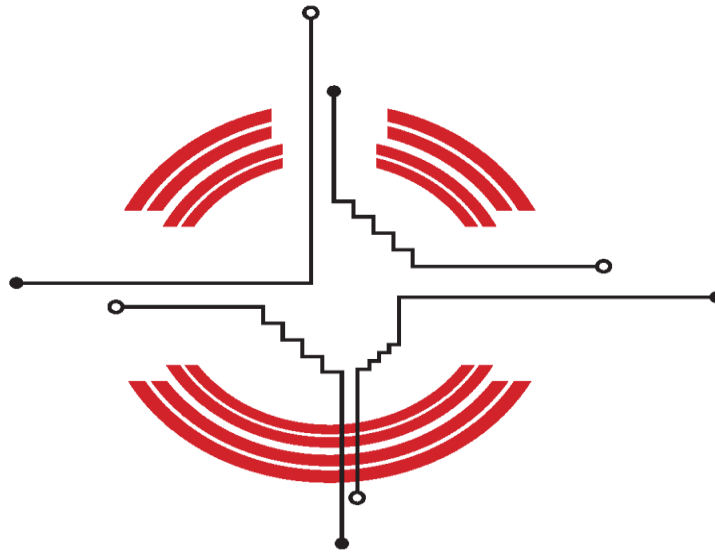


STUDENT HANDBOOK



NAVAJO
TECHNICAL
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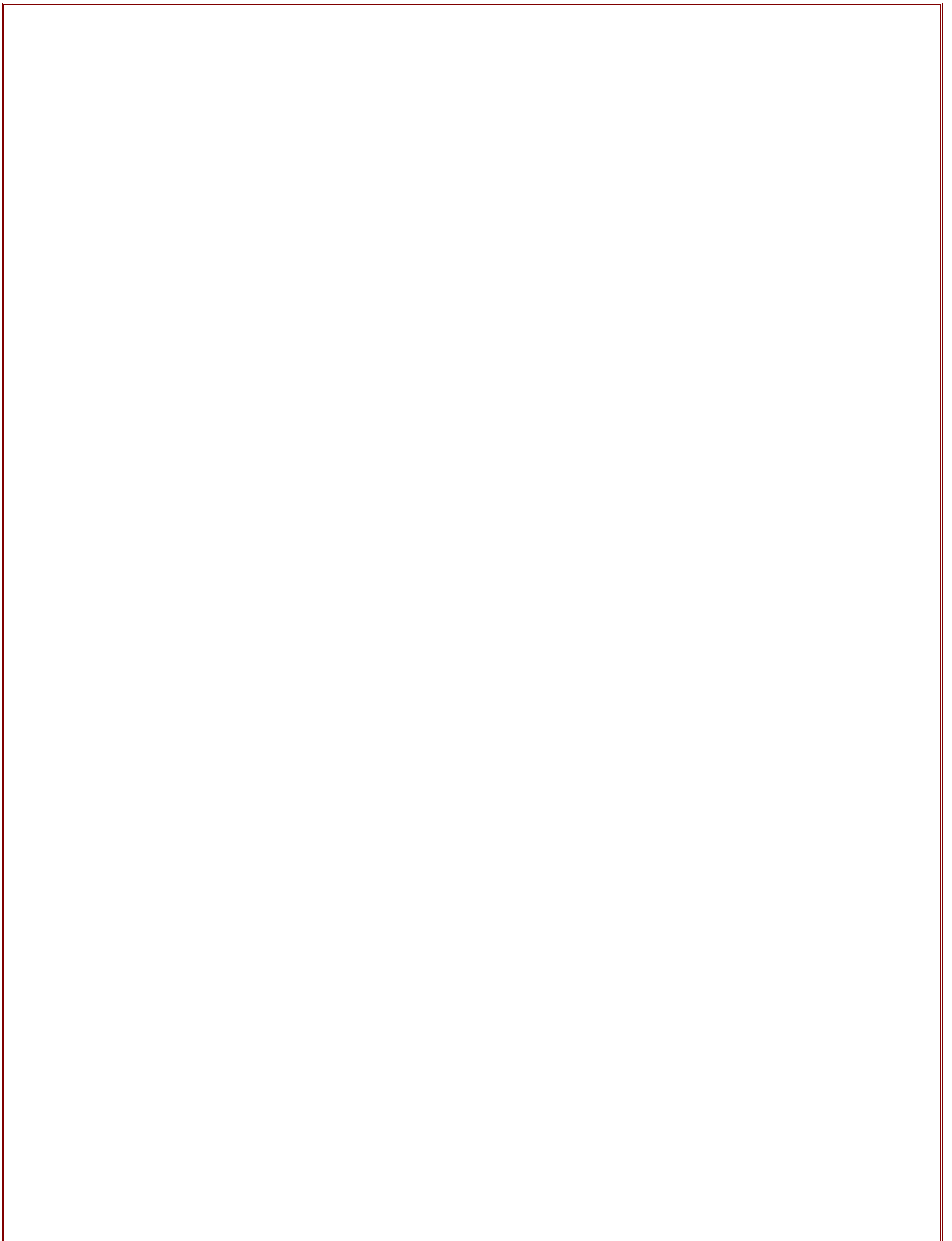
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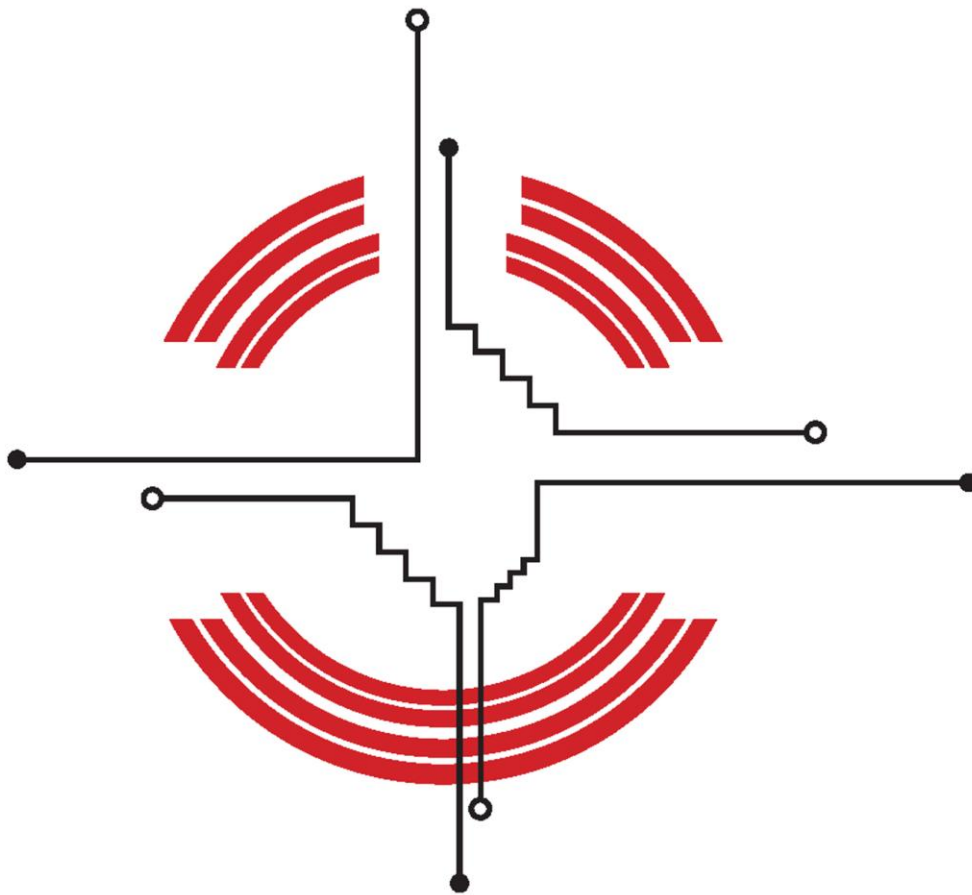
Revised: August 10, 2011



Navajo Technical College Logo

During spring 2007, NTC conducted a Logo contest and opened it up to everyone to enter with the exception of the Logo Committee members. The entries were reviewed and the final selection made by the NTC Board of Trustees and President. The winner was Ms. Jolene Nenibah Yazzie from Lupton, Arizona. Her interpretation of the logo is as follows:

This design is a part of the Navajo basket and the four winds. Another aspect of it is that the school represents a different outlook on Navajo life and education and moving toward an era of technology.



The Navajo Technical College Student Handbook sets forth the official policies, regulations and fees that apply to students attending Navajo Technical College. Navajo Technical College reserves the right to change without notice any of the requirements or regulations and fees published in this handbook. According to Title 15 Navajo Nation Codes, Chapter 13 §1202 B, Navajo Technical College is a non-profit vocational technical educational institution of the Navajo Nation government, and is to be considered part of the “Navajo Nation” for purposes of the Navajo Sovereign Immunity Act, 1 NNC§551 *et seq.*

Message from the Dean of Student Services



Dear Student:

Welcome to Navajo Technical College (NTC), a 21st Century College, to pursue your higher educational goals. In April 2010 the North Central Association Higher Learning Commission made a successful accreditation visit and renewed NTC's full accreditation status. As a fully accredited College, NTC courses are eligible for transfer to other colleges/universities. NTC offers a variety of academic programs with competent faculty, staff, and counselors/advisors to assist you.

Student Services Department programs include Residential Services (single/married student housing); Student Transportation Services; Campus Security Services; Student Life and Activities (Student Senate, Intercollegiate/Intramural Sports); Child Care Services; and referrals to external services to assist students. Internal referrals include counseling services for academic counseling; Special Student Services (ADA eligible students); Job, Career, and Internship placement; and Substance Abuse Prevention. The Counseling services are under the Office of the Registrar. First Year students are also assigned to a First Year Counselor and Advisor to ensure successful continuation and completion of the student's progress toward earning a certificate and/or degree.

The Student Handbook contains valuable information about student life, academic programs, and how different Departments assist students. Used as a reference, your Student Handbook will guide you in areas of academics, student services, student Code of Conduct, student disciplinary policies and procedures, and other pertinent information. As a student leadership development proponent, the NTC Student Senate provides an opportunity for students to become involved in the decision-making processes at the College. The Student Senate President serves on the NTC Board of Trustees as a voting member by virtue of his/her position. All students are encouraged to participate in their Senate activities, including Senate representation both on- and off- campus.

The NTC Mission Statement is committed to quality education and student achievement. The student-centered learning environment emphasis is foremost in the College's commitment to higher learning excellence. As such, our goal is to nurture intellectual growth while integrating and maintaining the Dine Philosophy of Education including *Nitsahakees*, *Nahat'a*, *Ina*, and *Sihasin*. As such, the College offers this unique opportunity to integrate Ké and other cultural attributes into the student's daily learning experience on campus. Lastly, the NTC Governing Board represents the five Navajo agencies, and considers the Navajo Nation as its campus. Congratulations for selecting NTC to pursue your higher education endeavors.

Sincerely,

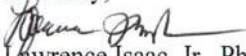

Lawrence Isaac, Jr., Ph.D.
Dean of Student Services

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Note: Navajo Technical College - Computer and Network Usage Policy is attached.

Section 1: General Information

The Student Handbook provides you with information about Navajo Technical College's (NTC) services, policies and procedures. It is used in conjunction with, and is supplementary to, the NTC Catalog. Used as a reference, the Student Handbook will guide you in areas of academics, student services, student Code of Conduct, Student disciplinary policies/procedures, and other pertinent information. Take the time to become familiar with the Student Handbook. It will help you get the most out of your campus experience. Navajo Technical College reserves the right to change any provisions or requirements of the Student Handbook when such changes best serves students and/or the College.

The information contained in this handbook applies to all students at NTC. These regulations apply primarily to acts of misconduct occurring on Navajo Technical College premises and off the campus when the student or student organization maintains a student relationship with NTC. NTC reserves the right to sanction currently enrolled students for violations of the Student Code of Conduct, even if said violations occur off-campus.

The Diné Philosophy of Education is representative of the Holy People of the Earth including existence on Mother Earth and nurtured by Father Sky. The Diné homeland is protected by the four Sacred Mountains (four directions) which embodies spirituality, intellect, planning, and life. The philosophy combines the best of learning and knowledge of other societies with that of Diné to benefit our future. Walking in beauty is respect and living in harmony with the natural law. Accordingly, students will achieve their aspirations.

NTC Mission Statement, Vision, and Philosophy

Mission Statement

Navajo Technical College is committed to offering quality technical, vocational and academic degrees and community education in a student-oriented, hands-on learning environment based on the Diné Philosophy of Education: *Nitsáhákees, Nahátáh ,Iína, Sihasin.*

Vision

The vision of Navajo Technical College is to educate Navajo individuals to utilize state-of-the-art technology and to enhance the desirable character traits of integrity, self-discipline, loyalty, and respect which give the Navajo people hope, courage and resiliency essential to their survival as a people, using the strengths inherent in the Navajo cultural values and traditions.

Philosophy

Navajo Technical College believes that every student has the innate ability and intelligence to learn and acquire technical skills. Students have knowledge about their abilities and skills to enhance their personal, social, economic and cultural values. A disciplined learning environment, with innovative and viable community-based academic and vocational curricula, will produce a competent, educated, and self-reliant participant of the Navajo Nation in the world of work.

Goals

The goals of Navajo Technical College are as follows:

- To offer a quality education, associate degrees, certificates, and community education
- To provide students a higher learning, and nondiscriminatory environment
- To serve as a catalyst for academic progress on the Navajo Nation
- To establish relationships with other institutions of higher learning

Jurisdiction of Navajo Technical College Board of Trustees

The NTC Board of Trustees is empowered and directed to review and approve all publications issued to students and to periodically review and update them pursuant to the Navajo Technical College Act of 2006; amending 15 N.N.C. §§ 1201 - 1209., as stated in the Navajo Nation Council Resolution CN 58-06.

Accreditation

Navajo Technical College is fully accredited by the North Central Association Higher Learning Commission as of 2006 to the present.

Commitment of NTC and Students

By enrolling as a student at Navajo Technical College, a person voluntarily assumes obligations of performance and behavior reasonably imposed by the NTC Board of Trustees.

Parental Notification – Disclosure of violation

The higher education amendments of 1998 (P.L. 105-244, Sec. 952) does not prohibit “an institution of higher education from disclosing, to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, including those governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records, if--

(A) The student is under the age of 21; and

(B) The institution determines that the student has committed a disciplinary violation with respect to such use or possession.”

This applies to not only the disclosure of violations of local, state, and federal laws, but also to the institutional policies and rules governing the use or possession of alcohol or controlled substances. The purpose of NTC’s parental notification policy is to promote a safer campus community, promote academic achievement, and promote student health.

Student Records and Confidentiality

Student records are maintained confidentially in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. This law protects the privacy of a student’s educational records, establishes the right of students to inspect their records, and provides guidelines for the correction of inaccurate or misleading records. FERPA applies to all schools that receive funds under the U.S. Department of Education programs. Accordingly, NTC has adopted the following policies:

1. No document in a student’s record or transcript shall be released without the student’s written authorization unless is the release is to NTC faculty and/or staff who have an educational interest, to comply with a judicial court order, or for emergency health or safety purposes.
2. Before NTC can release information to employers or other institutions, the student must have a signed Release of Information form on file.
3. The following information, categorized by the law as “directory information,” may be released without the student’s consent, unless the student requests the information be withheld: student’s name, dates of attendance, graduation program(s) enrolled in (or graduated from), educational majors, awards and certificates, and videotapes or photos of students participating in NTC activities.
4. If a student does not wish to have this information released, a request for non-disclosure of directory information form must be submitted to the Registrar’s Office. This request must be submitted by the student within the first two weeks of their first semester and is valid until the student withdraws their request for non-disclosure and/or provides written authorization for the release of information.
5. Students have the right to examine their official file. Requests to examine student records should be scheduled in advance with, and performed under, the supervision of the Registrar. The student must submit a written request to the Registrar indicating the documents they wish to review.

6. Students may submit a written request to the Registrar to amend a record that is inaccurate or misleading. Students have the right to file a complaint with the Family Policy Compliance Officer of the U.S. Department of Education concerning alleged failures by NTC to comply with the Act.
Note: FERPA applies only to students who are actually enrolled.

Section 2: Students Rights and Responsibilities

Rights to Freedom of Inquiry: The Higher Learning Commission in its criteria and policies recognizes the central importance of freedom of inquiry for students in an accredited institution of higher learning.

The Board of Trustees also recognizes the importance of freedom of inquiry and of the incorporation of research, creative work and assignments, which promote autonomous critical thinking in supporting both the academic and vocational development of students (**Resolution CIT-FEB-606-05**).

A commitment to freedom of expression and a support for research and creative work is necessary for NTC to effectively partner with other colleges and universities in developing joint programs and working arrangements in a variety of academic, vocational and community education areas.

Rights to Expression: Students can freely examine and exchange diverse ideas in an orderly manner inside and outside of the classroom.

Rights of Association: Students can associate freely with others for purposes that do not infringe on the rights of others.

Right to Education: Students have access to excellent faculty, academic technology, classrooms, libraries, and other resources necessary for the learning process.

Right to Learning Beyond Formal Instruction: Students have access to a variety of activities beyond the classroom, which support intellectual and personal development.

Right to be Free from Discrimination: Students can expect to participate fully in the Navajo Technical College community without discrimination as defined by Navajo Nation law, applicable federal, and NTC regulations.

Right to a Safe Environment: Students can function in their daily activities without unreasonable concerns for personal safety.

Right to Timely Response: Students have the right to expect prompt and courteous responses from Navajo Technical College's academic and administrative departments.

Right to a Grievance Process: Students have access to established procedures for respectfully presenting and addressing their concerns/complaints to Navajo Technical College.

Right to Privacy: A student has the right to privacy. College officials will not search students or their personal property, including, but not limited to, backpacks and vehicles, without reasonable grounds for suspecting that the search will turn up evidence based on probable cause and that the student has violated applicable laws of the Navajo Nation, Federal, or State law.

Section 3: Admission & Registration

The Office of Student Enrollment and Student Records is staffed and managed by a Director, who is also the Registrar. The Department oversees recruitment, admission, registration, financial aid and the counseling services.

Navajo Technical College is a tribal college and maintains an open admissions policy. Individuals of any race, color, creed, age, sex, sexual orientation, religion, national origin, physical handicap, or married status are welcome to apply. Admission is the process of applying and being accepted to NTC. Admission to NTC does not ensure admission to a particular course or program of study. Some students may be required to enroll in a prerequisite course before taking other courses.

The Admission's Office receives all admission forms and processes the application through the Registrar's Office. Upon final admission and registration, the Registrar maintains all individual student records. Services offered through this office include:

- Information concerning program offerings
- Guidance and assistance through the admission process
- *Accuplacer* test
- Assistance with official dropping, adding, or withdrawing from a class
- Issuance of official transcripts
- Transfer and review of credits
- Graduation audit

NOTE: Students who have an outstanding account with NTC shall be referred to the Business Office (student billing) to resolve their outstanding debts. All outstanding debts to the college shall be satisfied in order for a former student to be re-admitted. In addition no official and/or unofficial college transcript(s) will be released to requesting parties, including the student, potential employers, and other institutions of higher learning for a student who has an outstanding debt to the college. Although re-admission may be granted, students who have an outstanding debt at the end of their studies will not be allowed to participate in graduation, nor will they receive their certificate/degree until their debt is satisfied. Commencing the Spring 2012 semester, admission will require the following – an applicant with a high school transcript that indicates he/she did not pass the state competency exams or receive an official high school diploma will be referred to an Admission Interview Committee for approval.

Admission Criteria and Registration

Admission Requirements

The following documents must be received in the Admission's Office to be considered for admission to NTC.

