

	Title: Admission and Placement Policy	POL-313 Revision # 0.0
Prepared By:	Victoria Retasket/Dean of Students	Date Prepared: 09/23/2015
Approved By:	College President's Signature 	Date Approved: 12/09/2015
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313.1 POLICY STATEMENT

Northwest Indian College primarily focuses on recruiting Native American, Alaska Native, and Canadian First Nations students, but has an open admissions policy. This means that anyone who has graduated from high school or the equivalent prior to enrollment may be accepted into Northwest Indian College.

Students who are under the age of 18 without a High School Diploma or the equivalent must obtain permission from their parent or legal guardian and the school district. NWIC follows all state rules and regulations regarding Educational programs or other programs serving students under the age of 18, such as Running Start.

Students who do not have a high school diploma or the equivalent may also take the college placement test to determine eligibility for Ability to Benefit from the education or training offered. Student's ability to benefit is demonstrated through the college placement test scores.

Students who have had a lapse of enrollment of one year must reapply for admission.

313.2 PURPOSE

The institution adopts and adheres to admission and placement policies that guide the enrollment of students in courses and programs through an evaluation of prerequisite knowledge, skills, and abilities. These admission and placement policies assure a reasonable probability of student success at a level commensurate with the institution's expectations. The college's policy regarding continuation in and termination from its educational programs—including its appeals process and readmission policy—are clearly defined, widely published, and administered in a fair and timely manner.

313.3 SCOPE

Students who are not prepared to begin college-level courses are provided with a wide variety of developmental course work designed to enable them to prepare for more advanced study and to pursue programs suited to their interests and aptitude.

All new students pursuing a program of study at NWIC are required to complete the placement test. The results of the placement test help students and their advisors in the selection of courses appropriate to

the student's academic ability. Adult Basic Education students working towards their GED, either at NWIC or other institutions can access testing at the Testing Center.

313.4 BACKGROUND

NWIC currently follows the 'Open Admission' policy which is unselective and non-competitive. The Open Admission policy was adopted to reduce barriers to higher education, including those from lower income or underprivileged backgrounds. Increasing accessibility to those who desire a college education is part of the strategic plan. The policy allows students with a wide range of potential to attend college, including students who place into developmental education courses.

313.5 PROCEDURE

New and returning students who plan to attend Northwest Indian College must complete certain admission procedures, including, but not limited to:

313.5.1 Submit a Northwest Indian College Application for Admission. The application fee is \$10.00. Online applications are available for students to complete. In addition, an application packet may be obtained from the Office of Admissions on the Lummi Campus or at any Instructional Site. Applications may also be downloaded from the NWIC website at www.nwic.edu or requested in the following ways:

Phone or fax: (360) 392-4269

Mail: 2522 Kwina Rd., Bellingham, WA, 98226

E-mail: admissions@nwic.edu

313.5.2 Submit documentation of an earned High School Diploma, GED, or earned prior college credit/degree. Students who do not have a high school diploma or the equivalent may take the college placement test to determine eligibility for Ability to Benefit or complete Running Start paperwork.

313.5.3 Submit documentation of enrollment in a federally recognized Tribe (if applicable).

- Send a copy of Tribal certification, Tribal enrollment card or letter of documentation from Tribe.
- If the student does not have a copy of his/her Tribal enrollment verification, he/she should contact their Tribal enrollment office and request verification be sent to the Northwest Indian College Admissions Office.

313.5.4 Complete the college placement test. Placement testing is available at the main Lummi Campus and several off campus Instructional Site locations. The placement test is available by appointment or on a drop-in basis on scheduled days throughout the academic year. GED and other certifications are available by appointment only. Directions for making an appointment are available through the Northwest Indian College website.

313.5.5 Submit official transcripts from all previously attended colleges and universities (if applicable) as soon as possible but no later than the end of the first quarter of enrollment at Northwest Indian College (students requesting credit to be transferred must complete a Transfer Evaluation Request Form, available from the Office of Admissions, Enrollment Services, or from any Instructional Site), transfer credit is not

automatically awarded. This process may take 6-8 weeks. For priority consideration of financial resources, early application for Financial Aid and Admission to Northwest Indian College is strongly advised.

313.5.6 Complete any additional paperwork that may be required.

313.6 RELATED INFORMATION

The Northwest Indian College Catalog contains relevant information on Admission, Registration & Academic Information.

313.7 REVIEW DATE

This policy is to be reviewed every three years.