



Developed 10/6/2017,  
11:59AM EDT  
Last N/A  
Approved  
Effective N/A  
Next Review N/A

Owner Milford Muskett:  
VP Academic  
Affairs  
Policy Area Division of  
Academics

## Admissions: Required Materials, Standards, and Decisions (Transfer)

### Purpose

This policy identifies required admissions materials, standards, and possible actions for applicants for transfer to the university.

### Policy

Haskell Indian Nations University is committed to individuals completing their educational journey. To support such individuals, this policy outlines standards for admission into Haskell Indian Nations University.

### Scope and Definitions

This policy covers only the standards for admissions decisions into the university. It does not cover admission decisions into a bachelor degree program, which are handled separately by the department. It does not cover standards and documents for returning students or any materials required for registration. This replaces both the policy outlined by the Board of Regents (May 30, 2006) and the appended instructions (June 29, 2016) published as "Required Application Materials" and "Admissions Standards."

Definitions are as follows:

**New Students Definition:** Students graduating from high school and attending college for the first time.

**Non-traditional Student Definition:** Students 24 years of age or older who have not completed any post-secondary education.

**Transfer Student Definition:** Students who attended at least one post-secondary institution.

**Dual-Credit Student Definition:** College ready high school students enrolled in a college level course, in which the course is taught at a higher education institution by qualified faculty and the credit will be utilized by high school requirements. Dual-Credit courses based on a semester hour formula (defined by Haskell's semester length).

**Dual Enrollment Student Definition:** College ready students enrolled in both their high school and an institution of higher education where only college credit is earned.

#### **New Student Admissions Standards:**

Acceptance: Students must have a grade point average (GPA) of 2.0 or above on a 4.0 scale, GED, or high school equivalency.

#### **Non-Traditional Student Admissions Standards:**

Acceptance: Students who are 24 years of age or older who have a high school diploma, GED, or high school equivalency, AND have not completed any post-secondary education.

#### **Transfer Student Admissions Standards:**

Acceptance: Students with a cumulative GPA of 2.0 on a 4.0 scale from a previously attended post-secondary institution(s).

**Dual-Credit/Dual Enrollment Admissions Standards:** Acceptance: Students who can demonstrate readiness for college coursework via ACT scores, placement exams, recommendations by academic counselors or faculty, as well as other relevant materials. These standards align with the "ability to benefit" criteria set by the Department of Education.

A transfer applicant is someone who seeks entry into a degree program at Haskell and has earned college credit from another institution (not including credits earned in high-school as a dual-enrolled student). He/she/they will begin with a standing to be determined by the Registrar according to the number of transferable credits earned (e.g, first-year, sophomore, junior, senior).

## **Applicant Status Types:**

- **Admitted (beginning Fall 2017):** Admitted is equivalent to the term "accepted." IPEDS and the CDS define admitted as: "[a]pplicants that have been granted an official offer to enroll in a postsecondary institution" (<https://surveys.nces.ed.gov/ipeds/VisGlossaryAll.aspx>).
- **Denied (beginning Fall 2017):** A full applicant (IPEDS definition) who does not meet the published standards for admission. NOTE: Before Fall 2017, this term was used for both individuals who met this definitions and for individuals who did not present full packets.
- **Full Applicant (beginning Fall 2017):** A full applicant at Haskell is equivalent as an Applicant on IPEDS/CDS: "[a]n individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has been notified of one of the following actions: admission, nonadmission [denial ...]" (from IPEDS: <https://surveys.nces.ed.gov/ipeds/VisGlossaryAll.aspx>).

- **No Decision Because of Incomplete Application (beginning Fall 2017):** This is the status to be used for individuals whose application materials are incomplete at the end of the admissions period.

## Initial Status Type:

- **Transfer (beginning Fall 2017):** This applicant wants to enter a degree program at Haskell and has earned college credit from another institution (not including credits earned in high-school as a dual-enrolled student). He/she will begin with a standing to be determined by the Registrar according to the number of transferable credits earned (e.g, first-year, sophomore, junior, senior).

## Procedure

The Director of Admissions applies these standards in the decision to either “Accept” or “Deny” each applicant with a complete set of required application materials. An applicant with an incomplete set of materials may be assisted in anticipation of an eventual complete packet; however, at the admissions deadline, all applicants with incomplete packets will be marked as "Incomplete."

## Required Materials (Transfer)

Applications submitted to the Admissions Office must include the following:

- Application Form.**
- Fee.** \$10 application fee in the form of a cashier’s check, money order, or online payment documentation.
- Tribal Verification Document(s).** Students applying to attend Haskell must either be an enrolled member of a federally-recognized tribe eligible for education benefits from the Bureau on Indian Affairs; or at least one fourth total degree Indian direct descendant of an enrolled member of a tribe eligible for BIA education benefits. Applicants must provide official documentation of enrollment with a federally recognized tribe from the Bureau of Indian Affairs agency office or Tribal Enrollment Office, based on the entity responsible for official tribal enrollment verification. Descendants of an enrolled member must provide official documentation of at least one fourth total degree Indian direct descendant status of an enrolled member of a tribe eligible for BIA education benefits from a Bureau of Indian Affairs agency office or Tribal Enrollment Office, based on the entity responsible for official tribal enrollment verification.
- College Transcript(s).** Official transcripts from each post-secondary institution where credit has been earned must be submitted.

## Standards (Transfer)

Admissions will be based on the following:

- Cumulative GPA of 2.0 from the most recent institution attended.** A student’s standing will

carry forward (e.g., Good Standing, On Probation, etc.)

## Decisions and Outcomes (Transfer)

Each application will result in one of the following outcomes:

- **DECISION: ADMITTED.** This means the applicant submitted a complete packet and has been offered a letter of acceptance.
- **DECISION: DENIED.** This means the applicant submitted a complete packet but has not met the stated requirements for admission but may appeal through the Office of the Vice-President for Academics.
- **DECISION: ADMITTED ACADEMIC PROBATION.** Students whose applications are denied and who make a successful appeal may be ADMITTED under probationary status
- **INCOMPLETE.** Students with incomplete applications will not be considered for acceptance but may continue to add to his/her packet and present a full application during the next application period.

---

## Sanctions and Notifications

Once the Office of Admissions is in receipt of a completed application packet, the transfer applicant is notified within two business weeks (10 business days) of their status into the University.

## Appeals and Deadlines

Denied applicants are notified of their right of appeal and the deadlines that apply.

## Record-Keeping Authority and Designation

This policy is primarily owned by the Vice-President for Academics and secondarily by the Director of Admissions. Both must approve changes. Any changes to this policy must be submitted (upon approval) to the Registrar, the CAMS Manager, the CIE director, the lead author of the Academic Catalog, and the Webmaster.

## Vetting Process and Final Approval

- A. Director of Admissions
- B. Faculty Senate = Academic Standards Committee
- C. Vice President of Academics and Academic Deans
- D. President's Executive Council
- E. President

## Approval Signatures

Step Description	Approver	Date
2. Vice-President of Academics: review draft-policy for clarity, accuracy, and formatting	Francis Arpan: President	Pending
1. Director of Admissions initiates new or revises existing policy in policy stat	Dorothy Stites: Director of Admissions	2/1/2021, 4:08PM EST
1. Director of Admissions initiates new or revises existing policy in policy stat	Vice President of Academics	1/6/2020, 5:13PM EST

DRAFT