1. A completed and signed NTC Application for Admission. Please see school academic calendar for application deadlines.
2. All Native American students are required to submit a Certificate of Indian Blood (CIB) or an official record of enrollment that indicates membership with a federally recognized Indian Tribe.
An official high school transcript is required, indicating the student has passed the state competency exams, or an official General Education Development (GED) test indicating a passing score of 45 or higher in all subject areas. If the student does not produce any of these documents, he/she may utilize the NTC Ability to Benefit Policy (see below for explanation of this program) OR the student may opt to take 6 credits of courses and pass with a C or better (the student will be responsible for payment for the credit hours). Upon successful completion of one of these options the

student will then be allowed to major in a program and become eligible to apply for student financial aid. Home School students, see provision on page 8.

3. For students who are transferring or have taken prior college courses, the following documents are required: Official college transcripts from each college attended, indicating all courses taken. The NTC Registrar may require a written description of each course taken in order to evaluate its equivalency to NTC course. Photocopies of course description from college catalogs are acceptable.

NOTE: Commercial Driver's License (CDL) requires additional documents which are:

- A valid New Mexico Driver's license. If applicant is between the ages of 18 – 24, applicant must show proof of completing a DUI Awareness class.
- Department of Transportation's physical exam form completed.
- A copy of a driving record from the Department of Motor Vehicle Division
- A copy of Birth Certificate
- 2 documents that show proof of physical residence in New Mexico.

When all of the required documents are received and accepted by the Admission's Office, the applicant will receive a letter of acceptance to NTC. Student enrollment status is determined by the student's primary goal for taking courses at NTC.

The Registered Nursing (RN) AAS program requires additional documents and prerequisites. Students should refer to the college catalog and contact the Director of Nursing for more information.

NOTES: Placement Tests: All new students are required to take the placement test (ACCUPLACER to help assess the student's basic math and English skills in order to place students in the appropriate course level based upon their abilities. Student with low scores may be required to complete remedial study coursework prior to entering their chosen major. Transfer students who have successfully completed a college level English and Math course with a C or better at another institution (as recorded on an official transcript) should see the Registrar. The first test is administered without charging the student. The student will be assessed a fee for any retests according to the fee schedule in the catalog.

Physical examination and proof of immunization (Rubella, Measles, and Mumps) are required for certain program majors.

Career Assessment: New students will be given a career assessment to help determine if they have selected a field of study appropriate to their interest and skills. This assessment will not be used to force students to study any particular course of study, rather, it is administered to help the student think through the choices they need to make concerning their major and eventual field of employment.

Admission for Students with Disabilities:

NTC complies with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 and is committed to make reasonable accommodations to meet the needs of students with disabilities. No otherwise qualified applicant or student will be denied admission or discriminated against because of disability. Students are responsible to self-identify and discuss their disability and needs in order to receive reasonable accommodations. Any documentation provided by a medical professional or a state license diagnostician should be made available to the Special Needs Counselor. Contact the Special Needs Counselor at (505) 786-4138.

Ability to Benefit Policy

The purpose of the Ability to Benefit policy is to ensure that the college is in compliance with Federal Policy for Public Institutions of Higher Learning who receive Title IV funds, Section 484 (d) of the HEA of 1965 as

amended (Title IV HEA program), and the regulations the secretary promulgated to implement that section, 34 CFR part 668 subpart J. Students who lack a high school diploma or GED and want to enroll in college may be eligible to do so if they pass a federally regulated Ability to Benefit (ATB) test. By passing the ATB test the student will become eligible for provisional admission to NTC and academically eligible for federal financial aid.

Statement of Ability to Benefit Policy and Procedures: Students who are 18 years of age who want to enroll in Navajo Technical College and have not received a high school diploma or a GED are required to complete an academic skills assessment to determine their Ability To Benefit from course work offered at the college level. The *ACCUPLACER* test will be given to assess students' ability in reading comprehension, sentence skills, arithmetic and elementary algebra.

Upon completion of the academic skills assessment, the test results are reviewed, and the appropriate counselors will discuss the results of the testing with the student. Students that have achieved the following minimum scores in all three-subject areas in a single testing experience will be allowed provisional admission to NTC under Ability to Benefit (ATB) and may simultaneously work toward obtaining a GED. To be moved from provisional to regular admission status, a student must have a cumulative GPA of 2.0 at the end of their first semester. If the student does not have a cumulative GPA of 2.0 at first semester's end, the student will be placed on financial and academic probation (see pages 14 and 26 for details) and will remain at provisional admission status. Minimum scores are set by the U.S. Department of Education. The list of approved ATB tests and passing scores for student to be eligible for financial aid (pg. 66402 part VI) are as follows:

	ATB Minimum Score	Placement for NTC
Sentence Skills	60	English 98*
Reading Comprehension	55	English 98*
Arithmetic	34	Math 98*

*English 98 and Math 98 are remedial/developmental courses.

Retest - Students who do not pass all three sections of the test on the first try may retest after 30 days for a better score. They will be encouraged to study and will be referred to study sources for assistance.

Referral - A student who does not pass all three components of this test during one testing session after the retest will be referred to NTC's Adult Basic Education (GED) program to complete studies that exceed the minimum requirements as outlined above. They will be required to complete GED studies equivalent to two grade levels above the minimum required scores as defined by U.S. Department of Education requirements. The fee to retest is listed in the fee schedule of the catalog.

Admission - Upon successfully receiving a GED certificate of completion, the student can then be allowed regular admission to NTC, provided they meet all other admission requirements. The student is then eligible to enroll in a program of study and apply for financial aid.

Cumulative GPA - Once a student is accepted into NTC under Ability To Benefit (ATB), they will be required to maintain a cumulative GPA of 2.00 or better to be eligible for financial aid. If a student falls below a 2.00 GPA, the student will be placed on academic probation for one semester. If at the end of that semester the student's cumulative GPA is 2.00 or better, he/she will be allowed to continue in their program.

If the cumulative GPA is not 2.00 or better at the end of the semester for which the student has been placed on academic probation, the student will be placed on academic suspension and will not be allowed to return to NTC until he/she can improve his/her cumulative GPA to 2.00 or better. The student will be allowed to repeat only those courses that will improve his/her GPA. The student shall pay for any repeat courses. Once the student's cumulative GPA is 2.00 or better, the student can apply for financial aid and begin to take additional courses required for his/her program.

Declaration of a Major:

All students shall identify a major in a certificate or degree program unless they are identified as Non-Degree/Certificate students.

Definition:

- ***Certificate/Degree Status:*** Those who have met the program placement requirements and have officially declared the major (program of study) from which they plan to earn a certificate or degree from NTC.
- ***Associate of Applied Science (AAS) Degree:*** An AAS degree program prepares students to enter either skilled or paraprofessional occupations or to upgrade workplace skills and knowledge. An AAS program is not intended to transfer to a bachelor's degree, although certain courses may be accepted at some institutions. The exception to this rule is when an AAS is used to enter a BAS program.
- ***Associate of Science (AS) Degree:*** An AS degree is an academic degree that prepares students for transfer to baccalaureate degree programs after their associate degree work is completed or can be used to find placement in some fields of employment.
- ***Bachelor of Applied Science (BAS) Degree:*** An applied baccalaureate degree that gives students the knowledge, skills, values, and attributes expected of an educated and trained professional in a technical field.

Change of Major

Any student who wishes to change his/her major after registering will need to submit a Change of Major form to the Registrar. The student may be required to meet with the Career Counselor for a Career Interest Profile. No changes shall be allowed after the last day to register deadline for that semester. If granted after the late Registration deadline, changes of major shall be applied to the following semester, if the program allows admission during that semester.

Enrollment Status:

1. ***Regular Admission:*** Students with placement scores that allow them to register in 100 level courses or above will be admitted at Regular Admission status. Regular admission is intended for the student seeking a degree or certificate at NTC. This includes students continuing from the previous semester who are in "good standing".
2. ***Provisional Admission:*** Students who are on Academic Probation or Suspension; or students who do not have a high school diploma/transcript that indicate they have passed competencies required and have opted to take 6 credit hours of courses as stated in the admission requirements.
3. ***Transfer Student:*** Any transfer student from another community college, college, or university seeking admission to NTC who intends to work toward a degree or certificate from NTC should apply for regular admission. Applicants are required to submit official transcripts from all regionally accredited colleges or universities. Facsimile transcripts, or those marked "issued to student," are not acceptable as official transcripts. NTC accepts transfer credit for courses that have a grade of "C" or better and if an equivalent course is offered at NTC. No special topic classes will be accepted for

transfer. Course credit, if given, will be solely decided by the Registrar. Students are responsible for providing course descriptions from their previous college or university to aid in the proper evaluation of credit.

4. ***Non-Degree/Certificate Status:*** A student who does not want to earn a degree or certificate is classified as a non-degree/certificate student. Non-degree/certificate students may request to change to certificate/degree status and apply credits earned in non-degree status by declaring a major. *Note: Non-degree status will not satisfy eligibility requirements for financial aid, veteran's educational benefits, or other financial aid assistance.*
5. ***Concurrent Enrollment:*** A student who is enrolled at NTC and also at another institute of higher learning should understand that financial aid will be determined by only one institution, but charged by each institution; students should go to the financial aid office to obtain more information about concurrent enrollment and financial aid.
6. ***Dual Enrollment:*** A student currently enrolled in high school and enrolled in one or more courses at NTC is considered to have dual enrollment.

Re-admission

Former NTC students who have not attended for two consecutive semesters must reapply for admission. The student is responsible for providing all the admissions documents and may be required to retake the placement test.

Students who were previously dismissed from NTC due to unsatisfactory academic performance, policy violations, or unacceptable behavior, must submit a request for readmission to the Registrar's Office. Appropriate school administrators will consider such requests on a case-by-case basis.

Students with a previous history of substance abuse will be referred automatically to the Counseling department for evaluation. Students on Academic Probation will be referred to the Academic Counselor and will be required to sign an Academic Contract. Students on Academic Suspension must submit a request for readmission to the Registrar's Office and, upon approval, will be referred to the Academic Counselor and placed on an Academic Contract.

Students who have an outstanding account with NTC shall be referred to the Business Office (student billing) to resolve their outstanding debts. All outstanding debts to the college shall be satisfied in order for a former student to be re-admitted. In addition no official and/or unofficial college transcript(s) will be released to requesting parties, including the student, potential employers, and other institutions of higher learning for a student who has an outstanding debt to the college. Although re-admission may be granted, students who have an outstanding debt at the end of their studies will not be allowed to participate in graduation, nor will they receive their certificate/degree until their debt is satisfied. .

NOTE: Students who attended NTC prior to 2007 may be required to resubmit all documents and retake the placement test.

Home School Students

Students enrolled in a home school program may be accepted to NTC if they meet the requirements for regular, or provisional, admission as previously stated. In addition, the home school educator must submit a transcript or document that lists the courses completed and grades earned by the student and also indicate the date the student completed or graduated from the home school program.

Admission of Students Under 18 Years of Age (Early Admission)

Under certain circumstances outstanding high school students may be admitted to NTC prior to high school graduation. All requests for early admission must be made directly to the Registrar unless the program or classes that the student wishes to enroll in are articulated with a local high school or school district.

The requirements for early admission are outlined below:

- Interview with the Registrar
- Written recommendation from the high school principal/counselor
- Written letter of parental permission
- High school transcript of work through previous semester with cumulative GPA as follows:
Junior – 3.5 minimum GPA required (or top ¼ of class)
Senior – 3.0 minimum GPA required (or top ¼ of class)
- Submission of completed application for admission
- Accuplacer test result
- All Native American students are required to submit a Certificate of Indian Blood (CIB) or an official record of enrollment that indicates membership with a federally recognized Indian Tribe.
- Signed NTC Drug Free Policy affidavit.

No student below the junior level of high school will be admitted. If a student is accepted, he/she must follow the same academic guidelines required of the college and must maintain a “C” or better grade in all classes taken at NTC and cannot enroll in more than two (2) classes without special permission. Early admission students are considered as non-majors are not eligible for financial aid. Such students, therefore, will be responsible for payment of tuition and fees.

Transfer from Other Post-Secondary Educational Institutions

Transfer Credit: College credits earned at regionally accredited institutions of higher learning are accepted. Credits are not awarded for sectarian courses. Transfer credits are posted on the transcript after an official evaluation is made of each transcript received by the Registrar’s office. Credits over ten (10) years of age (except when program accreditation agencies limit the life of course work to less than ten years) are subject to review prior to acceptance toward prerequisites and/or degree requirements in some program areas. Transfer credit will be awarded for each course level 100 or above in which the student received a grade of “C” or higher.

Military Credit Evaluation

Credit for military service and training may be granted based on recommendation of the American Council of Education’s “Guide to the Evaluation of Educational Experiences in the Armed Service” and institutional policies. No credit is granted for Military Occupational Specialty (MOS). To apply for military credit, the student must complete a request for military credit evaluation available from the Admission of Registrar’s Office. This request should be returned with a copy of the DD214 and a copy of any applicable training not listed on the DD214. For assistance, the Veteran’s certifying official is located in the Financial Aid Office, 505.786.4183.

Admission for Students with Disabilities

Students in postsecondary education are responsible to self-identify known disabilities by providing disability documentation and then requesting accommodations designed to help the student succeed in their studies. The college does not provide special education versions, Individualized Education Programs, specialized progress reports, etc. Primary and secondary schools are legally mandated to identify students with disabilities and provide a free and appropriate education for those students. Because of this, many students with disabilities and their families think high school disability records automatically transfer to the college along with academic records and that colleges continue services and accommodations as in high school. This is not the case. In postsecondary education the responsibility to identify a disability lies with

the student if they wish to request services and accommodations on the basis of disability. Records regarding disability do not automatically transfer from high school to college. Such records can only be released or transferred with the written permission of the adult student (in cases where the student is under the age of 18, parent or guardian permission is also required). Under federal law, family members are not provided access to student information regarding disabilities, accommodations, or academic progress. Disability related information and documentation are treated the same as medical information and handled under strict rules of confidentiality. Information is shared only on a limited basis within the college and then only when there is a compelling reason for the individual seeking the information to have knowledge of a special aspect of this confidential information.

Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, provides faculty with free access to educational information in institutional files regarding students whom they are teaching, advising, or working with in another capacity related to the college. Disability related records are excluded from free access under FERPA. Also excluded from free access under FERPA are inquiries external to the institution related to a student's disability or academic progress. If there are questions about disability laws, rules, or policies the NTC follows you may contact the Special Needs Counselor at (505) 786-4138.

Denial or Cancellation of Admission

NTC reserves the right to deny or cancel the admission and/or registration of any student who has an outstanding debt at NTC, or whose attendance at the college would not be beneficial for the student or college. Any person found to have knowingly and willfully made false statements, furnished any false information, and/or concealed any material information will be subject to severe penalties pursuant to tribal, state and federal codes, and will be subject to expulsion. NTC will not tolerate any such activity and, after a thorough internal investigation, will refer certain cases to the appropriate government agency for possible prosecution.

Appeal Procedure

Any student denied admission may submit a written appeal letter to the Registrar within 30 days of the denied admission.

Student Orientation

Student orientation is conducted at the beginning of each semester, including any other sessions offered by NTC. The purpose for this is to inform students of NTC Policies and Procedures in order to help them become acquainted with campus life. In addition to orientation, mini-workshops are offered covering policies and procedures affecting students, career planning, and financial aid. All new and transfer students are expected to attend student orientation. Returning students are encouraged to attend due to updated information being presented. It is the sole responsibility of the student to become familiar with all information regarding their status as a student at NTC.

All students are required to participate in the following workshops and advisement:

- ***Academic Advising:*** All new and transfer students, and students with undeclared majors, are required to see an advisor before registering for classes.
- ***NTC Alcohol/Drug Policy Workshop:*** This session is intended to provide students with substance abuse consequences and prevention education. At the conclusion of the session, students review and sign the Drug-Free School and Campus Policy Certification form to document that they understood and will comply with the NTC Drug-Free Campus Policy.

Note: This is an annual requirement for all new and returning students.

- **Financial Aid Application Session:** This session will present an overview of the various forms of financial assistance available to students. Students will be provided with instruction/guidance on the various application forms required and the financial aid process.
NOTE: All students (new and returning) must apply for financial aid prior to the beginning of the academic year or semester for which they plan to enroll.
- **Meal Plan:** Students are required to complete a meal plan form indicating which meals they prefer. Meal plan forms are available through the Financial Aid Office. Efficiency Apartment students will complete the meal plan form provided in the housing packet

Registration Procedures

Registration is the process of selecting courses, receiving a class schedule, and completing enrollment at Navajo Technical College. Registration is held at the Crownpoint campus or Chinle Instructional Site location announced during student orientation at the beginning of each semester.

- Students admitted on regular status can register for courses through the Registrar's office in either Crownpoint or Chinle.
- All students enrolling are assigned two advisors (faculty and counselor) to plan their schedules. These advisors should also provide guidance throughout the student's academic enrollment.
- A student registering for more than 16 credit hours (full semester) and 7 - 9 credit hours (depending on the length of the summer session) must obtain prior written permission from the Dean of Instruction.

Add/Drop Procedures

Students wishing to drop individual classes or withdraw from NTC completely must do so by the official deadline, which is included in the college's calendar. The calendar is posted online at www.navajotech.edu. Students are responsible for initiating a course drop, or they may be dropped by their instructor for non-attendance. Such changes could affect a student's financial aid, scholarship, and/or refunds. Students who are not officially dropped from a course will receive a final grade of "F" for the course. Students who officially drop classes after the drop/add date are still responsible for payment of tuition and any other fees. Students who are not officially dropped from a course after the Withdrawal deadline will receive a final grade of "WF", "WP", or "F" for the course. Students should make sure they officially withdraw from any class they do not intend to complete whether or not they are dropping before or after the withdrawal deadline. Failure to withdraw can have negative consequences for their Grade Point Average, future financial aid, or ability to transfer to another college or university.

Students wishing to add individual courses must do so by the official deadline. Any requests after the deadline will not be granted. All add/drop changes must be completed through the Registrar's Office.

Cancelled Classes and Schedule Changes

NTC retains the right to cancel, reschedule, or combine courses, and to change instructors for any NTC course. Classes may be cancelled or combined after the first meeting if they do not attain minimum enrollment. Classes cancelled because of inclement weather will not be automatically rescheduled. The instructor may require students to attend another class time as part of the classes' make-up arrangements.

Enrollment Withdrawal Procedures

In the event a student cannot attend classes after final registration of classes, it is the student's responsibility to withdraw from the college before the Enrollment Withdrawal deadline. Withdrawal forms are available in the Registrar's Office. Students who withdraw after the withdrawal date on the calendar will be responsible for any outstanding financial accounts. Withdrawing past the Official Withdrawal date requires the instructor to assign a grade of "WF", "WP" or "F" that will be included in the student's transcript. The grade of F will be counted as a failing grade which will be included in the calculation of the grade point average. Students who do not officially withdraw by the drop/add deadline will be responsible for tuition and fees in accordance to the Tuition Refund Policy.

Note: Faculty are not responsible for dropping students who do not attend classes for which students have enrolled.

Completion of Courses

Students are responsible for completion of all courses in which they are enrolled at the college. Changes in enrollment, drops or withdrawals must be officially recorded on college records. A student not following proper course or withdrawal procedures may receive a failing grade. Students who experience an illness or family problems should consult by phone or in person with the Registrar or Assistant Registrar to ensure that they make arrangements that will not negatively affect their standing at NTC.

Section 4: Financial Aid

While the student is ultimately responsible for meeting educational costs, most NTC students receive some source of student financial aid. A student's financial need is determined by an analysis of his/her income (if dependent of a parent, then his/her parent's income) and other financial resources considered as income (which may or may not be reported on the income tax form). It is expected that students who plan on attending Navajo Technical College will be responsible for tuition and fees and other college expenses incurred.

