

**CHAPTER ONE
THE OFFICE OF NAVAJO NATION SCHOLARSHIP
AND FINANCIAL ASSISTANCE PROGRAMS**

ARTICLE 1. GENERAL INFORMATION/PROVISIONS

§1. The Office of Navajo Nation Scholarship and Financial Assistance Program's purpose is to serve eligible Navajo people and provide them the opportunity to achieve their educational goals. This opportunity is provided as a privilege with the intent that recipients, upon graduation, will return to the Navajo Nation to apply their learning to benefit the continuing development of the Navajo Nation.

§2. The Office of Navajo Nation Scholarship and Financial Assistance Program (hereafter referred to as ONNSFA) of the Division of Diné Education is the executive entity responsible for the administration of financial aid and academic scholarship programs for the benefit of the Navajo people pursuant to Resolution GSCAP-35-01 of the Government Services Committee of the Navajo Nation Council and 10 N.N.C. Section 124.

§3. There are specific administrative and legal requirements for each scholarship and financial assistance program based on the source of funds. The policies that follow are controlling and binding upon submission of a signed application and receipt of scholarship and/or financial assistance from the ONNSFA.

§4. Due to the specific administrative and legal requirements for each scholarship and financial assistance program, the specific policies of each program must be reviewed as issues arise for clarification.

ARTICLE 2. PRIVACY ACT STATEMENT

§5. All applicant files shall be kept confidential by ONNSFA. In order for ONNSFA to disclose information regarding an applicant, the applicant must submit a signed disclosure statement, specifying the individuals and/or entities to receive the information to ONNSFA.

ARTICLE 3. DEFINITIONS

§6. For purposes relating to the Office of Navajo Nation Scholarship and Financial Assistance Programs, the following definitions shall apply to the policies and procedures herein:

- (a) Academic Term: the duration of one semester, one quarter, one trimester or appropriate amount of summer sessions as required for a specific institution.
- (b) Academic Year: the duration of two (2) semesters, two (2) trimesters, or three (3) quarters including appropriate summer sessions as required for a specific institution.
- (c) Applicant: any person who has applied for Navajo scholarship and/or financial assistance through the ONNSFA.
- (d) Applicant Continuing: an applicant who is no longer a first time applicant, having been awarded a scholarship and/or financial assistance for the preceding academic term and already having a student file on record with the ONNSFA. All applicants qualifying under this definition shall be required to submit an updated ONNSFA Navajo scholarship application, an updated official transcript and a Financial Need Analysis and shall not be required to resubmit a Certificate of Indian Blood (unless a name change has occurred) or Letter of Admission.
- (e) Authorized transfer: officially withdrawing from an institution and enrolling in another institution with prior notice given to ONNSFA.
- (f) Award: upon eligibility and availability of funds, to confer upon an applicant a specified amount of money in scholarship and/or financial assistance for an academic term or academic year.

- (g) Certificate of Indian Blood (CIB): a certified document issued by the Navajo Nation Enrollment Office verifying that an applicant is 1/4 or more Navajo Indian blood quantum.
- (h) College Bridge Program: a program to facilitate the transfer of students from junior colleges to four (4) year institutions by enhancing their reading, writing and math skills.
- (i) College Developmental Program: P.L. 93-638 funds are used to assist applicants needing remediation coursework in math, reading and writing to enable the applicants to begin college level courses.
- (j) Contract Funds: funds provided to the Navajo Nation through the Public Law 93-638 contract. The major purpose of the federal financial assistance program is to assist financial need based applicants to pursue their post-secondary education. Ten percent (10%) of the contract funds are set aside for the Chief Manuelito Scholarship.
- (k) Corporate Funds: annual grants to the Navajo Nation by private corporations for financial assistance and scholarships.
- (l) Credit Hour: a unit of measurement referring to the amount of credit a student receives for completion of one (1) or more courses per academic term. Credit Hours are measured differently according to whether the institution the student is attending is on the semester, quarter or trimester system. In general, the ONNSFA refers to semester credit hours, whereby one (1) trimester credit hour equals one (1) semester credit hour and one (1) quarter hour equals 66% of a semester credit hour.
- (m) Disqualification: suspension of funding for one or more academic terms due to violation of the general or specific policies herein, as outlined at Article 11.
- (n) Fellowship: a merit-based award, determined according to the applicant's academic performance, rather than an award based on financial need.
- (o) Field Based Program: a program which allows a student to maintain their family, community or career commitments and pursue a Bachelor or Masters degree in their community with the assistance of an adjunct faculty or mentor.
- (p) Financial Need Analysis: a determination of financial need based on the projected cost of education for one academic year minus financial assistance, scholarships, grants or family contributions.
- (q) Financial Need Based: financial assistance funds awarded based on the estimated amount of assistance an applicant will require to supplement the resources theoretically available from that student and his/her family as determined according to the Financial Need Analysis.
- (r) Flat Rate: a flat rate for summer sessions; the rate is limited to tuition, fees, books and supplies.
- (s) Freshman: an applicant admitted to a post secondary institution with zero to thirty (30) semester credit hours or equivalent amount of quarter or trimester credit hours.
- (t) Full Time Graduate Student: an applicant enrolled in a masters program and carrying nine (9) or more semester credit hours, or equivalent amount of quarter or trimester credit hours, during an academic term; or enrolled and carrying nine (9) or more credit hours during an eight (8) week summer session or twelve (12) credit hours during two five (5) week summer sessions; or enrolled in summer session internships/externships considered full time by the institution, but which are less than the prescribed credit hour thresholds, except as otherwise provided herein.
- (u) Full Time Undergraduate Student: an applicant pursuing an associate or baccalaureate degree and carrying twelve (12) or more semester credit hours, or equivalent amount of quarter or trimester credit hours, during an academic term; or enrolled and carrying nine (9) or more credit hours during an eight week summer session or twelve (12) credit hours during two five week summer sessions; or enrolled in

summer session internships/externships considered full time by the institution, but which are less than the prescribed credit hour thresholds, except as otherwise provided herein.

