



Pueblo of Isleta
Department of Education
Higher Education Policies and Procedures

Subpart A - General

PURPOSE

Sec 100.1 Pueblo of Isleta Higher Education Policies

Sec 100.2 Purpose

The Pueblo of Isleta Department of Education provides financial assistance to eligible Isleta Pueblo students enrolled into an accredited post-secondary institution. All financial assistance awards made under this part shall be subject to the availability of funds.

100.3 Eligibility Requirements

Any individual applying for the POI/DOE financial assistance shall meet the following requirements:

- a) You must be an enrolled tribal member with the Pueblo of Isleta Census Department.
- b) You must be accepted and enrolled into an accredited post-secondary institution.
- c) You must apply for financial aid through the Free Application For Federal Student Aid (FAFSA).

100.4 Required Documents

The student shall submit the following required documents:

- a) A letter of acceptance from your institution (required only if you are a new, transfer, or a previously suspended student);
- b) A completed Pueblo of Isleta Department of Education Scholarship application;
- c) A Certificate of Indian Blood (CIB) from the Pueblo of Isleta census department;
- d) An official high school transcript or General Equivalency Diploma (GED)/HiSET;
- e) Official transcript(s) with the initial application and an official transcript at the end of each term funded;
- f) A class schedule for each term of requested funding;

- g) A POI course verification form signed by your advisor;
- h) A Financial Needs Analysis (FNA) sent directly from your institution's financial aid office to the POI Department of Education;
- i) A degree plan with the initial application that corresponds with your course of study and an updated degree plan should your course of study change.
- j) A minimum of a 200 word response to one essay question listed on the Pueblo of Isleta Department of Education Scholarship application.

100.5 Required Document Deadline Dates

- a) You must submit all required documents by the following dates in order to receive consideration for an award. Applications will not be reviewed and/or considered if all of the required documents are not received by the Department of Education set deadline dates.
 - i. Full Academic Year (August - May): Application Due By July 1st.
Required documents Due By August 31st
 - ii. Fall Semester/Term (August - December): Application Due By July 1st.
Required documents Due By August 31st
 - iii. Spring/Winter Semester/Term (January - May): Application Due By November 1st. Required documents Due By January 15th
 - iv. Summer Semester/Term (May - July): Application Due By April 1st.
Required documents Due By May 31st

100.6 Maximum Allowable Academic Credit Hours

- a) Only one Certificate, Associate's, Bachelor's, Graduate, or Professional program of study will be awarded.
- b) Dual degrees will be funded if they are obtained concurrently and they fall within the maximum number of allowable academic hours.
- c) Certificate Program: Dependent on your course of study.

- d) Associate's Degree: 20 hours above your degree plan with a maximum of 80 academic hours. -OR- 60-90 academic hours depending on your degree plan.
- e) Bachelor's Degree: A maximum of 180 academic hours.
- f) Master's Degree: A maximum of 90 academic hours.
- g) Doctoral Degree: Dependent on your course of study.
- h) MD, DO, Veterinary, Pharmacy or Pharmacology Degrees: Dependent on your course of study.
- i) Applicants who change program of study (major/degree) or return after an absence are only eligible for remaining academic credit hours under current matriculated degree program requirements minus previous funded terms if degree was not conferred.
- j) Students seeking financial assistance for additional academic credit hours beyond the maximum allowable amount of their program are required to follow the appeal process to request for one additional term of funding over the maximum credit hours allowed.

100.7 Funding designated for Students with High EFC or No Need

- a) If you are designated as a POI full time enrolled student and have been designated with a High EFC or No Need student by the financial aid office of the institution you are attending, you are eligible to receive a maximum award of \$5,000 per academic semester/quarter for the academic year you are attending.

100.8 Merit Scholarship

- a) If funding is available, undergraduate or graduate students enrolled full-time and in good standing shall be automatically considered for additional funding as a merit scholarship award of \$500.00.
 - i. To be eligible, undergraduate students must have a GPA of 3.25 or above. Graduate students must have a GPA of 3.5 or above.

100.9 Maximum Award amount

- a) An enrolled part-time student can receive a maximum award of \$4,000 per academic semester/term.
- b) An enrolled full-time student can receive a maximum award of \$10,000 per academic semester/term.

