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STUDENT HANDBOOK

Approved by the Board of Regents
August 16, 2014

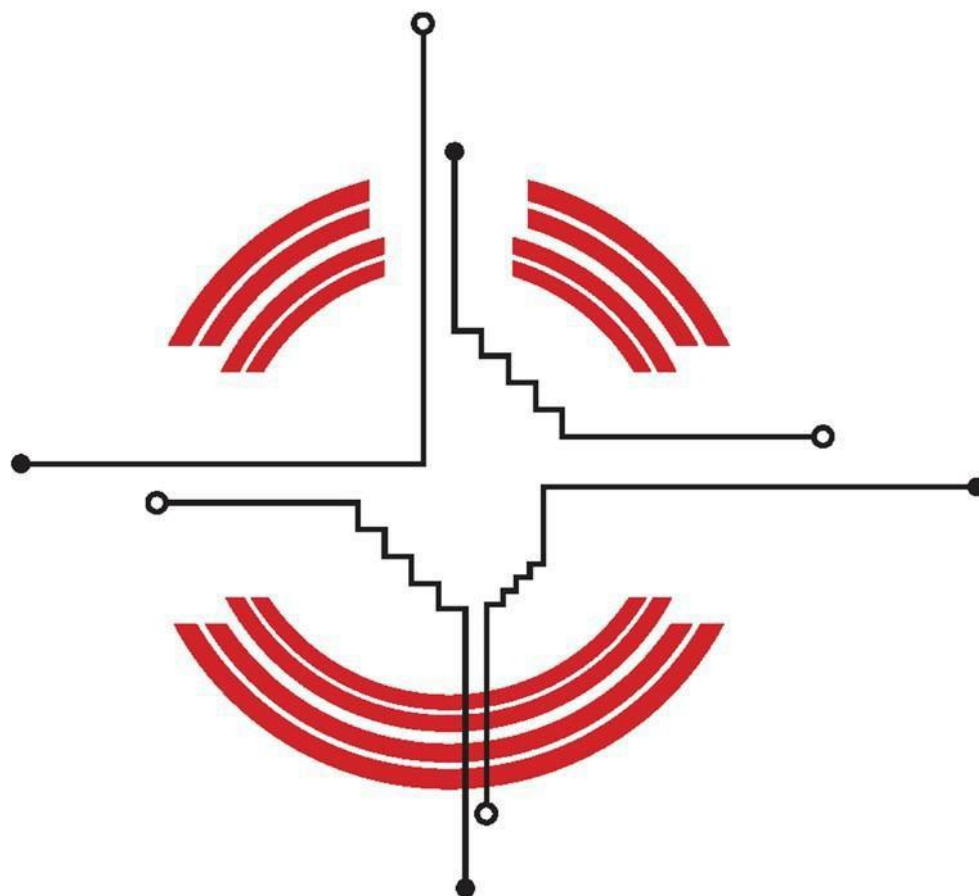
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www.navajotech.edu

Navajo Technical University Logo

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

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



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

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Section 1: General Information

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

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

NTU Vision, Philosophy, and Mission Statement

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 Statement

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

Goals

The goals of Navajo Technical University are as follows:

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

Jurisdiction of Navajo Technical University Board of Regents

The NTU Board of Regents is empowered and directed to review and approve all policies issued to students and to periodically review and update them pursuant to Navajo Nation Council Resolution CJY-35-13, enacted on July 29, 2013, that amended NTU's enabling legislation, codified at 15 N.N.C. §§ 1201- 1209.

Accreditation

Navajo Technical University is fully accredited by the Higher Learning Commission.

Commitment of NTU and Students

By enrolling as a student at NTU, a person voluntarily assumes obligations of performance and behavior reasonably imposed by the NTU Board of Regents.

Academic Calendar

The NTU Academic Calendar is available on the NTU website, ww.navajotech.edu and the NTU Undergraduate catalog.

Section 2: Students Rights and Responsibilities

Rights to Freedom of Inquiry: The Higher Learning Commission in its criteria and policies recognizes the central importance of freedom of inquiry for students in an accredited institution of higher learning. A commitment to freedom of expression and a support for research and creative work is necessary for NTU to effectively partner with other colleges and universities in developing joint programs and working arrangements in a variety of academic, vocational and community education areas.

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

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

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

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

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

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

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

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

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

Section 3: Student Code of Conduct

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

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

It is the obligation of every NTU student to comply with the policies, guidelines, and procedures within the Student Handbook and NTU Catalog, as a condition of enrollment noting that some aspects of the contents refer to specific student classifications. Additional policies, guidelines and procedures may be utilized by offices, colleges, departments or programs within NTU, consistent with the policies in the Student Handbook. In the event of a conflict between those policies, guidelines or procedures and the Student Handbook, the Student Handbook will apply unless otherwise noted herein.

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

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

Section 4: Admission & Registration

NTU maintains an open admissions policy and 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; Section 503 and 504 of the Rehabilitation Act of 1973; Section 402 of the Vietnam Era Veterans Readjustment Assistance 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. (Please refer to current catalog for information).

Admission Procedures

Admission is the process of applying and being accepted to NTU as a student. Admission to NTU does not ensure admission to a particular course or program of study; some students may be required to enroll in prerequisite or remedial courses before taking courses in specific programs of study.

The Admissions Office receives all admission forms and processes the application with the Registrar's Office. Upon final admission and registration, the Registrar maintains all individual student records. The admission requirements for regular admission, specific program admission, international admission, and admission categories are listed in the current NTU catalog. Returning and continuing students should contact the Admission or Registrar's Office. Please contact the Admission's office or Registrar for further information.

NOTE: Students who have an outstanding account with NTU shall be referred to the Business Office (student billing) to resolve their outstanding debts. Students on Academic Probation will be referred to the Academic Counselor for a contract. Students on Academic Suspension must submit a written request to the Registrar for readmission. If approved the student will be referred to the Academic Counselor for a contract. Students with prior NTU violations may be required to meet with the Dean of Student Services. Students who violated the Alcohol & Drug-Free Policy may be required to meet with the Substance Abuse Prevention Specialist.

Accuplacer Testing

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

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

Classification of Student

The following are standards for the academic classification of students:

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

Declaration of a Major:

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

Change of Major

Any student who wishes to change his/her major after registering will need to submit a *Change of Major* form to the Registrar. The student will be required to meet with the Career and Internship Advisor for approval. No changes shall be allowed after the deadline for the last day to register for that semester. If granted after the late registration deadline, changes of the major will be administered the following semester, only if the program allows admission during that semester. Changing a major could affect eligibility for student federal aid, for more info see the financial aid section of this handbook.

Registration Procedures

Registration is the process of selecting courses, receiving a class schedule, and completing enrollment at NTU. The Registrar's office will announce the dates for pre-registration, registration, and late registration.

- Students admitted on regular status can pre-register for courses through the Registrar's Office;
- Students who register for classes late will be assessed a late registration fee; and
- Students who have a "Hold" will need to resolve with the appropriate department prior to continuation of registration.

NOTE: A Hold may be placed on a student due to prior policy violation, library books due, outstanding finances owed to the university, academic probation, or academic suspension.

Student Orientation

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

Advisement

All first-year students are required to meet with their assigned First-Year Advisor or Counselor and all other students have a designated Program/Faculty advisor.

Schedule of Classes

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

Add/Drop Procedures

Students wishing to drop individual classes or withdraw from NTU completely must do so by the official deadline. Students are responsible for initiating a course drop, or they may be dropped by their instructor for non-attendance. Such changes could affect a student's financial aid, scholarship, and/or refunds. Students who 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 add/drop changes must be completed through the Registrar's Office.

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 university 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 "F" that will be included in the transcript. The grade of F will be counted as a failing grade which will be included in the calculation of the grade point average. Students who do not officially withdraw by the drop/add deadline will be responsible for tuition and fees in accordance to the Tuition Refund Policy.

Completion of Student Courses

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

Cancelled Classes and Schedule Changes

NTU retains the right to cancel, reschedule, or combine courses, and to change instructors for any NTU course. Courses will be cancelled or combined after the last day of the add/drop deadline if they do not attain minimum enrollment. The Dean of Instruction shall coordinate with the Registrar to determine which courses will be cancelled. Classes cancelled due to inclement weather, will not be automatically rescheduled. The instructor may make other class make-up arrangements.

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

Transcripts

The Registrar's office issues both official and unofficial copies of NTU student academic records. A student may request an official transcript of their academic record, and it will be issued in accordance with the student's wishes subject to transcript policies. A fee is charged for all official transcripts. The Family Educational Rights and Privacy Act of 1974, as amended, prohibits 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 for more information.

Transcript Holds

The Registrar may place a *Hold* on a transcript (official and unofficial) when a student has an outstanding debt to the university. No official transcript will be released to the student or to any other person or institution until all of the student's outstanding obligations to the university have been paid.

Student Records and Confidentiality

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. Before NTU can release information to employers or other institutions, the student must have a signed *Release of Information* form on file.
2. 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.

1. 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.
2. Students may submit a written request to the Registrar to amend a record that is believed to be inaccurate or misleading.
3. 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.

Section 5: Financial Aid

(Please refer to the current NTU Catalog for further information)

Financial aid is financial assistance provided to eligible students through the Financial Aid Office in the form of grants, part-time work, and scholarships to help pay the cost of attending college. Financial aid is routed through federal, state, and local agencies and programs. These may include scholarships, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Work-Study Program (FWS), Navajo Nation Scholarship, and American Indian Scholarship Fund. Aid eligibility is determined by a formula established by the Department of Education and an analysis of the family's financial information and demonstrated need using the Free Application for Federal Student Aid (FAFSA). Additionally, students must be seeking a degree or certificate to obtain financial aid. Financial Aid Applications can be obtained from the Financial Aid Office at NTU. To speak with a financial aid officer on campus, please call the Financial Aid Office at (505) 786-4183 or (505) 786-4309 or go to rooms 145/146 in the Empowerment Center. The Financial Aid Office in Chinle is (928) 674-5772.

Students pursuing a certificate, associate, bachelor, or master degree programs are encouraged to apply for financial aid to offset their cost of attendance. NTU administers federal, state, tribal, institutional grants and scholarship programs to assist students based on their financial need and/or academic merit. NTU provides equal opportunity for financial assistance to eligible students through federal, tribal, state, institutional, and private sources regardless of sex, color, age, or other circumstance.

Student must have a high school diploma or equivalent, and must be a U.S. citizen or eligible non-citizen. Male students must comply with Selective Service registration requirements.

All students must complete the following as early as possible:

- Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. The FAFSA/ISIR response will determine a student's Expected Family Contribution (EFC).
- Additional financial aid information is available at NTU's Financial Aid Office and online at <http://www.navajotech.edu>.

Cost of Attendance (COA)

Navajo Technical University has established a cost of attendance (COA) for Dependent and Independent students as well as for students living in Residence Life on main campus. The Pell Grant award is based on the COA and student/parent's EFC (expected family contribution); therefore, no two student's awards are exact. A cost of attendance (COA) example for an On Campus student living in the dorm/Residence Life for one semester:

COA Example	
Tuition and Fees	\$1,380
Books and Supplies	\$800
Room and Board	\$2,280
Transportation	\$ 800
Personal	\$1,250
Total Estimated COA:	\$6,510

- Direct costs for student in dorm: Tuition & Fees, Books & Supplies and Room & Board.
- Indirect costs: Transportation and Personal expenses.

