



8/19/2017

Admissions

Procedures Manual

NAVAJO TECHNICAL UNIVERSITY

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ADMISSIONS POLICY AND PROCEDURES MANUAL

Non-Discrimination Policy

Navajo Technical University maintains an open admissions policy. Navajo Technical University does not discriminate based on race, color, national origin, religion, ancestry, sex, age, physical and mental handicap, serious medical condition, spousal affiliation, sexual orientation and gender identity. 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 Act of 1975; 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.

Open Admission generally means that the admission process is unselective and non-competitive; the only criteria for admission is that the student has a high school diploma, a GED/HiSET Certificate, or other state-approved equivalency credential, will be eligible to be admitted to the college. All high school graduates are offered the opportunity to pursue higher education. Open Enrollment or Open Admission policies were instituted during the 1960's and 1970's to reduce barriers to higher education for some groups of students, including those from lower income or underprivileged backgrounds. Although these schools do not require SAT or ACT test scores, students should expect to take several placement tests upon admission to test their competency. These will be used to determine whether students will be required to take remedial or developmental coursework before being allowed to take college level courses. Admission to the college does not guarantee admission to all programs or courses, as some programs may be highly selective. Once admitted, students will need to maintain satisfactory academic progress and adhere to required standards to remain in good standing.

Purpose

The policy and procedure formalizes the Universities open admissions policy and highlight those programs which maintains a policy with restricted requirements. It highlights the program admissions requirement and international requirements.

Mission Statement

Navajo Technical University's mission is to provide university readiness programs, certificates, associate, baccalaureate, and graduate degrees. Students, faculty, and staff will provide value to the Diné community through research, community engagement, service learning, and activities designed to foster cultural and environmental preservation and sustainable economic development. The University is committed to a high quality, student-oriented, hands-on-learning environment based on the Diné cultural principles: *Nitsáhákees, Nahátá, Íina, Siihasin.*

Policy Name:	Admission Goals
Effective Date:	August 1, 2017
Date Review and Revised:	

ADMISSION GOALS

1. Maintain and preserve all university student academic records.
2. Maintain and update current and continuing student records with all aspects toward degree completion and award.
3. Maintains liaison with other departments within the University.
4. Interprets and clarifies FERPA policies.
5. Supports and serves all current and former students with integrity and equity using all university policies and relative laws.
6. Coordinate the evaluation and recording of all transfer course credit for transfer students and continuing/readmit students.
7. Coordinate the evaluation and recording of all advanced placement courses for transfer and freshman students.
8. Work with academic departments and faculty.
9. Process readmission applications for certificate and associate degree seeking students.
10. Issue enrollment verifications and enrollment certifications.
11. Processes appropriate request for student information.

Policy Name:	General Undergraduate Admissions Application Process
Effective Date:	August 1, 2017
Date Review and Revised:	

ADMISSIONS REQUIREMENTS

1. General Admissions

The following documents must be received in the Admission's Office. There are additional requirements for all Bachelor Degree Programs and the following programs: Commercial Driver License (CDL), Law Enforcement, Tribal Court Transcription and Veterinary Technology. International Students have their own admissions requirements.

- a. A completed and signed NTU Application for Admission.
- b. A Certificate of Indian Blood (CIB) or an official record of enrollment that indicates membership with a federally recognized Indian Tribe for all Native American students.
- c. An **Official** high school transcript or an **official** General Education Development (GED):
 - i. Official high school transcripts should indicate graduation date and a "passing" result from the state competency exam. Students, who do not have an official high school transcript to indicate completion, will be required to submit a notarized Verification of Completion from the school district attended.

An applicant who has not pass the state competency exams or receive an official high school diploma will be referred to an Admission Interview Committee.

Note: Students who do not have high school documentation are not eligible for federal student aid. These students are responsible for payments of tuition and fees.
 - ii. GED results require a passing score of 45 or higher in all subject areas.
- d. **Official** college transcripts from each college attended.
- e. Copy of Social Security Card – verification of legal name and SSN number.
- f. Copy of DD214 if a Military Veteran to verify status.

2. Home School Admissions

Those accepted to NTU are required to meet regular or provisional admission. In addition, the home school educator must submit a transcript or document that lists the courses completed and grades earned by the student and indicate the date the student completed or graduated from the home school program. These students are highly recommended to take their GED testing.

