



EST. 1979

NAVAJO TECHNICAL UNIVERSITY

NITSÁHÁKEES

NÁHATÁ

IINÁ

SIH HASIN



+ + + + 2023-2024 + + + +

GRADUATE CATALOG

NAVAJO TECHNICAL UNIVERSITY

CROWNPOINT, NM

ZUNI, NM

KIRTLAND, NM

CHINLE, AZ

TEEC NOS POS, AZ

-IT BEGINS FROM WITHIN-

www.NAVAJOTECH.edu

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

505.387.7401 | www.navajotech.edu | Lowerpoint Rd State Hwy 371 | P.O. Box 849, Crownpoint, NM 87313

Navajo Technical University Board of Regents

Tom Platero
Fort Defiance Agency

Gloria Grant
Chinle Agency

Dr. Delores Greyeyes
Western Navajo Agency

Roselyn John
Eastern Navajo Agency

Dr. Carolyn Thomas Morris
Northern Agency

NTU Student Senate President

The NTU Student Senate President is a voting member of the Board of Regents during his/her one-year term of presidency. The remaining Board members serve on a four-year staggered term.

ACCREDITATION AND CERTIFICATION

Navajo Technical University is fully accredited by
Higher Learning Commission
2005 – Present

National Culinary Federation Accreditation

AVMA Veterinary Accreditation

ABET Accreditation: Industrial Engineering and Electrical
Engineering programs



Table of Contents

<p>VISION1</p> <p>PHILOSOPHY1</p> <p>MISSION1</p> <p>NONDISCRIMINATION DISCLOSURE1</p> <p>HISTORY9</p> <p>GRADUATE SCHOOL HISTORY9</p> <p>ACCREDITATION AND CERTIFICATION.....9</p> <p>NON-DISCRIMINATION.....9</p> <p>TITLE IX POLICY9</p> <p>ADMISSIONS10</p> <p>GENERAL GRADUATE ADMISSIONS.....10</p> <p>ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS10</p> <p>GRADUATE PROGRAM ADMISSION REQUIREMENTS.....11</p> <p style="padding-left: 20px;">Master of Arts in Diné Culture, Language and Leadership.....11</p> <p style="padding-left: 20px;">Master of Science in Management of Information System11</p> <p>REGISTRATION POLICIES AND PROCEDURES12</p> <p style="padding-left: 20px;">Registration Procedures.....12</p> <p style="padding-left: 20px;">Advisement.....12</p> <p style="padding-left: 20px;">Student Records12</p> <p style="padding-left: 20px;">Change of Contact Information12</p> <p style="padding-left: 20px;">Add/Drop Procedures12</p> <p style="padding-left: 20px;">Course Cancellation.....12</p> <p style="padding-left: 20px;">Course Withdrawal Procedures.....12</p> <p style="padding-left: 20px;">Transcripts12</p> <p style="padding-left: 20px;">Confidentiality and Privacy13</p> <p>ACADEMIC REGULATIONS.....14</p> <p style="padding-left: 20px;">Course Numbering System14</p> <p style="padding-left: 20px;">Enrollment Status/Course Load.....14</p> <p style="padding-left: 20px;">Attendance Policy14</p> <p style="padding-left: 20px;">Academic Research.....14</p> <p style="padding-left: 20px;">Application for Research15</p>	<p>Academic Integrity15</p> <p>Grading Standards15</p> <p>Grading System15</p> <p>Grade Appeal16</p> <p>Academic Probation16</p> <p>Right to Appeal16</p> <p>Graduation Requirements17</p> <p>FINANCIAL ASSISTANCE.....18</p> <p>TUITION AND FEES.....19</p> <p>REFUND POLICY.....20</p> <p>STUDENT BILLING POLICY20</p> <p>STUDENT SERVICES21</p> <p style="padding-left: 20px;">Substance Abuse and Prevention Program.....21</p> <p style="padding-left: 20px;">Career Advisement, Job Placement and Internship.....21</p> <p style="padding-left: 20px;">Students with Disabilities.....21</p> <p style="padding-left: 20px;">Library Services22</p> <p style="padding-left: 20px;">Distance Learning (E-Learning)22</p> <p style="padding-left: 20px;">Student Handbook.....22</p> <p style="padding-left: 20px;">Student Complaints22</p> <p style="padding-left: 20px;">Federal Campus Security Act (The Clery Act).....22</p> <p style="padding-left: 20px;">Restraining (Protection) Orders.....22</p> <p style="padding-left: 20px;">Insurance, Medical Emergencies, Healthcare...22</p> <p style="padding-left: 20px;">Sexual Harassment Policy.....23</p> <p style="padding-left: 20px;">NTU Drug-Free Campus Policy23</p> <p style="padding-left: 20px;">Tobacco Free College Policy23</p> <p>GRADUATE DEGREE PROGRAMS.....24</p> <p>MASTER OF ARTS DEGREE.....24</p> <p style="padding-left: 20px;">Diné Culture, Language and Leadership24</p> <p>MASTER OF SCIENCE DEGREE24</p> <p style="padding-left: 20px;">Management Information System.....24</p> <p>COURSE DESCRIPTIONS26</p> <p style="padding-left: 20px;">Diné Culture, Language and Leadership26</p> <p>MANAGEMENT INFORMATION SYSTEM27</p> <p>ADMINISTRATION/FACULTY32</p>
--	--

2023-2024 Academic Calendar

Fall Semester 2023

Pre-Registration Begins	Apr 24
Faculty Return	Aug 7
Navajo Nation Code Talkers Day	Aug 14
New Student Orientation	Aug 17
On-Site Registration	Aug 18
Instruction Begins	Aug 21
Late Registration w/fee	Aug 22-23
Last Day to Add/Drop Classes w/out W	Aug 25
HOLIDAY - Labor Day	Sep 4
Fall Graduation Petition due	Sep 29
Mid Term Exams	Oct 9-13
Fall Break	Oct 19-20
Last Day to Withdraw With a W	Oct 30
HOLIDAY - Veterans Day observed	Nov 10
HOLIDAY – Thanksgiving Day/ NN Family Day	Nov 23-24
Final Exams	Dec 11-14
Grades due to Registrar	Dec 15
FALL GRADUATION	Dec 15
HOLIDAY – Christmas	Dec 25

Spring Semester 2024

Pre-Registration Begins	Oct 23
HOLIDAY - New Year's Day	Jan 1
Faculty Return	Jan 8
New Student Orientation	Jan 11
On-Site Registration	Jan 12
HOLIDAY - Martin Luther King Day	Jan 15
Instruction Begins	Jan 16
Late Registration w/ fee	Jan 17-18
Last Day Add/ Drop Classes w/out W	Jan 19
HOLIDAY - President's Day	Feb 19
Spring Graduation Petitions due	Feb 23
Mid Term Exams	Mar 4-8
Spring Break	Mar 11-15
Last Day to Withdraw With a W	Mar 28
Final Exams	May 6-8
Final Grades due	May 9
SPRING GRADUATION	May 10
Memorial Day	May 29

2023 Winter Intersession

Pre-Registration	Oct 23
Instruction Begins	Dec 18
Late Registration w/fees	Dec 18
Last Day Add/Drop Classes w/out W	Dec 19
Holiday - Christmas Day	Dec 25
Midterm progress grades due	Dec 29
Last Day to Withdraw	Dec 29
Last Day of Class/Grades Due	Jan 5

2024 Spring Intersession

Pre-Registration	Mar 25
Instruction Begins	May 13
Late Registration w/fees	May 13
Last Day Add/Drop Classes w/out W	May 14
Midterm progress grade due	May 24
Last Day to Withdraw	May 24
Last Day of Class/Grades Due	May 31

2024 Summer Semester

Pre-Registration Begins	Mar 25
Navajo Nation Memorial Day	Jun 1
Instruction Begins	Jun 3
Late Registration w/ fee	Jun 3
Last Day Add/ Drop Classes w/out W	Jun 4
HOLIDAY - Juneteenth	Jun 19
Midterm progress grades due	Jun 21
Last Day to Withdraw	Jun 21
HOLIDAY - Independence Day	Jul 4
Last Day of Class/Grades Due	Jul 12

NAVAJO TECHNICAL UNIVERSITY GRADUATE STUDIES

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), *Nahátá* (planning), *Iiná* (implementing), and *Sihasin* (reflection), students acquire quality education in diverse fields, while preserving cultural values and gaining economic opportunities.

