



Policy Information	
Policy No:	E-1.44
Approved by:	Education Council
Approval Date:	May 8, 2018
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Administrator Responsible:	Registrar

## TRANSFER CREDIT & ADVANCED STANDING POLICY

### Policy Statement

As a credit coordinating body, the College of New Caledonia (CNC) articulates programs and courses to facilitate student transfer. The regulations outlined in the procedure help ensure a standardized approach to the evaluation of external learning and provide a number of avenues to credential completion at CNC. The evaluation of external curriculum is a detailed process and may involve more criteria than what is outlined in the procedure. Each CNC program assesses courses or programs according to the requirement of the student's current program. While it is recognized that the evaluation of course work is different than full programs, the regulations stipulated in this policy apply to both individual courses and complete programs.

### Purpose / Rationale

The purpose of this policy is to outline the regulations that the College of New Caledonia applies in the assessment of external courses or programs for transfer credit to CNC. It guides "best practice" by establishing procedures aimed in helping faculty determine transferability criteria based on practices commonly found on the BC Council on Admissions and Transfer website, for evaluating external content, comparability of the material, characteristics, level of study, and the applicability of the work.

### Scope / Limits

This policy relates to all faculty who complete receiving transfer credit evaluations for CNC from post-secondary institutions and current students for both Canadian and International course transfer requests.

### Principles/Guidelines

1. The primary purpose of transfer is to increase student access to post-secondary education by facilitating mobility between other recognized institutions and CNC.
2. Courses or programs taken at recognized institutions will be considered through **transfer credit**. Learning achieved through life and work experience will be considered for recognition through **Prior Learning Assessment and Recognition (PLAR)**.
3. In all transfer arrangements the academic integrity of CNC's courses and programs must be protected and preserved.

4. Students who have completed courses / programs from other recognized institutions or agencies that are equivalent to CNC courses or levels of study may be granted transfer credit.
5. Students may receive advanced standing for the completion of Advanced Placement (AP) or International Baccalaureate (IB) courses in accordance with CNC's established equivalencies and minimum acceptable grade/scores.
6. Whenever possible, direct (assigned) credit will be granted for specific courses or disciplines rather than unassigned credit in an unspecified area, in order to maximize a student's ability to satisfy program requirements and/or course pre-requisites.
7. In keeping with the Admission to the College Policy, all requests for transfer credit require the submission of official documentation sent directly to CNC from the issuing institution.
8. The Registrar or designate is responsible for the approval of all transfer credits.

### Definitions

Refer to the Definitions section of the Transfer Credit & Advanced Standing Procedures.

### Legislative References

[College and Institute Act](#)

### Links to Other Related Policies, Documents and Websites

[E-1.01 Admission to the College Policy](#)

[E-1.07 Assessment of Prior Learning Policy](#)

[E-1.10 College Credentials Policy](#)

[E-1.37 Ten Year Timeline for Program Completion Policy](#)

[E-1.15 Student Refund Policy](#)

How to Evaluate Transfer Credit (see Procedures)

[BC Transfer Guide](#)

### Policy Amendment Log

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