Note: Students who do not have high school documentation are not eligible for federal student aid. These students are responsible for payments of tuition and fees.

3. Early Admission for High School

Outstanding high school students can be admitted to NTU prior to high school graduation as a concurrent enrollment. Early admissions must be made directly to the Registrar unless otherwise articulated through an agreement with a local high school or school district.

The requirements for High School admission are outlined below:

- Written recommendation from the high school principal/counselor
- Current High school transcript with cumulative GPA as follows:
 - Junior – 3.5 minimum GPA required
 - Senior – 3.0 minimum GPA required
- A completed admission application
- Accuplacer test result
- Certificate of Indian Blood (CIB) or an official record of enrollment that indicates membership with a federally recognized Indian Tribe
- Signed NTU Alcohol and Drug Free Policy affidavit
- A signed parental permission form

No student below the junior level of high school will be admitted. An accepted student must follow the same academic guidelines required by the University and must maintain a “C” or better grade in all classes taken at NTU and cannot enroll in more than two (2) classes without special permission.

Note: These students are responsible for payments of tuition and fees.

4. Dual Credit

Dual credit is for high school junior and senior students who wish to earn both high school credit and college credit at the same time. The dual credit option is available for New Mexico and Arizona high school students whose school district has a signed Dual Credit Memorandum of Agreement or Statewide Master Agreement with Navajo Technical University as well as home school students.

Requirements for dual credit admissions:

- Be enrolled at least part time as a junior or senior in a home school program or a high school in which the school district.
- Meet with their high school counselor to determine eligibility and available courses.
- Submit an NTU Dual Credit Application for Enrollment.
- Official Certificate of Indian Blood
- Current High School Transcript
- For New Mexico students: Submit a completed New Mexico Statewide Dual Credit Request Form.
- For Students under 18 years of age, must have parent’s signatures on all forms requiring Parents Signatures.
- Demonstrate college readiness for the course in which they intend to enroll by meeting the course pre/co requisites.
- Take Accuplacer placement examination for Math and English Placement.
- Register for approved courses.

5. Transfer Student Admissions

Students must indicate *all* institutions previously attended on their application.

- Official transcripts must be in a sealed envelope and preferably mailed directly from the institution to the NTU Registrar's Office. Institutions that send Electronic Transcripts are to be emailed directly to the Registrar only for it to be official. *Note: Transfer courses are not included in calculating the student's NTU cumulative Grade Point Average (GPA).*
- A Transfer Student who does not have a cumulative grade point average of 2.00 or on academic suspension will be referred to the Academic Counselor to be placed on an academic contract or education plan.

More information in regard to Credit Evaluations and Appeals see page 17.

6. Non-Degree Admissions

Applicants who seek to enroll in a course or courses, but do not seek a degree or certificate shall submit a NTU enrollment application and a CIB (Certificate of Indian Blood). For those younger than 18 years of age, approval of parent or guardian will be required. Students on non-major status are not eligible to receive financial student aid or student employment, nor are they eligible to participate in student government or intercollegiate athletics, or to receive benefits from any veteran's program.

7. Admission Requirements for International Students

- A completed NTU International Student Application
- Official High School Transcripts – Translated into English if in different language
- Official Test of English as a Foreign Language (TOEFL) scores
 - TOEFL scores must be less than 2 years old from date of Admissions.
 - Acceptable Scores: 500 for paper test, 173 computer-based, 61 Internet-base.
- Financial Support Form
- Official College Transcript – Translated into English if in different language

Navajo Technical University complies with the Department of Homeland Security and Student and Exchange Visitor Program within the U.S. Immigration and Customs Enforcement (ICE). Upon NTU's issuance of an I-20 form to the student, each International student must comply with the following:

1. Must be enrolled as a full-time student
 - a. May only take one – three-credit course online.
 - b. Must have current I-20, attend the school stated on I-20.
 - c. Must meet with DSO every semester for registration.
2. Must be enrolled in a program of study that results in a degree, diploma or certificate
3. Must be proficient in English
4. May not work off-campus during the first academic year. Working off campus requires special permission.
5. Students are responsible for locating suitable housing.
6. Students are responsible for providing transportation to and from the college.
7. Health Insurance.