- (v) Graduate Applicant: an applicant that has already obtained a baccalaureate degree and is pursuing a graduate degree. All applicants qualifying under this definition shall be required to submit a Regular Letter of Acceptance to the graduate program of study in addition to a Regular Letter of Admission from the graduate university. Further, graduate applicants shall be subject to all ONNSFA application requirements, with the exception of the Financial Needs Analysis.
- (w) Ineligibility: a determination made by ONNSFA that an applicant will not be granted funding due to failure to comply with general or specific policies herein, as outlined at Article 12.
- (x) Junior: an applicant enrolled in college/university with a total of sixty (60) to eighty-nine (89) semester credit hours, or equivalent amount of quarter or trimester credit hours, towards a specific major.
- (y) Navajo Education Appeals Committee: an appellate body that hears applicants' appeals of financial assistance and scholarship grievances that cannot be resolved administratively.
- (z) Navajo Nation Funds: General funds, including 1982 Land Claims Settlement Funds and other trust fund proceeds, appropriated by the Navajo Nation Council each fiscal year.
- (aa) Part-time Graduate Student: an applicant enrolled in a masters program and carrying a minimum of three (3) semester credit hours to a maximum of eight (8) or eleven (11) semester credit hours, or equivalent amount of quarter or trimester credit hours, during an academic term, depending on credit hour amounts prescribed by the institution attending and program choice.
- (bb) Part Time Undergraduate Student: an applicant pursuing a baccalaureate degree and carrying a minimum of three (3) semester credit hours to a maximum of eleven (11) semester credit hours, or equivalent amount of quarter or trimester credit hours, during an academic term.
- (cc) Post-Graduate Applicant: an applicant pursuing a medical, veterinary, doctoral or education terminal degree. Applicants qualifying under this definition shall be subject to the same ONNSFA application requirements as for graduate applicants.
- (dd) Probation: failure to comply with the academic standards prescribed at Article 9, resulting in possible disqualification within academic term funded, if academic performance does not improve within academic term funded.
- (ee) Probationary Award: an award to an applicant who has failed to maintain the required academic standards, under the condition that he or she regains satisfactory academic standards within the academic term funded in compliance with Article 9.
- (ff) Recipient: an applicant who is awarded financial assistance and/or scholarship from ONNSFA.
- (gg) Scholarship: an academic award is based on academic merit. For incoming freshman exceptional ACT or SAT test scores, a high cumulative grade point average and Navajo language and Navajo government courses are required for the Chief Manuelito program. For continuing students to receive the Chief Manuelito Scholarship, applicant must have an overall 3.0 cumulative grade point average of twenty four college credit hours with no remediation or repeated courses accepted (known as the 24/3 rule).
- (hh) Senior: an applicant enrolled in college/university with a total of ninety(90) or more semester credit hours, or equivalent amount of quarter or trimester credit hours, towards a specific major.
- (ii) Sophomore: an applicant enrolled in college/university with a total of thirty-one (31) to fifty-nine (59) semester credit hours, or equivalent amount of quarter or trimester credit hours.

- (jj) Student: an applicant or recipient currently enrolled and attending a high school preparatory institution, a post-secondary institution, a graduate school/college or a vocational institution.
- (kk) Unauthorized transfer: withdrawing from the institution named on the ONNSFA award letter and enrolling in another institution not specified on said award Letter, without prior notice given to ONNSFA.
- (ll) Undergraduate Applicant: A post-secondary applicant pursuing an associates or baccalaureate degree. Applicants qualifying under this definition shall be subject to all ONNSFA application requirements.
- (mm) Unmet Need: based on applicant or applicants' family contribution and institution grant/aid there exists an amount of funds insufficient to meet the applicant's educational expenses.
- (nn) Vocational Program: P.L.93-638 funds used to award applicants pursuing and Associate of Applied Science degree or a Vocational Certificate at a regionally accredited institution.

ARTICLE 4. RESPONSIBILITIES OF THE APPLICANT

§7. The applicant and/or recipient shall abide by and comply with the specific policies, procedures and eligibility requirements of the Office of Navajo Nation Scholarship and Financial Assistance Programs. These requirements shall include, but are not limited to, submitting verification of enrollment, providing results of test scores, official transcripts and financial needs analysis, obtaining other available funding, and completing the application in accordance with the established deadlines in Article 7, Section 28 herein.

§8. The applicant and/or recipient shall comply with requirements of the institution admitted to attend or attending. These shall include, but are not limited to, gaining acceptance for admission and arranging and accepting responsibility for housing.

§9. The applicant and/or recipient shall fulfill his/her academic obligations and comply with all applicable laws, policies, rules, regulations and procedures of the Navajo Nation, Federal, State, and Private scholarship and financial assistance programs from which the applicant receives funds.

§10. The applicant shall immediately notify the ONNSFA upon declining any Navajo scholarship and/or financial assistance award in writing.

§11. The applicant and/or recipient shall immediately report any change in marital status, name, income, enrollment, withdrawal and transfer status to the ONNSFA.

§12. The applicant and/or recipient shall notify the ONNSFA of his or her graduation date and certificate or degree to be conferred.

§13. The applicant and/or recipient are responsible for understanding his/her rights and responsibilities regarding financial assistance and/or scholarship including the responsibility to be informed of policies herein.

§14. The applicant and/or recipient shall consider other available grants and/or scholarships, such as federal, state institution aid and private sources separate from ONNSFA.

ARTICLE 5. PLEDGE OF SERVICE TO THE NAVAJO NATION

§15. The purpose of the Pledge of Service is for college graduates to apply their acquired skills, training and knowledge to assist the Navajo Nation by returning to the Navajo Nation and seek employment in their appropriate profession.

**CHAPTER TWO
GENERAL POLICIES AND PROCEDURES APPLICABLE TO ALL OFFICE OF NAVAJO NATION
SCHOLARSHIP AND FINANCIAL ASSISTANCE PROGRAMS**

ARTICLE 6. GENERAL ELIGIBILITY

§16. General eligibility criteria shall apply to all scholarship and financial assistance programs identified herein, in addition to the special eligibility criteria specific to each program.

