

**RESOLUTION OF THE
BOARD OF REGENTS OF
NAVAJO TECHNICAL UNIVERSITY**

Approving the Revised Navajo Technical University Student Handbook. Attached as Exhibit "A".

WHEREAS:

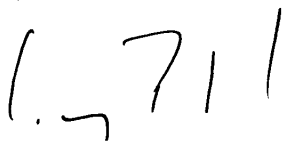
1. The Board of Regents of Navajo Technical University is responsible for the administration, operations and the development of policy as stated in Navajo Nation Council Resolution, CO-58-16, enacted on November 10, 2016, that amended the University's enabling legislation, codified at 15 N.N.C. §§1201-1210; and
2. Pursuant to the University's enabling legislation, Navajo Technical University (NTU) is organized as an institution of higher learning for the primary purpose of providing post-secondary and post-graduate education programs that serve both the academic and vocational/technical needs of the Navajo Nation and its citizens, 15 N.N.C. §1203(A); and
3. Pursuant to the University's enabling legislation, the Board of Regents of Navajo Technical University is authorized to manage and control the University for the effective governance and administration of the University; 15 N.N.C. § 1205(A); and to accept any gift, grant, bequest or devise to or on behalf of NTU, 15 N.N.C. §1205(T); and
4. The Administration of Navajo Technical University recommends the Board of Regents of Navajo Technical University approve the Navajo Technical University Student Handbook, Attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Board of Regents of Navajo Technical University approves the Navajo Technical University Student Handbook, Attached as Exhibit A.
2. The President of Navajo Technical University is hereby authorized, directed and empowered to do all things necessary to effectuate the purpose of this resolution.

CERTIFICATION

I hereby certify that the foregoing resolution was discussed and considered by the Board of Regents of Navajo Technical University at a duly called meeting held in Churchrock, NM at which a quorum was present and that this resolution was passed by a vote of **5** in favor, **0** opposed, and **0** abstained, this 28th June, 2024.



Tom Platero, Chairperson
NTU Board of Regents

NITSÁHÁKEES

NÁHAT'Á

'IINÁ

SIH HASIN

NAVAJO TECHNICAL UNIVERSITY

Established 1979

STUDENT HANDBOOK

www.navajotech.edu

Updated according to 2024 Undergraduate Catalog

Table of Contents

Section 1: General Information	3	Lost and Found	15
NTU Vision, Philosophy and Mission	3	Student Injury or Illness on Campus	15
Core Values	4	Lost or Damaged Property	15
Goals	4	NTU Security	15
Disclaimer	4	Clery Act	16
Non-Discrimination	4	Restraining Orders	16
NTU Diversity, Equity, Inclusion & Accessibility Statement	4	Duty to Warn	16
FERPA	5	Fire Drills and Fire Alarms	17
Title IX	5	Emergency Management Response Plan	17
Jurisdiction of NTU Board of Regents	6	Law Enforcement	17
Accreditation	6	Medical Emergencies	18
Commitment of NTU and Students	6	Section 3: Academic Regulations	18
Section 2: Student Support Resources	7	Academic Integrity	18
Academic Counseling and Advisement	7	Artificial Intelligence Technology	18
Career Services	8	Plagiarism	18
Crises and Counseling Services	8	Attendance Policy	19
Substance Abuse Prevention Specialist	9	Leave of Absence	19
Students with Disabilities	10	Skyhawk for Success	19
Child Care Services	11	Copyright Information	19
Cafeteria/Food Services	11	Section 4: Student Rights and Responsibilities	21
Residential Services	11	Section 5: Student Code of Conduct	21
Student Life and Activities	11	Section 6: Policies and Procedures	22
Student Success Center	12	Violations of law and University Policy	22
Computer Services	12	NTU Weapons Policy	23
Library Services	12	Alcohol and Drug Free Campus	23
Distance Learning	13	Tobacco Free Campus	23
Athletic/Sports Programs	13	Search and Seizure	23
Transportation	13	Sex Discrimination	24
Extension Services	14	Student Demonstration	25
Parking	14	Section 7: Handling Student Conduct Matters	25
Campus/Site Closure	14	Section 8: Student Disciplinary Sanctions	27
Telephone Services	14	Section 9: Due Process	38
Student Dress Code	15	Section 10: Student Complaints of NTU Representatives	43
Children in classrooms	15	NTU Resource Phone Numbers	45
Pets/Animals	15	NTU Student Handbook Definitions	48

Section 1: General Information

The Navajo Technical University (NTU) Student Handbook provides information about the university's services, policies and procedures. The Handbook is supplementary to the NTU Catalog. The Handbook will guide you in areas of academics, student services, Code of Conduct, student disciplinary policies/procedures, and other pertinent information. NTU reserves the right to change any provisions or requirements of the Student Handbook when such changes best serve students and/or the university.

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.

NTU Vision, Philosophy, and Mission Statement

Mission Statement

Navajo Technical University honors Diné culture and language, while educating for the future.

Vision

Navajo Technical University provides an excellent educational experience in a supportive, culturally diverse environment, enabling all community members to grow intellectually, culturally and economically.

Philosophy

Through the teachings of Nitsáhákees (thinking), Nahatá (planning), Iná (implementing), and Siihasin (reflection), students acquire quality education in diverse fields, while preserving cultural values and gaining economic opportunities.

Bitsé Siléí (Core Values)

The NTU core values are in addition to its mission, vision, and philosophy statements, and help guide the university's day-to-day operations. They apply to students, faculty, staff, and the board of regents, and help us achieve our intended goals.

1. **Íhoo'aah: Learning** - We are passionate about knowledge and continue to learn throughout our lives. We pursue new experiences and ways of thinking. We appreciate that much of our learning will occur by interacting with others, inside and outside of the classroom.
2. **Éédééhtj: Innovation** - We encourage and support our faculty, staff, and students in all forms of scholarship, including the discovery of knowledge in teaching and learning, and in developing innovative products and processes.
3. **Alk'izhdiitj: Communication** - We strive to practice honest and open exchanges of ideas in an environment where encouragement serves as the basis for our communication.

4. **Ahilna'anish: Collaboration** - We work together towards the common goals of the university and our larger communities, while valuing teamwork, participation, and a wealth of ideas.
5. **'Adiljidlį: Integrity** - We seek to reflect integrity by upholding the highest ethical standards in personal and professional behavior, and in our commitment to transparency and accountability.
6. **Alhidilzin: Respect** - We strive to be a community that appreciates the gifts and unique contributions of each person. We honor the Navajo way of life while also welcoming diverse perspectives.
7. **Na'alkaah: Research** - We create new knowledge that benefits the Navajo people and all human beings through ethical research practices.

Goals

The goals of Navajo Technical University are as follows:

- To offer a quality education, 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

Disclaimer

Navajo Technical University reserves the right to change without notice any of the requirements or regulations and fees published in this handbook. According to 15 N.N.C. §1202 (B), Navajo Technical University is a non-profit institution of higher learning 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.*

Non-Discrimination:

Navajo Technical University maintains an open admissions policy. Navajo Technical University does not discriminate on the basis of race, color, religion, national origin, sex, gender, age or disability. The university complies with applicable provisions of the Civil Rights Act of 1964; Sections 503 and 504 of the Rehabilitation Act of 1973; Section 402 of the Vietnam Era Veterans Readjust Act of 1975; the Age Discrimination in Employment Act of 1967, as amended; the Higher Education Opportunity Act, as amended; and the Navajo Preference in Employment Act. Equal opportunity for employment and admission is extended to all persons in accordance with Navajo Nation and applicable federal law.

NTU Diversity, Equity, Inclusion and Accessibility statement:

- **Diversity:** This refers to all aspects of human difference. A diverse environment is one where a variety of individuals, groups, and/or communities with different characteristics exist together. Diversity is essential, but it is not sufficient.

NTU fosters understanding of cultural traditions and histories through our Dine Philosophy of Education that sharpens the analytical thinking, exploring sources of inequality within our community and encourages a vibrant intellectual community free of bias and prejudice.

- **Equity:** This refers to acknowledging that different people will have different needs in order to have the same access to opportunities. Equity further addresses historical differences in access and opportunities between various groups.

As a TCU, NTU supports the students, staff and faculty opportunities by mobilizing our collective capacities so that we can better the world around us by actively acquiring the knowledge and skills that enhances their social, economic and cultural values.

- **Inclusion:** This refers to the kind of active, intentional, and ongoing engagement with diversity that cultivates an environment where any individual or group can feel welcomed, respected, supported, and valued. This values impact over intent.

NTU believes discrimination is unacceptable and is committed to providing equality of opportunity for all by eliminating any and all discrimination, harassment, bullying and racism.

- **Accessibility:** This refers to an environment that's accessible to all individuals, including those with disabilities.

NTU provides reasonable accommodations for students to improve their innate ability and intellectual learning by committing to a high quality, student-oriented hand-on-learning environment based on the Diné Cultural principles: Nitsáhákees, Nahat'á, Iná, Siih Hasin.

Federal Family Educational Rights and Privacy Act (FERPA)

Student records are maintained confidentially in accordance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. This law protects the privacy of a student's educational records by establishing the right of students to inspect their records and providing guidelines for the correction of inaccurate or misleading records. FERPA applies to all schools that receive funds under U.S. Department of Education programs.

No document in a student's record or transcript will be released without the student's written authorization unless it is for NTU faculty and/or staff who have a need to know, in order to comply with a judicial order, or for emergency health and/or safety purposes.

Title IX

Navajo Technical University will address all incidents of sex discrimination and sexual harassment reported to the NTU Title IX Coordinator in compliance with the Higher Education Opportunity Act, the Clery Act, and Title IX of the Education Amendments of 1972, as amended. This Title IX policy supersedes the current Title IX policy upon enactment.

NTU follows the non-tolerance guidelines for sexual harassment according to P.L. 92-318. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature which intimidates or causes fear. It is the policy of Navajo Technical University that sexual harassment is reprehensible and will not be tolerated. No student, employee, or job applicant should be discriminated against on the basis of sex. Such discrimination subverts the mission of NTU and threatens the careers of students, faculty, and staff. Sexual harassment of any type is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Educational

Amendments of 1972.

NTU is committed to creating and maintaining a community in which students, faculty, administration, and staff can work together in a humane atmosphere free from all forms of disrespectful conduct, harassment, exploitation, or intimidation. It is the intention of NTU to take corrective action needed to prevent, correct, and if necessary, to discipline behavior that violates this policy.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed for the Title IX Coordinator.

The Title IX Coordinator is the Academic Counselor. Contact number is. 505-387-7241.

Deputy Title IX Officers have the secondary responsibility and assist in the duties of the Title IX Coordinator. Deputy Title IX Officers include the Dean of Student Services located in the NTU Student Union Building, Lower Point road, State Hwy 371, P.O. Box 849, Crownpoint, NM 87313, phone: (505) 387-7362, the Director of Chinle Site, located on the Chinle Campus, phone number (505) 387-3003 and Financial Aid Manager, Skyhawk Building, Main Campus Crownpoint, phone number is (505) 387-1070.

Title IX Policy and Procedures is found here: http://www.navajotech.edu/images/titleIX/docs/Title_IX_-_Signed.pdf

Jurisdiction of Navajo Technical University Board of Regents

The NTU Board of Regents is empowered and directed to review and approve all policies issued to students and periodically reviews pursuant to Navajo Nation Council Resolution CO-58-16, enacted on November 10, 2016, that amended NTU's enabling legislation, codified at 15 N.N.C. §§ 1201- 1210. Navajo Technical University has jurisdiction on all matters and proceedings involving alleged violations of the Student Handbook. If the student is an employee of the University, they should be treated as a student for the purpose of the Student Handbook violation and treated as an employee and is subject to personnel action according to the University Personnel Policies.

Accreditation

- Navajo Technical University is fully accredited by Higher Learning Commission 2005 – Present
- National Culinary Federation Accreditation
- AVMA Veterinary Accreditation
- ABET Accreditation for Industrial Engineering and Electrical Engineering

Commitment of NTU and Students

By enrolling as a student at NTU, the student voluntarily assumes obligations of performance and behavior

of their educational learning.

Section 2: Student Support Resources

Navajo Technical University 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 or Dean of Undergraduate Studies.

