

These policies apply to all full-time, part-time, and Continuing Education students engaged in study at George Brown College.

Amendments to these policies must be endorsed by the College Council. The Vice President, Academic, and the Registrar are the final signing authority.

1 GENERAL REGULATIONS

The Faculties and Centres are responsible for informing all students of these policies and any related policies regarding promotion or continuation in a program, in writing, at the beginning of the academic year. In addition they are also required to inform students about the grading scheme used in a course, as well as the relative values of each component of the course used in the overall evaluation, in writing, at the beginning of each course.

1.1 Full-time Enrolment (Student)

Students who are enrolled have registered in their courses and paid full fees, or made payment arrangements prior to the start of classes. Students who are enrolled full-time are taking 66 and 2/3 % of the prescribed courses for their program, or 70% of the program contact hours (defined as instructional or classroom time) in any given semester. Students enrolled in credit courses must specify a program of study at the time of application.

1.2 Full-Time Registration – Reduced Course Load

Students with Disabilities or Deaf/Hard of Hearing Only

The following policy applies to students with a disability or deaf/hard of hearing only, where the course load is between 40 – 69% of the regular course requirements.

For the purposes of admissions/registration activity and status within the College academic framework, students recognized by the College as disabled, or deaf/hard of hearing, shall be considered full-time students if they meet the following criteria:

- are registered with George Brown College Disability Services;
- have provided documentation of his or her disability to the College
- have met entrance requirements for the full-time program for which he/she seeks entrance;
- have met with the program chair or designate AND a representative from George Brown College Disability Services to outline appropriate, attainable goals and timelines with respect to program mapping; and
- are prepared to register in a minimum of 40% of the program course load within any one semester.

MINIMUM COURSE LOAD (40%)

If a full-time student with a disability is required to lower his/her course load to a minimum of 40%, it will not affect his/her admission to, or progress through, a program. The student will retain entitlement to all the rights of full-time status, such as access to classes during the day, the use of peer tutoring services, and other services for full-time students, as long as the course load minimum (40%) is maintained.

1.3 Records

All student records will be maintained as a Cumulative Academic Record, as defined in Section 1.6. The cumulative Grade Point Average determines the eligibility for graduation and hours standing and will assist in ranking students for scholarships, awards, and Dean's Lists.

1.4 Discipline

Students who contravene regulations of the College or commit offences against persons or property may incur a suspension, expulsion, or refusal of enrolment. The academic faculty will determine this status and it will become part of the student's Cumulative Academic Record.

1.5 Grading System

Grades, grade point values, letter grades, and percentage scores in courses will be related to one another as shown below. The college employs criterion referenced grading; the grades are based on the student's ability to meet the outcomes of the course.

PERCENTAGE	GRADE	GPA VALUE	COMMENTS
90 – 100	A+	4.0	"A" Range = GPA 4.0 <ul style="list-style-type: none"> Consistently exceeds (course) requirements; shows evidence of being well-organized; shows original and creative thinking and a superior grasp of subject matter.
86 – 89	A	4.0	
80 - 85	A-	3.7	
77 – 79	B+	3.3	"B" Range = GPA 3.0 <ul style="list-style-type: none"> Shows consistent performance and evidence of being well-organized, shows elements of original and creative thinking; has a strong grasp of subject matter.
73 – 76	B	3.0	
70 – 72	B-	2.7	
67 – 69	C+	2.3	"C" Range = GPA 2.0 <ul style="list-style-type: none"> Applies the subject matter appropriately; comprehends the subject matter.
63 – 66	C	2.0	
60 – 62	C-	1.7	
57 - 59	D+	1.3	"D" Range = GPA 1.0 <ul style="list-style-type: none"> The student inconsistently applies and communicates knowledge of the subject matter.
50 - 56	D	1.0	
00 - 49	F	0.0	"F" Range = GPA 0.0 <ul style="list-style-type: none"> The student fails to apply and communicate an understanding of the subject matter.

1.6 Grade Point Average (GPA)

The grade points assigned to a course are the product of the value of the letter grade ("A" through "F" only) and the course credit. A grade point average (GPA) is the sum of the course grade points for all courses divided by the sum of the course credits. Courses completed with special symbol grades or exemptions are not included in the grade point averaging process, which is an arithmetic calculation. The record of all courses taken and their status, including exemptions, is called the Cumulative Academic Record.

DECIMAL PLACING

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

TERM GRADE

The term GPA (TGPA) is based on the courses taken in a single term. At the end of each term of full-time study, a grade point average will be calculated (as described above). A promotion status will be assigned at the discretion of the Promotion Committee, indicating whether or not the student should be permitted to progress to the next term, and under what conditions.

CUMULATIVE GRADE

The cumulative GPA (CGPA) is based on all courses taken for diplomas, certificates, or degrees, at the time of calculation.

1.7 Honours Standing

The program grade point average will determine eligibility for graduation and honours standing and will assist in ranking students for scholarships, awards, and Deans' Lists. In case of non-term programs or courses, the entire activity in the course or program will appear on transcripts as a unit with final grades, which will be used to calculate grade point averages.

1.8 Major/Minor Courses

There are no major or minor subjects or courses for our programs. The relative importance of each course is determined by the credit value of the course as defined by the program's Advisory Committee, and as maintained in the College course database.

1.9 Transfer Credits

Transfer credits are those resulting from study done elsewhere, which are used to determine individual course exemptions, or entire terms of Advanced Standing toward a George Brown College program.

1.10 Term/Semester

Term or semester is usually completed in a period of the calendar year (e.g., September - December). George Brown offers various terms for diploma and degree programs. Refer to the College calendar for details.

1.11 Residency

Fulltime Programs:

Twenty-five percent (25%) of the declared program of study must be earned at George Brown College.

Continuing Education Programs eligible for George Brown College certificates:

Fifty percent (50%) of the declared program of study must be earned at George Brown College.

1.12 Time Limitations on Full-time Study

Full time Post Secondary, Post Diploma and Applied Degree:

- 1 year program up to 3 years
- 2 year program up to 4 years
- 3 year program up to 5 years
- 4 year program up to 6 years
- Programs taken through Continuing Education:
- GBC certificate programs..... up to 3 years
- Ontario College Certificate programs up to 6 years
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The time limitation may be extended at the discretion of the Registrar, upon the recommendation of the Dean of the student's Faculty or Centre.

Time Limitation for suspended programs

The College will provide students enrolled in a suspended program the opportunity to complete the program within the **normal time period**.

1.13 Expression of Policies

Promotion and graduation requirements must be expressed in terms of the student's Grade Point Average (GPA) and course letter grades.

1.14 Responsibilities

Responsibilities are outlined below.

GROUP	RESPONSIBILITIES
Faculties and Centres	<ul style="list-style-type: none"> • Sets academic criteria, program requirements, and performance outcomes (something the students must do to demonstrate they meet the objectives of the course) • communicates these criteria, requirements, and outcomes to students • evaluates students and submits course grades, program promotion status, or standing to the Registrar in a timely manner, in accordance with the academic calendar • reconciles the registrar class list with those who actually attend the class, and ensures that students who are attending their class(es) appear on the class list. If not, the Faculties and Centres will advise the Office of the Registrar accordingly so that steps can be taken to properly enrol the new students •
Office of Registrar	<ul style="list-style-type: none"> • manages the course database • ensures that computed grade points and grade point

GROUP	RESPONSIBILITIES
	<p>averages appear on transcripts</p> <ul style="list-style-type: none"> • produces and distributes grade reports and transcripts • administers the processes of grade collection and transcript production • informs students of their grades, promotion status, and eligibility for graduation • produces and grants diplomas and certificates • maintains the official convocation and graduation records • monitors and interprets these policies and procedures • retains, secures, and disposes of student records as outlined in the Retention and Disposal Schedules (Appendix K).
College Council	Amendments to these policies must be recommended by the Registrar and the Vice President Academic, in consultation with the Deans (or designate), Associate Deans, Chairs, Directors, and Managers, and must be endorsed by College Council or its subcommittee.

