



Policy Information	
Policy No:	E-1.37
Approved by:	Education Council
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Date of Prior Reviews:	

## EDUCATION COUNCIL POLICY

### Policy Title

Ten Year Timeline for Program Completion

### Policy Statement

A student has 10 years to complete all courses required for a credential at 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 year timeline. Given that the knowledge base for all professional fields changes rapidly and it is important that CNC students graduate with current knowledge and skills, CNC is implementing a maximum 10 year timeline for completion of credentials.

This policy also applies with respect to students transferring into the College and 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** (beginning fall 2012)

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 August 2022 to complete all course requirements for credential.

Spring 2013 entry – student has until December 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** (beginning fall 2012)

If a student has been absent more than 12 months, then courses greater than ten years old are discounted and will not contribute toward credential requirements.

It is highly recommended that these students obtain an enrolment plan from academic advising, which should include:

All new or additional courses required to complete credential

Clear statement and communication to student on ten year time limit with course discounting.

If this student subsequently misses more than 12 months and then returns, a new approved enrolment plan should be obtained.

### **Transfer Credits** (beginning fall 2012)

Students transferring to CNC cannot use any courses in excess of ten academic years towards a CNC credential.

### **Student Recourse**

Students who have course credit recognition refused due to the time limits imposed under this policy may discuss the decision with the educational administrator responsible for the program area.

## **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, the student can return to that program without reapplying.

### **3. Returning Student**

A returning student is one who has experienced an enrolment break of greater than 12 months from the month of last attendance at the College. This student must reapply to the program and submit a new application fee. If readmitted, they will be governed by the general and program regulations/policy in effect at the time of readmission.