Academic Counseling and Advisement

The Academic Counselor and Advisors coordinate with the First Year Advisor to assist in evaluating student's abilities and interests to develop realistic academic and career goals. Advisement includes academic planning, choosing a major, planning for a certificate, an associate or a baccalaureate degree, and planning strategies for academic success. The counselor works with students placed on academic probation and a student readmitted on academic suspension and places them on contracts to work toward raising their cumulative grade point averages to include support services such as tutoring. The counselor monitors and meets with faculty to assess the progress of the student. The counselor also conducts academic support workshops. For more information, call Crownpoint campus at (505) 387-7462, 7365, or 387-7514 or Chinle campus at (928) 882-3139.

First Year Experience

The First Year Experience Program has been developed to strengthen the retention rate, improve operational efficiencies, communication effectiveness and long-term success of First Year students at Navajo Technical University.

- Strengthen retention rates at all campuses.
 - Work with student on Academic goals
 - Work with student on Career goals
- Help underprepared high school students for NTU
 - Advisement in Educational planning
 - Assist student in choosing a major
 - Assist student with academic planning for academic success at NTU
 - Assist student to adjusting/adapting to NTU student life
- Improve communication and effectiveness for services for First Year Students
 - work with faculty, staff and administration
 - Academic soft skills and tutoring needs
- Improve enrollment and graduation success
 - Advisement for continuing education
 - Participation in Academic Resources on campus
 - Participation in Non-Academic Counseling Resources on campus

Contact: First Year Experience Career & Academic Advisor. Phone Number: 505-387-7470

Career Services

Career advisement is offered to provide guidance to students in selecting a career path which is consistent to the student's academic program at NTU. The career advisor uses a computer-based pre-assessment to evaluate the student's, interests, skills, and aptitude to identify his/her career competencies. Assistance is offered to the students by the Career Services office three years after graduation.

Internship Program

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 advisor and assigned faculty advisor to begin the process of submitting documents and officially registering for the course with the Registrar's Office. More in-depth information can be found in the NTU Internship Policy.

The career development program aspires to provide students with an advantage in the job market by giving them an opportunity to enrich their skills in an on-the-job learning environment. The career development program can:

- Provide students with the opportunity to develop knowledge and skills necessary for success in a career or continued education opportunities
- Offer students the opportunity to prepare for a career through on-the-job experience or a research-based learning environment
- Provide students with guidance in selecting a specific career path and/or in choosing a college to complete educational goals
- Strengthen students' employability in today's job market.

The Career/Internship Advisor may be contacted by phone at (505) 387-7372. The Career Services Coordinator's contact number is (505) 387-7372. Career Services is located on the 2nd floor of the SUB.

Crises and Counseling Services

The Student Counseling office is located on the seconded floor of the Student Wellness Center; our counselors are professional trained to assist students in a variety of concerns, including adjustments, chemical dependency, interpersonal relationships issues and anyone seeking traditional care. Students may schedule appointments or stop at the Student Counseling Center for more information.

Services are completely confidential and are for NTU students only. Services include, but are not limited to:

- One-to-one counseling, referrals and preventive education for individual who are experiencing difficulties.
- Screening for a variety of mental health issues such as anxiety, depression, substance abuse, trauma, family counseling, co-dependency, relationship counseling.
- Chemical dependency services such as outpatient care and follow-up.
- Individualize traditional care services.
- Workshops and activities which focus on the needs of students, to maximize their potential as students and promote a healthy, responsible lifestyle in the community
- Referral is basis to agencies within the community, as needed

All services are offered free of charge for three years after the student graduates.

Substance Abuse Prevention Specialist

The Substance Abuse and Prevention Specialist offers prevention and intervention activities to students. The Prevention Specialist receives referral of students who have violated NTU Drug-Free Policy who are required to attend counseling in a group or an individual session as a part of their continuations as a student at NTU. The referrals are screened, assessed, and evaluated to develop a self-structured plan to guide students and make realistic choices about their educational training. The Specialist also provides classroom-based prevention education in health and substance abuse, which is designed to enhance the student's knowledge about alcohol and drug abuse awareness. Contact number is (505) 387-7396. The Prevention Specialist is located in SUB Room 222.

Mental Health Crisis Protocol

Navajo Technical University recognizes the need to establish a mental health protocol for the safety of all students, staff and faculty. The University community can be affected when a mental health crisis occurs. Therefore, it is crucial that a basic protocol exist to direct and guide coordinated efforts that protect the safety and well-being of the individual in crisis and members of the university.

Mental Health Crisis

A mental health crisis arises when an individual no longer feels able to cope or be in control of their situation. The individual may feel great emotional distress or anxiety, and cannot cope with day-to-day life or work. The individual may have thoughts of suicide or self-harm.

Campus Contact/Referrer

A staff, faculty or student who suspects or notices an individual is contemplating or threatening suicide or is exhibiting distressing behavior, and is in imminent danger must act immediately by:

- Call Campus Security/Safety Officer: 505-387-7480
- Campus Security/Safety Officer will contact NTU Crisis Intervention Team
- Campus Security/Safety Officer will contact Navajo Nation Law Enforcement
- NTU PR will be notified for campus alert: Marketing & Communication Director, Clinton Desiderio

Intervention Crisis Team

- Substance Abuse Prevention Specialist
- Student Services Representative
- Student Accommodation Specialist
- Safety Officer
- Security Supervisor
- Academic Counselor
- Residential Manager

Intervention Procedures

- The Campus Security, Safety Officer and Navajo Nation Law Enforcement will secure the location of the scene to ensure safety of individual in crisis and campus community.
- The individual in crisis must NOT be left alone, unless the individual is threatening harm to others.
- The NTU Intervention Team will provide support and assistance to the individual in crisis, until help arrives.

Mental Health Crisis Protocol: A mental health crisis is when a person is having Suicide ideation threatening suicide or is exhibiting distressing behavior and/or in an imminent risk of harming self or others.

Emergency Transportation

If the individual in crisis has attempted suicide, gravely distressed or is in the state of impairment by substance and unstable:

- EMS – may transport
- Police – may transport
- Family – may transport

Under NO circumstance should staff, faculty or students transport individual to the hospital or clinic.

Under NO circumstance should the individual in crisis be allowed to take themselves to the hospital.

If the individual in crisis is experiencing suicidal ideation but is stable enough to be transported; individual can be transported by:

- Family Members
- Campus Security/Safety Officer
- NTU Intervention Team

Referral Process & Services

After the individual has been initially assessed and released back to the campus or individual has stabilized, follow-up services for the individual will be set-up to ensure the individual is supported and assisted. Follow-up and referral services can be made to:

- Counseling Services
- Residential Support Service
- Disabilities Accommodations
- Native Traditional Healing
- Academic Counselors

Outside Resources for counseling/intervention – phone numbers listed in phone listing in the back.

Students with Disabilities

The Disability Accommodation Specialist provides careful evaluation of the special needs program and accommodation needs of students with disabilities. The Specialist conducts related advisement, counseling, and support for the student, and offers professional guidance for staff and faculty on the accommodations and adjustments to program design and facilities required to serve the student appropriately. The Specialist coordinates with other NTU counselors to address and case staff clientele to monitor progress and/or make necessary adjustments in accommodations. The Specialist also conducts referrals to appropriate agencies as deemed necessary.

NTU is committed to meeting the specific needs of students with disabilities and complies with the provisions of the *Americans with Disabilities Act (ADA) of 1990* (42 U.S.C.12102) and *Section 504 of the Rehabilitation Act of 1973*. In general, the term “individual with a disability” means an individual with any disability (as defined in Sec. 3 of the *Americans with Disabilities Act of 1990* (42 U.S.C. 12102)). Students are responsible to self- identify and discuss their disability and special needs in order to receive reasonable accommodations. To receive reasonable accommodations, the student must register with the Disability Accommodation Specialist at the beginning of the semester. Documentation verifying the type of disability will be required by a medical professional or a state licensed diagnostician and must be made available to the special needs counselor. To request accommodations, contact the

Disability Accommodation Specialist at (505) 387-7396.

Any documentation provided by a medical professional or a state license diagnostician should be made available to the Disability Accommodation Specialist. The University does not provide special education versions, IEP (Individualized Education Programs) plans, specialized progress reports, etc. Records regarding accommodations do not automatically transfer from high school to university. 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 required). Under federal law, family members are not provided with access to student information regarding special needs, accommodations or academic progress. Disability and accommodations 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 university 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. The Specialist contact number is 505-387-7396.

Child Care Services *(Only available at Crownpoint Campus)*

The NTU Child Care Center provides child care services for students at a reasonable cost. Upon availability, it also provides services for staff, faculty, and the surrounding community at a reasonable cost. The center provides a nurturing environment, employs a curriculum that promotes the development of the "whole child" and encourages positive parent-child interactions. The center is limited in the number of children to whom care can be given. A Child Care Handbook is provided during the center's orientation. Contact number is (505) 387-7466 for more information, or to obtain an application packet.

Cafeteria and Food Services *(Only available at Crownpoint Campus)*

The cafeteria provides meals for the staff, students, and the surrounding community at a reasonable cost. The cafeteria hours are posted and open year-round with the exception of the holidays. All students are required to complete the meal plan form indicating which meals they will be eating during the semester. Meal plans must be submitted to the Food Services office during registration prior to the last day to drop deadline. Please see the NTU Catalog for the current meal plan prices. Contact number is (505) 387-7385.

Residential Services *(Student housing is only available at Crownpoint Campus)*

NTU offers residential housing, Efficiency Buildings (2) and Family Housing units, for full-time students at the main campus and meet the eligibility requirements according to the point selection as outlined in the NTU Student Residential Handbook. Damage deposits are required prior to occupancy of any student housing facility. Applications for student housing are available in the Residential Services Office in the Efficiency Apartment complex, Admissions Office, and the NTU website. Further information may be obtained by calling (505)786-4175 or 387-7372.

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 plans 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. Contact the Student Services office for more information at (505) 387-7444.

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 NTU 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 NTU to keep current with events at other schools that share the 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 NTU Board of Regents. For further information please contact the Student Services office at (505) 387-7362.

Nitsáhákees Bee'anoosééł Student Success Center

Tutoring is available to all students in the NSSC/Tutoring lab. The lab offers tutoring services and general use of computers. In lieu of structured tutoring, 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. Tutorial Services is also a source of employment for students qualified for the work- study program. The NSSC/Tutoring lab is located in the Student Union Building. Contact number is (505) 387-7383.

Computer Services

Students using computers at NTU are expected to follow and abide by the [NTU Computer and Network Usage policy](#). Students using NTU e-mail, Internet Services, or any university software or hardware, should have an understanding that this technology is provided by NTU and is the property of NTU. The university 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 NTU 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 up to and including dismissal from NTU. For the protection/privacy of individual students and that of NTU, students are advised not to share passwords or provide computer access to unauthorized individuals.

NOTE: Students who vandalize, misuse, or steal any NTU property and/or equipment will be subject to disciplinary action up to or including dismissal from NTU and possibly be subject to prosecution through the Navajo Nation Courts, to include restitution to NTU.

Library Services

The NTU library is located on the main campus. Library users have access to research computers with printing capabilities. Wireless connectivity is available for most devices throughout the building.

Library Resources

The library collections contain over 7,000+ print & non-print volumes, arranged according to the Library of Congress Classification System. The library subscribes to over forty research databases including: Academic Search Premier, ArticlesFirst, CINALH, Credo Reference, ERIC, Literature Resource Center, Newsbank, Computers & Applied Sciences, FirstSearch, Environmental Complete, Wilson Science Full-text, Wilson General Science and WorldCat. The library research databases can be accessed off-campus via NTU Library website with user id and password. Contact the Librarian for access. Students may borrow books or obtain copies of articles via the library's InterLibrary Loan (ILL) service when the requested items are not owned by the library (*NOTE: the process may take up to two weeks or less to receive materials from other libraries in our network*). For more information on the services and resources available at the library, please call the circulation desk at 505- 387-7469.

Distance Learning (E-Learning)

NTU'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. Students can enroll at NTU from off-campus computer labs or at home. NTU is approved by [New Mexico Higher Education Department \(NMHED\)](#) to participate in the [National Council for State Authorization Reciprocity Agreements \(NC-SARA\)](#) and also partnered with SUN PATH and WICHE ICE. The partnership offers NTU access to the many Higher Learning online courses within the State of New Mexico and the region. Vice-versa, other Universities and Colleges would be able to enroll in our online courses. This helps with articulation and course sharing, which helps in cost savings, and ensures our students to graduate on time. All SUN ONLINE courses are Quality Matters (QM) certified. The E-Learning office is located in Modular Building 8. Contact number is (505) 387-7366.