1.15 Notification of Promotion Committee 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.

2 ATTENDANCE AND PARTICIPATION

Attendance in classes is necessary in order to cover a course adequately. Regular participation in class discussion and completion of all term work are usually essential in obtaining a satisfactory standing.

2.1 Participation Requirements

Due to their nature, certain courses require a high level of attendance and participation as a specific course objective. The attendance policy for each course will be determined by the program faculty members, in consultation with the Chair, and will be clearly stated in the course outline. Students will be informed of the course attendance and participation requirements at the beginning of each semester.

2.2 Grades for Attendance

Some courses have grades for attendance and participation. These grades, taken together, will normally not exceed 10% of the final grade. In cases where the grades for participation and attendance exceed 10%, students will be notified at appropriate periods over the length of the course of their progress in this area. For courses with a clinical or practical component, failure to attend may result in a failing grade. Students will be informed of the course attendance and participation requirements at the beginning of each course.

3 TRANSFERS AND WITHDRAWALS

3.1 Student Program Transfer

Following admission to the College, students have the option to apply to transfer from one program to another. The transfer to another program is contingent upon the approval of the Office of the Registrar and the Chair of the program into which the student wishes to transfer.

There are two types of program transfers:

1. transfers to a program of a similar type; that is, to a program with similar intermediate and terminal program goals and objectives to the program from which the student is transferring; or
2. transfers to a program of a dissimilar type; that is, to a program for which the intermediate and terminal program goals and objectives are not the same as those of the program from which the student is transferring.

REQUIREMENTS

Students must ensure that they meet the admission standards for the program to which they wish to transfer.

Students wishing to transfer programs at any time after the first semester must:

- make this request in writing and
- ensure that their enrolment status, both at the College and at OCAS, has been updated.

FEES

There may be an OCAS fee to apply for the new program.

Student-initiated program transfers will be charged a separate registration fee as outlined in course curriculum.

3.2 Application to Transfer

Students must apply to the Office of the Registrar and the appropriate faculty conducting the program for program transfer. The Chair of the program to which the applications are made will consider the applications, with particular attention to:

- the reasons given by the students for program transfer,
- the prevailing academic record of the students, and
- the availability of spaces in the program.

The Chair may apply program testing, as appropriate, in order to ascertain the suitability of the candidate for the program to which he/she is applying. Based on the decision of the Chair, the

student will or will not be admitted to the new program, and the Office of the Registrar will be notified accordingly.

3.3 Withdrawals

This policy applies to full-time or reduced-load day students. For Continuing Education courses, refer to the Continuing Education Calendar.

To be eligible for the appropriate academic standing and fee refund (where applicable), notification of withdrawal from a program or course must be:

- processed online by student or directed in writing (by registered mail, by fax, or delivered in person) to the Office of the Registrar by the students, in, and
- within the published timelines (see below).

In all cases, not attending classes and/or notifying the faculty of intention to withdraw is not acceptable notification. Failure to officially withdraw (providing written withdrawal) will result in a Did Not Attend (DNA) or "F" grade and will affect the students' grade point averages.

PROGRAM WITHDRAWAL

The following policy applies to full-time/reduced load day only. For fee refunds, refer to Chapter 3.

IF WITHDRAWAL IS ...	ACADEMIC STANDING
Before 10 th Day Of First Scheduled Class	All references are deleted from your academic record.
By First Scheduled Class AND Before Final Withdrawal Date* OR On Final Date	All references are deleted from your academic record.
After The Final Withdrawal Date*	You will receive the appropriate grade designation of "F".

As published by the Registrar in the College calendar or on the College website.

COURSE WITHDRAWAL

The students' academic standing and fee refund relates to the number of classes in the course, as outlined below. For fee details, refer to Chapter 3.

IF WITHDRAWAL IS ...	ACADEMIC STANDING
At Least 7 Days Before The First Scheduled Class OR 6 Days Prior to First Scheduled Class (if course has 6 or fewer classes)	All references are deleted from your academic record.
Before 3 rd Scheduled Class	All references are deleted from your academic record.
Before 2/3 of Course Is Complete	All references are deleted form your academic record.
After 2/3 of Course Completed	You will receive a grade designation of "F" on your

IF WITHDRAWAL IS ...	ACADEMIC STANDING
	academic record.

4 ADDING AND DROPPING COURSES

Students may not be concurrently enrolled in full-time program courses and in the same courses offered through Continuing Education.

4.1 Adding Hours/Courses

Permission to take additional hours or courses will be based on successful academic standing, equitable accessibility to course offerings, and space availability.

Students wishing to take more hours or courses than are regularly scheduled in a program in which they are enrolled may do so, providing that:

- their grade point average to-date is 3.0 or greater
- there is sufficient accommodation in the course in which they wish to enrol, and
- they wish to audit the additional course.

Additional fees may be assessed in accordance with provincial audit guidelines, which can be requested through the Office of the Registrar and/or the Office of the President.

4.2 Reducing Hours

Students' hours/course load may be reduced for any of the following reasons.

- Students who have been placed on probationary status may be required by the program Chair to reduce the number of hours in their semester curriculum.
- Students whose academic status at the end of a semester falls below the minimum grade point average required for probationary status may be required to withdraw from the program on a full-time basis, as determined by the faculty/department Promotion Committee.

OSAP Support

Students taking less than a normal course load may be ineligible for Ontario Student Assistance Program (OSAP) support.

5 PROMOTION

Students are required to pass all courses prescribed for their program of study (diploma or degree), except where an Advanced Standing credit has been awarded. For course requirements, refer to the course calendar. Included in Pass are the letter grades "A" to "D" and all special grading symbols indicating successful completion of the stated objectives of any course, such as Attended – Non-granted (ATT), Passed (P), Pass by Aegrotat (AEG), and Complete (CM).

The College will promote students who have completed all requirements of an ending semester to the succeeding semester, provided there are no outstanding disciplinary actions against the

student. Upon successful completion of all semesters in a program, the student will be graduated from the program.

The progress of students will be monitored systematically by the faculty/department Promotion Committee at least twice per semester or clinical/workplace activity.

5.1 Student Evaluation

Each faculty member assigned to teach a course will provide, to his/her immediate academic supervisor, the minimum of a formative student evaluation at the midpoint in the course, and a summative evaluation at the conclusion of the course. Both evaluations should also be provided to students.

5.2 Evaluation Methods

Students will be informed regarding the evaluation methods to be used in each course of a program at the commencement of the course and/or program.

It is recommended that if the faculty member uses a final project or final exam in a course, it should be worth no more than 50% of the final grade. However, due to their nature, certain courses may require a final project worth more than 50% of the final grade. The policy for each course will be determined by the program faculty, in consultation with the Chair, and will be clearly stated in the course outline.

Students will be informed of the final project or exam requirement at the beginning of each semester.

5.3 In Good Standing

Students will be considered to be In Good Standing when they:

- pass all courses, and have a term grade point average (TGPA) equal to or above 1.70 (for certificate or diploma programs) and 2.30 (for degree programs).

Students may register and proceed in their studies without conditions, except as may be specified in program faculty policies. They will receive a status of Passed in that term.

5.4 Honours

Students who achieve a TGPA of 3.50 (certificate or diploma program) or 3.70 (degree program) or more will receive a status of Passed with Honours for that term.

5.5 Priority in Registration

When registering in programs or enrolling in courses with restricted places available, students In Good Standing and entering their final term shall have priority over students repeating courses or attempting to meet conditions.

6 FAILED COURSES

Failing grades are reviewed by the program Chair and the Promotion Committee Chair before submission to the Registrar.

Students who fail one or more courses in any term will have their records assessed by a program Promotion Committee, which will determine their status and the conditions under which they may continue.

