

Office of Admissions and Enrollment  
Institute of American Indian Arts

**Native Eye's Distant Education Program**

**Program of Study:** 1. Currently the IAIA does not provide a full academic program via Distant Education  
2. An Associate degree program is being planned and is still in-progress.  
3. Course(s) provided will vary from one to two course(s) per semester.

**Admissions Requirements:**

1. **Part-time/Non-Degree Student** – A non-degree student, defined as a student not enrolled in a degree granting program, must submit the following item for admission:
  - a. Application – Available online at [www.iaia.edu](http://www.iaia.edu) or admissions office  
Please note “Personal Statement” section on application must be completed.
  - b. Returning non-degree students, a new application is not required, unless the student has been out of attendance for three semesters
  - c. If a non-degree student wishes to apply to a degree program, the student must submit all required items for admission.
  - d. Non-degree student must meet all prerequisite course knowledge.
  - e. Non-degree students pay regular tuition rates and fees and are subject to IAIA's rules and regulations.

**Registration Requirements:**

1. Registration takes place in August and January of the academic year.
2. Currently, student wanting to register for a course via distant education can submit this information in letter form or by email. Request to register can be faxed or mailed to the following address:

IAIA Enrollment Office  
83 Avan Nu Po Road  
Santa Fe, NM 87508  
Email: [enrollment@iaia.edu](mailto:enrollment@iaia.edu)  
Fax: 505-424-4500

***Withdrawal Requirements:*** All students must complete a check-out form in order to officially withdraw from the Institute.

1. Student must notify their advisor (Native Eyes Coordinator – Wade Chambers) to officially withdraw and request for proper forms from the Admissions and Enrollment Office at 1-800-804-6422 or 1-505-424-2332.
2. Those who do not follow this procedure are subject to receiving failing grades.
3. Proper paper work should be submitted within two after discontinuing a course. This also applies to students who are considered a no-show.

***Instructor-Initiated Withdrawal:*** Instructors may initiate the withdrawal of a student from their course at any time for unacceptable behavior or non-attendance.

***Student Records:*** The Family Educational Rights and Privacy Act (FERPA) of 1974 is designed to protect the privacy of students and the parents fo those students. It defines and limits access to and release of a student’s educational records. For a detailed description of the provision of this act, please visit the following website:  
[www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

***Transcript Request:*** IAIA charges \$2.00 per academic transcript(s). Request for transcripts require a mandatory written request with a signature by the students. This request can be mail via mail or fax to the following address:

IAIA Registrar Office  
83 Avan Nu Po Road  
Santa Fe, NM 87508  
Fax: 505-424-4500

Please provide the following information:

1. Student’s Full Name (former name(s) if applicable)
2. Social Security Number
3. Date of Attendance
4. Name and address where transcript(s) need to be sent.
5. Student’s signature as authorization to release information.