**APPROVED NWIC INSTITUTIONAL DATA GLOSSARY**

**ABE/ High School Equivalency (GED) Students [NWIC]: Students taking Adult Basic Education (ABE) including instruction in basic reading, writing, math, High School Equivalency (GED) test preparation courses. (IRC)**

**ABE Courses [NWIC]: An adult basic education (ABE) course offered for students to strengthen their basic academic skills in English, math, reading and social studies. (IRC)**

**Academic Year [NWIC]: The academic year ranges from July 1 thru June 30th with Summer quarter being the beginning quarter and the following Spring being the end.**

**Admissions Yield:** the percent of students who choose to enroll at NWIC after having been offered admission.

**Associate of Applied Science-Transfer Degree (A.A.S.-T.) [NWIC]:** The Associate of Applied Science-Transfer (A.A.S.-T.) degree is built upon the technical courses required for job preparation and includes a college level general education component. The gener­al education courses for the A.A.S.-T. degree is drawn from the list of associate degree courses generally accepted in transfer. The Associate of Applied Science-Transfer is a professional-techni­cal degree with a core of general education courses commonly accepted in transfer. In general, professional-technical degrees are not designed for transfer to other colleges or universities; however several four-year colleges and universities have specific bachelor degree programs that accept the Associate in Applied Science-Transfer degree. A cumulative G.P.A. of at least 2.00 in courses numbered 100 to 299 is required for completion of the A.A.S.-T. degree. (CG)

**Associate of Arts and Sciences (A.A.S.) Degree [NWIC]:** The Associate of Arts and Sciences (A.A.S) degree, commonly re­ferred to as the “Direct Transfer Agreement (D.T.A.),” is designed primarily for students intending to transfer to a bachelor’s program at NWIC or other college or university. The Associate of Arts and Sciences degree requires completion of a minimum of 90 credits in courses numbered 100 to 299 with specified general education requirements and is accepted as fulfillment of the general liberal arts requirements for transfer to NWIC bachelor’s programs and by Washington State four-year institutions. A cumulative G.P.A. of at least 2.00 in courses numbered 100 and above is required for completion of an A.A.S. degree. Students intending to transfer to a bachelor’s program at another college should consult with an ad­visor since some colleges may have different degree requirements. Early contact with the admissions office at the transfer institution will help ensure that entrance requirements for specific majors are completed. (CG)

**Associate of Science Transfer Degree (A.S.T.) [NWIC]:** The Associate of Science Transfer (A.S.T.) degree is awarded for completion of programs directed at the professional and technical levels. Students must complete a minimum of 90 credits in cours­es 100 or above, with a specified number of credits completed in the science core. The A.S.T. is designed to meet prerequisites for entrance into a four-year college or university science program in Washington State. General education credits are reduced therefore transfer students may need to take general education requirements after transfer. Students are urged to consult with an advisor prior to the selection of courses to ensure that they meet the requirements of the college or university to which they plan to transfer. Early contact with the admissions officer of the transfer institution will help ensure that entrance requirements for specific majors are completed. Many of the courses are prerequisite to or specifically supportive of the technical degree programs. A cumulative GPA of at least 2.00 in courses numbered 100 to 299 is required for completion of the A.S.T. degree. (CG)

**Associate of Technical Arts Degree (A.T.A.) [NWIC]:** The Associate of Technical Arts (A.T.A.) degree represents a program of study designed for immediate application within an occupational field. This degree places early concentration on the skills and technical aspects of the student’s chosen occupational field. Although the occupational degree program may contain courses transferable to other colleges, transferability of credits remains the sole prerogative of the college or university to which the student transfers. Students must complete a minimum of 90 credits including specified core and related instructional require­ments. General education requirements vary, depending on the degree. A cumulative G.P.A. of at least 2.00 in courses numbered 100 to 299 is required for completion of the A.T.A. degree. (CG)

**Award of Completion [NWIC]:** An academic program consisting of a set of college courses that focus within a particular area of study and usually does not contain a general education requirement. The courses within an award of completion may be a subset of the core courses in a program of study, in which case the courses may be applied toward completion of a program of study. Awards of completion contain fewer than 45 credits and will usual­ly contain at least 20 credits. Awards of completion do not qualify for Federal Financial Aid. When requirements are met of a particular award of completion program, the award will be indicated on a student’s transcript. In general, an award of completion may be for used for specific training needs such as casino management or advanced use of digital media tools. (CG)