Award Example based on an On-Campus student, enrolled full-time with an EFC = 0.			
Pell Grant	\$2,865	COA	\$6,510
Navajo Nation	\$2,000	Less Total Aid	\$4,865
Total Aid	\$4,865	Unmet Need	\$1,644

- Award Amounts vary based on several factors:
- Enrollment Status
- Expected Family Contribution (EFC)
- Satisfactory Academic Progress (SAP)
- Program of Study – Degree Program

- Dependent or Independent
- Child care expenses

Satisfactory Academic Progress Policy (SAP)

Federal regulations require NTU to establish satisfactory academic progress standards for students who are receiving Title IV financial assistance. NTU’s Financial Aid Office reviews grades at the end of each semester for certificate program and the end of the academic year for Associates and Bachelor degree programs. Measures in satisfactory academic progress are in the following areas: grade point average (GPA), completion rate or pace, maximum timeframe and Pell Lifetime Eligibility.

Students receiving financial aid must make satisfactory academic progress toward the completion of a certificate or degree program. NTU has both a qualitative and quantitative measure of academic progress:

Qualitative Standard:

Minimum grade point average (GPA)

Quantitative Standards (Pace):

- The maximum timeframe a student has to complete a degree,
- A minimum percentage of courses attempted must be passed, and
- A maximum number of courses from which a student is allowed to withdraw or drop.

67% Minimum Completion; Semester Hour Load; Rate per Semester	
Full-Time (12 Credits or more)	Must satisfactorily complete 8 credits
Three-Quarter Time (9-11 Credits)	Must satisfactorily complete 6 credits
Part-Time (6-8 Credits)	Must satisfactorily complete 4 credits
Less than Half-Time (1-5 Credits)	Must satisfactorily complete the number of hours funded

NOTE: Grades of F, I, W, or IP are not accepted as passing and could affect eligibility for future financial aid. (See “Student Academic Standing” in this Catalog).

SAP Impact of Course Repetition, Withdrawals, Incompletes, Transfer Credits, Changes in Major

Course Repetition

Repeat credits are applied when a student repeats a course in order to improve a grade. Students are allowed to repeat any previously passed course and have it count toward enrollment for financial aid eligibility only once. Each attempt at the course, however, will count toward a student’s pace and maximum timeframe.

Official Withdrawal

A school's SAP policy cannot exclude "W" grades in SAP reviews. Withdrawal hours are assigned when a student withdraws from a class after the drop period. Withdrawal hours count as credit hours attempted toward both pace and maximum timeframe.

Unofficial Withdrawal

An unofficial withdrawal occurs when a student does not successfully complete any courses (receives all "F" grades), stops attending classes, or did not complete any coursework. A student with an unofficial withdrawal may be required to repay up to 50% of his/her financial aid received for the term. Students who never attended any of their classes and did not complete any course work are required to repay 100% of the financial aid received for the semester or summer term. Non-attendance does not relieve students of the financial responsibility for tuition charges once they are registered for a class.

Incompletes

Incomplete (I) is a temporary grade that is assigned only in exceptional circumstances. It will be given only to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. Once an official grade is received, students should notify the Financial Aid Office.

Transfer Credits

Coursework taken at another institution that is accepted and officially transfers as transfer credit by NTU will count as both attempted and completed credit hours toward pace and maximum timeframe. Students who exceed the maximum timeframe can submit a SAP Appeal to determine if their aid can be reinstated.

Change in Major

Students who have changed majors or are pursuing a second degree may reach their maximum timeframe before their program of study is complete. All credits attempted are treated in the quantitative, qualitative, and maximum timeframe standards for SAP.

Financial Aid Information

For general information about the Free Application for Student Financial Aid (FAFSA), or to obtain Federal Student Aid publications, call this toll free number: **1-800-4-FED-AID (1-800-433-3243)**, to check on the processing of your federal student financial aid application, or to request a copy of your Student Aid Report (SAR) call: **1-319-337-5665** (this is not a toll free number)

The FAFSA school code for Navajo Technical University is 016119.

Montgomery GI Bill

NTU is a "deemed approved" school that 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 university's Veteran's certifying official is located in the Financial Aid Office, 505-786-4183.

Financial Aid Websites

Student Guide	http://studentaid.ed.gov/students/publications/student_guide/index.html
FASFA	http://www.fafsa.ed.gov/
Federal Student Aid	http://studentaid.edu.gov/PORTALSWebApp/students/english/index.jsp
American Indian College Fund	http://collegefund.org

Additional Degree(s)

A student who already has an equivalent of an AA or AS degree (or higher) does not qualify for additional Pell Grant funds unless he or she is seeking a Bachelor of Science degree.

Repeat

Students may repeat courses previously taken at NTU to better their understanding or to improve their grade. A transcript shows that the course was repeated, but only the higher grade is used to compute the student's Cumulative Grade Average.

Retake

Only one retake of a course counts towards a student's eligibility for financial aid purposes. If students with disabilities can demonstrate equal or higher academic performance as their typical college peers and/or demonstrate the ability to maintain satisfactory academic progress, they may be considered eligible for accommodations such as course substitutions. Course substitutions could be a workshop, independent study, special topic classes, or practicum experiences.

The substitute course must be at the freshman and sophomore levels, and be closely related in content, objectives, and outcomes to the original required course. Such accommodations will be considered on a case-by-case basis to ensure students with disabilities meet the necessary and required coursework for the specific degree or certificate program.

Financial Aid Warning

Recipients of financial aid will receive a financial aid warning notice after any semester in which their semester/term grade point average falls below the **Completion Rate/Pace** and/or they fail to satisfactorily complete 67% of the credit hours in which they are enrolled.

The financial aid warning letter serves as a **WARNING** to the student that he/she did not maintain satisfactory academic progress during the most recent semester of attendance at NTU. Failure to meet one of the academic progress standards for one semester results in financial aid warning. **Students on financial aid warning are eligible for Title IV Funds.** Students will be removed from warning status after completing the following semester in good academic standing.

Financial Aid Suspension

Recipients of financial aid will be suspended from aid if they fail to meet the semester grade point average and/or to complete 67% of their enrollment for TWO (2) semesters of academic coursework. Failure to meet one of the academic progress standards for two consecutive semesters may result in financial aid suspension. Students on financial aid suspension are not eligible for Title IV Funds.

Reinstatement of Financial Aid Eligibility

A student may lose federal and institutional aid eligibility because he/she is not meeting the SAP GPA or Pace standards.

A student may regain eligibility by submitting a Satisfactory Academic Progress (SAP) Appeal Form with supporting documentation. A student must be advancing toward a degree and show progress within the SAP Academic plan for graduation.

If student's FA Suspension appeal is approved, the student will be awarded on a Financial Aid Probation Status and must complete all credits with a 2.0 grade point average, otherwise, he/she will go on FA Suspension.

Student will complete one semester using his or her own resources. Courses taken must be chosen in consultation with an Academic Advisor. A student must advance toward attaining a degree and adhere to the Degree Checklist.

NOTE: Once eligibility is restored, a student will be awarded aid for the following terms, subject to availability of funds.

Return to Title IV (Refund & Repayment Policy)

If students receiving federal financial aid withdraw from the university, the amount of the financial aid to be repaid or refunded is calculated using a formula supplied by the U.S. Department of Education. The last day of attendance is used to calculate the total amount to be repaid. A refund is the difference between the amounts paid toward institutional cost (including financial aid and/or cash paid) and the amount the school may retain under the appropriate refund policy. See the Financial Aid Student Handbook for detailed information on the Title IV Refund/Repayment policy.

The order of refund of Title IV funds to the programs from which the student received aid during the payment period or period of enrollment is in the following, up to the net amount disbursed from each source:

1. Unsubsidized Federal Stafford loans*
2. Subsidized Federal Stafford loans*
3. Unsubsidized Direct Stafford loans (other than PLUS loans)
4. Subsidized Direct Stafford loans
5. Federal Perkins loans
6. Federal PLUS loans
7. Direct PLUS loans
8. Federal Pell Grants **for which a return of funds is required**
9. Federal Supplemental Educational Opportunity Grant (FSEOG) **for which a return of funds is required**
10. Federal TEACH Grants **for which a return is required.**

*NOTE: *Navajo Technical University does not participate in the Federal Student Loan Program and will not certify enrollment or share information with potential lenders.*

Changes That May Impact Eligibility (Consolidated Appropriations Act of 2012: Effective July 1, 2012)

- *Federal Pell Grant Duration of Eligibility* – Beginning award year 2012–2013, the duration of a student’s eligibility to receive a Federal Pell Grant is reduced from 18 semesters or its equivalent to 12 semesters or its equivalent. The calculation of the duration of a student’s eligibility will include all years of the student’s receipt of Federal Pell Grant funding.
- *Pell Grant Lifetime Limit* – Beginning Fall 2012, students are now limited to receiving 12 semesters of Pell Grant eligibility during their lifetime. This change affects all students regardless of when or where they received their first Pell Grant. Students may view their percentage of Pell Grant used by logging into www.NSLDS.ed.gov. Your ‘Lifetime Eligibility Used’ percentage will be displayed in the ‘Grants’ section.

Completion Rate/Pace & Maximum Timeframe

Classification Credit Hours GPA (Effective: Fall 2015)		
Freshman	0-32	1.500
Sophomore	33-64	1.750
Junior	65-96	2.000
Senior	97-128	2.000

Maximum Timeframe/Pace

The US Department of Education places a credit hour limit on funding for all financial aid students. Funding is available until a student has reached 150% of the credit hours required to complete their program. This includes all double majors, additional degrees, repeat credits, and transfer credits (example: AS in Early Childhood Multicultural Program = 70 credits × 150% = 105 credit hour maximum timeframe)

Paying Prior-Year Charges

In general, FSA funds may only be used to pay for the student’s costs for the period for which the funds are provided. However, a school may use current-year funds to satisfy prior award year charges for tuition and fees, room, or board (and with permission, educationally related charges) for a total of not more than \$200. A school may not pay prior year charges in excess of \$200.

Federal Work Study Program (FWS)

FWS is a federally-funded program and a part of the Title IV student aid funds. It provides jobs for students with financial need, allowing them to earn money to help pay for their education expenses.

Student Consumer Information

NTU provides current information through annual publications on students’ rights and responsibilities concerning financial aid. Students may request copies of the Financial Aid Student Handbook and the Student Guide at the Financial Aid Office in person, by mail, by telephone, or online at www.navajotech.edu.

Financial Aid Appeal Process

Students who fail to maintain satisfactory academic progress and are notified of financial aid suspension may appeal to be eligible for federal funds. The Financial Aid Officer or the FA Committee will review the appeal(s). An appeal should be based on extenuating circumstances and documented by the student; i.e. hospitalization, accident, death in the family, etc. The results of the appeal will be sent to the student following consideration and decision. Information and forms are available at the Financial Aid Office or online at www.navajotech.edu.

NOTE: Students are encouraged to seek other available resources.

Financial Aid Office Location/Contact

The Financial Aid Office is located in the Empowerment Center at the Main Campus and at the Chinle NTU Site. For More Information, Call:

Crownpoint Campus	Chinle Site
Phone: 505-786-4183	Phone: 928-674-5764
Fax: 505-786-5644	Fax: 928-674-6751

Grants and Scholarships

Students applying for these scholarships must complete a FAFSA. These scholarships are established by public sources and private donors. Support is based on the availability of funds.

The Financial Aid and Scholarship Office have information about the following:

1. American Indian College Fund (online application only)
2. American Indian Education Foundation /National Relief Charities
3. American Indian Services
4. Gates Millennium Scholarships
5. Indian Health Service Scholarships
6. Navajo Tribal Utility Authority
7. Tom Davis Scholarship
8. AMP Scholarship
9. Other Tribal Scholarships

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

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-sn.gov

PO Box 1080

Crownpoint, NM 87313

Toll Free: (866) 254-9913

Fax Number: (505) 786-2178

Shiprock Agency

Email: onnsfashiprock@navajo-nns.gov

PO Box 1349

Shiprock, NM 87420

Toll Free: (866) 223-6457

Fax Number: (505) 368-1338

Ft. Defiance Agency

Email: onnsfacentral@navajo-nns.gov

PO Box 1870

Window Rock, AZ 86515

Toll Free: (800) 243-2956

Fax Number: (928) 871-6561

Tuba City Agency

Email: onnsfatubacity@navajo-nns.gov

PO Box 370

Tuba City, AZ 86045

Toll Free: (866) 839-8151

Fax Number: (928) 283-3215

Chinle Agency

Email: onnsfachinle@navajo-nns.gov

P.O. Box 2358

Chinle, Arizona 86503

Toll free: 1-800-919-9269,

Fax: (928) 674-2331

Refund Policy

Tuition and Course 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.

