



FILE

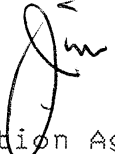
NEW MEXICO HIGHLANDS UNIVERSITY

A Place for Individual Excellence

NEW MEXICO HIGHLANDS UNIVERSITY
IN PARTNERSHIP WITH
SAN JUAN COLLEGE
(505)-599-0552

June 4, 1997

TO: Dr. John Pacheco
Vice President, Academic Affairs

FR: Jim Maes 
NMHU/SJC

RE: Articulation Agreement with Diné College

Per discussion, I am enclosing a copy of the signed articulation agreement with Diné College, formerly Navajo Community College. By way of this memo, I am also sending copies of this agreement to Dr. Patricia Manzanares-Gonzales and Dr. Ron Maestas.

I am also enclosing a draft letter from President Rael to President Lewis for your review and editing. Although Dr. Lewis kept a copy of the agreement which had already been signed by President Rael, it probably would not be a bad idea to send him another copy.

I am available to answer any questions you may have on this memo or on this agreement.

Thank you for your support of our programs.

attachment: as noted.

cc (w/attachment & without draft letter):
Dr. Patricia Manzanares-Gonzales
Dr. Ron Maestas



NEW MEXICO HIGHLANDS UNIVERSITY

A Place for Individual Excellence

June 9, 1997

Dr. Tommy H. Lewis, Ed.D
President
Dine College
Tsaile Campus
Tsaile, AZ 86556-0067

Dear Dr. Lewis:

Thank you for agreeing to become an educational partner with New Mexico Highlands University. We are delighted to work with Dine College in providing educational opportunities for our students in the Four Corners Area. I am enclosing a copy of the signed articulation agreement for your files.

As you are aware, we have developed a similar agreement with San Juan College, and we have established an office in Farmington at the San Juan College campus. I believe that you met Mr. James Maes, who is the program director for the NMHU/SJC activity. Dr. Patricia Manzanares-Gonzales is serving as the acting director for external programs here in Las Vegas.

Now that we have signed the agreement, we would appreciate your referring your students to us for advisement and course offerings. The primary focus of our Farmington program is for a Bachelor of Arts in Business Administration. We are also offering courses in Social Work which will eventually lead to a Bachelor of Social Work through New Mexico Highlands University. I am enclosing some information on our classes for your review and dissemination.

If you or your staff have any questions on our programs, I recommend that you call Mr. Maes at (505)599-0552 or Dr. Manzanares-Gonzales (505)454-3589.

We look forward to working with you and your students.

Sincerely,

Selimo Rael
President

enc. Articulation Agreement
NMHU Course Schedules--Farmington

**Diné College
and
New Mexico Highlands University**

**Articulation and Transfer Agreement
for Serving the Educational Needs of the
Northern New Mexico Community**

1.0 Purpose

The purpose of this articulation and transfer agreement between Diné College and New Mexico Highlands University (NMHU) is to establish a unique educational partnership. It initiates the development of integrated, seamless curricula and system of student support services. The curricula will link the completion of an associate's degree from Diné College to the completion of a bachelor's degree from NMHU. Secondly, it will enable the institutions to make more efficient use of their organizational structures in providing course offerings to a greater number of students. Thirdly, this agreement will establish a process by which individual instructional units at Diné College and NMHU may integrate instructional matrices.

To facilitate the continuing development of this partnership each institution will designate a liaison official. Additionally, the institutions may develop other resources that enhance and facilitate articulation and transfer and likewise incorporate such enhancements into this agreement. Through their work, other programs and discussion topics may be added as needed.

2.0 The Dual-Degree Program Description

The Dual-Degree Program is integrated, seamless curricula and system of services leading to an associate's degree from Diné College and a bachelor's degree from NMHU. Upon program admission, the student follows a defined program of study and receives support services and transfer advising to facilitate the timely completion of both the associate's and bachelor's degrees.