6.1 Repeating Courses

Students who fail a course in their declared program of study will have to repeat the course. Fees will be assessed for the courses being repeated, and will depend on total course load for full-time students and number of courses for part-time students. Students can repeat courses for better grades. With approval from the Program Chair, students may repeat courses a maximum of two times. The highest grade will be used in the calculation of the GPA. All attempts will be recorded on the student's transcript.

6.2 Calculations

The appropriate grade point value of the "F" (failing) grade will be used initially in calculating both the term grade point average (TGPA) and the cumulative grade point average (CGPA) in the term in which the failure was earned.

6.3 Transcripts

All courses in which a student is registered will appear on the transcript. If the course is repeated, the original failure will remain displayed on the transcript, but it will not be used in the grade point average (GPA) calculations. The new grade will be used in calculating both the CGPA and the TGPA.

6.4 Appeals

Students may appeal all grades in accordance with the College Appeals Procedure as outlined on the College web site.

7 CONDITIONS IMPOSED BY PROMOTIONS COMMITTEE

7.1 Probation

Probationary students are those:

- re-admitted to the program after failing;
- transferring from another program after failing; or
- with a TGPA of less than 1.70 for the diploma program and 2.30 for the degree program.

Students who fail one or more courses or obtain a TGPA below 1.70/2.30 will be placed on probation and may register again only under the conditions set by the Promotion Committee. Students will be given every reasonable opportunity to continue and complete their studies.

7.2 Committee Review

All students who fail one course and/or obtain a TGPA below 1.70 (diploma program) or 2.30 (degree program) will have their academic records evaluated by a Promotion Committee, which will assign a promotion status and set conditions under which a students may or may not continue their studies.

Probationary status is conferred by the Registrar and may be held in addition to any conditions set by the faculty or by the Centre for Continuous Learning.

Students may appeal the decisions of the Promotion Committee if they feel the decisions are inappropriate (refer to the College Appeals Policy for further information).

7.3 Clearing Probation

Probationary status usually lasts for one term and may be cleared by passing all courses and obtaining a cumulative GPA of 1.70 (diploma program) or 2.30 (degree program).

7.4 Failure to Clear Probation

Students who do not clear probation within the period of one semester will have failed the program and may be removed from the program (after notification from their academic division). The Promotion Committees may advise the Registrar to permit an extension of probationary status for one additional term.

8 TRANSCRIPTS AND GRADE POINTS

8.1 Official Notification

Upon completion of courses and grade application, students can view their grades by accessing the records on the College's online Student Information system.

Students requiring paper copies of their grade reports must make requests to the Campus Student Service Centre.

Students requiring an alternative format of their grade report should make a request to the Office of the Registrar.

8.2 Release to Third Parties

Transcripts are not available directly to third parties outside the College, under the Freedom of Information and Protection of Privacy Act. Students may, however, request additional single or multiple copies of their cumulative transcript at any time. Students may ask that transcripts be sent to anyone else:

- - upon payment of the currently approved fee and
- - upon submission of a Request for Transcript form to the Records Department.

8.3 Cumulative Academic Record

Official George Brown College student records are the cumulative summary of all aspects of affiliations with the College, such as grades and status.

8.4 Data Displayed on Transcripts and Grade Reports

Faculty may mark and submit course final results as either percentages or letter grades. However, only the letter grade equivalents will appear on transcripts and grade reports. Grades may be submitted using only the materials and mechanisms (such as direct grade entry into our information system) identified by the College Registrar, or an approved equivalent.

8.5 Credit Values

In addition to grades, transcripts will display the course credit value, grade point values, any special comments relating to the course, an indicator governing inclusion or exclusion of the grade in the GPA calculations, the term GPA and cumulative GPA, and any special grading symbols awarded.

With the exception of practicum/fieldwork components of courses, one instructional hour per week, per semester, is equivalent to one credit.

CONTINUING EDUCATION COURSES

The credit value of all Continuing Education courses (not equivalent to a course offered within a George Brown College post-secondary diploma) is recorded in Continuing Education Units (CEUs). One unit is granted for each ten hours of instruction, rounded to the nearest tenth. For example, a 42-hour course will have a CEU value of 4.2. This number is not included in any calculation of grade point averages.

8.6 Courses Exceeding One Term

Courses longer than one term will appear on the grade reports at the end of the first term, with an interim grade and a modifier symbol indicating that these grades will not be included in GPA calculations until the grades are final. The final grade in a course will be calculated over all terms of the course, not just the last semester.

8.7 Submission and Release of Transcripts and Grade Reports

The College Registrar will prepare transcripts or grade reports in a timely fashion at the end of each term. Faculty are required to submit their grades each semester, according to the deadline established by the Registrar.

8.8 Midterm Marks or Grades

Midterm marks or grades are not considered part of the official GPA or Cumulative Academic Record and are not reported by the Registrar. Faculties and centres may establish their own procedures (consistent with Freedom of Information Act and Protection of Privacy Act guidelines) for ongoing notification of progress to students.

8.9 Amended Transcripts and Grade Reports

Amended grades must be submitted to the Registrar on the Electronic Student Action form, or its hard copy equivalent, within 60 days of the official termination of the course. The form must be countersigned by the Chair and Dean, and must show the reason for the change.

8.10 Grade Discrepancies

All Grade discrepancies (including un-graded courses) must be reported to the Academic Department within sixty (60) days of the official termination of the course

9 SPECIAL GRADING SYMBOLS AND THEIR USE

9.1 Definitions

In addition to the letter grades, a number of special symbols are permitted on transcripts to more accurately describe a student's performance in a course or the way in which the final grade was achieved. These symbols are also used in cases where a letter grade is inappropriate. The College intends that proper letter grades be awarded wherever possible and that the use of these special symbols from the approved listing be minimized.

SYMBOL AND MEANING	EXPLANATION
AEG –Pass by Aegrotat	<ul style="list-style-type: none"> • Awarded to students who, for compelling reasons, were unable to complete a portion of their course or write the final examination. Their performance was otherwise more than satisfactory, but they would have failed the course because of the missed evaluation. • represents the minimum pass for graduation purposes, and is usually given only when an Incomplete (INC) or Standing Deferred (SD) could not be given, implying that no possibility exists for making up the missed evaluation. An AEG grade cannot be appealed. • Replaces a letter grade, and the course is eliminated from GPA calculations.
AS – Advanced Standing	<p>Credits granted upon admission that enable direct entry to the second semester or higher of a program. This is based on previous academic work from another recognized post-secondary institution or from work experience.</p> <p>A grade of AS is awarded to each course from which advanced standing is granted. The grade is not factored in grade point average (GPA) calculations.</p>
AUD – Course Audited Without Formal Evaluation	<ul style="list-style-type: none"> • A credit course is identified by a specific number and carries a particular credit value. Students, who decide formally to waive that credit, by choosing not to be evaluated or graded, are considered to be auditing the course. Because of the nature of some courses, class size restrictions, space constraints, possible legal restrictions, and safety factors, permission of the course Chair is required for registration with audit status. Students should be aware that audit status is a privilege, not a right. • Students must declare their program of study at the time of registration in a course, as well as whether they are taking the course for credit, or on an audit basis. Priority is given to students enrolled in full-time study. • Only the AUD grade will appear on transcripts, and the course will be excluded from GPA calculations. The course fee will be assessed for audited courses
ATT – Attendance	<p>Used to denote attendance in the first semester of a two-semester course. This refers to courses that are still in progress because they last more than one semester.</p>

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<p>CM – Course Completed</p>	<p>Generally, CM is used for part-time courses that do not have an academic credit (CR) implication and for which it is desirable to show that some activity prescribed by the College was completed by the student. The opposite of CM is NP (Not Passed).</p>
<p>EX – Exempted</p>	<p>To be considered for exemption from a course, a student must be registered in a full-time George Brown College program. The student is granted exemption from enrolling in a prescribed course because of previous academic work, and it is assumed that the student will not attend the course. Exemption is determined by application to the Chair at the beginning of the term. Until an exemption has been granted, the student should attend the course. Late exemptions will not be processed. An EX grade has no GPA implications and will appear on the student's academic record. Continuing Education students may be exempted from a course if they have completed an equivalent course at another educational institution. Students seeking an exemption should make an application to the Program Coordinator.</p> <p>The academic department will determine whether or not a course is eligible for exemption. In general an exemption will be granted when there is similar course content and the student has received a grade of "C-" or the passing grade of the George Brown course requirement if higher.</p>
<p>GNR – Grade Not Reported</p>	<p>This symbol will appear on transcripts and grade reports 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.</p>
<p>INC – Incomplete Course</p>	<ul style="list-style-type: none"> • This symbol is temporarily given to students who remained enrolled until the normal course termination date but, for various valid reasons beyond their control, were unable to finish some part of the course required for complete evaluation. It is not included in the GPA. • IINC may be awarded by faculty and does not require a formal presentation to a Promotion Committee (see SD). However, the INC will automatically be converted to an "F" after 60 calendar days from the scheduled termination date of the program semester, unless it has been changed to a valid letter grade ("A" to "F") in the meantime, through an amended grade report.