**Bachelor of Arts (B.A. or BA) Degree [NWIC]:** A bachelor degree in a field of study other than the natural or physical sciences, which may include multiple fields of study not primarily in the natural or physical sciences. (CG)

**Bachelor of Science (B.S. or BS) Degree [NWIC]:** A bachelor degree in the natural or physical sciences. (CG)

**Bachelor Degree [NWIC]:** A degree awarded upon completion of a program of study con­sisting of a minimum of 180 credits that focuses on a particular field of study. A bachelor degree is also called a baccalaureate degree. (CG)

**Census Date [NWIC]**: Typically the third Thursday in FA, WI & SP quarters and the second Thursday in SU quarter that marks the last date for students to officially withdraw from fee-based courses and get 100% refund of charges. It is also the last day to sign up for “S/U” grading or to drop without a “W” on their transcript.

**Certificate [NWIC]**: This is the title given for the completion of a program of study below the associate level requiring a minimum of 45 credits and official confirmation by NWIC signifying successful com­pletion of that program of study. (CG)

**Class**: The specific implementation of a course with a section code, i.e., ENGL 101 section NP, in a particular quarter where the section code identifies its delivery method and location.

**Class Definitions: (highlighted is actual definition,** the rest is for further clarification)

Asynchronous delivery (IL location)

**Independent Learning Class (section code IL):  a class in which students study asynchronously and individually under the direction of an instructor.** While IL classes do not have scheduled face-to-face meeting times or locations listed in the quarterly class schedule, the class may include synchronous interactions between the student and instructor as mutually determined.

**Online Learning Class (section code OL):  a class in which students study asynchronously using an online learning management system.**  While OL classes do not have scheduled face-to-face meeting times or locations listed in the quarterly class schedule, the class may include synchronous interactions between the student and instructor as mutually determined.

**Learning Contract Class (section code LC):  a class in which one student studies asynchronously and individually under the direction of an instructor according to a learning contract developed together by the student and instructor.** While LC classes do not have scheduled face-to-face meeting times or locations listed in the quarterly class schedule, the class may include synchronous interactions between the student and instructor as mutually determined. LC classes are implemented in two circumstances:

1. A one-time individualized studies class for a course that doesn’t exist in the catalog. The course must be numbered 189, 289, 389, or 489 (also known as, x89). All x89 classes require a learning contract.
2. A class for an existing course that is implemented for a single student. The course is coded with the existing course’s subject code and number, not x89, and requires that the student complete a learning contract form, which may have a syllabus for the existing course attached, and the student must meet the approved course outcomes for that course.

Synchronous delivery and in-person

* **On-campus class (Lummi campus: section codes A, B, etc., N used for night classes starting at 5:00 p.m. or later; Extended Campus sites: section codes MS, NP, NI, PG, SW, or TU):  a class in which students participate synchronous and in-person at the Lummi or one of the extended campus sites.**
* **Workforce Education class (Lummi WFE: section codes A, B, etc., N used for night classes starting at 5:00 p.m. or later; Extended Campus sites WFE: section codes MS, NP, NI, PG, SW, or TU):  a synchronous class for a workforce education course.** Workforce education courses are created for specific workforce needs and are distinct from regular college credit courses. Workforce education courses may have decimal credits to the hundredth place (e.g., 3.25 credits). They are treated as laboratory courses when scheduling the appropriate amount of contact time, i.e., 20 hours of contact time per quarter for each credit awarded. Workforce courses do not appear in the print or online college catalog even though they are listed as active in the electronic catalog. Even though they normally have scheduled contact times the meeting times do not appear in the quarterly class schedule.

Synchronous delivery and not in-person (TELEC location)

* **Telecourse (section code TC):  a class in which students participate synchronously via ITV and not in-person.** Students may be at any location with an ITV connection other than the originating location of the class, typically at an extended campus site. TC classes require structured face-to-face meeting times (but not location) to be listed in the quarterly class schedule.
* **Videoconferencing class (section code VC): a class in which students participate synchronously via videoconferencing other than ITV and not in-person.** Students may be at any location with a high-speed internet connection other than the originating location of the class. VC classes require structured face-to-face meeting times (but not location) to be listed in the quarterly class schedule.