Athletic /Sports Program

NTU teams have goals to place in their conference, regional, and national championships in a variety of sports. Winning teams have become a tradition at NTU in both men's and women's sports. Community support for intercollegiate athletics at NTU has been outstanding. The caliber of coaching, the quality of uniforms and equipment, the training and medical facilities, and the opportunity to play against good competition are superior. NTU Athletic Programs aspire to the highest level of intercollegiate competition, sportsmanship and academic excellence through the university mission. Please see the catalog for updated information.

The Wellness Center at NTU is open to students, faculty & staff, and community. Students are given priority access to the Wellness Center over the community. We strive to support the NTU community with access to wellness related programs, and to provide facilities for fitness activities. Youth, 17 years old and under must have a parent/guardian with them in the Wellness Center. Everyone in the Wellness Center must sign in and out each day. Use of the NTU Wellness Center requires enrollment in the Wellness Program and follow the Wellness Center Rules and Policies.

Transportation

Transportation to and from NTU is available to commuter students at various locations as long as the appropriate number of student riders is met. Routes are established on an as-needed basis (based upon miles to the pickup point and the current fuel costs). Typically, NTU provides the bus routes and schedule after the first day of registration. No new routes or bus stops will be added after the drop/add deadline. Transportation services are subject to the availability of sufficient and appropriate vehicles. A fee is

charged; please see the schedule of fees in the current catalog.

Parking is readily available and close to all classrooms. If an escort to and from the parking area is needed, please contact NTU Security in advance. The university is not responsible for problems that arise as a result of missed rides or accidents, and or loss/theft/or damage to personal property. Contact the transportation office at (505) 387-7498 for information.

Extension Services

The mission of NTU 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 NTU 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 NTU 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 university located in Northern New Mexico; and other appropriate assessment procedures. Contact can be made by calling (505) 387-7418.

Parking Vehicles

Parking areas for students are located adjacent to the efficiency apartments, family housing complex and classrooms. All vehicles must be registered with 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 NTU campus for the duration of the school year. If a vehicle is towed, it will be at the owner's expense. All students, who operate a vehicle within the NTU campus, must comply with the Navajo Nation Motor Vehicle Code and NTU [Fleet Management and Transportation Services Policy & Procedures](#). All vehicle owners must have proof of registration, and auto liability insurance in the vehicle at all times.

NTU Campus/Site Closure

When the main campus and/or one of the instructional sites is to be called a delay in classes or closure due to inclement weather or other circumstances, an announcement will be broadcast at the following media stations:

Radio stations – KTNN-Window Rock 660 AM; KGAK 1330 AM; KXTC 99.9; NTU-KCZY 107.3 FM
TV stations – KOAT, KOB, KRQE.

In any event, the course hours will need to be made up through additional course work or assignments.

Telephone Services

Personal long distance calls for bona fide emergencies may be allowed through the counselors' office.

Student Dress Code

Students are asked to attend class dressed appropriately for the program in which they are enrolled. Students or visitors must wear shirt and shoes to enter an NTU building.

Children

Students are not permitted to bring children to classroom or laboratory sessions. Children left unattended on campus will be brought to the attention of the appropriate law enforcement agency.

Pets/Animals

Pets are NOT allowed in either NTU buildings or NTU vehicles except for service animals needed as a reasonable accommodation by a disabled individual. Please see the Accommodation's Specialist for authorization for service animals. Do not feed stray dogs.

Lost and Found

Lost and found items are turned into the Administrative Assistants' office of the building where the item is found. If not claimed the items will be disposed of after two (2) weeks. NTU is not responsible for any lost or stolen items.

Student Injury or Illness on Campus

In the event of personal injury or illness, a student should immediately notify the Security Office or a university official. If emergency health services are needed, a Residential staff member or a Security Officer can contact the appropriate emergency or medical resources for assistance.

Any visit to the hospital will be at the student's expense. Students seeking medical care should consult their health insurance plan to identify the health care providers that are included in their particular plan. Students are covered by Navajo Nation Risk Management while on campus but must have incident report completed at time of incident by Security.

Restitution for Lost or Damaged Property

Students may be required to make restitution when they are responsible for the loss of or damage to university property. The failure to make timely restitution may result in the replacement cost of the damaged property being charged to the student's account.

Loaned Property from Department/Club

Failure to return property loaned in good faith by NTU to a student to facilitate their success and development (i.e., textbooks, club sports equipment, calculators, etc.) may result in the replacement cost of the materials or equipment loaned being charged to the student's account.

Campus Safety and Security

NTU Security

Navajo Technical University provides security services to the campus community 24 hours a day, 7 days a week. The Security Office strives to maintain a safe environment where students, staff and faculty can study, live and work. They patrol campus, respond to calls, and enforce all NTU policies, regulations, codes, Navajo Nation and Federal laws, and issue citations as necessary for parking violations. They work in partnership and collaborate with the Navajo Nation, County, State and Federal Law Enforcement Officers. The officer on duty may be contacted at (505) 387-7480. Preventing a crime and protecting one another is a responsibility shared by all personnel and students on campus. Please promptly report a crime, suspicious activity, or emergencies that occur on campus. Contact Chinle Campus at (928) 882-3133.

Clery Act

Federal law, known as the Clery Act, mandates reporting and disclosure procedures for higher education institutions. The Clery Act requires every institution to provide the campus community with information necessary to make informed decisions about their health and safety. For more information on the Clery Act see 10 U.S.C. Section 1092

The NTU Security Department reports crime statistics in order to keep track of campus violations. Listed below are statistics of crime on NTU campus per IPEDS reporting of [Campus Safety Survey](#). The crime statistics is updated through the ope.ed.gov campus safety report and posted on our website: <http://www.navajotech.edu/about/safety-security>.

Tips for Student Safety

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

- Walk cautiously. Be alert to your surroundings.
- Use well-lit routes. Avoid short cuts through isolated and dark areas.
- Lock all car doors and close all windows when leaving your vehicle unattended.
- 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.
- Hang-up immediately if you receive an obscene telephone call.
- 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.
- 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.

Restraining (Protection) Orders

Persons needing police assistance with the enforcement of restraining orders should provide a copy to the campus security, Dean of Student Services, and a copy kept on file with student records.

Duty to Warn

Duty to warn refers to the responsibility of a counselor or therapist to breach confidentiality if a client or other identifiable person is in imminent danger. In situations where there is clear evidence of danger to the client or other persons, the counselor must determine the degree of seriousness of the threat and notify the person in danger and others who are in a position to protect that person from harm (Herlihy & Sheeley, 1988; Pate, 1992).

Should a student disclose that they will harm themselves or others, the University has a responsibility to intervene and protect the person from harm to themselves and others, as well as notify the persons in danger. The local authorities may be called to report the incident.

Fire Drills and Fire Alarms

Fire alarms and smoke detectors are installed in all buildings and training facilities. Fire drills will be scheduled periodically. All students and staff are required to participate in fire drills and abide by fire alarm regulations. Evacuation routes are posted in all buildings, and students are responsible for knowing their planned evacuation route. At the beginning of the semester, students should study the route for each room in which they have class. If an alarm sounds, you will not know if it is a real fire; therefore, *all alarms must be treated as an actual fire.*

In the case of an actual fire, call 911 or call the following according to location: Main Campus call the Crownpoint Police Station at (505) 786-2050/2051 or (505)786-7385. Chinle Site call the Chinle Police Department at (928)674-5222. Teec Nos Pos site call (505)368-1351. Kirtland Site all (505)334-6107.

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 NTU facilities. Any person who is aware of a fire or other emergency should activate the alarm.

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

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, and pipes.

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 NTU 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. A copy of the Plan is available on the NTU website.

Law Enforcement

The Navajo Nation Police Department will be called for assistance, when needed.

The Crownpoint Navajo Nation Police telephone number is (505) 786-2050.
Chinle Police Department telephone number is (928)674-2111.
Shiprock Police Department telephone number is (505)368-1350.

Medical Emergency, Illness, Health Care

Crownpoint Indian Health Service is available , call 786-5291; or call the Navajo Police Department at 786-2050 or 911. Chinle IHS (928)674-7090. Shiprock (505)368-6001. 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. See more services listed at the end of the handbook.

Guests and Visitors

Visitors are welcome at NTU. All visitors are required to comply with the university policy/procedures, rules, and regulations. Visitors are required not to interrupt the classrooms when instruction is being conducted. Violations of NTU policies may require the security to contact the local law enforcement authorities.

Section 3: 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.

Artificial Intelligence Technology

This policy serves to define guidelines and expectations surrounding the responsible and ethical use of artificial intelligence (AI) tools by students. By fostering a culture of responsible AI use, the policy seeks to enhance learning experiences, promote innovation, and prepare students for ethical engagement with advanced technologies in their academic and future professional endeavors. While artificial intelligence (AI) technology provides new opportunities, it also exposes students to risks that threaten to undermine academic growth and development.

Individual course instructors are free to set their policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Course instructors will set such policies in their course syllabi and communicate such policies to their students. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification.

In cases where students use generative AI in a way that violates an instructor's stated policy, or where a student uses generative AI in a way not expressly permitted by the faculty member will be treated as plagiarism. Please see the AI Policy on the website and violations of the policy in the disciplinary sanctions of this handbook.

Plagiarism

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."

Attendance Policy

Students are expected to regularly attend all classes for which they are registered. 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. 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. Some instructors may drop students from the class after three (3) absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable.

Leave of Absence

Academic leave of absence refers and is limited to students in a degree program requiring continuous enrollment and have completed a minimum of one academic term of program coursework, and who, while in good academic standing, are forced to withdraw temporarily from academic work due to reasons beyond their control, such as illness, military service, financial exigency, or pressing personal reasons justifying an interruption of the degree program. No academic activities may be conducted during leave and this leave may not be used to avoid payment of tuition.

The decision to take time off can be made before the start of a new semester or once a semester is underway. Since the reasons for requesting a leave of absence can have important implications for academic planning, including financial aid, students are encouraged to discuss their options with an advisor and their financial aid counselor before making a final decision.

A Leave of Absence is a temporary interruption in a student's program of study. A LOA cannot exceed 180 days in any 12-month period and may have a serious impact on a student's financial aid.

For more information contact the Registrar's Office at Skyhawk Main Campus (505) 387-7426.

Skyhawk for Success

The Skyhawk for Success has been developed to focus on students who are experiencing difficulties such as excessive absences and/or tardiness, low test/quiz and assignment scores, incomplete homework or risk of being dropped from class. Navajo Technical University will provide appropriate early intervention and reasonable accommodation to help the student through collaboration with the faculty, staff and the academic advisors/ counselors to increase student retention and success. Forms available at: <http://www.navajotech.edu/skyhawk-for-success>.

Contact Information: First Year Experience Career & Academic Advisor, Office Number: (505)387-7470

Copyright Information

Copyright law of the United States (Title 17), December 2022 includes the Copyright Act of 1976 and all subsequent amendments that was enacted by Congress. The Copyright Act prevents the unauthorized copying of a work of authorship. They prohibit anyone other than the author from copying or performing the work without the author's permission. It is the policy of the Navajo Technical University to respect the rights of copyright owners and to follow the Copyright Act, 17 U.S.C. §101 et seq. The NTU copyright guidelines present the university'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 NTU is not responsible for any individual's compliance or lack thereof with the law. Every person who uses NTU resources should abide by these guidelines. Failure to follow the guidelines may create individual liability for copyright infringement (Resolution CIT- FEB-605-05).

Guidelines:

The guidelines are designed to help NTU 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 to each:

- Not all educational uses are "fair uses." Whether a proposed use qualifies as a fair use depends upon the facts of the case. 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.
- 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.
- NTU specifically prohibits the use of NTU computing resources to infringe copyrights or other intellectual property rights.
- 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. 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.
- 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."
- Thanks to recent changes to copyright law, 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. This 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.

Liability and Consequences:

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 university resources- such as photocopiers, desktop and laptop computers, printers, central computing facilities, local-area or university- wide networks, Internet access, or electronic mail- for the purpose of infringing a copyright in

any work may be grounds for student discipline. The NTU Board of Regents, students, faculty and staff must comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping.

