



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. When you know where to look, choosing the right course from your previous education is easy.

All applications for transfer credit must be received prior to 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 you apply for a transfer credit, check here to see if there are any that 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 and what course it is equivalent to at GBC, along with the program the GBC course is offered in. 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.

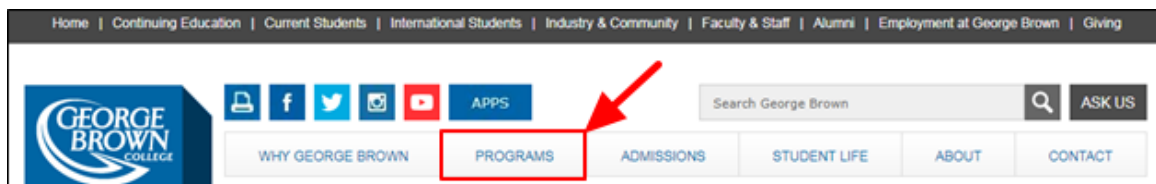
WHERE CAN I FIND THE INFORMATION I NEED AT GEORGE BROWN?

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 **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 go to the program page.



4. Click **Course Outline** to expand the section. Here you will find a list of courses that 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. If the course you need to take for your program requires more up-to-date learning, the transfer credit will be denied.

Course Outline of Your Previous Course

This must be attached to your application. It is used by subject matter experts to determine if the course you took previously 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 already received your official transcript, it should be sent to:

George Brown College
Transfer Credit Office
P.O. Box 1015, Station B
Toronto, ON

You may also drop off official transcripts to any Student Service Centre. Remember, don't open the envelope before submitting it or it is not considered official.

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 determine which courses to apply for. If you have already taken or received transfer credits for the maximum number of courses in a category, no further applications are required. See [Choosing Courses for a Transfer Credit Application-General Electives and Liberal Studies Electives](#) for more about the breadth requirements and exclusions for your program.