

# Policy

Procedure

College Standard

Standard Operating Procedure

Guideline

Local Practice



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

## PURPOSE

This policy establishes the framework by which the College of New Caledonia (CNC) awards credentials to students upon successful completion of approved programs. It defines the types of credentials offered by CNC and outlines how students may apply credits from other recognized institutions toward achieving a CNC credential.

## SCOPE

The policy applies to all credentials awarded by the College of New Caledonia to students registered with the College.

## GUIDING PRINCIPLES

1. The College of New Caledonia will award college credentials commensurate with the current requirements necessary to achieve the credentials. The type of credential granted for various forms of educational study is governed primarily by the number of credits granted to complete it.

## ROLES AND RESPONSIBILITIES

1. **Office of the Registrar** is responsible for:
  - 1.1 Approving and awarding CNC credentials.
2. **Dean or their designate** is responsible for:
  - 2.1 Recommending course substitution requests towards credential completion requirements within their School.

<b>Definitions and Acronyms</b>	
<b>Adult Graduation Diploma</b>	Are secondary school equivalencies credentials offered by the College. Requirements for Adult Graduation Diplomas are governed by provincial legislation.
<b>Associate Certificates</b>	Are official College qualifications awarded in recognition of successful completion of programs of study which generally require a minimum of 9 credits or equivalent.
<b>Associate Degrees</b>	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.
<b>Awards of Participation</b>	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.
<b>Certificates</b>	Are official College qualifications awarded in recognition of successful completion of programs of study which generally require a minimum of 18 credits or equivalent.
<b>Citations</b>	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.
<b>Diplomas</b>	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.
<b>Letters of Successful Completion</b>	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.
<b>Post or Advanced Diplomas</b>	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.
<b>Post Baccalaureate Diplomas</b>	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.
<b>Stacked or Laddered Credentials</b>	Are credentials where credits may overlap as part of a progressive pathway leading to a higher credential.
<b>Supporting Information</b>	
<b>Related Policies, Forms, Documents, Websites</b>	Awarding of a Posthumous Credential E-1.43 Transfer Credit and Advanced Standing E-1.44

<b>Acts and Regulations</b>	<a href="#">BC College and Institute Act Section 23(1)(n)</a>
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