Residential, meal plan refunds/credits

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

Book store refunds or credits

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

Section 6: Academic Regulations

Academic Integrity

The integrity of an academic program rests on the principle that the grades awarded to students reflect only their own individual efforts and achievement. Students are required to perform the work specified by the instructor and are responsible for the content of work submitted such as papers, reports, and examinations. 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 Instruction and will be subject to disciplinary action, including possible expulsion from NTU.

Plagiarism

Students are expected to assume the responsibility for providing original work in their courses without plagiarizing. According to the fifth edition of the MLA Handbook for Writers of Research Papers, "to use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize. A writer who fails to give appropriate acknowledgment when repeating another's wording or particularly apt term, paraphrasing another's argument, or presenting another's line of thinking is guilty of plagiarism". The academic writing assignments that require the use of outside sources generally are not intended to teach students to assemble a collection of ideas and quotes, but rather to synthesize the ideas they find elsewhere in order to construct new knowledge for themselves. Different disciplines use different documentation methods; therefore, students should consult instructors about the correct use of the appropriate documentation style. Additional resources and guidance in the correct use of sources can be obtained from the English faculty at NTU.

Course Load

The normal load for a full-time college student is 12-16 credit hours. An overload is 17 or more credit hours per semester. Students are allowed to register for a maximum of 21 credit hours per semester in the fall and spring. The normal load for a full time student during the summer session is the same number of credits as there are weeks in the session, plus one credit hour. Students must be in good academic standing and obtain written permission from the Dean of Instruction if they want to attempt a credit overload. (*Full Financial Aid requires 12 credit hours*)

Credit Overload

A student registering for 17 or more credit hours (fall/spring semester) and 7 or 9 credit hours (depending on the length of the Summer Session) must obtain prior written permission from the Dean of Instruction. An *Overload* form signed by the Dean of Instruction must be submitted prior to registering for the course.

- First semester students (not including transfer students) or students on academic probation or provisional admission will not be allowed to register for more than the allowed credit hours recommended by their Academic Advisor.
- A student should be in good standing (maintain a cumulative of 2.50 or better.) The Dean will require a copy of the student's transcript to verify academic standing and also the registration form of courses already registered for in order to verify credit hours.

Credits and Credit Hours

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

Credits Granted for Hours Completed

A completed semester hour represents a minimum of eight hundred (800) minutes per credit per semester. One lab semester hour represents a minimum of one thousand sixteen hundred (1600) minutes per credit per semester. One credit hour is awarded for 150 minutes of contact in a shop session per week. For every credit hour spent in class, a student is expected to spend two hours outside of class studying the course materials. For a hybrid or blended course of one (1) credit hour, a student is expected to spend three (3) hours per week studying the course materials. For an online course of one (1) credit hour, a student is expected to spend four (4) hours per week studying the course materials.

- Student Academic Classification:
- Freshman: A student who has completed 30 or less credits.
- Sophomore: A student who has completed 31 – 59 credits.
- Junior: A student who has completed 60 – 90 credits.
- Senior: A student who has completed 91 or more credits.

English/Math Placement

All new students are required to take the Accuplacer placement test to help assess the student's Math and English skills in order to place students in the appropriate course level, according to their abilities. Students with low scores may be required to complete remedial studies coursework prior to entering their chosen major. Transfer students who have successfully completed English and Math courses comparable to those required by their certificate/degree programs with a "C" or better at another institution (as recorded on an official transcript) should complete a Course Transfer form and submit to the Registrar for review.

Attendance Policy

Students are expected to regularly attend all classes for which they are registered. A percentage of the student's grade will be based on class attendance and participation. In certain courses, the weight placed on attendance may be considerably more due to the nature of the course work and required assignments. 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.

Early Alert Program

The Early Alert Program is overseen by the Counseling department and coordinates with the Faculty. The Early Alert Program focuses on students who are experiencing difficulties such as excessive absences and/or tardiness, low test/quiz and assignment scores, incomplete homework or make-up exams, at risk of being dropped from class, inappropriate placement at course level, and need of basic skills.

Faculty will identify students and submit a referral notice to the academic counselor. The academic counselor will consult with the student to provide appropriate early intervention and reasonable accommodation to help the student.

Early Alert procedures for absences and other academic referrals:

1. Instructor will make the referral on the Early Alert Referral form directly to the Counselor.
2. The Counselor will notify and meet with the student concerning the referral and appropriate intervention. At times the counselor will schedule a meeting with the student and the instructor to address any issues.
3. In the case of absences, the student will complete the Student Absence Report form and obtain the instructor(s) signature to resume class attendance. It will be the decision of the instructor as to whether the absence is excused or not for his/her class.
4. Excessive Absences (excessive absence without notification by the student):
 - a. A counselor is notified by the Instructor of the excessive absences. The student is officially notified by the Counselor's office to respond by the deadline. If the student does not respond, the Instructor will be asked to submit an Instructor Initiated Withdrawal form on the student and indicate last day of attendance. A grade will be given in accordance to the withdrawal deadlines on the calendar. This grade will be on the transcript.
 - b. If the student responds, a meeting is held with the student, a counselor, and the instructor or the Dean of Instruction to make an appropriate decision.
 - c. Decisions may consist of dismissal or voluntary withdrawal from class/NTU or require a signed attendance contract with stipulation to resume enrollment.

Copyright Guidelines

Introduction

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

Guidelines in a Nutshell

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

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

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

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

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

Use of NTU Resources

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

What is copyright?

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

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

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

What is copyright infringement?

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

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

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

software or pictures from the Internet, may be copyright infringement and should be avoided. The Digital Millennium Copyright Act, which Congress enacted in 2000, affords greater protection for copyright holders of digital works. Generally, then, even if a work appears solely in a digital form, it is likely subject to copyright law protections.

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

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

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

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

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

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

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

Thanks to recent changes to copyright law, University and universities are allowed to transmit copyrighted images, recordings, and other materials over the Internet in connection with distance learning offerings. These changes allow for the performance of non-dramatic literary works or musical works, as well as the display of "reasonable and limited portions" of any work, in an amount comparable to that typically displayed in a live classroom setting. Use of the works must, however, be "an integral part" of the distance- learning class session, and available solely to

students enrolled in the class. In addition, the transmission of the copyrighted works must be under the direction or actual supervision of an instructor. Even though the university does not hold the copyright to these works, or even have the express permission of the copyright holder, they may be delivered over the Internet to students in distance learning classes. The fact that the law authorizes such use of copyrighted materials, though, does not allow a student in these classes to freely download, copy, or re-transmit the works. They are intended solely for use by the institution in connection with distance instruction; any other use would likely constitute a violation of copyright law.

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

Student Academic Standing

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

Satisfactory Academic Standing

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

Academic Probation

Academic probation is a condition of student academic standing for students who fail to maintain a cumulative grade point average (CGPA) of a 2.00 by the end of the current semester. If a student's CGPA is 1.99 or below at the end of the semester, that student will be placed on academic probation. The Registrar will notify the student in writing that he/she is placed on academic probation and will refer the student to the Academic Counselor. A student placed on academic probation will not be allowed to pre-register for the next semester, unless approved by the Academic Counselor. A probationary contract will be developed to include mandatory counseling and tutoring. The student will be given two semesters (summer session is considered as a semester) to bring his/her cumulative grade point average to a 2.00 or better. If the student raises his/her CGPA to a 2.00 or better within the allotted time, he/she will be removed from academic probation status the following semester or summer session.

NOTE: Transfer students who were on academic probation at another institution will be placed on probationary status therefore requiring mandatory counseling and tutoring.

Academic Suspension

If the student does not meet the minimum cumulative GPA of 2.00 by the end of the second consecutive semester (or summer session) while on academic probation, he/she will be placed on academic suspension the following semester and will not be allowed readmission for one semester. The Registrar will notify the student in writing that he or she is placed on academic suspension. The student can reapply and request in writing for re-admission to the Registrar but will remain on suspension until he/she raises his/her CGPA to 2.00 or better and are ineligible for any federal student aid. If allowed readmission, the student will be referred to the Academic Counselor and placed on an Academic Contract to include mandatory tutoring and counseling.

Right to Appeal

Students wishing to appeal academic probation or suspension must do so in writing to the Dean of Instruction within ten (30) working days of the postmark of the letter. The Dean will review the documents and reply with a decision within ten (10) working days of receiving the appeal. The Dean's decision is the final decision.

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

Grading Standards

The letter grade of A, B, C, and D indicate passing grades. A grade of D, however, is not transferable to another school, nor does it allow the student to progress to the next level course in that subject area at NTU. A grade of incomplete (I) is considered non-passing grade and does not result in earned credits.

Grading System

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

Letter Grade	Percentages	Description	Grade
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
C		Credit by Examination	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.

Audit

An Audit (AU) is awarded for class participation and does not indicate proficiency in the subject matter. Course credit is not included in the GPA or cumulative GPA. Forms are available at the Registrar’s Office. Audit courses accumulate charges as a regular course. Audit courses are counted towards attempted hours but not eligible for federal student aid.

Credit by Examination

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

Course Withdrawal

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

Pass/Fail

Some courses are graded on a pass/fail basis and will not be included in the computation of the GPA.

Course Repeat Policy

NTU's Course Repeat Policy permits a student to repeat a course and to have the grade for the repeated course computed in his/her GPA in place of the original grade. Normally, course repeat only applies to a specific course that a student chooses to repeat. The repeated course must be taken under the standard grading system (A-F) and the latest grade must be "C" or higher. Grades of "W" are not permitted. All grades shall remain on the student's transcript. The original course grade will be annotated with "R" to indicate that the course has subsequently been repeated.

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

NOTE: The NTU Course Repeat Policy applies only to courses originally taken at NTU and repeated at NTU.

Grade Changes

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

Grade Appeal

Students who believe they have received a grade in error should informally meet with the instructor to determine if a clerical error has occurred. If the instructor has erred in submitting the grade, the instructor will 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 Instruction and a copy to the Registrar's Office for record keeping.
2. The Dean of Instruction will review the appeal and assign a person to investigate.
3. The assigned person will request a copy of the syllabus and documentation pertaining to attendance and grades, and a copy of the student's Grade Appeal form.
4. After investigation, the assigned person will submit a report to the Dean of Instruction of the findings.
5. The Dean of Instruction will make a final decision. A report of the final decision will be placed in the student's master file located in the Registrar's office.
6. The student will be notified of the decision.

Petition for Course Substitution

All students are expected to satisfy all NTU certificate and degree requirements. However, under certain circumstances, substitutions for required courses may be necessary and appropriate. To initiate a course substitution, students should complete the "Course Substitution" form with approval from his/her advisor and the Dean of Instruction, which must then be submitted to the Registrar's office. This form can be obtained from the Registrar's Office.

Independent Study

Under unusual or special circumstances a student and instructor of a regular university course may adapt the course to an Independent Study. The arrangement is subject to approval of the Department Chair and the Dean of Instruction. Registration for an independent study course must be completed and approved no later than the last day of Drop/Add. Department Chairs will determine which courses are eligible for Independent Study. Forms are available at the Registrar's office.

A full time faculty member may supervise and offer an independent study courses during a semester or summer session and is restricted to no more than two graduating students. No more than six credit hours may be taken in any one semester.

