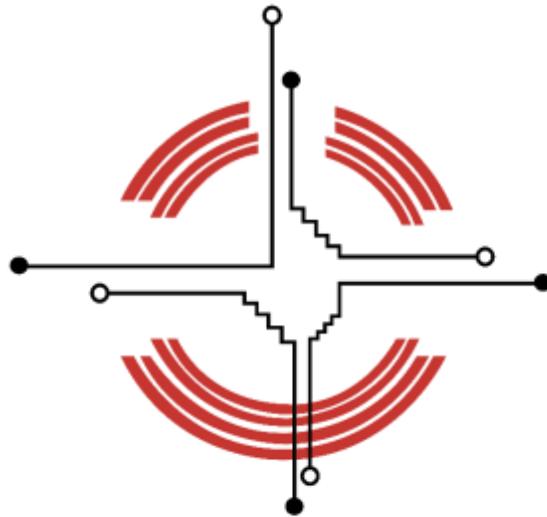




NAVAJO TECHNICAL UNIVERSITY



Catalog School of Graduate Studies & Research

2017-2018

Crownpoint, NM



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NAVAJO TECHNICAL UNIVERSITY GRADUATE STUDIES

Vision

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

Philosophy

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

Mission

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*.

Nondiscrimination Disclosure

Navajo Technical University maintains an open admissions policy. Navajo Technical University does not discriminate on the basis of 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 300,000+, 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.

NAVAJO TECHNICAL UNIVERSITY GRADUATE CATALOG

This catalog serves as a guide to Graduate School academic policies, procedures, regulations and fees that governs 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 505.786.4100
Fax 505.786.5644

Graduate School Goals

- Student-First Educational Institution
- Excellent Quality Teaching
- Train Graduate Students for Employability
- High Graduation Rate
- Low Education Cost
- Produce Quality Research for the Communities
- Maintain social and cultural responsibility to the Nation

ADMISSIONS

General Graduate Admissions

1. The following documents must be received in the Admission's Office the semester the student is to start classes.
 - 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 college attended. Must have a Bachelor Degree.
 - i. Applicants are responsible for compiling their own credentials. Collect all documents in SEALED envelopes such as official transcripts and letters of recommendation. Documents submitted in unsealed envelope will not be accepted, which will be returned to you. All documents submitted in support of your application will become a part of the permanent records at the University and are not returnable nor copies made at any time.
 - d. Three current letters of recommendation – dated within 60 days.
 - e. A 500-word statement mentioning your
 - i. Academic and professional goals
 - ii. Research interest
 - iii. Relevant prior experiences
 - iv. Motivation for graduate study, and any other information you believe will assist the Graduate Admission Committee to consider your application for graduate admission.
 - f. Provide proof of ability to pay for graduate school.
 - 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. Official Graduate Record Examination (GRE).
 - GRE Scores must be less than 5 years old
 - Acceptable Scores depend on Bachelor Degree Cumulative Grade Point Average

Admission Requirements for International Students

2. International Admissions
 - 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 paper, 173 computer base, 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.
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 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.

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

3. Graduate Program Admission Requirements

- a. Master of Arts in Dine Culture Language and Leadership
 - i. All requirements in General Admissions
 - ii. Fluency in Navajo and English languages will be expected of Diné Culture, Language & Leadership graduate students. A large portion of the classes will be conducted strictly in Navajo language. No translators will be provided. All students will be tested for fluency in Navajo language by the University as part of admission requirement,

Registration Policies and Procedures

Registration Procedures

Registration is the process of selecting courses, receiving a class schedule, and completing enrollment at Navajo Technical University.

- Students admitted on regular status can pre-register for courses through the Registrar's office;
- Once you register for classes, you remain registered and are held responsible for fees and grades assessed for these classes unless you cancel your registration.
- Students who register for classes late will be assessed a late registration fee.
- During registration, students may register and drop courses on MyNTU at <http://ecampus.navajotech.edu/ics>.

