENTS	EXEMPTION FROM:	
		PLACEMENT TEST	COLLEGE COURSE
English	An equivalent college or university English course at the postsecondary level.	Yes	Yes
Mathematics	U level math or OAC Mathematics credit with a grade of at least 80% or higher, or an equivalent college course or university math course.	Yes	No

2.8. Transfer Credits

Students are also eligible to apply for transfer credit for courses completed at the postsecondary level. For more information on Transfer Credit, please visit the Transfer Credit Section of the Office of the Registrar policy RO 14 – Transfer Credit.

2.9. Offers of Admission

Domestic applicants will be advised by the college of their offer of admission, and the offer will be posted on [Ontariocolleges.ca](https://ontariocolleges.ca) and GBC STU-VIEW (<https://stuvview.georgebrown.ca>). Offers are to be accepted on [Ontariocolleges.ca](https://ontariocolleges.ca).

George Brown does not defer offers of admission to another intake.

2.9.1. International Applicants – Offers of Admission

International applicants will receive their offer of admission via email to the email address provided in their application within the OAS. Applicants are considered for admission to the program(s) and

academic term that they have applied for. Admission to one program is not a guarantee of subsequent admission to another program of study or to another term start date.

2.10. Conditional Offers of Admission

2.10.1. Academic Conditions

- 2.10.1.1.** Applicants who are currently enrolled in required courses, or in the process of completing a required credential, may be eligible for a conditional offer with the presentation of official transcripts.
- Applicants who are currently attending high school may receive an offer based on grade 11 final marks or grade 12 midterm marks in the required prerequisites. A minimum grade for a conditional offer is required (varies by program).
- Summer school extensions will only be considered in writing. Applicants must provide the following to the Admissions Office: course name/ number, school attending, and start/ completion date of the required course.
- The offer of admissions letter will specify the conditions that need to be fulfilled in order to satisfy the offer of admission.
- 2.10.1.2.** Applicants to postgraduate programs may be granted a conditional offer based on the expected completion of their degree or diploma or certification of professional designation prior to the deadline provided by the Admission Office.
- 2.10.1.3.** To meet offer conditions, a certified official transcript must be submitted to the Admission Office by the deadline date as specified in the offer letter. The applicant must meet the required course requirements (e.g., minimum grade), and applicants under the age of 19 must achieve their OSSD.
- 2.10.1.4.** Failure to meet offer conditions within the timeline provided will result in an offer being revoked before the start of class. If an applicant has already paid and registered, they will be withdrawn from the program and will be refunded.
- 2.10.1.5.** Conditional offers will be issued based on competition and program availability.

2.10.2. Residency Conditions

Failure to provide valid proof of residency (please see section 1.4.6) before established deadlines will result in the student being charged international tuition fees or may result in the applicant being withdrawn from the program. If an applicant has paid and registered, they will be withdrawn and refunded.

2.10.3. Alternate Offers of Admission

Applicants who do not meet the admission requirement or the current competition level for the program of choice, may receive an alternate offer of admission(s) to a related program. Offers may be conditional and applicants are required to submit all required documentation by the established deadlines.

2.10.4. Expired Offers of Admission

Applicants who fail to meet the established deadlines in the offer of admission or invoice communication may have their offer of admission expired. Applicants who wish to have their expired application reinstated must notify the Admissions Office and will be placed on a Priority

Waiting List. Applications will be reassessed based on program availability, seat availability and competition.

2.10.4.1. Failure to make payment of deposit

Domestic applicants are required to pay a non-refundable deposit to secure their place in the program. Applicants who do not meet the deadline to pay the deposit, as indicated in their invoice, may have their offer of admission expired/ cancelled. Applicants may apply to get a reduction in the tuition deposit, for specific circumstances. The decision to grant an appeal will be made by an appeal committee within the Office of the Registrar.

International applicants are required to pay a minimum of the first semester fees to accept their offer. Payment must be received by GBC and acceptance of the offer must be made before the expiry date indicated on the Letter of Acceptance.

2.11. Articulation Agreements

Articulation agreements are official agreements between two or more institutions or internal George Brown College departments that may include, but are not limited to, other programs at George Brown College, secondary schools, colleges, or universities. The agreement authorizes studies undertaken in specific programs at one institution or department to be credited towards another institution or department.

- All applicants must meet the established admission requirements and must comply with all deadlines as identified in the agreement.
- Agreements must comply with MCU Binding Policy Directive on Admission Criteria and other relevant policies.
- All articulation agreements relating to new students (admission) must be signed off by the Director, Recruitment & Admissions or designate.

2.12. Additional / Supplementary Admission Requirements (Divisional Select)

Additional admission requirements may be established for specific programs, in compliance with the MCU Binding Policy Directive on Admission Criteria. These requirements will be determined by the Dean, Chair, or designate for the program, in consultation with the Office of the Registrar. They must be documented, validated, objective, and in compliance with MCU regulations. Additional admission requirements (academic or non-academic) may consist of, but are not limited to, portfolios, auditions, interviews or skill-specific testing. Please see the MCU Binding Policy Directive on Admissions Criteria. Additional requirements will typically be facilitated by the academic department within a timely manner once all other academic admission requirements are met. All academic and additional requirements must be met by the established deadlines in order to be considered for admission to a program.

2.12.1. Notification to Applicant

Following receipt of applications to a divisional select program, the Admissions Department will advise applicants of the selection procedures of the program chosen by them.

Divisional Select (DSL) is a stage in the application process where applicants are notified of additional programs specific requirements. DSL requirements may include an interview, audition, or submission of supplemental materials (portfolio etc.) reviewed by the academic division. Applicants will be notified via email once they are eligible for this stage.

Conditional letters of acceptance for pending English language proficiency are not issued for programs with additional admission requirements.

2.12.2. Alternate Arrangements or Accommodations

Alternate arrangements for implementation of a particular selection procedure that is on campus (e.g., interview) must be made for applicants who reside some distance from the College. In these instances, the College will determine alternate arrangements.

Alternate arrangements or accommodations for applicants with a disability, or for extenuating circumstances, will be considered for applicants who request special consideration for testing or other supplemental requirements. The request will be reviewed in collaboration with the Accessible Learning Services department and if approved, the applicant will be informed.

2.12.3. Selection Timelines

The selection timelines for any additional/ supplemental requirements will vary by academic area. The academic division will evaluate applicants for admission within the timelines established by the Ministry and published by Ontariocolleges.ca

2.12.4. Supplemental Requirement Evaluation / Review

Each academic area will designate a member of its staff to be responsible for evaluating the supplement requirements (e.g., portfolio, audition, interview).

2.13. Re-Admission to Semester One of a Post-Secondary Program

Requests for re-admission to semester one may be received from students who were unsuccessful or did not complete their semester. In these cases, at the discretion of the appropriate Dean or Dean's designate, a student may apply by re-submitting an application to Ontariocolleges.ca and paying all applicable fees. Prior study at George Brown College does not guarantee re-admission to first semester. Applicants must meet the published program requirements as stated for the academic year to which they are applying. Admission will be based on program availability, seat availability and competition.

2.14. Oversubscribed Programs (see Glossary for definition)

In accordance with the MCU Admissions Criteria Binding Policy, applicants shall be accepted into oversubscribed programs according to the following order of preference:

- Residents of Ontario
- Residents of other Provinces and Territories in Canada
- Other applicants

Higher averages than the minimum grades states are typically required for oversubscribed programs.

Program-specific requirements may be required for over-subscribed programs. See Section 2.12

2.15. Waiting Lists (see definitions)

2.15.1. Waiting lists may be established any time that the number of qualified applicants exceeds the number of seats available. A waiting list is established for domestic applicants only.

2.15.2. The relative position of applicants on a waiting list will be determined in a variety of ways, depending on the program. Positions on the waiting list can change based on competition and seat availability.

2.15.3. Students can be informed upon request of their relative position on the waiting list for a program.

2.16. Advanced Standing

2.16.1. Advanced standing is available to applicants interested in applying to a semester higher than one. This should be indicated on their Ontariocolleges.ca application. Advanced standing applicants are required to pay the Ontariocolleges.ca fee.

2.16.2. Some programs do not offer advanced standing (individual program pages on Ontariocolleges.ca will indicate available levels).