MISSION

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

NONDISCRIMINATION DISCLOSURE

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.

HISTORY

At its inception as the Navajo Skill Center in 1979, the institution was able to meet the immediate needs of a population. Students learn the rudiments of a trade, graduated, and joined the workforce in and around the Navajo Nation. It soon became clear that the students wanted more than knowledge or skill in a trade or vocational program. Prompted by the school's expanding mission, in 1985 the Board of Directors changed the Skill Center's name to Crownpoint Institute of Technology (CIT).

In 1994, through an Executive Mandate by the United States, CIT was designated as a Land Grant college. The status has led to rapid expansion of the school's facilities and services as well as to its increasing influence in the academic community. A land-grant college is an institution of higher education in the United States designated by a state to receive the benefits of the Morrill Acts of 1862 and 1890. Both Morrill Acts funded educational institutions by granting federal land to the states for them to develop colleges with a mission as set forth in the 1862 Act which is to focus on the teaching of practical agriculture, science, military science and engineering as a response to the industrial revolution and changing social class. This mission was in contrast to the historic practice of higher education to focus on an abstract liberal arts curriculum.

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 named changed again to Navajo Technical University (Navajo Nation Council Resolution CJY-35-13). Navajo Technical University developed swiftly into a respected technical-vocational tribal University that addresses the continually changing requirements of its students. The University offers a broad selection of certificate and degree programs, each designed to prepare students for entry into careers and further education. Our graduates' professional and academic success is living testimony to the quality of their education at NTU.

Today, in the high-tech, high-speed twenty-first century, the magnificent high desert country of the Navajo Nation remains largely unknown to the rest of the world. Remote, mysterious and unspoiled by the wider society that surrounds it, the Navajo culture not only survives, but flourishes. Since the desperate days of the Long Walk, a century and a half ago, when the possibility of extinction loomed above us, the Navajo population has grown to become the largest American Indian Nation in the United States. Now numbering some 400,000+, our population is young and proud, and is ambitious in its desire to preserve its heritage and to meet the challenges of a world in which change is the only constant. The Navajo language is recognized by the Modern Language Association as one of the 30 major non-English languages spoken in the United States today.

GRADUATE SCHOOL HISTORY

Navajo Technical University became a University in 2013 with the creation and approval of the Master of Art degree in Diné Culture, Language & Leadership. The School of Graduate Studies & Research graduated its first student at the end of 2015 Fall Semester. The Master of Science in Management Information System was approved Spring 2021 as a fully online program.

NAVAJO TECHNICAL UNIVERSITY GRADUATE CATALOG

This catalog serves as a guide to Graduate School academic policies, procedures, regulations and fees that govern graduate students attending Navajo Technical University. Navajo Technical University reserves the right to change the content of this Graduate catalog at any time without notification. It is the sole responsibility of the graduate student to know and understand the catalog for completion of a degree.

The vision of the School of Graduate Studies is to provide every graduate student quality education and research focused with their Indigenous ancestors' integrity and stamina to continue the cultural existence of global Indigenous communities.

Navajo Technical University is a non-profit institution of higher learning and is chartered by the Navajo Nation.

<http://www.navajotech.edu>

School of Graduate Studies NAVAJO TECHNICAL UNIVERSITY

PO Box 849
Crownpoint, NM 87313-0849
Ph 505-387-7401
Fax 505.786.5644

Graduate School Goals

- Student-First Educational Institution
- Excellent Quality Teaching
- Employability Training
- High Graduation Rate
- Low Education Cost
- Quality Research for the Communities
- Social and Cultural Responsibility to the Nation

ACCREDITATION AND CERTIFICATION

Navajo Technical University is fully accredited by Higher Learning Commission 2005 – Present.

The Higher Learning Commission accredits degree-granting post-secondary educational institutions in the North Central region.

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.

TITLE IX POLICY

This policy prohibits Sexual and Gender-Based Harassment, Sexual Assault, Sexual Exploitation, Relationship and Interpersonal Violence, Stalking and includes a provision regarding Alcohol and/or Other Drugs for Purposes of Prohibited Conduct. This policy complies with applicable legal requirements including Title IX of the Education Amendments of 1972; Title VII of the Civil Rights Act of 1964; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and other applicable Navajo, Federal and New Mexico and Arizona state laws. It is the intention of NTU to take corrective action needed to prevent, correct, and if necessary, to discipline behavior that violates this policy. Anyone who believes she/he may have experienced sexual harassment may either inform a supervisor, instructor, and/or counselor, the Dean of Student Services, the Dean of Undergraduate Studies, or the Human Resources Director. The Title IX Coordinator will investigate the incident according to policy & procedures. <http://www.navajotech.edu/title-ix>

ADMISSIONS

GENERAL GRADUATE ADMISSIONS

1. Graduates of accredited colleges and universities with a baccalaureate degree, whose record shows evidence of ability to do graduate work as outlined below, may apply for admission. The baccalaureate degree must be earned prior to the start of the term in which the student is admitted for the master degree program. The following documents must be received in the Admission's Office prior to the semester the student is to start classes.

A graduate committee will review completed applications. The Office of Admissions and graduate committee reserves the right to request the names and contact information for two persons, professional or academic, qualified to comment knowledgeably on the applicant's skills and qualifications.

- a. A completed and signed NTU graduate application with a **non-refundable \$50 application fee**.
- 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. **Official** college transcripts from each accredited college attended including conferred date of awarded Bachelor's degree.
 - Applicants are responsible for compiling their own credentials. Collect all documents in SEALED envelopes such as official transcripts or official electronic transcript and letters of recommendation. Documents submitted in unsealed envelopes will not be accepted and will be returned. All documents submitted in support of the application will become a part of the permanent records at the University and are not returnable nor copies made at any time.
 - Applicant transcript must show qualifying GPA from the graduating institution for the intending program.

- d. Three current letters of recommendation from professional or academic references, dated within 60 days of the application deadline.
- e. Resume
- f. A 500-word statement of purpose including your goals, interests, experiences and any other information that will assist the Graduate Admission Committee to consider your application for graduate admission.
- g. All graduate credit hours are expected to be earned at Navajo Technical University. There might be a possibility that a very low number of graduate course credit hours might be considered for transfer from other institution(s). This task will be left to the Graduate Admission Committee.
- h. A copy of a undergraduate research paper to review the student's writing skills. (for the master degree programs).
- i. Student must keep contact information current, including phone number, mailing address, and email address.
- j. Copy of COVID Vaccination Card
- k. Copy of Social Security Card

ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS

International Admissions

- A completed NTU International Student Application along with all General Graduate Admissions requirements.
 - Official High School Transcripts – Translated into English if in different language
 - Official College Transcript – 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 paper, 173 computer base, 61 internet base.
- Financial Support Form

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 courses online.
 - b. Must have current I-20, attend the school stated on I-20.
2. Must be enrolled in a program of study that results in a degree.
3. Must be proficient in English
4. May not work off-campus during the first-year academic year.
5. Students are responsible for locating suitable housing.
6. Students are responsible for providing transportation to and from the college.
7. Health Insurance.
8. Student must keep mailing address updated and must report a new address within 10 days of address change.

Note: Any documents received by Navajo Technical University will not be returned to the applicant/student and cannot be re-issued to the applicant/student or to another institution. Students may request copies of their student file in accordance with the policies set forth in the Navajo Technical University Student Handbook.