Advisement

After being admitted, students are assigned a member of the program faculty to serve as their academic advisor. Prior to registration, all students are encouraged to seek advising.

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 Address/Name

It is very important that the student keep the Registrar's office informed of any changes made, including name, mailing and home address. To make the address/name change, forms are available at the Registrar/Admissions office. Name changes require a copy of the Social Security Card indicating the new name.

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 financial aid, 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 not be granted. 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. Course will be cancelled after the last day of add/drop deadline, if they do not attain a minimum enrollment. The Graduate Dean of the School of Graduate Studies and Research shall coordinate with the Registrar to determine which course 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.

Enrollment Withdrawal Procedures

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

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 a 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.

Accordingly, 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 information.

4. 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.

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.

The Navajo Technical University understands that every graduate student has a keen desire to learn and to improve their lives and environment. The University is a discipline learning environment for personal and intellectual growth to meet challenges such as Intellectual Cultural Knowledge; Importance of the Navajo Language and the Quality of its 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.

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 instructor 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.

Final Examinations

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

Grading Standards

The letter grade of A and B indicate passing grades. Each graduate is expected to obtain grades of an A and B to maintain good standing in the School of Graduate Studies. A grade of one C can put the person in probationary status. Receiving two C grades will result in student suspension.

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 | Failure | 0 |
| I | | Incomplete (No | None |
| W | | Withdrawal | None |
| A | | Audit | None |
| C | | Credit by | None |
| P | | Pass/Fail | 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 or has earned a failing grade due to personal negligence. An incomplete grade must be converted to a credit grade by satisfactorily completing the required assignments within the adjusted deadline (arranged between the instructor and student) of the following semester. A student does not have to reregister for the course if completed within the stated deadline. The Incomplete grade must be converted by the next semester otherwise the "I" will automatically convert to an "F". The instructor 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 instructor to determine if a clerical error has occurred. If the instructor has erred in submitting the grade, the instructor 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 instructor should request that the grade be corrected. If discussions with the instructor do not resolve the issue, and the student believes he/she has a justifiable grade appeal, he/she should submit a Grade Appeal form. Any appeal of a grade by a student must be initiated no later than the end of the semester following the semester in which the grade was awarded. Summer session grades must be appealed before the end of the fall semester following the summer class. Forms are available in the Registrar's Office.

The 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, Graduate Dean and appropriate academic advisor to determine the status of each student. Each student is expected 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 or certificate.

- Submit a completed graduation petition and degree checklist with the Registrar's Office prior to the deadline. The official graduate listing of candidates are 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.

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

- a. Nihi Dáá Nídíí Dááł Honors Scholarship Program
- b. American Indian Graduate Center
- c. 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 \$250.00 per credit for students with Certificate of Indian Blood (CIB). The fee for students with no CIB is \$500.00 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) | \$2,250 | \$4,500 | \$4,500 | \$9,000 |
| Activity Fee | \$ 50 | \$50 | \$ 100 | \$ 100 |
| Technology Fee | \$ 200 | \$ 200 | \$ 400 | \$ 400 |
| Library Fee | \$ 200 | \$ 200 | \$ 400 | \$ 400 |
| Program Fee | \$ 200 | \$ 200 | \$ 400 | \$ 400 |
| Total | \$2,900 | \$5,150 | \$5,800 | \$10,300 |

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 Indian tribe or not.

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

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

Summer Tuition

During summer semester, a CIB graduate student can only carry a maximum of six (06) credit hours, which will be \$1,500.00 for tuition. Non-CIB graduate student's tuition is \$3,000.00. 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) | |
| • 5 – 7 business days | \$ 10.00 |
| • Rush order 1 business day | \$ 15.00 |
| • Late Registration Fee | \$ 50.00 |

Meals:

Breakfast, Lunch and Dinner are \$7.00 per meal

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

Refunds

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

| |
|---|
| 100% refund – before instruction begins |
| 80% refund – 1 – 4 calendar days |
| 60% refund – 15 - 21 calendar days |
| 40% refund – 22 – 28 calendar days |
| 20% refund – 29 - 35 calendar days |
| 0% refund – after the 35 th calendar day |

STUDENTS 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 continuations 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) 786-5953. 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) 786-4181. The Job Placement Coordinator's contact number is (505) 786-4114.