2.16.3. Domestic applicants must submit official transcripts to Ontariocolleges.ca for Advanced Standing. International applicants submit transcripts via the International Online Application System (OAS). Students may be required to submit course outlines and/or course descriptions of all applicable post-secondary courses.

2.16.4. Advanced standing decisions will be based on academic achievement and seat availability.

2.16.5. For more information on the Advanced Standing policies and process, please refer to the Office of the Registrar Advanced Standing policy.

3. Admissions Decisions Appeals

Final decisions on applications will be communicated to the applicant in writing. In the case of a declined application, the reason(s) for the decision will be identified in the communication. George Brown College reserves the right to decline an applicant for not meeting primary academic or supplemental admission requirements, or based on their prior conduct or performance at the college. The College offers a process for declined applicants to receive more information on why they were declined and appeal the decision. This policy does not include part-time, apprenticeship, or continuing education courses.

3.1. Admission Decision Appeal Process

If an applicant would like to appeal an admissions decision on procedural grounds, the following process will apply:

- The applicant must apply in writing to the Director, Admissions or designate for a review of the application decision within 30 days of the date of the communicated decision. The Director or designate will:
 - Acknowledge the application in writing and will appoint, when necessary, an admission review panel consisting of members of the Office of the Registrar, the relevant academic department, and as required, the Student Success division
 - When possible, we will work first with the academic department to come to a resolution. If a resolution is not possible, then;
 - Notify the applicant of the meeting date within 15 business days of the receipt of the applicant's written request, if a meeting is required to resolve the matter
- The applicant may also be asked to present in person the reasons why they should be admitted. A student may bring a support person to meetings relating to their academic issues. This person may

accompany a student to any meeting. No counsel or other agent may represent the applicant unless required due to extenuating circumstances approved by the review panel.

- The Panel will notify the applicant in writing within 15 business days of its decision and the reasons for it. The decision of the panel is final and binding.
- Should the panel find in favour of the applicant, and the pertinent program no longer has seats available or the last day to register for the semester has passed, every alternative option will be explored. Other students who have already been admitted to the college will not be disadvantaged on behalf of another by the findings of the panel. If the applicant is granted a place in the program because of the panel's findings, the applicant would be required to indicate agreement in writing within 3 business days.

4. Communications and Mailing

- 4.1.** The College is not responsible for non-delivery of mail or electronic mail. It is the responsibility of the applicant to verify and maintain accurate contact information throughout their application process and course of study at George Brown College. (See Section 11.11 Distribution of Credentials) Dates and deadlines will not be extended for missed communications.
- 4.2.** Applicants are responsible for regularly checking their application status online, including: invoice information, payment deadlines, and documentation requirements; and should contact the Admissions Office regarding any discrepancies. Every effort will be made to maintain accurate and up to date information on an applicant's file.
- 4.3.** The College is committed to providing transparency to outside parties with respect to the compliance of the organization's electronic communication with Canada's Anti-Spam Legislation (CASL). To view our formal statement of rights and obligations and a series of answers to questions about spam and the College's practices that are frequently asked by outside parties, please visit <http://www.georgebrown.ca/casl/>

RO 02 Registration and Enrolment – Post-Secondary Programs

Responsible Authority:	Office the Registrar – Registration and Enrolment
Date of Original Policy Approval:	2015 – 07 – 07
Last Reviewed:	2021 – 08 – 31
Mandatory Revision Date:	2026 – 08 – 31

PURPOSE

To document the process by which students register for courses at the college.

SCOPE

All students and applicants.

POLICY

1. General

- 1.1. Enrolment is the process of paying fees and registering for specific courses. On completion of both steps students are eligible to attend classes, use applicable college facilities and resources, and receive academic credit.
- 1.2. Students who do not pay their fees on time will be charged a late payment fee and may lose their position within their program.
- 1.3. The last day to register for courses is the fifth business day after the start of term. Registration after that date is subject to the consent of the academic centre and the approval of the Office of the Registrar.
- 1.4. Any exceptions to the above policies must be approved by the Office of the Registrar in consultation with the appropriate academic centre.

2. New Applicants

- 2.1. To be eligible to register, applicants must have accepted their Offer of Acceptance to attend the college with Ontariocolleges.ca or via the GBC International Online Application System (OAS) and paid their deposit.
- 2.2. Applicants who accept their offer will receive a registration information package containing the following:
 - Registration letter containing information on important dates, placement testing, OSAP (domestic students), STU-VIEW, registration dates and student e-mail;
 - Invoice outlining program fees and due dates,
 - Program specific information, if applicable.
- 2.3. When the registration time period opens, students are responsible for selecting and registering for their courses through STU-VIEW. Choice of registration schedule is based on first come first served basis once registration for a program begins.

3. Enrolment Eligibility

3.1. Students may register only if all of the following conditions have been met:

- A. Specific academic prerequisites set by the academic department have been met. Students are responsible for ensuring that they have fulfilled the published prerequisites. Students who do not meet the prerequisite(s) for registration may be withdrawn.
- B. Conditions set as a result of academic performance or disciplinary action have been met.
- C. There are no academic or administrative holds on the student record (example: advising holds).
- D. No outstanding financial balance to the college is outstanding.
- E. Conditions of suspension or expulsion have been cleared.

4. Enrolment Status (as determined by course load)

4.1. In order to be considered a full-time student, an individual must be enrolled in a college program of instruction for at least 70 percent of the student contact hours or 66 2/3 percent of the courses required for the program of instruction in a given semester or reporting period. A student is granted advanced standing or an exemption from a course is not considered to be enrolled in the course.

4.2. For the purposes of admissions/registration activity and status within the college academic framework, students recognized by the college as having a disability, shall be considered full-time students if they meet all of the following criteria:

- A. Are registered with George Brown College Accessible Learning Services.
- B. Have met entrance requirements for the full-time program.
- C. Have met with a representative from Accessible Learning Services to outline appropriate, attainable goals and timelines with respect to program mapping.
- D. Are registered in a minimum of 40% of the program course load within any one semester.

4.3. All students should be aware that full-time enrolment status with George Brown College may differ from the Ontario Student Assistance Program's (OSAP) definition of full-time enrolment status [see Definitions]

4.4. Students who fall below the full-time course load requirements as defined in section 4.1 or 4.2 are considered part-time students and access to college resources, benefits and facilities may be affected.

4.5. An academic department may require that a student take a reduced course load as a condition of a probationary status.

5. Adding Courses to Existing Registration

Students are required to consult with their academic coordinator if they wish to take additional courses. Permission may be granted depending on a student's academic standing [See definitions], equitable access to course offerings, and space availability. Additional tuition fees may apply.

5.1. Auditing Courses

Students have an option to audit courses, subject to the following conditions:

- Registration priority is given to students taking the course for credit.
- Granted when a student formally elects to waive a credit, by choosing not to be evaluated
- Permission from the program chair is required for registration with audit status, before the last day to add a course. Class size restrictions, space constraints, possible legal restrictions, and safety factors must be considered before permission is granted.
- Regular tuition fees will apply
- Once granted a student cannot revert to receiving credit for a course

5.1.1. Priority Registration

When registering in a program or enrolling in courses, students In Good Standing and students who are progressing in their post-secondary program to meet program requirements shall have priority registration over students repeating courses or students not enrolled in the post-secondary program to which the course belongs.

6. Changes in International Student Fee Status to domestic fee status

In certain very specific circumstances, and in line with Ontario government policy, international students can request a change from international student fee status to domestic. For fee changes to be approved and take effect, all required documentation must be submitted prior to the start of term/program. If documents are received partway through a semester, changes can only be made to future terms and not retroactively. Where changes to federal legislation regarding immigration and refugee status are in conflict with the fee exemption eligibility requirements described in this document, federal legislation is to take precedence. Please refer to the International Withdrawal Policy on the GBC International webpages for current eligible categories of individuals exempt from paying international tuition fees.

Students must provide documentation of status by submitting the documents to the Office of the Registrar.

Documentation for changes to International Student Fee Status may include:

- Landed immigrant or citizenship papers
- A valid Permanent Resident Card
- A Minister's Letter that stipulates that the student has met all preliminary requirements for permanent resident status.
- Convention refugee document
- A copy of a marriage certificate if a student or applicant becomes married to a Canadian citizen, permanent resident or convention refugee. This must be accompanied by a copy of their spouse's status document (passport, birth certificate, PR card). Upon submission of these documents, students will be eligible for domestic fees in their next semester of study.