8. Keep local address updated. Student has 10 days to report a new address if local address is changed.

Career Assessment

New students will be given a career assessment to help determine if they have selected a field of study appropriate to their interests and skills. Students who are changing majors will also be required to take the assessment and obtain approval by the Career Counselor or his/her designee.

Denial or Cancellation of Admission

NTU reserves the right to deny or cancel the admission and/or registration of any student who has an outstanding debt at NTU. Any person found to have knowingly and willfully made false statements, furnished any false information, and/or concealed any material information will be subject to expulsion. NTU will not tolerate any such activity and will conduct a thorough internal investigation.

Appeal Procedure

Any student denied admission may submit a written appeal letter to the Registrar within 30 days of issuance of the notice of admission denial. The appeal letter shall detail the circumstances justifying reconsideration for admission. The student shall also submit supporting documentation that substantiates the appeal. The Registrar will then schedule a meeting with the applicant and the Dean of Student Services within 5 business days of receiving the appeal. The applicant will be notified of the appeals decision by mail within 10 business days of the meeting.

Policy Name:	Undergraduate Program Admissions Application Process
Effective Date:	August 1, 2017
Date Review and Revised:	

I. ADDITIONAL ADMISSION REQUIREMENTS: CERTIFICATE PROGRAM

1. Admission Requirements for Commercial Driver License Program

New Mexico driver licensing standards comply with AAMVA CDLIS under Commercial Motor Vehicle Safety Act of 1986 (CMVSA/86). The CMVSA/86 is a bill to establish uniform standards for testing and licensing of operators of Commercial Motor Vehicles. A CDL license can ONLY be issued in the driver's STATE OF LEGAL RESIDENCE, and if you have a CDL, you can have No other Driver's License in any other state. The Commercial Driver License (CDL) program is offered at the main campus in Crownpoint, New Mexico and complies with the CMVSA/86.

Commercial Driver License (CDL) requires additional documents along with general admissions requirements:

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

When all the required documents are received and accepted by the Admission's Office, the applicant will receive a letter of acceptance to NTU.

2. Admissions Requirements for Certificate in Law Enforcement

NTU and the Navajo Nation Public Safety Department are working jointly to produce Navajo Nation Police Officers. The certificate program provides both the academic and skills components that are required from the enforcement curriculum. All other general admissions into this program will depend on availability of space.

a. Basic requirements from the Navajo Nation Public Safety Department:

- Must be a United States Citizen
- Must be 21 years old prior to graduation
- Must be a High School graduate or GED certificate recipient
- No Misdemeanor Convictions (3) three years prior to admissions
- No Felony convictions
- No Excessive traffic violations
- Not be prohibited by the State or Federal law from possessing a firearm
- Honorable Discharge from the United State Armed Forces
- No Domestic Violence Conviction
- Be Mentally and Physically healthy

b. Personal Requirements from Navajo Nation Public Safety Department:

- Pass the Physical Fitness Test at 40% (Entry Level)

- Pass the National Police Officer Selection Test at 70%
- A Navajo Nation Application for Employment
- Pass a Physical/Medical examination
- Pass a Psychological Evaluation
- Pass a Drug Screening
- A Complete Background Investigation

3. Admissions Requirements for Tribal Court Transcription

The restricted admission for the Navajo transcription is a collaborative effort between NTU and the Navajo Nation Department of Justice. All other general admissions into this program will depend on availability of space.

- Employee of the Judicial Branch of the Navajo Nation
- Selected by the Judicial Branch of the Navajo Nation
- Strong knowledge of the structure and operation of the Navajo tribal court system
- Fluent speaker of the Navajo language (*required*)
- Experienced and knowledgeable in Navajo traditional culture
- Possess high level of verbal proficiency in Navajo and English languages
- Committed, focused and dedicated to completing the intense 16-week program
- High level computer-based typing speed (*at least 60 wpm*)
- Knowledgeable in computer skills and operation
- Commit to several years of employment with the Judicial Branch of the Navajo Nation

II. ADDITIONAL ADMISSION REQUIREMENTS: ASSOCIATE DEGREE PROGRAM

1. Admission Requirements for Veterinary Technician Program

The mission of the Veterinary Technology degree program is to provide students with the academic, professional “hands-on” knowledge, and skills required to master the American Veterinary Medical Association’s Veterinary Technology Student Essential Skills which will prepare students as entry-level veterinary technicians, to successfully pass the VTNE (Veterinary Technician National Exam), and to perform as effective veterinary health care team members. Students will exhibit conduct that reflects practice standards that are professional, ethical, and legal. Graduates of this program will recognize career opportunities in traditional and non-traditional settings such as private veterinary practice, biomedical research, academia, food safety, government agencies, zoos, and other animal health-related fields.