P or NP – Pass or Not Passed	These symbols are used for courses that do not lend themselves to evaluation by the usual letter grades ("A" to "F"), indicating the achievement (or not) of some terminal competency or objective. Students with an NP grade in a required course will not be permitted to graduate. P and NP have no effect on the GPA calculation.
SD – Standing Deferred	<ul style="list-style-type: none"> • An expiry date of one year after the end date of the course. • Grade will change after the above time period to F – Failed or NP- Not Passed.
SUP – Supplemental Privilege	<ul style="list-style-type: none"> • Supplemental examination is not a right but a privilege, granted by a Promotion Committee, Chair, or Dean 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 examinations or assignments are not permitted if the student has achieved the minimum passing grade, as defined by the program, for the course. • The term grade report will indicate that supplemental privilege has been granted by a grade of "S," which excludes the course from GPA calculations. After the grade is amended, the GPA will be recalculated, the student's promotion status will be re-determined, and an amended transcript or grade report will be issued. • 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 the remaining failed courses. • The maximum grade attainable on a supplemental examination is "C-," unless there is a departmental policy that will override this policy.
W – Withdrawn	The student has withdrawn from the course/program.

9.2 Deferred Examinations

A deferred examination privilege may be granted for circumstances arising on compassionate grounds, such as a death in a family, illness, or other circumstances beyond the student's control. The student must provide documentation of the extenuating circumstances. The responsibility to grant deferred examinations rests with Chair or the Chair's designate. Notification to the Promotion Committee will be provided.

9.3 Apprentices

Apprentice students at the College will receive the standard George Brown College transcripts or grade reports at the appropriate intervals. These will be prepared according to the College's promotion policies.

9.4 Students in Tuition Short Programs

The provisions of these promotion policies include students enrolled in tuition short programs (e.g., ESL) that are not post-secondary programs but are taken full-time during the day. Students will be treated in the same manner as full-time post-secondary diploma students, with respect to transcripts, grade reports, grade point averages, and determination of status at the appropriate points in their programs.

10 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 a privilege, not a right, and may be granted only once.

10.1 Eligibility

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

10.2 Application

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

The petitioner must:

- make his/her request in writing to the 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.

11 GRADUATION

11.1 Timing

Full-time Students:

Fulltime Post Secondary or Apprentice students **registered in the final semester of their program** are not required to complete an application to graduate. The graduation information will be automatically processed.

The following Full-time Students **must** complete the application to graduate form within the first 90 days of their final semester:

- Students completing their programs through part-time studies
- Students who are completing their program but are not registered in the final semester of their program

Application to Graduate forms are available from the Office of the Registrar or online at <http://www.georgebrown.ca/Admin/Registr/index.aspx>

Continuing Education Students:

Upon completion of all program requirements, students must submit a certificate request to the program/department co-ordinator along with a copy of a transcript and/or copies of all required grade reports.

11.2 Eligibility

Students who have satisfactorily met all College and faculty or centre requirements will be awarded their diplomas, degrees or certificates. Requirements include but are not limited to:

- achieving the required GPA for each course;
- paying the fees as stipulated by the College;
- returning College properties at the completion of a course or program;
- completing residency requirement.

11.3 Grade and Curriculum Requirements

The minimum requirement for graduation from a program and for receipt of a diploma, certificate, or degree is:

- a cumulative GPA value of 1.70 for the diploma program, or 2.30 for the degree program
- completion of the curriculum requirements of the program of study, with no outstanding "F" (Fail), or INC (Incomplete) grade designations for any of the courses in the program.

Some programs may require standing higher than a "D." These will be clearly identified to the students in the course outline and program handbook.

11.4 Multiple Diplomas

Students may qualify for more than one diploma by applying common courses toward multiple diplomas. Students must declare their intention to do so in the first term of their graduating year.

11.5 Lesser Certification

Students who leave the College before completing their full program (e.g. a two-year diploma instead of a three-year diploma or a one-year program certificate instead of a two-year diploma) may be awarded a lesser certification.

Approval from the Ministry of Training, Colleges and Universities and by the College Board of Governors is required.

11.6 Non-Attendance at Graduation Ceremony

Graduates from Post Secondary, Apprentice and specific Continuing Education programs are invited to attend the College's convocation ceremonies. If a graduating student is absent from the ceremony, the degree, diploma or certificate is awarded in absentia.

11.7 Convocation Ceremony

The Registrar of the College 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.

11.8 Awards and Recognition

DEAN'S LIST

GRADUATING STUDENTS WHO ACHIEVE A CUMULATIVE GPA OF 3.50 (DIPLOMA PROGRAM)/3.70 (DEGREE PROGRAM) OR BETTER WILL BE AWARDED DEAN'S LIST RECOGNITION ON THEIR DIPLOMA OR CERTIFICATE AND ON THEIR TRANSCRIPT.

DEAN'S AWARD

Awarded to the graduating student with the highest GPA, including fieldwork, work placement, and clinical, in a program selected in rotation and a different program than that of the Valedictorian.

DEAN'S MEDAL

Awarded to a student with a high GPA who has demonstrated qualities essential for success in the student's field of study. The faculty makes the selection and a medal may be awarded in each post-secondary program.

GOVERNOR GENERAL'S AWARD

The Governor General's Award is awarded to the student graduating from a full-time program of at least two years in duration with the highest graduating cumulative GPA. In the case of a CGPA tie, the students' academic standing will be calculated by examining the students' GPA in the year prior to graduation.

VALEDICTORIAN

The graduating student with the highest GPA, including fieldwork, work placement, and clinical, in a program selected in rotation by the Dean.

11.9 Optional Third Year

Where a diploma program has an optional third year, or where a three-year diploma program has an exit after two years, the CGPA will be calculated over the entire period, whether or not a diploma was awarded after the second year.

11.10 Ontario College Graduate Certificate Programs

Where students proceed to OCGCP, the TGPA for the program will be calculated separately from the previous diploma program, and the same graduation rules will apply (minimum CGPA of 1.70). An Ontario Graduate Certificate will be awarded.

11.11 Distribution of Credentials

Credentials are awarded to students after the end of the semester in which their program ends.

Credentials for the Spring and Fall semesters are mailed to the most current address on the College's Student Information System six to eight weeks after the semester ends. Winter graduates are awarded their credentials at the College's convocation ceremonies in June each year. 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 the mail. All credentials that are returned to the college and are not claimed by the middle of August each year will be destroyed.

Students wishing to obtain the credential must apply in writing for a replacement credential and pay the published fee.

11.12 Awarding Posthumous Credentials

A posthumous degree, diploma or certificate (credential) will be awarded to a deceased student only if the following minimum requirements are met:

1. The posthumous credential will be awarded by the Registrar upon the recommendation of the Dean of the student's faculty.
2. The student must have completed a significant portion of the final year of the program at the time of death.
3. Been in good academic standing and graduation was expected.