Upon approval into the graduate degree program, the student will be required to attend a mandatory preparation summer session focused on academic writing and researching techniques for all graduate students as part of the requirements for continuing in the graduate program

GRADUATE PROGRAM ADMISSION REQUIREMENTS

Master of Arts in Diné Culture, Language and Leadership

1. All requirements in General Admissions
2. Proficiency in Diné and English languages will be expected of Culture, Language & Leadership graduate students. Students will have the opportunity to increase their proficiency in the Diné language by taking courses at their proficiency level.
3. All students will be tested for proficiency in the Diné language by the University. Verbal, reading and written exams in the

Diné language will be conducted after admission notification. Each student will be informed when their exams will be scheduled after the admission notification.

4. Must have a GPA of 3.0 in an undergraduate degree.

Master of Science in Management of Information System

1. All requirements in General Admissions
2. Must have a GPA of 2.75 in undergraduate degree in Information System or related applied computing discipline.
3. Possess an aptitude for knowledge in Information Systems (IS) discipline.
4. Possess an aptitude for success in an online learning environment
5. Exhibits the ability to make a positive contribution to the NTU online learning community.

PhD in Diné Culture and Language Sustainability

1. All requirements outlined in the General Graduate Admissions.
2. Master Degree from an accredited college/university.
3. A minimum grade point average (GPA) of 3.0 on a 4.0 scale in post-baccalaureate degree coursework.
4. Proficiency in Diné & English language.
5. GRE Scores OR three writing samples (10 pages limit)
6. Three years of practical experience in the classroom or tribal administration or Indian education - specifically Navajo (*preferred*).
7. Statement of Purpose.
8. (3) letters of recommendation.
9. Resume or CV.
10. Research Proposal outlining intended research topic & methodology.
11. Writing Sample that demonstrates ability to write in a scholarly level.
12. Interview to assess academic and professional qualifications.
13. All students will be tested for proficiency in the Diné language by the University. Verbal, reading and written exams in the Diné language will be a part of the admission application.

REGISTRATION POLICIES AND PROCEDURES

Registration Procedures

Each academic semester, registration is held for all new, currently enrolled, degree seeking and non-degree seeking students for the following term.

- Once students register for classes, they remain registered and are held responsible for fees and grades assessed for these classes.
- Students who register for classes late will be assessed a late registration fee.
- Registration is available over the web using MyNTU at <http://ecampus.navajotech.edu/ics>.

Advisement

After being admitted, students are assigned a member of the program faculty to serve as their faculty program advisor.

Student Records

The graduate student record is maintained by the Navajo Technical University Registrar's Office. The student records contain admission application, official transcripts and other correspondences related to the application.

Change of Contact Information

It is very important that the student keep the Registrar's office informed of any changes made, including name, mailing and home address, phone, and email address. To make the address/name change, forms are available at the Admissions/Registrar's office. Name changes require a copy of the Social Security Card indicating the new name. NTU uses the university email as the primary means of notifying students of important university business and information.

Add/Drop Procedures

Students wishing to drop individual classes or withdraw from NTU completely must do so by the official drop/add deadline. Students are responsible for initiating a course drop, or instructor may drop students for non-attendance if notated on their syllabus. Such changes could affect a student's scholarship, and/or refunds. Students who officially drop classes after the drop/add date are responsible for payment of tuition and any other fees.

Students who do not properly withdraw are responsible for University fees that are non-refundable.

Students wishing to add individual courses must do so by the official deadline. Any requests after the deadline will have earned grades as of date of drop. All drop/add changes must be completed through the Registrar's Office.

Course Cancellation

Navajo Technical University retains the right to cancel or reschedule courses and to change Professors for any course. Courses will be cancelled after the last day of add/drop deadline, if they do not attain a minimum enrollment. The Graduate Dean shall coordinate with the Registrar to determine which courses will be cancelled. Classes cancelled because of inclement weather will not be automatically rescheduled, but the Professor will make other class make-up arrangement to maintain the required accreditation contact hours.

Course Withdrawal Procedures

Students may voluntarily withdraw from one or more courses or the university, before the withdrawal deadline, without a penalty. A final course grade of "W" will be recorded on the student's transcript for each course from which the student withdraws. (See academic calendars for dates.) Withdrawal forms are available in the Registrar's Office. Students who withdraw are responsible for any outstanding financial accounts. Withdrawing past the Official Withdrawal date requires the assignment of an "F" grade and is included on the transcript and calculated in the grade point average. Students who do not properly withdraw are responsible for University fees that are non-refundable.

To withdraw from a course requires submittal for a *Student Initiated Course Withdrawal* form or an *Instructor Initiated Course Withdrawal* form

Transcripts

The Registrar's office issues both official and unofficial copies of NTU student academic records. A fee is charged for all official transcripts. The Family Educational Rights and Privacy Act of 1974, as amended, prohibit the

release of student transcript record or disclosure of its contents to any third party without the written consent of the student. Contact the Registrar's office or NTU website for more information.

The Registrar may place a hold on transcripts when a student has an outstanding debt to the university.

Confidentiality and Privacy

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.

NTU has adopted the following policies:

1. 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.
2. Before NTU can release information to employers or other institutions, the student must have a signed Release of Information form on file.
3. The following information, categorized by the law as "directory information," may be released without the student's consent unless the student requests the information be withheld:
 - Name
 - Dates of attendance and graduation
 - Program(s) enrolled in or graduated from
 - Educational majors, awards, and certificates
 - Videotapes or photos of students participating in NTU activities

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 in connection with 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.

- If a student does not wish to have this information released, a request for non-disclosure of directory information must be submitted in writing to the Admissions/Registrar's Office. This request must be submitted by the student within the first two weeks of their first semester and is valid until the student withdraws their request for non-disclosure by providing written authorization for the release of that information⁴. Students have the right to examine their official file. Requests to examine student records should be scheduled in advance with, and performed under, the supervision of the Registrar. The student must submit a written request to the Registrar requesting the documents to be reviewed and indicating which documents are to be reviewed.*
5. Students may submit a written request to the Registrar to amend a record that is believed to be inaccurate or misleading
 6. Students have the right to file complaints with the Family Policy Compliance Office of the U.S. Department of Education concerning any alleged failures by NTU to comply with the FERPA.

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520

ACADEMIC REGULATIONS

The Navajo Technical University's School of Graduate Studies is strongly committed to providing quality and excellent culture-education and the production of outstanding Indigenous researchers and educators for their communities.

Navajo Technical University understands that every graduate student has a keen desire to learn and to improve their lives and environment. NTU provides a disciplined learning environment that promotes academic degrees and research for personal and intellectual growth. Graduate programs promote Intellectual Culture, Language, Knowledge, and Leadership.

Course Numbering System

Only non-degree and fully admitted graduate students may enroll in and receive graduate credit for courses numbered according to the following system:

- 500 and 600 level courses must be taught by members of the Graduate Faculty.

Enrollment Status/Course Load

The normal load for a full-time graduate student is 9 credit hours. The normal load for a full-time graduate student during the summer session is 6 or more credits.

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. Furthermore, it is the student's responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by the instructor. Incomplete or missing assignments will affect the student's grades. 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. If a leave of absence occurs the student needs to notify the duration and reason for leave to all course professors.

Academic Research

Navajo Technical University is committed to the highest standards of integrity in all areas of research and resolves that such activity undertaken by graduate students will be conducted in accordance with strict ethical principles and in compliance with university, federal and Navajo tribal regulations and policies.

Research conducted by students will comply with the Navajo Technical University Institutional Review Board (IRB). The IRB, is a federally and tribally mandated body established under the DHHS regulations for the Protection of Human Subjects (45 CFR 46) and by Resolution of the Navajo Nation Council CJY-35-13. The Navajo Nation Council resolution states that the Navajo Technical University Board of Regents has the power and duties "... to establish an Institutional Review Board to review and approve all social science and animal research conducted by the students of the Corporation; to establish appropriate research conditions and investigative procedures in accordance with applicable federal and Navajo Nation laws to ensure research projects are free from unreasonable harm, and are non-intrusive, ill-conceived or otherwise offensive. For student conducted research, the Corporation's Institutional Review Board shall perform the functions of the Navajo Nation Human Research Review Board established in Sections 3260 through 3270 of the Navajo Nation Human Research Code, 13 NNC § 3251 et seq. The Institutional Review Board shall obtain approval of the Navajo Nation Human Research Review Board, as provided in the Navajo Human Research Code, 13 N.N.C. §§ 3251 et seq., for all other research including medical research, clinical research and research reviewed pursuant to the PL 93-638 agreement between the Navajo Nation and U.S. Department of Health and Human Services." (p 8-9)

The NTU IRB Policies and Procedures for Human Research Protection outlines a responsible code of conduct, training responsibilities, requirements, regulations for all student researchers. This guide will serve as a guide for students in the School of Diné Studies.

