

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 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.

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

Application Cover Page

Name: _____

Applicant Status:

I am currently a Haskell Indian Nations University student

I am applying to Haskell Indian Nations University as a transfer student

I am returning to Haskell Formerly admitted into the program
 Never admitted into the School of Business program

Incomplete or Late Application Packets will not be forwarded to the Application Review Committee

OFFICAL USE ONY

Application cover page
Application for admission form completed and signed
All official college transcripts outside of Haskell
Resume
Personal essay
Completed degree check sheet from chosen concentration
Two (2) letters of reference (LOR)

1. LOR _____

2. LOR _____

Received on: _____

Forwarded on: _____

Haskell Indian Nations University Degree Checklist
Bachelor of Science (BS) in Business Administration **Concentration: MANAGEMENT**

STUDENT NAME: _____ ID#: _____

ADMISSION DATE: _____ EXPECTED GRADUATION DATE: _____

GENERAL EDUCATION REQUIREMENTS: (34-36 hours) *See General Education Requirement List for approved courses.

Outcome	Credit Hr	Category	Course	Semester	Grade
Communication Outcome	9 hours	Written Communication (6)	English 1		
			English 2		
		Oral Communications (3)			
Qualitative and Quantitative Thinking	11 hours	Humanities and Arts (3)			
		Quantitative Reasoning (3)	College Algebra*		
		OR Higher Math*			
		Laboratory Science (5)			
Historical and Cultural Forces	12 hours	Historical Contemporary Indigenous issues (6)			
		Multicultural, World or Comparative Issues (3)			
		Human Behavior (3)	BUS 251 or PSYC 101		
Wellness	2-4 hours	Orientation (1)	Vision Quest		
		Physical Activity Course Or Health Class (1-3)			

Note: Students may meet GE requirements by taking a higher level course in that area with the approval of their advisor and the department.

Business Foundation Courses (26 hours)

Course	Prerequisite	Cr	Semester	Grade	Course	Prerequisite	Cr	Semester	Grade
ACCT 203+	MATH 101/ENGL 101	3			ECON 201	MATH 101	3		
ACCT 204++	ACCT 201	3			ECON 202	MATH 101	3		
CIS 102	ENGL 101	3			BUS 210	MATH 101	5		
CIS 250	CIS 102	3			BUS 232	CIS 250/ENGL 102	3		

Major Requirements for Management Concentration (40 hours)

Course	Prerequisite**	Cr	Semester	Grade	Course	Prerequisite**	Cr	Semester	Grade
BUS 301	Jr Status	3			ACCT 302+++*	ACCT 202	3		
BUS 320	BUS 210	4			BUS 411*	BUS 301/BUS 311	3		
BUS 321	ACCT 202/MGMT 301	3			BUS 311*	BUS 301	3		
BUS 401	BUS 320	3			MGMT 311*	Jr Status	3		
MGMT 301	Jr/BUS 251 or PSYC 101	3			MGMT 401*	CIS 250/BUS 320+	3		
Bus Elect 300+		3			BUS 451*	Sr/BUS 401	3		
Bus Elect 300+		3							

*Courses requiring a grade of C or better

**All 300 and 400 level business courses require admission to the baccalaureate program or instructor permission.

+ Formerly ACCT 201 ++Formerly ACCT 202 +++Formerly ACCT 301

Additional Elective Credits (20-22 hours minimum)

Course and Number	Cr	Semester	Grade	Course and Number	Cr	Semester	Grade

Basic Comp (4): _____ MATH 013 (3) _____ MATH 012 (3) _____ MATH 011 (3): _____
 Semester Grade Semester Grade Semester Grade Semester Grade

Haskell Indian Nations University Degree Checklist
Business Administration **Concentration: TRIBAL MANAGEMENT**

STUDENT NAME: _____ ID#: _____

ADMISSION DATE: _____ EXPECTED GRADUATION DATE: _____

GENERAL EDUCATION REQUIREMENTS: (34-36 hours) *See back for courses meeting this requirement.