12 DIPLOMAS/CERTIFICATES AND OTHER ACHIEVEMENTS

12.1 Requirements

A diploma or certificate is issued to students who have successfully completed programs approved by the Ministry of Training, Colleges and Universities as outlined below.

CERTIFICATE/DIPLOMA/DEGREE	REQUIREMENTS
Ontario College Certificate (OCC)	Meets the provincial program standards, normally up to one year (52 weeks) duration
Ontario College Graduate Certificate	Meets the provincial program standards, normally up to one year (52 weeks) duration of post diploma/degree studies
Ontario College Diplomas	Meets the provincial program standards, normally up to four semesters duration
Ontario College Advanced Diploma	Meets the provincial program standards, normally six semesters duration of post diploma/degree studies

12.2 Applied Degrees

Degree level standards are established by the Postsecondary Education Quality Assessment Board (PEQAB) under the authority of the post-secondary Education Choice and Excellence Act, 2000.

12.3 Recognition/Achievement Award

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

The granting of this award requires the approval of the Registrar.

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.

12.4 Recognition of Attendance

This acknowledgement is issued to students who have attended a College learning activity for which some form of recognition is appropriate but for which no formal assessment was conducted. This is given for a workshop that did not require anything to be submitted for grading.

12.5 Special Certificates/Diplomas

From time to time, the College may, at the direction of the Board of Governors and the Office of the President, grant special certificates or diplomas.

The Board of Governors usually awards these to distinguish some meritorious person, either internal or external to the College, who has performed a special service to the College or its community.

Admissions

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

13 PROCEDURES

The Office of Registrar will maintain admission procedures that conform to government policies.

13.1 Semesters/Terms

Generally, there are three semesters in:

- the fall (September)
- the winter (January), and
- the Spring (May).

Terms may differ for degree programs. Refer to the College calendar.

13.2 Documentation Requirements

Prior to commencement of classes, applicants are responsible for submitting valid Ontario Secondary School Diplomas (OSSD) or equivalent, or any other outstanding documents (e.g. proof of landed immigrant status), where required.

13.3 Conditional – Early Acceptance

Students may be accepted conditionally on the basis of their first semester or mid-term grades. Acceptance is based upon successful completion of the OSSD at the end of the academic year.

13.4 Admission Status

Full-time admission to a program of study at George Brown College means that students are admitted to that program only. Admission to one program is not a guarantee of subsequent admission to another program of study.

13.5 Custody of Files

Files are transmitted to the Registrar at the time of registration. Until they are transferred they are the responsibility of the Admissions Manager.

13.6 Relations with Third Parties

The Admissions Office will not normally deal with third parties in the matter of application and/or admission to the College. This policy applies to public and private organizations inside and outside Canada, relatives, faculty, and other third parties. Exceptions will be made where common sense demands, such as in the case of sponsoring agencies.

13.7 Students with an Outstanding Balance

Admission may be denied to students who have accounts that are in arrears with the College.

13.8 Dates for Processing Applications

Dates for processing applications are applied to all colleges in the province, as approved by the Committee of Presidents. The following 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 the Ontario College Application Service, their secondary school, or the College.

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.

DATE	ACTION
November 1	Applications may be submitted as of this date. This is also the starting date for any selection criteria. Students deemed academically ineligible for admission may be so informed by the college.
February 1	Applicants received from the Colleges Application service up to and including this date will be considered for admission purposes on an equal basis. Applications received after this date will be considered and processed according to the date they are received.
February 1	Decisions regarding acceptance for students not currently enrolled in secondary school may be released.
March 31	Decisions regarding acceptance for students currently enrolled in secondary school will be released.
May 1	Confirmation deadline for first offers of acceptance is May 1st. The confirmation deadlines for offers of admission sent after this date is two weeks following the offer of admissions.
June/July/August	Information regarding registering for courses/programs and fee payment will be sent to confirmed students.
June/July/August	Applicants must register in order to select timetable of studies. Availability of courses will be on first-come, first-served basis.
July/August	Applicants will be advised of payment date that must be met in order to maintain place in program. In all cases payment must be prior to the start of

classes unless otherwise arranged with the college's finance department.

14 ADMISSION PROCEDURES – ELIGIBILITY

14.1 Basic Admission Requirements

CERTIFICATE, DIPLOMA OR ADVANCED DIPLOMA PROGRAMS

The basic requirement for admission to post-secondary programs is:

- an Ontario Secondary School Diploma (OSSD) with senior level courses at the U, M, or C level (or under the former Ontario secondary school curriculum at the General or Advanced level);
- mature student status;
-
- Graduate Certificates
- Ontario College Graduate Certificate Programs – these require as a minimum, a College diploma or University degree from an accredited post secondary institution.
-
-

DEGREE PROGRAMS

Degree programs require an Ontario Secondary School Diploma

- - a minimum average of 65% in;
- - six university or university/college courses at Grade 12 level; and
- - and any additional requirements as programs require per the college calendar
- - Students from outside the province of Ontario must have the equivalent as per section 9.1.

14.2 English Language Proficiency

Since the main language of instruction is English, success at the College depends on the students' level of English language proficiency. To prove capability in English language, the students can:

- Provide proof that their secondary school and/or post-secondary studies were completed at a recognized institution where English is the common language used (e.g. secondary schools that offer a Canadian, American, or British curriculum). The applicant must have achieved satisfactory academic progress in at least two years for diploma programs and four years for degree programs of full-time study in English.
- take the George Brown College's English Entrance Admissions Test in Toronto; or
- Successfully complete the George Brown College English language proficiency program or an equivalent program from another recognized post secondary institution
- Send the College the results of an international English test. The College requires the following scores, or higher.

English Proficiency requirements	Diploma or certificate	GBC degrees*	Postgraduate diploma
GBC IEP	Level 8	Level 9	Level 8**/9^
Or TOEFL:	550	580	550

Paper Computer Internet	213 79-80	237 92-93	213 79-80
Or IELTS – Academic	6.0	6.5	6.0
Or MELAB	80	85	80
Or CAEL	Overall 60	Overall 70 (writing 60)	Over 60 (writing 60)

*Does not apply to Ryerson degrees

**Without co-op semester

^With co-op semester

In addition, students must include academic English communication courses in their studies at the level (or higher) indicated in the individual program admission requirements. Tests of English as a Foreign Language (TOEFL), the Michigan English Language Assessment Battery (MELAB), the International English Language Testing System (IELTS) or English as a Second Language (ESL) studies cannot be used as a substitute for the English prerequisite requirement.

*For information, contact:

(TOEFL) – Test of English as a Foreign Language at www.ets.org

(IELTS) – International English Language Testing System at www.ielts.org

(MELAB) – Michigan English Language Assessment Battery at www.melab.ca

(CAEL) – Canadian Academic English Language Assessment www.cael.ca

14.3 Mature Students

DIPLOMA PROGRAM

Mature students, aged 19 or over before the beginning of the academic term, who do not have an OSSD or equivalent (see 2.1) and have not attended secondary school within the last year and wish to resume their education in a course of study at George Brown College will be evaluated by the Admissions Department and will be sent for Pre-admission testing. Applicants will be either accepted or rejected on the basis of the Pre-admission test. In the case of Faculty Select Programs, mature students who have successfully passed the pre-admission stage must then complete the Faculty Select process before an admission decision is made.

In addition to pre admission testing mature applicants will also be considered qualified

- Upon successful completion of a college preparatory program
- Upon successful completion of a George Brown part-time course at the post secondary level

DEGREE PROGRAM

Mature students, aged 19 or over before the beginning of the academic term, who do not have an OSSD or equivalent (see 2.1) and may be considered for degree programs if they:

- can present tangible evidence of ability to cope with the program at George Brown College
- possess the program prerequisite subject requirements – English and Mathematics.
- George Brown reserves the right to ask that mature student applicants possess the minimum prerequisite subject requirements at the level indicated for the program at George Brown. Subject to competition, candidates may be required to present averages above the minimum. Please contact the Admissions Office for detailed information.