7. Dropping Courses and Withdrawing from a Program

Please refer to the Important Dates document posted on the college website for deadline dates. For additional information please refer to the Course Drop and Program Withdrawal Policy (RO 08).

RO 03 Fees

Responsible Authority:	Office the Registrar
Date of Original Policy Approval:	2015 – 07 - 07
Last Reviewed:	2021 – 08 – 31
Mandatory Revision Date:	2026 – 08 – 31

PURPOSE

To outline and describe the fees associated with a George Brown College education. This document describes applicable fees for tuition, incidentals, lateness, withdrawals, transfers, and those related to work integrated learning (WIL) programs.

SCOPE

This policy applies to all students and applicants that have accepted an offer to George Brown College.

POLICY

1. General

- 1.1. Post-secondary tuition fees and ancillary fees are regulated by the MCU, and the GBC Board of Governors. These and other ancillary fees are updated annually for the academic year and listed on the George Brown College website.
 - 1.1.1. **Tuition Fees:** Fees charged to students representing their contribution towards the operating and capital costs of academic program delivery and general overhead for the institution.
 - 1.1.2. **Program Fees:** Fees charged to the student to support the material costs, such as uniforms, equipment, consumables (e.g. sterile gloves or other medical equipment for health sciences programs, ingredients and other single use items for culinary programs) necessary for the delivery and instruction of a course. Program fees are also referred to as Material Fees.
 - 1.1.3. **Ancillary Fees:** Fees charged to support services and activities distinct from academic programming or general overhead for the institution. Examples of ancillary fees include convocation fees, student activity fees, athletic fees, health care and insurance fees, field trip fees and fees associated with the cost of buildings such as student centres.
- 1.2. Continuing education fees are regulated by the Board of Governors.
- 1.3. All fees are subject to change without notice.
- 1.4. Students pay program fees as applicable to their program of study. Fees may differ by program.
- 1.5. Refer to the Course Drop and Program Withdrawal Policy (RO 08) for applicable deadlines

2. Post-Secondary Fees

- 2.1. There is a non-refundable deposit that a student is required to pay in order to register for their courses. This deposit will be applied to the balance due for the term.
- 2.2. Students who do not pay their tuition fees by the deadline outlined on their invoice may be required to pay an administrative late fee.
- 2.3. Students who drop to part-time status before the partial refund deadline of a term may have their fees re-assessed.

- 2.4. Full-time post-secondary students who withdraw from their program prior to the last day to withdraw with partial refund (Day 10) will be refunded for fees paid minus the non-refundable deposit.
- 2.5. Part-time post-secondary students who wish to withdraw from a course are subject to a per course administrative withdrawal fee.
- 2.6. Students in co-op programs may be charged additional fees for preparatory courses and work experience.
- 2.7. Students who are required to take foundation level math and/or English courses will be charged additional tuition fees at the time of registration for the college level courses.
- 2.8. Administrative fees are posted on the George Brown College website.

3. Continuing Education Fees

- 3.1. The Office of the Registrar is responsible for the collection of tuition and application administrative fees as outlined in the Continuing Education policies published on the George Brown College website.

RO 04 Internal Transfers

Responsible Authority:	Office the Registrar – Academic Records
Date of Original Policy Approval:	2015 – 07 – 07
Last Reviewed:	2021 – 08 – 31
Mandatory Revision Date:	2026 – 08 – 31

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.

RO 05 Grading System

Responsible Authority: Office the Registrar – Academic Records
Date of Original Policy Approval: 2015 – 07 – 07
Last Reviewed: 2021 – 08 – 31
Mandatory Revision Date: 2023 – 08 – 31

PURPOSE

To document the grading policies and processes at the College.

SCOPE

All students.

POLICY

1. Grading System

Only final letter grades will be reported on student records. The grade columns in section 1.1 and section 1.2 contain the grades that are reported on student records. Grades may or may not have a GPA value.

1.1. Grades with a GPA calculation

Grade point values and percentage scores in courses will be related to one another as shown below. This applies only to credit level courses.

PERCENTAGE	GRADE	GRADE POINT VALUE	COMMENTS
90 – 100	A+	4.0	Consistently exceeds course requirements and has a superior grasp of course outcomes.
86 – 89	A	4.0	
80 – 85	A-	3.7	
77 – 79	B+	3.3	Consistent performance of course requirements and has a strong grasp of course outcomes.
73 – 76	B	3.0	
70 – 72	B-	2.7	
67 – 69	C+	2.3	Satisfactory performance of course requirements and grasp of course outcomes.
63 – 66	C	2.0	
60 – 62	C-	1.7	
57 – 59	D+	1.3	Inconsistent performance of course requirements and has a weak grasp of course outcomes.
50 – 56	D	1.0	
00 – 49	F	0.0	Failure to meet course minimal requirements.

1.2. Grades without GPA Value

GRADE ON RECORD	EXPLANATION
AEG	<p><i>Pass by Aegrotat</i></p> <ul style="list-style-type: none"> • Granted to students when no possibility exists for completing their course as a result of extenuating circumstances and their performance was otherwise more than satisfactory. • Represents the minimum passing grade and is granted only when an Incomplete (INC) or Standing Deferred (SD) cannot be assigned. • This is granted by the Office of the Registrar upon recommendation of the Dean. • An AEG grade cannot be appealed.
AS	<p><i>Advanced Standing</i></p> <ul style="list-style-type: none"> • Credits granted upon admission that enable direct entry to the second semester or higher of a program. • A grade of AS is awarded to each course for which advanced standing is granted. • This is based on previous academic work from another accredited post-secondary institution. • Please see Admissions and Transfer Credit policy.
AUD	<p><i>Course Audited</i></p> <ul style="list-style-type: none"> • Granted when a student formally elects to waive a credit, by choosing not to be evaluated. • Permission from the course Chair is required for registration with audit status, before the last day to add a course. Class size restrictions, space constraints, possible legal restrictions, and safety factors must be considered before permission is granted. • Once granted a student cannot revert to receiving credit for a course.
ATT	<p><i>Attended</i></p> <ul style="list-style-type: none"> • Used to denote attendance in a semester where the course is taken over multiple terms.
EX	<p><i>Exempted</i></p> <ul style="list-style-type: none"> • Credit granted for a course where comparable or equivalent course outcomes have been achieved at another post-secondary institution. • Grade recorded when a transfer credit is granted.
GNR	<p><i>Grade Not Reported</i></p> <ul style="list-style-type: none"> • Used for courses for which no mark had been submitted to the Registrar by the academic department at the time of transcript or grade report production. • A GNR entry on the student transcript does not have any credit hours and is not applied as part of the GPA calculation.
INC	<p><i>Incomplete</i></p> <ul style="list-style-type: none"> • Temporary grade assigned when course requirements cannot be completed by the course end date, due to extenuating circumstances. • A time extension of up to 60 days from the course end date may be granted by the academic department. • Unless amended (due to submission of a late assignment or completion of a deferred exam), an INC grade is automatically converted to an “F” or “NP” 60 days after the course end date.
P or NP	<p><i>Pass or Not Pass</i></p> <ul style="list-style-type: none"> • Used for courses that do not lend themselves to evaluation by the letter grades of “A” to “F”. • Is used to indicate whether course outcomes have been achieved.
CM	<p><i>Complete</i></p> <ul style="list-style-type: none"> • Used for courses or workshops that do not lend themselves to evaluation.

GRADE ON RECORD	EXPLANATION
SD	<p><i>Standing Deferred</i></p> <ul style="list-style-type: none"> • Temporary grade assigned when course requirements cannot be completed by the course end date due to extenuating circumstances. • This is granted when a time extension beyond 60 days is required. • The course requirements shall be completed within one year of the course end date. • Permission must be granted by the academic Chair. • Unless amended, all SD grades are automatically converted to an “F” or “NP” after one year from the course end date.
S	<p><i>Supplemental Privilege</i></p> <ul style="list-style-type: none"> • Supplemental Privilege can be granted by the academic chair or designate on an individual basis to students who have failed a course after attending the entire course and attempting the final examination. • The prescribed examination or assignment must be completed within 60 days of the official termination of the course. Supplemental examination or assignments are not permitted if the student has achieved the minimum passing grade, as defined by the program, for the course. • A full-time student may be allowed supplemental privileges in only two courses in a five course semester. A student with more than two failures that could be redeemed through supplemental assignments or examinations must retake remaining failed courses. • The maximum grade attainable after being granted Supplemental Privilege is the minimum passing grade for the course.
W	<p><i>Withdrawn</i></p> <ul style="list-style-type: none"> • Granted by the Office of the Registrar when a student is withdrawn from a course after the academic penalty deadline to withdraw.