**Notes:**

1. The hybrid delivery method definition aligns with the approved NWIC Credit Hour Policy. Only synchronous classes can be delivered as a hybrid. A hybrid class always has an “H” at the end of its sections code. For example, section AH signifies a hybrid in-person face-to-face class on the Lummi Campus, section SWH signifies a hybrid in-person face-to-face class on the Swinomish Campus, and section VCH signifies a hybrid face-to-face class in which students attend via videoconferencing other than ITV and not in-person. IL classes (IL, LC, and OL) cannot be made into a hybrid as they are already asynchronous.
2. OLH classes originating from an extended campus site will use that site’s location code for the hybrid on-campus class, i.e., PGH for students attending in-person at the PG site, plus a VCH section for students attending at a distance via videoconferencing, including those at the Lummi campus (as of Winter 2016).

Prior Learning Experience

Prior Learning Experience (PLE) classes are section code PL. Prior Learning Experience (PLE) credits may be awarded for life and job experiences that are comparable to NWIC courses. Experiences may include job activities, volunteer work, work­shops, seminars, creative writing, cultural activities, travel, art­work and independent research.

Students must register for the credits they are requesting to receive through the prior learning experience. The number of PLE credits a student may obtain is dependent upon the type of degree sought. The maximum total PLE credits a student can take are 15 for the as­sociate of arts and sciences or bachelor’s degree and 22 for the associate of technical arts degrees.

**Class Delivery Methods:** The term “delivery method” describes the way in which course content is delivered in a particular class. NWIC has identified three delivery methods: synchronous delivery (requiring real-time interaction), asynchronous delivery (not requiring real-time interaction), and a hybrid of synchronous and asynchronous delivery. All courses, regardless of delivery method or location, must meet the same approved course outcomes and the same course standards. NWIC uses three methods to deliver classes:

1. **Synchronous** (also called face-to-face) – a class that focuses on concurrent, collective, and collaborative learning amongst students requires regularly scheduled contact times between instructor and students, which may be in-person or at a distance, and is listed in the quarterly class schedule. In-person means that the student is in the same physical location as the instructor. The regularly scheduled meeting times in the quarterly schedule constitutes the required contact time for the particular course type. Synchronous contact time occurs in real time, meaning that the students and instructor are engaged in learning activities simultaneously. Synchronous learning activities can include a broad range of methodologies, i.e., lecture, discussion, group projects during class time, labs, studio, videos watched as a class, videoconference discussions, real-time document sharing and editing, etc. The class may meet in-person at a particular location or it may meet at a distance via a scheduled synchronous method, such as ITV, Skype, Zoom, Canvas, or other tools. Synchronous classes may include asynchronous electronic, online resources, or a learning management system, such as Canvas, in which case these resources are treated as ancillary to print or other resources (textbook, handouts, etc.) and not as central, required asynchronous components of the class, as in asynchronous and hybrid delivery methods. Any of the course types can meet synchronously.
2. **Asynchronous** – a class that may be self-paced, individual or intermittently collaborative, requires that the content of the class be delivered using methods that do not rely on structured meeting times, and that no regularly scheduled contact times are listed in the quarterly class schedule.. Asynchronous delivery does not occur in real time, meaning that class learning activities need not be carried out simultaneously. Independent learning, learning contracts, and online classes are asynchronous class types. This delivery method does not preclude face-to-face meetings between faculty and students or between students and other students, only that there is no required scheduled synchronous meeting times listed in the quarterly class schedule. Online tools, i.e., Canvas, may have both synchronous components using real-time videoconferencing, and asynchronous components, such as discussion boards, streamed video and audio files, blogs, wikis, document sharing, assignments completed outside scheduled class times, etc.
3. **Hybrid** – a class in which part of the contact time of a synchronous/face-to-face class is replaced by a required asynchronous component, thus reducing the amount of required scheduled contact time. Hybrid classes are typically 50% synchronous and the remainder asynchronous although they may be implemented between 25% and 75% synchronous and the remainder asynchronous. A hybrid class with an average time commitment of half as many hours of face-to-face time per week as a standard synchronous class, which may be in-person or at a distance, and a commensurate increase in the time students are expected to spend out of class on asynchronous class work. The asynchronous component may include an online or an independent learning component. Hybrid classes may have less than or more than half as much synchronous time as a standard synchronous class, in which case the expected student commitment to the asynchronous component is increased or decreased as needed to represent an average of 3 hours per week or 30 hours per quarter for each credit earned. For example, a 4 credit hybrid class may be scheduled to have between 1 and 3 hours of scheduled synchronous time each week with the remaining required time delivered asynchronously. The amount of time a particular class will actually meet synchronously is specified in the quarterly class schedule, which will be fewer hours than the non-hybrid class, and is not to be changed on-the-fly during the quarter. Hybrid classes are also sometimes referred to as blended classes.