100.10 Probation and Suspension

Probation and suspension applies to all students receiving funding from the DOE/HEP.

a) Probation

- i. A student will be placed on probation if they fail to meet the 2.5 term GPA for the credit hours funded as specified on the course verification form. The following procedures regarding probation and suspension will be followed:
- ii. Students will receive notification via the email on file that they have been placed on probation for the next immediate term.

b) Upon completion of the funded probation period the following shall apply:

- i. If the student **meets** the requirements of a 2.5 GPA for the funded credit hours, the student will be removed from probation for the next immediate term, or;
- ii. If the student **does not meet** the requirements of a 2.5 GPA for the funded credit hours during the probation period, the student will be placed on suspension for the next immediate term.

c) Suspension

- i. Students under suspension shall not be eligible to receive further financial assistance from DOE/HEP until the following reinstatement criteria have been met:
- ii. The student must complete the minimum number of credit hours defined by their funding status (full-time/part-time) during the probation period.

100.11 Appeals Process

a) If you are appealing decisions involving the awarding of financial assistance, you may appeal as follows:

- i. Submit an appeal letter, either in person or by email, to the Pueblo of Isleta Department of Education Executive Director within three (3) business days of receipt of the initial denial letter. The letter must cite reasons for the appeal.
- ii. A decision letter will be issued to the email on file by the Department of Education within five (5) business days of the receipt of the appeal letter.

- b) In the event of an unsatisfactory response from the Executive Director, the decision may be appealed to the Department of Education, Higher Education Board for review. The following process shall be followed:
 - i. The student must submit a letter within three (3) business days of receiving a response from the Executive Director to request a hearing.
 - ii. The hearing shall be scheduled during a regularly scheduled meeting of the Higher Education Board, or, a special meeting may be called by the Board Chair.
 - iii. The Higher Education Board shall render a decision, in writing, within five (5) business days after the hearing.
 - iv. The decision of the Board shall be final.

100.12 Loan Responsibility

- a) Any loans incurred by the student are the full responsibility of the student and will not be paid by the DOE/HEP.

Definitions

DOE/HEP. The Department of Education Higher Education Program. The HEP is supported by tribal and Bureau of Indian Affairs funds and provides supplemental financial assistance to eligible vocational, under-graduate, master or doctorate students attending an accredited institution.

Academic Year. Any consecutive period of two semesters, three quarters or comparable units commencing with the Fall term each.

Applicant. Any student applying for supplemental financial assistance.

Accredited Institution. Accredited Institution means an institution accredited by the American Council on Education by one of the following bodies:

- a) MSA: Middle States Association of College and Schools
- b) NASC: Northwest Association of Schools and Colleges
- c) NCA: North Central Association of Colleges and Schools
- d) NEASC-CIHE: New England Association of School and Colleges, Inc.
Commission on Institutions of Higher Education

- e) NEASC: New England Association of Schools and Colleges, Inc.
- f) SACS-CC: Southern Association of Colleges and Schools/Commission on Colleges
- g) WASC-Jr.: Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges
- h) WASC-Sr.: Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities
- i) ACCSCT: Accrediting Commission for Career Schools/Colleges of Technology

Accredited Post-Secondary Institution- Certification by regional associations as meeting set standards of education. Accrediting associations include:

- a) MSA Middle States Association of Colleges and Schools
- b) NASC Northwest Association of Schools and Colleges
- c) NCA North Central Association of Colleges and Schools
- d) NEASC-CIHE New England Association of Schools and Colleges, Inc. Commission on Institutions of Higher Education
- e) NEASC New England Association of Schools and Colleges, Inc.
- f) SACS-CC Southern Association of Colleges and Schools-Commissions on Colleges
- g) WASC-Jr. Western Association of Schools and Colleges-Accrediting Commission for Community and Junior Colleges
- h) WASC-Sr. Western Association of Schools and Colleges/Accrediting, Commission for Senior Colleges and Universities

Admission Letter. Admission letter means an official letter of acceptance from the institution to a student.

Associates Degree. Two academic years, conferred and defined by the respective accredited institution.

Award. The amount of funding that the Pueblo of Isleta Department of Education will provide the student in a specific term as determined by POI budget and the applicant's unmet need.

Bachelor's Degree. Five academic years conferred and defined by the respective accredited institution.

Certificate. A completion of a course of study awarded by a vocational training institution. A certificate course of study is based on clock hour instruction only.

Certificate of Indian Blood (CIB). A legible, original, and official document submitted from the Isleta Pueblo Census Office to DOE/HEP and verifies that the applicant is a member of the tribe. A legible copy of an Isleta Tribal Enrollment Card can be used in place of a Certificate of Indian Blood.

Continuing Student. Continuing student means a DOE/HEP Scholarship recipient who is reapplying for continuous supplemental financial assistance.