The number and amount of financial aid awards is subject to the availability of institutional, federal, and tribal funds. The type of aid and the amount awarded is also determined by the status of the student, established financial need and the aid they are eligible to receive. NTC complies with grant, tribal, and federal policies and guidelines in reference to the type of awards and grants received and also by the regulations of the Department of Education in reference to Title IV funds.

Financial aid may come in the form of grants, scholarships, work-study programs or a combination thereof. The financial assistance most commonly obtained by NTC students comes through one or more of the following programs:

- The Federal Pell Grant (available on-line application)
- The Navajo Nation Tribal Scholarship (available on-line application)
- The American Indian College Fund (on-line application only)
- The Federal Supplemental Educational Opportunity Grant (FSEOG)
- The Federal Work-Study Program
- Academic Competitiveness Grant (ACG)

Often students qualify for assistance from more than one source of aid. In such cases a student's educational and living expenses may be completely covered through financial aid. If the financial assistance obtained is not sufficient to cover all school and living costs, the student may be eligible to obtain further assistance through alternative sources such as:

- Navajo Nation Workforce Development
- Tribal Chapter that the student is enrolled with.
- Tribal or State Vocational Rehabilitation Offices
- Tribal or State Veterans' Assistance Offices
- Americorps
- National Indian Youth Council

The student may also be able to supplement their financial aid income by obtaining part-time employment based upon availability of funds. The NTC Career/Job Placement Counselor is available to assist students in identifying and procuring work on or off campus.

Eligibility for financial assistance is based on a financial needs assessment. Factors considered in the assessment include:

- Student's expected family contribution (EFC) toward education
- Whether student is enrolled full or part-time.
- The previous year's household income (based on income tax returns).
- Student's status as a commuter or campus resident

Students must apply for financial aid prior to the beginning of the academic year or semester for which they plan to enroll. This will ensure the timely identification, processing and disbursement of funds for which you may be eligible. Application deadlines for financial assistance vary depending on the source of funding; therefore it is crucial for the student to apply early. Stop by the Financial Aid Office to pick up a Free Application for Federal Student Aid (FAFSA) form. The Financial Aid Office is located in the Empowerment Center, rooms 145 and 146. For more information, students may call the Financial Aid Office at (505) 786-4183 or 4309.

NOTE: Students in default with Financial Aid should refer to US Department of Education Policies and Procedures in Section 19.

Notification of Financial Aid Award

Please note that the student is responsible to report all outside types of scholarships and aid to the financial aid office. If the student fails to do so, their financial aid will be delayed until all required documents of aid are submitted.

If a student is in default of a federal student loan, it is the student's responsibility to contact their lender(s) to set up a payment plan to be removed from default status. Navajo Technical College does not participate in federal student loans

Once the financial aid office receives and reviews the FAFSA application form, the student will be notified of financial aid eligibility. If the financial aid office needs additional information or documentation during the review and verification process, students will be notified via a Document Requirement Request form. It is important that the student follow-up on their application to ensure completion and correction of financial aid documents to be eligible for any award.

NOTE: Students with non-major status and students on Academic Suspension are not eligible for student financial aid and will be responsible to make payment; otherwise they will not be eligible to continue their enrollment with NTC.

Montgomery GI Bill

Navajo Technical College supports our Veterans who served by providing certificate and degree programs approved by the VA. Veterans considering applying for GI Bill benefits should go online to: gibill.va.gov to

complete VA form 22-1990. The NTC Financial Aid Officer will then certify those courses that are on the certificate or degree plan. Any questions regarding education benefits should be addressed to the call center at 1-800-983-0937. The New Mexico Higher Education Department State Approving Agency telephone number is 1-888-442-4551. The Veteran's certifying official is located in the Financial Aid Office, 505/786-4183.

Tuition and Fees:

The estimated cost of attending NTC is as follows:

Cost	One Semester w/CIB	One Semester non-CIB	Two Semesters w/CIB	Two Semester non-CIB
Tuition ⁴ (Full time)	\$ 540	\$ 1080 ²	\$1080 ¹	\$ 2160 ²
Activity Fee	\$ 25 ³	\$ 25 ³	\$ 50 ³	\$50 ³
Technology Fee	\$ 35	\$ 35	\$ 70	\$70
Total	\$ 600	\$ 1140	\$1200	\$ 2280

Out-of-state tuition does not apply since tuition at NTC is based on whether or not a student is an enrolled member of a federally recognized Indian tribe or not.

¹ Enrolled members with a census number or enrollment number (CIB) of a federally recognized tribe.

² Non-enrolled members (no census number) or no enrollment number.

³ Applies to Full-Time and ABE students.

NOTE: Tuition for part-time students is calculated at \$45.00/credit hour for enrolled tribal members and \$90.00/credit for non-enrolled tribal members. Summer session full-time credit hour is calculated according to the number of weeks plus one. Therefore tuition is based on number of full-time credit hours.

Since books and supply costs vary from program to program and year to year, costs for books and supplies are calculated separately from tuition rates but still apply as part of the total cost of attendance.

Commercial Driver's License (CDL) Fees:

Course Tuition Cost	\$ 810.00 ¹
	\$1,620.00 ²
NM State Driver's Exam Fee	\$ 160.00
CDL License Transfer Fee	\$ 16.00
Examination Fee	\$ 5.00

Lab Fees: \$100.00 per applicable course (students should check individual course syllabi to determine which courses require lab fees).

Efficiency Apartment Fees:

Administrative Operation Fee	\$1,140.00 per semester
	\$ 570.00 summer session
Security Deposit	\$ 150.00 (must be paid before occupancy)

Student Family Housing:	\$ 500.00 per month
Administrative Operation Fee	\$1,140.00 summer session
Security Deposit	\$ 250.00 (must be paid before occupancy)

NTC-Transportation Fee (M-F)

One way	\$ 1.00 per day
Round Trip	\$ 2.00 per day
Semester Fee	\$ 160.00 per semester

Transportation Fee is charged in full with no returns or prorate. Transportation route will not be changed without approval by the Residential Manager.

Meals:

Breakfast and Dinner are \$5.00 per meal

Lunch is \$6.00 per meal

Note: Students will sign-up for a meal plan with the Cafeteria during orientation week.

Childcare:

Full-Time Student:

First Child:

4 days per week	\$320.00 per semester \$160.00 summer session
5 days per week	\$400.00 per semester \$200.00 summer session

Each Additional Child:

4 days per week	\$256.00 per semester \$128.00 summer session
5 days per week	\$320.00 per semester \$160.00 summer session

Part-Time Student:

Each Child:

4 days per week	\$128.00 per semester \$ 64.00 summer session
5 days per week	\$160.00 per semester \$ 80.00 summer session

Staff/Faculty/Community:

Full-Time (4 or more hours per day):

First Child:	\$15.00 per day
Each Additional Child	\$10.00 per day

Part-Time (3 or less hours per day):

Each Child:	\$ 2.50 per hour
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Miscellaneous Fees:

Key Replacement	\$ 10.00
I.D. Card Replacement	\$ 10.00
Late Registration Fee	\$ 25.00
Official Transcripts (each – 5-7 business days)	\$ 2.50
Official Transcripts (Rush order 1 business day)	\$ 10.00
Accuplacer Retesting Fee	\$ 20.00
Tools/Uniforms/etc. varies by trade	\$300.00 - \$600.00
State Nursing Examination	\$100.00

Note: Fees are subject to change. Other lab fees not listed will vary per course if required.

Financial Aid Satisfactory Academic Progress Policy

Satisfactory Academic Progress (SAP) is a measure of whether a student is progressing adequately toward his/her completion of study at Navajo Technical College. All students are required to maintain SAP, regardless of whether or not they receive financial aid. NTC has qualitative and quantitative measurements to determine a student's SAP.

Qualitative Requirement:

All students must earn at least a "C" average which is a 2.00 Grade Point Average (GPA) at the end of each academic year. The GPA scale is as follows: 4.00 = A; 3.00=B; 2.00=C; 1.00=D; 0.99 and below=F.

Quantitative Requirement:

Students may be funded up to a maximum time frame of 150% of the published length of the certificate or degree program for which the student is enrolled. *Example: If a student enrolls in the Nursing Certificate program, it takes 18 credit hours to complete the program. $18 \times 150\% = 27$ credit hours of eligibility.*

All attempted credit hours at NTC, transfer credits, and assessed credits will be counted toward the 150% eligibility regardless of whether or not a student received Title IV federal student aid. In order to graduate within the maximum time frame, a student must satisfactorily complete at least 67% of their academic year course work.

Satisfactory Academic Completion:

Satisfactory completion of Title IV means the student earns a passing grade of A, B, or C and maintains a minimum satisfactory completion rate of 67% of their cumulative academic course work.

Financial Aid Probation

Students who fail to maintain SAP will be placed on financial aid probation

Qualitative:

All students being placed on financial aid probation will receive a written notice indicating that they did not achieve SAP based upon their cumulative grade point average. Students placed on financial aid probation will still be eligible to receive Title IV federal student aid. In order for a student to get off financial aid probation, the student will have two semesters and one summer session to raise his/her cumulative GPA of 2.00 ("C" average) or better after being placed on financial aid probation. During this time, the student will be mandated to sign an academic contract with the academic counselor.

Quantitative:

If a student should fail to satisfactorily complete at least 67% of their academic year course work, the student will also be placed on financial aid probation. The student will not lose their financial aid eligibility, but will need to ensure they bring their quantitative percentage up within the next two semesters. If not, then the student will be placed on financial aid suspension.

Financial Aid Suspension

A student who fails to achieve SAP at the end of their allotted time of two semesters and one summer session will be placed on financial aid suspension and will receive written notification regarding the suspension. In order for a student to get off financial aid suspension the student must raise his/her cumulative GPA to a 2.00 or above.

Qualitative:

A student will be placed on financial aid suspension when he/she fails to get their cumulative grade point average above a 2.00 GPA (“C” average) after their allotted time on financial aid probation. A student who is placed on financial aid suspension will be suspended from receiving Title IV federal student aid. A student can get out of suspension by raising their cumulative grade point average to a 2.00 or “C” average or better.

Quantitative:

If a student on financial aid probation should fail to satisfactorily complete at least 67% of their cumulative course work after the allotted time of two semesters and one summer session, the student will be placed on a financial aid/academic suspension. To regain eligibility, the student must bring their quantitative percentage up to 67% satisfactory completion of their cumulative course work.

Financial Aid Appeal

Students who are placed on financial aid probation or suspension may appeal their status to the Registrar within 30 calendar days of the date of the letter. Once an appeal is received by the Registrar, a committee selected by the Registrar will review the appeal within five (05) working days. The student’s appeal form and grade report for the term they are appealing will be evaluated. After review, the committee will then have five (05) working days to reach a decision and provide written notice to the student of the committee’s decision. The decision by the committee will be final.

Ineligible courses:

Ineligible courses will not be funded, but will count toward the student’s attempted credit hours and SAP. Ineligible courses include those courses not listed on a student’s certificate or degree plan. Programs that do not follow a regular semester or summer session schedule are also ineligible for federal student aid.

Incompletes or withdrawals:

A grade of I, IP, AU, W, WF, or WP is not acceptable for satisfactory completion of a course and could affect a student’s SAP status by not meeting a cumulative GPA of 2.00 (“C” average) at the end of the academic year course work.

Grade Points and the Grade Point Average (GPA)

Incomplete

An “I” may be issued when unforeseeable circumstances beyond the student’s control prevent the student from completing course requirements. Incomplete grades will not be authorized when the student has failed to complete course requirements or has earned a failing grade due to personal negligence. An incomplete grade must be converted to a credit grade by satisfactorily completing the required assignments within the adjusted deadline (arranged between the instructor and student). An incomplete grade not converted by this time will become a grade of “F.” A student does not have to reregister for the course if completed within the stated deadline.

In-Progress

In-Progress refers to students who have met the institutional attendance requirements and have worked continuously toward meeting the objective of the course, but will need to complete within the next semester of the date the course was taken in order to complete all objectives of the course. If the IP grade is not converted by the end of the semester that it is retaken, the grade of an “F” will automatically be issued.

Audit

An AU is awarded for class participation and does not indicate proficiency in the subject matter. Course credit is not included in the GPA or cumulative GPA. Forms are available at the Registrar’s Office.

Credit by Examination

Credit and grade is given upon completion of examination of a course that is challenged by the student. Pass or Fail grade will be issued. No credit is earned.

Course Withdrawal

Used for student, instructor and/or administrative withdrawals from a course before the withdrawal deadline date.

Withdrawal Failing

A grade of WF is given by an instructor for a course that a student has withdrawn from. It indicates that the student was failing the course at the time of withdrawal.

Withdrawal Passing

A grade of WP is given by an instructor for a course that a student has withdrawn from. It indicates that the student was passing the course at the time of withdrawal.

Pass/Fail

Some courses are graded on a pass/fail basis. Students performing at a satisfactory level will receive a grade of "P" which will not be included in the computation of the GPA. Students not performing satisfactorily will receive a grade of "F" which will be used in the calculating the GPA. All courses offered on a pass/fail basis will be indicated with (P/F) following the course description.

A student's status for federal student aid may be affected as repeats due to incompletes or withdrawals could cause a student to exceed the 150% maximum time frame.

Changes in Major

Students are allowed to change their major, but must note that any changes do affect their eligibility for federal student aid. The main part affected will be the credit hour eligibility as all credits that have been attempted at the time of the change will be counted regardless of whether those credit hours were funded or not. *For example: If a student is majoring in a program that needs 33 credit hours to complete and has attempted 28 credit hours then decides to enroll in a program that needs only 18 credit hours, his/her eligibility would be exhausted because the student's attempted hours would have exceeded the 150% eligibility of 27 credits for the 18 credit hour program.*

Remedial Courses

Navajo Technical College offers remedial courses in math and English. Generally these courses are numbered 100 or lower. These courses do not count as credit toward a student's certificate or associate degree program. However, the credit hours from these courses will count as the student's hours attempted and will be factored into the student's 150% eligibility and grade point average.

Academic Competitiveness Grant (ACG) – Qualitative requirement

The Higher Education Reconciliation Act (HERA) established the Academic Competitiveness Grant for undergraduate students. The ACG grant is intended to encourage rigorous academic study in high school and is designed to increase enrollment for majors in the physical, life, computer sciences, engineering, technology, mathematics, and certain foreign languages.

The ACG has a set amount for each of the two award years. The students should contact the Financial Aid Director for eligibility information and the award amounts. This grant is different from other Title IV aid and a student may receive up to two (2) ACG awards if eligible.

- One for the first academic year and
- One for the second academic year.

These amounts may only be reduced in limited circumstances. An example would be an instance designed to prevent NTC from over awarding a student or if there is a nationwide reduction due to insufficient funds for all eligible students in a given award year.

Grade Point Average

For an ACG, the student's GPA is checked only at the end of the first academic year. That average, which includes all the grades in the payment period in which the student completes the first academic year, determines whether a student can receive a second-year grant at all.

- If a student has a GPA below 3.00 at the end of the first year, no improvement of his/her average to above 3.0 will make him/her ineligible for any part of a second-year ACG.
- Conversely, if his/her cumulative GPA is 3.00 or better at the end of the first academic year, a decline in his/her GPA will not make him/her ineligible for the second-year ACG.

In the second academic year, for the first payment period of a student's ACG, NTC can make an interim disbursement if final grades from the previous period are not yet available. If the grades, once posted, lower the student's GPA below 3.00, then NTC must cancel the disbursement and return the money to the Department of Education on behalf of the student.

SAP for Transfer Students

To determine ACG eligibility for a student who transfers between one and two academic years worth of hours, NTC must calculate GPA using grades for courses accepted from any prior institution toward the student's ACG-eligible program. For a student who transfers hours that constitute less than one academic year, the GPA is calculated using grades for all courses accepted into the eligible program and for courses earned at NTC.

Return of Title IV Funds (Federal Student Aid) Policy due to withdrawals:

This policy applies to students who withdraw (official, unofficially, or fail to return from a Leave of Absence) or are dismissed from enrollment at Navajo Technical College. This policy is separate and distinct from Navajo Technical College's refund policy. The calculation that determines the amount of "Return of Title IV Funds" for students affected by this policy follows the definition and procedures prescribed by regulation.

Navajo Technical College has 45 days from the date that is determined when the student withdrew to return all unearned funds for which it is responsible. NTC is required to notify the student if they owe a repayment through a written notice.

The Return of Title IV Funds regulation does not dictate NTC's refund policy. The calculation of Title IV funds earned by the student is not related to the student's incurred costs while attending NTC.

NTC is required to determine the earned and unearned Title IV federal student aid a student has earned as of the date the student ceased attending or the amount of time the student did attend.

Withdrawals – Official vs. Unofficial

A student who withdraws is one who either officially goes through the withdrawal process at Navajo Technical College by obtaining a withdrawal form from the Registrar's office and obtains all required signatures and then returns the form to the Registrar's Office OR unofficially withdraws (has withdrawal

initiated by instructor, counselor, or the Registrar) or has enrollment terminated due to a major violation of NTC student policy.

A student withdrawal date will be determined by using one of the following:

- The date the student began NTC's official withdrawal process or officially notified NTC of intent to withdraw; or
- The midpoint of the period for a student who leaves without notifying the institution; or
- The student's last date of attendance at a documented, academically-related activity.

A student may rescind his/her official notification to withdraw by submitting a written statement that he/she is continuing to participate in academically-related activity and intends on completing the period of enrollment for which Title IV funds were or would be received. The rescission of withdrawal will be negated if the student subsequently ceases to attend prior to the end of the period of enrollment which is also the payment period. The withdrawal date would then be the original date of withdrawal unless there is acceptable documentation showing a later date of attendance at an academically-related activity and NTC chooses to use such date.

Navajo Technical College's responsibilities in regard to the return of Title IV funds:

- To provide students information given in this policy;
- To identify students who are affected by this policy and complete the Return of Title IV Funds calculations for those students;
- To return any Title IV funds that are due to Title IV Federal Student Aid programs within 45 days from the date NTC determines withdrawal (official and unofficial);
- To notify the student of an overpayment within 30 days of the date NTC determines that the student withdrew;
- To notify the Department of Education of any overpayment that is owed by a student as a result of the student's withdrawal.

The student's responsibilities in regard to Return of Title IV Funds:

- To return to Title IV programs any funds disbursed to the student for which the student was determined to be ineligible via the R2T4 (Return to Title IV) calculation.
- To provide written notification of a withdrawal or go through the regular NTC withdrawal procedure with the NTC Registrar's Office.
- To submit written notification of intent to rescind his/her withdrawal.
- To submit either of these notifications (to withdraw or rescission of intent to withdraw) to the NTC Registrar's office.
- To understand that any student who owes an overpayment under R2T4 of unearned aid will be ineligible for future funds until the overpayment has been resolved.

Percentage of Earned Aid

The percentage of Title IV aid that is earned by the student is equal to the percentage of the payment period or period of enrollment that the student completed as determined in accordance with the R2T4 based on the student's withdrawal (official/unofficial) date. Title IV Federal Student Aid is earned in a prorated manner on a per diem basis (calendar days) up to the 60% of the semester. Title IV aid is considered as 100% earned after that point in time.

In accordance with federal regulations, when Title IV aid is involved, the calculated amount of the R2T4 funds by NTC is returned in the following order:

- Federal Pell Grants
- Academic Competitiveness Grants (ACG), and
- Federal Supplemental Educational Opportunity Grants

Withdrawal before 60% of period of enrollment

Navajo Technical College must perform a R2T4 calculation to determine the amount of earned aid up through 60% in each period of enrollment. NTC will use the U.S. Department of Education’s pro-ration schedule to determine the amount of Title IV funds the student earned at the time of withdrawal.

Withdrawal after 60% of period of enrollment

After the 60% point of the period of enrollment, a student will have earned 100% of the Title IV funds the student was scheduled to receive during the period of enrollment. If a student withdraws after the 60% point of the period of enrollment, there are no unearned Title IV funds remaining. However, NTC must still determine the amount of aid a student has earned.