2. Grade Point Average

The points (or quality points) earned for a course are achieved by multiplying the grade point value of the letter grade “A” through “F” only, (see section 1.1) by the number of credits (or credit hours) in the course. A grade point average (GPA) is the sum of the points (or quality points) for all courses divided by the sum of the credits (or credit hours). Grades without a GPA value are not included in the GPA calculations.

To calculate the points (quality points):

Multiply the GPA value of the letter grade by the credits (credit hours). See section 1.1 for GPA values.

Using GSSC 1048 below as an example, the grade achieved is an A with GPA value of 4.0 and credit (credit hours) of 3.0.

$$"3.0 \times 4.0 = 12.0"$$

To calculate the term or cumulative GPA:

All credits (credit hours) are added together, and all the quality points are added together, then the points (quality points) are divided by the credits (credit hours)

For example, see STU-VIEW view below.

$$\frac{40.4 \text{ (total points)}}{14 \text{ (total credits)}} = 2.89 \text{ (GPA)}$$

Subject	Course	Level	Title	Grade	Credit (Credit Hours)	Points (Quality Points)
COMM	1007	CR	COLLEGE ENGLISH	EX	0.000	0.00
COMP	1082	CR	COMPUTER SKILLS & APPLICATIONS	P	0.000	0.00
GSSC	1048	CR	TRENDS & ISSUES IN TOURISM	A	3.000	12.00
HOST	1033	CR	PROFESSIONAL GUEST SERVICE	A-	2.000	7.40
HOST	1096	CR	MARKETING I	A	3.000	12.00
HOST	1097	CR	MEETINGS & CONFERENCES	D	3.000	3.00
MATH	1102	CR	MATH FOR HOSPITALITY	F	3.000	0.00

2.1. Not all courses with a letter grade, from “A” to “F”, may be used in the GPA calculations. For example, if a course has a failing grade and the course is successfully repeated, then the original grade will be excluded from GPA calculations. An indicator of ‘I’ will appear if a course is included in GPA calculations and an indicator of ‘E’ will be used if a course is excluded from GPA calculations.

2.1.1. Decimal Placing

Grade point averages are computed to three decimal places, rounded off and expressed to two decimal places.

2.1.2. Term Grade Point Average

Term GPA is based on the courses taken in a single term of post-secondary study. At the end of each term a grade point average will be calculated (as described above).

2.1.3. Semester Grade Point Average

The semester GPA is calculated using all courses that are successfully completed based on the curriculum or pathway requirements for a specific program. See Online Academic Progress Report (CAPP).

2.1.4. Program Grade Point Average

The program GPA is calculated using all courses that are successfully completed based on the curriculum or pathway requirements for a specific program. Program GPA is used to determine if the minimum GPA requirements have been met for graduation eligibility and honours designation. Please see policy on Graduation.

2.1.5. Cumulative Grade Point Average

The cumulative GPA is calculated using all credit level courses taken at George Brown College

2.2. Honours

A GPA of 3.5 or higher for diploma and certificate programs or 3.7 or higher for degree programs is used to determine graduation with honours (Program GPA). Non-credit courses and courses graded as Pass/Not Pass are excluded from GPA calculations.

2.2.1. Dean’s Recognition Eligibility

A Dean’s recognition letter is sent once each term. To be eligible for the Dean’s Letter, students must:

- Be enrolled in the term full-time in a post-secondary certificate, diploma, graduate certificate, or degree program

- Have a Term GPA of 3.5 or higher for certificate, diploma, or graduate certificate programs OR a Term GPA of 3.7 or higher for degree programs
- Completed and passed all courses in the term

Non-credit courses and courses graded as a Pass/Not Pass are excluded from GPA calculations. S118 collaborative nursing students are not eligible for the Dean's List as their grades are reported through Ryerson University.

RO 06 Student Records and Transcripts

Responsible Authority:	Office the Registrar
Date of Original Policy Approval:	2015 – 07 – 07
Last Reviewed:	2021 – 08 – 31
Mandatory Revision Date:	2026 – 08 – 31

PURPOSE

To document the aspects of the student record and how it is created and maintained by the Office of the Registrar.

SCOPE

All students.

POLICY

1. General

- 1.1. Student records are created once a student applies to a post-secondary program or upon registering in a continuing education course. At this point a student identification number is generated and used throughout the student's time at the college.
- 1.2. The following biographical information may be recorded in the student record:
 - 1.2.1. Name
 - 1.2.2. Date of birth
 - 1.2.3. Address
 - 1.2.4. Gender
 - 1.2.5. Phone numbers
 - 1.2.6. E-mail address
 - 1.2.7. Citizenship/immigration status or Indigenous self-identification
 - 1.2.8. Ontario Education Number
- 1.3. Information such as address, phone number, and e-mail address can be updated through STU-VIEW. Requests to change other biographical information recorded on the student record may require original or notarized copies of supporting documentation to be submitted to the Office of the Registrar.

2. Admission Records

- 2.1. Admissions records are created when a student:
 - Submits an application through Ontariocolleges.ca
 - Applies in person through the quick admit process
 - Transfers programs, or is re-admitted to a program
 - Applies as an International student via the GBC Online Application System (OAS)
 - Attends a program governed by an articulation agreement
- 2.2. Admissions records consist of:
 - All program applications and admission decisions
 - All academic and non-academic documentation provided to the college for the purpose of meeting admission requirements

- Internal testing results

3. Registration and Enrolment Records

3.1. Registration and enrolment records consist of:

- 3.1.1. Program of study
- 3.1.2. List of courses on a schedule and a history of changes made to the registration record
- 3.1.3. Tuition, fees, and payments related to courses, programs, and services.

4. Academic Records

4.1. The Office of the Registrar only records final letter grades on the academic record. Faculty are required to submit their final grades at the end of each course according to the deadlines and the submission mechanisms established by the Office of the Registrar.

4.2. Promotions Meeting Decisions

The Academic Department will be responsible for notifying the Office of the Registrar regarding decisions affecting student status at the College, including:

- probation;
- mandatory withdrawal;
- failure; or
- any conditions placed on the student

The Office of the Registrar is responsible for making the appropriate notations on the student's academic record and providing the student with a copy of their transcript when requested.

4.3. A transcript is a reflection of the academic record which consists of the following:

- 4.3.1. Final letter grades
- 4.3.2. Course credit value
- 4.3.3. Grade point values
- 4.3.4. Modifier symbol
- 4.3.5. Term GPA
- 4.3.6. Cumulative GPA
- 4.3.7. Program GPA (once successful graduation has been recorded on the student record)
- 4.3.8. Any special grading symbols awarded
- 4.3.9. Courses
- 4.3.10. Terms of attendance
- 4.3.11. Program of study
- 4.3.12. Graduation status (once successful graduation has been recorded on the student record)

4.4. Hard Copy Official Transcripts

4.4.1. Transcripts shall be considered official if they are:

- A. Printed on security paper, and authorized by the Office of the Registrar
- B. Sealed in an envelope that is stamped with the Official George Brown College stamp

4.5. Electronic Official Transcripts

4.5.1. Are exchanged through Ontario Colleges and Universities and can be requested through Ontariocolleges.ca or the Ontario University Application Centre.

4.5.2. Electronic Official transcripts can be ordered through the George Brown Records Portal.

4.6. There is a fee associated with every request for an Official Transcript.

4.7. Unofficial transcripts are available through STU-VIEW

5. Release of demographic and academic records is governed by the Freedom of Information and Protection of Privacy act of Ontario.

6. Holds and Student Records

When a student has an active financial, equipment, library, residence, or Registrar's hold on their account, no student records will be released.

7. Retention of Student Records

All student related documentation that is received by the College is archived and kept on record for 55 years. Only records issued by George Brown College can be re-issued to the student. (e.g. student records received from another institution as part of the admissions process cannot be re-issued to the student, as George Brown College cannot issue official documents on behalf of another institution).