Course Verification Form. A form required by POI/DOE to verify courses taken in the funded term aligned with the applicant's degree plan. Must be signed by the applicant's academic advisor.

Degree Plan. A statement of the course of study requirements that a student at an institution of higher education must complete in order to be awarded a degree from the institution.

Dependent. A dependent is one who is under the age of 24, excluding the criteria noted under the independent definition.

Doctorate Degree. Three academic years plus an additional year for dissertation conferred and defined by the respective accredited institution.

Enrolled. The applicant has completed the admission process and has successfully registered for classes

Expected Family Contribution (EFC). A measure of your family's financial strength and indicates how much of you and your family's financial resources (for dependent students) should be available to help pay for your education. The EFC is calculated from the information reported on the FAFSA.

Financial Aid Office. The office of an institution of higher education that determines and processes student financial aid.

Financial Needs Analysis. A form included in the application packet to be submitted by the applicant to the institution's financial aid office. The financial aid office will determine student

standardized academic year's expenses, total resources available and calculate unmet need using the student's current Student Aid Report (SAR) information.

Free Application for Federal Student Aid (FAFSA). Free Application for Federal Student Aid means the application to become eligible for all federal and campus-based aid, i.e., PELL Grant, SEOG & SSIG, etc. The FAFSA is a requirement of the institution's Financial Aid Office and DOE/HEP.

Full-time Student. An individual enrolled at an eligible school who is carrying a full-time academic workload as determined by the school, under standards applicable to all students enrolled in that individual's particular program. The individual's workload may include any combination of courses, work experience, research or special studies that the school considers sufficient to classify the student as a full-time student.

GED. General Equivalency Diploma

Graduate Student. A student who has officially been accepted into a Master's or Doctorate program.

HiSet. High School Equivalency Test

Independent. An independent as defined by most four-year post-secondary institutions as an applicant who is over the age of 24 years old and meets one or more of the following definitions:

- a) Enrolled in a Masters or Doctorate program;
- b) Working parent but not divorced;
- c) Married;
- d) Separated but not divorced;
- e) Children receive more than ½ of applicant's support;
- f) Orphan or a ward of court until the age of 18;
- g) Veterans of U. S. Armed Forces.

Letter of Acceptance. An official letter of acceptance received by the student from the institution.

Master's Degree. A degree awarded upon completion of one to two years of advanced graduate study beyond the bachelor's degree with the length depending on the field of study and conferring institution.

Merit Scholarship. Undergraduate or graduate students enrolled full-time and in good standing and is awarded based on high levels of academic performance and availability of funding.

No Need Award. When an enrolled student's resources exceed their expenses. A no-need award is granted to support students who have been declared by the financial aid office as having a no need.

Part-time student (also referred to as Half-time student). An individual enrolled in an eligible school who is carrying a workload as determined by an eligible school that is at least one half the workload of a full-time student.

POI. Pueblo of Isleta

Satisfactory Academic Standing. Earning a minimum of a 2.5 term grade point average (GPA) to be considered for continuous funding under the Isleta Higher Education Scholarship Program and as defined by the institution's registrar and financial aid office.

Student Aid Report (SAR). A document that summarizes the financial aid eligibility to a financial aid office as a result of submitting the FAFSA application.

Terminal Degree. A Terminal Degree conferred of Doctorate and Juris Doctorate. Thereafter, applicants will be ineligible for additional scholarship assistance from the DOE/HEP.

Certificate of Indian Blood. A Certificate of Indian Blood means a legible, original and official document submitted from the Isleta Pueblo Census Office to DOE/HEP and verifies that the applicant is a member of the tribe. A legible copy of an Isleta Tribal Enrollment Card can be used in place of a Certificate of Indian Blood.

On-line and Distance Learning. On-line and Distance Learning means enrolling in courses offered via the Internet. Only tuition/fees, books/supplies expenses will be paid by Isleta Higher Education Scholarship Program. All application and eligibility requirements apply.

Transcript. Transcripts are an official document provided by the Institution that records the classes, credits earned, grades, anticipated degree major and status of the student.

Applicant/parent(s) are responsible for the nominal processing fee. Official transcripts must be submitted at the end of each funded term to the DOE/HEP as follows:

- a) Spring Term (January-May)
 - b) Summer Term (June-July)
 - c) Fall Term (August-December) OR
 - d) Quarter School Year (Spring, Summer, Winter & Fall)
- OR**
- e) Continuous Year Round Program

Unmet Need. The difference between the students' cost of education and the resources available to defray those costs.

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