§17. All applicants shall be a legally enrolled member of the Navajo Nation with proof of 1/4 or more Navajo Indian Blood quantum on their Certificate of Indian Blood.

§18. All applicants shall be officially and fully admitted to a post-secondary institution accredited by one of the following regional accrediting associations:

- (a) MSA-Middle States Association of Colleges and Schools.
- (b) NEASC-New England Association of Schools and Colleges.
- (c) NCA-North Central Association of Colleges and Schools.
- (d) NASC-Northwest Association of Schools and Colleges.
- (e) SACS-Southern Association of Colleges and Schools.
- (f) WASC-Western Association of Schools and Colleges.
- (g) The appropriate accrediting association for highly specialized majors including, but not limited to, the National Architectural Accrediting Board for schools of architecture.
- (h) Vocational Institutions chartered by the Navajo Nation.

§19. All Navajo Nation scholarship and financial assistance funds shall be provided upon availability of funds, pursuant to the programs' respective Fund Management Plans.

§20. All applicants shall sign the application for scholarship and financial assistance with the stated terms, conditions, and standards to receive the scholarship and/or financial assistance.

§21. All applicants shall release their official academic transcript information indicating the most recent academic term grades, graduation date, academic major and type of degree being pursued.

§22. All applicants shall not have any outstanding debts to the Office of Navajo Nation Scholarship and Financial Assistance Programs. Specifically, all applicants shall not be on withdrawal status without justification, thereby owing money to the ONNSFA, or be disqualified from participation in any ONNSFA program, pursuant to Article 11.

§23. All eligible applicants who are veterans of the military service and/or are physically disabled shall be deemed a priority for scholarship and/or financial assistance.

ARTICLE 7: DEADLINES FOR SCHOLARSHIPS AND FINANCIAL ASSISTANCE APPLICATIONS

§24. All undergraduate applicants shall comply with the following deadlines.

(a) All ONNSFA applications, Letter of Admissions, Official Certificate of Indian Blood, Financial Needs Analysis, Official Transcripts and Graduation Checklist to be received by ONNSFA for the following terms:

Fall Semester/Quarter/Trimester	Begin May 1	End June 25
Winter/Spring Semester/Quarter/Trimester	Begin October 1	End November 25
Summer Sessions	Begin April 1	End April 25

*Enrollment Verifications will be requested from students who have already submitted a Letter of Admission but either have not attended for at least one term or have not been funded at least one term. The letter shall include

the following information: most current enrollment status, any academic deficiencies and/or conditions, and full admission status. Students who have not attended school for two consecutive semesters will need to submit a re-admission letter from their respective schools even if they previously turned in a letter of admission.

§25. All continuing applicants and/or recipients shall comply with the above deadlines except for transcript submission. All continuing applicants shall submit their grade reports and transcripts to the ONNSFA no later than thirty (30) working days after the completion of the academic term.

§26. All continuing graduate applicants shall submit required documents in accordance with the above deadlines except for transcript submission. All graduate applicants shall submit their grade reports and transcripts to the ONNSFA no later than thirty (30) working days after the completion of each academic term.

ARTICLE 8. DEADLINES FOR SCHOLARSHIP AND FINANCIAL ASSISTANCE AWARDS/DENIALS

§27. The ONNSFA shall review applications and determine eligibility for awards or denials in a timely manner.

(a) The ONNSFA shall determine eligibility for scholarship and financial assistance within fifteen (15) working days after the deadline specified in Article 7.

§28. The ONNSFA shall notify an applicant of eligibility in writing, within five (5) working days after determination. If eligible and if funds are available, ONNSFA shall notify an applicant by issuing an award letter.

(a) The ONNSFA shall notify an applicant of ineligibility or denial in writing, within ten (10) working days after determination. The letter shall contain the following:

- (i) Applicant's full name, census number, social security number and institution attending.
- (ii) Citation of general and/or specific provisions of ONNSFA policies alleged to have been not complied with and/or violated.
- (iii) A brief statement of facts regarding the alleged violation, including the academic terms violation occurred.

ARTICLE 9. ACADEMIC STANDARDS; FUNDING PERIODS; STANDARDIZED GRADING

§29. All continuing applicants and/or recipients shall comply with one of the following academic standards prior to receiving continued funding:

(a) For full time undergraduate financial assistance:

- (i) Academic Term: Earn twelve (12) or more semester credit hours, or equivalent amount of quarter or trimester credit hours, with a term grade point average of 2.00 or higher, except college freshmen taking remedial courses. Freshmen shall be allowed to take a maximum of twelve (12) credit hours of remedial courses, six (6) credit hours per academic term, including 100 levels and below courses, within the first two academic terms.
- (ii) Eight Week Summer Session: Earn nine (9) or more credit hours, or enrolled in summer session considered full time by the institution, with a term grade point average of 2.00 or higher; and
- (iii) Five Week Summer Session: Earn six (6) or more credit hours, or enrolled in summer session considered full time by the institution, with a term grade point average of 2.00 or higher.

(b) For full time undergraduate scholarship:

- (i) Academic Term: Earn twelve (12) or more semester credit hours, or equivalent amount of quarter or trimester credit hours, with a term grade point average of 3.00 or higher;

- (ii) Eight Week Summer Session: Earn nine (9) or more credit hours, or enrolled in summer session considered full time by the institution, with a term grade point average of 3.00 or higher; and
 - (iii) Five Week Summer Session: Earn six (6) or more credit hours, or enrolled in summer session considered full time by the institution, with a term grade point average of 3.00 or higher.
- (c) For full time graduate or post-graduate (except medical, veterinary and law students) financial assistance:
- (i) Academic Term: Earn nine (9) or more semester credit hours, or equivalent amount of quarter or trimester credit hours, with a term grade point average of 3.00 or higher;
 - (ii) Eight Week Summer Session: Earn nine (9) or more credit hours with a term grade point average of 3.00 or higher; and
 - (iii) Five week Summer Session: Earn six (6) or more credit hours with a term grade point average of 3.00 or higher.
- (d) Part-time undergraduates shall earn a grade point average of 2.00 or higher for each course per academic term funded to be considered for continued eligibility.
- (e) Part-time graduates shall earn a grade point average of 3.00 or higher for each course per academic term funded to be considered for continued eligibility.

