HOW TO SUBMIT A COURSE OUTLINE (SYLLABUS)

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WHAT IS A COURSE OUTLINE (SYLLABUS)?

A course outline is a requirement for most applications. This document must be in English, and is a detailed breakdown of your incoming course content. Some of the information included in a course outline 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 transfer credit (exemption) for. Without a course outline, there is no guarantee that a decision will be made on your application.

To upload your course outline, see How to Submit your Course Outline.

See How to Find Your Course Outline if you are having trouble finding your course outline.

HOW TO SUBMIT YOUR COURSE OUTLINE?

You must upload your course outline to your application in Stu-View. See How to Submit your Course Outline for instructions.

If you need help submitting your course outline, contact us for assistance.

HOW TO FIND YOUR COURSE OUTLINE?

Generally, all institutions provide a course outline/syllabus to students. Professors/instructors typically review this document during the introductory session of the course.
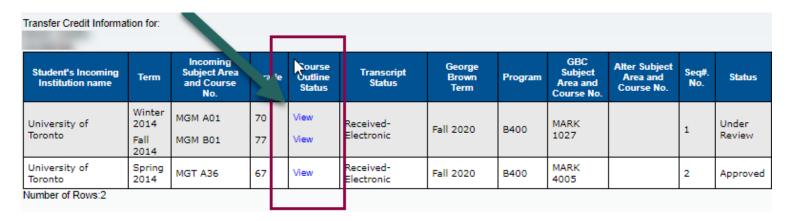
To find your course outline, we recommend the following steps:

1. Search your personal records/files for this document
2. Check your previous institution's website
3. Contact your previous institution's Academic Department or Records Office for assistance

HOW TO CONFIRM THAT YOUR COURSE OUTLINE WAS RECEIVED?

You must upload your course outline to your application in Stu-View. To check your course outline status, complete the following steps:

1. Log into Stu-View
2. Select Registration Services > Registration
3. "View History of Transfer Credit"
4. Review the *Course Outline Status* column as shown below. If your course outline is attached, it will say "view"

Transfer Credit Information for:

Student's Incoming Institution name	Term	Incoming Subject Area and Course No.	Grade	Course Outline Status	Transcript Status	George Brown Term	Program	GBC Subject Area and Course No.	Alter Subject Area and Course No.	Seq#. No.	Status
University of Toronto	Winter 2014 / Fall 2014	MGM A01 / MGM B01	70 / 77	View / View	Received-Electronic	Fall 2020	B400	MARK 1027		1	Under Review
University of Toronto	Spring 2014	MGT A36	67	View	Received-Electronic	Fall 2020	B400	MARK 4005		2	Approved

Number of Rows:2

CONTACT US

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