**Class Standing [NWIC]**: **E**ach student’s class standing is calculated based on credits earned from Northwest Indian College, defined as follows:

* **Freshmen**- A student who has completed fewer than 45 college level\* credits.
* **Sophomores** - A student who has completed at least 45 and fewer than 90 college level credits. A student who has completed 90 or more college level credits but has not declared a baccalaureate program of study will be considered a sophomore.
* **Junior** *–* A student who has completed at least 90 and fewer than 135 college level credits and has declared a baccalaureate program of study.
* **Senior** - A student who has completed at least 135 college level credits and has declared a baccalaureate program of study.

\* College level courses are those courses numbered 100 and above. (CG)

**Cohort [NWIC]:** Traditional new first-time, first-year students, enrolled in the fall term as collected in the College’s annual census. The cohort’s enrollment and registration are tracked over time for the purposes of calculating retention and graduation rates.

**Common Data Set [NWIC]**: Common fields of data that are needed regularly for reporting purposes.

**Community Education Activity (CEA) [NWIC]**: A class, workshop or event whereby learning is used for both individual and community enrichment. Examples: Berry Festival at Muckleshoot, Lip Balm Making, Early Childhood Education presentations, Women’s Wellness sessions, etc. (AIMS/AKIS) (IRC)

**Continuing Education Units (CEUs) [NWIC]: Tuition-free, non-credit courses with the suffix ‘U’ are CEUs. CEUs do not have lab, materials or other fees as do credit courses. CEUs do not qualify for regular academic credit and therefore, do not apply to any degree or program of study. (CG)**

**Course Code**: a “course” has a subject code and course number, i.e., ENGL 101, and is independent of its delivery method in any given quarter.

**Course Types [NWIC]:**  a course’s type describes the primary type of instruction used to deliver the content of a course. Examples include lecture, laboratory, physical education, and internship. Course type is not determined by the delivery method or location where the course is taught and applies to all instances in which the course is taught. Each course type has a predetermined allocation of time in the following three components[[1]](#footnote-2):

1. Structured synchronous contact time which includes, but is not limited to, lecture, seminar, or discussion;
2. Structured synchronous contact time which includes, but is not limited to, laboratory or studio;
3. Unscheduled time students spend addressing course requirements, may include, but is not limited to, online activities, independent or group activities, reading, studying, problem solving, writing, and other forms of preparation.

The amount of time devoted to these three components must total at least 30 hours per quarter for each credit or an average of 3 hours per week for each credit during a standard 10-11 week quarter.

Course Types defines the contact time to credit ratio as follows:

1. **Lecture only** – consists primarily of scheduled synchronous lecture or seminar activities. For each credit earned, students are expected to spend an average of 1 hour per week in scheduled structured lecture, whether in-person or at a distance using videoconferencing, such as ITV, and 2 hours per week in unscheduled activities. Lecture is the default course type unless the course satisfies one of the other course type definitions. Lecture can include seminar, discussions, and other learning activities.
2. **Laboratory only** – consists primarily of scheduled synchronous laboratory or studio activities. For each credit earned, students are expected to spend an average of 2 hours per week in scheduled structured laboratory, whether in-person or at a distance using videoconferencing, and 1 hour per week in unstructured activities.
3. **Lecture and laboratory** – The course consists of a mixture of lecture and laboratory course types. The lecture portion of the course follows the lecture only definition and the laboratory portion of the course follows the laboratory only definition. The relative allocation of lecture and laboratory portions can be determined each time the course is implemented. For example, a 5 credit lecture and laboratory course expects that students devote an average of 15 hours to the class per week (5 credits x a total of 3 hours per credit). Four (4) of the 5 credits may be allocated to lecture (4 hours/week) and the remaining one credit allocated to laboratory (2 hours/week). The remaining 9 hours/week of student time is allocated to unstructured unscheduled activities. Alternately, 3 credits may be allocated to lecture (3 hours/week) and 2 credits may be allocated to laboratory (4 hours/week), if a greater lab component is necessary, as is typical of higher-level courses. The remaining 8 hours/week of student time is allocated to unstructured unscheduled activities.
4. **Physical Education** – consists entirely of scheduled synchronous physical education activities. For each credit earned, students are expected to spend an average of 3 hours per week in scheduled structured physical education activities with no additional time required for unscheduled activities. This course type is only used for courses with the PHED subject code, although a course with a PHED subject code may have another course type, as appropriate.
5. **Internship/Practicum** – consists entirely of internship, practicum, or field study activities. For each credit earned, students are expected to spend an average of 4 hours per week or 40 hours per quarter in internship or practicum activities and no additional time is required for unscheduled activities.