8. Disciplinary Records

Students who contravene the College's regulations or commit offences against persons or property may incur a suspension, expulsion, or enrolment refusal. A hold may be placed on the student's records as a result, and it will become part of the student's record.

RO 07 Failed and Repeated Courses

Responsible Authority:	Office the Registrar – Academic Records
Date of Original Policy Approval:	2015 – 07 – 07
Last Reviewed:	2021 – 08 – 31
Mandatory Revision Date:	2026 – 08 – 31

PURPOSE

To document the colleges policy on failed and/or repeated courses and its effects on the promotions process.

SCOPE

All post-secondary students

POLICY

1. Students who fail a course in their program will have to repeat and pass the course in order to be eligible to graduate. Additional fees may be assessed for repeated courses.
 - 1.1. Students can repeat passed courses for better grades with the approval of the Program Chair based on space and availability.
 - 1.2. Students may repeat a course a maximum of two times.
2. The grade point value of the failing grade will be used to calculate both the term grade point average (TGPA) and the cumulative grade point average (CGPA).
 - 2.1. Upon completing a repeated course, the higher grade will be used in the calculation of the GPA.
 - 2.2. When additional general electives or liberal studies courses have been taken it is the student's responsibility to inform the Academic Records Office to include the appropriate courses in the GPA. This applies to general electives or liberal studies courses that are taken outside of the prescribed program course requirements (e.g. continuing education courses)
3. All registered and/or completed courses are recorded on the academic record, including all failed and/or repeated courses.
4. Students may appeal grades in accordance with the Academic Appeals Policy.

RO 08 Course Drop and Program Withdrawals

Responsible Authority:	Office the Registrar
Date of Original Policy Approval:	2015 – 07 – 07
Last Reviewed:	2021 – 08 – 31
Mandatory Revision Date:	2026 – 08 – 31

PURPOSE

To establish a standardized process that allows students to drop a course(s) or withdraw from a program after registration is completed and to encourage students to do so in consultation with the academic department.

SCOPE

This policy applies to any student who has enrolled in a post-secondary program at the College and wishes to withdraw from a course(s) or the program.

POLICY

1. General

- 1.1. To be eligible for the appropriate academic penalty and fee refund (where applicable), students withdrawing from a course or program must follow the procedure outlined in this policy within the specified deadlines.

2. Withdrawal Deadlines

2.1. Partial Refund Deadline

The date to drop a course or program to be eligible for a partial refund. The deadline date is the 10th business day from the start of the term.

- 2.1.1. Domestic students withdrawing from a term by the deadline date will have a refund of fees except for the non-refundable deposit and any non-refundable material fees. International students withdrawing from a term by the deadline date will have a withdrawal fee of \$1000 applied and any non-refundable material fees. Part-time post-secondary students withdrawing from a course or courses will have a withdrawal fee of \$20 per course applied and any non-refundable material fees.
- 2.1.2. Dropping a course(s) by the deadline date may result in a partial refund if the enrolment status changes from full-time to part-time. If the student is deemed full-time by the number of courses or number of hours, there will be no refund.

2.2. Academic Penalty Deadline

The date to drop a course or program without academic penalty. The course will be removed from the academic record and not used in calculating the GPA. The deadlines are listed in the Important Dates document on the college website.

- 2.3. Courses or programs that are dropped after the 10th business day but on or before the academic penalty deadline will not be graded, and there shall be no refund.
- 2.4. Students should seek advising from their academic coordinator before withdrawing or dropping a course(s).

3. Withdrawals

- 3.1. A course drop or program withdrawal must be done in one of the following three ways:
 - 3.1.1. Online through STU-VIEW
 - 3.1.2. Written notification to the Office of the Registrar – Registration (registration@georgebrown.ca).
 - 3.1.3. International students must withdraw by following the international withdrawal process posted on the international student webpage, including submitting all required supporting documentation. International students may only withdraw online through STU-VIEW if dropping individual courses, and not an entire semester. It is the student's responsibility to check STU-VIEW to ensure the course drop or withdrawal has been processed.
- 3.2. Students receiving OSAP/financial assistance are requested to also notify the Financial Aid Office.
- 3.3. Notifying faculty or non-attendance of classes does not constitute a course drop or withdrawal.
- 3.4. Failure to meet the deadlines may result in a failing grade being assigned for the course(s). The grade(s) may be used in the student's grade point average (GPA) calculation.

RO 09 Internal George Brown College Awards

Responsible Authority:	Office the Registrar – Financial Assistance Office
Date of Original Policy Approval:	2015 – 10 - 22
Last Reviewed:	2021 – 08 – 31
Mandatory Revision Date:	2026 – 08 – 31

PURPOSE

To document the college policy on administration of all awards, scholarships, and bursaries and to ensure that distribution of such awards meets all MCU, Ontario Human Rights Commission, Canada Revenue Agency and George Brown College Foundation Gift Agreement requirements.

SCOPE

This policy applies to all current students of George Brown College.

POLICY

1. General

- 1.1. The Awards Office (within the Financial Aid Office) is responsible for the administration of all internal College awards in accordance with all MCU, Ontario Human Rights Commission, Canada Revenue Agency, and George Brown College Foundation Gift Agreement requirements. In addition, the Awards Office, in conjunction with George Brown College Foundation and the Finance Department, sets policies regarding the effective use of funds designated for donor-driven awards.
- 1.2. Second Career and International students are not eligible for certain scholarships, bursaries or awards unless specified within the Gift Agreement. There may be eligibility exclusions based on funding source.
- 1.3. Students are responsible for submitting all required elements of award applications to the Office of the Registrar, unless otherwise noted, via the College's Awards portal before the posted deadline.
- 1.4. Social Insurance Numbers are required to issue T4A documents to each student in receipt of funding. Funding will not be released to the student until the Social Insurance Number is verified.
- 1.5. The college will apply the value of all awards to the student account if there is an outstanding balance.

2. Bursary Eligibility

- 2.1. Unless otherwise noted on the application, in order to be eligible for most bursaries, students must:
 - 2.1.1. Submit an application online by the posted deadline;
 - 2.1.2. Be a Canadian citizen, permanent resident, or Protected Person, unless otherwise noted;
 - 2.1.3. Be registered as a full-time student in a post-secondary OSAP eligible program at George Brown College at the time funds are released;
 - 2.1.4. Demonstrate financial and/or emergency need.

3. Scholarship Eligibility

- 3.1. Unless otherwise noted on the application, in order to be eligible for most scholarships/awards, students must:
 - 3.1.1. Submit an application online by the posted deadline;

- 3.1.2.** Be a Canadian citizen, permanent resident, or Protected Person, unless otherwise noted;
- 3.1.3.** Be registered as a full-time student in a post-secondary OSAP eligible program at George Brown College at the time funds are released;
- 3.1.4.** Meet the specific academic requirements of the scholarship, if applicable.
- 3.1.5.** May need to demonstrate financial need if applicable.
- 3.1.6.** May need to demonstrate other requirements, including but not limited to specific skills and experiences, community involvement, leadership, and/or passion for field of study.

RO 10 Graduation and Convocation Ceremonies

Responsible Authority:	Office the Registrar – Academic Records
Date of Original Policy Approval:	2015 – 07 – 13
Last Reviewed:	2021 – 08 – 31
Mandatory Revision Date:	2026 – 08 – 31

PURPOSE

To document the College policy on graduation requirements and for Ontario College & Continuing Education Credentials, Bachelor Degrees, and the College's Convocation Ceremonies.

SCOPE

This policy applies to all graduates and students.

POLICY

1. Timing

1.1. Full-time Post-Secondary or Apprentice Students

Students registered in the final semester of their program are not required to complete an application to graduate. If eligible, graduation will be automatically processed.

The following full-time students must complete the online application to graduate within the first 90 days of their final semester:

- Students who are completing their programs through part-time studies,
- Students who are completing their program but are not registered in the final semester of their program,
- Students who choose in their final semester to graduate from an alternate program with similar curriculum requirements.

1.2. Continuing Education Students

Students must submit a certificate request to their program co-ordinator upon completion of all program requirements.

2. Graduation Eligibility

Students will be awarded their credential upon meeting all college and program requirements. Requirements include but are not limited to:

2.1. GPA, Grade, and Curriculum Requirements

The following are the minimum requirements for graduation from a program and for receipt of a credential. Students must have:

- A program GPA of 1.70 for diploma or certificate programs, or 2.30 for degree programs,
- Met all grades and curriculum requirements of the program of study.

