



Transfer Credit Master Guide



Transfer Credit Master Guide – Online Application

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INTRODUCTION

What are Transfer Credits?

Transfer Credit is the practice of granting a credit, or several credits, to students for courses they have taken at another accredited post-secondary institution. George Brown students who are transferring from one program to another George Brown program, may also be considered for internal transfer credits.

There are different ways to receive transfer credits at George Brown Polytechnic. **This guide is specifically for the online transfer credit application on [STU-VIEW](#).** Should you have internal GBC transfer credits you wish to have considered towards another program please reach your [academic department](#) directly.

The online application for transfer credits is a free application process for new and current students who wish to use courses they've successfully completed at another accredited post-secondary institution, to meet their program requirements at George Brown Polytechnic.

Most students are eligible to submit an application online. To confirm eligibility, see Students Who can Submit an Application Online. However, some exceptions may apply, see Students Who Cannot Submit an Application Online for more information.

Students Who Can Submit an Application Online

1. A new** or returning student in a post-secondary program at George Brown Polytechnic; **and**
2. Eligible to register for the upcoming term; **or**
3. A Continuing Education student*

*Continuing Education students are registered in evening or weekend classes at George Brown Polytechnic.

****For new students to George Brown you must be formally registered for your term to complete a transfer credit application.**

Students Who Cannot Submit an Application Online

1. Students in the **Bachelor of Science in Nursing (S118)** or the **Post-PN Bridge Pathway to Trent BScN (S222)** programs

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- a. Students in S118 and S222 should email the Sally Horsfall Eaton School of Nursing at nursing@georgebrown.ca for assistance with transfer credit inquiries. S118 students may pursue transfer credits through TMU tcredits@torontomu.ca
2. Students in the **RPN Bridge to BScN (S442) program**.
 - a. Credit applications will only be considered for the two liberal studies courses and NURS 1103. For assistance, please contact Transfercredit@georgebrown.ca
3. Students in the **Operating Room Perioperative Nursing (S414)** and the **Registered Practical Nursing – Perioperative (S425)** programs
 - a. Students are not Eligible for Transfer Credits and should email the Sally Horsfall Eaton School of Nursing at nursing@georgebrown.ca for assistance.
4. Students in the **American Sign Language and Deaf Studies (C114)** program
 - a. Students are not Eligible for Transfer Credits and should email the School of Deaf and Deafblind Studies at deafstudies@georgebrown.ca for assistance.
 - b. Credit applications will only be considered for the COMM 2000 course. For assistance, please contact Transfercredit@georgebrown.ca
5. Students in the **Child and Youth Care (Accelerated) Program C153**
 - a. The C153 program does not accept transfer credits as credits have already been applied as part of the admission process.
6. Students in programs within the **Centre for Business** are not eligible for transfer credit for BUS 1000 or BUS 4000 courses.
7. Students seeking to **transfer a block of credits** (Advanced Standing)
 - a. The practice to transfer a block of credits is called Advanced Standing. Students wishing to transfer a block of credits from another accredited post-secondary institution should contact the [Admissions Office](#) for assistance.
8. **George Brown Students transferring to another George Brown program**
 - a. The practice of transferring courses between George Brown programs is called Internal Transfers (Substitutions). Students should contact their [Academic Department](#) for more information.

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9. Students who wish to **receive an academic credit for knowledge and skills acquired through life experiences**, such as work or volunteer experience.
 - a. The practicing of granting credits for life experience is called [Prior Learning Assessment Recognition \(PLAR\)](#). Students who wish to explore this option, should contact the PLAR Office at plar@georgebrown.ca for assistance.
 - b. If none of the above scenarios apply to you, and you are not able to submit an application online, please see [Contact Us](#) for assistance.
10. Students who have reached the maximum number of approved transfer credits in their program.
 - a. Some Programs may have a limited amount of transfer credits eligible. Please check with your [academic department](#).
11. Students who only have secondary level (high school) credits completed.
 - a. Possible exceptions which may be deemed equivalent by a faculty evaluator include Advanced Placement (AP), International Baccalaureate (IB), and Dual Credit (DC) courses.
12. Students in Master's Level Graduate Programs (i.e. T550).