The course type for a particular course (for example, ENGL 101) is specified using the NWIC Curriculum Committee course creation or course revision form and cannot be changed without Curriculum Committee approval. The description of course type and each of the five course types above is consistent with and elaborated on in the approved NWIC Credit Hour Policy.

**Degree [NWIC]:** A degree is a title given for the completion of a program of study at the associate or higher level and official confirmation by NWIC signifying the successful completion of that pro­gram of study. Degrees awarded are indicated on a student’s transcript. Degrees available at NWIC are at the associate (A.A.S., A.S.T., A.A.S.-T., and A.T.A.) and baccalaureate (B.A. and B.S.) levels. (CG)

**Degree/Certificate Students [NWIC]**: Students taking credit courses who have declared a major, whether a degree or certificate. (SSR)

**Degree-Seeking Student [NWIC]:** A student taking credit courses that may be used to obtain a degree, but they haven’t actually declared a program of study. (SSR)

**Discount [NWIC]:** NWIC provides discounts for those who meet certain criteria, which means they are charged at the same rate as a Resident student. Discount determination rests with Admissions.

**Distance Learning Modalities [NWIC]**: Courses not taught in a traditional classroom setting such as: Online (OL), Telecourse (TC) and Independent Learning (IL) courses. See individual definitions for these types of modalities.

**Drop Out [NWIC]**: When a student abandons a course or courses without following the withdrawal procedure.

**Extended Campus Sites [NWIC]:** Full-service site where NWIC employs a site manager. See also “Sites.”

**Faculty Discretionary Drop (FDD) [NWIC]:** If a student fails to attend all class meetings the first two weeks of the quarter and makes no contact with the instructor(s), then the instructor(s) have the option of exercise a FDD for that student without obtaining the student’s signature. (CG)

**First Generation college student**: (1) A student neither of whose natural or adoptive parents received a baccalaureate degree; (2) A student who, prior to the age of 18, regularly resided with and received support from only one parent and whose supporting parent did not receive a baccalaureate degree; or (3) An individual who, prior to the age of 18, did not regularly reside with or receive support from a natural or an adoptive parent. (TRiO)

**First Year Experience (FYE) Core Courses [NWIC]**: First time, full time students, with <45 credits, enrolled in one of the following FYE courses: CMPS-101, CMST-101, ENGL-098 (beginning AY12 when CMST-101 replaced SPCH-105 as a requirement), HMDV-110, MATH-099 with “C” grade or better, including hybrid classes. (IRC)

**Foundational Courses [NWIC]**: CSOV-101, CSOV-102, CSOV-120, CSOV-130, ECON-250, EDUC-202 and POLS-225. Completion rate (“C” grade or better) for these courses is used in the IRC. (IRC)

**Full Time Equivalent (FTE) – Quarterly [NWIC]:** The sum total of all credits and continuing education units (CEU) taken by NWIC students in a given quarter divided by 12.

*Note: a full course load is considered to be 16 credits; a full-time equivalent student is a student taking at least a ¾ load (12 credits per quarter) or more. A student successfully completing at least 16 credits per quarter of the required courses should complete an associate degree in two years or baccalaureate degree in four years. A student successfully completing at least 12 credits per quarter of the required courses should complete an associate degree in three years or a baccalaureate degree in 6 years.*

**FTEs – Annualized [NWIC]**: Annualized FTE is calculated by the sum of the annual student credit hours divided by 36. Total credits for summer, fall, winter and spring enrollments\*, divided by 36 (the equivalent of 12 credits [FT] X 3 qtrs). \*One enrollment = the credits attached to that course.

**FTEs – Quarterly [NWIC]**: Total credits per quarter for all enrollments\*, divided by 12. \*One enrollment = the credits attached to that course.