§30. The Office of Navajo Nation Scholarship and Financial Assistance Program shall award financial assistance and/or scholarship to applicants for the following maximum number of academic terms:

- (a) Undergraduates: Ten (10) semesters or fifteen (15) quarters;
- (b) Graduates: Five (5) semesters or seven (7) quarters;
- (c) Law Students: Six (6) semesters;
- (d) Post-Graduates: Six (6) to eight (8) semesters or nine (9) to twelve (12) quarters;
- (e) Two Year Institutions: Five (5) academic terms or sixty-four (64) semester credit hours, or equivalent amount of quarter or trimester credit hours, except for Navajo Community College students receiving Developmental Studies Program funds.
- (f) Part-time Undergraduates: Fifty (50) semester credit hours, or equivalent amount of quarter or trimester credit hours; and
- (g) Part-time Graduates: Seventy (70) semester credit hours, or equivalent amount of quarter or trimester credit hours.

§31. A four-point scale shall be used to determine term grade point averages. Grades submitted on any other scale shall be standardized to the four-point scale with consideration given to Honors, Advanced or Gifted status.

ARTICLE 10. PROBATION

§32. The ONNSFA shall place an applicant and/or recipient on probation and issue a probationary award for any of the following reasons:

- (a) The recipient repeated courses within the minimum twelve (12) credit hours from previous academic terms while receiving financial assistance and/or scholarship from the ONNSFA.
- (b) The recipient did not earn enough credit hours according to applicable academic standards during the last academic term and/or completed said term with a grade point average between 1.00 to 1.99.

- (c) A Chief Manuelito recipient who fails to comply with academic standards according to Article 9, §30(b) and Article 19, §63.
- (d) The recipient earning a grade point average of less than 1.00 shall be interviewed and counseled by the ONNSFA to determine whether the reason(s) given is justifiable. If the reason(s) is justifiable, the applicant shall be placed on probation. If the reason(s) is not justifiable, the applicant shall be disqualified.
- (e) The recipient who officially or unofficially withdrew from college or university shall be interviewed and counseled by the ONNSFA to determine whether the reason(s) given is justifiable. If the reason(s) is justifiable, the applicant shall be placed on probation. If the reason(s) is not justifiable, the applicant shall be disqualified.
- (f) The recipient who transferred to an institution other than the one specified on the award letter, without prior notification to the ONNSFA shall be subsequently placed on probation.

§33. The student placed on probationary status shall be reinstated to good standing upon compliance with the applicable academic standards pursuant to Article 9, §30 and Article 19, §63 for Chief Manuelito Scholarship recipients.

§34. The student placed on probationary status shall submit to the ONNSFA an official copy of the academic transcript or grade report indicating credit hours and grade point average earned no later than thirty (30) working days after the end of the last academic term funded.

ARTICLE 11. DISQUALIFICATION

§35. The ONNSFA shall disqualify any student from receiving Navajo Nation financial assistance and/or scholarship for any of the following reasons:

- (a) During the last academic term completed, for which the recipient was awarded financial assistance under probationary status, the applicant did not comply with the applicable academic standards in accordance with Article 9, §30 herein and Article 19, §63 for Chief Manuelito Scholarship recipients.
- (b) The recipient repeated courses during the last academic term completed while on probation.
- (c) The applicant/recipient falsified information to obtain scholarship and/or financial assistance, in which case the disqualified recipient shall provide copies of returned check(s) and return any unused monies to the ONNSFA. The disqualified recipient shall repay all funds not returned prior to being funded again.
- (d) The recipient on probation officially or unofficially withdrew from school without justification, in which case the disqualified recipient shall provide copies of returned check(s) and return any unused monies to the ONNSFA. The disqualified recipient shall repay all funds not returned prior to being funded again.

§36. The disqualified student reapplying for funding shall submit to the ONNSFA an official copy of the academic transcript or grade report, for all terms attended, indicating credit hours and grade point average earned no later than thirty (30) working days after the end of the last academic term attended.

§37. The disqualified student shall be reinstated to probationary status provided that the student earns twelve (12) or more new credit hours with a grade point average of 2.00 or higher without utilizing Navajo Nation scholarship and/or financial assistance funds.

ARTICLE 12. INELIGIBILITY OR DENIAL FOR SCHOLARSHIP AND FINANCIAL ASSISTANCE

§38. The ONNSFA shall determine an applicant ineligible and deny scholarship and/or financial assistance for any of the following reasons:

- (a) The applicant is ineligible and/or failed to comply with general or specific policies herein.
- (b) The applicant is requesting additional funds toward a second undergraduate, graduate or postgraduate degree at the same level, with the exception of those applicants requesting funding for teacher training and double majors, pursuant to Article 13, §46.
- (c) The applicant has not declared an undergraduate major after the completion of his or her first academic year.
- (d) The applicant, on probation or having been previously disqualified, did not submit required documents within the thirty (30) working days limitation, pursuant to Article 10 §35 and/or Article 11 §37.
- (e) The applicant enrolled in a non-credit internship program and/or received stipends through other sources of funding.
- (f) The scholarship and/or financial assistance funds have been depleted. Continuing and/or eligible applicants who were denied due to lack of funds shall be deemed a priority upon availability of funds.
- (g) The applicant exceeded the maximum number of funding periods pursuant to Article 9, §31 herein.
- (h) The applicant applied incomplete grades towards earning appropriate credit hours.

ARTICLE 13. RESTRICTIONS ON USE OF ALL NAVAJO NATION SCHOLARSHIP AND FINANCIAL ASSISTANCE

§39. The recipient admitted to a post-secondary institution outside his or her state of residence, except Arizona, New Mexico, Utah, or those institutions which have an in-state tuition agreement with the Navajo Nation shall pay the difference between the in-state cost of tuition and the out-of-state cost of tuition, unless the course of study is not available in-state.

§40. The recipient shall not use the scholarship and/or financial assistance funds to pay for tuition, travel or per diem expenses relating to short term workshops, conventions, or conferences; non-credit courses, short term make-up courses, professional examinations or membership dues to professional associations, without prior approval by ONNSFA.