A member of the student body who violates these policies may be disciplined accordingly by the NTU Handbook, see Student Disciplinary Sanctions. This discipline could include failure to pass an assignment or a course, suspension, expulsion or dismissal.

If you have any questions about these guidelines, feel free to discuss them with your instructor, your department chair, and the NTU Information Technology staff or with the Dean of Undergraduate Studies. More information can be found at www.copyright.gov.

Section 4: 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. A commitment to freedom of expression and a support for research and creative work is necessary for NTU 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 an 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 university community without discrimination as defined by Navajo Nation law, applicable federal, and NTU 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 the university's academic and administrative departments.

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

Right to Privacy: A student has the right to privacy on campus and online. University faculty, staff and/ or administration will not inquire about student information not related to classes enrolled without the student's knowledge nor 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 NTU Policies and/or laws of the Navajo Nation, Federal, or State law.

Section 5: Student Code of Conduct

The Student Code of Conduct is a guide for students while enrolled at NTU. Students are encouraged to follow the NTU policies and procedures set forth in this handbook. The information is provided to assist students in understanding their responsibilities as university students, it is also important that they understand what consequences may be encountered if a student violates NTU policies, guidelines, and procedures within the Student Handbook and NTU Catalog.

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, NTU 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.

The contents of this Handbook apply to all students who represent NTU in any capacity where university resources (human or fiscal) support a program, event, or trip (domestic or international). It is within the rights of any faculty member, club or organization advisor, or any person functioning as a university agent for a university-sponsored trip or educational experience to take prudent action when violations occur based on inappropriate choices that may place a student at risk of harming self or others. This may include ending the experience for the entire group or sending a student back to campus at the person's personal expense. Any violation of this Handbook will be handled according to the disciplinary sanctions outlined and set forth in this Handbook.

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. NTU has the option of filing criminal charges with the Navajo Nation Prosecutor's Office.

Section 6: 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.

Violation of Law and University Policy in General

Alleged violations of or convictions of local, state, or federal law arising from conduct that occurred on campus or off-campus can sometimes be violations of the NTU policies. Similarly, policy violations are

sometimes also potential violations of criminal law. The university acknowledges that simultaneous adjudication of a student conduct matter and a criminal case may make the criminal case more difficult for a student to defend or for the prosecutor to prosecute.

The university reserves the right to initiate or proceed with the disciplinary process, including the Hearing process under this Handbook, regardless of any pending criminal investigation, charges, arrest, or prosecution arising out of the same or a related factual situation. At the discretion of the Dean of Student Services or designee, the hearing process may proceed prior to, simultaneously with, or following any related criminal matter.

N.T.U. Weapons Policy – Zero Tolerance

To secure safety of the NTU campus, students and employees, any student found to be in violation of the NTU weapons policy will be immediately removed from NTU 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.

Alcohol and Drug-Free Campus

NTU Drug-Free Campus 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 Disciplinary Sanctions.

Tobacco-Free Campus

Navajo Technical University is a tobacco-free campus effective January 1, 2012. This policy follows the American Indian Religious Freedom Act of 1978.

1. The use of oral tobacco product usage is prohibited within University buildings, walkways, in university vehicles, and on university owned property.
2. This policy applies to all faculty, staff, students, contractors, vendors, and visitors at all university campuses and locations.
3. Smoking will only be permitted on campus for ceremonial or religious use.
 - a. Students seeking approval will write a letter to the Dean of Student Services;
 - b. Letter must include reason for usage and the kind of tobacco to be used.
 - c. Upon approval, the Dean of Student Services will notify security and identify a designated smoking area to protect the student.
4. All members of the university community are urged to assist in this endeavor.
 - a. Complaints concerning NTU employees should be brought to the attention of the employee's immediate supervisor or in the alternative to the Human Resources Department.

Complaints concerning students should be brought to the attention of a campus security officer, who will address the matter to the Dean of Student Services; and any official actions taken will be in accordance with the Student Code of Conduct. See the disciplinary sanctions sections for any violations. Visitors who fail to comply with the policy may be prohibited from remaining on or returning to campus. In all cases, Campus Security will assist in helping students and employees who identify a violation.

Search and Seizure

The following policy recognizes 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. NTU properties (lockers, desks,

furniture, student family housing, efficiency apartment, storage facilities and parking lot) and campus grounds can be searched by the university officials in the interest of school safety, health and welfare of students, staff and community, sanitation enforcement of discipline, or enforcement of school regulations.

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

Definition of Probable Cause: Designated NTU 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.

NOTE: Any student found in violation of Navajo Nation law, Federal law or applicable 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 Disciplinary Sanctions for Misconduct section.

Authority to Enter Rooms: Residential staff or other designated NTU 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. The Residential Handbook will be followed.

NTU residential staff or other designated NTU 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.

Canine units or a task force may be requested to tour the campus for general inspection and to enforce the NTU Drug-Free Campus policy. Should any suspicious paraphernalia, illegal substances or contraband be found, it will render probable cause for NTU to allow the law enforcement to take legal action according to the law.

General Procedures for Vehicle Search:

The University retains the authority to conduct routine patrols of the university 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 NTU officials notice a clear violation, the official may prepare an incident report according to existing procedures.

1. Designated NTU 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.
2. A designated NTU Official may obtain verbal consent for a vehicle search.
3. Consent by a student is limited to the area consented to be searched.
4. The scope of the search is in the areas of the vehicle only where alcohol or drugs or other contraband could reasonably be found.

Sex Discrimination Policy

It is the policy of the university to maintain an academic and work environment free of sex discrimination for students, faculty, and staff. Sex discrimination diminishes individual self-respect, impedes equal employment, educational opportunities and equal access to freedom of Institutional inquiry. Sex Discrimination is a barrier to fulfilling the Institute's educational and service missions. NTU will not

tolerate any form of sex discrimination. For information on reporting any type of sex discrimination contact the Title IX Coordinator, Dean of Student Services, or Human Resources Director.

Student Demonstrations: Campus demonstrations are permitted by students provided they are conducted in an orderly manner and do not interfere with vehicular or pedestrian traffic, classes, or other university activities and functions. The university, through the Provost and Campus Security, may limit the time, place, manner and scope of a demonstration by students.

A demonstration is considered disorderly if it becomes disruptive and interferes with the freedom of other members of the NTU community. Students participating in disorderly demonstrations may be subject to an Incident Report by NTU as well as criminal prosecution, if applicable. Demonstrations by those who are not NTU students, faculty or staff are not permitted on University property.

Section 7: Handling of Student Conduct Matters

Students are responsible for knowing and abiding by the NTU policies. If someone complains that a student has violated any policy, or if NTU otherwise becomes aware that a student may have violated the Student Code of Conduct, in most instances the matter will be reviewed in accordance with the reporting and hearing procedures set forth of this Handbook.

Student conduct matters may be resolved in one of three ways: the student, the “Respondent,” accepts responsibility for the charges and the accompanying sanction; or by way of an alternative resolution process; or by way of a hearing to determine whether the student is “responsible” or “not responsible” for the alleged violation. Students who accept responsibility for violations and students who are found responsible will be sanctioned in accordance with of this Handbook. Students should be aware that violations of this Handbook are sometimes also potential violations of the law.

Reporting of Complaint or Violation

How to Report an Incident Believed to be a Violation

Students, faculty, administrators, staff, guests, and members of the community are encouraged to report an incident in writing or use the online form on our website which they believe to be a violation of the NTU Student Code of Conduct, NTU Student Handbook or other NTU policy by a student. Reports can be made to the NTU Security Office, Dean of Student Services, Dean of Undergraduate Studies or Provost. All student-related reports will be referred to the Dean of Student Services or designee to begin the review process and procedures.

Amnesty - The University strongly encourages victims and individuals to report all student conduct violations, especially sex discrimination, violence in general (including sexual violence) and medical emergencies. It is likely that many victims may be hesitant when it comes to reporting conduct that he/she believes violates a university policy because of fear that they personally may be accused of violating certain policies in connection with the incident they are reporting. Underage drinking is a common example of conduct that may have occurred during an incident involving conduct that is in violation of the NTU policy. However, because it is so important for individuals to report serious incidents in order to encourage reporting, NTU will not charge a victim who was participating in a non-violent violation (e.g.,

unauthorized use of alcohol) at the time of the violent incident or that related to the violent incident or at the time in which the violent incident occurred. NTU may also provide amnesty for students who report medical emergencies that may have occurred during an incident that involves a potential conduct violation. In such cases, however, NTU has the discretion to impose educational sanctions that is intended to engage the student in a positive learning experience related to the student's inappropriate behavior.

Administrative Action regarding Complaints/Violations

After official notification to all parties, the Dean of Student Services or designee 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 or designee, prior to the hearing and may respond to the allegation. The Dean or designee may resolve the case by application of administrative actions. If not resolved administratively, it will be referred to the a Student Conduct Hearing process.

Interim Measures for Individuals and/or the Campus Community

Pending resolution of a Student Conduct matter, "Interim Measures" may be taken by the Dean of Student Services or designee before a student conduct hearing, if any, when there is a significant health and safety concern that requires immediate intervention to preserve and support the general welfare and academic experience of one or more students and/or the NTU community. In matters involving allegations of sex discrimination (including sexual harassment, sexual assault, sexual violence, stalking, rape, other sexual misconduct, or retaliation), an assigned counselor may work with the listed individuals to identify, coordinate or implement Interim Measures. Requests for Interim Measures should be directed to the Dean of Student Services or designee. The following is a list of Interim Measures that may be implemented, if appropriate.

No Contact Order - A No Contact Order can be issued to prevent a person from contacting another person. Note that confidentiality of the requesting party's identity cannot be maintained when a no contact order is requested to keep the student alleged to have violated the policy from having contact with the person making the request for no contact.

Escorts - Arrangements may be made so that a student has an escort (a friend, security, or another individual) at particular times (e.g., to/from a particular class or activity, to/from his or her vehicle, etc.).

Adjustments to a Student's On-Campus Living Arrangements - Adjustments may be made to a student's on-campus living arrangements, if space allows. For example, a student may be required to move to a different dormitory if he or she is in the same dormitory as a student who has been personally adversely affected by an alleged violation of the policy. A student may also be required to move off-campus in certain circumstances. *Note that the burden of any move or other adjustment will usually be placed on the student alleged to have violated the policy.*

Administrative Separation from NTU - Should an individual pose an immediate danger to or severely disrupt the NTU community, or endanger any individual (including oneself), a student may be separated from NTU, including removal from all housing, classes and activities, pending the resolution of a student conduct matter. If the resolution of the underlying conduct matter does not result in a separation from NTU (i.e., suspension or expulsion), measures will be taken to assist the student in mitigating any negative academic impact resulting from being administratively separated from NTU. The decision whether or not to impose an Administrative Separation will be at the sole discretion of the Dean of Student Services and approved by the Provost. Any student placed on Administrative Separation pending the hearing may not return until after the conclusion of the hearing.

Emergency Medical Withdrawal - Interim Measures may be taken by the Dean of Student Services to address a medical or behavioral emergency involving a student (including a mental health crisis). A student whose conduct involves threatening behaviors and which is contrary to the NTU policy or Student Code of Conduct, due to psychological or other medical difficulties may be required to obtain a diagnostic evaluation. A student may also be required to participate with the university in developing a relevant treatment plan. Failure to comply with the treatment requirement can result in parental contact by the Dean of Student Services, disciplinary action and removal from on-campus housing, and/or mandatory withdrawal from NTU. Further, NTU may disclose information from a student's education record to appropriate parties in connection with an emergency if the information is necessary to protect the health or safety of the student or other individuals.

When a NTU employee has knowledge of student conduct that causes a belief that a student is a direct threat of danger to others or if the student has demonstrated behaviors that are disruptive to the community or constitute violations of the NTU policies and procedures, NTU reserves the right to mandate a diagnostic assessment. This assessment will be conducted by an independently licensed professional acceptable to the university at the students' expense if necessary. In such instances, the student will be required to sign a release of information indicating that specific limited information can be shared with the Dean of Student Services regarding the outcome of the assessment which may become part of the student's education record. Specifically, information shared may include whether the student has complied with scheduling and completing the mandated assessment, and whether or not the student has agreed to follow-up treatment recommendations. The student will be advised of the possible consequences of signing such a release. If the release of information has not been signed, and a copy has not been provided to the Dean of Student Services within five (5) business days of the request, the Dean of Student Services may contact student's parents, and/or the student may be subject to disciplinary action, removal from on-campus housing, and/or mandatory withdrawal from NTU.

