

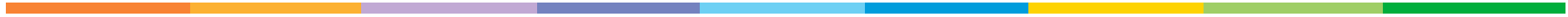


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# HOW TO APPLY FOR TRANSFER CREDITS - ONLINE APPLICATION

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# How to Apply for Transfer Credits – Online Application



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## INTRODUCTION

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### What are Transfer Credits?

Transfer Credit is the practice of granting a credit, or a block of 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 College. **This guide is specially for the online transfer credit application on [Stu-View](#).**

The online application for transfer credits is a free application 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 College.

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 College; **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 College.

### 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
  - a. Students in S118 and S222 should email the Sally Horsfall Eaton School of Nursing at [nursing@georgebrown.ca](mailto:nursing@georgebrown.ca) for assistance with transfer credit inquiries.
2. 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 their [Admissions Office](#) for assistance.

3. **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 see, [Lighten Your Course Load with Internal Transfer Credits](#) or contact their [Academic Department](#) for more information.

4. 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](mailto:plar@georgebrown.ca) for assistance.

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.

### 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 [How to Submit a Transfer Credit Application](#).



## SUBMITTING A TRANSFER CREDIT APPLICATION ONLINE

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### How to Submit a Transfer Credit Application Online?

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

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

For the application deadlines see, [When to Submit an Application](#).

### 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. Register for your courses
3. Under Registration, select *“Submit or Modify an Application for Transfer Credit (Exemption)”*
4. Self Identify as a student in a *“Post-Secondary Program”, “English as a Second Language (ESL) program”, or “Apprentice Program”*
5. Follow the on-screen instructions to complete the application process

***\*To see the courses for your program, you must self identify by choosing the correct program type.***

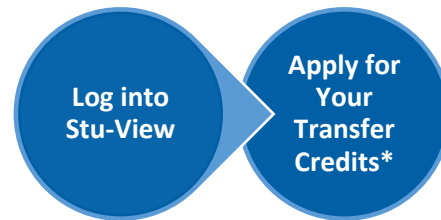


## How to Apply for Transfer Credits – Online Application

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

The applications steps differ for students in a continuing education course and students in a post-secondary program.

If you are a **Continuing Education** student, complete the steps below to apply:



1. Log into [Stu-View](#)
2. Under Registration, select “*Submit or Modify an Application for Transfer Credit (Exemption)*”
3. Self Identify as a “Continuing Education” student
4. Follow the on-screen instructions to complete the application process

***\*To see the courses for continuing education, you must self identify by choosing the correct program type.***

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

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You may only apply for transfer credits for courses which are required for your selected program and semester. To apply, you must be eligible to register for the course(s) in the upcoming semester. For example, if you are eligible to register for semester one, you may only submit an application for core courses that are available for semester one. To submit an application for semester two, you must wait until you are eligible to register for semester two.

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 (COVID 19 Updates)?

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.

## How to Apply for Transfer Credits – Online Application

### [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 are required to 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).

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

## How to Apply for Transfer Credits – Online Application

### How to Submit an Official Transcript?

Due to Covid-19 restrictions, the Transfer Credit Office is not accepting mailed transcripts at this time. See below to view the acceptable methods to submit an official transcript:

1. Request your transcript through [ontariocolleges.ca](http://ontariocolleges.ca) **or**;
2. Request your transcript directly from your issuing institution
  - a. We will accept transcripts from your issuing institution via a secure digital platform **or** emailed directly to [transfercredit@georgebrown.ca](mailto:transfercredit@georgebrown.ca) or [admissions@georgebrown.ca](mailto:admissions@georgebrown.ca).
3. For faster processing, request to have your George Brown student ID included in the email.

**Note:** Transcripts must be sent directly from the issuing institution. We will not accept transcripts sent from a personal inbox.

Students should not upload transcripts as a course outline. This will not be accepted as an official transcript.

For more information, see this guide on [How to Submit an Official Transcript](#).

### How to Submit an Evaluation Report?

Due to Covid-19 restrictions, the Transfer Credit Office is not accepting mailed ICAS or WES evaluation reports at this time. Please see the acceptable methods to submit an evaluation report:

1. Email a PDF copy of your evaluation report directly to [transfercredit@georgebrown.ca](mailto:transfercredit@georgebrown.ca).
2. For faster processing, include your student ID in the email.