Benefits of Transfer Credits

There are many benefits to receiving a transfer credit. Such as:

1. Greater flexibility with your course schedule
2. More time to study and focus on a course(s) that maybe challenging
3. Reduce required time to graduate
4. Minimize barrier(s) to mobility and eliminate credit duplication

If you are interested in submitting a transfer credit application online, see our [Guide to Submitting Transfer Credit Application](#).

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Guide to Selecting Courses Eligible for Transfer Credit

Applying early for transfer credits means that you know what your schedule will be by the first day of the new term. Choosing the right course from your previous education is easy when you know where to look.

Where to start?

- The [Course-to-Course Equivalencies Database](#) is a list of courses from other external institutions, including what courses may be equivalent to courses offered at GBC and the program they are associated with. If you have a course on your transcript matching a course combination on this list and the GBC course is part of your program, apply through STU-VIEW to receive a transfer credit exception. ***Note** – minimum grade requirements and other program factors will apply.
- [Course Catalog](#): GBC page which will list the courses associated with your program, we recommend you find your program and browse the course titles as this will be a good place to start to determine if that is the course you might look at further for possible transfer credits.
- [Degree Works](#): Please select link and navigate your way to your personal Academic Progress Report. An Academic Progress Report is a tool that lets you evaluate your progress against your program's requirements. This tool gives you a snapshot of your program's academic requirements, along with the required courses you have completed, those in progress, and any courses remaining for you to complete your program. Checking your Academic Progress Report will help you stay on track to graduate.

[Review GBC Course Outlines](#): Most course outlines are posted on the GBC website. Compare the course outline of the course from your previous institution to the GBC course outline. Similarities to look for include Content, Outcomes, and Credit Hours.

SUBMITTING A TRANSFER CREDIT APPLICATION ONLINE

How to Submit a Transfer Credit Application Online?

All [eligible](#) students must submit an application online through [STU-VIEW](#).

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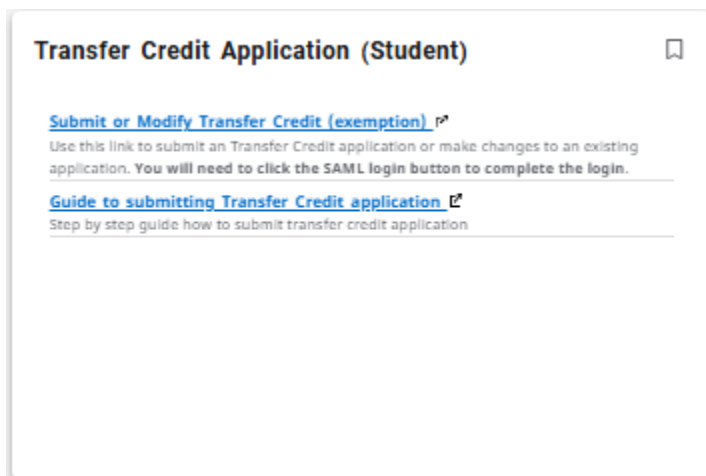
For video assistance on the application steps, see [How to Apply for Transfer Credits](#).

How to Apply as a Student in a Post-Secondary Program?

The applications steps differ for students in a post-secondary program and students who are taking continuing education courses.

If you are in a **Post Secondary, English as a Second Language (ESL) or Apprentice Program**, complete the steps below to apply:

1. Log into [STU-VIEW](#)
2. Navigate to Card - **Transfer Credit – Application (Student)** and click **Submit or Modify Transfer Credit**.