2.2. Program Residency Requirements

2.2.1. Post-Secondary Credentials

Twenty-five percent (25%) of the credit courses in a declared program of study must be earned at George Brown College over and above exemptions, advanced standing and prior learning assessment credits. Students in fast-track programs must complete 25% of the credits for the duration of the non-fast track version of the program.

2.2.2. Continuing Education Credentials

Fifty percent (50%) of the credit courses in a declared program of study must be earned at George Brown College over and above exemptions, Advanced Standing and Prior Learning Assessment credits for programs eligible for George Brown College certificates.

2.3. Time Limitations for Program Completion

Diploma, Post Diploma, Certificate, and Degree programs must be completed within a determined time limitation for a student to be eligible to graduate. This time limitation is based on the length of the program:

- 1 year programs – up to 3 years
- 2 year programs – up to 4 years
- 3 year programs – up to 5 years
- 4 year programs – up to 6 years
- George Brown College certificate programs – up to 3 years

The time limitation may be extended at the discretion of the Office of the Registrar, upon the recommendation of the Dean of the student's Faculty or Centre.

2.3.1 Time Limitations for Suspended Programs

The college will provide students enrolled in suspended programs the opportunity to complete the program within the normal time period of the program.

2.4. Fees and College Property

Students must pay all fees as stipulated by the college and return college properties at the completion of a course or program. Failure to do so will result in an accounts receivable hold (AR Hold) being placed on the student's account. This may also result in a student's final credential being withheld, and could result in restrictions on attending convocation ceremonies.

3. Multiple Credentials

Students may qualify for more than one credential if program requirements are met by applying common courses toward multiple credentials. They must also meet the residency requirements of all credentials. Students must complete the online application to graduate within the first 90 days of their final semester. Students may only graduate from one credential per term.

4. Alternate Credentials

Students who leave their current program or the college before completing their full program may be awarded an alternate credential if the student meets eligibility requirements (e.g., a two-year diploma instead of a three-year diploma or a one-year program certificate instead of a two-year diploma).

4.1. To receive an alternate credential:

- The program must be an active ministry approved program that is offered by the college, and
- The students must meet all other graduation eligibility requirements outlined in section 2 above.

4.2. Students must declare their graduating program by completing the online application to graduate within the first 90 days of their final semester.

5. Majors, Minors, and Specializations

Students do not have the option to declare a major or minor in GBC programs. Specializations may be available in some programs but are not recorded on transcripts or credentials.

6. Awarding Posthumous Credentials

A posthumous credential may be awarded by the Office of the Registrar, upon the recommendation of the Dean of the student's faculty if the following requirements are met:

- The student must have completed a significant portion of the final year of the program.
- The student must have been in good academic standing [see definitions] and expected to graduate.

7. Credentials

7.1. Ontario College Diplomas & Certificates

A diploma or certificate is issued to students who have successfully completed programs approved by the MCU as outlined below

Diplomas & Certificates	Requirements
Ontario College Certificate	Meets the provincial program standards, normally up to <i>three</i> semesters in duration
Ontario College Graduate Certificate	Meets the provincial program standards, normally up to <i>three</i> semesters in duration
Ontario College Diplomas	Meets the provincial program standards, normally up to <i>four</i> semesters in duration
Ontario College Advanced Diploma	Meets the provincial program standards, normally <i>six</i> semesters in duration

7.2. Degrees

Degree level standards are established by the Postsecondary Education Quality Assessment Board (PEQAB) and approved by the MCU.

7.3. Continuing Education Certificates and Certificates of Completion

Continuing Education Certificates are awarded to graduates who complete a continuous learning program with a minimum of 240 hours of instruction. Certificate programs must be composed of an organization of courses and related learning experiences leading to a recognized education objective(s) and a defined evaluation process.

Certificates of Completion Certificates are issued to individuals who complete a program or course(s) that does not have Ministry approval or credits. This will include continuing education and contract training activities.

7.4. Honorary Credentials

The College may, at the direction of the Board of Governors and the Office of the President, grant special credentials. These are awarded to distinguish a meritorious person who has performed a special service to the College or its community.

7.5. Distribution of Credentials

Credentials for the spring and fall term are mailed to the most current address on the college's Student Information System six to eight weeks after the term ends. Winter term graduates are awarded their credentials at the college's convocation ceremonies. Graduates who do not attend the convocation ceremonies will receive their credentials in the mail three to four weeks after the ceremony.

The College is not responsible for non-delivery of mail. All credentials that are returned to the college and are not claimed within a year of distribution will be destroyed. Students must apply to obtain a replacement credential and pay the published replacement fee.

8. Awards and Recognition

These awards are presented upon graduation or at Convocation:

8.1. Graduation with Honours

Graduating students who achieve a minimum program GPA of 3.50 in a diploma program or 3.70 in a degree program will have honours designated on their credential and transcript.

8.2. Dean's Award

The Dean's Award may be presented to the graduating student with the highest GPA, including fieldwork, work placement, and clinical, in a program selected on a rotational basis. The recipient must be in a different program than that of the valedictorian.

8.3. Dean's Medal

The Dean's Medal may be awarded to a student with a high GPA who has demonstrated qualities essential for success in the field of study.

8.4. Governor General's Award

The Governor General's Award is presented to the student graduating from a full-time program of at least two years in duration with the highest graduating program GPA in a program selected on a rotational basis.

8.5. Board of Governors Award

The Board of Governors Award is presented to the student graduating from a degree program with the highest graduating program GPA in a program selected on a rotational basis.

8.6. Valedictorian

The valedictorian will be a graduating student with a high GPA, including fieldwork, work placement, and clinical, in a program selected on a rotational basis by the Dean.

8.7. Recognition/Achievement Award

Recognition awards are presented to students who have completed courses or groups of courses (programs not approved by the MCU) that require successful completion of specific academic requirements. This is also referred to as an achievement award.

Any recognition or achievement awards are issued at the discretion of the academic centre.

Recognition awards are presented to students who have completed courses or groups of courses (programs not approved by the MCU) that require successful completion of specific academic requirements. This is also referred to as an achievement award.

Where at all possible, the Chair or his/her designate will make the decision to grant this award prior to the start of classes. It cannot be construed as an award to those not completing certificate or diploma

programs.

9. Convocation Ceremonies

9.1. General

The Office of the Registrar will establish and maintain the Convocation protocol. The protocol will be recommended by the College Council and will be approved by the Board of Governors and the Office of the President.

9.2. Ceremony Attendance

Graduates from Post-Secondary, Apprentice, and specific Continuing Education programs are invited to attend convocation ceremonies. If a graduating student is absent from the ceremony, the credential is awarded in absentia.

RO 11 Appeal for Late Withdrawal and Tuition Deposit Reduction

Responsible Authority:	Office the Registrar
Date of Original Policy Approval:	2015 – 10 – 06
Last Reviewed:	2021 – 08 – 31
Mandatory Revision Date:	2026 – 08 – 31

PURPOSE

The appeal process is available to post-secondary and continuing education students who, due to extenuating circumstances, seek an exception to the current policy but did not comply with the College's partial refund deadline or academic penalty deadline.

The following appeals are available for consideration by the Appeals Committee in the Office of the Registrar:

- Appeal for Late Withdrawal
- Appeal for Tuition Deposit Reduction

This informal appeal process is administered by the Office of the Registrar.

Please see <http://www.georgebrown.ca/policies/appeals.pdf> for the formal College Academic Appeal process.

SCOPE

All post-secondary and continuing education students.

POLICY

The Appeals Committee within the Office of Registrar will consider appeal applications which are complete and signed by the student.

1. Expectations

- 1.1.** The student must submit the appeal within the established timeframes and include official documentation, including a letter of explanation, to substantiate the extenuating circumstances.
- 1.2.** The student is responsible for:
 - 1.2.1.** Abiding by the College's deadlines in addition to all academic and financial obligations related to the student's enrolment
 - 1.2.2.** Keeping records of all correspondence and transactions involving the student account
- 1.3.** The Appeals Committee, composed of representatives from the Office of the Registrar, will review each completed Appeal application and will communicate the decision, with reasons, to the student within the established timeline according to the receipt date of the appeal.
- 1.4.** Incomplete Appeal applications will be denied. Forms will not be returned to the student.
- 1.5.** Appeal decisions are final.