**Full-Time Student [NWIC]:** A student enrolled for 12 or more quarter credits.

**Graduation Rate (2-year degree) [NWIC]:** The percentage of 2-year program-of-study Fall cohort students who completed within 3 years (150%). (SSR)

**Graduation Rate (4-year degree) [NWIC]:**  The percentage of 4-year degree-seeking Fall cohort students who completed within 6 years (150%). (SSR)

**Headcount [NWIC]:** Number of individual people, whether full-time or part-time.

**Headcount – Annualized [NWIC]**: Total number of individual students enrolled summer, fall, winter and spring quarters, divided by 3.

**Headcount – Averaged [NWIC]**: (Annual) Average headcount is the sum of Fall, Winter, and Spring quarters divided by 3.

**Headcount – Duplicated [NWIC]**: Total number of students counted more than once – for instance, a student may be in more than once class and would be counted in each class.

**Headcount – Quarterly [NWIC]**: Total number of individual students enrolled per quarter.

**Headcount – Unduplicated [NWIC]**: Actual number of individual students – a student is only counted once when extracting data, regardless of the number of courses, terms enrolled or credits taken – for instance, a student would be counted only once even if enrolled in more than one term, etc.

**High School Equivalency (GED®) [NWIC]:**  General Education Degree (see ABE/ High School Equivalency (GED®)).

**Independent Learning Courses [NWIC]**: A modality of learning available for students unable to take face-to-face or online courses whereby students study individually under the direction of an instructor. Plans of instruction are based upon learning units and the student is accountable for maintaining regular communications even though they may never meet. See also Class Definitions for additional details. (ILH)

**Indian Student Count (ISC) [NWIC]:** The number of FTE American Indian/Alaska Native Students enrolled according to a specific formula, for the purposes of distributing funds under the Tribally Controlled College Assistance Act, P.L. 95-471 (TCCAA).

**ISC Calculations [NWIC]**: “Indian Student Count” means a number equal to the total number of Indian students enrolled in each tribally controlled college or university, on the basis of the quotient of the sum of the credit hours of all Indian students so enrolled, divided by twelve. An Indian student count calculation for any given semester/quarter is as follows: TCH / 12 = ISC

• TCH (Total Credit Hours) is the total number of Part-Time, Full-Time and Continuing Education Units (CEU) of any given academic term.

• The academic term’s ISC is determined by dividing the TCH by 12.

• Credit hours converted from CEU’s are counted toward the computation of the ISC. The formula for conversion of CEU’s to credit hours will be: 15 contact hours for one semester credit hour, 10 contact hours for one quarter credit hour.

**ISCs – Annualized [NWIC]**: Total credits for summer, fall, winter and spring enrollments\* of Resident (“R”) and Pending (“P) students, divided by 36. \*One enrollment = the credits attached to that course.

**ISCs – Averaged [NWIC]:** (Annual) Average ISC is the Total ISC plus the allowable 10% CEU ISC, divided by 3.

**ISCs – Quarterly [NWIC]**: Total credits per quarter for all enrollments\* of Resident (“R”) and Pending (“P”) students, divided by 12. \*One enrollment = the credits attached to that course.

**Modalities [NWIC]:**

* + **In-person: the student is in the same physical location as the instructor.** Communication is not mediated through the internet or other means that allows the student to interact with the instructor at a distance, such as ITV or videoconferencing. Even though the student is located in the same physical location as the instructor, it does not preclude the student from interacting synchronously with other students at a distance via ITV or videoconferencing, nor does it preclude students from interacting asynchronously as part of the class.
* **Synchronous (face-to-face) class: a class that focuses on concurrent, collective, and collaborative learning amongst students, requires regularly scheduled contact times between instructor and students, may be in-person or at a distance, and is listed in the quarterly class schedule.**
* **Asynchronous class: a class that may be self-paced, individual or intermittently collaborative, requires that the content of the class be delivered using methods that do not rely on structured meeting times, and that no regularly scheduled contact times are listed in the quarterly class schedule.**
* **Hybrid class: a class in which part of the contact time of a synchronous/face-to-face class is replaced by a required asynchronous component, thus reducing the amount of required scheduled contact time. Hybrid classes are typically 50% synchronous and the remainder asynchronous although they may be implemented between 25% and 75% synchronous and the remainder asynchronous.**

**Modality or Mode of Learning [NWIC]:** Northwest Indian College offers courses through several modalities including: face-to-face (Lummi – A, B, N), telecourse (TC); on-line (OL), independent learning (IL), learning contract (LC) including hybrid classes. See also Class Definitions for additional details.