To support their application, applicants should submit a letter outlining:

- why they have chosen this program;
- career ambitions/career goals;
- past work experience.

COLLEGE GRADUATES

College graduates who do not have the required University (U) level courses or University/College (M) level courses may be considered for admission to a degree level program if they meet the specific program requirements for admission.

15 PROBATIONARY ACCEPTANCE

In some instances, the Program Selection Committee has discretionary power to recommend probationary admission to a diploma or certificate program when students:

- fail to meet all the admission criteria for a program of study, or
- are returning to a program of study in which they were previously registered.

Probationary students will be asked to withdraw from the College should they fail to meet the probationary requirements listed in the College calendar.

15.1 Probationary Status

Probationary status is granted to, but is not limited to, applicants who:

- do not possess all of the necessary academic qualifications for routine acceptance and entry into a particular program, as outlined in the College calendar;
- have previously failed a semester of their program and are being re-admitted into that program;
- have interrupted their program of studies and are returning to continue that original program;
- have been placed on academic suspension from another post-secondary institution.

15.2 Probationary Status Listing

At the beginning of each semester in the academic year, the Office of the Registrar will ensure that each academic faculty receives a listing of those students registered at the College with probationary status. The listing will indicate

- the students' names in full;
- the program in which the students are enrolled;
- the specific reason(s) for the probationary status for each student as designated; and
- a final date for the end of the probationary status, provided students have met the probationary requirements.

15.3 Resuming Registration Status

Under ordinary circumstances, probationary students will be required, during the semester of their probation, to demonstrate acceptable academic standing (i.e., pass all their courses). Students who demonstrate such acceptability will be placed on regular registration status.

Those who do not demonstrate acceptable academic standing will be withdrawn from the program.

15.4 Appeals

Students who are withdrawn from a program by their Dean or designate because of an unsuccessful probationary period have the right to an academic review or appeal (see *Policy on Academic Appeals, Chapter VI*).

16 CONDITIONAL ACCEPTANCE

Applicants who have not met the non-academic or academic requirements outlined in the College calendar at the time of application may, if acceptable in all other respects, be given a conditional acceptance to the College. This conditional acceptance will be made final if the applicant provides proof of having met the requirements of the College by the start of each academic term.

Applications of those who fail to meet conditional requirements by the start of each academic term will be reviewed and acceptance letters revoked. If registered, they will be withdrawn from the program.

17 RE-ADMISSION – FULL-TIME STUDIES

Requests for re-admission to first semester are received on occasion from students who have withdrawn from George Brown College for one or more full semesters. In these cases, a student must apply in the normal manner by submitting an application for admission to the Ontario College Application Service (OCAS).

Prior study at George Brown College does not guarantee re-admission. Re-admitted students must fulfill the requirements for admission that are in current use at the time of re-admission, rather than the requirements for admission under which they were originally admitted.

17.1 Advanced Standing

Students who have been absent from the program for two consecutive semesters or less will be re-admitted (e.g., given advanced standing) to the last incomplete semester if, at the time of withdrawal, they were in good academic standing.

17.2 Preparatory Work Requirement

At the discretion of the Dean or designate, students may be required to satisfactorily complete preparatory work prior to re-admission to the incomplete semester when they are:

- absent for two consecutive semesters or less and had failing grades at the time of withdrawal, or
- absent for more than two consecutive semesters,

This preparatory work may involve taking or auditing previously completed courses in the program. Students re-admitted to a program under these circumstances will be admitted on probationary status.

17.3 Tuition Fees

Students will be required to pay the tuition fees for any probationary work required. For required fees, refer to the College calendar.

18 RE-ADMISSION FOLLOWING ACADEMIC FAILURE

Under normal circumstances, students who have previously failed a single semester of a program may, at the discretion of the appropriate Dean or Dean's designate, be re-admitted to that failed semester once. Such re-admitted students will be placed on probationary status. Students who are asking to be readmitted to semester one following a failure must apply in the normal manner by submitting an application for admission to the Ontario College Application Service (OCAS).

18.1 Re-Admission Requirements

Students who are re-admitted to a program following a semester failure must pass on the first attempt during the semester in which they are re-admitted. Students who fail a semester twice will be withdrawn from the program.

18.2 Failing Previous Semesters

Students who have previously failed two semesters of a program may be re-admitted to a failed semester once. Re-admitted students will be placed on probationary status.

Students who are re-admitted to a failed semester, and who have a history of two previously failed semesters must pass all courses in the failed semester on the first attempt. Students who fail to pass the semester will be withdrawn from the program.

19 TESTING OF APPLICANTS

The College adheres to the binding policy directive as published in the MTCU document.

19.1 Pre-Admission Testing – Post Secondary Programs

Three types of applicants may be required to take pre-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 *2.1 Basic Admission Requirements*);
- those programs requiring a mandatory test for admission.

When the College receives an application, the Registrar will send the student a letter detailing the procedure for making an appointment for testing.

OVERSUBSCRIBED PROGRAMS

In some oversubscribed programs, applicants will be ranked based on their academic marks, while in the designated oversubscribed programs, applicants are ranked on the results of their test score.

FEES

A non-refundable fee will be charged for Pre-admission testing. There is a fee per test taken.

SPECIAL ACCOMMODATION

Students with physical, emotional, or learning disabilities may request special accommodation for their tests and examinations. Based upon a prior interview with a George Brown College consultant and receipt of disability-related documentation, the Assessment Centre will provide the student with the specified accommodation.

TEST CONTENT

Depending on the program the student has applied to, the test will cover the subjects of English, Mathematics and/or Science and any additional subjects as approved by the academic departments in consultation with the Registrar.

Pre-admission test results falling into the "foundations range" as specified by the College will result in the students being required to enrol in foundations-level courses if the students' application to the College is accepted.

Below Standard Test Results

Applicants meeting or exceeding the pre-admission test results will be considered for corresponding programs. Otherwise, admission is denied

Pre-admission test results falling into the "foundations range" as specified by the College will result in the students being required to enrol in foundations-level courses if the students' application to the College is accepted.

Applicants who fail the pre-admission test must wait a minimum of six months before re-testing.

FOUNDATIONS-LEVEL COURSES

Foundations-level courses are pre-requisites for the first semester English, Mathematics and/or Science course(s) 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.

ADDITIONAL SEMESTER OF STUDY

Depending upon individual circumstances, a student may require an additional semester of study and there may be an additional fee for courses taken in the regular semester. In the situation where the student must take College English or Mathematics above a regular course load, an additional fee will be assessed.

19.2 Testing of Students – Post-admission Skills Assessment (Placement)

The Post-admission Skills Assessment is designed to place students in the English and Mathematics course level that is best suited to the students' needs. Those requiring preparatory English, Mathematics and/or Science will be placed into a foundations-level course (see 20.1). Those who do not require preparatory work will be placed in the regular college-level course.

Students are required to take the post-admissions skills assessment unless granted an exemption (see 20.3).

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 assessment test by the established deadline will result in registration into the foundations level course(s).