Upon completion of the assessment, the Dean of Student Services will consult with the assessor and others, including the student, to determine whether in the Dean's judgment the student no longer poses a direct threat of danger to others. If the Dean determines that the direct threat no longer exists, the Interim Measures shall be removed in whole or in part so that the student may be permitted to return to the University. The Dean may, if deemed appropriate and/or necessary, impose limitations such as, for example only, allowing the student to attend classes but no longer live in the residence halls.

Other Interim Measures - Other Interim Measures may be taken if deemed appropriate by the Dean of Student Services or designee, based on the facts and circumstances of a particular situation.

Section 8: Student Disciplinary Sanctions

Faculty, staff, employees, and students of NTU, should be able to perform their professional delegated and assigned duties without interference, obstruction or physical danger. The prohibited conduct listed below are intended for the safety and protection of the NTU faculty, staff and students. Students shall honor and respect and not impede faculty, staff and students from being distracted 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, and hazing are prohibited and shall be referred to the appropriate law enforcement. Alleged violations will also be dealt with according to the NTU Policy and Procedures through the Complaint Reporting and Disciplinary procedures set forth in this Student Handbook.

VIOLATIONS	DEFINITION	1ST OFFENSE	2ND OFFENCE	3rd OFFENSE
NTU Weapons Policy - ZERO Tolerance	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.	Expulsion from the University Permanently		
Alcohol and Drug Free Campus	Unlawful and unauthorized use, possession, sale, production and/or delivery of any illegal drug and/or alcohol on NTU 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 NTU Security will be immediately contacted. “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.			
Public Intoxication	Being visibly and noticeably impaired due to excessive alcohol (or drug) consumption while in a public space.	Suspension or Expulsion Dependent of Severity	Expulsion	
Possession of Liquor/Alcohol	Alcohol is in your hand, in your pocket, in your backpack, under your seat or in your vehicle or dorm room.	Suspension	Expulsion	
Smoking, Chewing, vaping Tobacco on School grounds	Inhalation of smoke of burned tobacco that may occur occasionally or habitually.	Suspension	Expulsion	
Marijuana Usage/ Possession, Cannabis	Smoking, vaping, edibles, tinctures and topicals usage or consumption of marijuana both for medical purposes or recreationally. In possession of bong, joints or in blunts.	Suspension or Expulsion Dependent of Severity	Expulsion	
Other illegal drugs: hallucinogen use, methamphetamine, Fentanyl	Drugs that cause sensory perception distortion despite experiencing damaging disruptions in daily life.	Suspension or Expulsion Dependent of Severity	Expulsion	
Chemical Inhaling	Chemicals can be inhaled in the form of vapors, fumes, mists, aerosols and fine dust.	Suspension	Expulsion	
Street Drugs	Drugs sold illegally and used for its mood-altering, stimulant, or sedative effects.	Expulsion from the University Permanently		

Sex Discrimination	Involves treating someone unfavorably because of that person's sex, including the person's sexual orientation and/or gender identify.	Suspension <i>(Based on Title IX Investigation)</i>	Expulsion	
Sex Offenders	Failure to report status to the Admissions and Registration Office and to the Security Office.	Written Warning	Suspension	Expulsion
Sexual Harassment	Unwelcome sexual advances, requests for sexual favors, and other and/or other verbal or physical harassment of a sexual nature.	Expulsion <i>(Based on Title IX Investigation)</i>		
Public Indecency	Masturbating or flashing/ exposing breasts or exposure of sexual organs to others in a public and/or uninvited manner.	Suspension	Expulsion	
Voyeurism	Trespassing, secretly invading the privacy of another, spying or eavesdropping upon another, usually with the purpose of sexually arousing or gratifying oneself (e.g., watching a person or persons in an intimate setting without that person's permission). Voyeurism may involve telescopes, still and video cameras, audio recording, or other technologies.	Suspension	Expulsion	
Stalking	A pattern of conduct by a specific person that would cause or is intended to cause another person to fear for their safety or the safety of others or suffer emotional distress.	Suspension	Expulsion	
Non-Disclosure of Known Positive HIV Status or STD	Individuals are responsible for disclosing any known positive HIV status or known sexually transmitted disease prior to engaging in any act that could spread the disease or infection.	Suspension	Expulsion	
Sexual Exploitation	Without the person's Consent, taking sexual advantage of another for one's benefit or the benefit of a third party	Suspension	Expulsion	
Sexual Imposition	Sexual touching of another when the touching is unwanted or offensive to the other person, including the touching of thighs, genitals, buttocks, the pubic region, or the breast/chest area, without the person's Consent, or when Coercion is used.	Suspension	Expulsion	

Sexual Assault	1. Sexual Assault occurs when an Act is committed by (a) physical force, violence, threat, or intimidation; (b) ignoring the objections of the other person; (c) causing another's intoxication or impairment through the use of drugs or alcohol; or (d) taking advantage of another person's inability to Consent. All sexual misconduct involving physical force, violence, threat or intimidation falls under the definition of sexual assault and will be treated as such.	Expulsion <i>(Based on Title IX Investigation)</i>		
Rape	The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim	Expulsion		
Retaliation	Retaliation against a person complaining of sexual misconduct is prohibited.	Suspension	Expulsion	
Sexual Misconduct	A type of violence that uses power, control, and/or intimidation to harm another that includes domestic violence & dating violence.	Suspension or Expulsion Depending on Severity	Expulsion	
Fraternization Student/Staff Relationship	Fraternization is defined as an employee of NTU (staff, faculty or other NTU 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.	Suspension Exception: spouse/partner already an employee, relationship prior, no abuse of power.		
Falsification	Any false reports will be considered a violation of the student code of conduct.	Written Warning	Suspension	Expulsion
Cyberbullying	Cyberbullying is the use of technology to harass, threaten, embarrass, or target another person.	Written Warning	Suspension	Expulsion

Harassment	<p>Harassment is the creation of a hostile or intimidating environment, in which conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual's life by affecting the person physically or emotionally. Harassment can be uninvited or unwelcome verbal, physical or visual conduct including electronic communication. Harassing conduct is often, but not always in reference to the individual's or a group of individuals' sex, gender, identity, race, color, economic status, class, religion, cultures, national origin, citizenship, veteran status, ethnicity, sexual orientation, gender identity and expression, position, age, handicap or disability. Verbal conduct may be either oral or written words, such as epithets. Physical conduct may include assault or battery, physically interfering with, blocking or impeding an individual's normal movement. Visual conduct may include drawings, pictures, cartoons or derogatory posters (These descriptions are not intended to describe all manners of the particular type of conduct).</p>	<p>Suspension or Expulsion Depending on Severity</p> <p><i>(Based on Title IX Investigation)</i></p>	Expulsion	
Intimidation/ Bullying	<p>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.</p>	<p>Suspension or Expulsion Depending on Severity</p>	Expulsion	

Hazing	Any intentional or reckless act, or coercion of another to act, that is an implicit or explicit condition for initiation into, admission to, affiliation with, or continued membership in any group or organization, and which causes or creates a substantial risk of causing mental or physical harm, harassment, discomfort, embarrassment, or ridicule to any person.	Suspension or Expulsion Depending on Severity	Expulsion	
Physical Abuse/Violence	Physical Abuse/violence includes but is not limited to stalking, unwelcome physical touch, physical, verbal, or written threats, and/or other inappropriate communications. Also included are actions or expressions that might cause or contribute to violent situations, or that create a clear and present danger of violent situations.	Suspension or Expulsion depending on severity	Expulsion	
Property Damage/Neglect	Misuse, tempering, vandalism or damage to University, group or private property or failing to take proper care of the facilities, equipment, services and space provided by NTU for student use.	Suspension or Expulsion depending on severity	Expulsion	
Fire/Fire Safety Violation	Engaging in arson or the irresponsible use of fire, or fire safety equipment including smoke detectors, fire alarms, extinguishers, etc. or failing to follow fire drill or other emergency procedures.	Expulsion		
Theft	Theft of University or personal property of another, including possession of stolen property, attempted theft, conspiracy to steal, misappropriation of university property or services, misappropriation of personal property and identity theft.	Expulsion		
Abuse/Misuse of Technology	Theft of or tampering with computer equipment, including unauthorized entry or use, alteration of information, or misuse of records.	Written Warning	Suspension of IT Services	

Abuse of NTU Email System	E-mail should reflect careful, professional and courteous drafting---particularly since it is easily forwarded to others. Never assume that only the addressee will read your e-mail. Be careful about attachments and broad publication messages. Copyright laws and license agreements also apply to e-mail.	Written Warning	Suspension of IT Email services	
Unauthorized Access	Engaging in the unauthorized entry, trespassing or tampering with respect to university premises, facilities, or properties or engaging in the unauthorized possession, duplication, or use of University keys.	Written Warning	Suspension	Expulsion
Disorderly Conduct	Disorderly, lewd, indecent, or obscene conduct (including public urination) on or off university premises or at University sponsored or supervised activities including, but not limited to academic classes and activities.	Suspension or Expulsion depending on severity	Expulsion	
Use of abusive or vulgar language and/or gestures	Profanity, language that is considered socially offensive due to being vulgar, obscene, or irreverent.	Written Warning	suspension	Expulsion
Complicity	“Complicity” means allowing a violation to occur, whether by enabling the violation or failing to report it. Students may be held responsible for complicity for being present during a violation of the Student Conduct. Students may also be held responsible for any Code of Conduct violation that is occurring.	Written Warning	Suspension	Expulsion

Disorderly/Disruptive/Damaging Behavior	Any student who disregards the rights of individuals or the community, causes physical damage to property, or interferes with the normal functioning or safety of the community is subject to violation of university policy. Lewd, indecent or obscene conduct may constitute a violation of this policy. This prohibited conduct can be violated by a single act of disorderly, disruptive or damaging behavior or a pattern of any such behavior. Patterns of behavior may be a succession of related acts or a series of actions over a period of time.	Suspension or Expulsion depending on severity	Expulsion	
Littering	Littering or throwing of refuse or garbage in an inappropriate manner on NTU campus is prohibited.	Written Warning	suspension	
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 NTU, and is prohibited.	Prohibited: Escort off Campus		
Solicitation	Individuals are prohibited from sponsoring or hosting the sale of products or devices on campus, or using University resources or technology for the sale or distribution of any products or devices for personal gain, without written permission from the Dean of Student Services or designee.	Written Warning	Prohibit from selling on campus	
Student Conduct at NTU Events	Students are prohibited from engaging in any conduct, which may be illegal, offensive, or disruptive at any NTU event: throwing or projecting objects, wearing inappropriate, inflammatory, or offensive clothing, using disruptive or abusive language or gestures, interfering with the progress of any event, or entering the floor, field, track, or playing surface of any athletic facility before, during, or after an event without prior approval. This includes on and off-campus events.	Immediately ejected from event with a warning	Suspended from attending future events or season	No access to any events

Misuse of NTU property and Equipment	Misuse of NTU equipment is a violation of the Code of Conduct and may subject the individual to disciplinary action.	Written Warning	Suspension on the severity of the misuse/ damage	Expulsion
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 NTU-sponsored activities.	Written Warning	2nd Written Warning	Suspension
Person 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.	Written Warning	2nd Written Warning	Suspension
Reckless Driving	Any person who drives a vehicle carelessly in a willful or wanton disregard of the rights or safety of others.	Written Warning	2 nd Written Warning: if residential- loss of parking in residential parking	
Trespassing	A person intentionally and knowingly and without consent or permission of the owner, user, or person in lawful possession thereof; enters upon, and/ or remains in the property not one's own.	Residential: follow process for safety reason Campus Wide: warning & not allowed on campus afterhours	Residential: eviction	
Child Abuse/ or Neglect	Physical, sexual or emotional abuse that threatens the child's health or welfare, mistreatment of child.	Warning: Parenting & Childcare Service class	Eviction	

ACADEMIC VIOLATIONS: Undergraduate and graduate sanctions are included in this handbook for academic violations.

