Guide to Selecting Courses Eligible for Transfer Credit

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

All transfer credit applications must be received before the start of the term to be considered. You are required to submit applications through STU-VIEW.

WHERE TO START

Admission Summary Page

Located in STU-VIEW, this is a great place to start. If we received your transcript electronically from OCAS, we were able to automatically determine if a course on your transcript matches an equivalent course we have in our database.   Before applying for transfer credit, check here to see if any have already been granted.

The Course-to-Course Database on the George Brown College Website

The Course-to-Course Equivalencies Database is a list of courses from other institutions, including what course it is equivalent to at GBC and the program in which the GBC course is offered. If you have a course on your transcript that matches a course combination on this list and the GBC course is part of your program, submit an application through Stu-View.
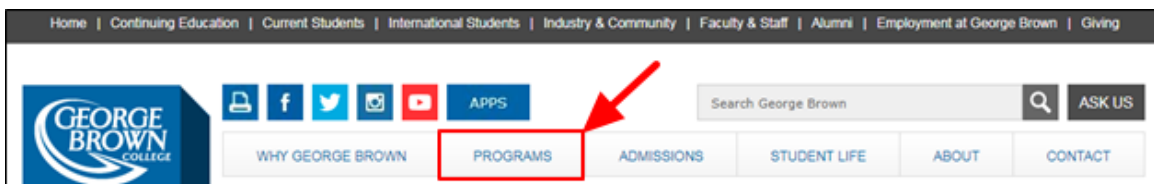
Course Titles

If the course title is similar, it is a good place to start to determine if that is the course you might look at further for possible transfer credits.

Find Your List of Courses

1. Go to the GBC Website homepage, click the **Programs** tab below the search bar and click **Program Finder** from the dropdown menu

2. Locate your program (the filters at the top will help narrow the search) and click on the program name.

3. Click the **View Full Program Details** button to access the program page.

4. Click **Course Outline** to expand the section. Here you will find a list of courses you will be taking for your program.

Review the GBC Course Outlines

Most course outlines are posted on the GBC website. Compare the course outline of the course from your previous institution to the GBC course outline.

Scroll down to the bottom of the expanded **Course Outlines** section to find the **Detailed Course Outlines** link.

Similarities to look for:
- Content
- Outcomes
- Credit Hours

If you feel that you have a close match to a course you have already taken, submit an application for transfer credit through STU-VIEW.

OTHER THINGS YOU NEED TO RECEIVE THE TRANSFER CREDIT

Minimum Grade Requirement

In most cases, you need a minimum grade of 60% or the minimum passing grade for the course. If you are transferring a college course to a degree course, the minimum grade ranges from 70 to 73%, depending on the program.

Time Limitation

For most courses, you must have taken the course within the last 5 years. There are some exceptions, so don't hesitate to submit the application. Courses such as College English can often be taken at any time and will be accepted. The transfer credit will be denied if the course you need to take for your program requires more up-to-date learning.

Course Outline of Your Previous Course

This must be attached to your application. Subject matter experts use it to determine if your previous course is equivalent to the George Brown course.

For assistance attaching the course outline, please see How to Submit a Course Outline/Syllabus.

The course outline from your previous course is not required when the course combination you entered is already in our Course-to-Course Equivalencies Database.

Official Transcript

This is a transcript that is sealed in the original envelope by the issuing institution and has not been opened before we receive it.

International Education

Where your education was obtained outside of Canada, an evaluated transcript is required.

- **Previous institution is in the US:**
  We require a basic or institutional evaluation from WES or ICAS and an official transcript

- **Previous institution is anywhere else**:
  We require a course-by-course or comprehensive evaluation from WES or ICAS

How to Submit Your Transcript

If you submitted your official transcript or evaluated transcript to George Brown or OCAS as part of your admission application, another transcript is not required. If we have not received your official transcript, we accept electronic transcripts from a secure digital platform or PDF copies of transcripts emailed **directly from your incoming institution** to transfercredit@georgebrown.ca or admissions@georgebrown.ca. We are _not_ processing mailed transcripts at this time.

If you are submitting a WES or ICAS evaluation, we will accept PDF copies of your evaluations. Please send them to transfercredit@georgebrown.ca. We are _not_ processing mailed evaluation reports at this time.

Note: *Transcripts attached by you using the course outline attach button in the application are not accepted and will result in the application being denied for insufficient documentation.*

General Education & Liberal Studies Electives

To assist with determining which courses you can use from your previous institution for general education and liberal studies electives, please see Choosing Courses for a Transfer Credit Application-General Electives and Liberal Studies Electives.

Elective Requirements for Your Program

Otherwise known as "Breadth Requirements", this is very helpful in assisting you in determining which courses to apply for. No further applications are required if you have already taken or received transfer credits for the maximum number of courses in a category. See Choosing Courses for a Transfer Credit Application-General Electives and Liberal Studies Electives for more about your program's breadth requirements and exclusions.