3. Follow the on-screen instructions to complete the application process

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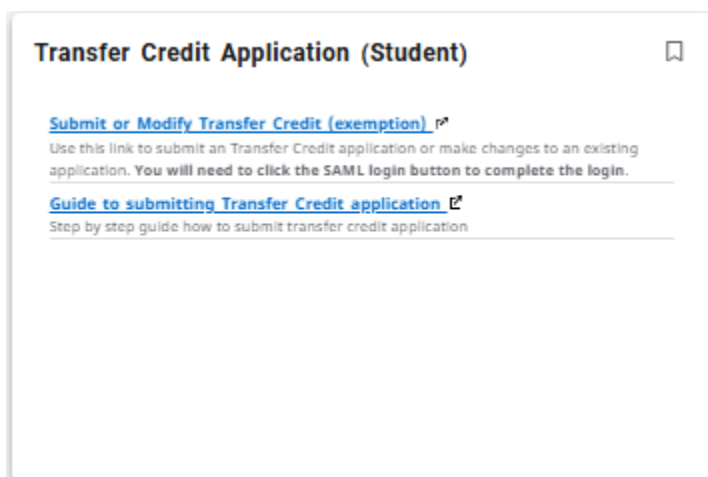
How to Apply as a Student in a Continuing Education Course?

The application steps differ for students in a continuing education course.

If you are a **Continuing Education** student, please [contact the department](#) where the course they want exemption from is being offered. Additional policies and application guides for Continuing Education can be found [here](#).

Alternatively, you may complete the steps below to apply as a Continuing Education student:

1. Log into [STU-VIEW](#)
2. Navigate to Card - **Transfer Credit Application (Student)** and click **Submit or Modify Transfer Credit**.



3. Self Identify as a “Continuing Education” student
4. Follow the on-screen instructions to complete the application process

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Most students are eligible to submit an application online. However, some exceptions may apply, see [Students Who Cannot Submit an Application Online](#) for more information.

SUBMITTING AN APPLICATION FOR YOUR CORE PROGRAM COURSES

We want to encourage early applications for Transfer Credit whenever possible, students will be able to apply and submit transfer credit applications at any point during the semester, for any course affiliated with their program. Our Transfer Credit process adheres to an open application model, it is important for students to be mindful of the applicable dates associated with their upcoming semesters when pursuing transfer credits.

For Each Intake:

Day 1 – Semester Begins

Day 5 – Last Day to Add a Course to the Current Term

Day 10 – Last Day to Drop a Course (with partial refund)

Students who have their Transfer Credit applications approved before **Day 1** for the incoming term they will be automatically dropped from the course **IF** they are registered in it. ***Note** - General Elective courses will not be automatically dropped if transfer credits are approved before day 1. Please ensure you review your Academic Progress Report on STU-VIEW to confirm General Elective requirements for your program.

If the Transfer Credit is approved after **Day 1** but before **Day 5** or **Day 10** of the term, the student will receive a notification email that they should go back to Registration and drop the course manually. For assistance with dropping a course please reference information [here](#).

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To view a list of courses that are required for your program, follow the links below:

- **Post-Secondary Students:** Check your [Program Page](#) and/or your Academic Progress (CAPP) Report (if available), or the What-If Analysis in [STU-VIEW](#). For elective requirements, see [Submitting an Application for Your Elective Requirements](#).
- **Continuing Education Students:** Check the [Continuing Education](#) website.

What is Required to Submit a Transfer Credit Application?

To be considered for transfer credits, students must meet the following criteria:

1. A minimum grade of C- (60%) is required in your previous course. Note, some courses may require a higher minimum grade, **and**;
2. If not previously submitted, an official transcript or evaluation report from [WES](#) or [ICAS](#), **and**;
3. A course outline/syllabus for each course*

*Some applications do not require students to submit a course outline. If the course combination you wish to submit an application for is listed in the [Course-to-Course Equivalencies Database](#), you may not be required to submit a course outline with your application.

For details on how to submit your documents see the section below.

How to Submit Your Required Documents?

Students are required to submit an official transcript or evaluation report and a course outline with their application. See, [What is Required to Submit a Transfer Credit Application](#) for more information.

What is Required if you are Using an Incoming Course from an International Institution?

All students who apply for transfer credit using incoming courses from an international institution must submit an evaluation report. This documentation is a comparison of your academic accomplishments to Canada's educational standards. Students may submit a report from [World Education Services](#) (WES) or [International Credential Assessment Service of Canada](#) (ICAS).

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All international institutions (apart from the United States) require a Comprehensive Course by Course Evaluation Report. Post Secondary studies from the United States require a General Evaluation Report, see [I Have International Education](#) for further information.

