



Procedure Title	Procedure No.	
College Credentials	E-1.10	
Executive Responsible	Administrator Responsible	
VP Student Affairs	Registrar	
Approving Body	Approval Date	Date of Next Review
Executive Committee	January 6, 2026	January 2031
Associated Policy and Resources		
College Credentials Policy E-1.10		

PURPOSE

These procedures define how credits are counted, transferred, and applied toward the achievement of CNC credentials. They ensure that each credential reflects distinct and progressive learning outcomes, establish residency requirements, and prevent duplication of coursework across multiple or revised programs. They provide a consistent and transparent framework that upholds the integrity, quality, and credibility of CNC credentials.

PROCEDURE**1. Counting Credits Towards Credentials**

- 1.1 Subject to the exemption listed in 1.2, 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.
- 1.2 In the case of stacked or laddered credentials, the 50 percent unique credit requirement will still apply to each individual credential, but will be evaluated as a whole at the combined level of the higher credential.
- 1.3 Electives may be substituted at the discretion of the Dean or designate, in consultation with the Registrar, to ensure students meet the unique learning requirements for each credential.
- 1.4 For programs which have been revised or renewed, courses cannot be used twice to achieve the old and new credential.
- 1.5 Electives credits applied towards the completion of one credential may not be re-applied toward a higher credential within the same program.

2. Residency Requirements

- 2.1 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

- 2.2 Students may transfer in up to 50 percent of the credits or equivalents to CNC if the credits are from outside the province of British Columbia
- 2.3 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 do not exceed 50 percent of the transfer.
- 2.4 One College course will be considered sufficient to meet residency requirements for the BC Adult Graduation Diploma.
- 2.5 Residency rates that differ from this policy are set by departments to fulfill their program and/or regulatory body requirements.

Definitions and Acronyms	
Adult Graduation Diploma	Are secondary school equivalencies credentials offered by the College. Requirements for Adult Graduation Diplomas are governed by provincial legislation.
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.
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.
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.
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.
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.
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.
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.
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.

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.
Stacked or Laddered Credentials	Are credentials where credits may overlap as part of a progressive pathway leading to a higher credential.
Supporting Information	
Related Policies, Forms, Documents, Websites	Awarding of a Posthumous Credential E-1.43 Transfer Credit and Advanced Standing E-1.44
Acts and Regulations	BC College and Institute Act Section 23(1)(n)