The length of time necessary for completion of the program is a minimum of 7 semesters. A minimum of 69 credit hours must be earned in specific coursework including general education and core program courses. Students must meet with the Program Advisor before registering for classes each semester. Students must pass the VTNE to apply for state licensure.

The following are requirements for admission into the Veterinary Technology:

- Students must complete all general education courses prior to admission into program core courses. Students must maintain at least an overall G.P.A. of 2.5 for all required General Education courses and must earn grades of “C” or higher in BIO 120, CHM 120, ENG 110 (or ENG 111 or 112), MTH 121 and VET 090.

- Students must pass VET 090 Introduction to Veterinary Technology course (one credit hour) with a grade of “C” or higher which shall be completed while taking General Education courses.
- Students must pass all program courses with a 75% or higher to progress into the next semester courses.
- Students must submit a total of three (3) current letters of recommendation from the most recent six (6) month period. Two of the letters must be from high school teachers and/or higher education instructors, and one (1) of the three (3) letters may come from a community member, church official, or employer. Letters must be in sealed envelopes and sent directly to the Program Advisor by the individual making the recommendation.
- Students must submit a completed application with an essay (500-word maximum or less) on why they wish to study Veterinary Technology.
- The final requirement for admission into the Veterinary Technology Program will be to complete a live interview by a panel of faculty and Program Advisor.

III. ADDITIONAL ADMISSIONS REQUIREMENTS: BACHELOR DEGREE PROGRAM

1. Admissions Requirements for Bachelor Programs

- Freshman and Transfer students are required to have a CGPA of 2.5 in High School or from the transferring school or will be provisionally admitted into the Bachelor program
- All students must maintain a CGPA of a 2.0 once in the program
- Must not be on academic probation for the first two semesters
- Complete all prerequisite in the degree program
- Complete all General Education requirements and the 100-200 level courses within the first five semesters of the Bachelor Program
- See below for specific requirements for each Bachelor programs:

a. BS: Environmental Science and Natural Resources

- Each Freshman/First time applicant must be a High School graduate and have taken the following in High School to be admitted into the ESNR program:
 - Two years Mathematics: Algebra and Geometry
 - General Biology
 - General Chemistry
 - Two years of English
- Pass an Oral and Written Interview with the ESNR program committee

b. BFA: Creative Writing and New Media program requires

- A grade of C or above in ENG111 (Composition and Research) or equivalent.
- Creative Writing Sample.
- A letter of application to the program

c. BAS: Information Technology - New Media requires

- Cumulative average of 2.5 or better on all GE classes.

- Letter of Introduction/Statement of Intent (one page). Faculty interested in your career goals, aspirations, creative and intellectual experiences. Include a one-page resume.
- List of 5 Significant Media. In a brief paragraph for each medium, explain the significance of a film, TV program, book, website, music, play, video game, or other piece of New Media.
- Creative Project. Provide a one-page detailed explanation of a creative idea for a project that you could pursue as a college student. Indicate your inspiration for the idea and discuss your creative ideas.
- Creative Sample/Portfolio/Demo Reel. As part of the application you are required to submit a portfolio of any creative work – short films, graphic design, website, illustrations, art, and animations. You must have written, directed, produced, shot and edited these samples. If you do not have a portfolio, prepare a short film or demo reel, no longer than 3 minutes for submission.
- Meeting with New Media advisor. Set a time to meet with your advisor to discuss strengths and weaknesses of your creative project, critical analysis, and creative sample/portfolio/demo reel.
- Create a graduation plan. Bring a copy of the New Media Program Graduation Checklist, all applicable transcripts, and present to the faculty your plan for completing the New Media program.

When all requirements are met, the student will receive an acceptance letter for attending the University. This letter does not justify what level the student will start at, they need to see the accuplacer results.

