

Procedure Information	
Related to Policy No:	E-1.10
Approved by:	Education Council
Approval Date:	January 12, 2021
Date of Next Review:	January 2026

COLLEGE CREDENTIALS PROCEDURES

Definitions

1. **Adult Graduation Diplomas** are secondary school equivalency credentials offered by the College. Requirements for Adult Graduation Diplomas are governed by provincial legislation.
2. **Associate Certificates** are official College qualifications awarded in recognition of successful completion of programs of study which generally require a minimum of 9 credits or equivalent.
3. **Associate Degrees** are official College qualifications awarded in recognition of successful completion of two full years (60 credits) of university credit course work. Specific course requirements for Associate Degrees appear in the University Credit section of the calendar. Requirements for Associate Degrees are governed by provincial legislation; Education Council may define concentrations within these parameters.
4. **Awards of Participation** may be granted for educational pursuits which have not been reviewed by Education Council. There is no minimum period of study established and there is no formal evaluation of participants.
5. **Certificates** are official College qualifications awarded in recognition of successful completion of programs of study which generally require a minimum of 18 credits or equivalent.
6. **Citations** are official College qualifications awarded in recognition of successful completion of studies which last between six hours and five months. Citations incorporate an evaluation of the participant and, where appropriate in partnership arrangements, identify the partner. New citation credentials will no longer be created.

7. **Diplomas** are official College qualifications awarded for successful completion of programs which generally require a minimum of 60 credits or equivalent. A discipline specialization is met by completing nine or more credits in a given academic discipline.
8. **Letters of Successful Completion** may be granted for educational pursuits which have not been reviewed by Education Council. The minimum period of study is six hours and includes a formal evaluation of participants.
9. **Post or Advanced Diplomas** are official College qualifications awarded for successful completion of programs which generally require a minimum of 30 credits after the completion of either a two year diploma or at least two years of full time study in appropriate course work. Previous studies must have been undertaken at an institution recognized by the College of New Caledonia.
10. **Post Baccalaureate Diplomas** are official College qualifications awarded for successful completion of programs which generally require a minimum of 30 credits of specialized study in a discipline following the completion of a Bachelor's degree or equivalent.

Program in the context of these procedures is a College of New Caledonia (CNC) program curriculum that has been approved by Education Council and leads to a CNC credential.

Procedures:

1. Counting credits toward credentials:

- a. When obtaining multiple credentials, a minimum of 50 percent of the credits or equivalents used towards the subsequent credential(s) must be unique for the new credential to be obtained. If more than 50 percent of the credits are duplicated, electives may be substituted at the discretion of the Educational Administrator in order to achieve the unique credit requirement.
- b. For programs which have been revised or renewed, courses cannot be used twice to achieve the old and new credential.
- c. Electives used for a credential cannot be used a second time in a higher credential in the same program.

2. Residency Requirements:

- a. Students may transfer in up to 75 percent of the credits or equivalents to CNC if the credits are from within the province of British Columbia.
- b. Students may transfer in up to 50 percent of the credits or equivalent to CNC if the credits are from outside of the province of British Columbia.
- c. Students may transfer in a combination of in-province and out-of-province credits or equivalents to a maximum of 75 percent, as long as the out-of-province credits do not exceed 50 percent of the transfer.
- d. One College course will be considered sufficient to meet residency requirements for the BC Adult Graduation Diploma.
- e. Residency rates that differ from this policy are set by departments to fulfill their program and/or regulatory body requirements.

Procedure Amendment Log

Amendment Number:	Date:
0	June 14, 2011
1	June 9, 2015
2	January 21, 2021