Application for Research

The IRB application can be accessed on the NTU Institutional Review Board web site. It is the investigator's (student's) responsibility to provide information about research procedures so that the IRB Committee has a clear understanding of what the research entails. It is important that you answer every question to ensure that all of the necessary information is included in your application.

Data collection may not begin until the student has received approval by the NTU IRB to conduct the research, and research related activity shall not continue beyond the date stated on the approval letter. Research projects involving human subjects can be approved for up to one year in accordance with Federal Regulations. A study is considered complete when data collection and data analysis are complete.

Research Application Checklist

The following is provided to assist you with your application. Be sure your completed application includes these documents:

1. A title page with contact information for all investigators and sponsors.
2. A completed application form that includes:
 - A description of any potential financial or professional interest by a funding source in the outcome of the research.
 - A description of the setting or location(s) of where the research will be conducted.
 - An estimate of how the amount of time that will be requested of each participant.
 - A description of any potential benefits to participants for participating in this research (including incentives of any type).
 - A description of instances in which participant confidentiality would be broken.
 - Disclosure of any additional or non-institutional funding sources.
3. Attach letters of support or agreement showing permission to conduct research at this location.

4. Copies of advertisements, recruitment letter(s), scripts, instructions given to participants.
5. Forms that will be used: Informed Consent, Confidentiality Statement, and Project Renewal.
6. Copies of surveys, instruments or measures, questionnaires, interview schedules, focus group questions, screening instruments, and/or other materials used to collect data.
7. Certification of back-translation for any materials that were translated into a language other than English as well as copies of materials in that language.
8. CV or bio sketch for Principal Investigator.
9. Submit two complete application packets to the Chair or Co-Chair of the IRB Committee.

Academic Integrity

The integrity of an academic program rests on the principle that the grades awarded to students reflect only their own individual effort and achievement. Students are required to perform the work specified by the professor and are responsible for the content of work submitted such as papers, reports, and examinations. The use of another person's ideas or work claimed as your own without acknowledging the original source is known as plagiarism and is prohibited. A student reported for plagiarism or cheating will be referred to the Dean of Graduate Studies and will be subject to disciplinary action, including possible expulsion from NTU.

Grading Standards

The letter grade of A and B indicates passing grades. The university requires that students must maintain a graduate status GPA of at least a 3.0 or higher in order to maintain regular graduate student status. A grade of one C can put the person in probationary status. Receiving two C grades may suspend the student.

Grading System

The following letter grades and grade points are used at NTU:

Letter Grade	Percentages	Description	Grade Points
A	90 - 100%	Excellent	4
B	80 – 89.9 %	Above Average	3
C	70 – 79.9 %	Average	2
D	60 – 69.9 %	Below Average	1
F	Less than 60%	Failure	0
I		Incomplete (No Credit)	None
W		Withdrawal	None
A		Audit	None

Incomplete

An “I” may be issued when unforeseeable circumstances beyond the student’s control prevent the student from completing course requirements. Incomplete grades will not be authorized when the student has failed to complete course requirements. An incomplete grade must be converted to a credit grade by satisfactorily completing the required assignments within the adjusted deadline (arranged between the professor and student) of the following semester. A student does not have to reregister for the course if completed within the stated deadline. The Incomplete grade must be converted by the end of the next semester otherwise the “I” will automatically convert to an “F”. The professor must complete and submit an *Incomplete Form* to the Registrar’s office.

Grade Appeal

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

The grade appeal process:

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

Academic Probation

At the end of each semester, each graduate student will be reviewed as a group by the Registrar, Dean of Graduate Studies and appropriate academic advisor to determine the status of each student. Each student is required to maintain a minimum of a 3.0 GPA out of 4.0 GPA to stay in good standing. A graduate student whose cumulative grade point average drops below a 3.00 will be placed on probation. A consecutive semester on probation can result in suspension.

The student is eligible to return after a full semester of suspension, which requires approval from the Dean of Graduate Studies. The graduate student has one semester to bring their cumulative grades point average above a 3.00. If the student is not able to complete this requirement they will be dismissed from NTU and not be eligible to return and complete their graduate degree.

Right to Appeal

Students wishing to appeal academic probation or suspension must do so in writing to the Dean of Graduate Studies within ten (10) working days of the postmark of the letter. The Dean will review and reply with a decision within ten (10) working days of receiving the appeal. The Dean’s decision is the final decision.

Graduation Requirements

To be eligible for graduation and participation in commencement exercise, students must meet the requirements for a degree.

- Graduation petition must be approved and signed by the Dean of Graduate Studies.
- Submit a completed graduation petition and degree checklist with the Registrar's Office prior to the deadline. The official graduate listing of candidates is approved by the NTU Board of Regents.
- All financial obligations must be cleared before being issued a certificate or degree.
- Return all Library books and checked out materials.
- Complete the university exit survey and the student career graduate survey.
- Complete the Graduate School Check-Out list and submit to the Registrar's Office.

It is the responsibility of the student to complete all graduation requirements and submit a petition to graduate to begin the auditing process. Participation in the commencement exercises does not mean that a student is considered a graduate.

FINANCIAL ASSISTANCE

Assistantship and fellowship appointments are possible and are set by the Office of the Vice President and the Office of the Graduate Dean. Student should consult and be familiar with campus policies set by the Human Resources Department when students are employed through their program of study when it pertains to assistantships and fellowships.

Other Funding Sources

- Nihi Dáá Nidíí Dááł Honors Scholarship Program
- American Indian Graduate Center
- Cobell Scholarship

VA Educational Benefits

Navajo Technical University supports our Veterans who served by providing certificate and degree programs. Veterans considering applying for GI Bill benefits should go online: gibill.va.gov to access the Veterans On-Line Application (VONAPP) website to complete their VA form 22-1990. The NTU Financial Aid Officer will then certify those courses that are on the certificate or degree plan. Any questions regarding education benefits should be addressed to the call center at 1-800-983-0937. The Navajo Technical University Veteran's certifying official is located in the Financial Aid Office, 505-786-4183.

Navajo Nation Scholarship and Financial Assistance (ONNSFA)

For ONNSFA requirements, see ONNSFA Policies and Procedures online at www.onnsfa.org. All applicants must apply at their respective agency.

Crownpoint Agency

Email: onnsfacrownpoint@navajo-nsn.gov
PO Box 1080
Crownpoint, NM 87313
Toll Free: (866) 254-9913
Fax Number: (505) 786-2178

Ft. Defiance Agency

Email: onnsfacentral@navajo-nsn.gov
PO Box 1870
Window Rock, AZ 86515
Toll Free: (800) 243-2956
Fax Number: (928) 871-6561

Shiprock Agency

Email: onnsfashiprock@navajo-nsn.gov
PO Box 1349
Shiprock, NM 87420
Toll Free: (866) 223-6457
Fax Number: (505) 368-1338

Tuba City Agency

Email: onnsfatubacity@navajo-nsn.gov
PO Box 370
Tuba City, AZ 86045
Toll Free: (866) 839-8151
Fax Number: (928) 283-3215

Chinle Agency

Email: onnsfachinle@navajo-nsn.gov
Office of Navajo Nation Scholarship & Financial Assistance - Chinle Agency
P.O. Box 2358 Chinle, Arizona 86503
Toll free: 1-800-919-9269, Fax: (928) 674-2331
Website: www.onnsfa.org

Navajo Nation Chapter Scholarships

Navajo Nation Chapter Assistance is available at each chapter throughout the Navajo Nation. Applicants must be registered members with their respective chapters.

