

Application Packet

School of Business

Bachelor of Science in Business Administration



155 Indian Avenue
Box #5014
Lawrence, KS 66046-4800
(785) 749-8402
FAX (785) 832-6604

www.haskell.edu



Bachelor of Science in Business Administration

With emphasis in
MANAGEMENT
TRIBAL MANAGEMENT

The Bachelor of Science degree with a major in Business Administration provides students with a broad base of knowledge in the various functional areas of business. The program is structured to allow students to pursue an emphasis study in Management or Tribal Management. The business background from Haskell's School of Business provides students with the theory and analytical tools required for service and leadership to their sovereign nations and in today's business world.

Dear Prospective Applicant:

We are pleased to provide you with an application packet for Haskell's Bachelor of Science Degree in Business Administration. Upon receipt, your application will be reviewed for completeness and for your admission eligibility. Please contact us if you have any questions.

Best wishes in your academic and professional endeavors.

School of Business Faculty

School of Business **Standard Admission Requirements For All Students**

- Admission to Haskell Indian Nations University
- Completion of 45 college credit hours
- Minimum cumulative GPA of 2.3 in all college course work
- Completion of English I, English II, and college algebra or higher math* with a grade of C or better
- Official acceptance into the School of Business

*Determination of whether or not higher level math course work is acceptable is at the discretion of the Admission Review Committee.

APPLICATION PROCESS

You must be admitted to Haskell Indian Nations University in order to be admitted to the School of Business. If you are not currently enrolled in classes at Haskell, you need to follow the application process as directed by the Office of Admissions **and** those outlined by the School of Business.

To obtain an application for admission to the university, visit www.haskell.edu, call, or write to:

Haskell Indian Nations University
Office of Admissions & Records
155 Indian Avenue
Box #5031
Lawrence, KS 66046-4800 (785) 749-8454

To apply to the School of Business:

**Application Deadlines are 4:00 p.m. central time on
March 1st – FALL October 1st – SPRING**

Application deadlines to apply for admission to the School of Business are submitted in advance of the semester you wish to enter the program. The application deadlines are March 1 for the upcoming fall semester and October 1 for the upcoming spring semester. Late applications are not accepted.

Why so Early? The School of Business is committed to student success. Proper planning requires that students be accepted into the program in advance in order to have adequate notice and the ability to plan their course work accordingly for the upcoming semester, especially since pre-enrollment takes place one month before the end of the semester.

Continuing Students

Continuing students should apply to the School of Business when they reach sophomore status. Minimum requirements for entrance are 45 college credit hours. Continuing students should work closely with their academic advisor and take course work tailored to meet entrance requirements and degree requirements. Remember that you must apply in advance for acceptance, so be aware of your progression and be sure to apply before you graduate or reach your sixth semester.

Transfer Students

Transfer students with more than 60 credit hours or a two-year degree are not accepted into Haskell unless they are in a degree-seeking program. Transfer students should understand that it is a dual application process to be accepted if they have been told they have to be in a four-year degree program. You must apply to the university itself following the process outlined by the Admission Office and to the School of Business. Typically, the Admission Office will wait to notify you of acceptance into the university until you have been accepted into a four-year program.

Submit a completed application packet before the application deadline. The application packet consists of:

1. Completed School of Business application cover page and School of Business application for admission

Please write legibly and use ink. The application page must be signed and dated with a concentration chosen to be considered complete.

2. Official transcripts from each college you have attended outside of Haskell

Current students will have an advisor's transcript printed out by the School of Business for course work done at Haskell. The applicant must not have any outstanding fees and should check with the Business Office when applying to make sure their account is in order. All outside transcripts from both transfer students and current students must be official, copies or unofficial printouts are not acceptable. It is the applicant's responsibility to ensure official transcripts are delivered to the School of Business.

3. Two (2) letters of reference from outside the Haskell School of Business

Letters of recommendation can be from anyone who has personal knowledge of your skills and abilities. They do not have to be from educators or Haskell employees. School of Business faculty members are prohibited from giving letters of recommendation because of ethical concerns. School of Business faculty members already have a vote in whether applicants are accepted into the program or not. The purpose of seeking letters of recommendation is to familiarize the potential business student with business protocol when seeking a job.

4. Resume

Resumes should be typed and follow a generally accepted resume format. The professional appearance of the resume will be used to determine the potential student's writing skills. The purpose of requiring a resume is to familiarize the potential business student with business protocol when seeking a job.

