



HASKELL INDIAN NATIONS UNIVERSITY SCHOOL OF EDUCATION

SOE Admission Checklist:

- ☐ Provide Official college transcripts to the Office of Admissions
- ☐ Successful completion of Praxis Core Academic Skills for Educators or successful ACT or SAT score; submit scores to HINU School of Education (see page 1 of application for successful scores)
- ☐ ETEP application for admission form completed (2.8 cumulative GPA that includes “C” or better for all courses listed)
- ☐ An Educational Autobiography
- ☐ A Vision Statement
- ☐ Signed Felony Disclosure Statement
- ☐ Two Letters of Recommendation (a faculty member and a community member)
- ☐ Completion of 30 hours of classroom observation (verification sheet required)

Application Deadline – February 15th

Submit the completed application packet to the Department Chair, Jackie Boyd



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Dear Applicant,

We are pleased you have selected our University to begin your journey toward a rewarding career in elementary education. Our Elementary Teacher Education Program (ETEP) has been preparing highly qualified teachers since 1998.

Your application will be reviewed for completeness to determine your eligibility. Complete the application requirements carefully as incomplete packets will delay the process.

Cohorts of no more than 25 junior-level teacher candidates will be admitted and begin each fall semester.

Best wishes in your academic and professional endeavors.

School of Education Faculty

Elementary Teacher Education Program (ETEP) Admission Requirements

Potential candidates are advised to begin the application process in January. Application packets are due to the School of Education Department Chair by **February 15th**. Incomplete and/or late application packets will be considered on an individual basis. Potential candidates must meet the following requirements:

1. Completion of an Associates of Science Degree with an emphasis in Para-Professional Education, a cumulative GPA of 2.8 or higher, and a "C" or better in all required courses;
2. Document academic achievement through minimum ACT, SAT or PRAXIS CORE Academic Skills for Educators in the content areas of Math, Reading and Writing prior to program application. The minimum scores for the ACT are 21.25 in Reading, 21.25 in Math and 6.60 in Writing. The minimum scores for SAT are 543.33 in Reading, 532.50 in Math and 5.30 in Writing. The PRAXIS Core Academic Skills for Educators (CORE) required score for Math is 162.14, Reading is 168.06 and Writing is 165. Applicants must designate Haskell as the receiving institution when taking this test. **Test scores must accompany ETEP Application Form;**
3. Submission of a written vision statement indicating a commitment to teaching and an educational autobiography (These two documents are completed in EED 241 The Role of Writing. They should be updated and carefully edited.);



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4. Completion of 30 classroom observation hours. (Completed in EED 214 Intro. to Field Experience via verification sheet.);
5. Submission of two letters of recommendation – one from a Haskell faculty member (other than SOE faculty) and one from the community in which the candidate officially resides;
6. Verification of **GOOD** Social Standing with Students Rights Office (Complete Social Standing Status Form)
7. Completion of Felony Disclosure Statement and disclose any misdemeanor(s) or felony charges to the Dean of Professional Schools and/or SOE Department Chair
8. Submission of application form and required documents by February 15th to the SOE Department Chair; and
9. Completion of an interview session with the SOE Interview Committee.

Application Procedure

Admission to Haskell

Potential candidates who are re-admitted and/or new transfer students should submit concurrent applications to the University and School of Education. To obtain an application for admission, call, write or visit our website:

Haskell Indian Nations University
Office of Admissions
155 Indian Avenue, Box 5031
Lawrence, Kansas 66046-4800
(785) 749-8454
www.haskell.edu

Potential candidates transferring credits from other universities must submit all official college transcripts to the Office of Admissions. The department will work collaboratively with the Admissions Office to complete transcript evaluations and confirm eligibility for continuation of the ETEP admission process.

Minimum 2.8 GPA Required

Potential candidates must have a minimum of 2.8 GPA based on all course work completed from Haskell and transfer institutions. All required courses must be completed with a grade of “C” or higher.

Application Packet

A complete application packet consists of the following documents:

- Admission Application
- Verification of ACT/SAT or submission of CORE scores directly to the SOE
- An educational autobiography



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- A vision statement that indicates commitment to teaching.
- Signed felony disclosure statements
- Two letters of recommendation (faculty member and member of the community in which the candidate officially resides)

SOE Interview Committee

Potential candidates applying for admission to the ETEP must complete a personal interview and be recommended for program entry by the SOE Interview Committee. The committee consists of five members: a classroom teacher from a local elementary school, an elementary principal from a local elementary school or a school district representative, the Dean of Professional Schools, a SOE faculty member, and a staff member representing Haskell Indian Nations University.

During the interview session, the potential candidate will be asked to share information and respond to questions related to the following categories: 1) Commitment to Teaching, 2) Experiences with Children, 3) Personal Characteristics, 4) Academic Strengths and Areas for Growth, and 5) Cultural Awareness and Diversity. Potential candidates also receive ratings on five Leadership Qualities displayed during the interview session – communication, self-reflection, openness, responsibility/reliability, and professional presence which serves as a baseline score of their dispositions.

A 3-point rubric scale is utilized by committee members to rate candidates as they respond to interview questions. The composite interview score acceptable for admission is 2.4 out of 3. If necessary a potential teacher candidate may be interviewed twice.

Notification of Admission

Potential candidates will receive an official notification of their ETEP status within 10 working days following the interview. The Dean of Professional Schools will also meet with each candidate to review the results of the interview and discuss program requirements and success.

Appeal Process

Potential candidates who are declined admission to the ETEP may submit an appeal letter within five working days of such notification to the Dean of Professional Schools, Haskell Indian Nations University, 155 Indian Avenue Box 5014, Lawrence, KS 66046-4800. The Dean will review the letter and respond to the candidate regarding admission appeal status.