§41. Use of all Navajo Nation scholarship and financial assistance funds shall be restricted to the fifty (50) states unless an applicant/recipient resides in a foreign country due to military service or unless foreign studies are a requirement of an applicant/recipient's major.

§42. All recipients shall attend the institution specified on the Award Letter. A recipient shall not transfer from the institution specified on the award letter without prior notification to the ONNSFA.

§43. Navajo Nation scholarship and financial assistance funds shall not be awarded to applicants on a non-credit internship program and/or receiving stipends through other sources. Upon prior approval by the ONNSFA, Navajo Nation scholarship and financial assistance funds may be awarded to help supplement recipients, who have demonstrated financial need, on a credit generating internship program, receiving no stipends through other sources.

§44. All recipients shall only utilize Navajo scholarship and financial assistance to cover direct educational expenses, limited to tuition fees, book fees, lab fees, housing, meals, and transportation necessary to support the student attending a college, university or vocational school.

§45. All applicants shall pursue one degree at the undergraduate, graduate and post-graduate level. An applicant may pursue double degrees at the baccalaureate and associate level, provided that the additional degree is at no added cost to the Navajo Nation.

ARTICLE 14. MISUSE OF ANY NAVAJO NATION SCHOLARSHIP AND FINANCIAL ASSISTANCE FUNDS

§46. The recipient of Navajo scholarship and/or financial assistance funds who misuses said funds shall be denied additional scholarship and/or financial assistance awards for one (1) academic year and shall repay the total amount of misused funds.

§47. The following shall constitute misuse of any Navajo Nation scholarship and financial assistance program monies:

- (a) Violating any of the enumerated restrictions provided in Article 13.
- (b) Using any Navajo scholarship and/or financial assistance funds to repay any past due debts and/or loans.

ARTICLE 15. APPELLATE PROCEDURES

§48. The policy of the ONNSFA is to provide a process for any student to communicate and resolve their Navajo scholarship/financial assistance concerns and complaints. The ONNSFA shall make every administrative effort to correct all concerns and complaints by any applicant and/or recipient administratively. The following shall be the Navajo scholarship/financial aid appellate process and shall apply to all Office of Navajo Nation Scholarship and Financial Assistance programs:

(a) The appealing party shall file or post mark a written appeal with the ONNSFA within twenty (20) working days after postmarked date of the award/denial letter; the written appeal shall contain the following information:

- (i) The full name, address, and Social Security Number of the applicant making the appeal; and
- (ii) A clear and concise statement of the facts, pertinent dates, complaint to be considered and supporting documents with a phone number or email address for ONNSFA to contact appellant.
- (iii) The letter requesting appeal shall be directed to:

NEAC APPEALS
Office of Navajo Nation Scholarship and Financial Assistance Programs
P. O. Box 1870
Window Rock, Arizona 86515

- (b) The applicant requesting appeal may, at any time during the appellate process, seek legal counsel in reference to said process, at his or her own expense.
- (c) Upon receiving the letter requesting an appeal, the ONNSFA shall contact the student/appellant by telephone, letter or email to attempt resolution within ten (10) working days of receiving the letter requesting appeal.
- (d) If ONNSFA does not conduct a conference within the specified ten (10) working days, the appealing party automatically wins by default contingent upon the availability of funds.
- (e) If a conference is held, yet there is still no resolution, the applicant's file shall be forwarded to the Navajo Education Appeals Committee within five (5) working days.
- (f) The Navajo Education Appeals Committee shall convene a hearing the second Wednesday of each month.
- (g) The student/appellant must receive notification of the scheduled hearing date five (5) working days prior to the hearing.
- (h) The Navajo Education Appeals Committee determines whether facts exist which constitute any violation(s) or noncompliance of any requirements, restrictions, prohibitions, or other provisions of the Office of Navajo Nation Scholarship & Financial Assistance Policies and Procedures.

- (i) The Navajo Education Appeals Committee may dismiss any request for an appeal, which lacks sufficient facts to constitute a violation of or noncompliance with the Office of Navajo Nation Scholarship & Financial Assistance Policies and Procedures.
- (j) The Navajo Education Appeals Committee may reverse any decision by the ONNSFA if said decision is found by the Navajo Education Appeals Committee to be in violation of or noncompliance with any requirements, restrictions, prohibitions or other provisions of the Office of Navajo Nation Scholarship & Financial Assistance Policies and Procedures.
- (k) The student/appellant must submit a consent form to release his/her information to the Navajo Education Appeals Committee prior to the scheduled hearing.
- (l) Neither the appealing applicant nor any ONNSFA staff shall contact any Navajo Education Appeals Committee member or designee regarding the appeal prior to a scheduled meeting, without the other party to the appeal being present.
- (m) The decision of the Navajo Education Appeals Committee shall be final, and this final decision shall be issued no later than two (2) working days after the appeal is heard.

**CHAPTER THREE
 NAVAJO NATION SCHOLARSHIP AND FINANCIAL ASSISTANCE PROGRAMS
 SUBCHAPTER ONE: PL 93-638 CONTRACT FUNDS**

ARTICLE 16. FINANCIAL NEED BASED ASSISTANCE

§49. Purpose:

The financial need based assistance shall assist eligible Navajo applicants determined to have a financial need according to the Financial Need Analysis. Financial Need Based Assistance uses PL 93-638 funds first, and upon P.L. 93-638 fund depletion, utilizes other general fund or trust fund sources.

§50. Navajo Nation Priorities:

No more than twenty percent (20%) of the total Bureau of Indian Affairs undergraduate funds shall be awarded for enrollment by entering freshmen in preparatory courses, pre-college orientation sessions, other pre-college remedial or enrichment courses (including high school post-graduate programs) and the Chief Manuelito Scholarship and College Developmental Studies Program.

§51. Eligibility:

- (a) The applicant shall pursue an Associate or Baccalaureate Degree.
- (b) The applicant shall be enrolled full-time or part-time, pursuant to the applicable academic standards in Article 9, §30.