Policy Name:	Accuplacer Testing
Effective Date:	August 1, 2017
Date Review and Revised:	

Accuplacer Testing

All new students are required to take the Accuplacer placement test to place students in the appropriate Math and English courses. Transfer students who have successfully completed a college level English and Math with a C or better at another institution (as recorded on an official transcript) will not have to take the test if the course was completed within 10 years of the admission date on the application. The advisor and academic counselor provide Accuplacer placement test interpretation for appropriate placement in Math and English courses.

The following sites can be reached to schedule for placement testing: Crownpoint: (505)786-4340 and 4337, Chinle: (928)674-3797 or 5765, Teec Nos Pos: (928)656-3600.

NOTE: *Students who place lower on the Accuplacer placement test than the English or Math courses required by the program requirements for the certificate or degree they are seeking will be required to take additional English or Math courses. EXAMPLE: a student whose Accuplacer score places them in ENG098 will have to satisfactorily complete ENG098 (a grade of C or better) before they can take the higher level required English course(s) for their certificate or degree.*

Name Rule	Description
ENG098	If sentence skills greater than or equal to 60 and sentence skills is less than or equal to 85
ENG105	If sentence skills are greater than or equal to 86
ENG110	If sentence skills are greater than or equal to 86
MTH098	If arithmetic is greater than 30 and arithmetic is less than 45.
MTH113	If arithmetic is greater than 45 and elementary algebra is less than 30.
MTH115	If arithmetic is greater than 45 and elementary algebra is greater than 30 and elementary algebra is less than 80.
MTH120	If arithmetic is greater than 45 and elementary algebra is greater than 80 and elementary algebra is less than 120.
MTH121	If arithmetic is greater than 45 and elementary algebra is greater than 80 and college level math is greater than 80 and college level math is less than 85.
MTH123	If arithmetic is greater than 45 and elementary algebra is greater than 80 and college level math is greater than 80 and college level math is less than 85.

Policy Name:	Graduate Program Admissions Application Process
Effective Date:	August 1, 2017
Date Review and Revised:	

Admission Requirements for Graduate Students

Graduate Program currently has one program, Diné Culture, Language and Leadership, which provides a unique opportunity for students to explore issues important to the Navajo Nation and the local communities.

Requirements:

1. Graduate Admission - All supporting documents need to be on with the University to be consider for the Fall Semester admissions.
2. Official college/university transcripts from all institutions attended graduate or undergraduate transcripts.
 - a. All documents are to be submitted in a sealed envelope or mailed from the University.
 - b. All graduate credit hours are expected to be earned at Navajo Technical University.
3. Three letters of recommendation (written within 60 days of Enrollment).
4. Official Copy of your Certificate of Indian Blood (CIB).
5. A 500-word essay to include; a) academic and professional goals, b) research interest, c) relevant prior experiences, d) motivation for graduate study, and any other information you believe will assist the Graduate Admission Committee to consider your application for graduate admission,
6. Fluency in Navajo and English languages will be expected of Dine Culture, Language & Leadership graduate students. A portion of the classes will be conducted strictly in Navajo language. No translators will be provided.
 - a. Meeting with the Graduate Dean for DCLL to determine fluency in the Navajo language.
7. GRE scores is optional. Scores must be less than five years old and should be sent to NTU.
8. Provide proof of ability to pay for graduate school.

Policy Name:	Declare and Change Majors
Effective Date:	August 1, 2017
Date Review and Revised:	

Declaration of Major

All students shall identify a major in a certificate or degree program, unless they are identified as Non-Major. Those who plan to earn a certificate or degree from NTU will have met the program placement requirements and officially have declared their major (program of study).

1. Certificate Programs

Upon successful completion of a specific career program listed in the catalog, students will receive a certificate if they have passed all the required coursework, including general education requirements, earned the required credits, maintained a cumulative GPA of 2.00 or better, and have satisfied any outstanding debt to the University.

2. Degree Programs

Students enrolled as degree candidates in one of the Associate or Bachelor degree programs will receive their degree if they pass all of the required coursework, including general education requirements, earned the required credits, maintain a cumulative GPA of 2.00 or better, and have satisfied any outstanding debt to the University.