Utah Navajo Trust Fund

The Utah Navajo Trust Fund makes financial aid available to Navajo residents of Utah. The office is located in Blanding, Utah. Applications are available at the Financial Aid and Scholarship Office.

Other Scholarships

Many organizations such as churches, businesses, and civic groups offer scholarships each semester. Others receive assistance from employers, credit unions, corporations, foundations, or professional associations.

TUITION AND FEES

Tuition for each graduate credit hour is \$276.00 per credit for students with Certificate of Indian Blood (CIB). The fee for students with no CIB is \$552.00 per credit.

Cost	One Semester w/CIB ¹	One Semester non-CIB ²	Two Semesters w/CIB ¹	Two Semester non-CIB ²
Tuition (Full time)	\$2,484.00	\$4,968.00	\$4,968.00	\$9,936.00
Activity Fee	\$ 50	\$50	\$ 100	\$ 100
Technology Fee	\$ 200	\$ 200	\$ 400	\$ 400
Library Fee	\$ 200	\$ 200	\$ 400	\$ 400
Program Fee	\$ 200	\$ 200	\$ 400	\$ 400
Online Course Fee	\$35	\$35	\$70	\$70
Total	\$3,134.00	\$5,618.00	\$6,268.00	\$11,236.00

Tuition

The Tuition Fee is a charge for instruction at NTU for students enrolled in a credit program.

Activity Fee

The Activity Fee assessed funds students for non-academic student services within each campus – Crownpoint, Chinle, Kirtland, and Teec Nos Pos sites. The activity fee covers the cost of social, recreational activities including events held throughout the year. These funds are held as fiduciary funds.

Technology Fee

The Technology Fee assessed funds technology initiatives including 1) to acquire, install and maintain up-to-date and emerging technologies for the purpose of enhancing student-learning outcomes; 2) to provide equitable access to technology resources, and 3) increasing the number of technology-enabled classrooms, reducing dependence on computing labs and expanding and improving online self-service environment.

Library Fee

The Library Fee assessed funds the cost of operating and maintaining the library, and electronic resources on NTU campuses

Online Course Fee

The Online Course Fee assessed funds on-line courses that covers cost of technology, academic and student services related to online instruction.

Program Fee

The Program Fee assessed to students who are taking courses which require additional program fees (special equipment, key, special technology) associated with a course.

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

Enrolled Members with a census number or enrollment number (CIB) of a federally recognized tribe.
Non-enrolled members or no enrollment number (NON-CIB)

Summer Tuition

During summer semester, a CIB graduate student can only carry a maximum of six (06) credit hours, which will be \$1,578.00 for tuition. Non-CIB graduate student's tuition is \$3,156.00. During the summer only, the Technology and Library fee are applied.

Miscellaneous Fees:

One time - Application Fee	\$ 50.00
Key Replacement	\$ 25.00
I.D. Card Replacement	\$ 25.00
Official Transcripts (Each)	\$ 10.00
Late Registration Fee	\$ 50.00

Meals:

Breakfast, Lunch and Dinner cost are as follows:

Meal Plan	\$9.00 per meal
No Meal Plan	\$10.00 per meal

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

REFUND POLICY

Students who officially withdraw or drop courses are entitled to a partial tuition refund depending on date of withdrawal. All additional fees are non-refundable. Any refunds due to the student will be processed by the NTU Business Office and approved by the Registrar and Finance Director. Refund checks will be mailed to the student once processed. Refunds amounts are calculated according to the following guidelines:

Tuition and Course Fee and Residential Fee Refunds/Credits

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

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

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

Meal plan refunds/credits

The meal plan charge will be prorated per week. A meal plan refund form must be approved by the Culinary Arts/Food Services Coordinator and Finance Director.

Book store refunds or credits

Books and accompanying disks or workbooks may be returned if items are returned in good or original condition in order to receive any refund.

STUDENT BILLING POLICY

It is the sole responsibility of the student for paying or fulfilling all financial obligations to the college prior to graduation. In absence of meeting this financial obligation, official college transcripts will not be provided to the student, potential employers, and/or other institutions of higher learning and student will not be able to receive his/her certificate or degree until the financial obligation is met.

STUDENT SERVICES

NTU offers a variety of services to assist and support students in attaining their educational goals. These student-centered services supplement NTU's academic offerings, help facilitate learning, and empower students to succeed personally as well as academically. For an in-depth description of services, please refer to the NTU Student Handbook.

Substance Abuse and Prevention Program

The Substance Abuse and Prevention Specialist provides intervention and prevention activities. The specialist receives referral of students who have violated NTU Drug-Free Policy who are then required to attend the counseling/group sessions as a part of their continuation as a student at NTU. The individual referrals are screened, assessed, and evaluated to develop a treatment plan. The Specialist also provides classroom-based prevention education program in health education, which is designed to increase the student's knowledge about alcohol and drug abuse. Contact number is (505)387-7473. The Prevention Specialist is located in SUB 2nd Floor

Career Advisement, Job Placement and Internship

Career advisement is offered to provide guidance to students in selecting a career path and a corresponding academic program at NTU. The career advisor uses a computer-based pre-assessment test to evaluate an individual's personality, interests, skills, and aptitude in order to identify his/her career competencies.

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.

The job placement 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 job placement 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 Advisor may be contacted by phone at (505) 387-7438. The Career Services Coordinator's contact number is (505) 387-7372.

Students with Disabilities

The Disability Accommodations Specialist provides careful evaluation of the special needs program and accommodating needs of students with disabilities. The specialist conducts related counseling and support for the student, and offer 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.

Accommodations for Students with Disabilities: 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 special needs 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 specialist. To request accommodations, contact the special needs specialist at (505) 387-7396.

Library Services

The Library is located on the main campus. There are tables for study and laptop use. Library users have access to 28 research computers in the library 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. Once the distance education program is fully implemented, students can enroll at NTU from off-campus computer labs or at home. The E-Learning office is located in the IT Building. Contact number is (505) 728-7069.

Student Handbook

NTU has a student handbook that provides more in-depth information of services provided to student. NTU Policies, Code of Conduct, and other student related information. Therefore, students are responsible to adhere to the policies, procedures and guidelines explained in the handbook in order to demonstrate appropriate student behavior and maintain good academic standing. Failure to abide by the policies in the handbook may result in consequences which may include dismissal.

Student Complaints

Students have the right to file grievance in writing to the Dean of Student Services and/or Dean of Graduate Studies. The nature of the complaint must be described thoroughly, witness provided and any evidence supporting the complaint. Issues and complaints on employees are addressed directly to the immediate supervisor. Refer to the Student Handbook for procedures on reporting and/or filing complaints. An online complaint form is also available on the NTU website at <http://www.navajotech.edu/complaints>.

Federal Campus Security Act (The Clery Act)

Crime Prevention: Crime prevention information is provided during student orientation and is published with the campus crime statistic information. Please report any suspicious activities or persons to the campus security. Be prepared to give locations and descriptions.

Restraining (Protection) Orders

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

Insurance, Medical Emergencies, Healthcare

NTU is not responsible for property loss, damage, or personal injuries. Students are urged to obtain their own property and medical insurance coverage. The U.S. Public Health Services' Indian Health Service (PHS/IHS) is available to all Native Americans for medical services and non-Native Americans for emergency medical services. For general

healthcare (non-emergency), non-Native Americans should seek a private physician.

- Crownpoint Indian Health Service is available for emergency ambulance service by calling (505)786-5291, NTU Campus Security (505)786-4307 or 4175, or the Navajo Police Department at (505)786-2050 or 911.
- Chinle IHS (928)674-7090 or 7001

Sexual Harassment Policy

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. Anyone who believes she/he may have experienced sexual harassment may either inform the Title IX coordinator at 505-387-7415.