The calculation is determined as follows:

Step 1: Student’s Title IV aid awarded or could have been awarded

Step 2: Percentage of Title IV Aid returned

Enrolled days / total number of days in the semester = % earned Title IV aid

- Start date vs. scheduled end date vs. date of withdrawal
- NTC may, for a student who withdraws without notification, enter 50% in box H of the R2T4 form
- For official withdrawal, the institution would take the completed days divided by total days in payment period or period of enrollment = % earned
- If this percentage is greater than 60% the student has earned a 100% of the aid.
- If it is less than 60%, NTC and/or the student may owe a refund.

Step 3: Amount of Title IV aid earned by the student

- % of aid earned x amount of Title IV Aid Awarded = amount earned by student

Step 4: The Title IV aid to be disbursed or returned

Step 5: The amount of unearned Title IV aid from NTC

Step 6: Return of funds by NTC to Title IV program(s)

Step 7: Initial amount of unearned Title IV aid due from the student

Step 8: Grant funds to be returned

Step 9: Return of grant funds by the student

Step 10: Post withdrawal disbursement tracking, if applicable

Post-Withdrawal:

If a student did not receive all the Title IV funds that were earned, the student may be due a post-withdrawal disbursement. NTC may automatically use all or a portion of a student’s post-withdrawal disbursement to cover tuition, fees, and room and board fees. For all other school charges, NTC would need the student’s permission to use the post-withdrawal disbursement. If the student does not give permission, the student will be offered the funds. However, it may be in the student’s best interest to allow NTC to keep the funds to reduce that student’s outstanding balance.

The amount of unearned Title IV grant funds that a student must return is called an overpayment. The amount of a grant overpayment that a student must repay is half of the grant funds the student received or was scheduled to receive. The student must make arrangements with NTC or the Department of Education to return the unearned Title IV grant funds.

The requirements for Title IV program funds when a student withdraws are separate from any refund policy NTC has. Therefore, a student may still have an outstanding balance with NTC. NTC may also charge the student for any Title IV program funds that NTC was required to return.

The Registrar's Office can provide the student with the requirements and procedures for officially withdrawing from NTC.

Student Billing Policy on Student Financial Obligation and Graduation

A student, upon petitioning for graduation, must ensure that his/her student billing obligations are met. If an outstanding student bill exists, the student will not be able to participate in a graduation ceremony. This important student responsibility must be monitored by the student who is solely responsible for paying or fulfilling all financial obligations to the college prior to graduation. In absence of meeting this financial obligation, official/unofficial college transcripts will not be provided to the student, potential employers, and/or other institutions of higher learning until the financial obligation is met. Unmet financial obligations to the college will also prevent re-admission to NTC until the outstanding debt is satisfactorily cleared.

Cost of Attendance

Cost of attendance is a budget amount used by NTC's Financial Aid Office to determine whether a student has an unmet need. Students can receive need-based financial aid not to exceed the cost of attendance. NTC has three budget amounts for students:

1. Students residing in the efficiency apartments.
2. Students residing in the family apartments.
3. Students who live off campus.

Students who receive need-based scholarships totaling more than their cost of attendance may have funds returned to a funding agency after an updated financial need analysis has been provided to the funding source(s). The student would be considered to have been over-awarded. Funds are returned in the following order:

1. Office of Navajo Nation Scholarship and Financial Assistance.
2. Navajo Department of Workforce Development.
3. Other tribal programs.
4. Other aid (state or local)

Refund Policy

Students who officially withdraw or drop courses may be entitled to a full or partial refund. Any refunds due the student will be processed by the NTC Finance Office. Refund checks will be mailed to the student once processed. Students should check with the Finance Office to confirm their mailing addresses. Refunds amounts are calculated according to the following guidelines:

Tuition and Course Fee Refunds/Credits

Tuition and course fees will be refunded or credited to a student's account according to the following schedule which is based upon the regular semester schedule:

- 100% refund – before instruction begins
- 80% refund – 1 – 14 calendar days
- 60% refund – 15 – 21 calendar days
- 40% refund – 22 – 28 calendar days
- 20% refund – 29 – 35 calendar days
- 0% refund – after the 35th calendar day

Summer school refund will be determined according to the number of weeks in the summer session.

Residential, meal plan refunds/credits

The student's administrative fee for residential and meal plan charge will be prorated per week. Please refer to the residential handbook for more details, or contact the residential manager.

Book store refunds or credits

Books and accompanying disks or workbooks may be returned if the student provides a completed, official add or drop form showing proof of withdrawal. Items must be returned in good or original condition in order to receive any refund.

Financial Aid Information

For general information about the Free Application for Student Financial Aid (FASFA), or to obtain federal student aid publications, call this toll free number: **1-800-4-FED-AID (1-800-433-3243)**

To check on the processing of your federal student financial aid application, or to request a copy of your Student Aid Report (SAR), call: **1-319-337-5665** (this is not a toll free number)

Financial Aid Websites

The Student Guide http://studentaid.ed.gov/students/publications/student_guide/index.html

FASFA on the Web <http://www.fafsa.ed.gov/>

Federal Student Aid <http://studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp>

American Indian College <http://collegefund.org>

Fund

The FAFSA school code for Navajo Technical College is **016119**.

To speak with a financial aid officer on campus, please call the Financial Aid Office at 1-505-786-4183 or 1-505-786-4309 or go to rooms 145/146 in the Empowerment Center.

SECTION 5: ACADEMIC REGULATIONS

Academic Integrity

The integrity of an academic program rests on the principle that the grades awarded to students reflect only their own individual efforts and achievement. Students are required to perform the work specified by the instructor and are responsible for the content of work submitted such as papers, reports, and examinations.

Credits and Credit Hours

There are specific academic requirements for each career program whether the program results in a certificate or a degree. Exact credit hours required are specified in each career program listed in this catalog and in the general education requirements.

Credits Granted for Hours Completed

A completed semester hour represents a minimum of eight hundred (800) minutes per credit per semester. One lab semester hour represents a minimum of one thousand sixteen hundred (1600) minutes per credit per semester. One credit hour is awarded for 150 minutes of contact in a shop session per week.

English/Math Placement

All new students are required to take the ACCUPLACER placement test to help assess the student's basic Math and English skills in order to place students in the appropriate course level based on their abilities.

Students with low scores may be required to complete remedial studies coursework prior to entering their chosen major. Transfer students who have successfully completed English and Math courses comparable to those required by their certificate/degree programs with a “C or better at another institution (as recorded on an official transcript) may receive credit for that course-work. They should complete a Course Transfer form and submit it to the Registrar for review.

Catalog under Which to Student May Graduate

Students who have been admitted should follow the catalog graduation requirements in effect at the time of their initial enrollment unless they have “stepped out.” In such cases, the current year catalog applies and students are expected to follow the requirements for completion of the degree. To maintain the catalog rights, students must remain in continuous attendance. Continuous attendance is defined as attendance in at least one course at NTC for one semester in any one calendar year. Students may choose to qualify for graduation under the requirements in effect either: at the initial enrollment or during subsequent terms of continuous enrollment.

Note: Students who have been academically disqualified may lose continuous attendance rights.

Attendance Policy

Students are expected to regularly attend all classes for which they are registered. A percentage of the student’s grade will be based on class attendance and participation. In certain courses, the weight placed on attendance may be considerably more due to the nature of the course work and required assignments. Consult with each instructor and/or check the course syllabus for specific attendance requirements. Absence from class, regardless of the reason, does not relieve the student of his/her responsibility to complete all course work by the required deadlines. Furthermore, it is the student’s responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by the instructor. Incomplete or missing assignments will necessarily affect the student's grades. Instructors will report excessive and/or unexplained absences to the Counseling department for investigation and potential intervention. In some programs instructors may drop students from the class after 3 absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable. Drops can only occur, however, if this policy is reflected in the course syllabus.

Early Alert Program

The Early Alert Program is overseen by the Counseling department who coordinates with the faculty. The Early Alert Program focuses on students who are experiencing difficulties such as excessive absences and/or tardiness, low test/quiz and assignment scores, incomplete homework or make-up exams, at risk of being dropped from class, inappropriate placement at course level, and need of basic skills. Faculty will identify students and submit a referral notice to the academic counselor. The academic counselor will consult with the student to provide appropriate early intervention and reasonable accommodation to help the student.

Early Alert procedures for absences and other academic referrals:

1. Instructor will make the referral on the Early Alert Referral form directly to the Counselor.
2. The Counselor will notify and meet with the student concerning the referral and appropriate intervention. At times the counselor will schedule a meeting with the student and the instructor to address any issues.
3. In the case of absences, the student will complete the Student Absence Report form and obtain the instructor(s) signature to resume class attendance. It will be the decision of the instructor as to whether the absence is excused or not for his/her class.
4. Excessive Absences (excessive absence without notification by the student):
 - a. Counselor is notified by the Instructor of the excessive absence. Student is officially notified by the Counselor’s office to respond by the deadline. If the student does not respond the

Instructor will be asked to submit an Instructor Initiated Withdrawal on the student and indicate last day of attendance. Instructor will then submit a grade of a W, WF, WP, or F. This grade will be on the transcript.

- b. If the student responds, a meeting is held with the student, a counselor, and the instructor or the Dean of Instruction to make an appropriate decision.

Decisions may consist of dismissal or voluntary withdrawal from class/NTC or require a signed attendance contract with stipulation to resume enrollment.

Classification of Student

The following are standards for the academic classification of students:

- *Freshman*: A student who has completed 30 or less credits at NTC.
- *Sophomore*: A student who has completed 31 - 60 credits at NTC.
- *Junior*: A student who has completed 61 – 90 credits at NTC.
- *Senior*: A student who has completed 91 or more credits at NTC.

Plagiarism

Students are expected to assume the responsibility for providing original work in their courses without plagiarizing. According to the fifth edition of the MLA Handbook for Writers of Research Papers, "to use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize. A writer who fails to give appropriate acknowledgment when repeating another's wording or particularly apt term, paraphrasing another's argument, or presenting another's line of thinking is guilty of plagiarism". The academic writing assignments that require the use of outside sources generally are not intended to teach students to assemble a collection of ideas and quotes, but rather to synthesize the ideas they find elsewhere in order to construct new knowledge for themselves.

This process requires a higher level of thinking than some students may have been trained to engage in and inexperienced writers may be sorely tempted to copy wording they feel inadequate to improve or even restate. Plagiarism is a serious issue that violates most people's sense of property rights, honest representation, and fairness (Resolution CIT-FEB-605-05).

Deliberate plagiarism centers on the issue of intent. If students deliberately claim another's language, ideas, or other intellectual or creative work as their own, they are engaged in a form of intellectual theft. This is not tolerated in academic, business, and professional communities, and confirmed instances of plagiarism usually result in serious consequences. Similarly, submitting the work of another person or submitting a paper purchased from another person or agency is a clear case of intentional plagiarism for which students will be subject to the severest penalties.

Unintentional plagiarism often results from misunderstanding conventional documentation, oversight, or inattentive scholarship. Unintentional plagiarism can include forgetting to give authors credit for their ideas, transcribing from poor notes, and even omitting relevant punctuation marks.

Self-plagiarism occurs when students submit papers presented for another course, whether for the English department or another department or school. Students may submit papers for more than one course only if all instructors involved grant permission for such simultaneous or recycled submissions.

Penalties for plagiarism may range from failure for the particular assignment to failure for the course. In accordance with the academic grievance procedures of The Navajo Technical College, cases of plagiarism will be addressed first by the instructor. Any appeals by the student should follow the procedures in the NTC Student Handbook for grade appeals.

Students can avoid plagiarizing by taking careful notes during the research process and by following these general principles when incorporating outside sources into their writing:

The exact language of another person (whether a single distinctive word, phrase, sentence or paragraph) must be identified as a direct quotation and must be provided with a specific acknowledgment of the source of the quoted manner.

Paraphrases and summaries of the language and ideas of another person must be clearly restated in the author's own words, not those of the original source, and must be provided with a specific acknowledgment of the source of the paraphrased or summarized matter.

All visual media, including graphs, tables, illustrations, raw data, audio and digital material, are covered by the notion of intellectual property and, like print sources, must be provided with a specific acknowledgment of the source. Sources must be acknowledged using the systematic documentation method required by the instructor for specific assignments and courses. As a general rule, when in doubt, provide acknowledgment for all borrowed material.

Different disciplines use different documentation methods; therefore, students should consult instructors about the correct use of the appropriate documentation style. Additional resources and guidance in the correct use of sources can be obtained from the English faculty at NTC.

Copyright Guidelines

Introduction

It is the policy of the Navajo Technical College to respect the rights of copyright owners and to follow the Copyright Act, 17 U.S.C. § 101 et seq. The NTC copyright guidelines present the college's position regarding use of copyrighted works. Copyright law is complex and still unsettled on many issues, especially in the educational arena. The guidelines should keep the students within the law, but NTC is not responsible for any individual's compliance or lack thereof with the law. Every person who uses NTC resources should abide by these guidelines. Failure to follow the guidelines may create individual liability for copyright infringement (Resolution CIT-FEB-605-05).

Guidelines in a Nutshell

The guidelines are designed to help NTC faculty, staff and students abide by copyright laws and to inform them of their rights and responsibilities under copyright law. The guidelines provide direction for using potentially copyrighted materials in general and in specific media. The guidelines, in a nutshell, teach:

Not all educational uses are "fair uses." Whether a proposed use qualifies as a fair use depends upon the facts of the case. Fair use is discussed in detail in the Fair Use section of the Guidelines.

Public domain works are available for all to use without restriction. Public domain works include older works or works created by the Federal Government. Unless a work was published before 1923, you should presume it is copyrighted. If it was published after March 1, 1989, it is almost certainly copyrighted. A detailed description of public domain works is set forth in the Public Domain section of the Guidelines.

If the material is copyrighted and the use is not a fair use, you must obtain permission to use the material. Some contact information and a form for obtaining permission are set forth below.

When dealing with issues of attribution, destruction or other changes to works of visual arts, the artist's moral rights may also need to be cleared.

Use of NTC Resources

NTC resources may only be used to reproduce or otherwise use copyrighted material as permitted under the guidelines and in accordance with the Navajo Technical College Computer and Network Usage Policy, a copy of which is attached to this Handbook. NTC resources are broadly defined to include photocopiers, computer terminals and servers. Examples of uses that may fall outside the guidelines include copying software without permission, file swapping over the Internet, and photocopying. NTC specifically prohibits the use of NTC computing resources to infringe copyrights or other intellectual property rights.

What is copyright?

Copyright is a protection afforded under federal law for various types of creative works. A work is copyrightable if it is an original work of authorship fixed in a tangible medium of expression. Copyrightable works include literary, musical or dramatic works; motion pictures and other audiovisual works; choreographic works and pantomimes; sound recordings; and architectural works.

The owner of a copyright in a particular work has the exclusive right to copy, display, perform, distribute, and create a derivative version of the work. Generally, then, this means that you may not do things like duplicate, show or perform a copyrighted work unless it is expressly allowed under the Copyright Act or you have the prior permission of the copyright holder.

A copyright exists in a work at the time it becomes fixed in some tangible medium of expression. Neither registration of the copyright with the federal government nor a copyright notice on the work itself is required for copyright protection.

What is copyright infringement?

Generally, copyright infringement occurs when you copy, display, perform, distribute or create a derivative version of a copyrightable work either without the permission of the copyright holder or when such activity is not otherwise allowed under an exception provided by federal copyright law. The penalties for infringement include significant damages-potentially in excess of \$100,000 for each work infringed.

How does copyright law affect information I obtain off the Internet?

Copyright law covers works in both traditional and new media, including digital media. Copyrightable materials are often available on the Internet without any indication of their copyrighted status. As a rule of thumb, you should assume that everything you find on the Internet is copyrighted, unless otherwise labeled. Even popular activities, such as file swapping or copying software or pictures from the Internet, may be copyright infringement and should be avoided.

The Digital Millennium Copyright Act, which Congress enacted in 2000, affords greater protection for copyright holders of digital works. Generally, then, even if a work appears solely in a digital form, it is likely subject to copyright law protections.

New technology has made many creative works widely available through the Internet. For example, the technology known as Peer to Peer (P2P) allows for the transmission of music, videos, movies, software, video games and other materials, most of which is subject to copyright protection.

Remember that a copyright exists in a work at the time it becomes fixed in some tangible medium of expression. That means that an image you have downloaded from the Internet, as well as a video or musical performance, is almost certainly subject to copyright protection. When you download these works, transfer them to a disk or other medium, or send them to a friend, you are infringing on the rights of the copyright holder. Trafficking in such material without the permission of the copyright holder, then, violates copyright law. This includes unauthorized music file sharing over the Internet.

According to a statement recently issued by representatives of the motion picture, recording and songwriting industries, uploading and downloading copyrighted works over the Internet is theft: "It is no different from walking into the campus bookstore and in a clandestine manner walking out with a textbook without paying for it."

Why is it important for a student to be aware of copyright law?

The Copyright infringement is expressly prohibited by the US Copyright Act. Anyone who infringes another's copyright in a creative work is subject to liability and could be required to pay large sums in damages. In addition, as the law clearly prohibits copyright infringement, using any college resources-such as photocopiers, desktop and laptop computers, printers, central computing facilities, local-area or college-wide networks, Internet access, or electronic mail-for the purpose of infringing a copyright in any work may be grounds for student discipline. The Board of Trustees of the Navajo Technical College all students, faculty and staff to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. Moreover, the NTC Board of Trustees prohibits students, faculty and staff from the use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally recognized protection of intellectual property rights. The Board also prohibits transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of state or federal law.

A member of the NTC administration, faculty, staff or student body who violates these policies can be disciplined by the NTC Board of Trustees or its designated administrative officers. This discipline could include failure to pass an assignment or a course, suspension, expulsion or dismissal.

Does copyright law allow me to download files from a college web site?

Thanks to recent changes to copyright law, colleges and universities are allowed to transmit copyrighted images, recordings, and other materials over the Internet in connection with distance learning offerings. These changes allow for the performance of non-dramatic literary works or musical works, as well as the display of "reasonable and limited portions" of any work, in an amount comparable to that typically displayed in a live classroom setting. Use of the works must, however, be "an integral part" of the distance-learning class session, and available solely to students enrolled in the class. In addition, the transmission of the copyrighted works must be under the direction or actual supervision of an instructor. Even though the college does not hold the copyright to these works, or even have the express permission of the copyright holder, they may be delivered over the Internet to students in distance learning classes. The fact that the law authorizes such use of copyrighted materials, though, does not allow a student in these classes to freely download, copy, or re-transmit the works. They are intended solely for use by the institution in connection with distance instruction; any other use would likely constitute a violation of copyright law.

If you have any questions about these guidelines, feel free to discuss them with your instructor, your department chair, and the NTC Information Technology staff or with the Dean of Instruction.

Final Examinations

Final examinations are given at the end of each semester. Students must take their final examinations during the scheduled time period. Students who fail to take final examinations may receive a failing grade and jeopardize their academic status.

Honors and Awards

The Honors List recognizes academic excellence on a semester to semester basis. The student must be enrolled full time in a certificate or degree program, have completed 12 or more credit hours, received no grades of "I" or "IP", have no violations of any NTC policies, have maintained good class attendance, and be in good academic standing. Honors List will be determined by the Registrar's Office and confirmed by the Dean of Instruction.

Presidential Honor List: Students must achieve a cumulative grade point average of 4.00.

Dean's Honor List (formerly known as Distinguished Academic Scholar Award): Students must achieve cumulative grade point average 3.50 to 3.99.

Dean's Honorable Mention List: Students must achieve a cumulative GPA of 3.00 to 3.49.

Graduation Honors:

At the graduation ceremony, students who have achieved a cumulative GPA of 4.00 will be recognized with a blue honor cord and students who have achieved a GPA of 3.50 to 3.99 will be recognized with a gold honor cord. The following award is open to all full-time students.