See [How to Submit an Evaluation Report](#) for more information.

How to Submit an Official Transcript?

Transcripts received electronically or by email are processed with a quicker turnaround time. Please see below for how to submit your official transcript. To submit an official transcript, you may:

- Request your transcript through ontariocolleges.ca.
- Request to have your transcript emailed directly from your issuing institution to transfercredit@georgebrown.ca. If you are submitting an evaluation report, email a PDF copy to transfercredit@georgebrown.ca
- Submit your transcript through a secure third party credential sending platform (i.e. [mycreds](#) or [parchment](#)).
- Mailed to the following address (****Note** – Not recommended unless necessary due to lengthy delivery times and possible loss of documents during mailing process*):

George Brown Polytechnic
Office of the Registrar
ATTN: Transfer Credit
160 Kendal Avenue, Toronto ON, M5R 1M3
Building C, Room 317

How to Submit an Evaluation Report?

Evaluation reports received electronically or by email are processed with a quicker turnaround time. Please see below for how to submit your evaluation report.

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- Email a PDF copy of your evaluation report directly to transfercredit@georgebrown.ca
- Request that your evaluation report is mailed to George Brown Polytechnic at the following address:

George Brown Polytechnic
Office of the Registrar
ATTN: Transfer Credit
160 Kendal Avenue, Toronto ON, M5R 1M3
Building C, Room 317

How to Submit a Course Outline or Syllabus?

Students are required to **upload** a course outline/syllabus for most applications on [STU-VIEW](#).

This document must be in English or French and is a detailed breakdown of your incoming course content. Some of the information included in a course outline/syllabus are: the course description, learning outcomes, delivery methods, student evaluation system, grading system and resource materials. Some applications may require additional information on the incoming course outline including *course expectations, credit hours, and weekly syllabus*.

The Academic Evaluators use this information to determine if your incoming course(s) is equivalent to the George Brown course(s) you wish to receive a transfer credit (exemption) for. **Without a course outline your application will not be accepted for review.**

To submit a course outline, [follow the steps to submit an application](#) and select *attach* as shown in the table below.

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Equivalencies

Student's Incoming Institution		Institution Name
Course Code	Course Title	
ENGL 1540UN-	Business Writing	
Session	Year	View  5175-(1).pdf Course Outline / Support Documentation Drop a file here to upload or Select File
Fall	2022	
Grade		
A+		

When to Submit an Application?

We want to encourage early applications for Transfer Credit whenever possible, students will be able to apply and submit transfer credit applications at any point during the semester, for any course affiliated with their program. Our Transfer Credit process adheres to an open application model, it is important for students to be mindful of the applicable dates associated with their upcoming semesters when pursuing transfer credits.

For Each Intake:**Day 1 – Semester Begins**

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Day 5 – Last Day to Add a Course to the Current Term

Day 10 – Last Day to Drop a Course (with partial refund)

Students who have their Transfer Credit applications approved before **Day 1** on the incoming term will be automatically dropped from the course **IF** they are registered in it. ***Note** - General Elective courses will not be automatically dropped if transfer credits are approved before day 1. Please ensure you review your Academic Progress Report on STU-VIEW to confirm General Elective requirements for your program.

If the Transfer Credit is approved after **Day 1** but before **Day 5** or **Day 10** of the term, you will receive a notification email that you should go back to Registration and drop the course manually. For assistance with dropping a course please reference information [here](#).

What are the Different Types of Applications?

You can submit 3 different types of transfer credit applications. Please see the definition of each application type below.

1 to 1: You wish to use **ONE** course from your previous institution towards **ONE** transfer credit at George Brown Polytechnic

1 to 2: You wish to use **ONE** course from your previous institution towards **TWO** transfer credits at George Brown Polytechnic

2 to 1: You wish to use **TWO** courses from your previous institution towards **ONE** transfer credit at George Brown Polytechnic

The 1 to 1 application is our default application type, and the most common.

You may choose to use the **1 to 2** application type if you completed a year length course that is broken into two courses at George Brown. For example, you completed an Anatomy and Physiology course from your previous institution, and you wish to use this course for both Anatomy and Physiology I & Anatomy and Physiology II at George Brown.