19.3 Exemptions from Post-Admission Skills Assessment (Placement)

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
Mathematics	<ul style="list-style-type: none"> 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 	X	N/A
	<ul style="list-style-type: none"> Provide the relevant department with documentation (course outline and transcript) indicating possession of math skills equivalent to those taught in the applicable college-level math course 	N/A	X

20 EQUIVALENT ADMISSION REQUIREMENTS**20.1 Equivalency**

DIPLOMA PROGRAMS

Academic standing from other provinces and other countries that is recognized by the College as equivalent to an OSSD/SSGD (Secondary School Graduation Diploma) will be considered for admission. Generally, the standards are as follows:

COUNTRY	REQUIREMENTS
Other Canadian Provinces	<ul style="list-style-type: none"> The OSSD equivalent from all other provinces and territories with the exception of Quebec is the Grade 12 diploma or GED (General Education Development Certificate)
Other Countries	<ul style="list-style-type: none"> Specific OSSD equivalencies are listed in the OCAS website and are updated annually by the International Credential Assessment Service (ICAS)

DEGREE PROGRAMS

Academic standing from other provinces and other countries that is recognized by the College as equivalent to an OSSD/SSGD (Secondary School Graduation Diploma) with the required OAC/U or M U/C credits including Math and English will be considered for admission. Generally, applicants who are eligible for admission to first year university studies in their home province or country will be considered. Applicants from some countries will require first year standing from an accredited university in addition to the high school graduation certificate

Samples of General standards are outlined below. Applicants will be assessed on an individual basis.

COUNTRY	REQUIREMENTS
Other Canadian Provinces	<ul style="list-style-type: none"> The OSSD equivalent from all other provinces and territories with the exception of Quebec is the Grade 12 diploma or GED (General Education Development Certificate)
Other Countries	<ul style="list-style-type: none"> Specific OSSD equivalencies are listed in the OCAS website and are updated annually by the International Credential Assessment Service (ICAS)

20.2 Providing Proof of Equivalency

Students are responsible for providing acceptable proof of foreign credential equivalency, and College staff will consult with the appropriate authorities if questions arise.

20.3 Advanced Standing in Degree Programs

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. 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.

George Brown College reserves the right to assess transfer credits on an individual basis and to make such changes in rules, regulations, and policies as may be required.

All students must possess the required program subject prerequisite(s), or equivalent(s) and required grade(s) for these subjects/entrance averages. All admissions are subject to competition.

ELIGIBILITY

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.

Students who have completed studies at another accredited post-secondary institution or at George Brown College must have received:

- C or better (where C equals 60% or higher) for university courses, or
- B or better (where B equals 70% or higher) for accredited community college/institute of technology courses to be eligible for transfer credits.

These grades will not be recorded as graded courses, nor will they be used in the calculation of your grade point average (GPA).

DOCUMENTATION REQUIREMENTS

Students must submit officially certified academic transcripts, including promotion/graduation status, of their secondary and all post-secondary studies directly to the 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.

TRANSFER CREDITS

No more than 75 percent of the program's requirements may consist of advanced standing or credits transfers from other degree programs from accredited institutions and no more than 50% of the credits can be obtained through the PLAR process. Transfer credits are not granted on the basis of a Statutory Declaration or Affidavit submitted in lieu of officially certified academic transcripts. Performance designations other than letter or percentage (number) grades are not acceptable for transfer credit except in the case of work experience, co-op or internship. When the course was taken may be a factor in determining the transferability of the course. As well, courses used for transfer credit may not be used for further transfer credit.

CONDITIONS FOR ADMISSION

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

- courses are not recorded as individual transfer credits
- the original grades are not recorded as graded courses on your George Brown College academic record
- courses are not used in the calculation of the GPA.

OCAAT CREDENTIALS

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:

1. Graduates of a two and three year diploma program or two years of a three-year diploma program, with a B average, will be considered for admission, possible granting of credits and possible advanced standing.
2. Applicants who have successfully completed one year of a one-, two-, or three-year program of an academic nature with an a B standing will be considered for admission. A minimum grade of 60% (C) in a course is required for credit transfer.
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.

Credits recognized for advanced standing must be earned at a postsecondary institution which is (i) a Canadian public university, (ii) an organization authorized to offer the degree program on the basis of an Ontario Ministerial Consent; or (iii) an organization that has the legal authority to grant degrees, is accredited by a recognized accrediting body where relevant.

21 INTERNATIONAL STUDENTS

21.1 Eligibility

Following the directives of the Ministry of Colleges, Training and Universities, the College will accept international students into programs if spaces are available after other qualified applicants have been accepted. In this instance, international students are defined as those who:

- are not Canadian citizens;
- do not hold immigrant status;
- are in possession of a Study Permit prior to the start of classes; and
- do not in any other way qualify for support while studying in a Canadian college or university.

21.2 Change in International Student Status

Those who becomes landed immigrants, Canadian citizens or Convention refugees during a semester will be considered international students until the end of the current semester.

Students must provide documentation of status by submitting the documents to the Registrar's office. Valid documents include:

- landed immigrant or citizenship papers;
- a document referred to as a "Minister's letter," which stipulates that the person has completed all the necessary steps to become a citizen or a landed immigrant or refugee status papers.

22 ADMISSION INTO A COLLEGE PREPARATORY OR FOUNDATIONS PROGRAM

George Brown College offers preparatory programs for applicants who require certain academic skills or experience to be accepted in a post-secondary program of study and who wish to pursue College study at the diploma or certificate level.

These programs are not a substitute for secondary school programs, but successful completion of many of the programs may qualify the applicant for admission to post-secondary programs at George Brown College or programs at other Ontario Colleges of Applied Arts and Technology (see College calendars for the most up-to-date information).

22.1 Requirements

Preparatory program students must be 19 years of age or older on or before the first day of classes.

22.2 Exception

For College vocational, see calendar for requirements.

23 ADMISSION PROCEDURES – PROGRAM ELIGIBILITY

23.1 Preparation Courses

No secondary school university preparation course or Ontario Academic Course shall be required as a program eligibility criterion for diploma or certificate courses, with two exceptions, as noted below.

23.2 Exceptions

Degree programs and collaborative college-university programs governed by joint agreements are not subject to the restrictions on use of secondary school university preparation courses or Ontario Academic Courses, where those requirements are specifically stated in the agreement.

23.3 Preparation Courses - Diploma

College programs that provide a diploma rather than a degree will be accessible to applicants without university preparation courses or Ontario Academic Courses.

23.4 Course Types

The following chart is a general guideline outlining the potential use of various course types in the destination-related secondary school curriculum for diploma program admission.

COURSE TYPE	SYMBOL	USE OF COURSE TYPE FOR DIPLOMA AND DEGREE PROGRAM ADMISSION
College Preparation Course	C	Can be used. Refer to the College calendar.
University/College Preparation	M	Can be used for degree or diploma . Refer to the College calendar.
University Preparation Course (see sections 12.1–12.3)	U	Cannot be required for diploma program but may be acceptable in substitution for “C” or “U/C” required courses (see section 12.6). Required for degree program.
Workplace Preparation Course	W	May be used for college vocational.

23.5 Program Requirements

Program eligibility requirements must be capable of being objectively demonstrated or measured and must be relevant to the program.

23.6 Additional Admission Requirements

Notwithstanding the general policies and procedures related to admission into programs offered by the College, additional admission requirements may be established for specific programs. These requirements will be determined by the Dean or director or designate for the program, in consultation with the Registrar of the College, and must be documented and validated.

23.7 Special Listing and Reasons

In consultation with the Registrar, the Dean or director will establish, on an annual basis, a listing of those programs with admission requirements that supersede the general College policies and procedures related to admissions.

In conformity with the directives of the Ministry on the matter, each Dean or director, in collaboration with the Office of the Registrar, will compose a detailed statement of the reasons for the special listing requirements. This statement should incorporate, where applicable, appropriate research to validate the need for special admission requirement status (see *Ministry Program Policies and Procedures*).

23.8 Course and Level Pre-Requisites

Several diploma and certificate programs require specific course and level pre-requisites among the 30 credits in the Ontario Secondary School Diploma. These prerequisites are published in the College's annual calendar. It is the student's responsibility to ensure that his/her secondary school studies fulfil program requirements.

24 APPLICANT SELECTION

24.1 Oversubscribed Programs

Applicants shall be accepted into oversubscribed programs according to the following order of preference:

- residents of Ontario;
- residents of provinces and territories in Canada; and
- other applicants.