- The student must agree in writing to a syllabus that outlines the learning objectives, texts, course requirements, evaluation criteria, meeting dates and examination dates for the course. A final assessment or examination is required for independent study courses. However, the role of final examinations for independent study courses may vary based on the intended outcomes for the course. Department Chairs can approve a nontraditional final examination in such cases (e.g., a portfolio of the student's work, a thesis or substantial paper, a take-home examination).
- Students should devote a minimum of three hours each week for each credit hour of independent study, or at least nine hours per week for a three-credit independent study course.
- The student has a term grade point average of at least 2.50 from previous term.
- The student should not be on academic and financial aid probation status during the semester that the student would take the program course through independent study.

Catalog under Which a Student May Graduate

Students who have been admitted should follow the catalog program requirements in effect at the time of their initial enrollment unless they have withdrawn (i.e., “stopped out”) and returned after two semesters. In such cases, the current year catalog applies and students are expected to follow the requirements for completion of their certificate or degree. In some programs, the student may be required to transition into a new curriculum.

To maintain the catalog program requirements in effect at the time of their initial enrollment, students must remain in continuous attendance. Continuous attendance is defined as attendance in at least one course at NTU for one semester in any one calendar year. Students may choose to qualify for graduation under the requirements in effect either: at the initial enrollment or during subsequent terms of continuous enrollment.

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

Honors and Awards

At the end of every term, students who have maintained a cumulative GPA of 3.00 or above are recognized for their achievement. The Honors List recognizes academic excellence on a semester to semester basis. The student must be enrolled full time in a certificate or degree program, have completed 12 or more credit hours, received no grades of “I”, have no violations of any NTU policies, have maintained good class attendance, and be in good academic standing. Honors List will be determined by the Registrar’s office and confirmed by the Dean of Instruction.

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

Dean’s Honor List: Students must achieve a cumulative grade point average of 3.50 to 3.99.

Graduation Honors: At the graduation ceremony, students who have achieved a cumulative GPA of 4.00 will be recognized with a blue honor cord and students who have achieved a GPA of 3.50 to 3.99 will be recognized with a gold honor cord.

Graduation with Honors:

Summa Cum Laude: Graduates with a cumulative GPA of 3.90-4.00

Magna Cum Laude: Graduates with a cumulative GPA of 3.70-3.89

Cum Laude: Graduates with a cumulative GPA of 3.50-3.69

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

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 Registrar will audit the graduating candidate’s course/grades and

recommend eligibility for graduation according to curriculum requirements as stated in the catalog. The official graduate listing of candidates are approved by the NTU Board of Regents.

- Pay in full all outstanding accounts to the college. 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 validate that a student is considered a graduate.

Issue of Degree or Certificate

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

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

Graduation Regalia

Appropriate university cap and gown are required for the commencement exercise. Traditional attire may be worn under the gown and is encouraged. The cap and gown signifies the completion of a college degree or certificate program. In respect to the earned degree the following was adopted by the university.

Section 7: Student Support Programs

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

Academic and Advisement

The academic counselor coordinates with the First-Year Advisor and Academic Counselor to assist in evaluating student abilities and interests to develop realistic academic and career goals. Advisement includes educational planning, choosing a major, planning for certificate, an associate or a baccalaureate degree, and planning strategies for academic success. The counselor provides Accuplacer placement test interpretation for appropriate placement in math and English courses. The counselor works with students placed on academic probation and students readmitted on academic suspension and place them on contracts to work toward raising their cumulative grade point averages to include support services such as tutoring. The counselor monitors and meets with faculty to assess the progress of the student. For more information, call Crownpoint campus at (505) 786-4328 or Chinle campus at (928) 674-5764.

First Year Experience

The First Year Experience (FYE) Program has been developed to strengthen the retention rate, to improve operational efficiencies and enrollment, and the long-term university success by assisting under-prepared students succeed at a higher rate at NTU through the successful implementation of an intense FYE program. The Advisor and Counselor coordinate to meet with first-year students to prepare them for university life. They evaluate the student's abilities and interests to develop realistic academic and career goals. Advisement includes educational planning, choosing a major, planning for certificate and associate or bachelor degree, and planning strategies for academic success. The advisor and academic counselor provide Accuplacer placement test interpretation for appropriate placement in math and English courses. Contact numbers: Crownpoint: 505/786-4106 and 4337, Chinle: (928)674-5764.

Substance Abuse Prevention Specialist

The Substance Abuse Prevention Specialist provides substance abuse assessment/evaluation and screening; individual, family, and group therapy; and stress management. The program approaches counseling using the Navajo cultural values of *ké* (kinship), makes referral to off-campus resources when appropriate, provides health information to students and families through presentations on issues and provides prevention strategies that address current issues such as chemical dependency, suicide, school dropout, and various forms of abuse. Substance Abuse Prevention and counseling are available to all enrolled NTU students. The services are designed to help students meet the daily challenges of student life. The Specialist provides classroom-based prevention education program in health education, which is designed to increase the student's knowledge about alcohol and drug abuse. Contact number is 505/786-5953.

Job Placement, Career 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 and Internship Advisor uses computer-based pre-assessment testing to evaluate an individual's personality, interests, skills, and aptitude.

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

The Job Placement Coordinator engages students in an interactive process that builds self-knowledge. The Coordinator also assist students in assembling an employment portfolio that include a resume, documented accomplishments, pertinent awards and certificates, and a reference list. 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 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
- Strengthen students' employability in today's job market.

The Career and Internship Advisor may be contacted by phone at in Crownpoint at (505) 786-4181. The Job Placement Coordinator may be contacted at (505) 786-4114. The Advisor and Coordinator also travel to the Chinle and Teec Nos Pos sites.

Students with Disabilities

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

NTU is committed to meeting the specific needs of students with disabilities and complies with the provisions of the *Americans with Disabilities Act (ADA) of 1990* (42 U.S.C.12102) and *Section 504 of the Rehabilitation Act of 1973*. In general the term "individual with a disability" means an individual with any disability (as defined in Sec. 3 of the *Americans with Disabilities Act of 1990* (42 U.S.C. 12102)). Students are responsible to self- identify and discuss their disability and special needs in order to receive reasonable accommodations. To receive reasonable accommodations, the student must register with the Disability Accommodation Specialist at the beginning of the semester. Documentation verifying the type of disability will be required by a medical professional or a state licensed diagnostician and must be made available to the special needs counselor. To request accommodations, contact the Disability Accommodation Specialist at (505) 786-4138.

Any documentation provided by a medical professional or a state license diagnostician should be made available to the Disability Accommodation Specialist. The University does not provide special education versions, IEP (Individualized Education Programs) plans, specialized progress reports, etc. Records regarding accommodations do not automatically transfer from high school to university. Such records can only be released or transferred with the written permission of the adult student (in cases where the student is under the age of 18, parent or guardian permission is required). Under federal law, family members are not provided with access to student information regarding special needs, accommodations or academic progress. Disability and accommodations related information and documentation are treated the same as medical information and handled under strict rules of confidentiality. Information is shared only on a limited basis within the university and then only when there is a compelling reason for the individual seeking the information to have knowledge of a special aspect of this confidential information. The Specialist contact number is 505/786-4138.

Child Care Services

The NTU Child Care Center provides child care services for students at a reasonable cost. Upon availability, it also provides services for staff, faculty, and the surrounding community at a reasonable cost. The center provides a nurturing environment, employs a curriculum that promotes the development of the "whole child" and encourages positive parent-child interactions. The center is limited in the number of children to whom care can be given. A Child Care Handbook is provided during the center's orientation. Contact number is (505) 786-4122 for more information, or to obtain an application packet. *Only available at Crownpoint Campus.*

Cafeteria and Food Services

The cafeteria provides meals for the staff, students, and the surrounding community at a reasonable cost. The cafeteria hours are posted and open year-round with the exception of the holidays. All students are required to complete the meal plan form indicating which meals they will be eating during the semester. Meal plans must be submitted to the Food Services office during registration, or as soon as practical, but prior to the last day to drop deadline. Contact number is (505) 786-4128. *Only available at Crownpoint Campus*

Residential Services

NTU offers residential housing, Efficiency Buildings (2) and Family Housing units, for full-time students who live beyond a 55-mile radius from the main campus and meet the eligibility requirements according to the point selection as outlined in the NTU Student Residential Handbook. Damage deposits are required prior to occupancy of any student housing facility. Preference is given to low-income, Native American students, as the facilities are funded by the Native American Housing Assistant and Self Determination Act of 1996 (NAHASDA). Applications for student housing are available in the Residential Services Office in the Efficiency Apartment complex, Admissions Office, and the NTU website. Further information may be obtained by calling (505)786-4175 or 786-5960. Student housing is only available at Crownpoint Campus.

Student Life and Activities

The Student Activities Coordinator oversees a majority of the student activities on campus and participates in all Student Senate meetings and activities. The coordinator chaperones and makes arrangements for off-site activities. The Student Activities Coordinator also organizes with the Student Senate activities such as dances, bingos, cookouts, family fun nights and other activities. Contact the Student Services office for more information at 505/786-4104.

Student Senate

The Student Senate is an opportunity for students to learn and to develop leadership skills. The Student Senate and Senators are elected by the student body early during the fall semester of each year. The Student Senate represents the whole student body on campus. It facilitates communication among students, and between the students and NTU faculty, staff, and administration. General communication (i.e., suggestions, requests, complaints etc.) from the student body to the school administration should be funnel through the Student Senate and the Dean of Student Services. The Student Senate also networks with other student governments and clubs at postsecondary schools in the area. This affords the Senate members a broader perspective on student government issues, policies and procedures and enables NTU to keep current with events at other schools that share our same concerns. The Student Senate is involved in the establishment and support of other student clubs. The Student Senate President upon induction becomes a member of the NTU Board of Regents. For further information please contact the Student Services office at 505/786-4104.

Tutorial Services and Stem Lab

Tutoring is available to all students in the STEM/Tutoring lab. The lab offers tutoring services and general use of computers. In lieu of structured tutoring, the facilities may be used simply as a quiet place to work on homework assignments. Hours of operation vary from semester to semester, but include some afternoons and evenings. Specific hours are posted on the entrance door and on posting boards throughout the campus. Tutorial Services is also a source of employment for students qualified for the work- study program. Contact number is (505) 786-4125.

Computer Services

Students using computers at NTU are expected to follow the Information Technology policy and procedures. Students using NTU e-mail, Internet Services, or any university software or hardware, should have an understanding that this technology is provided by NTU and is the property of NTU. The university reserves the right to review and monitor the use of hardware and software belonging to the school or personal equipment utilized on school premises. Such rights include the auditing of documents sent, received, or viewed through the Internet and e-mail.

Students have no right to privacy regarding materials stored, kept, sent, or received on NTU hardware or software or personal equipment maintained on school premises. Students are not to print, display, download, or send any sexually explicit images, messages, or jokes or to visit chat rooms, message boards, or other forums where sexually explicit, offensive, or illegal issues are discussed.

Violators will be subject to disciplinary action up to and including dismissal from NTU. For the protection/privacy of individual students and that of NTU, students are advised not to share passwords or provide computer access to unauthorized individuals. Students are subject to the NTU Computer and Network Usage Policy.

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

Library Services

The library is located on the main campus. Library users have access to research computers in the 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 provide relevant and timely coursework, information, and training to enhance the learning experience by removing the barriers of both time and place. The E-Learning office is located in Modular Building 8. Contact number is (505) 786-4152.

Continuing Education

The Continuing Education program at NTU offers courses throughout the year, usually in the evening, as weekend special sessions, and during summer session and/or meetings. Credit and non-credit courses are offered for academic, professional, and personal development. Courses are intended to supplement the established educational programs but also to address professional and personal advancement. Continuing Education serves campus students, and the surrounding community of the Navajo Nation with specialized training or instruction. Not all courses are offered every semester and course offerings are continually being changed, up- dated, and revised each semester.