2. Eligibility

- 2.1.** In order to be eligible to file an appeal, the student must have experienced extenuating circumstance(s).

2.2. A letter of explanation, original forms [see section 3 of this policy] and all other supporting documentation must be submitted within the established timeframe [see section 4 of this policy]. Copies will not be accepted.

3. Appeal Forms

The student must ensure the correct appeal form is submitted with all supporting documentation to the Office of the Registrar within the established timeframe.

3.1. Appeal for Withdrawal form can be used to appeal to receive no academic penalty or for a tuition refund.

3.2. Appeal for Tuition Deposit Reduction form can be used to appeal for a reduced deposit to \$45 due to financial circumstances.

4. Timing

APPEAL FORM	SUBMIT APPEAL	DECISION COMMUNICATED
Appeal for Withdrawal	Appeals must be submitted within six (6) months of the term for which the appeal is submitted. For example, if the appeal submitted is for Fall 2021 (September – December 2021), the last date an appeal will be accepted for review is June 2022.	Within 4 – 6 weeks of receipt of the Appeal
Appeal for Tuition Deposit Reduction	By the deposit payment deadline published on the student invoice	Within 5 business days of receipt of the Appeal

5. Academic Forgiveness

Academic forgiveness is a process by which a student's academic performance prior to an absence may be expunged from the student's transcript. The basic purpose of academic forgiveness is to enable a former student to have a fresh start in his/her academic studies. Academic forgiveness is granted in specific circumstances based on application criteria described in section 5.2. Academic forgiveness may only be granted once, by authority of the Registrar.

5.1 Eligibility

To be eligible, a petitioner must be absent from full-time studies for a minimum of three years.

5.2 Application

A student must request academic forgiveness at the time of re-admission. The petitioner must:

- Make his/her request in writing to the Office of the Registrar, giving compelling reasons why he/she should be granted forgiveness
- Provide supporting documents for these reasons with the submission of the petition
- Maintain a GPA of 1.70 (diploma program) or 2.30 (degree program) in all terms in which the student is enrolled.

After appropriate consultation, the Registrar will notify the petitioner, in writing, of the decision to grant or deny academic forgiveness. The decision of the Registrar is final.

RO 12 Release of Information and Protection of Privacy

Responsible Authority:	Office the Registrar
Date of Original Policy Approval:	2015 – 10 – 06
Last Reviewed:	2021 – 08 – 31
Mandatory Revision Date:	2026 – 08 – 31

PURPOSE

To document the college policy on Release of Information and Protection of Privacy as regulated by the MCU and the Freedom of Information and Protection of Policy Act.

SCOPE

All current and former students of George Brown College.

POLICY

1. Release of Information

If a student wishes to authorize a third party to make changes or access information in their student account or their academic record, the student must fill out an Office of the Registrar Consent to Disclose form. International applicants may assign a 3rd party agent via the OAS permission process.

The consent form must specifically indicate which aspects of the student account to which the third party has access.

The student must indicate on the form an end date in which the third party will no longer have access to the student's account or academic record.

2. Protection of Privacy

Personal information (any information about an individual) is collected and maintained for all students and employees of the College. Concerns or questions about the collection, use or disclosure of your personal information, should be addressed to the dean or director of your department or to the Office of the Registrar. Further information on the college's Freedom of Information and Protection of Privacy (FIPPA) policy is available at: <https://www.georgebrown.ca/about/anti-racism-equity-and-human-rights-services/freedom-of-information-and-protection-of-privacy-fippa>

RO 13 PLAR – Prior Learning Assessment and Recognition

Responsible Authority:	Office the Registrar
Date of Original Policy Approval:	2009 – 06 – 10
Last Reviewed:	2021 – 08 – 31
Mandatory Revision Date:	2026 – 08 – 31

PURPOSE

Prior Learning Assessment and Recognition (PLAR) is a competency-based assessment process that seeks to recognize and give formal credit for college-level learning that is acquired informally, non-formally and formally. The learning may have been acquired experientially through work and life experiences, workplace training or unrecognized education attained abroad. Through the PLAR process, current and prospective students have their prior learning assessed according to the course or program outcomes with formal credit awarded as appropriate.

SCOPE

This applies to all students and applicants

POLICY

1. Course Eligibility

Most college courses are available for candidates to earn credit through PLAR. In some cases, programs may designate a course as not eligible for PLAR. This will be indicated on the course syllabus. Program administration will have a clearly articulated reason for course PLAR ineligibility. PLAR procedures and processes will respect current, recognized national standards and best practices for PLAR. Residency requirements remain applicable [see RO 01 1.4.6].

2. Fees

Fees charged for the PLAR assessment will be based on Ministry guidelines. Fees are non-refundable and non-transferable.

3. Demonstration of Prior Learning:

3.1 General Requirements

The general requirements for successfully challenging a course are determined by each academic centre. The assessment is undertaken by subject matter experts (SME) who are approved by the program Dean. SMEs determine individual assessment methods, these could include a challenge exam and/or portfolio and is consistent with course learning requirements. The type of assessment is determined according to the nature of the learning being assessed, methods used, will have equivalent expectations to traditional methods of assessment for the course. If the learning demonstrated is deemed equivalent to College course learning outcomes a course credit values is awarded.

3.1.1 Challenge exams may require the candidate to participate in written, oral, or practical based forms of assessment. Tests may be invigilated by the college Assessment Centre.

3.1.2 Candidates may be required to sign a waiver form giving permission to a SME to contact previous or current employer(s), co-workers, or references, to verify sources of documentation in their portfolio.

3.1.3 Candidates with accessibility requirements may use the additional supports or accommodations as approved by Accessible Learning Services.

3.2 Assessment and Evaluation

- 3.2.1** If a student is not successful (achieves a failing grade), the SME may ask a candidate to complete additional assessment methods and/or continue to attend the conventional class for the registered course.
- 3.2.2** Students may apply for PLAR for a single failed course only after one year has elapsed and they are able to demonstrate additional learning has taken place during that year.
- 3.2.3** Students currently enrolled in a course and obtain their PLAR passing grade are no longer eligible to continue in the course to obtain a different grade.

3.3 PLAR Transcripts and Records

PLAR grades will appear on the student's transcript as a graded course. Unsuccessful PLAR attempts are not recorded on the student's transcript. Should the student decide to upgrade their mark in a future term, they may re-register for the course at an additional fee.

A formal record of the assessment process and results will be completed, available to the candidate and retained by the PLAR Office for five (5) years.

4. PLAR Appeals

The PLAR Appeal process is available under the Academic Appeals policy.

RO 14 Transfer Credit

Responsible Authority:	Office the Registrar
Date of Original Policy Approval:	2007 – 12 – 01
Last Reviewed:	2021 – 08 – 31
Mandatory Revision Date:	2026 – 08 – 31

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 policy RO 04 Internal Transfers.
 - 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 equivalency database is available at this link: [Course-to-Course Equivalency 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 taken five years prior to the student's first day at George Brown College are considered for automatic equivalent.
 - 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.

TRANSFER CREDIT PROCEDURE

TIMELINE	ACTION	RESPONSIBILITY	
1		Students are required to apply on-line via STU-VIEW for transfer credit.	Student
2	Start of web registration 01 Term (Fall) 02 Term (Winter) 03 Term (Spring)	Students can start to apply for transfer credits for the current term.	Student
3	Last day to add a course 01 Term (Fall) 02 Term (Winter) 03 Term (Spring)	This is the last day within the term that students can apply for transfer credit.	Student
4	Day 5 of the term	Students are required to accept/decline transfer credit during the registration process.	Student
5	On-Going	Academic Divisional staff are required to approve/deny transfer credit requests on-line via STU-VIEW.	Academic Division
6	End of the 3 rd week of the term	Deadline for academic faculty to enter a decision on a transfer credit application.	Academic Division
7	End of the 3 rd week of the term	Last day documents are accepted for transfer credit application submitted in the term.	Transfer Credit Office
8		<p>Post-Secondary Students After Day 5 Students no longer have access to add courses through web registration after Day 5. Any transfer credits approved after that day will be accepted on their behalf.</p> <p>Continuing Education Continuing education students do not have access to accept transfer credits in web registration. The transfer credits will be accepted on their behalf and entered on their student record.</p>	Transfer Credit Office

	TIMELINE	ACTION	RESPONSIBILITY
9		<p>Transcripts Official transcripts required. A transcript is considered when it is received directly from the sending institution. If it is hand delivered by the student, it must be in the original envelope and unopened. Transcripts that are not sealed in the original envelope will not be accepted.</p> <p>When applying on-line via STU-VIEW</p> <ul style="list-style-type: none"> • Students are required to enter how they submitted their transcript. Where other is selects, the name of the person or department they submitted the transcript to must be entered • Reminders of missing transcripts will be sent to the student when we are unable to locate the transcript. 	