NTU Drug-Free Campus Policy

The NTU Drug-Free Campus Policy prohibits the unlawful and unauthorized use, possession, sale, production, and/or delivery of any illicit drug, alcoholic beverage, and/or drug paraphernalia on school premises or other school locations. School premises or other school locations include any school building on or off the main campus, any school-owned vehicle used to transport students to and from school activities, any off-campus school sponsored or approved activities, events or functions, and/or during any period of time school employees are supervising students on behalf of the school or

are otherwise engaged in school business. This also includes being “under the influence” or “intoxicated;” therefore, any student who is found on campus while “under the influence” or “intoxicated,” will be reported to the Navajo Police. This policy complies with the Drug-Free Schools and Campuses Act; commonly known as Part 86 of EDGAR and the American Indian Religious Freedom Act of 1978. Drug and alcohol abuse on campus poses a serious threat to the health and welfare of faculty, staff, and students, impairs work and academic performance, jeopardizes the safety and well-being of other students and members of the general public, and conflicts with the responsibility of NTU to foster a healthy environment for the pursuit of education and service. As a condition of enrollment, any student of NTU shall abide by the terms of the Drug Free Campus Policy by signing the affidavit included in the Admission Packet. Should a student violate the Drug-Free Policy, appropriate disciplinary actions will be enforced according to school policy.

Tobacco Free College Policy

The NTU Board of Trustees Resolution Number NTU-DEC-1080-11 prohibits the use of any and all tobacco products (smoke or smokeless) throughout the campus and in all vehicles, or buildings owned or occupied by NTU. Navajo Technical University has been a tobacco-free campus effective January 1, 2012. The use of tobacco is prohibited within college buildings, walkways, in college vehicles, and on college owned property. This policy applies to all faculty, staff, students, contractors, vendors, and visitors at all college campuses and locations. This policy is in compliance with the American Indian Religious Freedom Act of 1978 and Navajo Nation Resolution#: CJY-29-11.

GRADUATE DEGREE PROGRAMS

MASTER OF ARTS DEGREE

Diné Culture, Language and Leadership

The purpose of the Diné Culture, Language, and Leadership program is to educate Navajo people and others who have been interested in Navajo-related issues. The School of Graduate Studies will develop and refine the students' capabilities, interests and needs to obtain their graduate degrees. In the process, enhance the students' learning abilities to better themselves, their families, their communities and the Navajo Nation.

Diné Culture, Language and Leadership		Credits
NAV501	Navajo Linguistics & Theory	3
NAV551	Navajo Genesis & Theory	3
NAV511	Navajo Verb System	3
NAV555	Formation & Foundation of Navajo Thought	3
NAV571	Navajo Government, Law & Politics	3
NAV620	Navajo Phonetic, Phonology, Semantics & Syntax	3
NAV655	Navajo Identity, Gender & Personhood	3
NAV680	Navajo Traditional Leadership & Philosophy	3
NAV690	Navajo Research Methodology	3
MTH513	Statistical Analysis	3
NAV691a	Master Thesis (A)	3
NAV691b	Master Thesis (B)	3
TOTAL		36

DCLL Academic Research

Each graduate student in the School of Diné Studies is required to choose a research topic at the end of the first full semester. Emphasis is associated with a Navajo Nation need which will be approved by the student's advisory committee.

Students are requested to identify his/her choice of emphases in the application to the Department. Any switching of research emphases after one year from the enrollment as a graduate student is disallowed. Please see <http://www.navajotech.edu/academics/institutional-review-board> for approval process of the research projects.

MASTER OF SCIENCE DEGREE

Management Information System

MS in MIS provides students with competencies in three areas of concentration, **Information Systems:** (information assurance, data, information, and content management, sustainability, organizational change, information systems management, information systems strategy, infrastructure, and systems development, etc.), **Individual Foundational Competencies:** (critical thinking, creativity, teamwork, ethical analysis, leadership, problem-solving, etc.), and **Domain of Practice:** (business, government, healthcare, law, etc.).

The MS/MIS program's objective is intended to provide needed education and career development foundations. The program's focus is centered on processes that include analytics and ethics, enterprise architecture and IT Infrastructure, information and data management, business foundations, and project management, which are integrated throughout individual courses. The curriculum is designed to obtain real-world master's level technical skills and communication. The MS/MIS degree follows the MSIS 2016 curriculum guidelines: Global Competency Model for Graduate Degree Programs in Information Systems, <https://www.acm.org/binaries/content/assets/education/msis2016.pdf>.

Management Information System		
Semester	FIRST	Credits
MIS 500	Management Information Systems and Careers	3
MIS 510	Ethics and Strategic Management in Organizations	3
MIS 515	Business Intelligence & Data Analytics	3
Semester	SECOND	
MIS 520	Business Foundations and Financial Management	3
MIS 525	Systems Requirements, Network, Analysis & Design	3
MIS 530	Information Security, Risk Management, Disaster Recovery & Assurance	3

Semester THIRD		
MIS 535	Cloud Platform & App Builder	3
MIS 540	Managing Technology & People in the Organizations	3
MIS 545	Database & Content Management Systems	3
Semester FOUR Project		
Project Track		
MIS 555	Project Management	3
MIS 560	Digital Marketing and Commerce	3
MIS 565 <i>OR</i> MIS570	Capstone Course <i>OR</i> Internship	3
TOTAL CREDIT HOURS REQUIRED		36

DOCTOR OF PHILOSOPHY

PhD in Diné Culture and Language Sustainability

The coursework for this degree combines the study of linguistics, ethnography, history, and pedagogy. This combination is the strength of the program, and it is what makes it unique. Students engage with the rich scholarly literature that has been produced by Navajo-speaking and other scholars in the past and present. Students learn to carry out original research, from a Navajo and Western perspective, on language and culture, learning from community elders. Courses lead to practical applications of scholarship for the benefit of language and culture teachers on all levels. Training in Navajo and Western ethnography supports research on Diné culture. Training in linguistics supports original research on Diné Bizaad. Training students in pedagogy helps to develop new curricula and training programs for language and culture teachers across the Navajo Nation.

The PhD is designed for students who have completed a Masters program in any related field. Up to 30 credits at Masters level may be applied to the PhD requirements. Required classes are marked with *.

PhD in Diné Culture and Language Sustainability		Credits
NAV701	*Pro Seminar	3
NAV714	*Language Endangerment and Language Revitalization	3
NAV781	*Quantitative Research Methods in Diné Culture	3
NAV705	*Introduction to Linguistics	3
NAV712	*First and Second Language Acquisition	3
NAV711	*Phonetics and Phonology	3
NAV782	*Qualitative Research Methods in Diné Culture	3
NAV720	*Syntax and Morphology	3
NAV761	*Theoretical, Empirical & Analytical Research in Diné Culture	3
NAV725	*Linguistic Field Methods	3
NAV730	Topics in Linguistics/Diné Studies/Anthropology/Sociology	3
NAV791	*Decolonization Research Methodology	3
NAV751	*Theories of Diné Culture and Social Change	3
NAV771	*Diné Community-Engaged Cultural Research	3
NAV792	*Diné Sovereignty Data Management	3
NAV799	Dissertation	21
Total		66

COURSE DESCRIPTIONS

Diné Culture, Language and Leadership

Navajo 501 (3) Navajo Linguistics & Theory

Introduction to Linguistics, emphasis on the analysis of the Navajo language. Students will learn from published examples of Navajo lexicography, syntax, phonology, morphology and semantics. The underlying principles, theories and methods used in linguistics will be explored. The course requires a term paper.

Navajo 511 (3) Navajo Verb System

This course explores the verbal system of the Navajo language. Students will learn the internal structure and external behavior of verbs in Navajo sentences. Verbal structures in Dene languages other than Navajo will also be presented for their comparative value. Students will work with a textbook, with published Navajo texts, and with data from their own experience.

Statistic 513 (3) Statistical Analysis

This graduate course is an introduction to statistics, probability, elementary probability, its theories and applications. It will include sampling theory, estimation and its applications, and methods of analysis including regression, tests of independence and analysis of variance and so forth. Students will learn how each of its application is essential in and to the program.