Athletic /Sports Program

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

Intercollegiate Athletics for Men and Women

NTU Intercollegiate teams for men and women include Archery, Cross-country, Rodeo and Track. Winning is the goal, as teams participate in the United States Collegiate Archery Association (USCA), United States Collegiate Athletic Association (USCAA) and National Intercollegiate Rodeo Association (NIRA). These teams excel in their respective national associations. NTU Athletes must follow their sport Association rules and policies. Tryout information for the men's and women's team and student athlete forms can be found on the university website under athletics.

Intercollegiate Athletic Scholarships/Eligibility for Transferring Student Athletes

- A second semester student must pass 12 credit hours, and must have a CGPA of 2.5 or higher in his/her proceeding term.
- Or a student with 24 credits hours or more must have a CGPA 2.5 or higher during the past two preceding terms of attendance (from prior institution(s)).

Financial Support for Athletes

Athletic scholarships, grants-in-aid, and special inducements or privileges for athletes do exist at NTU in accordance with rules governing university athletics. The current year FAFSA form is required to be submitted to NTU financial aid office. NTU scholarships are based on financial need. Beyond athletic aid, student athletes are attracted to NTU for its excellent educational opportunities, its tradition for winning teams, the outstanding coaching staff, and the opportunity to participate and compete as collegiate student athlete.

To be eligible for Athletic Scholarship the next semester, a student athlete must have passed 12 credits or more and have a Cumulating GPA 2.5 or higher in his/her proceeding term.

Club Team/AIHEC Sports for Men and Women

Club Team Sports in which NTU fields teams for men and women include Archery, Basketball, Flag Football, Softball, Soccer, and Volleyball. Winning is the goals as teams participates. These teams excel in their respective sports. NTU Club Team Sports must follow their sports rules as well. There will be Tryouts for the men and women Club Team.

Club Team Sport Eligibility for Transferring Students

- A second semester student must pass 12 credit hours, and must have a Cumulating GPA of 2.5 or higher in his/her proceeding term.
- Or a student with 24 credits hours or more must have a Cumulating GPA 2.5 or higher during the past two preceding terms of attendance (from prior institution(s)).

Team Rules

Each Head Coach will have his/her team rules for their team. Student Athlete will turn in team equipment and uniforms at end of season.

Eligibility for All Sports

For a student to be eligible for any sports competition, the student must conform to the following regulations:

- A student must be a graduate of an accredited high school with a diploma or have earned a General Education Diploma (GED).
- A student must be enrolled in a recognized academic program and be making progress towards a two or four year degree at the attending college.
- A second semester student must pass 12 credit hours, and must have a Cumulating GPA of 2.5 or higher in his/her preceding term.
- Or a student with 24 credits hours or more must have a Cumulating GPA 2.5 or higher.
- Summer and inter-term credit hours can be used to satisfy the 12/24 credit hour and
- Cumulating GPA requirement.

Summer credit hours should be attached to the preceding Spring Semester for eligibility purposes.

Ineligibility for all Sports

- A second semester student does not pass 12 credit hours, and/or Cumulating GPA fall below 2.5 at end of semester is ineligible for the next semester.
- Or a student with 24 credits hours or more Cumulating GPA fall below 2.5 at end of semester is ineligible for the next semester.

Disability students joining a league

If anyone wants to join any athletic program and has documented disability, including a learning disability, and would like to discuss possible accommodations, please see the Disability Accommodations Specialist or the Athletic Director.

Wellness Program

NTU promotes wellness of the body, mind, and spirit, and tangibly supports a culture in which all community members understand, value, and make healthy lifestyle choices.

Eligibility for Wellness Program

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

Non-Competitive Wellness Programs:

Walking for You (W4U)

This cardio program is for individuals to walk, jog, run, or cycle at their own pace. To complete this program an individual needs to complete 30 hours of cardio exercise. When the program is complete the individual will get a certificate of completion.

Strength Training for You (ST4U)

The strength program is intended for an individual who work out and lift weights at their own pace. To complete this program an individual needs to complete 30 hours of work outs. When the program is completed the individual will get a certificate of completion. For more information please contact the Athletic Director:

Crownpoint Campus Wellness Center
P. O. Box 849
Crownpoint, New Mexico 87313
Telephone: (505) 786-4100
Fax: (505) 786-5644

Parking and Transportation

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

Parking is readily available and close to all classrooms. If an escort to and from the parking area is needed, please contact NTU Security in advance. The university is not responsible for problems that arise as a result of missed rides or accidents, and or loss/theft/or damage to personal property. Contact the transportation office at (505) 786-4332 for information.

Section 8: Campus Resources

Student Identification Number

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

Bookstore

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

Instructional Services

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

Distance 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. Contact number is 505/786-4152.

Adult Basic Education (ABE)

Navajo Technical University's Adult Education Program offers classes and tutoring to help adult learners to build basic academic skills to prepare to take a test to attain a high school equivalency diploma. The ABE Program mission statement is "Adult Basic Education is committed to adult learners to enter higher levels of self-reliance and employment opportunities. With the knowledge obtained, adult students will exercise choices and options with effective and productive lifestyles based on Dine cultural principles: Nitsahakees, Nahata, Ii'na, and Shiihasin". For information visit the ABE Office located on the north side of the campus in Modular Building One and Two or call 505-786-4162.

Extension Services

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

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

Extension programs and activities in the region of NTU are based on identified needs of clientele. Needs assessment involves working with advisory committees, key leaders, and partnering organizations; analyzing socio-economic data; consulting with tribal and county government; collaborative planning with 1994 land-grant college located in Northern New Mexico; and other appropriate assessment procedures. Contact can be made by calling 505-786-4165.

Chinle Instructional Site

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

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

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

Teec Nos Pos Course Instructional Site:

Four Corners Regional NTU Instructional site is located in Teec Nos Pos, Arizona and offers courses to students in the four-corner region in northeastern Arizona. The site facilities are located south of Teec Nos Pos Chapter compound, Highway 160 BIE Road N5114. Contact the Teec Nos Pos Coordinator at (928) 656-3600.

Section 9: Other Information

Guests and Visitors

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

Parking Vehicles

Parking areas for students are located adjacent to the efficiency apartments, family housing complex and classrooms. All vehicles must be registered with Transportation Services. Students will be issued parking permits after registering their vehicle. Individuals operating automobiles in an unsafe manner that endanger human lives or property or transporting illegal substances or other illegal activity will be banned from NTU campus for the duration of the school year. If a vehicle is towed, it will be at the owner's expense. All students, who operate a vehicle within the NTU campus, must comply with the Navajo Nation Motor Vehicle Code and NTU Traffic Rules and Regulations. All vehicle owners must have proof of registration, and auto liability insurance in the vehicle at all times.

NTU Campus/Site Closure

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

Radio stations –

KTNN-Window Rock 660 AM; KGAK 1330 AM; KXTC 99.9; NTU-KCZY 107.3 FM

TV stations – KOAT, KOB, KRQE.

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

Computer Services

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

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

Cellular Telephones

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

Telephone Services

Personal long distance calls for bona fide emergencies may be allowed through the counselors' office. Otherwise, students are to use the pay phones. There is a pay telephone located in the cafeteria lobby available during business hours.

Student Dress Code

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

Children

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

Pets/Animals

Pets are NOT allowed in either NTU buildings or NTU vehicles except for assistive animals needed as a reasonable accommodation by a disabled individual. **Do not feed stray dogs.**

Lost and Found

Lost and found items are turned into the administration office. If not claimed the items will be disposed of. NTU is not responsible for any lost or stolen items.

Student Injury or Illness on Campus

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

Any visit to the hospital will be at the student's expense. It is advisable for the student to check with his or her insurance agency to see if hospital visits are covered by his or her health care plan. Students seeking medical care should consult their health insurance plan to identify the health care providers that are included in their particular plan.

Restitution for Lost or Damaged Property

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

Loaned Property from Department/Club

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

Section 10: Campus Safety and Security

NTU Security

The university contracts a third party company for campus security. The officer on duty may be contacted at (505) 786-4345. Preventing a crime and protecting one another is a responsibility shared by all personnel and students on campus. Please promptly report a crime, suspicious activity, or emergencies that occur on campus. Contact Chinle Campus at (928)674-5764.

Clery Act

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

The NTU Security Department reports crime statistics in order to keep track of campus violations. Listed below are statistics of crime on NTU campus per IPEDS reporting of Campus Safety Survey. The crime statistics will be updated periodically.

Arrests - On-Campus	2012	2013	2014	2015
Illegal weapons possession	0	0	0 *	3
Drug law violations	13	6	0 *	3
Liquor law violations	154	97	0 *	16
Arrests - On-Campus Residence Halls	2012	2013	2014	2015
Illegal weapons possession	0	0	0	3
Drug law violations	13	6	11	7
Liquor law violations	112	85	148	44
Criminal Offenses - On-Campus	2012	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offenses - Forcible	1	0	0	0
Sex offenses - Non-forcible (incest and statutory rape only)	0	0	11	1
Robbery	3	2	0	7
Aggravated assault	6	10	4	4
Burglary	0	0	0	6
Motor vehicle theft	0	0	1	3
Arson	0	0	0	1
Criminal Offenses - On-Campus Residence Halls	2012	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offenses - Forcible	0	0	0	0
Sex offenses - Non-forcible (incest and statutory rape only)	0	0	11	0
Robbery	0	0	0	2
Aggravated assault	6	10	4	4
Burglary	0	0	0	2
Motor vehicle theft	0	0	1	3
Arson	0	0	0	0

*included under Resident Halls

Tips for Student Safety

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

- Walk cautiously. Be alert to your surroundings.
- Use well-lit routes. Avoid short cuts through isolated and dark areas.
- Lock all car doors and close all windows when leaving your vehicle unattended.
- Have keys ready when you approach your vehicle. Check the vehicle for intruders before

- getting in. Lock the doors immediately after getting into your vehicle.
- Hang-up immediately if you receive an obscene telephone call.
 - Do not carry or keep large sums of money in your office, residential room, apartment, study area or vehicle. Lock your room doors or apartment every time you leave, and make sure windows are lock.
 - If you are a victim of a crime, or see any suspicious behavior or activity, witness a crime, seek immediate assistance and/or call the police.

Restraining (Protection) Orders

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

Duty to Warn

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

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

Crisis Intervention

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

Purpose

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

Definition

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

Reporting Procedures

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

Fire Drills and Fire Alarms

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

In the case of an actual fire, call 911 or call the following according to location:

Main Campus call the Crownpoint Police Station at (505) 786-2050/2051 or (505)786-7385.

Chinle Site call the Chinle Police Department at (928)674-5222.

Teec Nos Pos site call (505)368-5719

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

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

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

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

Evacuation procedures:

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

Emergency Management Response Plan

The NTU Emergency Management Response Plan (EMRP) provides specific directions and guidance on how the campus community will cope with extreme emergencies such as incidents associated with a Campus lockdown or catastrophic situations whereby a higher order of importance and/or urgency occurs. As such, coordination of activities is dependent upon effective team communication and efficiency. A copy of the Plan is available on the NTU website.

Law Enforcement

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

Medical Emergency, Illness, Health Care

Crownpoint Indian Health Service is available for, call 786-5291; or call the Navajo Police Department at 786-2050. The PHS/IHS is available to all Native Americans for services.

For general health care, non-Native Americans will need to see a private physician.

Section 11: Policies and Procedures

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

Violation of Law and University Policy in General

Alleged violations of or convictions of local, state, or federal law arising from conduct that occurred on campus or off-campus can sometimes be violations of the NTU policies. Similarly, policy violations are sometimes also potential violations of criminal law. The university acknowledges that simultaneous adjudication of a student conduct matter and a criminal case may make the criminal case more difficult for a student to defend or for the prosecutor to prosecute.