A. Associate Degree

- 1) **Associate of Applied Science (AAS) Degree:** An AAS degree program prepares students to enter either skilled or paraprofessional occupations or to upgrade workplace skills and knowledge. An AAS program is not intended to transfer to a bachelor's degree, although certain courses may be accepted at some institutions. The exception to this rule is when an AAS is used to enter a BAS program.
- 2) **Associate of Arts (AA) Degree:** An AA degree provides a foundation in general education including courses in mathematics, humanities and social sciences, communication, and natural sciences. Students may transfer their degree credits to a four-year institution to pursue a bachelor's degree in the arts or sciences.
- 3) **Associate of Science (AS) Degree:** An AS degree is an associate degree in the areas of science, technology, engineering, mathematics (STEM) or in an area of career technical education (CTE) such as Early Childhood Education.

B. Baccalaureate Degree

- 1) **Bachelor of Arts (BA):** Graduate and professional schools typically require a four-year BA or BS for admission. The curriculum of a traditional BA degree is centered on providing a well-rounded, liberal arts education. Students pursuing a BA are not required to have an associate's degree.
- 2) **Bachelor of Science (BS):** BS programs normally require a student to take the majority of their courses (usually 1/2 or 3/4) in the sciences, namely life sciences, physical sciences, engineering, or the mathematical sciences. Graduate and professional schools typically

require a four-year BS or BA for admission. Students pursuing a BS are not required to have an associate's degree.

- 3) **Bachelor of Applied Science (BAS):** An undergraduate degree that focuses studies on an applied science with hands-on projects or fieldwork. A BAS degree is designed for students that work immediately after graduation; they are more focused on vocational subjects. Students pursuing a BAS degree normally build on an Associate of Applied Science degree.
- 4) **Bachelor of Fine Arts (BFA):** A Bachelor of Fine Arts is a standard undergraduate degree for students that are seeking a professional education in the visual or performing arts.

Change of Major

Any student who wishes to change his/her major after registering will need to submit a Change of Major form (Appendix C) to the Registrar. The student will be required to meet with the Career Advisor for a Career Interest Profile and the Financial Aid Officer for approval. No changes shall be allowed after the deadline for the last day to register for that semester. Changing a major could affect eligibility for student federal aid, for more information see the financial aid section of the catalog.

- a. Students who have changed majors or are pursuing a second degree may reach their maximum timeframe before their program of study is complete. All credits attempted are treated in the quantitative, qualitative, and maximum timeframe standards for SAP.
- b. Students receiving financial aid must make satisfactory academic progress toward the completion of a certificate or degree program. Measures in satisfactory academic progress are in the following areas: grade point average (GPA), completion rate or pace, maximum timeframe and Pell Lifetime Eligibility.
- c. NTU's Financial Aid Office reviews grades at the end of each semester for certificate program and the end of the academic year for Associates and Bachelor degree programs.

Policy Name:	Enrollment Status
Effective Date:	August 1, 2017
Date Review and Revised:	

Enrollment Status

1. *Regular:* Regular admission is intended for the student seeking a degree or certificate at NTU. This includes students continuing from the previous semester who are in good standing and transfer students who are in good standing from their previous college/university.
2. *Provisional:* Students who are on Academic Probation or Suspension at other schools and have a cumulative grade point average(CGPA) less than 2.0; or students who do not have a high school diploma/transcript that indicate they have passed competencies required and opted to take 6 credit hours of courses as stated in the admission requirements.
3. *Transfer Student:* Any transfer student seeking admission to NTU who intends to work toward a degree or certificate from NTU should apply for regular admission. Applicants are required to submit official transcripts from all regionally accredited colleges or universities. NTU accepts transfer credit for courses that have a grade of “C” or better and if an equivalent course is offered at NTU. No special topic classes will be accepted for transfer. A limit of 30 credit hours may be transferred toward an associate degree and a limit of 15 credit hours may be transferred toward a certificate program. Students in the bachelor degree program that request to have their courses transferred will have a limit of 60 credit hours eligible for transfer.
4. *Non-Major Status:* A student who does not want to earn a degree or certificate is classified as a non-degree/major student. Non-degree/major students may request to change to certificate/degree status and apply credits earned while in non-degree status by declaring a major. *Note: Non-majors will not satisfy eligibility requirements for federal student aid, veteran’s educational benefits or other financial aid assistance.*
5. *Concurrent Enrollment:* A student who is enrolled at NTU and also at another higher institution should understand that federal student aid will be disbursed by only one Institution, but charged by each institution. Students should go to the Financial Aid Office to obtain more information about concurrent enrollment and financial aid.
6. *Dual Enrollment:* A student currently enrolled in high school and enrolled in one or more courses at NTU is considered to have dual enrollment. NTU has an agreement with various Secondary School Districts and negotiates the tuition and fees of participating students. Students need to obtain more information from their high school counselor. Otherwise students may opt to make payment for NTU courses at the Business Office.