5. Personal essay

The essay you are to provide the School of Business should pertain to your educational and professional goals in life. The essay needs to be typed, double spaced with one (1) inch margins and follow a five paragraph essay format. The essay will be used to evaluate writing skills. A poorly written essay can be used as the basis for denying admittance.

6. Completed degree check sheet from chosen concentration

Students should fill out the degree check sheet for the concentration they wish to seek. The degree check sheet is a tool used to show the level of progression within the program. It is designed to allow the potential business student to plan for the necessary progression in course work to complete the program successfully. The check sheet is a good tool to use to map out future class schedules. The purpose of requiring a degree check sheet is to allow the potential business student to successfully plan course work and assess academic progress. Transfer students should be aware that the determination of what will transfer is made by the Registrar, as well as, if they meet course requirements.

Send or deliver to application packet and/or official transcripts to:

Haskell Indian Nations University
School of Business
155 Indian Avenue
Box #5014
Lawrence, KS 66046-4800

You may fax a copy of your application, but you still must send the original application and materials post marked by the deadline. Fax # 785-832-6604

Applications will not be reviewed until they are complete.

Incomplete applications will be automatically denied after the deadline has passed.

Late applications will not be accepted

HOW A DETERMINATION IS MADE

The Application Review Committee (ARC) consists of the entire faculty within the School of Business. The School of Business is a program designed to produce highly qualified business professionals. As such, each student is carefully evaluated to determine if they are qualified to meet the standards of excellence set forth by the School of Business.

Incomplete applications will not be forwarded to the ARC chair and will be automatically denied after the current deadline has passed. Complete applications will be forwarded to the ARC chair for review. The ARC chair will determine if the student meets the Standard Admission Requirements. Failure to meet the minimum requirements will result in an automatic denial. Students who meet the minimum requirements will have their applications reviewed by the ARC. Successfully meeting the minimum requirements does not guarantee admittance into the program.

In addition to reviewing applications for completion of the minimum eligibility requirements, the ARC will review many factors, including:

- Grade trends
- Strength of course load including W's and repeated courses
- Consistency of recent academic performance
- Leadership skills
- Accomplishments as demonstrated by extracurricular activities or work experiences
- Communication skills as demonstrated by the personal essay and resume
- School of Business classroom conduct and achievement

Notification Of Admission

Processing applications through the Application Review Committee takes approximately four (4) to six (6) weeks.

Individuals will be officially notified regarding admission status in writing which will be sent to the current address contained in the application. The student will also receive a copy of the determination notice provided to pertinent offices on campus. The student may also request unofficial notification via phone or email which must be indicated on the cover sheet or it will not be provided.

A determination notice will be sent to the Registrar's Office and Financial Aid. A copy of the official letter of acceptance or denial and a determination notice will be sent to the Admissions Office.

Former School of Business Students

School of Business students are dropped from the program beginning the first semester they fail to enroll in classes. Students who fail to maintain continuous enrollment must re-apply for admission into the program.

You will need to contact the Admissions Office to determine your enrollment status at the university.

Revised 06/13

Normally, the university will not re-admit you unless you are re-admitted to the School of Business or another four-year program.

Students who are re-applying must meet all eligibility requirements at the time they re-apply. Former acceptance does not guarantee you will be re-admitted to the program. Upon re-admittance, you must complete the program according to the guidelines, policies, and procedures currently in place.

Former students who have attended classes at Haskell within the previous two (2) semesters may re-apply by submitting the following by the application deadline:

1. School of Business application cover page
2. School of Business application for admission
3. Any new transcripts
4. Updated degree check sheet from chosen concentration.

Former School of Business students who have not attended classes for three (3) or more semesters must complete an entirely new application packet.

Denied Students

Individuals who have been denied admittance within the past two (2) semesters may re-apply by submitting the following by the application deadline:

1. School of Business application cover page
2. School of Business application for admission
3. Any new transcripts
4. Updated degree check sheet from chosen concentration.

If you were denied admittance more than one (1) year ago, you will need to submit an entirely new application packet.

Appeal Process

Anyone, who wishes to appeal an application determination, must submit a written letter to the Dean of Professional Schools within two (2) weeks after the date of the official letter of determination provided to the student.

The letter should contain the student's rationale and supporting evidence for appealing the decision made by the School of Business Application Review Committee.

Dean of Professional Schools
155 Indian Avenue
Box #5014
Lawrence, KS 66046-4800