American Indian Higher Education Consortium Student Congress Outstanding Student of the Year: A student is nominated based on his/her academic and personal achievements within the guidelines provided by the American Indian Higher Education Consortium (AIHEC). This student represents NTC at the national level and is eligible to receive a monetary award. The recipient is also recognized at and participates in the NTC graduation ceremony.

The Financial Aid Office is responsible to receive all nomination packets and submit them to the President for review and final selection.

Graduation

To be eligible for graduation and participation in commencement exercise, students must meet the requirements for a degree or certificate as spelled out above, plus the following:

- File a completed graduation petition and degree checklist with the Office of Student Enrollment and Records prior to the deadline. The Registrar will audit the graduating candidate's course/grades and recommend eligibility for graduation according to curriculum requirements as stated in the catalog. Forms are available at the Registrar's Office. A late graduation petition may be accepted after the deadline subject to approval by the Registrar. Petitions are evaluated by the Registrar and Department Chairs, and approved by the Dean of Instruction.
- Pay in full all outstanding accounts to the college. All financial obligations must be cleared or the student will not be allowed to participate in the graduation ceremony.
- Return all checked out materials to the library.
- Complete the college's graduate student survey.

Issue of Degree or Certificate

Certificate of final approval for a degree or certificate will be placed on the student's official record at the end of the semester when all requirements have been completed and final grades certified. Degree and certificate documents are mailed to students approximately one month after the semester concludes when all final grades are certified and all financial records are cleared. Students must have a cumulative grade point average of 2.00 or above and must meet all minimum course grade requirements as set forth in this catalog for the specific degree or certificate sought. For further information contact the Registrar at (505) 786-4180.

Note: Students with outstanding accounts will not be awarded their official transcript, certificate or degree/hood until payment is complete.

Graduation Regalia

Appropriate college cap and gown are required for the commencement exercise. Traditional attire may be worn under the gown and is encouraged. The cap and gown signifies the completion of a college degree or certificate program

Student Academic Standing

The academic progress of all enrolled students will be reviewed at the end of each grading period (end of the semester). A cumulative GPA of 2.00 or greater is considered satisfactory progress toward a certificate or degree and/or to be eligible to graduate.

Satisfactory Academic Standing

Students must maintain a cumulative Grade Point Average (GPA) of 2.00 or greater to remain in satisfactory academic standing

Academic Probation

Academic probation is a condition of student academic standing for students who fail to maintain a 2.00 cumulative GPA by the end of a semester. If a student's cumulative GPA is 1.99 or below at the end of the semester, that student will be placed on academic probation for the following semester and will also be placed on financial aid probation. The Registrar will notify the student in writing that he/she is placed on academic probation and refer to a counselor. A probationary contract will be developed to include mandatory counseling and tutoring. If the student raises his/her cumulative GPA to a 2.00 or above by the end of the semester, he/she will be removed from academic probation status for the following semester.

***NOTE:** Transfer students who were on academic probation at another institution may be admitted to NTC. Student(s) will be placed on probationary status and a probationary contract will be completed that includes mandatory counseling and tutoring.*

Academic Suspension

If the student does not meet the minimum cumulative GPA of 2.00 by the end of the semester while on academic probation, he/she will be placed on academic suspension for the following semester. He/she will be ineligible for any financial aid. The Registrar will notify the student in writing that he or she is placed on academic suspension and ineligible for student financial aid. He/she will remain on suspension until their cumulative GPA is raised to 2.00 or above.

Right to Appeal

Students wishing to appeal academic probation or suspension must do so in writing to the Registrar within 30 (thirty) calendar days from the date of the notification. The Registrar will review and reply with a decision within ten (10) working days of receiving the appeal. If the student does not agree with the Registrar's decision, the student may petition the Dean of Instruction within ten (10) working days of the postmark of the letter. The Dean will review the documents and reply with a decision within ten (10) working days of receiving the appeal. The Dean's decision is the final decision.

***NOTE:** Student Financial Aid Probation and Suspension Appeal procedure is explained in the Financial Aid Policy section of this handbook.*

Grading Standards

The letter grade of A, B, C, and D indicate passing grades. A grade of D, however, is not transferable to another school, nor does it allow the student to progress to the next level course in that subject area at NTC. A grade of incomplete (I) is converted to a point-value letter grade upon the completion of the required work or projects assigned by the instructor by the end of the following semester; otherwise the (I) will automatically be converted to an F.

Grading System

The following letter grades and grade points are used at NTC

Letter Grade	Percentages	Description	Grade Points
A	90 - 100%	Excellent	4
B	80 – 89.9 %	Above Average	3
C	70 – 79.9 %	Average	2
D	60 – 69.9 %	Below Average	1
F	Less than 60%	Failure	0
I		Incomplete (No Credit)	0
IP		In Progress (No Credit)	0
W		Withdrawal	0
AU		Audit	0
CR		Credit by Examination	0
WF		Withdraw Failing	0
WP		Withdraw Passing	0
P/F		Pass/Fail	0

Grade Points and the Grade Point Average (GPA)

Incomplete

An “I” may be issued when unforeseeable circumstances beyond the student’s control prevent the student from completing course requirements. Incomplete grades will not be authorized when the student has failed to complete course requirements or has earned a failing grade due to personal negligence. An incomplete grade must be converted to a credit grade by satisfactorily completing the required assignments within the adjusted deadline (arranged between the instructor and student) of the following semester. An incomplete grade not converted by this time will become a grade of “F”. A student does not have to reregister for the course if completed within the stated deadline.

In-Progress

In-Progress refers to students who have met the institutional attendance requirements and have worked continuously toward meeting the objective of the course, but has work that will need to be completed before the mid-term of the next semester of the date the course was taken in order to complete all objectives of the course. A student does not have to reregister for the course if completed within the stated deadline. If the IP grade is not converted by the end of the semester that it is retaken, the grade of an “F” will automatically be issued

Audit

Grade recorded for completion of enrollment in an audited course; no credit is earned. Forms are available at the Registrar’s Office.

Credit by Examination

Credit and grade is given upon completion of examination of a course that is challenged by the student. Pass or Fail grade will be issued. No credit is earned.

Course Withdrawal

Used for student, instructor and/or administrative withdrawals from a course or from NTC after the withdrawal deadline date.

Withdrawal Failing

A grade of WF is given by an instructor for a course that was withdrawn and indicates that the student was failing the course at the time of withdrawal.

Withdrawal Passing

A grade of WP is given by an instructor for a course that was withdrawn and indicates that the student was passing the course at the time of withdrawal.

Pass/Fail

Some courses are graded on a pass/fail basis. Students performing at a satisfactory level will receive a grade of “P” which will not be included in the computation of the GPA. Students not performing satisfactorily will receive a grade of “F” which will be used in the calculating the GPA. All courses offered on a pass/fail basis will be indicated with (P/F) following the course description.

Grade Changes

All discussions regarding grade changes should be directed to the instructor of the course in question. If there is a grading error, the instructor must submit a grade change to the Dean of Instruction for approval. The Dean of Instruction will forward the approved Grade Change form to the Registrar who will record the grade and update the student’s transcript.

Grade Appeal

Students who believe they have received a grade in error should informally meet with the instructor to determine if a clerical error has occurred. If the instructor has erred in submitting the grade, the instructor will correct the grade with the Register’s office. If the error occurred due to a clerical error in the Registrar’s office, the instructor should request that the grade be corrected. If discussions with the instructor do not resolve the issue, and the student believes he/she has a justifiable grade appeal, he/she should submit a Grade Appeal form. Any appeal of a grade by a student must be initiated no later than the end of the semester following the semester in which the grade was awarded. Summer session grades must be appealed before the end of the fall semester following the summer class. Forms are available in the Registrar’s Office.

The formal grade appeal steps are as follows:

1. The student must submit a Grade Appeal form to the Dean of Instruction.
2. The Dean of Instruction will review the appeal and assign a person to investigate.
3. The assigned person will request a copy of the syllabus and documentation pertaining to attendance and grades and a copy of the student’s Grade Appeal form.
4. After investigation, the assigned person will submit a report to the Dean of Instruction the findings.
5. The Dean of Instruction will make a final decision. A report of the final decision will be placed in the student’s master file located in the Registrar’s office.
6. The student will be notified of the decision.

Petition for Course Substitution

All students are expected to satisfy all NTC certificate and degree requirements. However, under certain circumstances, substitutions for required courses may be necessary and appropriate. To initiate a course substitution, students should complete the “Course Substitution” form, which must then be submitted to the Registrar’s office. This form can be obtained from the Registrar’s office.

Repeat Course Processing

When a student has completed a course two or more times, each course enrollment and all grades will appear on the student’s transcript. This applies to courses with identical course abbreviations and numbers except

for the following: topics, internship, and cooperative educational courses, and when course abbreviations and numbers change as a result of new programs and/or program revisions. Students who are repeating courses that had a grade of “D” or “F” will not be eligible for financial aid assistance and will have to pay for the course(s) on their own.

Grade Forgiveness Policy

NTC’s Grade Forgiveness Policy permits a student to repeat a course and to have the grade for the repeated course computed in his/her GPA in place of the original grade, providing the repeat grade is “C” or higher. If the grade for the course that is repeated is a “D” or “F,” grades for both the original course and the repeated course shall be calculated into the GPA. Normally, grade forgiveness only applies to a specific course that a student chooses to repeat. The grade forgiveness policy does not apply to a course taken on a “W” or “WF” grade basis. In unusual circumstances, a different but similar course may be used to substitute a course that has been previously approved by the college dean and is on file in the Office of the Registrar.

Any student who wishes to utilize the grade forgiveness policy must do the following:

1. Complete a “Grade Forgiveness Request Form” (available in the Office of the Registrar) for each course to be repeated.
2. Adhere to the following conditions:
 - a) A limitation of applying grade forgiveness to three NTC courses with no more than one repeat per course. (Financial Aid will be allowed for one repeat per course only)
 - b) With prior approval of the Dean of Instruction, a course different from a course on the approved list may be substituted in the following cases:
 1. The substitute course is a change in prefix, number, hours, or title, but not a substantive change in content from the original course.
 2. The substitute course replaces a course no longer offered by the institution.
 - c) The repeated course must be taken under the standard grading system (A-F) and the latest grade must be C or higher. Grades of W or WF are not permitted.
 - d) All grades shall remain on the student’s transcript. The original course grade will be annotated with “R” to indicate that the course has subsequently been repeated and the original grade is not computed in the GPA.

NOTE: *The NTC Grade Forgiveness Policy applies only to courses originally taken at NTC and repeated at NTC.*

Enrollment Withdrawal Procedures

In the event a student cannot attend classes after final registration of classes, it is the student’s responsibility to withdraw from the college before the Enrollment Withdrawal deadline. Withdrawal Forms are available in the Registrar’s Office. Students who withdraw after the withdrawal date on the calendar will be responsible for any outstanding financial accounts. Withdrawing past the census date requires the instructor to assign a grade of “W”, “WF”, “WP” or “F”. Those grades will be included in the transcript. The grade of WF and F will be counted as failing grades which will be included in the calculation of the grade point average. Students who do not officially withdraw by the drop/add deadline will be responsible for tuition and fees in accordance to the Tuition Refund Policy.

Note: Faculty is not responsible for dropping students who do not attend.

Completion of Student Courses

Students are responsible for completion of all courses in which they are enrolled at the college. Changes in enrollment, drops or withdrawals must be officially recorded on college records. A student not following proper course or withdrawal procedures may receive a failing grade.

Graduation Requirements

Students enrolled in an official NTC certificate or degree program must complete an Application for Graduation and submit to the Registrar's Office by the deadline date displayed in the Registrar's Office (notification is also displayed around campus and electronically sent to all instructors and staff). Application forms are available at the Registrar's office. All financial obligations must be cleared by mid-term of the semester from which the student is graduating or the student will not be allowed to participate in the graduation ceremony.

Degree Programs – Associate of Applied Science (A.A.S.) and Bachelor of Applied Science (B.A.S.)

Students enrolled as degree candidates in one of the degree programs will receive their degree if they pass all of the required coursework, including general education requirements, maintain a cumulative GPA of 2.00 or better, and have satisfied any outstanding debt to the college. See college catalog for General Education and Program descriptions.

Certificate Programs

Upon successful completion of a specific career program, students will receive a certificate if they have passed all the required coursework, including general education requirements, maintained a cumulative GPA of 2.00 or better, and have satisfied any outstanding debt to the college. See college catalog for General Education and Program descriptions.

Advisement

All certificate and degree track students are urged to consult an advisor before registering for classes. New or undecided students may see the Title III Academic Advisor or Counselor. Students already in a degree or certificate program may see their assigned advisor.

Schedule of Classes

The Schedule of Classes is an official publication of the Registrar's Office distributed each semester. The schedule lists the semester's course offerings, dates, times, place, and instructor. Please refer to the schedule of classes for up-to-date information each semester.

Internship

Some programs require an internship where students have the opportunity to apply practical, job-specific skills in an actual work situation in cooperation with businesses in the private and public sector. Students enrolled in these programs must complete their internship to qualify for graduation. The student must meet with the Internship Advisor and Instructor to begin the process of submitting documents and officially registering for the course with the Registrar's Office.

Honors and Awards

Toward the end of the school year, students who have maintained a cumulative GPA of 3.00 or above are recognized for their achievement. The candidates must be enrolled full time in a certificate or degree program, have no violations of any NTC policies, have maintained class attendance, and be in good academic standing. Award recipients will be determined by the Registrar's office and confirmed by the Dean of Instruction.

Presidential Award: Eligible students receive the Presidential Award with a cumulative GPA of 3.98 to 4.00.

Distinguished Academic Scholar Award: Eligible students receive the Distinguished Academic Scholar Award with a cumulative GPA of 3.50 to 3.97.

Honorable Mention Scholar Award: Eligible students receive the Honorable Mention Scholar Award with a cumulative GPA of 3.00 to 3.49.

The following award is open to all full-time students. The Financial Aid Office is responsible to receive all nomination packets and submit to the President for review and final selection.

American Indian Higher Education Consortium Student Congress Outstanding Student of the Year: A student is nominated based on his/her academic and personal achievements within the guidelines provided by the American Indian Higher Education Consortium (AIHEC). This student represents NTC at the national level and is eligible to receive a monetary award. The recipient is also recognized at and participates in the NTC graduation ceremony.

Graduation Honors: At the graduation ceremony, students who have achieved a cumulative GPA of 3.98 to 4.00 will be recognized with a blue honor cord and students who have achieved a GPA of 3.50 to 3.97 will be recognized with a gold honor cord.

Section 6: Student Support Programs

Navajo Technical College has a number of different programs established to supplement the needs of students. These programs are overseen by various directors and deans. Any concerns, suggestions or questions in reference to services provided for students may be addressed to the Dean of Student Services, Dean of Instruction, or the Registrar, or call (505) 786- 4100.

Academic Advisement and Counseling

The academic counselor evaluates student abilities and interests to develop realistic academic and career goals. This includes educational planning, choosing a major, planning for certificate and associate degrees and planning strategies for academic success. The academic counselor provides academic support workshops. The academic counselor provides Accuplacer placement test interpretation for appropriate placement in math and English courses. Personal counseling includes mental health counseling that is available by a licensed mental health counselor in the college environment. This includes diagnosis and treatment of mental disorders and counseling techniques in stress management, cognitive restructuring, suicide prevention, increasing self-esteem, social skills, and conflict resolution. For more information, call (505) 786-4328.

Special Needs Counseling

Accommodations for students with physical, mental, learning, visual, speech, or hearing disabilities are available in accordance with the ADA Law of 1990 and Section 504 Rehabilitation Act of 1973. Students are responsible for self-identification in discussing their disability needs. To receive reasonable accommodation; they must register with the Office of Special Student Services at the beginning of the semester and make this declaration. Any documentation provided by a medical professional or a state license diagnostician or a High School Transition Plan should be made available to the Special Needs Counselor at beginning of the semester. Types of accommodations include: On campus accommodations such as registration assistance, orientation to campus, and referral to resources. In-classroom accommodations include: note taking, extended time to complete work, different format of materials, tape recorder, magnifiers for reading, keyboards, and one-on-one tutoring. Technologies are available in screen readers and Dragon Naturally speaking. Contact the Special Needs Counselor at (505) 786-4138.

Substance Abuse Prevention Specialist

The SAP Specialist provides substance abuse assessment/evaluation and screening; individual, family, and group therapy; and stress management. The program approaches counseling using the Navajo cultural values of *ke* (kinship), makes referral to off-campus resources when appropriate, provides health information to students and families through presentations on issues and provides prevention strategies that address current issues such as chemical dependency, suicide, school dropout, and various forms of abuse. NTC offers

Substance Abuse Prevention and Counseling to all enrolled students. The Services are designed to help students meet the daily challenges of student life. The Specialist provides classroom-based prevention education program in health education, which is designed to increase the student's knowledge about alcohol and drug abuse.

Career, Job Placement and Internship

The Career and Job Placement Counselor works with students to develop their own individual occupational or educational plan to become independent and self-sufficient. Career & Job Placement program will engage students in an interactive process that builds self-knowledge, job search skills, resume writing skills, interviewing skills, the skill to complete job applications and help to develop an employment portfolio. Job placement services are available for students seeking employment opportunities throughout the country as well as summer employment vacancies. Current students are eligible for referral to employers. Students are responsible for completing the job placement application and interview process. The Career and Job Placement Program strives to empower every student to become an active partner in the development of his/her career goals

The Internship Program can provide students with the opportunity to develop knowledge and skills necessary for success in a career or continued education. Assist students with their career by on the job experience or a research based learning environment and guide students in selecting a specific career path and/or in choosing a college to complete educational goals. Strengthen one's employability to participate in today's job market. An internship will enhance student's future opportunities. Visit with internship advisor to obtain more details about an internship in your field of study. Contact 505/786-4181

Title III Advisor and Counselor

The Title III Program has been developed to strengthen the retention rate, to improve operational efficiencies and enrollment at NTC, and to improve the college's long-term college success at both the Crownpoint and Chinle campuses, by assisting under-prepared high school students succeed at a higher rate at Navajo Technical College through the successful implementation of an intense First Year Experience program. A new integrated student record and financial information system (Jenzabar) is to be fully implemented to improve operational efficiencies, communication and performance of the administration, faculty and staff. Also, the development of an endowment fund is intended to help stabilize the long-term financial aspects of the college. The fulfillment of these goals will strengthen the institution, meet the needs of the student population, and better serve the communities and regions surrounding the Navajo Technical College. They are located in Mod. # 4.

Child Care Services

NTC Child Care Services is located northeast of the NTC Cafeteria. The Center provides a nurturing environment that encourages the development of the "whole child," and promotes positive parent-child interactions. Childcare services are available from 8:00 a.m. to 5:00 p.m., Monday through Friday, while parents attend NTC classes. The Center admits children of full-time and part-time students as a priority. However, if slots are available, children of ABE students, staff, and faculty may be accepted. A fee is charged for all participants and is listed in the Tuition and Fees section of this handbook and all other information in the Child Care Services Manual.

Parents who qualify for Child Care Services must attend a Child Care Mandatory Orientation, sign and comply with the Child Care Services contract. A Child Care Manual will be distributed during the orientation. Parents who do not comply with the Procedures according to the Child Care Manual will have their childcare services terminated.

The Center is closed on weekends, holidays and breaks, according to the school calendar. For specific information, qualification requirement, or an application for enrollment call (505) 786-4122.

The Center charges a flat rate per semester (Fall/Spring/Summer). A Financial Aid Cost Expenditure Statement should be included in the Child Care Application (per child). Before services are provided, acceptable payment arrangements must be made by the parent or student. That is the method of payment must be provided to the Child Care management, including payment source and/or prior arrangements made with Financial Aid or Financial Services with verification (proof of prior payment plan and authorization). Parent may be referred to Navajo Nation Child Care Development Fund Program to apply for assistance to pay for services.