24.2 Non Academic Selection Requirements

SELECTION REQUIREMENTS

Certain diploma and certificate programs offered at the College may require an essay, a pre-test, an audition, a portfolio, or a group orientation to determine whether candidates are suitable for the program. The selection requirements will be determined by the Dean or his/her designate, in consultation with the Registrar. These requirements will be listed in the College calendar.

NOTIFICATION TO APPLICANT

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

ALTERNATE ARRANGEMENTS

Alternate arrangements for implementation of a particular selection procedure must be made for applicants who reside some distance from the College. In these instances, the College will arrange

appropriate testing centres for such applicants within normal commuting distance from their residences.

SELECTION TIMELINES

Each faculty will recommend applicants for admission within the timelines established by the Ministry and published by OCAS.

RECOMMENDATION DECISIONS

Each faculty will designate a member of its staff to be responsible for making selection recommendations. If this representative is not available, the Registrar or his/her designate(s) may make the selection decisions.

25 APPLICATION PROCESSING PROCEDURES

Application processing procedures will conform with Ministry policies.

26 WAITING LISTS

Waiting lists will be established any time that the number of qualified applicants exceeds the number of seats available. The waiting list will be realistic according to the College's experience with the likelihood of vacancies occurring after final admission offers have been sent out by the College.

26.1 Position on Waiting Lists

The relative position of applicants on a waiting list will be determined by the Admissions Department and may be determined in a variety of ways, depending on: the program; the admission and/or selection requirements and procedures for that program; the date; and stage in the admissions process.

Applicants will not normally be informed of their actual positions on the waiting list, but will be informed, upon request, of their relative positions on the list.

26.2 Notification

Applicants still on a waiting list when the program is filled and/or at the start of classes will be advised that the program has begun and is full, so they did not gain a place in the program.

27 CLOSING OF PROGRAM

The Registrar or designate, in consultation with the appropriate Dean or the Dean's designate, will determine when applicants will be told that a program is filled and no further applications will be accepted.

28 AMENDMENTS TO APPLICATIONS

Applicants can amend their applications throughout the academic year (September 1 - August 1) through OCAS. There are no deferred applications. Once the academic year has ended, a new application through OCAS must be made.

30 ADMISSION DECISION REVIEW

It is the policy of George Brown College to provide a method of reviewing a refusal to admit a prospective student to any full-time program conducted by the College.

This policy does not include part-time courses or programs that register students on a first-come, first-served basis.

30.1 Written Decision

In the normal course of operations, a decision to accept or reject an application for admission to the College shall be sent to the applicant in writing, whether or not a previous verbal decision has been given. In the case of a rejection, a brief written explanation of the reason(s) for rejection will be included.

30.2 Reasons For Rejection

The Admissions Office will provide further explanation of the reason for rejection if so requested by the applicant.

30.3 Formal Review For Rejection

If the applicant is not satisfied with the explanation or requests a review of the admission decision, the following procedure will apply:

- The applicant must apply in writing to the Registrar for a review of the non-acceptance decision within 30 days of the date of the written decision.

The Registrar will:

- acknowledge the application in writing and will appoint an Admission Review Panel consisting of the Registrar, the Associate Registrar, the Chair of the program in question and, where applicable, the Program Coordinator
- set a date for a meeting of the panel and will notify the applicant and the panel members within 15 days of the receipt of the applicant's written request.
- The applicant may make representation to the panel, either verbally or in writing (with reasons as to why he/she should be admitted although he/she does not meet the requirements), or both; - no counsel or other agent may attend or represent the applicant.
- The panel will notify the applicant in writing 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 withdrawal date for the semester has passed, alternative entrance dates or programs will be investigated. Under no circumstance will a student already admitted to George Brown College be disadvantaged on behalf of another by the findings of the panel.

31 ADVANCED STANDING, TRANSFER OF ACADEMIC CREDITS, AND PRIOR LEARNING ASSESSMENT

31.1 Advanced Standing

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 or work experience is equivalent to one or more semesters of the College's prescribed curriculum. No grade is awarded for the recognition and therefore not included in any grade point average (GPA) calculations.

TO QUALIFY

Applicants wishing to qualify for advanced standing should so indicate on the Ontario College Application Form produced by the Ontario College Application Service (OCAS). The application should be accompanied by supporting documentation, such as official transcripts and/or course/program outlines and outline of work experience. All foreign-language transcripts must be translated into English and notarized.

STATUS OF REQUEST

The Chair of the program in which advanced standing is requested, or the Chair's designate, will assess the request, consulting with other college personnel as appropriate, to ensure that all course/program requirements have been previously met. 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.

TRANSFERS TO ANOTHER PROGRAM

If a student transfers to another program, any advanced standing will be reviewed by the Chair or designate. Any changes in previously granted advanced standing will be communicated to the student by means of a transcript.

31.2 Transfer of External Academic Credits

Equivalency course standing is credit awarded to students upon admission that enables them to be credited with some of the courses in the program in which they are registered. This status is based on the decision that previous academic experience is equivalent to one or more courses of prescribed curriculum in the College program in which the students are enrolled.

TO QUALIFY

Applicants wishing to qualify for transfer of academic credits received at another academic institution in one or more courses should so indicate on the Ontario College Application Service and include official transcripts with application.

REVIEW OF REQUEST

All requests for credit will be assessed by the appropriate department Chair and the results will be communicated to the Registrar and the Registrar will inform the student.

31.3 Transfer of Internal Academic Credits

Equivalency course credit may be obtained by students who, while registered in either a full-time or a part-time program of studies, has previously completed some of the courses that are applicable to the program in which they are currently registered. The most common example of such a situation would occur when a student enters a full-time program after having taken some of the

prescribed courses in the full-time program through part-time or Continuing Education studies. A similar situation might occur when a student opts to withdraw from a full-time program but wishes to continue studies through part-time or Continuing Education courses.

APPLICATION FOR EXEMPTION

Students wishing to apply previously completed courses to the program of studies in which they are presently enrolled should discuss the matter with the Chair of the program.

INCLUSION ON TRANSCRIPTS

After examining the students' college transcript and determining that they have previously completed equivalent courses in the program through other means, the Chair will complete the necessary course exemption forms and forward these to the Office of the Registrar. At this time, the Chair should arrange, through the Office of the Registrar, that all previously completed courses be entered on the students' current transcripts.

31.4 Prior Learning Assessment and Recognition

Prior Learning Assessment and Recognition (PLAR) gives students credit for knowledge and skills they have gained through life experience such as work or volunteer experience.

The granting of PLA credits does not guarantee entrance into any program of study. However, in keeping with the College's commitment to student access and student success, every effort will be made to facilitate a timely entrance into the candidate's program of choice.

For more information, refer to the full PLAR policy.

32 REGISTRATION AND ENROLMENT

Registration is defined as the process by which applicants select courses and pay for the courses. Individuals are not considered students until both these conditions are met.

32.1 Process

When the College selects applicants for admission to a course or program:

- The Office of the Registrar notifies applicants of their acceptance to the program and requests that they confirm their intention to attend the College.

Note: Normally, students confirm this intention with OCAS, but some programs require students to confirm their intention to attend directly with the College. All International VISA students confirm attendance directly with the College, more specifically with the College's International Centre.

- When the applicants' confirmations are received, the Office of the Registrar holds a place in the program until the final dates for receipt of fees and submissions of any outstanding documentation have been reached.
- Students are advised of the final date for the receipt of fees in order to hold a place in the program.

32.2 Conditions For Registering

Students may be prevented from registering and enrolling if:

- all academic, performance, disciplinary, financial, and program-specific (e.g. in nursing, this is a medical exam) conditions are not met
- specific academic pre-requisites imposed by the College are not met. It is the students' responsibility to ensure that all published course and program pre-requisites have been met. Failure to comply with this regulation may result in the withdrawal of the offer of admission to the College.
- Students admitted to a program on condition of meeting specific admission requirements will have their offer of admission revoked or will be withdrawn from the College if requirements are not met.