



POLICY TITLE: Internal Transfer Policy

POLICY CATEGORY: ACADEMIC

POLICY NUMBER:

POLICY OWNER: Registrar and Associate Vice-President, Strategic Enrolment

POLICY APPROVER: Board of Governors

APPROVAL DATE: 6/3/2026

EFFECTIVE DATE: 7/7/2015

REVIEW PERIOD: Every 5 Years

REVIEWED: 4/1/2026

REVISED: 6/3/2026

1. Purpose

The purpose of this policy is to document the process for transfers of programs and courses at George Brown Polytechnic.

2. Scope

This policy applies to all programs, courses, and students at George Brown Polytechnic.

3. Program Transfers

3.1. Students may request a program transfer within the Polytechnic.

3.1.1. The request is contingent upon the approval of the Associate Dean of the program in which the student wishes to transfer.

3.1.2. The Associate Dean in the receiving program must ensure that all admission requirements for the program are met, which may also include program-specific admissions testing.

3.2. Students must request a program transfer prior to the start of a term. Program transfers are not possible after the start date of a term.

3.3. International students are advised to contact their International Student Advisor to confirm Post Graduate Work Permit (PGWP) eligibility and Immigration, Refugees and Citizenship Canada (IRCC) compliance.

4. Course Transfers

4.1. Courses delivered within the Polytechnic may lead to the achievement of the same learning outcomes across programs. There are three forms of internal course transfers:

4.1.1. *Identical Courses:* Students who transfer from one program to another at the Polytechnic will automatically be given credit for all courses common in both programs.

- 4.1.1.1. 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 Grade Point Average.
- 4.1.2. *Course Equivalency*: Courses offered at George Brown with different course codes that meet the same learning outcomes.
 - 4.1.2.1. 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 Grade Point Average.
 - 4.1.2.2. Continuing Education courses cannot be granted as equivalent courses for Degree level programs.
- 4.1.3. The Office of the Registrar will maintain course equivalencies in the student information system.
- 4.1.4. *Course Substitutions*: Courses are recognized as meeting another course's requirement, in which there is no formal course equivalency.
 - 4.1.4.1. The Associate Dean, or a designate, may deem a course as a substitution for a particular student taking into consideration the course content, learning outcomes, and grade in that decision.
 - 4.1.4.2. In these cases, the grade from the original course will be transferred to the new program and be used to calculate the student's Program Grade Point Average.
 - 4.1.4.3. Substitutions that involve transferring from a diploma to a degree may have a minimum course grade requirement and/or a minimum grade point average requirement.
 - 4.1.4.4. Course substitutions are maintained with the specific student's degree audit.