There is a second Child Care Center located on campus. The Child Care Development Fund (FFDF) Program supports opportunities for parents and families to obtain self-sufficiency through employment, educational goals, development of job skills, and other programs, such as TANF and Workforce Development. An eligible parent must reside on or near the Navajo Nation or be a full-time student pursuing education and undergraduate or graduate degree/certificate or attending a job-training program. The requirement age is from 12 years of age or younger at 3 yrs. old. The eligible parents/guardian must be physically reside within the same household where gross monthly income does not exceed the income eligibility criteria for the household unit size. Laura Daniels, Program Supervisor I, T'iiists' ozi Child Care Center, telephone (505) 786-2435. Child Care Center

Student Housing

Residential housing is available to NTC full time students residing beyond the 60 miles radius from Crownpoint, New Mexico. Students wishing to reside in student housing should contact the Residential Manager to apply for housing. A student must complete an application and meet all requirements to qualify for student housing. The following documents must be attached:

- Complete Residential Application
- Letter of Admission
- Government or State ID
- Security Deposit receipt

It is the students' responsibility to initiate the process. Contact the Residential Department (505) 786-4175 regarding any question about this process.

Office hours are from 8:00 am to 5:00 pm, Monday thru Friday. The Residential Handbook complies with and is used in accordance with Navajo Technical College regulations and distributed to students whose applications are approved. An orientation is conducted every semester/session to the residents.

Transportation

Transportation for students commuting to and from some areas is available on a daily basis when school is in session. This service is available only for educational purposes to registered students. Children are not allowed to be transported in any NTC vehicle due to liability concerns. For safety and liability purposes, NTC abides by Navajo Nation and applicable federal and state transportation laws.

NOTE: Students are responsible for arranging their own transportation for personal business.

Student Life and Activities

The Student Activities Coordinator oversees a majority of the student activities on campus and participates in all Student Senate meetings and activities. The coordinator chaperones and makes arrangements for off-site activities. The Student Activities Coordinator also organizes with the Student Senate activities such as

dances, bingos, cookouts, family fun nights and other activities. The Coordinator oversees all sports program during fall and spring semester. The Coordinator is responsible for all recreational equipment (equipment can be checked-out with a NTC ID Card). All NTC planned recreational activities must be submitted to the Student Activities Coordinator and Dean of Student Services for prior approval.

Student Organizations

American Indian Science and Engineering Society (AISES)

AISES is a nationally recognized organization for vocational-technical students. Membership opportunities are available to full-time students, at all levels and in all trades. For AISES membership and affiliation with the local NTC Student Chapter, contact the AISES advisors.

Skills USA

Skills USA is a club sponsored by instructors interested in promoting their programs. Skills provide an excellent opportunity for students to develop leadership capabilities and otherwise enhance their occupational training. Students are encouraged to participate in Skills USA. For further information, contact your instructor.

Student Senate

The Student Senate is an opportunity for students to learn and to develop leadership skills. The Student Senate and Senators are elected by the student body early during the fall semester of each year. The Student Senate represents the whole student body on campus. It facilitates communication among students, and between the students and NTC faculty, staff, and administration. General communication (i.e., suggestions, requests, complaints etc.) from the student body to the school administration should be funnel through the Student Senate and the Dean of Student Services. The Student Senate also networks with other student governments and clubs at postsecondary schools in the area. This affords the Senate members a broader perspective on student government issues, policies and procedures and enables NTC to keep current with events at other schools that share our same concerns. The Student Senate is involved in the establishment and support of other student clubs. The Student Senate President upon induction becomes a member of the NTC Board of Trustees.

NOTE: All elected officers and senators must be full-time students in good academic standing at NTC.

Student Clubs

In order to establish a club, a charter must first be submitted to the Student Senate for approval. The charter should include:

- The purpose and Plan of Operation;
- The bylaws and rules;
- A list of elected officers and duties (class schedule/grades as needed);
- A list of proposed activities for the school year;
- Names of sponsors and/or advisors (NTC faculty or staff member).

Club Regulations/Violations

The Student Senate and/or the administration reserve the right to revoke the charter of any club whose members knowingly violates NTC and/or charter policies. Any club that becomes inactive for a period of two months will be referred to the Student Senate for dissolution. Upon dissolution by the Student Senate, any remaining club funds will transfer to the Student Senate general account to be utilized by other clubs. NTC clubs are expected to have a Club representative present at each Senate meeting. All on/off campus club activities require approval of the NTC President. Club funds will be withdrawn through the Dean of Student Services or Student Senate President per a written request and with signatures of club advisor and

club treasurer. All clubs must submit minutes and expenditure reports to the Student Senate on a monthly basis.

Sports Program

Although NTC does not have a gymnasium, basketball and volleyball are popular sports activities for students. Games with local colleges such as Dine College and SIPI are arranged during the fall and spring semester.

Intercollegiate Sports Program

- Rodeo Program: Students compete during the fall/spring semester through the Grand Canyon Region under the National Intercollegiate Rodeo Association (NIRA). If interested contact the Activity Coordinator.
- Cross Country: Students compete during the fall semester through Division III – Region 5 (New Mexico and Texas) under the National Junior College Athletic Association (NJCAA).

Annual Activities: Red Ribbon Week, Cultural Week, Skills Fest, Super Bowl Cook-out, Family Fun Night, Student Awards, etc.

Some other activities planned for each semester include (but are not limited to) softball games, dances, cookouts, volleyball games, archery, family fun nights, and holiday-related activities. For answers to any questions or to express a desire to get involved in one of the established sports, go to the Student Activity Office located in the Student Services Department, second floor, or contact the coordinator by phone at (505) 786-4311.

Section 7: Campus Resources

Student Identification Number

NTC assigns a Student ID number upon admission to the college. A Student ID is required when purchasing books, meals, library services, transportation, campus security purposes; and for other student activities.

Bookstore

The College Bookstore maintains a complete inventory of college textbooks and school supplies including notebooks, pens, pencils, and folders. In addition, the Bookstore carries a variety of promotional items and clothing, as well as a small snack bar. Bookstore hours are Monday – Friday, 8:00 a.m. – 12:00 p.m. & 1:00 p.m. – 4:00 p.m. The NTC Bookstore is located in Modular Building 16.

Food Services

The cafeteria provides meals to the campus community, and is open in accordance with the school calendar. All guests, faculty and staff pay for their meals. All students are required to fill out a meal plan form or pay on their own. Students who eat in the Cafeteria must show their NTC ID Cards.

Cafeteria Behavior and Conduct

Student's code of conduct will be enforced at all times. *Note: Any person under the influence of alcohol or drugs will not be served and may lose their privilege to eat in the cafeteria.*

Monday thru Friday

Breakfast	6:45 am – 8:00 am
Lunch	11:00 am – 1:00 pm
Dinner	5:00 pm – 6:00 pm

Saturday & Sunday

Brunch	11:00 am – 12:30 pm
Dinner	4:00 pm – 4:30 pm

Instructional Services

The faculty members of NTC and the Library staff are a part of the instructional team overseen by the Dean of Instruction. If there are any problems, concerns or questions regarding instruction, contact the Dean of Instruction in the Administration Building at (505) 786- 4113.

Library

The Pete V. Domenici Library is conveniently located on the NTC campus. It contains a broad collection of books, reference materials, technical journals and periodicals. These resources are organized and accessed through an electronic card catalog system. In addition, the library maintains an electronic database that allows access to over 250,000 full-text journals, periodicals and newspaper articles. The library is also a part of an inter-library loan service, allowing student's access to resources available at libraries throughout the state of New Mexico. The library is open evenings and weekends during the academic year.

Tutorial Services

Tutoring is available to all students in the STEM lab. The lab offers tutoring services and general-use computers. The facilities may be used simply as a quiet place to work on homework assignments. Hours of operation vary from semester to semester, but include some afternoons and evenings. Specific hours are posted on the entrance door and on posting boards throughout the campus. The Tutorial Service is also a source of employment for students qualified for the work-study program.

Distance Learning

NTC's goal is to expand access to higher education opportunities for individual and community members of the Navajo Nation and others through electronically offered classes. Distance learning and online teaching technology will be used to provide relevant and timely coursework, information and training to enhance the learning experience by removing the barriers of both time and place. Once the distance education program is fully implemented, students can enroll at NTC from off-campus computer labs or at home.

Continuing Education

Continuing Education at Navajo Technical College offers courses throughout the year during usually during the evening, weekend special sessions, and summer sessions and meetings. Credit and non-credit courses are offered for academic, professional, and personal development. Courses are intended to supplement the established educational programs but also to addresses professional and personal advancement.

Not all courses are offered every semester and course offerings are continually being changed, up-dated, and revised for each semester.

Adult Basic Education/GED

Navajo Technical College's Adult Basic Education Program offers FREE classes and tutoring to help adults build basic academic skills and/or prepare to take the GED Test: improving reading, developing math computation and problem solving, and enhancing English writing.

Anyone eighteen years of age or older is welcome. Students seventeen (17) years of age may enroll with release from their parent/guardian and their local school district.

Interested adults may register and start class ANYTIME, since the ABE Program operates year-round and is open entry, open exit. When registering, students are asked to take a diagnostic assessment, so they can be provided lessons appropriate to their needs. Fall and spring classes run for eight weeks, allowing students to progress rapidly through materials.

For information or registration visit the ABE Office on the Navajo Technical College may call 505-786-4125.

Extension Services

The mission of Navajo Technical College Extension Service is to assist individuals and communities in making informed decisions through research and experience-based Educational programs, to improve agriculture and natural resources, to improve capabilities of individuals and families, to aid communities in developing and adapting to changing conditions, and to provide developmental opportunities for youth. Extension Staff is employed to plan, conduct, and evaluate these programs.

This community-based Extension program at Navajo Technical College maintains close coordination and cooperation with New Mexico State University Cooperative Extension Service to provide clientele with educational programs in the four Cooperative Extension Service program areas of Agriculture and Natural Resources, Family Health and Wellbeing, Community Resource Development, and 4-H Youth Development.

Extension programs and activities in the region of Navajo Technical College are based on identified needs of clientele. Needs assessment involves working with advisory committees, key leaders, and partnering organizations; analyzing socio-economic data; consulting with tribal and county government; collaborative planning with 1994 land-grant colleges located in Northern New Mexico; and other appropriate assessment procedures.

The Extension Services office is located on the South Campus near the corner of State Highway 371 and Navajo Route 9. Contact can be made by calling 505-786-4165.

Chinle Instructional Site

Navajo Technical College continues serving the Navajo Nation by expanding its educational offerings to Chinle AZ. The Chinle Instructional Site is located in Chinle, Arizona in northeastern part of the state and on the Navajo Nation.. The programs at the Chinle Instructional Site are designed to serve those students from the rural areas and surrounding communities of Chinle, Arizona, to provide a non-residential opportunity to partake of higher education endeavors. This is an important development in establishing healthy community relations

Library and research services at the Chinle Instructional Site is primarily supported by electronic means (Internet connectivity between the Main Campus at Crownpoint) but future development of a full library containing printed and other media resources is in the College's immediate plans.

Information and enrollment procedures can be acquired by visiting the Chinle Instructional Site at 201 East Navajo Route 7, or by calling 928-674-5764.

Section 8: Other Information

NTC Campus Closure

When NTC is to call a delay or closure due to inclement weather, the following individuals will assess weather conditions, and take the following steps:

Step 1: The van drivers who start their routes at 5:00 a.m. will be able to make an assessment of road conditions, and to contact the local Navajo Police Department for verification of adverse weather conditions. Upon verification, they are to proceed to the next step.

Step 2: The Dean of Student Services will be informed immediately and is authorized to call a one or two hour school delay. In the event of a school closure or half-day delay; see Step 3.

Step 3: The Security Guard or Van Driver will check if the President on campus to determine a school closure or half-day delay. If the President is not on campus, the line of authority is as follows:

- a. Dean of Student Services
- b. Dean of Instruction

The individual calling the College operations delay or closure will contact the following:
KTNN-Window Rock 660 AM, KGAK 1330 AM, KXTC 99.9 and TV stations – KOAT, KOB, KRQE.
In the event of school closure, make-up day(s) will be scheduled.

Computer Services

Students using computers at NTC are expected to follow the Navajo Technical College Computer and Network Usage Policy, a copy of which is attached to this Handbook. In using NTC e-mail, the Internet Services, or any Institute software or hardware, the student does so with the understanding that this technology has been provided by NTC and is the property of NTC reserves the right to review and monitor the use of hardware and software belonging to the school or personal equipment utilized on school premises. Such rights include the auditing of documents sent, received or viewed through the Internet and e-mail. Students have no right to privacy regarding materials stored, kept, sent, or received on NTC hardware or software or personal equipment maintained on school premises. Students are not to print, display, download or send any sexually explicit images, messages or jokes or to visit chat rooms, message boards, or other forums where sexually explicit, offensive or illegal issues are discussed. Violators will be subject to disciplinary action, including possible dismissal. For the protection/privacy of individual students and that of NTC, students are advised not to share passwords or provide computer access to unauthorized individuals. Students are subject to the NTC Computer and Network Usage Policy.

***NOTE:** Students who vandalize or misuse or theft of any NTC property and equipment will be subject to disciplinary action and/or including dismissal from NTC and possibly subject to prosecution with the Navajo Nation Courts, to include restitution with NTC*

Cellular Telephones

Students are required to turn off all cell phones while in the classroom or labs.

Mail Services

Students may use NTC's mail service. Mail will be distributed to students in the Efficiency Apartments and Student Family Housing after 3:00 pm. Students may use the following address:

(Student Name)
Student Family Apt # ___ or Efficiency Apt # ___
C/O Navajo Technical College
P.O. Box 918
Crownpoint, New Mexico 87313

Telephone Services

Personal long distance calls for bona fide emergencies may be allowed through the counselors' office. Otherwise, students are to use the pay phones. Phone cards can be purchased from the Accounting classroom or the Business Office (Dine Empowerment Building). There is a pay telephone located in the cafeteria lobby available during business hours.

Lost and Found

Lost and found items are turned into the Security Office, located in Modular Building 2. Items are held until claimed by the owner or until the end of the academic year when they will be donated to non-profit organization.

Academic Achievement

Study Tips

Being a student at NTC can be very demanding, especially when there are other responsibilities (i.e. taking care of a family member, being a parent, maintaining a job, etc.). Time management skills are part of succeeding as a student and will help students keep up with all their responsibilities – thereby improving their chances of success. Here are some tips designed to help students succeed:

- Keep up with your studies each day; if you put off your studies, it is much more difficult to catch up.
- Study at the same time each day, having a set routine, will make it easier to learn materials.
- Study difficult and/or boring subjects first; students who study while alert get better grades.
- Break up assignments into smaller pieces, and take breaks while reading or studying large amounts of information. Memory is enhanced when learning information in portions.
- Make sure the people around you respect your study time. Learning information is more effective with fewer distractions.
- Limit distractions. Students learn more when staying on task.
- Study in the same place or under the same conditions everyday - having a routine is good.
- Study in the library - it is quiet, comfortable, and has many resources.
- Make use of your time by reviewing notes before and after class.
- As you read, ask yourself questions about the material. When you finish a section or a chapter, review what you have read.
- If you become frustrated, take a break or look over other subjects.
- Take advantage of instructor's office hours, and meet with instructors regularly. It will be easy to ask questions if you already have a good relationship with them.
- Study with others, in groups, or with partners, and compare notes. Students who can work as a team receive much better grades.
- Eat healthy, exercise regularly, and sleep regularly, stress is reduced, and you will feel and think much better.

Overcoming Test Anxiety

- Eat healthy, exercise regularly, and get regular sleep. This will help eliminate stress and anxiety better than anything else. If you feel better, you will certainly do better on a test.
- Practice relaxing yourself - breathe deeply or take a few deep breaths think positively and believe in yourself. Take a moment to imagine a relaxing situation.
- Study regularly and prepare for tests. Last minute cramming and procrastinating are usually ineffective.
- Talk to your teacher regularly, and tell your instructor when you are nervous. Their job is to help you and will often provide useful information.
- Take advantage of campus counselors. They are trained to help, and will often find simple and easy solutions to problems of stress or anxiety.
- Ask questions before a test, and speak with other students.
- If you are concerned or confused about something, ask your instructor to review the material that will be on the test. Most instructors are happy to help you understand confusing material and usually have tips or give clues.
- Make up your own test to cover the material. Mock-tests are very effective and usually more difficult than the actual exam.
- If you are afraid or hesitant to talk to an instructor, bring a classmate or friend with you. Some instructors seem difficult to approach, but are usually eager to help you when asked.
- Be on time or early for the test. Sometimes you are able to get questions answered before an exam begins.
- Listen carefully to all verbal instructions and read the test instructions carefully. If you are not sure of something, ask the instructor.
- Read the entire test before starting. Sometimes answers to problems can be found in other questions, and knowing what the whole test covers reduces stress.
- Do the easiest, shortest questions first if you are unsure.
- Do not waste time pondering difficult questions. Go on to other questions and come back to the tough ones later. You may find the answer within another question.
- When you are stuck on a problem, think of (and jot down) all the words related to what is being asked.
- When you get the test results, review and be sure you know the correct responses to the items you missed. You may see them again on another test.

Section 9: Campus Safety and Security

The mission of the NTC Security Department is to provide the best possible security measures for the protection of its students, faculty, staff, visitors and NTC property. The Campus Security Officers may be reached at 505/786-4175 or 505/406-6924.

Role of the NTC Campus Security

NTC Campus Security provides security services to the NTC community with the focus on preserving an environment where you can study live and work safely. Campus Security personnel patrol the NTC campus and are available 24 hours a day year round. Security personnel enforce all campus laws, regulations, ordinances, and policies, and issue citations as necessary for parking and moving violations. They work with the Navajo Nation, County, State, and Federal Law Enforcement Officers.

Fire and Alarm Safety

NTC buildings have fire and burglar alarms. NTC holds random fire drills.

Note: Tampering with the fire alarms or smoke detectors is a violation of Federal law. Those who do so will be prosecuted accordingly.

Parking/Transportation

Parking areas for students are located adjacent to the efficiency apartments, family housing complex and classrooms. All vehicles must be registered with Student Services, under Transportation Services. Students will be issued parking permits after registering their vehicle. Individuals operating automobiles in an unsafe manner that endanger human lives or property or transporting illegal substances or other illegal activity will be banned from NTC campus for the duration of the school year. If a vehicle is towed, it will be at the owner's expense.

The Navajo Nation has incorporated portions of the New Mexico Vehicle Code as Navajo Law. As a result, all students who operate a vehicle within the NTC campus must comply with the New Mexico Motor Vehicle Code and NTC Traffic Rules and Regulations. All vehicle owners must have proof of registration, and auto liability insurance in the vehicle at all times.

Guests and Visitors

Visitors are welcome. To insure safety and to receive appropriate assistance all visitors need to check in at the Administration Building with the receptionist. Children are not permitted in the classrooms and laboratories during class hours. Visitors should not interrupt students when classes are in session. Messages may be left with the front office or Student Services department.

Pets/Animals

No pets are allowed in either NTC buildings or NTC vehicles except for assistive animals needed as a reasonable accommodation by a disabled individual. **Do not feed stray dogs.**

Crime Statistics

The NTC Security Department reports crime statistics in order to keep track of campus violations. Listed below are statistics of crime on NTC campus.