Outcome	Credit Hr	Category	Course	Semester	Grade
Communication Outcome	9 hours	Written Communication (6)	English 1		
			English 2		
		Oral Communication (3)			
Qualitative and Quantitative Thinking	11 hours	Humanities and Arts (3)			
		Quantitative Reasoning (3)	College Algebra*		
		Laboratory Science (5)			
Historical and Cultural Forces	12 hours	Historical Contemporary Indigenous issues (6)	TMGMT 101		
		Multicultural, World or Comparative Issues (3)			
		Human Behavior (3)	BUS 251 or PSYC 101		
Wellness	2-4 hours	Orientation (1)	Vision Quest		
		Physical Activity Course Or Health Class (1-3)			

Note: Students may meet GE requirements by taking a higher level course in that area with the approval of their advisor and the department.

Business Foundation Courses (26 hours)									
Course	Prerequisite	Cr	Semester	Grade	Course	Prerequisite	Cr	Semester	Grade
ACCT 203+	MATH 101/ENGL 101	3			ECON 201	MATH 101	3		
ACCT 204++	ACCT 201	3			ECON 202	MATH 101	3		
CIS 102	ENGL 101	3			BUS 210	MATH 101	5		
CIS 250	CIS 102	3			BUS 232	CIS 250/ENGL 102	3		

Major Requirements for Tribal Management Concentration (40 hours)									
Course	Prerequisite**	Cr	Semester	Grade	Course	Prerequisite**	Cr	Semester	Grade
BUS 301	Jr Status	3			TMGMT 321*	Jr Status or permission	3		
BUS 320	BUS 210	4			TMGMT 325*	TMGMT 321	3		
BUS 321	ACCT 202/MGMT 301	3			TMGMT 330*	Instructor permission	3		
BUS 401	BUS 320	3			TMGMT 410*	ECON 201 and permission	3		
MGMT 301	Jr/BUS 251 or PSYC 101	3			MGMT 311*	CIS 250/BUS 320+	3		
Bus Elect 300+		3			BUS 451*	Sr/BUS 401	3		
Bus Elect 300+		3							

*Courses requiring a grade of C or better

**All 300 and 400 level business courses require admission to the baccalaureate program or instructor permission.

+ Formerly ACCT 201 ++Formerly ACCT 202

Additional Elective Credits (20-22 hours minimum)								
Course and Number	Cr	Semester	Grade	Course and Number	Cr	Semester	Grade	

Basic Comp (4): _____ Semester Grade Basic Comp (4): _____ Semester Grade MATH 013 (3) _____ Semester Grade MATH 012 (3) _____ Semester Grade MATH 011 (3): _____ Semester Grade

Business Foundation Courses

ACCT 203	Financial Accounting	(Formerly :ACCT 201 / Principles of Accounting I)
ACCT 204	Managerial Accounting	(Formerly: ACCT 202 / Principles of Accounting II)
CIS 102	Introduction to Information Processing	
CIS 250	Advanced Business Applications for Microcomputers	
ECON 201	Principles of Microeconomics	
ECON 202	Principles of Macroeconomics	
BUS 210	Business Calculus	
BUS 232	Business/Technical Writing	

Major Requirements for Management Concentration

ACCT 302	Cost Accounting	(Formerly: ACCT 301 / Managerial Accounting)
BUS 301	Legal Environment of Business I	
BUS 311	Legal Environment of Business II	
BUS 320	Business Statistics	
BUS 321	Principles of Marketing	
BUS 401	Financial Management	
BUS 411	International Business	
BUS 451	Business Policy	
MGMT 301	Management and Organizational Behavior	
MGMT 311	Human Resources Management	
MGMT 401	Production and Operations Management	
Two (2)	300 Level or Higher Business Electives	