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You may choose to use the **2 to 1** application type if you believe a two-part course from your previous institution is equivalent to one George Brown course. For example, you completed Communications I & Communications II and you believe it is equivalent to COMM 2000 - Communicating Across Contexts at George Brown.

SUBMITTING AN APPLICATION FOR YOUR ELECTIVE REQUIREMENTS

If you completed General Education (diploma) or Liberal Studies (degree) courses at another post-secondary institution and earned a grade of C- (60%) or higher, you may be eligible for transfer credits for one (or more) of your electives.

You may submit transfer credit applications for all applicable electives for your program at the same time if you wish.

How to get started?

1. **View your program's elective requirements**

To view your program's elective requirements, see your [Degree Works page](#) in STUVIEW.

Note, the General Education Requirements section displays the elective requirements for your specific program.

2. **Review the [list of electives offered at George Brown](#)** to see what kind of courses qualify for transfer credits.

To qualify for transfer credits, courses must fall into one of the three General Education categories:

- I. Arts and Humanities (GHUM)
- II. Social Science (GSSC)
- III. Science and Technology (GSCI).

Note: Program and field specific, computer, study skills and language courses, and program mandated general education classes do not qualify for elective transfer credits.

3. **Select the correct category for your application**

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What course(s) should I choose from my transcript for General Education or Liberal Studies electives?

- There are several factors to consider when selecting a course to use in your application for Transfer Credit for a General Education or Liberal Studies elective: 1) The course must fit into one of the three elective categories we use at GBC: Arts and Humanities (**GHUM**), Social Sciences (**GSSC**), and Science and Technology (**GSCI**).
- To see examples of the kinds of courses that fit into each of these categories, review the course descriptions on the General Education and Liberal Studies electives web page. These lists include only electives offered at GBC. Many other courses are eligible for Credit Transfer as long as they fit one of the accepted categories and meet all of the other requirements. The chart below is to help illustrate what type of courses fit into the three elective categories.

ARTS/HUMANITIES (GHUM)	SOCIAL SCIENCE (GSSC)	SCIENCE AND TECHNOLOGY (GSCI)
Art courses (not skills-based)	Anthropology	Biology (human or plant)
Film (not skills-based)	Gender studies	Nutrition / health
Philosophy	Geography	Physics (general)
Photography (not-skills-based)	History	Statistics (general)
Pop culture	Political science	Technology
Religion/theology	Psychology (not clinical)	Environmental science (general)
Fiction/literature	Sociology	

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The focus and content of courses used to apply for Transfer Credit for electives must be completely unrelated to courses you are taking in your program.

- General Education and Liberal Studies electives introduce students to knowledge and perspectives in disciplines outside their field of study. Make sure you do not choose courses that overlap with your program courses. For example, students in Business programs cannot transfer Economics courses as General Education or Liberal Studies electives. 3)

Courses that develop skills and knowledge used in a particular workplace or profession do not qualify for Credit Transfer as General Education or Liberal Studies electives.

- This includes most courses completed as part of a vocational program at another institution and a broad range of professionally related courses such as Marketing, Human Resources, Computer Programming, Graphic Design, Counseling, Pharmacology, and many others. General Education and Liberal Studies courses focus on broadening and deepening our understanding of the social, political, and cultural contexts in which we live and work, not on developing specific workplace, professional, or technical skills.

Courses that focus on teaching learners “how to” develop or apply specific technical, mechanical, communication/interpersonal, personal health and fitness, and/or creative knowledge and skills also do not qualify for Credit Transfer as General Education or Liberal Studies electives.

- This includes many science courses such as Chemistry, Molecular and Cell Biology, and Physics (the exceptions are courses for non-science majors that focus on the function and relevance of scientific principles in everyday life); math courses such as Algebra, Calculus, Finite Math, etc.; computer skills courses; interpersonal communications and management courses; writing skills courses, including creative and technical courses, research skills, public speaking and language courses; personal development courses like stress management, Yoga, Tai Chi, mindfulness training, career exploration/preparation, study skills; photography, art, dance, music, and theatre skills courses, and many other skill and personal development courses.