VIOLATIONS	DEFINITION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Plagiarism	Presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgement. Includes violation of Artificial Intelligence usage.	Undergraduate: Written Warning with failing assignment grade	Failing Course Grade	Probation or Dismissal
		Graduate: Failing Course Grade	Probation or Dismissal	
Cheating	When a student attempts to get academic credit in a way that is dishonest, disrespectful, irresponsible, untrustworthy or unfair.	Undergraduate: Written Warning with failing assignment grade	Failing Course Grade	Probation or Dismissal
		Graduate: Failing Course Grade	Probation or Dismissal	

NTU may impose one or more sanctions upon a student who is found responsible for an alleged conduct violation. The sanctions that may be imposed include, but are not limited to the following:

Written Warning: A student found to be in violation of the Student Code of Conduct or NTU policy may receive a written warning. A written warning is a written statement of warning which declares that the behavior is unacceptable within the NTU community. Additional sanctions may be imposed if the unacceptable behavior continues after the student receives a written warning.

Parental Notification: In accordance with the Family Educational Rights to Privacy Act (FERPA), as amended in 2000 and 2009, NTU may notify the parents/legal guardian of any student under the age of 21 of any violation of a federal, state, or local law, or university policy regarding the use, or possession of alcohol or a controlled substance. Additionally, the university may choose to notify the parents/legal guardian of a dependent student if the student has violated the Student Code of Conduct or NTU policy and is in jeopardy of being removed from university-owned housing.

Educational Sanction: A student found to be in violation of the Student Code of Conduct or NTU policy may receive an educational sanction. An educational sanction is a required activity that is intended to engage the student in a positive learning experience related to the student's inappropriate behavior. An educational sanction may include, but is not limited to: (1) performing community service on and/or off-campus; (2) attending programs or workshops at the student's own expense; and, if applicable, (3) obtaining counseling or (4) writing a paper.

Limitations on Activities: A student's activities may be limited if the student is found to be in violation of the Standards of Student Conduct. While often coupled *Behavioral Probation*, this sanction may be imposed separately as well.

Limitations on activities may include, but are not limited to: (1) ineligibility for serving as an officer or member of a university organization, committee, board, or council; (2) ineligibility to participate in any inter/intra-collegiate activity; (3) ineligibility to receive or maintain an award; or (4) exclusion from university events.

Restitution: A student found to be in violation of the Student Code of Conduct or NTU policy may be required to make restitution (pay for losses or damages). Restitution is defined as an act of restoring or a condition of being restored. For example, if a student's conduct causes damage to NTU or another student's property, then the student may be required to pay the cost of repair.

No Contact Order: Pending the investigation of an alleged Student Code of Conduct or NTU policy violation, a student may sign an Acknowledgement and Request for No Contact form requesting that a No Contact Order be issued by the NTU Security, Residential staff, or the Dean of Student Services. A No Contact Order may also be imposed as a sanction through the Student Conduct Hearing process. Additionally, if a student feels he/she is being harassed or threatened by another student(s) a request may be made for the issuance of a No Contact Order with valid reason. The No Contact Order will remain in effect until it has been determined by the Dean of Students that the No Contact Order is no longer relevant.

Academic Sanctions: Academic sanctions include, but are not limited to, assigning the student a "zero" for a particular assignment or test or an "F" in a course. Academic sanctions are most frequently imposed in response to academic dishonesty. Academic sanctions may also be appropriate in response to certain violations of the Student Code of Conduct (e.g., disturbances or inappropriate behavior toward a NTU employee or fellow students in an academic setting or environment). Any academic sanctions will be imposed by the academic administration.

Behavioral Probation: The sanction of university probation involves a formal notice to the student that the behavior in question is unacceptable within the NTU community. Probation is for a fixed period of time, which normally will not be less than one semester. A student placed on probation faces the following consequences during the probationary period: (1) ineligibility for serving as an officer or leader of a university or student organization, committee, board, or council; and (2) the student is not considered to be in good standing with NTU. Probation may be imposed (at the discretion of the Hearing Officer) in conjunction with the "Limitation on Activities" sanction which may further limit a student's involvement in university activities. If the unacceptable behavior continues, or if other inappropriate behavior follows, more severe action will be taken, including the possibility of suspension or expulsion.

Suspension: A student found to be in violation of the Student Code of Conduct or NTU policy may be suspended. Written notification of this sanction will be provided to the student, and suspension may be imposed in addition to any other sanction that is judged to be of value to the student. Suspension from NTU includes, but is not limited to, the following consequences: (1) a suspended student is excluded from participation in any academic or other NTU activities for a specified period of time, which may be indefinite; (2) a suspended student must withdraw from all courses carried the semester of the suspension, and will forfeit all fees according to NTU's normal Withdrawal Policy; and (3) any student suspended from NTU is prohibited from visiting NTU's premises except when engaged in official conferences in writing by the Dean of Student Services.

Expulsion: Expulsion is the most serious sanction and involves the permanent exclusion of the student from NTU. Notification of the expulsion will be provided to the student. An expelled student must: (1) forfeit all rights and degrees not actually conferred at the time of the expulsion; (2) withdraw from all courses; and (3) forfeit all fees according to the NTU's Withdrawal Policy. Any student expelled from NTU is prohibited from visiting NTU's premises except when engaged in official conferences approved in writing in advance by the Dean of Student Services.

Other: NTU reserves the right to impose any other sanction that has not been specifically defined as it deems appropriate.

Section 9: 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 NTU involvement (as appropriate) until the infraction is resolved. Residential students who commit violations within the residential compound should be referred to the Residential Handbook.

Notice of Violation

If the Dean of Student Services or designee determines that there is validity to the complaint and the complaint alleges a violation of the NTU Student 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 five (5) working days of the filing of the complaint.

The written notice shall include the provisions of the NTU Student Code of Conduct and/or other policy within the Student Handbook alleged to have been violated by the student, the facts alleged to constitute the violation, 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 person, filing the complaint, shall be referred to as the Complainant, and the student, alleged to have committed a violation, shall be referred to as Respondent.

Methods of Resolving a Charge of a Violation of the Student Code of Conduct or NTU policy Accept Responsibility for Alleged Violation and Associated Sanctions at any time before the start of a hearing or alternate resolution process, the Respondent may elect to accept responsibility for the alleged violation(s) and accept the appropriate disciplinary sanctions.

Alternate Resolution Process

In some instances, the Dean of Student Services or designee may determine that an *Alternate Resolution Process*, such as mediation, facilitated dialogue, conflict coaching, or other resolution methods may be appropriate. If so, the Dean of Student Services or designee may, at his or her sole discretion, offer one or more of these options to the Respondent and Complainant. **Alternate resolution processes are not appropriate and will not be offered in sexual assault allegations.** The offered approach must be agreed to by all parties. If one or more parties is not interested in attempting to resolve the matter by the alternate process offered by the Dean of Student Services or designee, the matter will proceed to a hearing. If the parties do agree to the offered Alternate Resolution Process, the Dean of Student Services or designee will make arrangements for it to begin. In all matters, the Complainant and Respondent shall have the right at any time before a resolution is reached to stop the Alternate Resolution Process and have the matter proceed to a Student Conduct hearing. Any matter resolved through the Alternate Resolution Process is not subject to appeal. Failure by the Respondent to participate fully and actively in the alternate resolution process, after agreeing to do so, may result in the matter being referred back to a Student Conduct hearing.

Student Conduct Hearings

In the event an alternate process is not offered by the Dean of Student Services or an alternate process is not agreed to by the parties, and the Respondent has not accepted responsibility and/or the sanctions offered, the matter will proceed to a Student Conduct Hearing.

Timing of Hearing process

Depending on the circumstance of each case, it may become difficult, impractical, or impossible to handle a case within the timeframe allocated, as set forth in this Handbook; as such, all timeframes

may be altered at the sole discretion of the Dean of Student Services.

Hearings on Alleged Violations of the Student Code of Conduct or NTU policy

Determining Who Will Hear a Student Conduct Matter - Alleged violations of the Student Code of Conduct or NTU policy will be reviewed and decided upon by a Hearing Officer. The Dean of Student Services shall appoint the Hearing Officer who shall be either a faculty member or a member of the administration.

Student Rights and General Information Pertaining to All Student Conduct Hearings

The Hearing process is an educational process and is not an adversarial criminal or civil legal process. The rights and procedures required in such legal systems are not applicable in the Hearing process.

General Information

1. The student being charged with an alleged violation of the Student Code of Conduct or NTU policy is referred to as the “Respondent.”
2. In some cases, the Respondent’s alleged conduct may have personally adversely affected another individual. Generally, that other individual may choose to act as the “Complainant” within the Hearing process; as a witness only; or not be involved in the hearing in any capacity.
3. As NTU administers hearings in accordance with these procedures, it reserves the right to collect and offer information and present witnesses to be considered by the Hearing Officer. The people acting on behalf of NTU for these purposes are identified later in these procedures.
4. The purpose of a hearing is to determine if a Respondent is “responsible” or “not responsible” for the alleged violation of the Student Code of Conduct or NTU policy.
5. A Respondent will be found “responsible” if responsibility for the charged violation is established by a “preponderance of the evidence.” This means that the Hearing Officer has determined that it is “more likely than not” that the Respondent violated the Student Code of Conduct or NTU policy at issue.
6. The Respondent, Complainant and NTU shall identify the witnesses to be called at a hearing. Only witnesses with knowledge directly related to the pending charges will be allowed to testify at the hearing. If he or she has not already done so in conjunction with the preparation of his or her report, the Dean of Student Services or designee may interview a witness prior to the hearing so that the Dean of Student Services can determine if the witness has knowledge directly related to the pending charges. Witnesses may be dismissed from the hearing if testimony is based on opinion or perceived character alone. A Hearing Officer may reasonably limit the scope of examination and time to be devoted to each item of discussion during the hearing, including the number of people testifying or providing information. Specifically, corroboration provided by witnesses shall be allowed where appropriate, but repetitive testimony, discussion or witness material may be limited.
7. The Respondent and Complainant may each submit one written statement on his or her own character which will be read at the hearing.
8. Student conduct hearings are not governed by the rules of evidence used by courts. The hearings shall be recorded. The Hearing Office shall determine whether documents presented at the hearing shall be included in the hearing record by marking each document as either admitted into the hearing record or admission denied.
9. At the Dean of Student Services’ discretion, multiple incidents involving the same individual may be considered in one hearing.
10. At the Dean of Student Services’ discretion, charges against multiple Respondents charged with the same or related violations arising out of one or more related incidents may be considered in one hearing.

Generally, a Complainant or witness does not have a right to learn the outcome of the hearing. However,

when the alleged violation is a crime of violence (including but not limited to sexual assault or rape) or a non-forcible sex offense (including but not limited to sex discrimination and sexual harassment), the Complainant or other victim will be provided written notification of the outcome of the hearing with respect to that alleged violation.

Rights of the Respondent

1. The Respondent has the right to be present throughout the hearing but not during the deliberation of the Hearing Officer.
2. The Respondent has the right to remain silent. If silence is maintained, the outcome of the hearing will be determined on the information presented. The Hearing Officer may not draw any inference from a Respondent's choice to remain silent.
3. The Respondent has the right to respond to the allegations against him or her.
4. The Respondent has the right to hear all of the information presented and to question the Complainant and any witnesses who testify at the hearing, except that the Respondent will not be permitted to directly question an alleged victim of sex discrimination (including sexual harassment, sexual assault, sexual violence, stalking, rape, other sexual misconduct, or retaliation); questions in those cases will be posed by the Respondent to the Hearing Officer and then transmitted to the Complainant unless deemed inappropriate or irrelevant by such officer.
5. The Respondent has the right to present relevant information and witnesses to substantiate his or her position. Witnesses must be present at the hearing and their lack of attendance is not cause for appeal. If a witness has a conflict, the Dean of Student Services may, in his or her sole discretion, approve submission of a written statement, signed under oath before a Notary Public, in advance of the hearing to be introduced at the hearing.
6. The Respondent has the right to be assisted in all matters within the Hearing process by a current member of the NTU community (student, faculty, or staff member) (the "Advisor"). The Advisor may help a Respondent prepare his or her position, but may not present the Respondent's position or speak for or on behalf of the Respondent at the hearing. The Advisor may attend the hearing. The Advisor may not be the Respondent's parent, even if the parent is a member of the NTU community. The Respondent may be represented by legal counsel, the cost of which shall be the responsibility of the Respondent.
7. The Respondent has the right to submit a request for appeal regarding the outcome of a hearing.