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

The dismissal, failure to prosecute, “no bill” from a grand jury, settlement or reduction in charges of any related criminal matter shall not be grounds for a challenge to any student conduct matter initiated or pending under this Handbook. Except in conduct matters involving Title IX allegations (e.g., sex discrimination, sexual harassment, sexual assault, sexual violence, rape, or other sexual misconduct), a student who is the subject of a criminal investigation or case arising out of the same or a related set of facts to a pending student conduct matter may be given the option to postpone the proceedings under Due Process, provided in this Handbook, pending the final outcome of the pending criminal investigation and/or charges. The university’s decision to offer this alternative shall be made only at the initiative of and in the sole discretion of the Dean of Student Services or designee. In exchange, the student may be required to agree to immediately withdraw from NTU and the student may be prohibited from appearing on-campus for any reason without written authorization from the Dean of Student Services. Even with this written authorization, the student may be required to be accompanied by an official escort when on campus. At the culmination of the criminal proceedings, the student may petition NTU to be reinstated as a student. However, NTU reserves the right to deny reinstatement based on the best interest of NTU and the NTU community, even if the student is fully exonerated or the charges are dismissed. If the petition is granted, NTU may pursue the postponed proceedings under Due Process, even if the student was fully exonerated of the criminal allegations or the criminal charges were dismissed.

Because different processes and rights are at stake in a civil case, NTU typically will not provide a student this same option to postpone the proceedings under Due Process pending a civil case. However, in exceptional circumstances, the Dean of Students, or designee, has the sole discretion to make such a decision. The Dean of Student Services, or designee, reserves the right to request police reports or other records for submission to a student’s conduct file for review.

N.T.U. Weapons Policy – Zero Tolerance

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

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

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

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

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

Action: Upon the final determination that a student has violated the NTU Weapons policy, the student will be expelled from the school permanently. If the investigation concludes that the student has not violated the weapons policy, disciplinary action may be warranted as set forth in the Disciplinary Sanctions of this Student Handbook.

Alcohol and Drug-Free Policy

Policy: NTU Drug-Free Campus Policy prohibits the unlawful and unauthorized use, possession, sale, production, and delivery of any illicit drug, or alcoholic beverages on school premises or other school locations. Should a student violate the Drug Free Policy, any of the sanctions listed under Disciplinary Sanctions.

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

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

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

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

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

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

Action: Complaint procedures will be conducted according to the student handbook and the student afforded due process (See sections on *Due Process and Complaints Regarding Student Behavior; Procedures*).

Health Risks Associated with Use of Illicit Drugs and the Abuse of Alcohol: Alcohol and other drug abuse on campus poses a serious threat to the health and welfare of faculty, staff and students. It impairs work and academic performance, jeopardizes safety and wellbeing of other students and members of the general public, and conflicts with the responsibility of NTU to foster a healthy environment for the pursuit of education and training. For complete information, contact the Substance Abuse Prevention Specialist.

Search and Seizure Policy

The following policy recognizes the necessity of conducting searches and seizures from time to time in order to enforce school policy and maintain a safe and drug-free campus.

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

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

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

for issuance of a warrant, unless there is a reason to believe the student is a danger to self and others. Canine units are an extension of law enforcement and are subject to the same restrictions as law enforcement officers.

Basis of Probable Cause:

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

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

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

Probable cause means that a violation has occurred.

1. Emergencies such as fire drills.
2. Pre-announced health and safety checks
3. Maintenance requested by the student, or pre-announced maintenance work or pre-announced request by staff for maintenance work.

To accompany a police officer who has a search or arrest warrant.

General Procedures for Room/Apartment/Campus Search: Residential staff and designated NTU officials have authority to search a room or apartment when there is probable cause that a violation has occurred, when there is a violation, for scheduled inspections or to determine the location of a repair job.

NTU residential staff or other designated NTU officials should use prudent judgment in each case to determine if Security should be present. Upon entering, if occupants are present, the occupant must be informed of the intent to search the room or apartment.

1. The article/item must be defined before a search begins. (I.e. alcohol, drugs, weapons, etc.).
2. After beginning the search, any illegal substance or contraband in “plain view,” even if unrelated to the original incident can be seized and included in the incident report.
3. Lockers, desks, NTU furniture, student family housing and efficiency apartments, and similar storage facilities located on NTU campus, are school property and remain at all times under the control of the school, and subject to inspection. Persons using such facilities are expected to assume full responsibility for the security of their lockers and desks and similar storage facilities.

4. A search may be conducted by school officials for any reasons at any time, without notice and without consent, in accordance with this policy, to insure the safety and health of students, faculty, and staff.
5. An incident report will be written by the residential staff and/or the designated NTU, who conducts the search.
6. No NTU official will search a student's personal belongings, unless there is probable
7. cause based on the five senses, to believe a student has an illegal substance or contraband subject to confiscation in the closed container, belongings, etc.
8. A courteous, non-threatening request to search the closed container, belongings, etc. may be done. If the student refuses and there is no probable cause, a search shall not be conducted.

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

General Procedures for Vehicle Search:

Persons are permitted to park on school premises as a matter of privilege, not of right. The University retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of vehicles on school property. Such patrols and inspections may be conducted without notice and without consent. In the course of such examination, if the designated NTU officials notice a clear violation, the official may prepare an incident report according to existing procedures.

1. Designated NTU officials will not search a student's vehicle unless the student is present and there is probable cause. The interiors of vehicles on school property may be inspected whenever probable cause has been established that contraband is within such a vehicle. Any contraband found will be held until a law enforcement officer arrives.
2. A designated NTU Official may obtain verbal consent for a vehicle search. He/she may make a reasonable attempt to locate a student during the hours of 8 am – 10 pm by going to the students' room and knocking to see if he/she is there for the purpose of obtaining consent. If a student refuses to consent, a search shall not be conducted. However, it shall be prima facial evidence of a violation (i.e., confiscation is not necessary) if discernible paraphernalia, or opened cans with clear odor of alcohol are detected, or unopened beer cans or other unopened bottles with visible amounts of liquid are in plain view in the vehicle as observed by the official. (An open, visible beer can or bottle containing no liquid is not prima facial evidence for a violation.) The designated NTU official may confiscate the offending material observed in plain view if the window is opened or if the student gives consent to open the vehicle.
3. Consent by a student is limited to the area consented to be searched.
4. The scope of the search is in the areas of the vehicle only where alcohol or drugs or other contraband could reasonably be found.

Examples are: a glove compartment, under the seats, bed of the truck or in the trunk. Examples are: Odor of alcohol emanating from the vehicle; clear view of beer can or other alcohol container; clear view of apparent drugs or drug paraphernalia; and open container of liquid smelling of alcohol.

5. An incident report will be written on the owner of the vehicle, plus occupants, even if they are not consuming.

Tobacco-Free Campus Policy

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

1. The use of tobacco is prohibited within University buildings, walkways, in university vehicles, and on university owned property.
2. This policy applies to all faculty, staff, students, contractors, vendors, and visitors at all university campuses and locations.
3. This policy prohibits the use of any oral tobacco product.
4. Smoking will only be permitted on campus for ceremonial or religious use.
5. Successful implementation of this policy requires a University-wide cooperative effort.
6. All members of the university community are urged to assist in this endeavor.
7. Complaints concerning NTU employees should be brought to the attention of the employee's immediate supervisor or in the alternative to the Human Resources Department.

Complaints concerning students should be brought to the attention of a campus security officer, who may refer the matter to the Dean of Student Services; and any official actions taken will be in accordance with the Student Code of Conduct. It is anticipated that violators would first be admonished and provided with educational literature. Disciplinary measures would be expected to be reserved for repeat infractions and infractions that interfere with the University's academic or workplace needs or responsibilities. Visitors who fail to comply with the policy may be prohibited from remaining on or returning to campus. In all cases, Campus Security will assist in helping students and employees who identify a violation.

Sex Discrimination Policy

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

Sex Discrimination (Including Sexual Harassment, Sexual Assault, Sexual Violence, Stalking, Rape, Other Sexual Misconduct, or Retaliation) is prohibited by Title IX (see Section 1.5.1.1 "Title IX of the Education Amendments Act of 1972"). As used in the Student Handbook, "sex discrimination" includes sexual harassment, sexual assault, sexual violence, stalking, rape, all other forms of sexual misconduct, or retaliation. NTU prohibits any act of sex discrimination, including all forms of sexual misconduct.

For information on reporting any type of sex discrimination contact the Provost, Dean of Student Services, or Human Resources office.

Prohibited Sexual Misconduct:

Sexual misconduct is a broad term encompassing any unwelcome act of a sexual nature perpetrated by any person against another without that person's consent or when that person is unable to freely give consent. Sexual misconduct occurs regardless of whether there was intent to harm another. Incidents of a sexual nature which do not involve physical contact (e.g., offensive sexual words, comments, gestures, videos or pictures) may be sexual misconduct. Sexual misconduct can occur between people of different genders or people of the same gender, or

between an individual and a community of people. It can occur before or after consensual sexual activity. The following types of sexual misconduct are prohibited by the

Standards of Student Conduct:

1. Sexual Harassment – Conduct that constitutes sexual harassment can be verbal, visual or physical and may be through telephone or electronic contact. It may be direct or explicit or it may be inferred from the conduct, circumstances and relationship of the individuals involved. What constitutes sexual harassment will vary with particular circumstances, but it generally consists of unwelcome sexual advances, explicit or implicit requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
 - Submission to or rejection of such conduct is an explicit or implicit term or condition of education, employment, or participation in other university activities;
 - Submission to or rejection of such conduct is used as a basis for an employment, academic, or research decision affecting the individual;
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's work, academic performance, or status; or
 - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive University environment.
2. Behavior is sexual in nature if a reasonable person could have interpreted the alleged behavior to be sexual. The intent of the person who is alleged to have committed sexual harassment is not relevant in determining whether sexual harassment has occurred.
3. Public Indecency – Masturbating or flashing/exposing breasts or genitals to others in a public and/or uninvited manner. It also includes engaging in an activity in public appearing to an ordinary observer to be sexual conduct or masturbation.
4. Voyeurism – Trespassing, secretly invading the privacy of another, spying or eavesdropping upon another, usually with the purpose of sexually arousing or gratifying oneself (e.g., watching a person or persons in an intimate setting without that person's permission). Voyeurism may involve telescopes, still and video cameras, audio recording, or other technologies.
5. Stalking – A pattern of conduct by a person with a sexual, romantic or gender-based motivation that causes or is intended to cause another person to believe that the offender will cause physical harm or mental distress to the other.
6. Non-Disclosure of Known Positive HIV Status or STD – Individuals are responsible for disclosing any known positive HIV status or known sexually transmitted disease prior to engaging in any act that could spread the disease or infection.
7. Sexual Exploitation – Without the person's Consent, taking sexual advantage of another for one's benefit or the benefit of a third party.
8. Sexual Imposition – Sexual touching of another when the touching is unwanted or offensive to the other person, including the touching of thighs, genitals, buttocks, the pubic region, or the breast/chest area, without the person's Consent, or when Coercion is used.
9. Sexual Assault – Sexual Assault occurs when an Act is committed by (a) physical force, violence, threat, or intimidation; (b) ignoring the objections of the other person; (c) causing another's intoxication or impairment through the use of drugs or alcohol; or (d) taking advantage of another person's inability to Consent. All sexual misconduct involving physical force, violence, threat or intimidation falls under the definition of sexual assault and will be treated as such.

10. Rape – Rape is any act involving vaginal or anal penetration (with any body part or object) or oral sex by a man or a woman that takes place without the other person’s consent or that is coerced.
11. Retaliation – Retaliation against a person complaining of sexual misconduct is prohibited.
12. Sexual Misconduct – Other – A student may be found responsible for “sexual misconduct – other” if his or her actions meet the broad definition of sexual misconduct but do not meet the specific definition of any particular type of sexual misconduct listed in this section.