Students who are admitted to the Dual-Degree Program may be enrolled exclusively at one institution or concurrently at both during any specific semester. Courses identified in the program of study may be taken from either institution; the program curriculum defines course work that will articulate to either institution.

Program students are entitled to the same rights, privileges and responsibilities as other students. Students may participate in the Dual-Degree Program between Diné College and NMHU through one of the following three options:

- The Transfer Degree Option is designed for students who have completed an associate's degree from Diné College and wish to complete a bachelor's degree from NMHU at Diné College;

- The Integrated Degree Option is for students who wish to pursue an associate's degree from Diné College while simultaneously completing the requirements for a bachelor's degree from NMHU at Diné College; or
- The Inverted Degree Option is for NMHU students pursuing NMHU degree requirements who also want to complete associate's degree requirements at Diné College.

3.0 Curricula

The Dual-Degree Curricula specifies the requirements for completion of an associate's degree from Diné College and a bachelor's degree from NMHU.

Specific discipline curricula will be developed jointly by the respective faculty at Diné College and NMHU. The specific curricula will comply with institutional standards and be approved through established institutional processes. If additional approvals are required, the chief academic officers will pursue them prior to being adopted. Approved Dual-Degree curricula will be published in a program guide and will be provided to the student upon admission to the Dual-Degree Program.

The curricula developed will be time and cost efficient, and will provide students with the most direct path to both degrees. It will allow for ease of interaction between students and the institutions as well as between the two institutions. Published curricula requirements will be provided to the student upon admission to the Dual-Degree Program.

3.1 Lower-Division Component

The general education common core component required for all associate's and bachelor's degrees at Diné College and NMHU is consistent with the CHE statewide 35-credit hour module. Students who complete the core will satisfy all general education common core requirements at both institutions. Any additional proficiency requirements will be specified in the institutions' graduation requirements.

The lower division component includes all general education common core requirements. It also includes all 100- and 200-level courses required in any specific curriculum plan. Course equivalents, if applicable, will be identified in the program guide.

3.2 Upper-Division Component

The upper-division component consists of all 300- and 400-level courses required in the degree plan. Course requirements in related areas and electives shall be included in the upper-division component. These are usually intended to satisfy accreditation requirements, to strengthen major field studies or to complete institutional degree requirements.

Diné College 200-level courses determined to be equivalent to upper-division courses at NMHU will be designated in the program guide as equivalent to upper-division courses if taken at Diné College.

3.3 Other Institutional Requirements and Limits

Credits transferred to NMHU may satisfy bachelor's degree requirements for major field studies, related field studies, general requirements or electives. Graduation residency requirements are specified in the Dual-Degree Program guides. There is no limit to the number of credits that may be earned at Diné College within the Dual-Degree Program.

4.0 Articulation and Transfer Coordination

The Dual-Degree Program facilitates articulation and transfer by documenting curricular and procedural requirements. The program acknowledges that:

- the transfer and applicability of course credits toward graduation requirements is determined by the receiving institution;
- the transfer of general education course work is consistent with the requirements of state law (Chapter 224 of the Laws of New Mexico, 1995) and the Commission on Higher Education's common core requirements; and
- the approved program matrices, course equivalents and requisites will guide student and course transfer.

Each institution will identify an articulation and transfer coordinator to:

- coordinate all related activities within their respective institution so that consistent policies and procedures may be established and modified as necessary;
- establish a clearinghouse within each institution to receive and disseminate information on articulation and transfer policies, procedures and curricula to their counterparts, faculty and other institutional officials;
- expedite program course matrices among disciplines, leading to degrees;
- coordinate the development and maintenance of the articulation, transfer and curriculum guides for students and faculty;
- respond to inquiries related to program components;
- review, approve and process Dual-Degree Program admission applications;
- produce and deliver the student orientation sessions;
- coordinate the advising process, including assistance with student file maintenance and advising appointments;
- facilitate communications between students and advisers and among the academic advisers; and
- assist with the resolution of concerns specific to transfer of course work.