Rights of the Complainant

A student, who registers a complaint and acts as the Complainant within the Hearing process against another student (the Respondent) for an alleged action that personally adversely affected the Complainant, has the following rights:

1. The Complainant has the right to be present throughout the hearing but not during the deliberation of the Hearing Officer.
2. The Complainant has the right to hear all of the information presented and to question the Respondent and any witnesses who testify at the hearing, except that the Complainant will not be permitted to directly question the Respondent regarding alleged Title IX violations such as sex discrimination, sexual harassment, sexual assault, sexual violence or rape. Questions in those cases will be posed by the Complainant to the Hearing Officer and then transmitted to the Respondent unless deemed inappropriate or irrelevant by such officer.
3. The Complainant has the right to present relevant information and witnesses to substantiate his or her position. Witnesses must be present at the hearing and their lack of attendance is not cause for appeal. If a witness has a conflict, the Dean of Student Services may, in his or her sole discretion, approve submission of a written statement, signed under oath before a Notary Public, in advance of the hearing to be introduced at the hearing.

4. The Complainant has the right to be assisted in all matters within the Hearing process by a current member of the NTU community (student, faculty, or staff member) (the “Advisor”). The Advisor may help a Complainant prepare his or her position, but may not present the Complainant’s position or speak for or on behalf of the Complainant at the hearing. The Advisor may attend the hearing. The Advisor may not be the Complainant’s parent, even if the parent is a member of the NTU community. The Complainant may be represented by legal counsel, the cost of which shall be the responsibility of the Complainant.
5. In matters involving allegations of sex discrimination (including sexual harassment, sexual assault, sexual violence, stalking, rape, other sexual misconduct, or retaliation), the Complainant has the right to request to be separated from the Respondent during the hearing. The Complainant’s request will be accommodated unless to do so would result in some fundamental unfairness (such as where, for example only, the Complainant’s identity is an issue) and so long as the student’s rights to hear all information presented are preserved. This will be done so that the Hearing Officer can see and communicate with, both the Complainant and the Respondent. For example, the Complainant and Respondent may be separated from one another by a barrier wall.

A Complainant may choose how much he or she wants to participate in the hearing process:

1. Full participation – the Complainant may question the Respondent (if permitted) and witnesses recount the facts and circumstances relating to the charge and make an impact statement.
2. Partial participation – the Complainant may serve as a witness, answer questions, but not ask questions, and make an impact statement.
3. The Complainant may choose not to be involved in the hearing but to have a written statement, signed under oath before a Notary Public, read in his/her absence. It should be understood that this will limit the process’s ability to fully address to the charges.

Confidentiality and Disclosures General Confidentiality

The name, status, and violations or alleged violations of any student will not be disclosed to anyone other than the appropriate university officials, except as required or permitted by law. Generally, the outcome of any Hearing process and appeal will remain confidential. These statements of general confidentiality are subject to the following rules on required disclosures and permissible disclosures.

Required Disclosures

Under Federal law, NTU must provide written notice to the Complainant or other victim and the Respondent of the final results of any Hearing process brought against a Respondent for alleged violations of the Student Code of Conduct or NTU policy that, if proven, would constitute a crime of violence (including but not limited to sexual assault or rape) or non-forcible sex offense (including but not limited to sex discrimination and sexual harassment). This is required regardless of whether or not the Respondent is found responsible for the alleged violation, and may only include the final results of the Hearing process with respect to that violation. This disclosure will be made whether or not the alleged victim is the Complainant. Once disclosed, the Complainant and/or Victim may only re-disclose the Respondent’s name, the final determination with respect to the alleged offense and any sanctions imposed on the Respondent. In addition, if such a violation is found to have occurred, the Complainant or other victim shall receive additional notice of the actions the university will take designed to remediate the effects of the violation and to prevent its recurrence.

Permissible Disclosures

The university may also choose to disclose information in certain circumstances, including, but not limited to, the following:

1. The university may choose to notify the parents/legal guardian of a dependent student (based on Federal Student Aid status) if the student has violated the Student Code of Conduct or NTU policy or the student is in jeopardy of being removed from university-owned housing. The university will not disclose any information to parents without proof of dependency. The parents/legal guardian of non- dependent students may be notified when a student has violated the Student Code of Conduct or NTU policy if written consent for access to records has been provided by the non-dependent student. Additionally, NTU may notify the parents/legal guardian of any student under age 21 of any violation of a federal, state, or local law, or university policy regarding the use, or possession of alcohol or a controlled substance. These practices are in compliance with the Family Educational Rights to Privacy Act (FERPA) of 1974. Any mention within this document to parental notification will be subject to the conditions set out in this paragraph.
2. The university may also disclose in the best interest of the campus community to the campus community the final results of a hearing process where the Respondent was found responsible for a violation of the Student Code of Conduct or NTU policy that constitute a crime of violence or non-forcible sex offense. In accordance with Federal law, any final results to be disclosed under this paragraph may include only the name of the Respondent, NTU policies or rules that were violated and any sanction imposed.
3. The university may disclose information from a student's education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Reasons for Requesting an Appeal

A request for an appeal by the Complainant or Respondent will only be granted if the request provides sufficient factual basis for one of the following grounds for an appeal:

1. There is a denial of the elements of a fair hearing.
2. The finding is not supported by the evidence.
3. The sanctions imposed can be shown to be arbitrary or capricious, or the sanctions are disproportionate to the totality of the circumstances.
4. There is new information to present that was not available at the time of the hearing, and that may have a bearing on the original decision.

Review of a Request for an Appeal

The Dean of Student Services will review the request for an appeal to determine if the request provides sufficient factual basis for one of the four grounds for an appeal. If the Dean of Student Services finds that the request is insufficient, he or she will provide the appealing party with written notification that the request for an appeal is denied within five (05) business days of the filing of the appeal request

Conducting the Appeal If Granted

If the request for an appeal is granted, the appointed Appeal Panel (members listed below) will consider the record of the matter to determine the appropriateness of the decision and sanctions rendered in the Student Conduct Hearing. The record is comprised of the documents submitted to the Hearing Officer during the hearing that are marked as either admitted into the hearing record or admission denied, any transcript from the Student Conduct Hearing, and the recording of the Student Conduct Hearing. The Appeal Panel will also consider the written request for an appeal, and any written statements it solicits from the Complainant and Respondent.

Composition and Selection of Appeal Panel

The Appeal Panel shall be composed of three (3) members consisting of one (1) faculty member, one (1) member of the administration and one (1) student. The Dean of Student Services shall appoint the

members of the Appeal Panel at the same time that the appeal request is granted with notice of the Appeal Panel's composition issued to the parties entitled to notice that the appeal request is granted.

Appeal Meeting

Once a request for an appeal has been granted, the appeal is generally granted or denied based upon the hearing record and the information presented in the request for an appeal. However, in some instances, it may be necessary for a meeting to be conducted to clarify details presented. An appeal meeting is not a rehearing of the case. The appeal meeting, if warranted, will be conducted in accordance with the procedures outlined below:

1. The appeal meeting will be closed to everyone except those persons specifically invited by the Appeal or Panel.
2. A student whose presence is requested at an appeal meeting has the right to be accompanied and assisted at the appeal meeting by an Advisor or legal counsel. The Advisor may not be the student's parent, even if the parent is a member of the NTU community.

Written Statements

The Appeal Panel may request written statements from the Complainant and Respondent. The Appeal Panel may set a limit on the length of such statements and then they may use such statements as they deem fit. Unsolicited statements from the Complainant, Respondent, or anyone else will not be considered by the Appeal Panel if the statements are not part of the record of the Student Conduct Hearing.

New Evidence

Only new information that was not available at the time of the Student Conduct Hearing will be accepted and considered by the Appeal Panel. Even if new information is accepted because it was not available at the time of the original hearing, the Appeal Panel may use this new information in considering the outcome of the appeal only if it is determined to be accurate and justified, in the judgment of the Appeal Panel.

Final Decision

The appeal shall be decided by a majority of the Appeal Panel (i.e., at least 2 members shall support the decision). The decision of the Appeal Panel reviewing the appeal is a final decision. The decision of the Appeal Panel shall be issued in writing no later than thirty (30) days of the filing of the appeal request. A copy of the decision shall be provided to the party that filed the appeal. The decision will be provided to the non-appealing Respondent and Complainant or victim regarding charges involving allegations which, if proven, would constitute crimes of violence or non-forcible sex offense

Section 10: Student Complaints Regarding Conduct of NTU Representatives

Procedures

NTU representatives and students always strive to work well together. Occasionally, students may encounter difficult situations with NTU 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 the Department receives the complaint.
 - a. If complaint is regarding the Head of the Department, the Head of the Department's supervisor will proceed with the complaint.
 - b. The complaint will be forwarded to the Human Resources Department to follow the Employee Handbook procedures if the complaint is non-academic.
2. Process the complaint within four days for the 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:

1. 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.
2. If the proposed resolution is acceptable to all parties, they shall so indicate in writing and the matter shall closed.
3. If the proposed resolution is not acceptable to all parties, either party may request further review by the Provost of NTU.
4. The Provost shall make a final decision within 3 days of receipt of the complaint
5. Nothing within the Student Handbook shall be deemed to limit an individual's right to pursue other legal action as deemed necessary.

Phone Numbers:

Teec Nos Pos Office (928) 656-3600

Chinle Campus (928) 674-5764

Chinle Campus Fax (928) 674-5700
 Chinle Campus Director (928) 674-5762
 Academic Advisor (928) 674-3518
 Admission's Officer (928) 674-5765
 Financial Aid Technician (928) 674-5769
 Assistant Registrar (928) 674-5765
 Academic Counselor (928) 674-3797

Crownpoint Community Emergency

Navajo Police Department (505) 786-2050
 New Mexico State Police (505) 863-9353
 Crownpoint Indian Health Service Hospital (505) 786-5291
 Local Ambulance (505) 786-6251
 Volunteer Fire Department (505) 786-7385
 New Mexico Poison Control & Drug Information Center (800) 222-1222

Chinle Community Emergency

Navajo Police Department (928) 674-2111
 Fire Department (928) 674-5222
 Hospital (928) 674-7001

Navajo Police Department (Shiprock) (505) 368-1350
 Fire Department (Shiprock) (505) 368-5719
 Hospital (Shiprock) (505) 368-6001

SUPPORT RESOURCES

<p>Crownpoint: (505) 786-2207 Fort Defiance: (928) 871-6895 Chinle: (928) 674-2300 Shiprock: (505) 368-1006 Tube City: (928) 283-3416</p> <p>New Mexico Child Support Enforcement Center (800) 288-7207</p>		<p>JOB RESOURCES</p>	<p><u>NTU Office of Career Services</u> Shawna Begay, Career Service Coordinator (505) 786-4358 Crownpoint, NM 87313</p> <p><u>Navajo Department of Work Force Development</u> Crownpoint: (505) 786-2158/2167 Resource Center can use the computer to find jobs with assistance, as well as assistance in writing a Resume & Cover Letter.</p>
---	--	-----------------------------	--