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Praxis CORE Academic Skills for Educators Exam

This exam is administered and scored by ETS (Educational Testing Service). Potential Teacher Candidates (who have not documented academic achievement with minimum of ACT or SAT scores) are to register for the exam via www.ets.org. The exam consists of three sections: Reading, Writing, and Math. The registration options are as follows:

Test Name	Test Code	Duration	Required Cut Score	Cost of Exam
Core Academic Skills for Educators: Reading	5712	2 hours	168.06	\$90.00
Core Academic Skills for Educators: Writing	5722	2.5 hours	165	\$90.00
Core Academic Skills for Educators: Math	5732	2 hours	162.14	\$90.00
Core Academic Skills for Educators: Combined Test	5751	5 hours (300 minutes)		\$150.00

Potential Teacher Candidates will select a Test Center and Testing Date. There are two locations on KU campus and surrounding cities. Candidates are also to select a date when they are not attending classes. There will be no excused absences provided. Potential Teacher Candidates are to aim for the required cut scores on each exam.

The department chair must receive an official copy of the candidate's score from the Educational Testing Service (ETS). The code is **R6262** for Haskell. Candidates failing to indicate this code will be subject to an additional fee through ETS.



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ELEMENTARY TEACHER EDUCATION PROGRAM

APPLICATION FOR ADMISSION

Social Security Number (last four digits)		

Legal Name	(First)	(Middle) (Last)
List all prior names (maiden, alias, previous married, etc.)		
Current Mailing Address:	City	State Zip Code
Permanent Mailing Address:	City	State Zip Code
Birthdate (MM/DD/YYYY)	Gender _____ Male _____ Female	Phone Number: () - Alternate Number: () -
Tribal Affiliation:	Email address(es):	
Language Proficiency: Are you bilingual? (check) <input type="checkbox"/> Yes or <input type="checkbox"/> No Primary Language: Second Language:	Marital Status: Married <input type="checkbox"/> Single <input type="checkbox"/> No. of Dependents _____	
Do you have any special requirements? (Please check) <input type="checkbox"/> Yes or <input type="checkbox"/> No If yes, please describe.		



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- A. Have you ever been convicted of a felony?**
No ☐ Yes ☐ If yes, please attach a copy of the court documents regarding conviction.
- B. Have you ever been convicted of ANY crime involving theft, drugs, or a child?**
No ☐ Yes ☐ If yes, please attach a copy of the court documents regarding conviction.
- C. Have you entered into a criminal diversion agreement after being charged with any offense described in questions A or B?**
No ☐ Yes ☐ If yes, please attach a copy of the court documents regarding conviction.
- D. Are criminal charges pending against you in any state involving any of the offenses described in question A or B?**
No ☐ Yes ☐ If yes, please attach a copy of the court documents regarding conviction.
- E. Have you been disbarred or had a professional license or state issued certificate denied, suspended, or revoked or been the subject of other disciplinary action regarding any profession in Kansas or any other state?**
No ☐ Yes ☐ If yes, please attach a copy of the court documents regarding conviction.
- F. Have you ever been terminated, suspended, or otherwise disciplined by a local Board of Education for falsifying or altering student tests or student test scores?**
No ☐ Yes ☐ If yes, please attach a copy of the court documents regarding conviction.
- G. Have you ever falsified or altered assessment data, documents, or test score reports required for licensure?**
No ☐ Yes ☐ If yes, please attach a copy of the court documents regarding conviction.

Mark the appropriate boxes and include the necessary information below.

University Status

- ☐ Currently attending Haskell as a degree-seeking student.
- ☐ Applied for admission or readmission on _____.

Praxis Core Academic Skill for Educators Scores

- ☐ Not applicable.
- Documented **ACT** scores: _____ Reading, _____ Math, _____ Writing **OR**
Documented **SAT** scores: _____ Reading, _____ Math, _____ Writing.
- ☐ My ACT or SAT scores are documented here: _____.
- ☐ I took the Praxis Core Academic Skills for Educators on _____.
My scores were: _____ in Reading, _____ in Writing, and _____ in Math.
- ☐ I have included a copy of my Praxis scores with this application.

Official Transcripts and Current GPA

- ☐ Official transcripts have been sent to the Office of Admissions on _____.



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☐ My current GPA is: _____.

Educational Autobiography and Vision Statement

- ☐ I have attached the educational autobiography.
☐ I have attached the vision statement.

Two Letters of Recommendation

- ☐ I have attached two letters of recommendation.

Completion of 30 hours of Classroom Observation

- ☐ I have attached my classroom observation verification sheet

Courses Planned or In Progress

- ☐ I have not completed the 61 hours and understand I must complete the following courses this summer.

Course	Credit	Institution/University

I certify that I _____ completed the application to the best of my knowledge and information on this application is true. I understand that any misrepresentation of facts may result in the denial or revocation of your application. Haskell Indian Nations University School of Education is not responsible for materials not received. Meeting minimum criteria does not guarantee admission to the Elementary Teacher Education Program. False statements on this application may lead to disqualification and/or dismissal from the program.

Signature of Applicant

Date



Social Standing Form

I _____ give the Students Rights Office permission to release my
(Print name)

Social Standing within the university (including any Title IX incidences) to the School of Education in preparation for admission to the Elementary Teacher Education Program.

Signature

Date

Select one of the options below according to the appropriate Social Standing.

Option 1:

The Potential Teacher Candidate, _____, is in **Good Social Standing** as of
_____.

Signature

Date

Students Rights Office

Option 2:

The Potential Teacher Candidate, _____, is **not in Good Social Standing**
as a result of the following incidence(s): (Describe incidence(s) below)

Signature

Date

Students Rights Office