Important Definitions for Understanding Sexual Misconduct

1. “Act” means a sex act, including but not limited to sexual intercourse, anal sex, oral sex, sexual penetration with an inanimate object, the touching of a person's intimate parts (including genitalia, groin, breast, buttocks, or clothing over these parts), or compelling a person to touch his or her own or another person's intimate parts without consent.
2. “Coercion” means compelling another person to do something through emotional or physical pressure, threats, or other forms of intimidation. Real or perceived power differentials between individuals also may create an atmosphere of coercion that can significantly impair a person's ability to Consent.
3. “Consent” means words or actions that demonstrate an affirmative, knowing and voluntary agreement to engage in a mutually agreed-upon sexual act. Consent must be informed and freely given. Consent is invalidated when it is forced, coerced, or when a person is physically and/or mentally incapable of giving consent. For example, a person who is substantially impaired by drugs or alcohol may not be able to consent. Some signs of substantial impairment may include, but are not limited to, loss of balance/inability to walk without stumbling, slurred speech, inability to focus their vision, vomiting, erratic or extreme behavior, knowledge of person’s significant use of drugs or alcohol, or passing out.

NOTE: Consent is an active, on-going process. It can be withdrawn at any time, and consent for one sexual act does not imply consent for another subsequent sexual act. Consent, a lack of consent or a withdrawal of consent can be expressed by words or actions or both. For example, verbal silence or the absence of physical resistance does not automatically mean someone has consented to.

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

Reporting: A student who feels that he/she has been sexually harassed involving another student should contact the Dean of Student Service, Provost, or Human Resources office.

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

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

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

Student/Staff Relationships (Fraternization)

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

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

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

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

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

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

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

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

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

Section 12: Other Prohibited Conduct

Faculty, staff and other employees, as well as students of NTU, should be able to perform their professional delegated and assigned duties without interference, obstruction or physical danger. The prohibited conduct listed below are intended for the safety and protection of the NTU faculty, staff and students. Students shall honor and respect and not impede faculty, staff and students from being detracted in their learning environment.

Violations of the Navajo Nation Criminal Code such as assault, battery, theft, destruction, endangerment, fraud, harassment, sexual assault, robbery, stalking, threat, trespassing, and hazing are prohibited and shall be referred to the appropriate law enforcement. Alleged violations will also be dealt with according to the NTU Policy and Procedures through the Complaint Reporting and Disciplinary procedures set forth in this Student Handbook.

Harassment: Harassment is the creation of a hostile or intimidating environment, in which conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual's life by affecting the person physically or emotionally. Such harassment will not be tolerated. Harassment can be uninvited or unwelcome verbal, physical or visual conduct including electronic communication. Harassing conduct is often, but not always in reference to the individual's or a group of individuals' sex, gender, identity, race, color, economic status, class, religion, cultures, national origin, citizenship, veteran status, ethnicity, sexual orientation, gender identity and expression, position, age, handicap or disability. Verbal conduct may be either oral or written words, such as epithets. Physical conduct may include assault or battery, physically interfering with, blocking or impeding an individual's normal movement. Visual conduct may include drawings, pictures, cartoons or derogatory posters (None of these descriptions are intended to describe all manners of the particular type of conduct).

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

Hazing: Any intentional or reckless act, or coercion of another to act, that is an implicit or explicit condition for initiation into, admission to, affiliation with, or continued membership in any group or organization, and which causes or creates a substantial risk of causing mental or physical harm, harassment, discomfort, embarrassment, or ridicule to any person.

Physical Abuse/Violence: Physical Abuse/violence includes but is not limited to stalking, unwelcome physical touch, physical, verbal, or written threats, and/or other inappropriate communications. Also included are actions or expressions that might cause or contribute to violent situations, or that create a clear and present danger of violent situations.

Property Damage/Neglect: Engaging in the misuse, vandalism or damage to University, group or private property or failing to take proper care of the facilities, equipment, services and space provided by NTU for student use.

Fire/Fire Safety Violation: Engaging in arson or the irresponsible use of fire, or fire safety equipment including smoke detectors, fire alarms, extinguishers, etc. or failing to follow fire drill or other emergency procedures.

Theft: Theft of University or personal property of another, including possession of stolen property, attempted theft, conspiracy to steal, misappropriation of university property or services, misappropriation of personal property and identity theft.

Abuse/Misuse of Technology: Theft of or tampering with computer equipment, including unauthorized entry or use, alteration of information, or misuse of records.

Unauthorized Access: Engaging in the unauthorized entry, trespassing or tampering with respect to university premises, facilities, or properties or engaging in the unauthorized possession, duplication, or use of University keys.

Disorderly Conduct: Disorderly, lewd, indecent, or obscene conduct (including public urination) on or off university premises or at University sponsored or supervised activities including, but not limited to academic classes and activities.

Complicity: “Complicity” means allowing a violation to occur, whether by enabling the violation or failing to report it. Students may be held responsible for complicity for being present during a violation of the Student Conduct. Students may also be held responsible for any Code of Conduct violation that is occurring. It is the responsibility of each student to make a prudent choice when he or she becomes aware of a violation. Those choices include: 1) leaving the situation immediately; 2) advising those in violation of the Student Conduct to cease behavior and then leave the situation immediately thereafter; 3) reporting the violation of the Student Conduct and leaving the situation immediately; or 4) staying and possibly being charged with a violation of the Student Conduct.

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

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

Disorderly/Disruptive/Damaging Behavior: The maintenance of a community environment conducive to learning, academic success and positive relationships is dependent upon the cooperative efforts of all community members, including students. As such, disorderly, disruptive and damaging behavior is prohibited. Any student who disregards the rights of individuals or the community, causes physical damage to property, or interferes with the normal functioning or safety of the community is subject to violation of university policy. Lewd, indecent or obscene conduct may constitute a violation of this policy. This prohibited conduct can be violated by a single act of disorderly, disruptive or damaging behavior or a pattern of any such behavior. Patterns of behavior may be a succession of related acts or a series of actions over a period of time.

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

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

Solicitation: Individuals are prohibited from sponsoring or hosting the sale of products or devices on campus, or using University resources or technology for the sale or distribution of any products or devices, without written permission from the Dean of Student Services or designee. Door-to-door solicitation is strictly prohibited.

Student Conduct at NTU Events: Students are prohibited from engaging in any conduct, which may be illegal, offensive, or disruptive at any NTU event. Such activities may include, without limitation, throwing or projecting objects of any kind, wearing inappropriate, inflammatory, or offensive clothing, using disruptive or abusive language or gestures, interfering with the progress of any event, or entering the floor, field, track, or playing surface of any athletic facility before, during, or after an event without prior approval. Any student who violates this Section may be immediately ejected from the event and suspended from attending future NTU events. This includes on and off-campus events.

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

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

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

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

Section 13: Handling of Student Conduct Matters

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

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

Reporting of Complaint or Violation

How to Report an Incident Believed to be a Violation

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

Amnesty - The university strongly encourages victims and individuals to report all student conduct violations, especially sex discrimination, violence in general (including sexual violence) and medical emergencies. It is likely that many victims may be hesitant when it comes to reporting conduct that he/she believes violates a university policy because of fear that they personally may be accused of violating certain policies in connection with the incident they are reporting. Underage drinking is a common example of conduct that may have occurred during an incident involving conduct that is in violation of the NTU policy. However, because it is so important for individuals to report serious incidents in order to encourage reporting, NTU will not charge a victim who was participating in a non-violent violation (e.g., unauthorized use of alcohol) at the time of the violent incident or that related to the violent incident or at the time in which the violent incident occurred. NTU may also provide amnesty for students who report medical emergencies that may have occurred during an incident that involves a potential conduct violation. In such cases, however, NTU has the discretion to impose educational sanctions that is intended to engage the student in a positive learning experience related to the student's inappropriate behavior.

Administrative Action regarding Complaints/Violations

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

Interim Measures for Individuals and/or the Campus Community

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

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

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

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

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

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

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

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

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

Section 14: Due Process

Students can expect discipline to be implemented through established procedures containing all elements of due process for the adjudication of charges, and the opportunity for continued NTU involvement (as appropriate) until the infraction is resolved. Residential students who commit violations within the residential compound should be referred to the Residential Handbook.

Notice of Violation

If the Dean of Student Services or designee determines that there is validity to the complaint and the complaint alleges a violation of the NTU Student Code of Conduct or other policy within the Student Handbook, the Dean or designee, shall initiate the disciplinary process by providing written notice of the complaint/violation to the individual(s) involved within four (4) working days of the filing of the complaint.

The written notice (i.e., charge letter) shall include the provisions of the NTU Student Code of Conduct and/or other policy within the Student Handbook alleged to have been violated by the student, the facts alleged to constitute the violation, the procedures to be followed, the student's right to a hearing and the student's right to be represented by a person of their choice. The person, filing the complaint, shall be referred to as the Complainant, and the student, alleged to have committed a violation, shall be referred to as Respondent.

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

Alternate Resolution Process

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

and have the matter proceed to a Student Conduct hearing. Any matter resolved through the Alternate Resolution Process is not subject to appeal. Failure by the Respondent to participate fully and actively in the alternate resolution process, after agreeing to do so, may result in the matter being referred back to a Student Conduct hearing.

Alternate Resolution Process may be offered and may begin before or after a charge letter is issued to the respondent. If before, then a charge letter may or may not be issued before the resolution.

Student Conduct Hearings

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

Timing of Hearing process

Depending on the circumstance of each case, it may become difficult, impractical, or impossible to handle a case within the timeframe allocated, as set forth in this Handbook; as such, all timeframes may be altered at the sole discretion of the Dean of Student Services.

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

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

Student Rights and General Information Pertaining to All Student Conduct Hearings

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

General Information

1. The student being charged with an alleged violation of the Student Code of Conduct or
2. NTU policy is referred to as the "Respondent."
3. In some cases, the Respondent's alleged conduct may have personally adversely affected another individual. Generally, that other individual may choose to act as the "Complainant" within the Hearing process; as a witness only; or not be involved in the hearing in any capacity.
4. As NTU administers hearings in accordance with these procedures, it reserves the right to collect and offer information and present witnesses to be considered by the Hearing Officer. The people acting on behalf of NTU for these purposes are identified later in these procedures.
5. The purpose of a hearing is to determine if a Respondent is "responsible" or "not responsible" for the alleged violation of the Student Code of Conduct or NTU policy.
6. A Respondent will be found "responsible" if responsibility for the charged violation is established by a "preponderance of the evidence." This means that the Hearing Officer has determined that it is "more likely than not" that the Respondent violated the Student Code of Conduct or NTU policy at issue.
7. The Respondent, Complainant and NTU shall identify the witnesses to be called at a hearing. Only witnesses with knowledge directly related to the pending charges will be allowed to testify at the hearing. If he or she has not already done so in conjunction with the

preparation of his or her report, the Dean of Student Services or designee may interview a witness prior to the hearing so that the Dean of Student Services can determine if the witness has knowledge directly related to the pending charges. Witnesses may be dismissed from the hearing if testimony is based on opinion or perceived character alone. A Hearing Officer may reasonably limit the scope of examination and time to be devoted to each item of discussion during the hearing, including the number of people testifying or providing information. Specifically, corroboration provided by witnesses shall be allowed where appropriate, but repetitive testimony, discussion or witness material may be limited.

8. The Respondent and Complainant may each submit one written statement on his or her own character which will be read at the hearing.
9. Student conduct hearings are not governed by the rules of evidence used by courts. The hearings shall be recorded. The Hearing Office shall determine whether documents presented at the hearing shall be included in the hearing record by marking each document as either admitted into the hearing record or admission denied.
10. At the Dean of Student Services' discretion, multiple incidents involving the same individual may be considered in one hearing.
11. At the Dean of Student Services' discretion, charges against multiple Respondents charged with the same or related violations arising out of one or more related incidents may be considered in one hearing.