§52. Program Guidelines:

- (a) Funding for this program shall be based on demonstrated financial need of the applicant, based on the estimated amount of assistance an applicant will require to supplement the resources theoretically available from that student and his/her family as determined according to the Financial Need Analysis.
- (b) The recipient accepted into remedial college level courses shall be eligible to take remedial courses up to a maximum of twelve (12) semester credit hours, or equivalent amount of quarter or trimester credit hours, during the first two academic terms of the freshman year, upon recommendation by his/her academic counselor at the institution attending. As such, freshmen shall be allowed to take six (6) credit hours of remedial courses per academic term, totaling twelve (12) credit hours within the first two terms.

- (c) All applicants to ONNSFA programs shall be awarded on a financial need basis, except for those students participating in programs specifically awarded by other means, such as the "Chief Manuelito Scholarship" academic high achievement program and/or those students attending an institution, which has a negotiated Flat Rate funding agreement with the Navajo Nation for summer sessions.

ARTICLE 17. COLLEGE DEVELOPMENTAL STUDIES PROGRAM

§53. Establishment and purpose:

The College Developmental Studies Program is hereby established to provide applicants with the opportunity to adequately prepare for college by offering developmental studies to improve deficiencies in math, reading, writing skills and enabling applicants to proceed into college level courses. The College Developmental Studies Program is based solely on need and uses P.L.93-638 funds specifically.

§54. Navajo Nation Priorities:

The Diné College shall receive priority for consideration of funding.

§55. Eligibility:

- (a) The applicant shall be enrolled full-time or part-time in a post secondary institution.
- (b) The institution in coordination with ONNSFA staff shall determine the need for developmental studies upon an evaluation and placement testing. Upon determination, the institution shall immediately refer the applicant for developmental studies, identifying the specific area of deficiency.
- (c) The applicant shall be enrolled in one or more remedial courses each term.
- (d) The applicant shall comply with ONNSFA application procedures and deadlines.

§56. Program Guidelines:

- (a) Funding for this program shall be based on demonstrated financial need of the applicant.
- (e) A maximum of twelve (12) semester credit hours, or equivalent amount of quarter or trimester credit hours, during the first two academic terms shall be allowed for a first year college student. As such, freshmen shall be allowed to take six (6) credit hours of remedial courses per academic term, totaling twelve (12) credit hours within the first two terms.

ARTICLE 18. VOCATIONAL EDUCATION PROGRAM

§57. Establishment and purpose:

The Vocational Education Program is hereby established to assist eligible Navajo students pursuing a Associate of Applied Science or Vocational Certificate at a regionally accredited institution. The Vocational Education uses P.L. 93-638 funds based on financial need.

§58. Eligibility:

- (a) Applicant will comply with ONNSFA application procedures and deadlines
- (b) Applicant shall be enrolled full-time in a regionally accredited institution.

§59. Program Guidelines:

- (a) Funding for this program shall be based on demonstrated financial need of the applicant.
- (b) A course checklist will be submitted along with the application for monitoring purposes.

ARTICLE 19. CHIEF MANUELITO SCHOLARSHIP PROGRAM

§60. Purpose:

The Chief Manuelito Scholarship Program is established to recognize and award undergraduate students with high cumulative grade point average and test scores. The Chief Manuelito Scholarship Program uses P.L. 93-638 funds specifically.

§61. Navajo Nation Priorities:

(Reserved.)

§62. Special Eligibility:

- (a) The applicant shall be eligible to receive Chief Manuelito Scholarship upon availability of funds and upon meeting any of the following:
 - (i) High school graduate admitted to a post secondary institution with a minimum ACT (SAT scores will be converted) composite score in combination with a minimum cumulative grade point average, as shown in Table 1 and having completed the coursework in the timeframe as outlined in Table 2:

Table 1:
Chief Manuelito Scholarship Eligibility

<u>GPA</u>	<u>ACT</u>
3.8-4.00	21
3.7	22
3.6	23
3.5	24
3.4	25
3.3	26
3.2	27
3.1	28
3.0	29-36

Table 2:
Effective Dates and Required Courses

Fall Term	New ACT/GPA Effective	Navajo Language	Navajo Government
2001	Effective	5 Unit	None
2002	Effective	1 Unit	.5 Unit
2003	Effective	1 Unit	.5 Unit
2004	Effective	1 Unit	.5 Unit

ONNSFA will accept official college transcripts reflecting completed college coursework in the timeframe outlined in Table 2 to fulfill the Navajo Language and Navajo Government courses prior to the high school graduation date.

In addition, all prospective applicants for the Chief Manuelito Scholarship shall meet or exceed their particular state-of-residency's State Educational Requirements for regular university

admissions. (Beyond the year 2004 the New ACT/GPA and all course requirements will remain in effect until such time that the Education Committee approves amendments.)

- (ii) A full-time undergraduate student, having completed twenty-four (24) semester credit hours, or equivalent amount of quarter or trimester credit hours, with a 3.00 grade point average (GPA) based on college-level graded courses.
- (iii) A Chief Manuelito Scholarship recipient that maintains a 3.00 grade point average (GPA) and earns no less than twelve (12) semester credit hours, or equivalent amount of quarter or trimester credit hours, based on college-level graded courses for each academic term, shall be eligible to receive the Chief Manuelito Scholarship for the next academic year.

(b) All Chief Manuelito Scholarship recipients must apply for other available grants and/or aid, including institution aid and federal financial aid, separate from ONNSFA.

(c) The applicant shall be enrolled as a full-time undergraduate.

§63. Program Guidelines:

(a) The amount of Chief Manuelito award per academic year shall be \$ 7,000 per student. The Chief Manuelito Scholarship Applicant/Recipient shall not be required to submit a Financial Need Analysis.

(b) Any Chief Manuelito Scholarship recipient who fails to maintain the academic standards pursuant to Article 9, §30(b) and Article 19, §62 shall be placed on probation, for one academic term.

(c) Any Chief Manuelito Scholarship recipient who fails to comply with the academic standards pursuant to Article 9, §30(b) and Article 19, §62 during the probation period shall be disqualified from only the Chief Manuelito Scholarship Program and shall not be eligible for continued Chief Manuelito Scholarship until the applicant complies with the required academic standards.

