



Pueblo of Isleta

Department of Education Higher Education Policies and Procedures

Amended December 17, 2024
Approved by Resolution No. 2024-132

Subpart A - General

100.1 Pueblo of Isleta Higher Education Policies and Procedures

100.2 Purpose

The Pueblo of Isleta Department of Education ("DOE") provides financial assistance through its Higher Education Program ("HEP") 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 updated official Transcript at the end of each term funded;
- f) A class schedule for each term of requested financial assistance;
- g) A POI Course Verification Form signed by your academic advisor at the institution you are attending;
- h) A Financial Needs Analysis (FNA) sent directly from the institution you are attending 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 you change your Course of Study.
- j) A minimum of a 200-word response to one essay question listed on the Pueblo of Isleta Department of Education Scholarship application.
- k) Volunteer Log showing a minimum of 10 hours for each semester the student is funded, submitted at the end of each term.
- l) Documentation demonstrating you have applied for at least two outside entity scholarships.

- m) Students must submit a copy of the awarded degree or certification once completed prior to the end of the academic year he or she graduates.

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
- b) Late applications or required documents will not be considered unless the student submits documentation showing communication between Higher Ed Coordinator and self, stating why the application or documents are late.

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 pursued concurrently subject to the maximum number of allowable academic hours that can be taken.
- 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.
- e) Bachelor's Degree: A maximum of 180 academic hours. Minus credit hours funded for a Certificate or Associates Degree.
- f) Master's Degree: A maximum of 90 academic hours.
- g) Doctoral Degree: A maximum of 60 academic hours.
- h) MD, DO, Veterinary, Pharmacy or Pharmacology Degrees: Dependent on your Course of Study.
- i) Applicants who change their Course of Study or return after an absence are only eligible for remaining academic credit hours under current matriculated degree program requirements minus previous funded credit hours if no Degree or Certificate was conferred.
- j) Students seeking financial assistance for additional academic credit hours beyond the maximum allowable amount for their Degree Plan are required to follow the appeal process to request financial assistance over the maximum credit hours allowed.

- k) Any repeat courses that were funded by the POI scholarship will not be covered. After initial funding, it is the student's responsibility to pay for any repeat courses.

100.7 Financial assistance for Students designated with High EFC or No Need

- a) If you are a Full-Time Enrolled student and have been designated as a High EFC or No Need student by the Financial Aid Office of the institution you are attending, the maximum financial assistance you may receive from the Pueblo of Isleta is \$5,000 per academic semester/quarter for the Academic Year.

100.8 Maximum Award amount

- a) An Enrolled Part-Time Student is eligible to receive up to \$4,000 in financial assistance per academic semester/term.
- b) An Enrolled Full-Time Student is eligible to receive up to \$10,000 in financial assistance per academic semester/term.

100.9 Probation and Suspension

Probation and suspension apply to all students receiving financial assistance from the DOE/HEP.

- a) Probation
 - I. A student will be placed on probation if they fail to maintain at least a 2.5 GPA in any academic term for the credit hours funded as specified on the Course Verification Form.
 - II. A student will be placed on probation if he or she fails to notify the Department of Education upon withdrawing from courses within the first 8 weeks of the semester. The student may risk eligibility for future funding.
 - III. 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 attains a 2.5 GPA or better for the funded credit hours during the next academic term, the student will be removed from probation for the next following term.
 - II. If the student fails to attain a 2.5 GPA for the funded credit hours during the probationary term, the student will be ineligible for financial assistance from DOE/HEP until he or she has at least a 2.5 term GPA.
 - III. If the student withdraws from courses during the probationary term, the student will be ineligible for financial assistance from DOE for the next funding cycle or until they complete the number of hours funded on their own.

c) Suspension

Students under suspension are ineligible to receive financial assistance from DOE/HEP until they have completed the minimum number of credit hours defined by their prior funded status (full-time/part-time) during the probationary period with a minimum of 2.5 GPA or better.

100.10 Appeals Process

- a) If you wish to appeal a DOE/HEP financial assistance decision, you may do so as follows:
- I. Submit an appeal letter, either in person or by email, to the Pueblo of Isleta Department of Education Executive Director within five (5) business days of receipt of the initial denial letter. The letter must cite reasons for the appeal.
 - II. The Department of Education shall promptly review and issue (to the email on file) a response within five (5) business days of receipt of the appeal letter.
- b) If you wish to appeal the Executive Director's decision, you may do so as follows:
- I. Submit a letter within five (5) business days of receiving a response from the Executive Director requesting a hearing.
 - II. The hearing shall be scheduled during a regularly scheduled meeting with Tribal Administration.
 - III. The Tribal Administration shall endeavor to promptly render a written decision within five (5) business days of hearing the appeal.
 - IV. The decision of Tribal Administration shall be final and not subject to further appeal of any kind or Court, and the Tribal Council has expressly declined to waive the Pueblo of Isleta's sovereign immunity from suit in connection with any attempted appeal of Tribal Administration or designee's decision.

100.11 Loan Responsibility

- a) Any loans incurred by a 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 the Pueblo of Isleta and Bureau of Indian Affairs funds and provides supplemental financial assistance to eligible vocational, undergraduate, 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 academic year.

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
- i) ACCSCT: Accrediting Commission for Career Schools/Colleges of Technology

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

Associate's Degree. Two Academic Years, conferred and defined by the respective Accredited Institution.

Award. The amount of financial assistance 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 of Study. Pursuit by an individual of Degree or Certificate.

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.

Student Aid Index 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 Student Aid Index (SAI) is calculated from the information reported on 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 Index 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 half (1/2) of the 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.

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 financial assistance under the Isleta Higher Education Scholarship Program and as defined by the institution's registrar and Financial Aid Office.

Scholarship. A grant or payment made to support a student's education, awarded on the basis of academic or other achievement.

FASFA Submission Summary. 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.

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)
- e) Continuous Year-Round Program

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

Volunteer Hours. A student must volunteer a minimum of 10 hours per term/semester upon being funded by the POI scholarship.