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

Rights of the Respondent

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

Advisor may attend the hearing. The Advisor may not be the Respondent's parent, even if the parent is a member of the NTU community. The Respondent may be represented by legal counsel, the cost of which shall be the responsibility of the Respondent.

7. The Respondent has the right to submit a request for appeal of the outcome of a hearing.

Rights of the Complainant

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

1. The Complainant has the right to be present throughout the hearing but not during the deliberation of the Hearing Officer.
2. The Complainant has the right to hear all of the information presented and to question the Respondent and any witnesses who testify at the hearing, except that the Complainant will not be permitted to directly question the Respondent regarding alleged Title IX violations such as sex discrimination, sexual harassment, sexual assault, sexual violence or rape. Questions in those cases will be posed by the Complainant to the Hearing Officer and then transmitted to the Respondent unless deemed inappropriate or irrelevant by such officer.
3. The Complainant has the right to present relevant information and witnesses to substantiate his or her position. Witnesses must be present at the hearing and their lack of attendance is not cause for appeal. If a witness has a conflict, the Dean of Student Services may, in his or her sole discretion, approve submission of a written statement, signed under oath before a Notary Public, in advance of the hearing to be introduced at the hearing.
4. The Complainant has the right to be assisted in all matters within the Hearing process by a current member of the NTU community (student, faculty, or staff member) (the "Advisor"). The Advisor may help a Complainant prepare his or her position, but may not to present the Complainant's position or speak for or on behalf of the Complainant at the hearing. The Advisor may attend the hearing. The Advisor may not be the Complainant's parent, even if the parent is a member of the NTU community. The Complainant may be represented by legal counsel, the cost of which shall be the responsibility of the Complainant.
5. In matters involving allegations of sex discrimination (including sexual harassment, sexual assault, sexual violence, stalking, rape, other sexual misconduct, or retaliation), the Complainant has the right to request to be separated from the Respondent during the hearing. The Complainant's request will be accommodated unless to do so would result in some fundamental unfairness (such as where, for example only, the Complainant's identity is an issue) and so long as the student's rights to hear all information presented are preserved. This will be done so that the Hearing Officer can see and communicate with, both the Complainant and the Respondent. For example, the Complainant and Respondent may be separated from one another by a barrier wall.

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

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

Confidentiality and Disclosures General Confidentiality

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

Required Disclosures

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

Permissible Disclosures

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

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

Reasons for Requesting an Appeal

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

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

Review of a Request for an Appeal

The Dean of Student Services will review the request for an appeal to determine if the request provides sufficient factual basis for one of the four grounds for an appeal. If the Dean of Student Services finds that the request is insufficient, he or she will provide the appealing party with written notification that the request for an appeal is denied within five (05) business days of the filing of the appeal request. A copy of this notification will be sent to the Respondent, and to the non-appealing Complainant or victim regarding charges involving allegations which if proven would constitute crimes of violence or non-forcible sex offenses. If the Dean of Student Services determines that the request for appeal provides sufficient factual basis for at least one of the four grounds for appeal, the appeal request will be granted. The appealing party will receive notification within five business days of the filing of the appeal request that includes: (a) an explanation that granting the request for an appeal means the appeal will be conducted and does not mean any conclusions have been made as to the merits of the appeal; (b) a general description of how the appeal will be conducted, including any times and dates with which the appealing party must comply; (c) a request for written statements if the Dean of Student Services desires such statements; (d) at least a general timeline that includes due dates, if any, dates for meetings, if possible, and timelines for making a determination. The same notification will be sent to the non-appealing Respondent, and Complainant or victim regarding charges involving allegations which, if proven, would constitute crimes of violence or non-forcible sex offense.

Conducting the Appeal If Granted

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

Composition and Selection of Appeal Panel

The Appeal Panel shall be composed of three (3) members consisting of one (1) faculty member, one (1) member of the administration and one (1) student. The Dean of Student Services shall appoint the members of the Appeal Panel at the same time that the appeal request is granted with notice of the Appeal Panel's composition issued to the parties entitled to notice that the appeal request is granted.

Appeal Meeting

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

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

Written Statements

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

New Evidence

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

Final Decision

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

Section 15: Disciplinary Sanctions

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

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

Parental Notification In accordance with the Family Educational Rights to Privacy Act (FERPA) of 1974, NTU may notify the parents/legal guardian of any student under the age of 21 of any violation of a federal, state, or local law, or university policy regarding the use, or possession

of alcohol or a controlled substance. Additionally, the university may choose to notify the parents/legal guardian of a dependent student if the student has violated the Student Code of Conduct or NTU policy and is in jeopardy of being removed from university-owned housing. Any mention within this document to parental notification will be subject to the conditions set out in Section 3.6.3.3.

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

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

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

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

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

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

Behavioral Probation: The sanction of university probation involves a formal notice to the student that the behavior in question is unacceptable within the NTU community. Probation is for a fixed period of time, which normally will not be less than one semester. A student placed on probation faces the following consequences during the probationary period: (1) ineligibility for serving as an officer or leader of a university or student organization, committee, board, or council; and (2) the student is not considered to be in good standing with NTU. Probation may be imposed (at the

discretion of the Hearing Officer) in conjunction with the “Limitation on Activities” sanction which may further limit a student’s involvement in university activities. If the unacceptable behavior continues, or if other inappropriate behavior follows, more severe action will be taken, including the possibility of suspension or expulsion.

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

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

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

Benchmark Sanctions: In addition to the typical sanctions that may be imposed, additional or more severe sanctions may be imposed if a student is found to have engaged in certain prohibited conduct. If a student is found “responsible” for certain types of violations, the following benchmark sanctions are a starting point for determining the appropriate sanction. Actual sanctions imposed are determined on a case-by- case basis and may be greater or lesser than the benchmark sanctions. These benchmark sanctions are intended to offer guidance to the individuals and panels imposing and recommending sanctions, and to alert students of the serious nature of certain violations. Although benchmarks are only provided for certain violations, sanctions may be imposed for violations which are not included in this list. Further, this list does not limit the forms of sanctions which may be assessed through the Student Conduct Hearing process.

Sex Discrimination (Including Sexual Harassment, Sexual Assault, Sexual Violence, Stalking, Rape, Other Sexual Misconduct, or Retaliation)

1. *Rape.* The benchmark sanction for rape is expulsion.
2. *Sexual Assault.* The benchmark sanction for sexual assault is expulsion.
3. *Sexual Imposition.* The benchmark sanction for a student who is found responsible for sexual imposition is a one year suspension from classes and all activities, and removal from campus.
4. *Non-disclosure of known positive HIV status or STD.* The benchmark sanction for a student who is found responsible for failing to disclose a known positive HIV status or STD is a one year suspension from classes and all activities, and removal from campus.
5. *Sexual Harassment.* The benchmark sanction for a student who is found responsible for sexual harassment is a one semester suspension from classes and all activities, and removal

from campus.

6. *Public Indecency*. The benchmark sanction for a student who is found responsible for public indecency is a one semester suspension from classes and all activities, and removal from campus.
7. *Voyeurism*. The benchmark sanction for a student who is found responsible for voyeurism is a one semester suspension from classes and all activities, and removal from campus.
8. *Stalking*. The benchmark sanction for a student who is found responsible for stalking is a one semester suspension from classes and all activities, and removal from campus.
9. *Sexual Exploitation*. The benchmark sanction for a student who is found responsible for sexual exploitation is a one semester suspension from classes and all activities, and removal from campus.

Other Sexual Misconduct. The benchmark sanction for a student who is found responsible for other sexual misconduct is a one semester suspension from classes and all activities, and removal from campus.

Non-Compliance with University Sanctions. If a student fails to complete a sanction(s) then additional sanctions may be imposed.

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

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

1. Head of Department receives the complaint.
2. Process the complaint within 48 hours for Department Head to perform paperwork.
3. Student referred to Counseling Department.
4. Resolve conflict with all involved individuals.
5. Other resources available include instructional departments (directors and deans) and advising and counseling services.

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

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

Phone Numbers

NTU Main Campus

Main Campus	(505) 786-4100
Admission's Clerk	(505) 786-4107
ABE/GED Office	(505) 786-4226
ABE/GED Director	(505) 786-4206
Book Store	(505) 786-4371
Cafeteria (Food Services)	(505) 786-4128
Career Advisor	(505) 786-4181
Job Placement Coordinator	(505) 786-4114
Childcare Center	(505) 786-4122 and 4198
Chief Financial Officer	(505) 786-4327
Copy Services Operator	(505) 786-4166
<i>Counseling Department:</i>	
Academic Advisor – First Year Experience	(505) 786-4337
Academic Counselor	(505) 786-4328
Academic Counselor – First Year Experience	(505) 786-4340
Special Needs Counselor	(505) 786-4138
Substance Abuse Specialist	(505) 786-5953
Data Assessment Director	(505) 786-4111
Dean of Instruction	(505) 786-4113
Dean of Student Services	(505) 786-4104
Facility Manager	(505) 786-7905
Education Outreach Director	(505) 786-4163
E-Learning Coordinator	(505) 786-4152
Extension Agent	(505) 786-4165 and 4161
Financial Services Administrative Assistant	(505) 786-4184
Financial Aid Officer	(505) 786-4183
Financial Aid Technician	(505) 786-4309
Fleet Management Coordinator	(505) 786-4207 and 4209
Human Resource Office	(505) 786-4110 and 4109
Instructional Department Administrative Assistant	(505) 786-4101
IT Department	(505) 786-4194
Institutional Development	(505) 786-4193
Library	(505) 786-4300, 4301, and 4130
Maintenance Department	(505) 786-4211
Maintenance Supervisor	(505) 786-4188
President	(505) 786-4112
President's Administrative Assistant	(505) 786-4151
Provost	(505) 786-4102
Recruiter	(505) 786-4182
Registrar	(505) 786-4180
Registrar's Assistant	(505) 786-4326
STEM Lab/Tutoring	(505) 786-4125
Residential Manager	(505) 786-4175
Senior House Monitor	(505) 786-5960

Student Services Administrative Assistant	(505) 786-4310
Title III Director	(505) 786-4103
Veterinarian Office	(505) 786-4150, 4176, and 4178
Warehouse	(505) 786-4189 and 4190
Webmaster	(505) 786-4162

Crownpoint Community Emergency

Navajo Police Department	(505) 786-2050 or 2051
New Mexico State Police	(505) 863-9353
Crownpoint Indian Health Service Hospital	(505) 786-5291
Local Ambulance	(505) 786-6218
Volunteer Fire Department	(505) 786-7385
New Mexico Poison Control & Drug Inform. Ctr.	(800) 432-6866
National Poison Control & Drug Inform. Ctr.	(800) 222-1222

Chinle Instructional Site

Main Office Academic	(928) 674-5764
Academic Advisor	(928) 674-3518
Academic Counselor	(928) 674-3697
Administrative Assistant	(928) 674-5764
Admission & Enrollment Clerk	(928) 674-5765
Transportation Financial	(928) 674-5764
Aid Officer Financial Aid	(928) 674-5772
Technician Registrar	(928) 674-5769
Assistant Security	(928) 674-5765
Site Director	(928) 674-5762
Site Associate Director	(928) 674-5761
	(928) 674-5761

Chinle Community Emergency

Navajo Police Department	(928) 674-2111 or 2112
Fire Department	(928) 674-5222
Hospital	(928) 674-5222
	(928) 674-7001

Teec Nos Pos Instructional

Site Director	
Teec Nos Pos Community Emergency	(928) 656-3600
Navajo Police Department (Shiprock)	(505) 368-1350
Fire Department (Shiprock)	(505) 368-1350
Hospital (Shiprock)	(505) 368-5719
	(928) 368-6001