Policy Name:	Transfer Credit Policy
Effective Date:	August 1, 2017
Date Review and Revised:	

Transfer Credit Policy

Students may be admitted as transfer students from other colleges. The standard admission requirements remain the same as those for first-time college students. Students must indicate *all* previous colleges, vocational, and post-secondary schools attended on their application for admission to NTU. Official transcripts must be in a sealed envelope and mailed directly from the institution to the NTU Admissions/Registrar's Office.

Courses are generally accepted in transfer to Navajo Technical University if they are regular, college-level academic courses completed with grades of C (2.0) or better and completed at a collegiate institution accredited by one of the following regional accrediting agencies:

- New England Association of Schools and Colleges
- Middle States Association of Colleges and Schools
- Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

Courses that will not transfer include those that are not college level, such as remedial and developmental; non-academic courses such as vocational, career exploration, cooperative education, internships, independent study, workshops, and practicums; or courses with grades of C- or lower or with the grades pass/fail, credit/no credit, or satisfactory/unsatisfactory. However, courses with grades of pass, credit, or satisfactory may be accepted if they are physical education (PE) courses or if the student demonstrates that the course could not be taken under the normal A-F grading mode and the sending institution verifies that the grade awarded is equivalent to a C or better.

Credit Timeline: Transfer credits more than 10 years old will not be automatically accepted and will require the Registrar's approval to be applied as transfer credit.

Grades: Courses accepted in-transfer become part of the credits completed and are not used in grade point average (GPA) calculations. The Navajo Technical University's GPA is based on work completed at Navajo Technical University only.

Equivalent vs. Elective: NTU transfers credit on a course by course basis. When a course is not listed in the articulation or descriptions do not closely match the description of courses taught at NTU will transfer as elective credits within the appropriate academic department depending on which major and /or degree you intend to complete. Specific degree requirements differ among NTU schools.

Credit Hours: The maximum number of credits that may transfer from an accredited college or university are as follow:

- A limit of 30 credit hours may be transferred toward an associate degree and a limit of 15 credit hours may be transferred toward a certificate program. Students in the bachelor degree program who request to have their courses transferred will have a limit of 60 credit hours eligible for transfer.
- The courses must be taken within the ten-year time limit of admission into the college. Credits over ten (10) years of age are subject to review prior to acceptance toward prerequisites and/or degree requirements in some program areas.
- Science courses in the Nursing Program must be taken within eight (8) years from admission or they must be retaken.

NOTE: It is an on-going effort to assist with the transferability of NTU general education credits to other New Mexico colleges and universities. A complete listing of transferable NTU courses are listed at the New Mexico Articulation Matrix: <http://www.hed.state.nm.us/institutions/general-ed-core-course-transfer-curriculum.aspx>.

Military Credits

Military service credit is granted based on recommendation of the American Council of Education's "Guide to the Evaluation of Educational Experiences in the Armed Service" and institutional policies. No credit is granted for Military Occupational Specialty (MOS). To apply for military credit, submit a copy of the DD214 or ACE transcript and a copy of any applicable training not listed on the DD214 to the Registrar's Office. The Veteran's certifying official is located in the Financial Aid Office, (505) 786-4183.

Transfer of Degrees from International Institutions

All associate and bachelor degrees being transferred from international institutions will be reviewed by the Registrar's Office to determine transferability. All international transcripts must be translated and/or have equivalencies completed by a National Association of Credential Evaluation Services (NACES) member for authentication and verification of Degrees.

Catalog in Effect for Transfer Students

The catalog for graduation requirements for a transfer student is the catalog in effect at the time when the student transferred to Navajo Technical University. Students are to remain in continuous attendance to maintain the catalog program requirements unless charges are required for certification or licensures then the current year catalog applies and students are required to follow the current catalog requirements. Previous catalogs may be used only when specified by a particular articulation.