For more information, see this guide on [How to Submit an Evaluation Report](#).

## How to Apply for Transfer Credits – Online Application

### 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.

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, there is no guarantee a decision will be made on your application.**

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

St. Clair College of Applied Arts and Technology - View Transcript

Add a Course

St. Clair College							George Brown College		Review Details		Sequence	Modify Application
Course Details				Course Outline		Transcript	Course Details					
Term	Subject Area	Course Number	Grade	Attached?	Operation	Status	Subject Area	Course Number	Status	Comments	Seq. #	Equivalency Request
Fall 2019	EDA	302	B	Yes	<input type="button" value="Attach"/>	Received-Electronic	BST	1101	Under Review	<a href="#">View Reason Notes</a>	1	
Fall 2018	EDA	234	A	No	<input type="button" value="Attach"/>	Received-Electronic	BST	1121	Pending	Waiting for Course Outline <a href="#">View Reason Notes</a>	2	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Previous Continue

For more information, see this guide on [How to Submit a Course Outline](#).

### When to Submit an Application?

The transfer credit application opens on the first day of registration for each term. See [Important Dates](#) to view all transfer credit deadlines.

Transfer Credit Application Deadlines				
Term:	Spring/Summer 2021	Fall 2021	Winter 2022	Spring/Summer 2022
Application Opens:	March 22, 2021	August 9, 2021	November 15, 2021	March 21, 2022
Application Deadline:	May 10, 2021	September 7, 2021	January 10, 2022	May 9, 2022
Decision Deadline:	Generally, a decision is made 2- 3 weeks after a <b>complete</b> application (all required documents) is submitted. All application decisions should be made by the 3 <sup>rd</sup> week of classes.			

### How to Select the Right Courses for your Application?

It can be challenging to know the right course combination to choose for your transfer credit application. The Transfer Credit Office has created a couple resources to help you make the right decision.

1. Review the [Guide to Selecting Courses for Transfer Credit](#) for assistance.
2. Review the [Course-to-Course Equivalencies Database](#) to view pre-approved course combinations

## 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 College

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

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

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.

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 the College English course (COMM 1007) at George Brown.

## SUBMITTING AN APPLICATION FOR YOUR ELECTIVE REQUIREMENTS

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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 apply for all your elective requirements during the same application cycle.** This means if you are required to take 3 electives for your program, you may submit transfer credit applications for all 3 electives at the same.

### How to get started?

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

To view your program's elective requirements, see [General Education Requirements](#).

Note, the General Education Requirements page displays the elective requirements for the current academic year.

## How to Apply for Transfer Credits – Online Application

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

Elective Type	Elective Category	George Brown College Course Details	
		Subject Area	Course Number
General Education (GNED) Electives	Arts & Humanities	GHUM	1111
	Social Science	GSSC	
	Science	GSCI	
Liberal Studies Electives	Arts & Humanities	LHUM	2222
	Social Science	LSSC	
	Science	LSCI	

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

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

For application deadlines see, [When to Submit an Application](#).

**What to do if your Elective Application is Approved?**

**If your application is approved and you accept your transfer credit**, you will receive an exemption for the elective category that you selected (i.e. GHUM 1111). If you are registered for an elective course, for example GHUM 1085, staying registered in this course is optional. Therefore, you will not automatically be withdrawn from the elective course you are registered in.

To remove this course from your timetable, you must return to [Stu-View](#), and deselect this course from your registration table to withdraw. You must complete all the on-screen instructions to update your timetable.

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

## AFTER YOU SUBMIT YOUR APPLICATION

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Your transfer credit application is reviewed by the Academic Evaluators (subject matter experts) in the appropriate academic department. If you submit a [complete application](#), generally, it takes 2 – 3 weeks to receive a response from the Academic Evaluator. However, the decision-making deadline is approximately 3 weeks after classes start for your upcoming semester. All students will receive an email notification when a decision is made.