Type of Incidents	Summer 2009	Fall 2009	Spring 2010	Summer 2010	Fall 2010	Spring 2011	Summer 2011
Alcohol Violations	7	110	62	9	88	95	2
Drug Violations	1	8	18	1	2	24	0
Destruction property/theft	1	3	7	4	14	9	3
Assault/ Battery	0	8	2	1	9	8	1
DWI	0	0	0	0	0	0	0
Threats	0	1	0	0	0	1	0
Rape	0	0	0	0	0	0	0
Suicidal	0	0	0	0	0	0	0
Other	5	4	35	17	56	52	2

Tips for Student Safety

The following tips are ways you can protect yourself here at NTC:

1. Walk cautiously. Be alert to your surroundings.
2. Use well lit routes. Avoid short cuts through isolated and dark areas.
3. Lock all car doors and close all windows when leaving your vehicle unattended.
4. Have keys ready when you approach your vehicle. Check the vehicle for intruders before getting in. Lock the doors immediately after getting into your vehicle.
5. Hang-up immediately if you receive an obscene telephone call.
6. Do not carry or keep large sums of money in your office, residential room, apartment, study area or vehicle. Lock your room doors or apartment every time you leave, and make sure windows are lock.
7. If you are a victim of a crime, or see any suspicious behavior or activity, witness a crime, seek immediate assistance and/or call the police.

Crisis Intervention

Navajo Technical College recognizes the need for crisis intervention and the establishment of a protocol as a prevention measure in handling any personal crisis. Counselors are available to assist those in need of personal crisis intervention assistance by calling 505/786-4310.

Purpose

A student is in state of crisis when personal difficulties and/or situations can lead to emotional instability. These problems can be prevented and treated with help. Counselors, residential staff, Security, the Dean of Student Services and Dean of Instruction are all available to provide assistance and intervention. Proper procedures and referrals are conducted confidentially to ensure quality care for the student.

Definition

Crisis is perceived as an event or situation of intolerable difficulty that exceeds the person's resources and normal coping ability.

Reporting Procedures

Trained NTC personnel are aware of the protocol of intervention and referral for any crisis on campus. Therefore, any staff, faculty or student who suspects or becomes aware of a possible threat or danger must report this information to a Counselor, Residential Staff, Security, Dean of Student Services, Dean of Instruction or Human Resources. Proper follow-up and intervention will be initiated.

Fire Drills and Fire Alarms

In case of Fire call the Navajo Police Department at 786-2050 in any emergency.

Fire drills: Participation in fire drills is mandatory for all students and staff as scheduled. Abide by fire alarm regulations, and follow the posted evacuation plan. All alarms will be treated as if an actual fire exists.

Alarms: Smoke detectors and fire alarms are installed in all NTC facilities. Any person who is aware of a fire or other emergency should activate the alarm.

Fire Hazards: Smoking or burning is prohibited in all buildings on campus. Burning means either an open flame or smoldering including, but is not limited to cigarettes, cigars, candles, incense, plants/herbs, pipes and grills.

Evacuation procedures:

1. Quickly close all doors and windows.
2. Close the door as you leave the room. Residential students need not worry if the door is locked or whether they have their keys; staff will open the doors afterwards.
3. Quickly leave the building - no running. Once outside, go upwind away from the building about 100 feet and wait for further instruction. Refer to the fire evacuation plan post in each building for more directions.

Emergency Management Response Plan-

The NTC Emergency Management Response Plan (EMRP) provides specific directions and guidance on how the Campus community will cope with extreme emergencies such as incidents associated with a Campus lockdown or catastrophic situations whereby a higher order of importance and/or urgency occurs. As such, coordination of activities is dependent upon effective team communication and efficiency. The NTC EMRP was approved by the NTC Board of Trustees and implemented in August 2007.

Law Enforcement

The Navajo Nation Police Department will be called for assistance, when needed. The local Navajo Nation Police telephone number is (505) 786-2050.

Medical Emergency, Illness, Health Care

Crownpoint Indian Health Service is available for emergency ambulance service, call 786-5291; or call the Navajo Police Department at 786-2050. The PHS/IHS is available to all Native Americans for services. For general health care, non-Native Americans will need to see a private physician.

Section 10: Student Code of Conduct

Students shall adhere to the Navajo Technical College policies and procedures set forth in this handbook. The information is provided to assist students in understanding their responsibilities as college students, it is also important that they understand what consequences may be encountered if a student violates NTC policies. Overall, the Student Code of Conduct is a guide for students while enrolled at NTC.

The principles of student conduct are based on treating others with respect and courtesy, being conscious of others, and ultimately acting responsible. As an institute of higher learning, NTC is committed as well as required to maintain a safe learning and working environment for all. As a higher learning institute, specific expectations including acting mature and responsible exemplify student empowerment while demonstrating mutual respect of others.

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined as follows:

- Attempted or actual theft, malicious destruction, damage, vandalism of Navajo Technical College property or any personal property of the staff or community.
- Discrimination against any student, staff, or community member of the Navajo Technical College.
- Harassment in any form that injures, threatens, humiliates, or demeans any member of the Navajo Technical College or community.
- Inflicting or threatening to inflict bodily or emotional harm, whether done intentionally or by failure to exercise reasonable care, including threat or action in retaliation for making allegations of misconduct.

- Misuse of any Navajo Technical College computer resources in a manner for which they are not intended is strictly prohibited, including the production or duplication of pornographic materials. Additionally, the misuse of technology licensures or contracts is strictly prohibited, and is cause for disciplinary action.
- Interference or disruption of the learning, research, administrative or disciplinary procedures or other activities authorized to take place on campus.
- Unauthorized entry (Breaking/Entry) into Navajo Technical College property or facilities for illegal purposes or in such a manner that is detrimental to Navajo Technical College.
- Any falsification, forgery, fraud (including computer fraud), alteration, or misuse of Navajo Technical College documents, records, or instruments of identification.
- Possession of firearms, explosives, or other dangerous weapons or materials within or upon the NTC grounds, buildings, or any other campus facilities. **NOTE:** *This policy shall not apply to any Law Enforcement, or others authorized by the head of the Campus Security or designee.*
- Consumption, possession, or distribution of illegal drugs or alcoholic beverages is a violation of the NTC Drug-Free Campus Policy.
- Violation of any policy included under Section 12 and Section 13 of this Handbook.
- Academic dishonesty as outlined in the instructional policies, including plagiarism, cheating, fabrication and falsification, multiple submissions, misuse of academic materials, and complicity in academic dishonesty.

NOTE: *Violations of the Navajo Nation Criminal Code such as assault, battery, theft, destruction, endangerment, fraud, harassment, sexual assault, robbery, stalking, threat, or trespassing are all prohibited and shall be referred to the appropriate law enforcement agency. NTC has the option of filing criminal charges with the Navajo Nation Prosecutor's Office.*

Section 11: Disciplinary Sanctions for Misconduct

The following disciplinary sanctions will apply in accordance with the degree or severity of the misconduct.

Restricted Status: Student is restricted from school sponsored social activities and school events and may be removed from NTC campus housing and converted to commuter status to pursue educational endeavors.

Warning Probation: While a student is on temporary warning probation, further violations by a student may result in additional disciplinary action for the remainder of the semester. Student will be referred for alcohol/drug counseling or an alcohol/drug education program, academic counseling and advising, or any other resources appropriate to each case

Disciplinary Probation: A temporary status of a student, not to exceed one year, during which further violations may result in suspension or expulsion. The conditions listed above under Warning Probation may be imposed, or the student shall be removed from disciplinary probation when the imposed period expires.

Suspension: A decision of suspension terminates student as a registered student for a period up to one year and prohibits the student from attending classes or being on NTC premises. A student living in an Efficiency Apartment shall have 12 hours to vacate the premises and a student in a Family Apartments shall vacate the premises within 24 hours of receipt of the notice that the penalty of suspension has been imposed. **NOTE:** *Students residing in Efficiency and Family Apartments shall refer to the Residential Policies and Procedures.*

Expulsion: A decision that terminates the student's status as a registered student for an indefinite period of time with no future re-admission. **NOTE:** *Any life-threatening situation will call for immediate escort off NTC premises.*

Section 12: Policies and Procedures

Students, staff and faculty share the responsibility for maintaining an appropriate, orderly learning environment. Expectations provided include classroom and out of classroom behavior, both on and off campus. These policies and procedures have a broad intent and apply generally.

Subsection 12.1: N.T.C. Weapons Policy – Zero Tolerance

To secure safety of the NTC campus, students and employees, any student found to be in violation of the NTC weapons policy will be immediately removed from NTC campus and procedures will begin according to the Disciplinary Procedures. The student will be informed verbally what rule(s) have been violated, what facts constitute the violation that justify the removal and the student's right to a hearing. The Navajo Nation Police Department will be notified.

Policy

NTC Weapons Policy prohibits the possession, custody and use of weapons on NTC property by any individual, with the exception of recognized Law Enforcement Officers.

Definition

Weapons are defined as any item whose primary use is to cause death or injury. A weapon includes but is not limited to firearms, knives, martial arts weaponry of any kind, ammunition, other dangerous weapons, substances or materials, bombs or explosives, and incendiary devices.

Violation

Any use or having in one's possession or concealing an instrument or substance which by nature or use is an offensive or combative object, is prohibit. Weapons of any type are subject to confiscation. Rooms, personal belongings and vehicles are also subject to be search in accordance with NTC policies and Navajo Nation Law.

Reporting and Investigation

All reports of weapon policy violations are subject to the Complaint Reporting procedures set forth in this student handbook. All documented reports shall be submitted to the Dean of Student Services within one workday. Investigation shall be conduct by a person selected by the President of NTC.

Action

Upon the final determination that a student has violated the NTC Weapons policy, the student will be expelled from the school permanently. If the investigation concludes that the student has not violated the weapons policy, disciplinary action may be warranted as set forth in Section 11 (Disciplinary Sanctions for Misconduct) of this Student Handbook.

Subsection 12.2: Alcohol and Drug Policy

NTC Policy

NTC Drug-Free Campus Policy prohibits the unlawful and unauthorized use, possession, sale, production, and delivery of any illicit drug, or alcoholic beverages on school premises or other school locations. Should a student violate the Drug Free Policy, any of the sanctions listed under Section 5 11: Disciplinary Sanctions for Misconduct will be enforced.

Controlled Substance Act

Federal law requires that NTC provide information about federal penalties and sanctions of illegal trafficking and possession of a Controlled Substance. NTC complies with the Drug-Free School and Campuses Act, commonly known as Part 86 of EDGAR (34 CFR Part 86).

Drug - Free Policy Review

A bi-annual review of the Alcohol and Drug Policy will be conducted to determine its effectiveness, to implement change as needed, and to ensure that disciplinary sanctions are consistently enforced.

Definition

“School premises, or other school locations” means in any school building or campus; any school owned vehicle used to transport students to and from school activities; any off-campus school sponsored or approved activities, event or function; or during any period of time school employees are supervising students on behalf of the school or otherwise engaged in school business.

Violation

A student is in violation of this policy if he/she participates in the unlawful and unauthorized use, possession, sale, production and/or delivery of any illegal drug and/or alcohol on NTC premises and other school locations. This also includes “being under the influence” of an illegal drug or alcohol or “intoxicated” from an illegal drug or alcohol. A student who is under the influence or intoxicated on campus will be reported to the law enforcement and NTC Campus Security will be immediately contacted.

Reporting

All reports of violations of this policy shall be made according to the Complaint Reporting procedures set forth in this student handbook. All reports shall be documented and submitted to the Dean of Student Services within one workday. Parental Notification will be made immediately to the parents of a student under the age of 18. (See Parental Notification)

Investigation

The Dean of Student Services shall investigate the report according to the Complaint Reporting procedures set forth in the student handbook.

Action

Complaint procedures will be conducted according to the student handbook and the student afforded due process (See Section 14 - Due Process and Section 15 - Complaints Regarding Student Behavior; Procedures).

Health Risks Associated with Use of Illicit Drugs and the Abuse of Alcohol

Alcohol and other drug abuse on campus poses a serious threat to the health and welfare of faculty, staff and students. It impairs work and academic performance, jeopardizes safety and wellbeing of other students and members of the general public, and conflicts with the responsibility of Navajo Technical College to foster a healthy environment for the pursuit of education and training. For complete information, contact the Substance Abuse Counselor

Subsection 12.3: Search and Seizure Policy

The NTC Board of Trustees recognizing the necessity of conducting searches and seizures from time to time in order to enforce school policy and maintain a safe and drug-free campus, adopts the following policy:

When probable cause has been established and a student is involved, NTC Security and designated personnel have the authority to temporarily detain the individual until a law enforcement officer arrives.

Definition of Probable Cause: Designated NTC officials must have knowledge of facts and circumstances sufficient to form a reasonable belief that first, a violation was probably committed, and second, that the student or students probably perpetrated the acts constituting the violation.

NTC properties (lockers, desks, furniture, student family housing, efficiency apartment, storage facilities and parking lot) and campus grounds can be searched by school officials in the interest of school safety, health and welfare of students, staff and community, sanitation enforcement of discipline, or enforcement of school regulations. The school officials can contact law enforcement for issuance of a warrant, unless there is a reason to believe the student is a danger to self and others. Canine units are an extension of law enforcement and are subject to the same restrictions as law enforcement officers.

Basis of Probable Cause:

1. What one can see, hear, smell or otherwise detect with natural sense.
2. The designated NTC official does not have to be absolutely certain something wrongful has occurred; just that a reasonable person may think it could have occurred or is occurring.
3. The designated NTC official can have probable cause based on an informant who must be able to provide a probable cause reason based on the natural senses to be reliable.

NOTE: Any student found in violation of Navajo Nation law, Federal law or applicable New Mexico State law will be referred to the appropriate law enforcement agency for prosecution. If the student is allowed to return to school, the student may be subject to further disciplinary action under Section 11 (Disciplinary Sactions for Misconduct).

Authority to Enter Rooms:

Residential staff or other designated NTC officials may enter rooms for several legal reasons as described below. These officials will knock before entering, as a courtesy, and identify themselves. It shall not be a defense in disciplinary proceedings if a student does not hear the knock.

1. Probable cause means that a violation has occurred.
2. Emergencies such as fire drills.
3. Pre-announced health and safety checks
4. Maintenance requested by the student, or pre-announced maintenance work or pre-announced request by staff for maintenance work.
5. To accompany a police officer who has a search or arrest warrant.

General Procedures for Room/Apartment/Campus Search:

Residential staff and designated NTC officials have authority to search a room or apartment when there is probable cause that a violation has occurred, when there is a violation, for scheduled inspections or to determine the location of a repair job.

1. NTC residential staff or other designated NTC officials should use prudent judgment in each case to determine if Security should be present. Upon entering, if occupants are present, the occupant must be informed of the intent to search the room or apartment.
2. The article/item must be defined before a search begins. (I.e. alcohol, drugs, weapons, etc.).
3. After beginning the search, any illegal substance or contraband in "plain view," even if unrelated to the original incident can be seized and included in the incident report.
4. Lockers, desks, NTC furniture, student family housing and efficiency apartments, and similar storage facilities located on NTC campus, are school property and remain at all times under the control of the school, and subject to inspection. Persons using such facilities are expected to assume full responsibility for the security of their lockers and desks and similar storage facilities. A search may

be conducted by school officials for any reasons at any time, without notice and without consent, in accordance with this policy, to insure the safety and health of students, faculty, and staff.

5. An incident report will be written by the residential staff and/or the designated NTC, who conducts the search.
6. No NTC official will search a student's personal belongings, unless there is probable cause based on the five senses, to believe a student has an illegal substance or contraband subject to confiscation in the closed container, belongings, etc.
7. A courteous, non-threatening request to search the closed container, belongings, etc. may be done. If the student refuses and there is no probable cause, a search shall not be conducted.
8. Canine units or a task force may be requested to tour the campus for general inspection and to enforce the NTC Drug-Free Campus policy. Should any suspicious paraphernalia, illegal substances or contraband be found, it will render probable cause for NTC to allow the law enforcement to take legal action according to the law.

General Procedures for Vehicle Search:

1. Persons are permitted to park on school premises as a matter of privilege, not of right. The college retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of vehicles on school property. Such patrols and inspections may be conducted without notice and without consent. In the course of such examination, if the designated NTC officials notice a clear violation, the official may prepare an incident report according to existing procedures.
2. Designated NTC officials will not search a student's vehicle unless the student is present and there is probable cause. The interiors of vehicles on school property may be inspected whenever probable cause has been established that contraband is within such a vehicle. Any contraband found will be held until a law enforcement officer arrives.
3. A designated NTC Official may obtain verbal consent for a vehicle search. He/she may make a reasonable attempt to locate a student during the hours of 8 am – 10 pm by going to the students' room and knocking to see if he/she is there for the purpose of obtaining consent. If a student refuses to consent, a search shall not be conducted. However, it shall be prima facial evidence of a violation (i.e., confiscation is not necessary) if discernible paraphernalia, or opened cans with clear odor of alcohol are detected, or unopened beer cans or other unopened bottles with visible amounts of liquid are in plain view in the vehicle as observed by the official. (An open, visible beer can lying on its side or a bottle containing no liquid is not prima facial evidence for a violation.) The designated NTC official may confiscate the offending material observed in plain view if the window is opened or if the student gives consent to open the vehicle.
4. Consent by a student is limited to the area consented to be searched.
5. The scope of the search is in the areas of the vehicle only where alcohol or drugs or other contraband could reasonably be found. Examples are: a glove compartment, under the seats, truck or in the trunk.
6. No consent for a search will be requested unless there is probable cause for the search. Examples are: Odor of alcohol emanating from the vehicle; clear view of beer can or other alcohol container; clear view of apparent drugs or drug paraphernalia; and open container of liquid smelling of alcohol.
7. An incident report will be written on the owner of the vehicle, plus occupants, even if they are not consuming.

Subsection 12.4: Smoking/Tobacco Use Policy

Policy: The use of tobacco products (smoke or smokeless) in any NTC school facility or vehicle is prohibited. Individuals who smoke are required to use designated outdoor smoking areas and to utilize appropriate receptacles for disposal of tobacco by-products. An exception is made for tobacco products used

for ceremonial events. In such cases, the user shall make a written request to the Dean of Student Services for a written approval. (Example: sweet grass rope to be used during talking circle).

Reporting: Reports of students violating this policy shall be made according to the Complaint Reporting procedures in the student handbook (See Complaint Procedures).

Investigation: The Dean of Student Services shall investigate each complaint or report.

Action: Disciplinary procedures and due process will be followed as set forth in the student handbook.

Subsection 12.5: Sexual Harassment Policy

General: It is the policy of the Navajo Technical College to maintain an academic and work environment free of sexual harassment for students, faculty, and staff. Sexual Harassment diminishes individual self-respect, impedes equal employment, educational opportunities and equal access to freedom of Institutional inquiry. Sexual harassment is a barrier to fulfilling the Institute's educational and service missions. Navajo Technical College will not tolerate Sexual Harassment.

Definition: Sexual harassment is defined as "unwelcome" sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such is made either explicitly a term or condition of an individual's employment or academic advancement
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual
3. Such conduct has purpose or effect of unreasonably interfering with an individual's work or academic performances or creating an intimidating, hostile, or offensive working or academic environment.

Enforcement and Penalties for Violations: To secure safety of the NTC campus, students and employees, any student found to be in violation of the sexual harassment policy may be temporarily removed from NTC immediately and procedures will begin according to the Disciplinary Procedures. The student will be informed verbally what rule(s) have been violated, what facts constitute the violation and justify the removal and the student's right to a hearing.

Reporting: A student who feels that he/she has been sexually harassed involving another student should contact the Dean of Student Services in the Student Services Building 189A, telephone 505/786-4104. Sexual harassment matters concerning a student and a NTC employee will be reported to the Human Resources office in the administration building, telephone 505/786-4110 or 4109.

Investigation: The Dean of Student Services will investigate the report according to the Complaint Reporting procedures set forth in the student handbook.

Action: Complaint procedures will be followed as provide in this student handbook. If the complaint involves a NTC employee, the Human Resource office will conduct the investigation according to the NTC Employee handbook.