Annually, the Diné College and NMHU Dual-Degree Program coordinators will review the articulation, transfer and curriculum guide (program guide) that describes degree program requirements. The guide will include the requisite curricula and any additional requirements of the specific Dual-Degree Program. The guide shall include, but not be limited to, the following areas:

- program admission requirements;
- major-subject area, specialized-degree and curricular requirements;

- the identification of course equivalents and requisites (matrices); and
- institutional, student and other support services available.

5.0 Dual-Degree Standards of Service

Institutional standards defining the relationship of a student with the institution, as published in the catalog, bulletin, schedule of classes and code of conduct, remain in effect and uncompromised by this agreement.

All standards for academic performance remain in effect. In the areas of articulation, transfer and curricula, the terms of this agreement shall take precedence.

The rights, privileges and responsibilities of students, as detailed by each institution, remain in effect.

5.1 Student Admission and Enrollment

Admission to the program requires the student to satisfy admission qualifications (i.e., grade point average) at both institutions. Some degree programs may have enrollment restrictions, physical requirements or additional eligibility criteria.

Once matriculated, the student shall be considered a program participant at both institutions. The Diné College catalog and the NMHU catalog in effect at the time of applications to the program will be considered the "catalogs of record" governing the student's degree requirements.

Students may enroll in courses at either or both institutions during any semester. The combined registration, however, must not exceed 18 credit hours in any one semester, unless approved as a course overload by each institution's chief academic officer.

5.2 Orientation

A joint orientation program will be provided for students and will include:

- identification and assignment of academic advisers;
- a preliminary academic advising session;
- dissemination and review of the program guides;
- explanation and discussion of graduation requirements;
- review of appeal procedures for redress of grievances;
- information regarding tuition, fees, deferred payment plans, financial aid opportunities and enrollment changes;
- identification of available student services, including contact person(s) and campus location; and
- opportunities for extracurricular activities.

5.3 Advisement

To provide for the academic advisement needs of Dual-Degree and transfer students. A meeting will be held between the two advisers for discussion and exchange of information about the student. A student file containing information concerning the student's progress will be kept by each adviser. At the end of each semester, the advisers will meet and share their respective files. Diné College and NMHU will exchange academic progress reports annually on Dual-Degree and transfer students. The information will provide data to both institutions to enhance the advisement of students, the articulation of curricula and the transfer success rate. These reports shall conform to the Family Educational and Privacy Act of 1974.

While the students will benefit from the combined advising of both institutions, the adviser from the degree-granting institution shall be considered adviser-of-record and will facilitate registration document processing. Students participating in the Integrated Degree Option must obtain advising and endorsement from advisers at both institutions.

5.4 Financial Aid and Scholarship Programs

Students enrolled through the Dual-Degree Program may also apply for student financial aid. Eligibility for assistance is determined by the standard aid application process. Financial Aid applications will be processed by the degree-granting (home) institution. Students participating in the integrated Degree Option will declare the associate's degree as the primary program of study and process their aid application through Diné College. Aid awards may be used to meet educational expenses at both institutions.

Students enrolled through the Dual-Degree Program may apply for institutional and state scholarships. Scholarship awards will be considered a form of financial aid and incorporated into the aid packaging policy of the relevant institution.

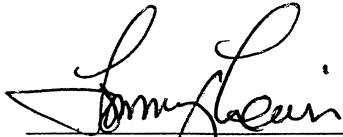
5.5 Tuition and Fees

Tuition and fee charges will be assessed in accordance with published rates and procedures by each institution. The refund policy of each institution remains in effect. Arrangements for deferred payment or early registration prepayments are determined by each institution.

6.0 Areas for Development

Diné College and NMHU will continue to identify other resources and topics relevant to the improvement of this agreement. Areas for future collaboration are: student recruitment and enrollment management, facilities and long-range planning.

Agreed to on this 3 day of JUNE, 1997



Tommy H. Lewis, Jr., Ed. D., President
Diné College



Selimo Rael, President
New Mexico Highlands University