(d) All scholarship recipients shall pursue a degree program leading to a Baccalaureate Degree.

SUBCHAPTER TWO: NAVAJO NATION FUNDED PROGRAMS

ARTICLE 20. NAVAJO NATION TRUST FUND FOR VOCATIONAL EDUCATION

§64. Purpose:

By Resolution CD-68-86, the Navajo Tribal Council established the Navajo Nation Trust Fund for Vocational Education and invested \$6,000,000 for the purpose of expending the income of the initial investment to Navajo students wishing to attend vocational education institutions. On an annual basis the only two recipients of the Navajo Nation Trust Fund for Vocational Education are Crownpoint of Institute of Technology and the Navajo Traditional Apprenticeship Program.

§65. Navajo Nation Priorities:

Funds shall be prioritized for the Crownpoint Institute of Technology Vocational Certificate Programs and for the Navajo Traditional Apprenticeship Project.

§ 66. Program Guidelines

The Education Committee of the Navajo Nation Council shall have oversight authority over said distribution. The Navajo Nation Trust Fund for Vocational Education Funds shall be distributed to the Crownpoint Institute of Technology and the Navajo Traditional Apprenticeship Program:

ARTICLE 21. NAVAJO GRADUATE TRUST FUND AND FELLOWSHIP

§67. Establishment and Purpose:

It is hereby established the Navajo Nation Graduate Fellowship to provide financial assistance in the form of grant awards to eligible Navajo students wishing to attend or attending graduate school, utilizing the Navajo Nation Graduate Trust Fund.

§68. Navajo Nation Priorities:

Those institutions that provide matching funds to the Navajo Nation or its student participants shall be deemed a priority.

§69. Eligibility:

- (a) The graduate applicant shall be a full-time or part-time graduate student and submit a Regular Letter of Acceptance into the graduate program of study, and a Regular Letter of Admission from the graduate school.
- (b) The graduate applicant shall pursue only one degree at the same level: a master's degree, an education terminal degree, or a doctorate degree.

§70. Program Guidelines:

- (a) For all part-time graduate students, the award shall be \$500 per graduate course depending on part-time credit hour amounts prescribed by the institution attending and program choice, per academic year.
- (b) For all full-time graduate students, the award shall be a minimum of \$5,000 and up to a maximum of \$10,000, for nine (9) to twelve (12) semester credit hours or equivalent amount of quarter or trimester credit hours depending on full-time credit hour amounts prescribed by the institution attending and program choice, per academic year based on points system utilizing the following criteria and funding availability:

Total Cost of Education:

(1)	Point	Low Cost
(2)	Points	Average Cost
(3)	Points	High Cost

Estimated Financial Need

(1)	Point	Low Need
(2)	Points	Average Need
(3)	Points	High Need

Other Aid Received:

(1)	Point	More than 1/2
(2)	Points	About 1/4
(3)	Points	None or Little Aid

Other Circumstances:

(1)	Point	High Ability to Pay
(2)	Points	Average Ability to Pay
(3)	Points	Low Ability to Pay

- (c) The amount of award shall be based on the criteria as described below:

Four Points	=	\$5,000
Five to Six Points	=	\$6,000
Seven to Eight Points	=	\$7,000
Nine to Ten Points	=	\$8,000
Eleven Points	=	\$9,000

Twelve Points = \$10,000

- (d) All graduate applicants shall provide to the ONNSFA academic transcripts that reflect the date and type of undergraduate degree conferred, and/or date and type of graduate degree granted. The official grade report or transcript shall be submitted to the ONNSFA no later than thirty (30) working days after the completion of the academic term for continued eligibility.
- (g) All applicants shall submit a graduation checklist for financial assistance and are subject to all ONNSFA application requirements, with the exception of the Financial Needs Analysis. Continued financial assistance shall be based on progress reports and graduation checklists from the university at the end of each term.
- (h) All continuing graduate applicants shall submit an official transcript of the last academic term completed for evaluation pursuant to the following criteria:
 - (i) Except for Medical, Veterinary and Law students, graduate applicants shall comply with the minimum applicable academic standards pursuant to Article 9, §30 (c) or (e).
 - (ii) Medical, veterinary and law student applicants shall be a "full-time graduate applicant" and earn no less than a 2.00 grade point average or "passing" grade at the end of each academic term.

§71. Dissertation Funding:

The purpose of the dissertation funding is to support doctoral students with financial assistance to defray costs directly related to dissertation research and printing only.

- (a) Doctoral students are eligible for dissertation funding through the Office of Navajo Nation Scholarship and Financial Assistance. This funding shall be viewed as supplemental and not be the sole resource for the dissertation expenses. . The following documents are required:
 - (i) An official letter from the Dissertation Committee of the doctoral student stating successful completion of general examination and admissions towards candidacy and completion of initial literature research and proposal for study.
 - (ii) An itemized dissertation budget by academic terms with a completed ONNSFA Dissertation Cost Verification Form.
- (b) All awards shall be restricted to direct cost for fieldwork and research necessary to complete the Dissertation.
- (c) Continued dissertation funding will be based on progress reports submitted from the Dissertation Committee Chairperson at the end of each academic year.

ARTICLE 22: NAVAJO NATION TEACHER EDUCATION PROGRAM

§72. Purpose:

The purpose of the Navajo Nation Teacher Education Program is to increase the number of certified Navajo teachers on the Navajo Nation. The Navajo Nation Teacher Education Programs shall use federal funds, corporate funds, including Tucson Electric Power Trust funds, and Navajo Nation funds, in that order of priority.

§73. Navajo Nation Priorities:

- (a) Priority preference shall be given to applicants fluent in the Navajo language and wishing to teach on the Navajo Nation.