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 counselor 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 counselor at (505) 786-4138.

Library Services

The Pete V. Domenici 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 505-786-4130.

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 Modular Building 8. Contact number is (505) 786-4152.

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 Instruction. 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.

Federal Campus Security Act (The Clergy 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 a supervisor, instructor, and/or counselor, the Dean of Student Services, the Dean of Instruction, or the Human Resources Director.

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 is in compliance 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

Dine Culture, Language and Leadership

To educate Navajo people and others who have keen interest in Navajo-related issues. The School of Graduate Studies and Research 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

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 not encouraged.

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

Research Review Board retains oversight of certain research and the Navajo Historic Preservation Department is also involved regarding the protection, preservation and management for the Navajo Nation's cultural resources.

Research conducted by students will comply with the Navajo Technical University Institutional Review Board (IRB). The IRB, known as the Committee on Institutional Research (CIR) 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

| Dine Culture, Language and Leadership | | Credits |
|---------------------------------------|--|-----------|
| NAV501 | Navajo Linguistics & Theory | 3 |
| NAV551 | Navajo Genesis & Theory | 3 |
| NAV570 | Navajo Theoretical Leadership | 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 | Navajo Thesis | 3 |
| NAV691b | Navajo Thesis | 3 |
| TOTAL | | 39 |

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.

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 CIR booklet; Policies and Procedures for Human Research Protection, outlines a responsible code of conduct, training responsibilities, requirements, regulations for all student researchers. This guide will be developed, implemented, and will serve as a guide for students in the School of Dine Studies.

DCLL Forms of Assessment

1. In-class Pre- and Post-Testing (each Semester)

A rubric will be devised by each Professor for all graduate Diné Studies Program courses. This tool will be used to assess the students' understanding and topic knowledge level at the beginning of each course. The same tool will be returned to each student at the end of the semester to conduct a self-evaluation about their understanding and learned knowledge level of the topic that was studied.

2. Admission Writing Sample

As part of the admission application package, each potential graduate student will submit a 500 word essay addressing why each student is seeking admission and how the degree will be used after graduation. This sample will be one of the methods used by the Graduate Admission Committee for admission of each graduate student into the Master of Art degree Program in Diné Culture, Language and Leadership.

3. Writing Assignments

Each of the Professors will arrange through their syllabi of what writing assignments will be required of each graduate student in each of the graduate courses. Those writing assignments will be a mainstay with each of graduate courses due to the need for constant developing of writing skills and usage of critical thinking of each Indigenous graduate student.

4. Mid-Term Exam

The mid-term writing exam will provide evidence on what each student has learned within the first eight-week of studies. Assessment will be made on what the student learned and understood at this particular time period of the semester; what they comprehend and what are challenging in the course topic. The grade of each graduate student will assist in understanding which part of the studies they are mastering and which part or parts are challenging. Adjustments will be in the delivery to ensure that the student will understand the topics taught and the challenges of each student will be analyzed. With the outcome, the Professor will provide another way of conveying the knowledge to each student.

5. Final Exam

At the end of each semester, each of the M.A. seeking graduate students will be assessed on their understanding of the subject studied, i.e., gained knowledge of the topic, and learned of its applications, and on what they have learned through the semester for them to progress into the next set of courses which is designed as part of their cohort studies.