### Incomplete Applications

If your application is incomplete, you will receive email communications from the Transfer Credit Office reminding you to submit your outstanding documents.

The Transfer Credit Office will send a total of **3 reminders** to submit outstanding documents. If you are in the process of submitting your documents, please email us at [transfercredit@georgebrown.ca](mailto:transfercredit@georgebrown.ca) so we can make a note on your file.

### 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.

1. Log into [Stu-View](#)
2. Select Registration Services > Registration
3. Select *“Review Transfer Credit Applications”*

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

## HOW TO ACCEPT YOUR TRANSFER CREDITS

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To receive an exemption, you must accept your transfer credit on [Stu-View](#).

For instructions on how to accept your application see, [How to Accept My Transfer Credit](#).

### Accepting Transfer Credits After the 5<sup>th</sup> Day of Classes

After the 5<sup>th</sup> day of classes, you will not have the option to accept your transfer credit on [Stu-View](#). Instead, the Transfer Credit Office will process all approved transfer credits to your academic records within 2 – 3 business days from the 5<sup>th</sup> day of classes or after 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](mailto:transfercredit@georgebrown.ca) with your student ID and application details and state that you wish to stay registered in the course.

### 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](mailto: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?

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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 College did not receive enough information to evaluate your transfer credit request.

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
<b><i>Course Content Not Equivalent</i></b>	<p>Upon evaluation, it was determined that the incoming course content was <u>not</u> equivalent to the GBC course for which an exemption was requested. This could be due to one or more of the following reasons:</p> <ul style="list-style-type: none"> <li>• Subject does not match – e.g., student requests exemption from English using a math course</li> <li>• Course outcomes do not match</li> <li>• Not enough overlap of course material</li> <li>• Key components of GBC course are missing from the incoming course</li> </ul>
<b><i>Course Level or Hours Not Equivalent</i></b>	<p>The transfer credit request was denied due to one of the following reasons:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The incoming course did not have as many hours of instruction as the GBC course</li> </ul>
<b><i>Incoming Course is Out of Date</i></b>	<p>Upon evaluation, it was determined that the incoming course was taken too long ago and does not reflect current levels of knowledge.</p> <p>For example, courses can become outdated due to new regulations/laws or advances in technology. In addition, the validity of some courses is limited due to association regulations – RNAO, CGA, HRP, etc.</p>

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<p><b><i>Insufficient Documentation</i></b></p>	<p>The College did not receive enough information to evaluate the transfer credit request. This could be due to one or more of the following reasons:</p> <ul style="list-style-type: none"> <li>• Official transcript not submitted</li> <li>• Course outline not submitted</li> <li>• Incorrect course outline submitted – e.g., for the wrong course or the wrong year</li> <li>• Course description is too vague</li> <li>• Course outline needs to be translated into English</li> <li>• External evaluation required from <a href="#">ICAS</a> or <a href="#">WES</a> (for international transcripts)</li> </ul>
<p><b><i>Minimum Grade Not Met</i></b></p>	<p>The student’s grade in the incoming course does not meet the minimum requirement for credit transfer.</p> <p>In general, a minimum grade of C- or 60% in the incoming course is required; however, some GBC courses have higher minimum grade requirements for credit transfer.</p>
<p><b><i>Not Elective Content</i></b></p>	<p>The incoming course does not meet the general education elective criteria as per ministry standards.</p>
<p><b><i>Not Eligible for Exemption</i></b></p>	<p>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:</p> <ul style="list-style-type: none"> <li>• Exemptions are not granted for foundation-level GBC courses</li> <li>• The Academic Department does not grant exemptions for the requested GBC course – e.g., all students are required to take this course</li> <li>• An exemption was already granted for the GBC course</li> <li>• The incoming course was already used to exempt the student from a different GBC course</li> <li>• Institutional Residency – Students may be denied a transfer credit if their <a href="#">institutional residency</a> requirement is at risk of being unmet.</li> <li>• Course at originating institution is an exemption – You must apply with the original graded course.</li> </ul>

## CONTACT US

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If you require further assistance, please email [transfercredit@georgebrown.ca](mailto:transfercredit@georgebrown.ca).