Transfer Appeals Process

The student may appeal:

- A decision regarding the transferability of a specific course(s);
- A decision regarding the way in which a specific course(s) is/are transferred;

Step 1: If the student questions a decision for courses that do not transfer, the student should consult with the Registrar or Staff who completed the transfer evaluation in the Registrar's Office.

- a. The Registrar will meet with the appropriate department chair in regard to the evaluation.

Step 2: If the student is not satisfied with the decision, the student has an opportunity to appeal the decision to the Dean of Instruction.

- a. The student may make an appeal in writing to the Dean of Instruction at Navajo Technical University. The appeal must be filed within 15 calendar days of the consultation with the Registrar. If the student fails to file an appeal within this period, the original decision shall stand.
- b. The Dean of Instruction must hear and reach a decision on the appeal within 15 calendar days after the appeal is filed.
- c. The student will be notified in writing by the Dean of Instruction of its decision regarding the transfer appeal.

Step 3: If the student is still not satisfied after the Dean of Instruction's decision the student has an opportunity to appeal to the Provost:

- a. The student may appeal the Dean of Instruction's decision by writing the Provost. The appeal must be filed within five calendar days of the postmark date of the letter notifying the student

of the Dean's decision. If the student fails to file an appeal within this time period, the Dean of Instruction's decision shall stand.

- b. The Provost or designated staff shall review and reach a decision on the appeal within five calendar days after the appeal is filed.
- c. The student will be notified in writing by the Provost of its decision regarding the transfer appeal. The final decision cannot be overturned by any institutional administrator or committee.

Credit by Examination

NTU does not award credit for work or life experiences. Students should arrange to challenge specific NTU courses via credit by examination if the same knowledge has been gained through non-accredited or independent study at another educational setting or the student feels they have enough knowledge from work or life experiences.

Credit and grade are given upon completion of examination of a course that is challenged by the student. Only a grade of CR is recorded on the student record if the examination is passed with an 80% or above. Students may not have attempted the course at the university. The responsibility for preparing for these examinations is entirely on the student. The current tuition rate per credit hour applies before examination. The student request for challenging the course may be picked up from the Registrar's office.

Procedures for Evaluation of Transfer Credit

1. Courses must have been taken at a regionally accredited institution in the US.
2. Transfer of General Education Credit Courses must be 100- or 400-level at sending institution.
 - a. Lower-division credits are freshman and sophomore level credits usually courses numbered 100 to 299 at NTU. Upper-division credits are junior and senior level credits, course numbers between 300 and 499. Lower and upper division designation is based on the transfer institution's lower and upper division designation. Course equivalency may be granted for a lower division course from another institution that is an upper division course at NTU, but the course will not count as upper division credit at NTU. Credits earned at a two-year college cannot be used to meet Navajo Technical University's credit requirement in upper division courses.
3. Courses must be substantially equivalent to NTU courses that is appropriate to the student's certificate/degree program at NTU.
4. Courses must be at least 3 semester credits or equivalent semester credit for the transferred course.
 - a. Courses being transferred in from quarter institutions, credits are multiplied by .67 for course credit equivalency. (Minimum semester equivalent usually 2.68 for 4 quarter credit hours).
 - b. Courses must be a letter grade and the grade must be a C grade or higher. Exception is a student who is transferring from institution that does not offer letter grades. In such cases, the Registrar's Office has a protocol to establish a letter grade equivalent depending on the transcript.
 - c. Military Credits. DD214 form or military transcripts from AARTS or SMART with ACE credit recommendations, should be submitted to the Registrar's Office for evaluation of credits for military service
5. Syllabus/ Course descriptions may be required to establish whether the course meets the course criteria especially if they cannot be found in the College Source database.
6. Transfer and Articulation guides will be used:
 - New Mexico General Education Common Core Articulations and TES (Transfer Equivalency System) will be used for New Mexico institutions. Website: <http://hed.state.nm.us/institutions/general-ed-core-course-transfer-curriculum.aspx>
 - Arizona Course Equivalency Guide and AGEC will be used for Arizona institutions. Website: www.aztransfer.com
 - The American Council on Education (ACE) recommendations for Military Credit.

Policy Name:	Family Educational Rights and Privacy Act (FERPA)
Effective Date:	August 1, 2017
Date Review and Revised:	

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is 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.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties regarding financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.