6. In-Class PowerPoint Thesis-Related Project Presentation (End of each Semester)

Each of the students will conduct a hands-on learned semester-long project in a PowerPoint in-class presentation. These presentations will be related to their potential master thesis study. It will be a public presentation at the end of each semester. The thesis-related project will be driven by Navajo Nation's need. The issue's origin and history will be explored, identified and established. Its continuous

existence will be analyzed and clarified on why they are perpetuated, and what causes it to continue to exist, and so forth. The end part of the presentation will be about what are some solid solutions or ways to resolve the issues for it to cease, controlled and/or eliminated to make life better for the people of the Navajo Nation.

7. Meeting with Faculty Advisor

To ensure progress is taking place in the learning of each graduate student, each graduate student will be assigned a graduate faculty advisor from the beginning of their first year as a graduate student within the M.A. degree Diné Studies Program. It is the responsibility of the assigned graduate faculty to advise a set of students. A minimum of meetings will take place each month (four or more meetings per semester). The graduate faculty advisor will keep check on the progress of each graduate student until they graduate with their M.A. degree in Diné Culture, Language and Leadership. At the end of each semester, each student will be evaluated on their status as a graduate student within the Diné Studies Program. The evaluation responsibility will be conducted by the Graduate Studies Advisory Committee (GSAC).

8. Graduate Studies Advisory Committee

The Graduate Faculty Advisor will inform the Graduate Studies Advisory Committee at the end of each semester, about the progress of each graduate student advised. If the student is challenged academically or personally, the committee needs to be informed as soon as possible to ensure that the right protocols are engaged to assist in helping the student graduate.

9. Assessment Analysis

Each of the above assessment tools will be used to benefit each of the graduate students in the M.A. degree Diné Studies Program. The results each of the above tools will be utilized and accessible to the graduate faculty advisor to work with, with each of the students in the Diné Studies Program. Since this is a cohort structured program, the above tools are some of the key tools identified and is viewed by the program developer as effective tools to ensure the graduation rate is study and sturdy. These assessment tool set is designed with flexible to carry the program through a stage of trials and errors. The outcome will provide the program with the means to adjust to keep the Program in a constant state of improvement for the success of each graduate student's graduation from Diné Studies Program with their Master of Art degree in Diné Culture, Language and Leadership this educational institution.

COURSE DESCRIPTIONS

Navajo 501 (3) Navajo Linguistics & Theory

Linguistic theories include syntax, phonology, morphology and semantics. These topics will be dealt with intensely in the course. The Navajo language will be deconstructed and analyzed with each topic and each theory with the course topics will be explored.

Navajo 511 (3) Navajo Verb System

The verb stem of Navajo language will be investigated intensely in this course. Other similar languages from the Athabaskan languages will be a major part of this class. Students will learn how the Navajo verb provides the core base of the language.

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

Each topic listed in the course title will be studied in detail so that students thoroughly understand their construction and use within the Navajo language.

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 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 570 (3) Navajo Theoretical Leadership

The historical, traditional and cultural meaning and evolution of traditional leadership will be analyzed in detailed in this course. Community and tribal (Nation) leaders will be active participants as part of this course discussion.

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 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.

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 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.

Navajo 691a/b (3) 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.

ADMINISTRATION

Elmer J Guy, PhD
President

Wesley K Thomas, PhD
Graduate Dean & Professor

Casmir Agbaraji', PhD
Dean of Undergraduate Studies

Geraldine J Gamble, BS
Interim Chief Financial Officer

Jerlynn Henry
Dean of Student Services

Timothy Begaye, EdD
Dean of Business Affairs

April Chischilly, MA
Title III Director

Registrar

Jason Arviso, MS
Director of Information Technology

FACULTY

Paul Platero, PhD
Chair & Professor of Linguistics
School of Diné & Law Studies

Michele Kiser, PhD
Assistant Professor of Linguistics
School of Diné & Law Studies

Robert Yazzie, JD
Professor
School of Diné & Law Studies

Joseph C Hibbard, JD
Professor
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Carlos Paez-Paez, PhD
Assistant Professor
School of Mathematics & Engineering

Wesley K Thomas, PhD
Dean of Graduate Studies & Professor
School of Graduate Studies & Research