Navajo 551 (3) Navajo Genesis & Theory

With the help of traditional medicine people of the Navajo Nation, the students will learn the intricacy of the Navajo Creation Stories. Theoretical issues will be discussed and learned in both the Navajo and the English language.

Navajo 555 (3) Formation & Foundation of Navajo Thought

The first four set of elements in the Navajo Creation Stories discusses the first word. With it, first thought took place. This course will address how thought and speech correlates and further explore what precedes thought and speech, and what occurs with words after they are spoken. Cultural theories from various global ethnic communities will be a part of this course work.

Navajo 571 (3) Navajo Government, Law & Politics

The history of traditional Navajo law and government will be studied in this course. A Western concept of politics has evolved into the current Navajo form of politics. This course explores how Western politics has changed or not changed traditional Navajo perspectives on Navajo Nation governance and its agenda will be thoroughly discussed.

Navajo 620 (3) Navajo Morphology, Phonology, Semantics & Syntax

This course explores areas in Navajo linguistics relevant to students' research. Topics may include phonology, morphology, semantics, syntax, lexicography, textual analysis, and linguistic anthropology.

Navajo 655 (3) Navajo Identity, Gender & Personhood

Due to the ever-present processes of assimilation and acculturation, Navajo identity has become a challenge for many Navajo people, even within Navajo Nation. Along with gender variance, the contemporary Navajo world bridges its gender construction into the dominant American cultural version of personhood. Past, present and future understanding of this topic will be explored in both the Navajo and the English languages.

Navajo 680 (3) Navajo Traditional Leadership & Philosophy

The Navajo core cultural philosophy, Sa'ah Naagha Bik'en Hózhó, and its four guiding cultural principles, Nitsákáhees, Nahát'á, Íina and Siih Hasin, will be used to understand the Navajo traditional concept of leadership and how Navajo cultural philosophy and principles are rooted in the core philosophy and guiding principles.

Navajo 690 (3) Navajo Research Methodology

Navajo ethnographic research methodologies will be taught in this class. Students will learn how to do culturally appropriate research work with Navajo elders. Students will learn and use Navajo kinship, greeting, eye-to-non-eye contact skills, investing in oral communication without writing tools, and so forth. The difference of qualitative and quantitative will be addressed. Alongside with

research methodologies of interviewing techniques and other aspects utilized in conducting ethnographic research work will be explored.

Master 691A/B (6) Thesis

A topic will be presented by the student to his/her Master Thesis committee. With the approval of the Committee the student will conduct, either ethnographically or library-based research. The research topic approved by the Committee will be based on a need by the Navajo Nation.

Management Information System

MIS 500 (3 Credits) - Management Information Systems and Careers

Leadership and collaboration in skill-building for students to achieve high levels of success in graduate studies. Students will develop important skills that will help you personally and professionally: **Leadership, Collaboration or Professional Communication**. Knowledge and resources essential for academic success at Navajo Technical University at the graduate level including academic writing, online learning, information technology, advising and support services.

MIS 510 (3 Credits) - Ethics and Strategic Management in Organizations

This course introduces students to the uses of information systems (IS) as strategic resources that enable business strategies. A major concern of businesses is the search for competitive advantage and how to best leverage IT resources to achieve business goals. For IT and business managers, this raises a number of complex issues that are often poorly understood. These issues include the alignment between IT and strategy, governance of IT resources, IT-enabled competitive advantage, among other topics. In this course, theories, ethics, and practices related to the value of IT and IS are presented and explored. Students learn about and discuss business, ethics, and IT strategy processes that lead to successful organizations.

MIS 515 (3 Credits) - Business Intelligence & Data Analytics

This course provides a conceptual and practical overview of analytical tools, techniques, and practices used to support data-driven decision making in an organization. Students will have gained an understanding of how business professionals can use analytics techniques to

formulate and solve relevant problems and how they use analytics to support decision making. Students will learn the principles of developing, reporting and analyzing business data.

MIS 520 (3 Credits)- Business Foundations and Financial Management

This course will incorporate various business foundations in support of preparing the business professional to think strategically, creatively, critically, and financially about the use of information systems in business settings. This course will include information technology solutions to support the competitive needs of organizations and business processes. Also, the information system solutions have to support the financial well-being of an organization as well as its responsibility to various stakeholders.

MIS 525 (3 Credits) - Systems Requirements, Network, Analysis & Design

The primary objectives of this course are to introduce participants to concepts and techniques for analyzing problems and designing information systems that address those problems. Through team projects, students will develop an understanding of the systems development life cycle, the systems analyst's roles and responsibilities, and the interpersonal skills necessary to analyze business problems. Both managerial and technological aspects of systems design and implementation, including the process of planning and post implementation assessments. Emphasis is on a total systems solution rather than software alone. Students will study systems from the analysis through the implementation phase. Upon completion of the course, students will understand how to identify and refine requirements, as well as how to complete process, data, and logic modeling within an object-oriented analysis framework.

MIS 530 (3 Credits) - Information Security, Risk Management, Disaster Recovery & Assurance

Information assurance is concerned with protecting the reliability of information and managing risks related to the use, processing, storage, and transmission of information or data. It includes securing the systems and processes that house and manipulate the data as well. Students will learn how to identify applicable cybersecurity risk mitigation models and apply them in an organizational context. Students will develop the knowledge and skills needed to make

recommendations related to the choice of risk mitigation security controls and to provide oversight for the implementation of those controls within information technology and business solutions.

MIS 535 (3 Credits) - Cloud Platform & App Builder

This course offers a practical foundation in cloud computing and hands-on experience with the tools used in cloud computing and the architecture and security associated with cloud computing. The emphasis is placed on crucial development and design which lead to cloud computing adoption and issues associated with cloud computing governance. Additional topics will include the principal areas of cloud architectures, cloud security, cloud governance, cloud storage, cloud virtualization, and cloud capacity. This course will cover internet advancement that led to the cloud and how cloud applications revolutionized Web applications.

MIS 540 (3 Credits) - Managing Technology & People in the Organizations

This course focuses on current information systems, social and economic issues related to business needs. The course will include the foundations for designing, developing, and deploying large-scale management information systems. Students will investigate the role of information technology in an organization—mainly the collection, storage, and distribution of information for operations, planning, and decision making. Students will also cover technical and process work in a human context, focusing on issues and effects in a broader domain. Topics include organizational behavior and change; intellectual property issues; ethics, professionalism, and social impact; and privacy and security.

MIS 545 (3 Credits) - Database & Content Management Systems

This course focuses on design of information systems from a data perspective for information technology and business applications; data modeling, including entity-relationship (E-R) and object approaches; and data sharing; essential concepts of database management systems (DBMS) and their applications; alternative data models, with emphasis on relational design; SQL; data normalization; data-driven application design for personal computer, server-based, enterprise

wide, and Internet databases; and distributed data applications.

MIS 555 (3 Credits) - Project Management

The course covers key components of project management including a role of the project manager, initiating stage, the planning stage, project scope and time management, project cost, quality, and procurement management, the executing stage, project human resource, communications, and stakeholder management, monitoring and controlling stage, project risk management, closing stage, alternative approaches to project management. *Prerequisite: MIS 500 – Senior Standing.*

MIS 560 (3 Credits) - Digital Marketing and Commerce

This course addresses how to design and implement the best combination of marketing efforts to carry out a business strategy in its target markets. This course will cover the understanding of how the business can benefit by creating and delivering value to its customers, and stakeholders, and skills in applying the analytical concepts and tools of marketing to such decisions as segmentation and targeting, branding, pricing, distribution, and promotion. Business and consumer behavior and the way organizations respond to such behavior through the planning, pricing, promotion, and distribution of goods and services.

MIS 565 (3 Credits) - Capstone Project

Individuals or teams of students work together for one semester to address a problem presented by a local or surrounding entity preferably a Native American entity or company. The teams' interview clients and potential systems users, conduct market research and translate client needs into a requirements document.