- (b) Priority preference shall be given to applicants who are paraprofessionals, and/or Head Start staff currently teaching in the educational systems on the Navajo Nation or that serve a majority of Navajo students.
- (c) Teacher Education candidates shall be given priority for all corporate financial aid funds and outside contribution funds.
- (d) Head Start staff pursuing an Associate of Arts or Science and or Bachelor degree in accordance

§74. Special Eligibility:

The applicant shall be eligible for the Navajo Nation Teacher Education Program upon meeting the following criteria:

- (a) Speak the Navajo language and/or agree to become literate in the Navajo language; and
- (b) Have been accepted into an undergraduate four (4) year Teacher Education program; or
- (c) Have been regularly accepted into a post-baccalaureate program for Teacher Licensure including the Navajo Bilingual/ESL and Navajo Language Endorsement Program.

§75. Program Guidelines:

- (a) The applicant shall be eligible for funding for up to six (6) academic terms at an undergraduate funding level for full-time students, and for eight (8) to twelve (12) academic terms at an undergraduate funding level for part-time students.
- (a) The applicant shall submit a NNTEP application, letter of admissions to teacher education program, official transcript, Certificate of Indian Blood and graduation checklist for financial assistance A Financial Needs Analysis is not required. A formula based award is determined on the number and level of coursework applicant is taking each term.
- (b) Teacher Education candidates shall be eligible for full-time and/or additional funding only during the student teaching period.

**SUBCHAPTER THREE:
PRIVATE FUNDS RECEIVED BY THE NAVAJO NATION**

ARTICLE 23. CORPORATE FINANCIAL ASSISTANCE

§76. Purpose:

Private companies, individuals and corporations in coordination with the Navajo Nation, provide annual grants to the Navajo Nation, constituting the Corporate Financial Assistance Fund, for the purpose of supplementing various financial assistance and scholarship programs of the Navajo Nation and for advancing educational opportunities for Navajo college and vocational students through scholarships, financial assistance, and special grants and awards.

§77. Navajo Nation Priorities:

Priority funding shall be given to applicants determined to have a “no need” by the post secondary institution financial aid office.

§78. Special Eligibility:

The applicant shall have been determined, as verified by the Financial Needs Analysis, ineligible to receive financial assistance under the preceding Articles of the Office of Navajo Nation Scholarship and Financial

Assistance Programs, because he or she, although meeting all other requirements, has financial need at a minimal amount.

§79. Program Guidelines:

Financial assistance shall be awarded to qualified applicants in the amount of \$500 per term.

ARTICLE 24. CROWNPOINT INSTITUTE OF TECHNOLOGY SCHOLARSHIP

§80. Establishment and Purpose:

There is hereby established the Crownpoint Institute of Technology Scholarship for the purpose of recognizing superior abilities and educational talents related to vocational education.

§81. Special Eligibility:

Student eligibility for the scholarship will be determined by Crownpoint Institute of Technology (CIT) in accordance with the Institute's financial aid policies and procedures. Contact the CIT Financial Aid Office at (505) 786-4100.

§82. Program Guidelines:

Each year fifty thousand dollars (\$50,000) of the Corporate Financial Assistance Fund shall be set-aside for the Crownpoint Institute of Technology Scholarship and awards shall be made in accordance to criterion and eligibility established by the Crownpoint Institute of Technology.

ARTICLE 25. MISS NAVAJO NATION GRANT

§83. Establishment and Purpose:

There is hereby established the Miss Navajo Nation Grant for the purpose of providing special recognition to the individual that reigned as Miss Navajo Nation.

§84. Special Eligibility:

- (a) The applicant shall have completed her reign as Miss Navajo Nation previous to applying for this grant at the beginning of the next academic semester or the quarter following the conclusion of her reign.
- (b) The applicant shall be enrolled as a full-time student and provide a regular Letter of Admission.

§85. Program Guidelines:

- (a) The applicant shall be awarded from the Corporate Financial Assistance Fund for one academic year following her reign. The grant amount shall be \$7,500 if an undergraduate student and \$15,000 if a graduate student.
- (b) The applicant shall be subject to all ONNSFA application requirements, with the exception of the Financial Needs Analysis.

SUBCHAPTER FOUR: PART-TIME FINANCIAL ASSISTANCE

ARTICLE 26. PART-TIME FINANCIAL ASSISTANCE

§86. Purpose:

The purpose of the Part-time Financial Assistance is to provide financial assistance to eligible Navajo applicants that are not full-time graduate or undergraduate students. All ONNSFA programs not specifically reserved for full-

time students shall allow for Part-time Financial Assistance. Part-time Financial Assistance uses all funding sources depending on what program the student are being awarded by.

§87. Program Guidelines for Undergraduate Level:

- (a) All awards shall be limited to in-state public institution tuition rates and fees, books and supplies, unless the student is participating in the Teacher Education Program.
- (b) The part-time applicant shall sign and submit the Part-time Navajo Nation Application, in addition to other required documents pursuant to Article 7.
- (c) The official grade report or transcript shall be submitted to the ONNSFA no later than thirty (30) working days after the completion of the academic term for continued eligibility.
- (d) The applicant shall submit a graduation checklist for financial assistance and is subject to all ONNSFA application requirements.
- (e) Part-time undergraduate awards shall be for each applicable course on a graduation checklist in the amount of five hundred dollars (\$500) per upper level course up to a maximum of three (3) courses per term or in the amount of two hundred and fifty dollars (\$250) per 100-200 general education courses up to a maximum of three courses per term.

§88. Program Guidelines for Graduate Level:

- (a) All financial disbursements for the Part-time financial assistance shall be on a term by term basis utilizing the Graduate Trust Fund account.
- (b) Part-time graduate awards shall be for each applicable course on a graduation checklist in the amount of seven hundred and fifty dollars (\$750) per course up to a maximum of two (2) courses per term.
- (c) The official grade report or transcript shall be submitted to the ONNSFA no later than thirty (30) working days after the completion of the academic term for continued eligibility.
- (d) The applicant shall submit a graduation checklist for financial assistance and is subject to all ONNSFA application requirements.

**CHAPTER FOUR
MISCELLANEOUS**

ARTICLE 27: AMENDMENTS:

§89.

The Education Committee of the Navajo Nation Council may amend the Office of Navajo Nation Scholarship and Financial Assistance Policies and Procedures from time to time.