**Non-Degree/Non-Certificate Students [NWIC]**: Students taking credit courses who have not declared a major (degree or certificate). (SSR)

**Non-Resident (“N”) Student [NWIC]**: Students who do not meet criteria for Pending or Resident, including those who have self-declared Native ethnicity, but have confirmed they are not enrolled nor can they prove Indian ancestry.

**Off Campus [NWIC]:** All sites other than Main (Lummi) Campus, including Extended Campus Sites.

**Online Learning/Courses [NWIC]**: A modality of learning where all communication between faculty and student(s) is done by way of electronic communication. See also Class Definitions for additional details.

**Pending (“P”) Student [NWIC]**: A student who has self-reported Native American ethnicity and has not provided written documentation of tribal membership to the College.

**Program of Study (POS) [NWIC]**: A credit student who has declared a degree (certificate, transfer, etc.).

**Resident (“R”) Student [NWIC]**: Students who (1) are enrolled as members of a federally recognized tribe or Alaska Native Corporation, or (2) a biological child of a federally registered tribal member – living or deceased, or (3) are covered by the Jay Treaty and documentation has been provided to NWIC. (CG)

**Retention Numbers [NWIC]:** unduplicated headcount of UG only students who completed at least one credit in one (fall for fall-to-fall retention) quarter, and then the number who completed at least one credit the following (fall) quarter. (SSR)

**Retention Rate:** a measure of academic progress of a cohort of students from term to term or year to year. These include ‘Fall to Fall’, and ‘Quarter to Quarter’ retention expressed in a percentage of students retained.

**Retention - Fall to Fall [NWIC]**: The number of students who completed at least one credit in their first fall quarter, and then the number who completed at least one credit the following fall quarter for undergraduate (UG) students only. (SSR, IPEDS)

**Sites [NWIC]**: Official sites where NWIC employs a site manager. (NWCCU)

**Successful Completion Rate [NWIC]**: Total number of students who completed a course with a “C” or better divided by the total number of students who took the course. (IRC)

**Telecourses [NWIC]**: a method or modality of learning that involves face to face learning by way of synchronous videoconferencing, providing real-time interaction of staff and students between multiple sites or locations. Also referred to as interactive telecourses (ITV). See also Class Definitions for additional details.

**Term [NWIC]:** Northwest Indian College operates on the quarterly term system. In the student information system, the “Term” code definitions are: 10 = Summer, 20 = Fall, 30 = Winter, 40 = Spring.

**Training Program [NWIC]:** a set of courses, which may include continuing education units or (C.E.U.s) or credit courses, including special topic credit courses (numbered 188,288,388 or 488) that focuses on a training need and usually does not require a general educa­tion component. Training programs are usually created as a short term quick response to training needs. Completion of a training program is acknowledged with a printed document is­sued by the department overseeing the program. Completion of a training program is not indicated on a student’s transcript with a date conferred as with the completion of a degree, cer­tificate or an award of completion, however, credit courses and C.E.U.s taken are recorded on the student’s transcript.

**Undeclared [NWIC]**: Students who have not declared a major (program of study), such as an Award of Completion, Certificate, 2-year Associate degree or 4-year Bachelor’s degree.

**Withdrawal – Official [NWIC]:** Indicates that a student officially withdrew from a course by completing the proper paperwork through the registration process according to scheduled dates. Official withdrawals occurring after the third week of fall, winter and spring quarters and the second week of summer quarter are posted on the student’s permanent record as a ‘W’ in the grade column on the transcript. (CG)

**Workforce Program Students [NWIC]**: Students who need a credential or training to get a job, or for employer’s incumbent workers who need skills to keep a job, improve in a job, or move up in a job, generally offering an industry-recognized credential or certificate. (SSR)

**Abbreviated References:**

AIMS – AIMS Key Indicator System

CG – Catalog

FDD – Faculty Discretionary Drop Policy

ILH – Independent Learning Handbook

IPEDS – Integrated Postsecondary Education Data System

IRC – Institutional Report Card

NWCCU – Northwest Commission on Colleges and Universities

PP - Program Prioritization

SSR – Student Success Report

TRiO – TRiO Student Support Services

1. Course type definitions are based upon a synchronous delivery method. Course types can be adapted to asynchronous and hybrid delivery so long as expectations for student achievement of course outcomes and other course standards are maintained. [↑](#footnote-ref-2)