Confidentiality: All parties involved in any aspect of this process will act at all times to preserve the confidentiality of these proceedings. Information will be shared with those individuals who have a legitimate and operational need to be informed, and to the extent that it is necessary to maintain the effectiveness of this process.

Subsection 12.6: Student/Staff Relationships (Fraternization)

Interactions between employees and students at Navajo Technical College are guided by mutual trust, confidence, and professional ethics. Professional employee/student relationships have a power differential and relationships carry risks of conflict of interest, breach of trust, abuse of power and breach of professional ethics.

Policy: Fraternalizing with a student by staff, faculty or other employees of NTC is prohibited whenever the employee has a professional position of authority with respect to the student in such matters as managing a department or service or in otherwise evaluating, supervising, or advising a student as part of a college program. NTC is committed to creating and maintaining a community in which students and employees can learn and work together. It attempts to enhance productivity and draw on the diversity of its members by disallowing all forms of disrespectful conduct. Should a consensual relationship develop, or appear likely to develop, while the employee is in a position of authority, the employee and/or the student shall terminate the position of authority.

Definition: Fraternalization is defined as an employee of NTC (staff, faculty or other NTC employee) associating with a student or students on intimate terms. Position of authority includes, but may not be limited to situations in which the employee makes or is responsible for an evaluation of a student for admission, coursework, promotion, financial aid, research funding, suspension, expulsion, or other discipline.

Violation: A student who is reported for fraternization will be subject to investigation by the Dean of Student Services. The employee involved will be reported to the Human Resource office.

Reporting: All reports of student fraternization shall be made according to the Complaint Reporting procedures set forth in the student handbook. All reports on NTC employees will be referred to the Human Resource office.

Falsification: Any false reports will be considered a violation of the student code of conduct. The Dean of Student Services will take appropriate action regarding false reports.

Investigation: The Dean of Student Services will investigate the report according to the Complaint Reporting procedures set forth in the student handbook. All reports that involve NTC employees will be referred to the Human Resource office to conduct an investigation.

Action: Disciplinary procedures will be conducted according to the student handbook and the student will be afforded due process.

Confidentiality: Due to the nature of the incident, confidentiality shall be strictly adhered to by all persons involved. The identity of all individuals involved shall be kept strictly in confidence, as well as the investigation.

Section 13: Other Prohibited Conduct

Navajo Technical College wants to provide a safe and healthy learning environment. Faculty, staff and other employees, as well as students of NTC, should be able to perform their professional delegated and assigned duties without interference, obstruction or physical danger. Students shall honor and respect and not impede faculty, staff and students from being detracted in their learning environment.

Violations of the Navajo Nation Criminal Code such as assault, battery, theft, destruction, endangerment, fraud, harassment, sexual assault, robbery, stalking, threat, trespassing are prohibited and shall be referred to

the appropriate law enforcement. Alleged violations may also be dealt with according to the NTC Policy and Procedures through the Complaint Reporting and Disciplinary procedures set forth in the student handbook.

Intimidation: Intimidation is any willful conduct which creates a fear of bodily harm and which is disruptive to the educational process and/or verbally abusive. Students shall not intimidate other students, faculty, administration or other staff.

Littering: Littering or throwing of refuse or garbage in an inappropriate manner on NTC campus is prohibited.

Loitering: Loitering is excessive or aimless delay within or in the immediate perimeter of the campus by unauthorized persons or during times not regular to the normal business of NTC, and is prohibited.

Misuse of NTC Property and Equipment: Misuse of NTC equipment is a violation of the Code of Conduct and may subject the individual to disciplinary action.

Public Display of Excessive Affection: Culturally, public display of excessive affection is discouraged; therefore, in keeping with this expectation, students, staff and guests are responsible for conducting themselves in a mature manner. Inappropriate behavior, such as excessive hugging, kissing, and touching while in public area, is not permitted on campus and during NTC-sponsored activities.

Personal Hygiene: Personal cleanliness is very important for a healthy and pleasant learning environment. Students are encouraged to take appropriate care of their personal hygiene on a daily basis. Students should wear clean clothing and appropriate attire for classes and social gatherings on campus.

Other: Conduct identified as prohibited conduct in the NTC catalog, memorandums, and policies of NTC or violations of the Navajo Nation Criminal Code are not tolerated.

Section 14: Due Process

Students can expect discipline to be implemented through established procedures containing all elements of due process for the adjudication of charges, and the opportunity for continued NTC involvement (as appropriate) until the infraction is resolved.

Notice: A student who is alleged to have violated a policy or other regulations or code of conduct of NTC shall receive a written notice of charges within a reasonable period of time prior to any hearing. Notice of charges shall include reference to the regulations allegedly violated, the facts alleged to constitute the violation, and notice of access to all statements of all persons which address the charge and to those parts of the student's school record which will be considered in rendering a disciplinary decision.

Hearing: A student shall be entitled to a fair and impartial hearing prior to the imposition of any disciplinary action, absent the actual existence of an emergency situation, which seriously and immediately endangers the health, and safety of the student or others. In an emergency situation, the official may impose disciplinary action not to exceed a temporary suspension, but shall immediately thereafter report in writing the facts (not conclusions) that give rise to the emergency. The student shall be afforded a hearing, which fully comports with due process as set forth herein, as soon as practicable thereafter.

Representation: A student who is alleged to have violated a policy has a right to have present at the hearing the student's parent(s) or guardian(s), or their designee, and to be represented by legal counsel. Private attorney fees are to be the responsibility of the student.

Confrontation: A student who is alleged to have violated a policy has the right to produce and to have produced witnesses on the student's behalf and to confront and examine all witnesses and evidence

Records: The student has a right to review recordings of the hearings of disciplinary actions, including written findings of fact and conclusions, in all cases of disciplinary action

Appeal: The student has a right to administrative review and appropriate appeal.

Non self-incrimination: The student shall not be compelled to testify against himself/herself. A student who is alleged to have violated a policy has the right to have the allegations of misconduct and information pertaining thereto expunged from the student's school record in the event the student is found not to have committed a violation of NTC Code of Conduct policies and rules-

Section 15: Complaints Regarding Student Behavior; Procedures

Reporting of Complaint or Violation

Complaints pertaining to the student behavior must be submitted in writing using the Incident Report Form and must be signed. Anonymous (unsigned) complaints will not be accepted and considered. The written complaint must be submitted to the Dean of Student Services within one working day of the incident causing the complaint. The Dean of Student Services determines if there is validity to the complaint and whether the complaint alleges a violation of the NTC Student Code of Conduct and/or other policy within the Student Handbook. If the Dean of Student Services determines there is no validity to the complaint or the complaint does not allege a violation of the Student Code of Conduct or other policy, the Dean will provide written notice of his decision to the complainant. The contents of the complaint and identity of all parties shall be kept confidential.

Notice of Violation

If the Dean of Student Services determines that there is validity to the complaint and the complaint alleges a violation of the Code of Conduct or other policy within the Student Handbook, the Dean or designee, shall initiate the disciplinary process by providing written notice of the complaint/violation to the individual(s) involved within four (4) working days of the filing of the Incident Report. The notice shall indicate the alleged violation of the NTC Student Code of Conduct and/or other policy within the Student Handbook, the procedures to be followed, the student's right to a hearing and the student's right to be represented by a person of their choice. The written notice will notify the student of the pending issue, procedures to be followed and schedule for a hearing as provided for determination. Additionally, the student can be represented by a person of their choice.

Administrative Action regarding Complaints/Violations

After official notification to all parties, the Dean of Student Services will prepare a report, which should include factual findings, which support the belief that a violation of policies occurred, and the range of sanctions, which may appropriately be imposed. The accused student will have the opportunity to meet with the Dean prior to hearing and may respond to the allegation. The Dean of Student Services may resolve the case by application of administrative actions, or refer it to the Judicial Committee for a hearing at the request of the student. If not resolved administratively, it will be referred automatically to the Judicial Committee.

Judicial Committee

Committee Composition: The Judicial Committee is composed of six members, including three students, one community member not associated with NTC, one faculty member, and one staff member. The members of the Committee shall be randomly selected by the Dean of Student Services from a pool of volunteers and

shall serve for the school year beginning with the fall semester. At the beginning of the school year, the Dean of Student Services shall seek volunteers for each member category.

Procedures:

1. The Judicial Committee shall select a chairperson from among its members.
2. Four committee members shall constitute a quorum. If a faculty member is involved in the alleged incident, the quorum of the Committee must include a faculty member. If a staff member was involved in the alleged incident, the quorum of the Committee must include a staff member.
3. Pre-hearing Preparation:
 - a. The Dean of Student Services shall provide to all parties a copy of the complaint, written notice of the hearing date, time and location, and of the hearing procedures.
 - b. The student shall be informed in writing that he/she may submit a written statement, and may present evidence in support of his/her position, and may invite witnesses to testify on his/her behalf and question a witness who appears against him/her.
 - c. If the student elects not to attend the hearing, the complaint will be reviewed as scheduled on the basis of the information available and a decision made.
4. The student must be given the hearing procedures before the hearing. The Dean of Student Services provides the Judicial Committee and student with relevant documents, and evidence needed to prepare for the hearing.
5. Administrative Actions Available to the Judicial Committee:
 - a. Dismissal of the case.
 - b. Determination of Violation but No Disciplinary Sanctions Imposed.
 - c. Determination of Violation and Imposition of a Disciplinary Sanction.
6. Due consideration should be given to a student's needs and circumstances, including mitigating and aggravating factors.
7. The Judicial Committee shall issue a written decision based upon the evidence presented by the parties at the hearing within 5 working days after the hearing. A copy of the Committee's decision shall be provided to the parties.

Judicial Committee Determination, Notification and Records:

The Dean of Student Services shall notify in writing the student and the complainant of the Judicial Committee's decision. The Department of Student Services shall maintain a record of the incident and proceedings. The record shall include copies of all correspondence related to the incident, all documents and evidence used during the hearing, and the recording of the hearing. The Judicial Committee decision becomes part of the student's official file. Decision made by the Judicial Committee is final.

Section 16: Student Complaints Regarding Conduct of NTC Representatives; Procedures

NTC representatives and students always strive to work well together. Occasionally, students may encounter difficult situations with NTC representatives (faculty, staff, and administrators). Students are encouraged to discuss these difficulties with the person involved. At the onset of a complaint, an informal process would include a review and preparation period for student and others addressing the complaint(s) to mediate the problem as follows:

1. Head of Department receives the complaint.
2. Process the complaint within 48 hours for Department Head to perform paperwork.
3. Student referred to Counseling Department.
4. Resolve conflict with all involved individuals.

5. Other resources available include instructional departments (directors and deans) and advising and counseling services.

If difficulty is not resolved informally with the parties listed above, the student may pursue the following formal complaint process:

2. If a determination is made that the complaint is meritorious, the Dean of Student Services will, within 5 days of receipt, propose a resolution and notify the parties.
3. If the proposed resolution is acceptable to all parties, they shall so indicate in writing and the matter shall closed.
4. If the proposed resolution is not acceptable to all parties, either party may request further review by the President of NTC.
5. The President shall make a final decision within 3 days of receipt of the complaint.
6. Nothing within the Student Handbook shall be deemed to limit an individual's right to pursue other legal action as deemed necessary.

Phone Numbers

Emergency Phone Numbers

Crownpoint Police Department Dispatch	786-2050/2051
New Mexico State Police	(505) 863-9353
Crownpoint Indian Health Service Hospital	786-5291
Local Ambulance	786-6218
Crownpoint Indian Health Service (Outpatient)	786-6270
Gallup Indian Medical Center	(505) 722-1165
Crownpoint Fire Department	786-7385
New Mexico Poison Control & Drug Inform. Ctr.	(800) 432-6866
National Poison Control & Drug Inform. Ctr.	(800) 222-1222
Continental Divide Electric Company:	
Gallup Office	(505) 863-3611
Grants Office	(505) 285-6656
Emergency (After hours & Holidays)	(877) 775-5211
NTC Administration Front Desk	786-4100

Crownpoint Community Phone Numbers

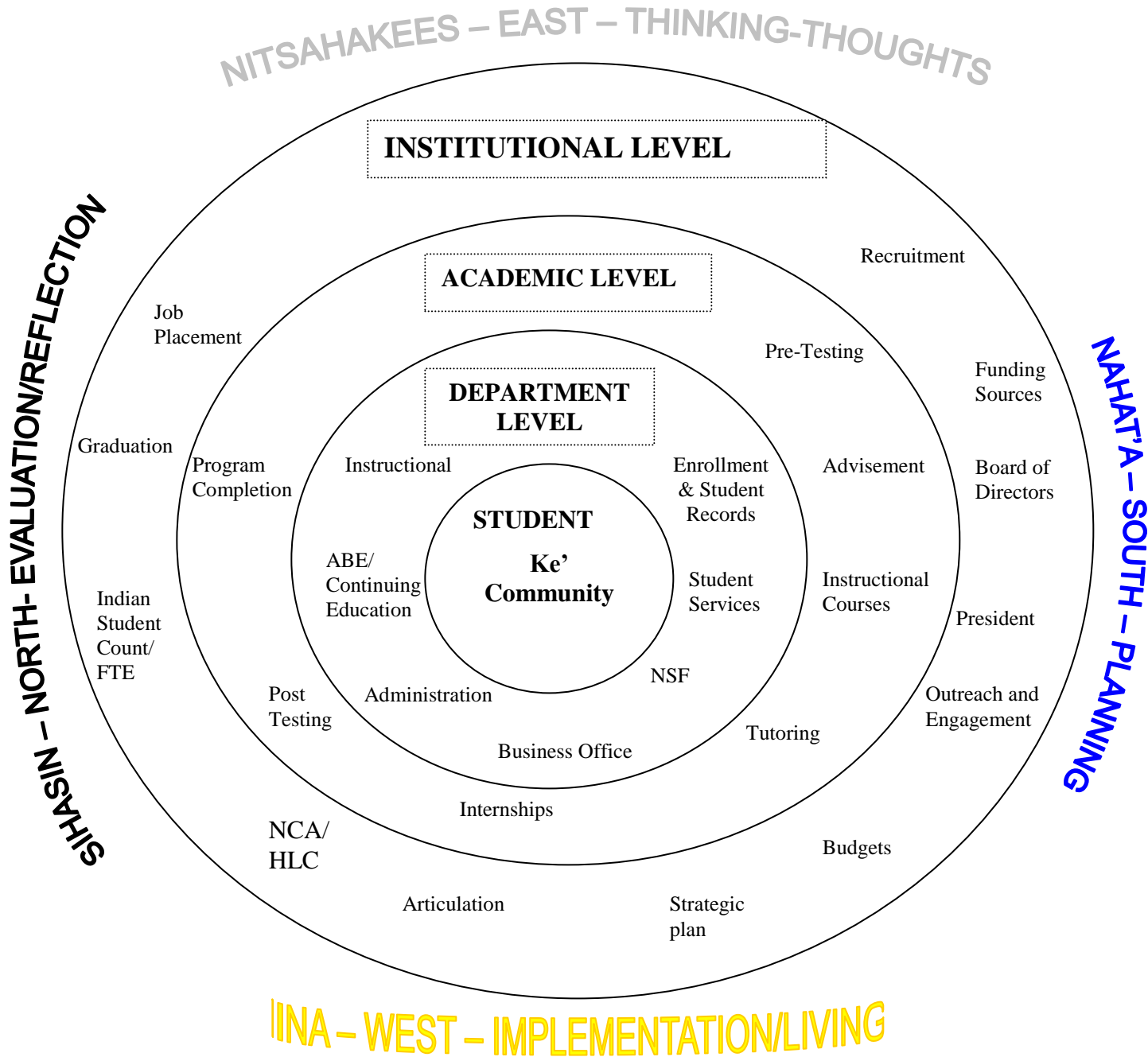
Bashas	786-5814
Navajo Nation Tribal Utility	786-5566
NTUA Power Outage/Gas Leaks/Water Breaks	(800) 528-5011
Ikard & Newsome Crownpoint Office	786-5359
Ikard & Newsome Propane Services	(800) 442-6453
Crownpoint Child Abuse Center	786-2303
Navajo Nation Social Services	786-2215

NTC Campus Phone Numbers

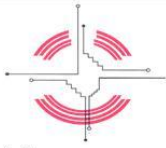
Admission's Clerk	786-4107
ABE/GED Office	786-4125 and 4160
Book Store	786-4371
Cafeteria	786-4128
Childcare	786-4122
Chief Financial Officer	786-4114
Counseling Department	786-4138/4181/4328/4103
Data Assessment Director	786-4111
Dean of Instruction	786-4113
Dean of Student Services	786-4104
Financial Services Administrative Assistant	786-4184
Human Resource Office	786-4110 and 4109
Instructional Department Administrative Assistant	786-4101
IT Department	786-4193
Librarian	786-4300
Maintenance Department	786-4188
Maintenance Supervisor	786-4187
NSF Coordinator	786-4197
President	786-4112
President's Administrative Assistant	786-4151
Recruiter	786-4182

Registrar	786-4180
Registrar's Assistant	786-4326
Stem Lab/Tutoring	786-4166
Student Financial Aid Office	786-4309 and 4183
Title III Counselor/Advisor	786-4337 and 4333
Veterinarian Office	786-4150
Efficiency Apartment # 1	786-4175
Efficiency Apartment # 2	786-5960
Family Housing	786-5960
Emergency/Security	575-740-7079
Chinle Instructional Site	928-674-5764

DINE' PHILOSOPHY OF EDUCATION INTEGRATION MODEL



Dine' Philosophy of Education is woven into as many levels of student, faculty, staff and administrative life at NTC, as possible. Dine' Philosophy of Education is a life time process; therefore, NTC's mission creates this dynamic process for the lifetime of the institution as well. This ancient, philosophical tradition of the Dine' Nation has four areas: Nitsahakees-Thinking, Nahat'a-Planning, Iina-Implementation, Living, and Sihasin-Evaluation/Reflection.



NAVAJO TECHNICAL COLLEGE CAMPUS MAP

Building Code

1. National Science Foundation Ofc. / Tutor
2. Operation Dept./Materials Development
3. Alternative Energy
4. Math Classroom
5. Early Childhood Classroom
6. English Classroom
7. Math Classroom
8. Computer Aide Drafting Classroom
9. Navajo Studies Classroom
10. Navajo Studies Classroom
11. ABE/GED Classroom
12. ABE/GED Classroom
13. Public Restroom
14. English Classroom
15. English Classroom
16. Book Store
17. Administration Office
 - Receptionist/Administrative Assistants
 - Associate Dean of Continuing Education
 - Human Resource
 - Data Assessment Director
 - Dean of Instruction
 - Registrars
 - Admission
18. 18A (Top Floor) Student Service
 - Dean of Student Service
 - Academic Counselor
 - Career Job Placement Counselor
 - Internship/Advisor
 - Special Needs Counselor
 - Student Life and Activities Coordinator
 - Law Advocate
- 18B (Bottom Floor)
 - Nursing
 - Information Technology Dept.
19. Student Family Housing
20. Student Family Housing
21. Efficiency One (Male)
22. Efficiency Two (Female)
23. Cultural Learning Center
24. Dine Family Empowerment Center
 - NTC Business Office
 - NTC President/Executive Secretary
 - NTC Financial Aid Office
 - NN Scholarship Office
 - NN TANF Office
 - NN VOC/REH Office
 - ENA Land Commission Office
25. NN Child Care Center
26. Facility Maintenance Office/Shop
27. Property Supply Warehouse

28. CDL Classroom
29. Library
30. Cafeteria
31. Culinary Arts Classroom
32. Multi Purpose Room
33. Board Room
34. NTC Child Care Center
35. Science and Business Technology Building
36. Trades Technology Building
37. Welding Shop
38. Culinary Arts / Nursing
39. Faculty Housing
40. Faculty Housing
41. Faculty Housing
42. Animal Hospital/Classroom
43. 4-H/Extension Service Office