Major Requirements for Tribal Management Concentration

BUS 301	Legal Environment of Business I	
BUS 311	Legal Environment of Business II	
BUS 320	Business Statistics	
BUS 321	Principles of Marketing	
BUS 401	Financial Management	
BUS 451	Business Policy	
MGMT 301	Management and Organizational Behavior	
MGMT 311	Human Resources Management	
TMGMT 321	Indian Law and Legislation	
TMGMT 325	Indian Law and Legislation II	
TMGMT 410	Tribal Resources and Economic Development	
Two (2)	300 Level or Higher Business Electives	

General Education Course Fulfillment List

Effective Fall 2013

Categories to be Met Under Each Outcome	Courses Meeting these Requirements
Humanities and Arts (3 hours)	<input type="checkbox"/> ART 100 Art Appreciation <input type="checkbox"/> ART 240/241 Art History I or II <input type="checkbox"/> EED 203 Exploring Cultural Art, Music & Dance with Technology <input type="checkbox"/> ENGL 210 Themes & Issues in Lit (pre-req ENG 102) <input type="checkbox"/> MCOM 231 Mass Communication <input type="checkbox"/> MUS 137/138 Music Appreciation Classical/Contemporary <input type="checkbox"/> THEAT 100 Intro to Theatre
Quantitative Reasoning (3 hours)	<input type="checkbox"/> MATH 101 College Algebra -or- <input type="checkbox"/> MATH 102 Liberal Arts Math <input type="checkbox"/> Higher Level Quantitative Reasoning Class: _____
Laboratory Science (5 hours)	<input type="checkbox"/> BIOL 103 General Biology & Lab <input type="checkbox"/> CHEM 101 Chemistry <input type="checkbox"/> PHYS 211 Physics <input type="checkbox"/> PSCI 100 Physical Science
Historical & Contemporary Indigenous Issues (6 hours)	<input type="checkbox"/> AIS 102 American Indian Issues I <input type="checkbox"/> AIS 110 History of North American Indian Tribes <input type="checkbox"/> ENGL 212 American Indian Literature <input type="checkbox"/> HSES 161 Diabetes & the Native American <input type="checkbox"/> LANG 101/102, 110/111 Indigenous Languages <input type="checkbox"/> SW 110 Chemical Dependency & the Native American <input type="checkbox"/> TMGMT 101 Introduction to Tribal Management <input type="checkbox"/> TMGMT 201 Tribal/Federal Government Relations
Multicultural, World or Comparative Issues (3 hours)	<input type="checkbox"/> AIS 301 Native and Western Views of Nature <input type="checkbox"/> COMS 246 Intercultural Communication <input type="checkbox"/> GEOG 110 World Geography <input type="checkbox"/> GEOG 230 Cultural Geography <input type="checkbox"/> HIST 101/102 US History <input type="checkbox"/> HIST 110/112 Western Civilization I, II <input type="checkbox"/> HIST 221/222 World Civilization I, II
Human Behavior (3 hours)	<input type="checkbox"/> BUS 251 Human Relations <input type="checkbox"/> COMS 226 Interpersonal Communication <input type="checkbox"/> COMS 256 Working in Groups and Teams <input type="checkbox"/> COMS 276 Persuasion & Social Influence <input type="checkbox"/> PSYC 101 Gen Psychology <input type="checkbox"/> SOC 100 Intro to Sociology
Physical Activity or Health Course (1 hour)	<input type="checkbox"/> HSES 100 level activities courses (1) 101, 104, 105, 106, 107, 108 <input type="checkbox"/> HSES 125 Fitness for Life (2) <input type="checkbox"/> HSES 160 Basic Nutrition (3) <input type="checkbox"/> HSES 195 Weight Management and Fitness (1) <input type="checkbox"/> HSES 201 Personal & Community Health (3) <input type="checkbox"/> HSES 204 First Aid (2)
Orientation (1 hour)	<input type="checkbox"/> VSQU 101 Vision Quest (1) <input type="checkbox"/> S/T VSQU 190 Vision Quest First Year Experience (3)