COURTS	Crownpoint Judicial District (505) 786-2072 Chinle Judicial District (928) 674-2070/2071	HEALTH CARE	Crownpoint Healthcare Facility (Indian Health Services) (505) 786-5291 NM-371 & Navajo Service Rte. 9 Crownpoint, NM 87313 Chinle Healthcare: (505) 674-7001
COUNSELING SERVICES	NTU Student Counseling/ Substance Abuse: Cheryl Atine, ICADC II, ICCJP, BSCJ Mobile: (505) 786-3901 NTU Traditional Services/ Disability Accommodations Specialists Virginia Edgewater, Traditional Counselor Phone: (505) 786-4138	DOMESTIC VIOLENCE SEXUAL ASSAULT	Battered Families Services Crisis Hotline: (505) 722-7483 Zuni: (505) 782-4919 Grants: (505) 287-7724 Strengthening Families Navajo Nation Crisis Line: (505) 368-1157 Crownpoint, AZ: (505) 786-2391 Fort Defiance, AZ: (928) 871-7635 Window Rock, AZ: (928) 871-7615 Dilkon, AZ: (928) 657-8030 Tuba City, AZ: (928) 871-7629
HOTLINES	<u>National Suicide HOPE Line</u> 1(800)784-2433 <u>New Mexico Crisis & Access Line (NMCAL)</u> www.nmcrisisline.com Crisis Line: 1(855) 662-7474 Warm Line: 1(855) 466-7100 TTY access call: 1(855) 227-5485 <u>National Suicide Prevention Lifeline</u> www.suicidepreventionlifeline.org 1(800) 273-TALK 1(800) 273-8255 <u>National Domestic Violence Hotline</u> 1 (800) 799-SAFE (7233) <u>Western New Mexico Counseling</u> 1(800) 649-0181 Available 24-hours a day, 7 days a week, free and confidential	HOUSING/ SHELTER	Shiprock, NM Shelter: (505) 368-1157 Blanding, UT Shelter (435) 678-245
EMERGENCY AID	Crownpoint: (505) 786-4101 Chinle: (928) 674-3797 Teec Nos Pos: (928) 656-3600 Zuni: (505) 782-6022	FOOD	Food Distribution Program (505) 786-2280/2323 Crownpoint, NM 87313

<p>LEGAL ASSISTANCE</p>	<p>Law Access New Mexico 1 (800) 340-9771 8:45am-11:45 & 12:30pm-3:45pm Mon-Fri Free telephone legal advice service for low-income New Mexico residents.</p> <p>Safe to Be You! Helpline (877) 545-7270 If you are LGBTQ+ and a survivor of domestic or dating violence, sexual assault or stalking, we may be able to provide you with holistic civil legal services and referrals to help you get safe and help you heal.</p> <p>Domestic Violence, Sexual Assault and Stalking Helpline, (New Mexico Legal Aid) (877) 974-3400 Free legal information, advice and referrals to attorneys and other community agencies that can help you, and can request representation in court.</p>	<p>LEGAL ASSISTANCE</p>	<p>Disability Rights New Mexico 1(800) 432-4682 If you are having legal issues related to a disability, you can get advice, brief service and sometimes representation</p> <p>Lawyer Referral for the Elderly Helpline 1 (800) 876-6657 Free advice on some issues and referral on others if you are elderly.</p> <p>Legal Assistance to Military Personnel 1 (800) 876-6227 They may be able to give reduced fee or free advice and representation to you if you or a family member is an active member of the military, including Reservists and National Guardsmen who have been activated.</p>
<p>NAVAJO NATION POLICE</p>	<p>Crownpoint: (505) 786-2050/2051 Chinle: (928) 674-2111 Teec Nos Pos: (505) 368-1350</p>	<p>NTU SECURITY</p>	<p>“E” Security: (505) 716-3737 Campus Security: (505) 786-4345/14345</p>
<p>TRANSPORTATION</p>	<p>Navajo Transit Office: (928) 729-4002 Mobile: (928) 206-4307 email: bcurtis@navajo-nsn.gov Website: www.navajotransit.navajo-nsn.gov Download for route & schedules</p>	<p>NTU RECEPTIONIST</p>	<p>(505) 786-4100</p>

Student Handbook Definitions

Title IV - is a term that refers to federal financial aid funds. Federal regulations state that any federal funds disbursed to a student's account in excess of allowable charges must be delivered to the student (or parent in case of an undergraduate PLUS loan).

Independent Study - a form of education offered by many high schools, colleges, and other educational institutions. It is sometimes referred to as directed **study**, and is an educational activity undertaken by an individual with little to no supervision.

Adult Basic Education - (ABE) programs serve students ages 16 and over who are not enrolled in school and who want to improve their **basic** skills in reading, writing, math, listening, and speaking.

Regents - the University's governing body whose broad responsibilities are to supervise, coordinate, manage and regulate the university, as provided by state statute. The Board of Regents consists of 7 members, one of whom is a student.

Resolution CJY-35-13 - In November 2006, the Navajo Nation Council approved changing the name to Navajo Technical College (Navajo Nation Council Resolution CN-58-06) and only a few years later, in July 2013 the name changed again to Navajo Technical University (Navajo Nation Council *Resolution CJY-35-13*).

15N.N.C. §§ 1201-1209 - Proposed Navajo Nation Council Resolution; An Act Relating To Law And Order, Health, Education And Human Services, And Naabikiyati'; Approving The Amendments To Title 15 N.N.C. §§1201 Through 1209; And, Authorizing The Navajo Technical College To Amend Its Articles Of Incorporation.

Infringe - actively break the terms of (a law, agreement, etc.).

Intellectual - a person possessing a highly developed intellect, relating to the intellect.

Exemplify - give an example of; illustrate by giving an example.

Prerequisite - a thing that is required as a prior condition for something else to happen or exist

Remedial - provided or intended for students who are experiencing learning difficulties

Inclement - (of the weather) unpleasantly cold or wet

FERPA - Federal Family Educational Rights and Privacy Act of 1974 - a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Non-Disclosure – failure to reveal or disclose information, or an instance of this.

FASFA - Free Application for Federal Student Aid – The Free Application for Federal Student Aid (FAFSA) is the **first** step in the financial aid process. Complete the form **online**. You use it to apply for Federal student financial aid, such as grants, loans, and work-study. In addition, most states and schools use information from the FAFSA to award non-federal aid.

EFC - Expected Family Contribution – is a measure of your **family's** financial strength and is calculated according to a formula established by law. Your **family's** taxed and untaxed income, assets, and benefits (such as unemployment or Social Security) are all considered in the formula.

COA - Cost of Attendance - As dictated by Congress, the **COA** is the average **cost** to attend for one academic year (fall through spring). It includes tuition and **fees**, books and supplies, room and board, transportation, and personal expenses. Colleges adjust the **COA** yearly to reflect changes to these **costs**.

SAP - Satisfactory Academic Progress – standards ensure that you are successfully completing your coursework and can continue to receive financial aid. All students receiving financial aid are required to meet SAP standards.

Qualitative - relating to, measuring, or measured by the quality of something rather than its quantity.

Quantitative - relating to, measuring, or measured by the quantity of something rather than its quality.

FA Suspension - Financial Aid Suspension - To receive financial aid, you must meet Satisfactory Academic Progress. You need to maintain a cumulative 2.0 GPA and a cumulative 67% completion of all attempted credits at Lane. Falling below in at least one of these two things: Either your Overall GPA is now below 2.0 or your completion of all your attempted credits is now below 67%

Unsubsidized Federal Stafford Loan - Summary: Direct Unsubsidized Loans (sometimes called Unsubsidized Stafford Loans) are federal student loans borrowed through the Direct Loans program that offer undergraduate and graduate students a low, fixed interest rate and flexible repayment terms. Demonstrated financial need is not required to qualify.

Subsidized Federal Stafford Loan - The interest on subsidized loans is paid by the federal government while the student is in school and during authorized deferment. For unsubsidized Stafford Loans, students are responsible for all of the interest that accrues while the student is enrolled in school. The interest may be deferred throughout enrollment.

Unsubsidized Direct Stafford Loan - Students are responsible for paying all of the interest that adds up, until the loan balance is paid off. Direct Unsubsidized Loans (sometimes called Unsubsidized Stafford Loans) are low-cost, fixed-rate federal student loans available to both undergraduate and graduate students.

Subsidized Direct Stafford Loan - Summary: Direct Subsidized Loans (sometimes called Subsidized Stafford Loans) are federal student loans borrowed through the Direct Loans program that offer undergraduate students a low, fixed interest rate and flexible repayment terms.

Federal Perkins Loan - A Federal Perkins Loan is a low-interest loan for both undergraduate and graduate students. The interest rate for a Perkins loan is 5%. Your school is the lender. The loan is made with government funds, and your school contributes a share. Repay Perkins loans to your school.

Federal PLUS Loan - What is a direct PLUS loan? The direct PLUS loan is a federal student loan that can be taken out by parents to help pay for their child's college education, or by graduate and professional degree students. To qualify you'll need to file a Free Application for Federal Student Aid, or FAFSA.

Direct PLUS Loan - What is a direct PLUS loan? The direct PLUS loan is a federal student loan that can be taken out by parents to help pay for their child's college education, or by graduate and professional degree students. To qualify you'll need to file a Free Application for Federal Student Aid, or FAFSA.

Federal Pell Grant - A Pell Grant is a subsidy the U.S. federal government provides for students who need it to pay for college. Federal Pell Grants are limited to students with financial need, who have not earned their first bachelor's degree, or who are enrolled in certain post-baccalaureate programs, through participating institutions.

Federal Supplemental Educational Opportunity Grant (FSEOG) - The Federal Supplemental Educational Opportunity Grant, more commonly known by its acronym SEOG, is a federal assistance grant reserved for college students with the greatest need for financial aid to attend school.

Federal TEACH Grant - The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides grants of up to \$4,000 per year to students who agree to teach for four years at an elementary school, secondary school, or educational service agency that serves students from low-income families.

Academic Integrity - Academic integrity means honesty and responsibility in scholarship. Academic assignments

exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student's own understanding and effort.

Plagiarism - the practice of taking someone else's work or ideas and passing them off as one's own.

Stipulation - a condition or requirement that is specified or demanded as part of an agreement.

Infringement - the action of breaking the terms of a law, agreement, etc.; violation.

Public Domain - the state of belonging or being available to the public as a whole, and therefore not subject to copyright.

Clandestine - kept secret or done secretly, especially because illicit

Appeal - an application to a higher court for a decision to be reversed; apply to a higher court for a reversal of the decision of a lower court.

CR - Credit

Erred - be mistaken or incorrect; make a mistake.

Regalia - the distinctive clothing worn and ornaments carried at formal occasions as an indication of status

Pertinent - relevant or applicable to a particular matter; apposite

Interlibrary Loan (ILL) - (abbreviated ILL, and sometimes called interloan, interlending, document delivery, or document supply) is a service whereby a patron of one library can borrow books, DVDs, music, etc. and/or receive photocopies of documents that are owned by another library.

Collaborative - produced or conducted by two or more parties working together.

Bona Fide - genuine; real.

Liability Insurance - is any insurance policy that protects an individual or business from the risk that they may be sued and held legally liable for something such as malpractice, injury or negligence. ... Intentional damage and contractual liabilities are typically not covered in these types of policies

Vandalize - deliberately destroy or damage (public or private property).

Restitution - recompense for injury or loss.

Exonerated - (especially of an official body) absolve (someone) from blame for a fault or wrongdoing, especially after due consideration of the case.

Illicit - forbidden by law, rules, or custom.

Paraphernalia - miscellaneous articles, especially the equipment needed for a particular activity.

Contraband - goods that have been imported or exported illegally.

Encompassing - surround and have or hold within.

Emanating - originate from; be produced by.

Fraternization - in the workplace encompasses relationships that go beyond the normal scope of employee interactions. The problems typically creep in when the fraternization occurs between a supervisor and subordinate,

whether the relationship is romantic in nature or simply a strong friendship. Fraternization is defined as a consensual romantic or consensual sexual relationship between individuals who occupy different levels of authority in the institution. This occurs when one partner of higher status and/or power with explicit or implicit authority over, or the power to reward, misuse that power to entice that partner of lower status and./or power into an illicit relationship.

Amnesty - an official pardon for people who have been convicted of political offenses.

Interim - relating to less than a full year's business activity.

Assessor - a person who evaluates the quality of a person or thing. a person who calculates or estimates the price or value of something. A person who is knowledgeable in a particular field and is called upon for advice, typically by a judge or committee of inquiry.

Respondent - in the position of defendant in a lawsuit. a person who replies to something, especially one supplying information for a survey or questionnaire or responding to an advertisement.

Corroboration - evidence that confirms or supports a statement, theory, or finding; confirmation.

Arbitrary - based on random choice or personal whim, rather than any reason or system.

Sanctions - a threatened penalty for disobeying a law or rule. official permission or approval for an action.

Exclusion - the process or state of excluding or being excluded.

Benchmark Sanctions - a standard or point of reference against which things may be compared or assessed.

Sexual Imposition - "sexual contact," i.e., the touching of another person's erogenous area. Erogenous areas constitute for the thigh, genitals, buttocks, pubic region, or female breast

Voyeurism - the practice of gaining sexual pleasure from watching others when they are naked or engaged in sexual activity. Enjoyment from seeing the pain or distress of others.