

Policy Information	
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Approved by:	Education Council
Approval Date:	December 14, 2021
Date of Next Review:	December 2026

EDUCATION COUNCIL TEN YEAR TIMELINE FOR PROGRAM COMPLETION POLICY

Policy Statement

A student has ten (10) years to complete all courses required for a credential at the College of New Caledonia (CNC) including transfer credits.

Purpose / Rationale

This policy provides a consistent and equitable approach to students seeking enrollment advice and decisions regarding credential completion while applying the ten (10) year timeline. Given that knowledge base for all professional fields changes rapidly and that it is important that CNC students graduate with current knowledge and skills, CNC is implementing a maximum ten (10) year timeline for completion of credentials.

This policy also applies to students transferring into the College and the utilization of past courses towards CNC credentials.

Scope / Limits

This Policy applies to credentialed programs at CNC. It does not apply to credential programs that have their own specific shorter program completion deadlines as approved by Education Council.

This policy covers changes to program requirements or policy, which may include admissions criteria and new curriculum/graduating requirements that may have occurred while a returning student was absent from the College of New Caledonia.

Principles/Guidelines

New and Continuing Students at CNC

These students have ten years to complete all course requirements for credential after which courses older than ten years will begin to be discounted on a “rolling year” basis.

Example(s)

- Fall 2012 entry – student has until December 2022 to complete all course requirements for credential.
- Spring 2013 entry – student has until April 2023 to complete all course requirements for credential.
- Summer 2013 entry – student has until August 2023 to complete all course requirements for credential.

Returning Students at CNC

If a student has an enrollment break and must re-apply to their program to continue with their studies, it is highly recommended that these students obtain an updated program plan which will include all the courses required to complete their credential under the new intake year.

Transfer Credits

All courses transferred to CNC are recorded on a student's academic record under the original term the course was taken.

Pre-requisite Requirements

Courses, including transfers, completed outside the 10-year window cannot be used towards a CNC credential, but may be used to meet pre-requisite requirements unless a course has their own specific shorter pre-requisite timeline.

Student Recourse

Under exceptional circumstances, students who have course credit recognition denied due to the time limits imposed under this policy may discuss the decision with the Registrar and Educational Administrator responsible for the program area. The Educational Administrator, in collaboration with the Registrar, may consider granting an extension if a student can demonstrate that their course/program knowledge and skills have remained current.

To keep consistency in determining current course/program knowledge and skills, the Educational Administrator and Registrar may agree upon using an assessment method outlined in the Prior Learning Assessment and Recognition Procedures E-1.07. There are no fees associated with this assessment.

The decision to extend will be agreed upon by both the Educational Administrator and the Registrar and is considered final.

Definitions

1. **New Student:** A new student is one who submits an application and has never attended any courses or programs, other than general interest courses in Continuing Education at CNC.
2. **Continuing Student:** A continuing student is one who has registered in the current academic year and will continue to take classes in the same program in the next academic year. Unless the student has been required to withdraw, or is suspended, then the student can return to that program without reapplying.
3. **Returning Student:** A returning student is one who has experienced an enrolment break and must reapply to the institution. If readmitted, they will be governed by the general and program regulations/policy in effect at the time of readmission.
4. **Exceptional Circumstances:** Are unusual events or problems that are not likely to happen or exist very often, which a student did not expect and which stopped them from continuing on with their studies.

Legislative References

N/A

Links to Other Related Policies, Documents and Websites

Transfer Credit and Advance Standing E-1.44

Admission to the College E-1.01

Prior Learning Assessment and Recognition Procedures E-1.07

Policy Amendment Log

Amendment Number:	Date:
0	June 2014
1	December 2021
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