SUPPORTING DOCUMENTATION

1. The following table summarizes the common reasons for denial of a Transfer Credit request:

REASON FOR DENIAL	EXPLANATION
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	<p>Upon evaluation, it was determined that the incoming course content was <u>not</u> equivalent to the GBC course for which an exemption was requested. This could be due to one or more of the following reasons:</p> <ul style="list-style-type: none"> • 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	<p>The Transfer Credit request was denied due to one of the following reasons:</p> <ul style="list-style-type: none"> • 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

REASON FOR DENIAL	EXPLANATION
Incoming Course is Out of Date	<p>Upon evaluation, it was determined that the incoming course was taken too long ago and does not reflect current levels of knowledge.</p> <p>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.</p>
Insufficient Documentation	<p>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:</p> <ul style="list-style-type: none"> • 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	<p>The student's grade in the incoming course does not meet the minimum requirement for credit transfer.</p> <p>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.</p>

2. Online Admissions Summary page is available to students in STU-VIEW at: <http://stuvview.georgebrown.ca/>

3. [Course-to-Course Equivalency Database](#)

RELATED POLICIES

1. Transfer Credit – **Office of the Registrar – Article RO 01 2.8**
2. Residency – **Office of the Registrar – Article RO 01 1.4.6**
3. Internal Transfers – **Office of the Registrar – Article RO 04**
4. Withdrawals – **Office of the Registrar – Article RO 08**
5. Grading System – **Office of the Registrar – Article RO 05**
6. Exemptions from Placement Assessment (post-admission)
Office of the Registrar - Article RO 01 2.7.2.4
7. Advanced Standing – **Office of the Registrar – Article RO 01 2.16**
8. Prior Learning Assessment and Recognition (PLAR) – **Office of the Registrar – Article RO 13**

RO 15 Advanced Standing

Responsible Authority:	Office the Registrar - Admissions
Date of Original Policy Approval:	2009 – 06 – 10
Last Reviewed:	2022 – 05 – 25
Mandatory Revision Date:	2026 – 11 – 19

PURPOSE

To define the specific conditions and requirements around recognizing previously earned credits from another post-secondary institution to allow for direct entry into a second semester or higher in a George Brown College program.

SCOPE

These policies apply to all applicants (from time of application) and students in full-time programs. International (Visa) applicants have additional policies that are overseen by International Admissions (RO). Please refer to <http://www.georgebrown.ca/international/> for further information.

POLICY

1. General Principles

- 1.1. Advanced standing is granted to a student upon admission that enables direct entry to the second semester or higher of a program. This status is based on the decision that previous academic experience (in the form of previously earned credits at another accredited post-secondary institution) is equivalent to one or more semesters of the College's prescribed curriculum.
- 1.2. A grade of "AS" is awarded for the credit requirements of the George Brown College program that are met by the incoming credits. Credits with an "AS" grade do not have a GPA (grade point average) weighting, and are not included in the overall GPA calculation.

2. Qualification

- 2.1. Applicants wishing to qualify for advanced standing should so indicate on their application as part of the Ontario College Application Service (OCAS). The application should be accompanied by supporting documentation, such as official transcripts and/or course/program outlines and syllabi.
- 2.2. As part of the admissions process, applications for advanced standing will be assessed by the admissions officer, the academic chair or chair's designate of the program in which advanced standing is sought, and in consultation with other college personnel as appropriate to ensure that all course/program requirements have been previously met.
 - 2.2.1. Previously earned program related academic credits are assessed by the relevant academic chair or chair's designate to ensure incoming credits meet the course and program requirements. Advanced standing applications are reviewed against any applicable existing articulation agreements between the sending institution and the receiving institution (George Brown College).
 - 2.2.2. Previously earned college level English communications course credits as well as general education / elective course credits are assessed by the relevant academic department chair or chair's designate. If applicable, advanced standing applications are reviewed against existing articulation agreements between the sending institution and the receiving institution (George Brown College).

2.3. A grade of “AS” (Advanced Standing) will be applied to those courses for which academic and program requirements are met by the previously earned credits. AS grades are not counted towards the student Term GPA or Program GPA calculation.

2.4. Where articulation agreements exist between the sending institution and George Brown College to accept previously completed semesters for advanced standing into a higher semester of a George Brown College program – those agreements will be honored and all courses for the applicable semester(s) will be granted the “AS” grade.

2.4.1. In cases where no articulation agreement exists and incoming courses for Advanced Standing are evaluated individually, at minimum 50% of the courses in each semester for which Advanced Standing is sought must be granted the “AS” grade. In the event that an application is denied based on not meeting the 50% threshold, the student may be offered Advanced Standing entry into a different semester based on which incoming courses were granted an “AS” grade.

3. Eligibility

3.1. Students must be in good academic standing (i.e., eligible for registration or re-admission) at the post-secondary institution in which they were previously enrolled.

3.2. Students who have completed studies at another accredited post-secondary institution must have received:

- A grade of “C” or better (where “C” equals 63% or higher) for university courses
- A grade of “B” or better (where “B” equals 73% or higher) for accredited community college / institute of technology courses

3.3. Students must submit officially certified academic transcripts, including promotion/graduation status, of their secondary and all post-secondary studies directly to Admissions. If students are currently attending a post-secondary institution, they must also submit a list of courses in progress and their interim or final results, when available. Students are required to submit course outlines and/or course descriptions of all post-secondary studies.

3.4. Credits recognized for advanced standing must be earned at a post-secondary institution which is:

- A Canadian public university or college;
- An organization authorized to offer diploma/degree programs on the basis of an Ontario Ministerial Consent, or;
- An organization that has the legal authority to grant diplomas/degrees and is accredited by a recognized accrediting body where relevant.

3.4.1. Credits earned at a non-Canadian post-secondary institution that are being used to apply for advanced standing must be assessed by a credential assessment / translation service (such as ICAS or WES) prior to submission as part of the admissions process.

4. Conditions for Admission

4.1. When advanced standing is granted, all or some of the previous post-secondary studies are used as a basis of admission. The following conditions apply to courses used as basis of admission:

4.1.1. Courses are not recorded as individual transfer credits.

4.1.2. The original grades are not recorded as graded courses on your George Brown College academic record.

4.1.3. Courses are not used in the calculation of the GPA.

5. Ontario College of Applied Arts and Technology (OCAAT) Credentials

5.1. Applicants with the following credentials from an Ontario College of Applied Arts and Technology or colleges from other jurisdictions will be assessed according to the stated guidelines:

5.1.1. Graduates of a two and three year diploma program or two years of a three-year year diploma program, with a program average of “B” will be considered for admission with advanced standing into semester two or higher.

5.1.2. Applicants who have successfully completed one year of a one-, two-, or three-year program of an academic nature with a program average of “B” will be considered for admission. A minimum grade of 63% (C) in a course is required for credit recognition for advanced standing.

5.1.3. Graduates of diploma programs that have an affinity to the degree program to which they are applying who have a “B” average will be granted advanced standing. For two year affinity diploma programs, graduates may be granted up to 40% of the degree, graduates of three year affinity diploma programs may be granted up to 65% of the degree program. The amount of credit is degree and diploma specific.

6. Advanced Standing in Degree Programs

6.1. Students who have completed two or more years at another accredited post-secondary institution or at George Brown College may be eligible for admission to a level higher than first year/semester (advanced standing) and/or for transfer credit – please see RO 14 – Transfer Credit for more information on individual transfer credits. All such applications will be assessed in competition with other new applications and will be judged on academic and, where applicable, non-academic criteria, as well as availability of space. All admissions are subject to competition.

7. Status of Request

7.1. After the application for advanced standing has been assessed, students will be notified by the Office of the Registrar and/or the program’s chair or designate with respect to the status of the request for advanced standing and the final placement of the student in the program.