The course must be equivalent to a 3 credit (42 contact hours) GBC elective and the final grade must be 60% (C on the GBC grading scale) or higher.

- Courses evaluated on a pass/fail basis are not eligible for Credit Transfer as General Education electives.

For General Education and Liberal Studies Elective Courses:

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1. Check the General Education and Liberal Studies Electives page for your program's elective requirements. Please note the guidelines about the breadth requirement and any course exclusions for your program.
2. You may apply for all General Education or Liberal Studies elective transfer credits in one application in any semester.
3. In the George Brown Course Details section, select an elective code from the drop-down menu. The elective codes follow a sequence. Always start with the lowest sequence number in your application, i.e. when applying for an Arts and Humanities transfer credit, use GHUM 1111 in your application first. If you submit a second Arts and Humanities application use GHUM 3333 in your application. The table below will detail the various elective codes:

Elective Type	George Brown College Program Type	Elective Category	George Brown College Course Details	
			Subject Area	Course Number
General Education (GNED) Electives	Diploma	Arts & Humanities	GHUM	1111, 3333, 4444
		Social Science	GSSC	1111, 3333, 4444
		Science	GSCI	1111, 3333, 4444
Lower-Level Liberal Studies Electives	Degree	Arts & Humanities	LHUM	2222, 5555, 6666
		Social Science	LSSC	2222, 5555, 6666
		Science	LSCI	2222, 5555, 6666
Upper-Level Liberal Studies Electives	Degree	Arts & Humanities	UHUM	7777, 8888, 9999
		Social Science	USSC	7777, 8888, 9999
		Science	USCI	7777, 8888, 9999

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What to do if your Elective Application is Approved?

If your application is approved before **Day 1** on the incoming term please ensure you review your Academic Progress Report on STU-VIEW to confirm General Elective requirements for your program. If the Transfer Credit is approved after **Day 1** but before **Day 5** or **Day 10** of the term, you will receive a notification email that you should go back to Registration and drop the course manually. For assistance with dropping a course please reference information [here](#).

For more information, see [General Education and Liberal Studies](#) or email the Liberal Arts and Sciences Electives Office at laselectives@georgebrown.ca for assistance.

AFTER YOU SUBMIT YOUR APPLICATION

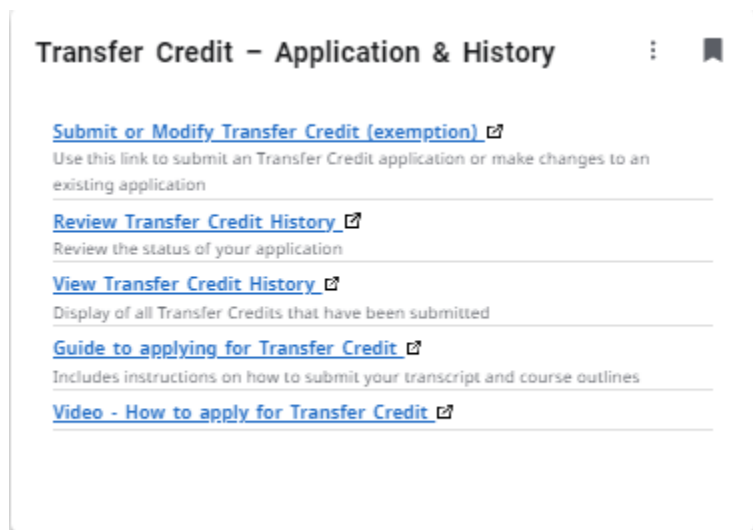
The earlier an application is submitted the sooner we anticipate a decision being reflected by a faculty evaluator. Typically, Faculty are expected to enter all decisions one week after the application deadline closes. If the application is submitted well before the stated deadline, we aim to have a decision reached within 4 weeks although a final decision may take longer in some cases. If you are concerned about how long it is taking, please contact your [academic division](#).

How to Check your Application Status?

You will receive an email notification when a decision is made. You can also review your application status at anytime, by following the steps below.

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1. Log into [STU-VIEW](#)
2. Navigate to Card - **Transfer Credit – Application & History** – View Transfer Credit History.