MIS 570 (3 Credits) - Internship

The purpose of the course is to provide students with a format for reflection while performing a professional internship that enhances student ability to achieve career objectives. This is an opportunity to put academic learning into practice while immersed in a business setting. Increase professional skills and enhanced ability to recognize preferences and abilities and match them with appropriate career-related choices.

PhD in Diné Culture and Language Sustainability

NAV 701 (3) Pro-Seminar

The purpose of the Pro-seminar for Ph.D. students is to provide students with various kinds of support during their first year of Ph.D. study. In particular, the Pro-seminar introduces students to various resources on campus (e.g., the Institutional Review Board, the library, internet resources) and to concepts relevant to the study of Navajo and general doctorate language study at the Ph.D. levels. Other topics may be covered at the request of students.

NAV 705 (3) Introduction to Linguistics

Introduction to the field of linguistics, including basic analytical areas: phonology, syntax, morphology, language acquisition, psycholinguistics and historical linguistics, as well as applied areas such as language pedagogy and language revitalization. *Prerequisite for all Linguistics classes unless student has previous background; may be taken concurrently with NAV 711, Phonetics and Phonology.*

NAV 711 (3) Phonetics and Phonology

Introduction to articulatory and acoustic phonetics, sound systems and phonological alternations. Students will analyze and present speech samples and phonological examples from languages they speak themselves or are learning. *Prerequisites: NAV 250 or NAV 705, equivalent transfer, or permission of instructor*

NAV 712 (3) First and Second Language Acquisition

Introduction to the study of language acquisition and learning - how babies start to talk, and how older children and adults can learn a new language, in and out of the classroom. Students will be required to teach each other lessons from the languages they speak or are learning. *Prerequisites: NAV 711, Phonetics and Phonology*

NAV 714 (3) Language Endangerment and Language Revitalization

Overview of patterns of language shift worldwide and in North America, and survey of revitalization efforts: their goals, strategies and successes. *Prerequisites: NAV 250 or 705 (intro to linguistics)*

NAV 720 (3) Morphology and Syntax

Introduction to morphological and syntactic description. Students will be encouraged to analyze materials in languages they speak or are learning, including published and unpublished written texts or examples they produce themselves. *Prerequisites: NAV 711, Phonetics and Phonology*

NAV 724 Language Policy and Planning-ELECTIVE

Approaches to intentional language change. History of governmental language policies and their impact, and study of intentional language change in communities where languages are endangered by language shift. Students will model policies and their intended and unintended effects. *Prerequisites: NAV 705 (Linguistics intro) or 250 (Undergrad linguistics intro). This class may be of interest to non-majors.*

NAV 725 Linguistic Field Methods

Approaching field study of a language, including the following foci: ethical considerations beyond the IRB; approaching as a community member or as an outsider; learning the concerns and goals of the community you work in; doing your homework before you go; making and keeping friends; sharing your results; recording, analyzing and archiving your materials. *Prerequisites: NAV 711, 712, 720 (Phonology, Syntax, Acquisition)*

NAV 730 Topics in Linguistics/Dine Studies/Anthropology/Sociology-ELECTIVE

Topics for this class will vary depending on student needs and availability of visiting instructors. Topics may include advanced or specialized areas of linguistics, sociology, anthropology. May be repeated for credit.

NAV 751 (3) Theories of Diné Culture & Social Changes

Theoretical exploration of changes within Diné nation since the 19th Century will be examined. How is change impacting the various generations of people, what kind of changes are being experienced, where do they tend to emerge, why are changes necessary, who seems to be affected directly and indirectly.

NAV 761 (3) Theoretical, Empirical & Analytical Research of Diné Culture

Research methods used within the field of cultural studies focusing on theories, empirical and analysis, including ethnography, the distinctive tool of the field, includes research design, data collection, quantitative and qualitative analysis. Ethics and pragmatics of research are discussed, including research funding and proposal writing.

NAV 771 (3) Diné Community Engaged Cultural Research

In this course, each student will develop a local, cultural and tribal-appropriate protocol on conducting research at home. This will include how to conduct ethnographic work from a nonwestern perspective in planning, interviewing, data collection and so forth.

NAV 781 (3) Quantitative Research Methods in Diné Culture

This course introduces students to quantitative research methods in cultural inquiry; focuses on analysis of categorical data including percentage tables and measures of association, as well as analysis of continuous data using regression models, including dummy variables, graphical tools, and assessment of supporting diagnostics. *Prerequisites: Graduate level statistics course is required.*

NAV 782 (3) Qualitative Research Method in Diné Culture

This course introduces students to qualitative research methods in cultural inquiry; focuses on interviews and focus groups as data collections, as well as analysis from a culturally appropriate model, framework, and making space for traditional

storytelling. *Prerequisites: Graduate Research Methods*

NAV 783 (3) Mixed Methods Research-ELECTIVE

Advance research that integrates qualitative and quantitative approaches, methods, and data in a single study. This course integrates Diné cultural paradigm, Diné ways of knowing, and Diné storytelling into qualitative and quantitative questions, methods, and interpretive strategies can be combined. *Prerequisites: NAV 781 and NAV 782*

NAV 791 (3) Decolonization Research Methodology

The goals of this graduate seminar are multiple:

First, we will critically examine the ways in which research has been conducted and how research methodology has been taught in cultural studies, i.e., anthropology, sociology, history and so forth. **Second**, we will, drawing on the work of indigenous scholars and critics of the colonial nature of cultural studies practice and discourse, attempt to theorize new forms of social inquiry that do not replicate the historic injustices of anthropological research (as an example), representation, and the material consequences of the two. **Third**, we will critically examine the assumed relationship between European social theory and the lived experiences of Diné people living within Diné Nation. **Finally**, each student will produce a draft of a dissertation research proposal.

NAV 792 (3) Diné Sovereignty Data Management

This course introduces students to tribal data management, who owns the data, and looks at best practices from various tribes that have implemented data management at a tribal level. How does the Navajo Nation seek to protect their cultural and proprietary information from outside sources/researchers.

NAV 799 (3) Dissertation

The Dissertation Course is the culmination of the Ph.D in Dine Culture and Language Sustainability program. This course is designed to guide and

support students through the final stages of their doctoral journey, allowing them to conduct original research, demonstrate their mastery of the subject matter, and contribute to the field of Dine culture and language sustainability. This course emphasizes independent study, critical thinking, and the application of advanced research relevant to the field. Research towards the end of the completion of the doctoral dissertation.
Repeatable.

ADMINISTRATION/FACULTY

Casmir I. Agbaraji, PhD
Dean of Undergraduate Studies
Industrial Engineering
University of Oklahoma

Coleen Arviso, PhD
E-Learning Director
E-Learning
North Central University

Jason Arviso, MS
Vice-President of Operations
Management Information Systems
Capella University

Delores Becenti, EdD
Enrollment Director
Higher Education Leadership
Walden University

Colleen W. Bowman, EdD
Provost
Educational Management & Development
New Mexico State University

Kelly Chiquito, BAS
Registrar
I.T. Computer Science
Navajo Technical University

Wanda Cook, MA
Director of Human Resources
Dine Culture, Language, and Leadership
Navajo Technical University

Elmer J Guy, PhD
President
Rehabilitation
University of Arizona

Jerlynn Henry, MEd
Dean of Student Services
Curriculum and Instruction
Doane College

Sharon Noel, JD
Attorney-at-Law
University of Montana, Law School

Cheryl Thompson, MS
Finance Director
Higher Education Leadership & Administration
Capella University

Wesley K Thomas, PhD
Professor Emeritus
Cultural Anthropology
University of Washington-Seattle

Siri Tuttle, PhD
Diné Linguistics Professor
Linguistics
University of Washington-Seattle

Franklin Sage, PhD
Assistant Professor of Diné Studies
Indigenous Research Methodology
University of North Dakota

Esther Yazzie-Lewis, M.A.,
Assistant Professor of Navajo Language
American Studies
University of New Mexico

Frances C. Ijeoma, PhD
Assistant Professor - On-Line
Information Technology
Capella University