If you have any questions about your application status, [contact us](#) for assistance.

HOW TO ACCEPT YOUR TRANSFER CREDITS

If you've applied early and received an approval email before **Day 1** of the term you will be automatically dropped from the course **IF** you are registered in it. ***Note** - General Elective courses will not be automatically dropped if transfer credits are approved before day 1. Please ensure you review your Academic Progress Report on STU-VIEW to confirm General Elective requirements for your program.

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If the Transfer Credit is approved after **Day 1** but before **Day 5** or **Day 10** of the term, you will receive a notification email that you should go back to Registration and drop the course manually.

Accepting Transfer Credits After the 5th Day of Classes

If the Transfer Credit is accepted after **Day 5** but before **Day 10**, you may not be able to add another course to the current term (same if after **Day 10** – you may not get a partial refund if withdrawing from the course/program, but you may drop the course without academic penalty).

Accepting Transfer Credits as a Continuing Education Student

The Transfer Credit Office will process all approved transfer credits to your academic record within 2 – 3 business days from the day your application is approved. You will receive an email notification when your transfer credit is processed. If you wish to stay registered in the approved course, please email the Transfer Credit Office at transfercredit@georgebrown.ca with your student ID and application details and state that you wish to stay registered in the course.

WHAT TO DO IF YOUR APPLICATION IS DENIED?

All students will receive an email notification when a decision is made. If your application is denied, you will also see the reason for denial in the email. Some of the common reasons to deny an application are:

1. **Course Content not Equivalent:** This means, that after reviewing your application, it was determined that your incoming course content was not equivalent to the George Brown course you wish to receive an exemption for.
2. **Minimum Grade not Met:** The grade for your incoming course does not meet the minimum requirement for transfer credit.
3. **Not Elective Content:** The incoming course does not meet the general education elective criteria as per ministry standards.
4. **Insufficient Documentation:** The Polytechnic did not receive enough information to evaluate your transfer credit request.

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See table below for a list of all [common reasons for denial](#).

If you have any questions about your application decision, see the Academic Evaluator's contact information in the decision email or contact your [Academic Department](#) for assistance. It is recommended to attach the course outline in the email that is sent to the department.

Common Reasons for Denial

REASON FOR DENIAL	EXPLANATION
<i>Course Content Not Equivalent</i>	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: • 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
<i>Course Level or Hours Not Equivalent</i>	The transfer credit request was denied due to one of the following reasons: • The incoming course was taken at a different level than the GBC course – e.g., student's incoming course was from high school or a college diploma/certificate, but the GBC course is at the degree level.

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	The incoming course did not have as many hours of instruction as the GBC course
<i>Incoming Course is Out of Date</i>	Upon evaluation, it was determined that the incoming course was taken too long ago and does not reflect current levels of knowledge. For example, courses can become outdated due to new regulations/laws or advances in technology. In addition, the validity of some courses is limited due to association regulations – RNAO, CGA, HRP, etc.
<i>Insufficient Documentation</i>	The Polytechnic did not receive enough information to evaluate the transfer credit request. This could be due to one or more of the following reasons: - Incorrect course outline submitted – e.g., 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)
<i>Minimum Grade Not Met</i>	The student's grade in the incoming course does not meet the minimum requirement for credit transfer. In general, a minimum grade of C- or 60% in the incoming course is required; however, some GBC courses have higher minimum grade requirements for credit transfer.
<i>Not Elective Content</i>	The incoming course does not meet the general education elective criteria as per ministry standards.
<i>Not Eligible for Exemption</i>	Upon evaluation, it was determined that the student is not eligible for an exemption. This could be due to one or more of the following reasons: - Exemptions are not granted for foundation-level GBC courses - The Academic Department does not grant exemptions for the requested GBC course – e.g., all students are required to take this course

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	• An exemption was already granted for the GBC course • The incoming course was already used to exempt the student from a different GBC course • Institutional Residency – Students may be denied a transfer credit if their institutional residency requirement is at risk of being unmet. • Course at originating institution is an exemption – You must apply with the original graded course.
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CONTACT US

If you require further assistance, please email transfercredit@georgebrown.ca.