

SITTING BULL COLLEGE

MASTER OF SCIENCE PROGRAM

ADMISSIONS REQUIREMENTS FOR THE MASTER'S IN ENVIRONMENTAL SCIENCE PROGRAM

Potential students must submit an application package by the application deadline. Application deadline has been set for May 15, 2018, for the next cohort starting in the fall semester. Interested individuals will be encouraged to visit SBC and the ENS (Environmental Science) faculty before applying to the graduate program.

Requirements of Application Package:

1. Complete an application for enrollment at SBC
2. Official transcripts from all previous colleges and universities
3. GRE scores
4. Three (3) Letters of Recommendation
5. Resume/Curriculum Vitae
6. Letter of Intent – In this letter, the applicant should discuss research interests, academic goals, career goals, and reasons for wanting to attend graduate school. The applicant should discuss how previous work, academic, and personal experiences have prepared them for graduate education and have shaped their research interests.

Applications that are missing any of the above requirements will not be reviewed. All information can be sent to the: **Office of the VP of Operations, Graduate Program, Sitting Bull College, 9299 Highway 24, Fort Yates, ND 58538.**

Criteria for Admissions:

1. Completion of a Bachelor's degree in Environmental Science or related field by the spring semester in which applying.
2. Cumulative GPA of 3.0 or higher
3. Combined GRE scores of 300 or higher
4. Demonstration of readiness for graduate school and scientific research – should be revealed in Letter of Recommendations, CV, and Letter of Intent
5. Students with poor GPAs or GRE scores should still apply. Applicants should use the Letter of Intent and CV to highlight academic and career accomplishments. Students with a good record of research and work experience may still be accepted even though the cumulative GPA or GRE scores are lower than the admission standards.

Pre-Admission:

Applicants that meet the admissions criteria will be asked to interview with ENS faculty before final acceptance into the ENS graduate program is approved. In interviews with ENS faculty, both the applicant and the faculty will determine if the ENS graduate program is a good fit for the applicant. During the interviews, the applicant can ask questions about the program and research projects. Faculty can further determine if the student is truly prepared for graduate school at SBC.

Special Notes

SBC will be offering the Master's in ENS using a cohort model. Therefore, admission will be on a competitive basis. The first cohort will focus on water quality for field research, so it is highly suggested that applicants have an interest in working in this area.

The program will be offering courses during the day and evening and the program will require an extensive amount of research/field time. It is anticipated that the program will take between two to three years to complete. Therefore, it is highly encouraged that selected participants not hold full-time employment during this period. If the participant does have full-time employment it is highly encouraged that a commitment is received from their employer understanding that the participant will be required to take course(s) and do research/field time during working hours. Half time assistantships may be available for participants in the program, depending on grant funds.



Graduate Application for Admissions

Created 9/17/2014

Sitting Bull College

Phone: (701) 854-8000 www.sittingbull.edu

Sex Offender Policy: To increase the safety and welfare of the students, faculty and staff of Sitting Bull College, no convicted and registered sex offenders will be allowed to enroll in courses or allowed on any Sitting Bull College property.

Have you previously attended or applied to SBC: Yes No

If yes, under what name: _____

Legal Name: (as appears on legal documents, i.e. social security card, birth certificate, court documents)

Last Name First Name Middle

Maiden/Other Names Social Security Number

Permanent Mailing Address:

Street or P.O. Box City State Zip Code

()

Telephone E-Mail Address

In case of emergency, please provide the following information:

Name Telephone

Demographic Information:

Date of Birth: ____/____/____ **Gender:** Male Female
Month Day Year

Marital Status: Single Married Separated Divorced **# of Dependent Children:** ____

Race/Ethnicity: American Indian/Alaska Native Asian Black or African American Hispanic
 Native Hawaiian or Pacific Islander White

Are you an enrolled member of a Federally Recognized Tribe: Yes No

Are you a member of a Federally Recognized Tribe but not enrolled*: Yes No

*Must provide Certificate of Indian Blood of enrolled parent

Employment Information:

Are you currently employed: Yes No If yes, are you employed: Full-Time (20+ hours/week)
 Part-Time (less than 20 hours/week)

Employer Name: _____

City: _____ State: _____ Telephone #: _____

GRE Scores:

I took / plan to take the GRE: _____
Month Year

GRE School Code: 3768 GRE Subject: _____

Verbal score: _____ Quantitative score: _____ Analytical Writing/Analytical score: _____

Undergraduate Work - College or University Information:

Name of College or University _____ City _____ State _____

Name of College or University _____ City _____ State _____

Graduate Work - College or University Information:

Name of College or University _____ City _____ State _____

Name of College or University _____ City _____ State _____

Other Information:

Are you a US citizen: Yes No

Are you a veteran: Yes No If yes, what branch of service: _____

Are you responsible for caring for an elderly family member: Yes No

Do you speak a American Indian language: Yes No

If yes, do you consider your language skills to be: Limited Conversational Fluent

Did your father earn a bachelor degree: Yes No

Did your mother earn a bachelor degree: Yes No

Did you attend a Head Start Program as a child: Yes No

Which district do you reside in: Bear Soldier Cannon Ball Kenel Long Soldier Porcupine
 Rock Creek Running Antelope Wakpala Not Applicable

Certification of Information:

I certify that the information given on this application is correct and complete to the best of my knowledge.

Student Signature _____ Date _____

Complete the following written requirements on separate sheets:

- ✓ Attach resume/curriculum vitae.
- ✓ Letter of Intent (500 words) – It is very important for the faculty reviewing your application to full understand your educational and, as appropriate, research background and interests. You should be explicit concerning research and/or experiences. You should also discuss what you hope to accomplish through graduate student and your career goals.

It is the policy of Sitting Bull College (SBC) to afford equal employment opportunities to all qualified individuals, without regard to their race, color, ancestry, religion, sex, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, gender identity or expression, or any other characteristic or status that is protected by federal, state or local law. This also applies to Sitting Bull College's admission practices, financial aid practices, athletics events, recreation activities, public events or other College policies and programs.

Sitting Bull College operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973.

**LETTER OF RECOMMENDATION FOR GRADUATE STUDY
SITTING BULL COLLEGE
MASTER OF SCIENCE ENVIRONMENTAL SCIENCE**

To the applicant, please print or type

Name: _____

Pursuant to the Family Education Rights and Privacy Act (Buckley Amendment) signed into law on 31 December 1974, I (do) (do not) waive my right of access to inspect and review this letter of recommendation. I give my permission to this person to include grades, GPA or class rank [as appropriate] in the letter of recommendation. In addition, I understand this letter will be destroyed after it is used to help evaluate my application for admission to graduate study at SBC.

Signature: _____ Date: _____

To the evaluator, please print or type

We recognize the completion of a recommendation is a time-consuming process and we appreciate your assistance in evaluating this applicant. Any information you can provide relevant to the applicant's preparation and potential for graduate work will be most helpful to us. Thank you.

Please return directly to:

Office of Graduate Studies

Environmental Science Program

Sitting Bull College

9299 Hwy 24

Fort Yates, ND 58538

701-854-8000 FAX 701-854-8197

- I. Please state what you believe to be the strengths and weaknesses of this applicant for graduate study. Note any particular achievements of which you are aware, or reservations you may have, concerning the applicant's ability to successfully pursue graduate study. (Attach a letter if necessary.)

- II. Please rate the applicant by placing a checkmark at appropriate points on the scale from excellent to deficient. Where you have no opinion, or have had no opportunity to observe, leave the item blank.

	Top 10%	Top 30%	Top 50%	Lowest 30%	Deficient
Imagination					
Motivation					
Analytic Ability					
Initiative					
Perseverance					
Stability and Maturity					
Reaction to Criticism					
Writing Ability					
Research Ability					
Teaching Ability					

- III. What do you consider this applicant's maximum potential for graduate study?

Not Recommended Master's Degree

- IV. Of the individuals I have recommended for graduate work, I include this applicant among the top _____ percent.

V. Length of association with applicant: _____

VI. Type of association (professor, advisor, employer, etc.): _____

Signature of Evaluator: _____ Date: _____

Name of Evaluator: _____ Title: _____

Address: _____

Telephone: _____ Email: _____

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Signature of Evaluator: _____ Date: _____

Name of Evaluator: _____ Title: _____

Address: _____

Telephone: _____ Email: _____

SITTING BULL COLLEGE
DISCLOSURE OF STUDENT RECORDS/INFORMATION RELEASE FORM
(FERPA - THE BUCKLEY AMENDMENT)

Sitting Bull College adheres to a policy of compliances with the Family Educational Rights and Privacy Act – FERPA (Buckley Amendment). The definition of this Amendment is as follows:

"A federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings."

Right of Inspection or Access:

Each student has the right to:

- be provided a list of personal educational records, files, and documents maintained at Sitting Bull College (listed on your MySBC page)
- inspect and review the content of such records (contact Registrar to do so)
- obtain copies of records at the student's expense
- receive a response from the college to a reasonable request for explanation or interpretation of records
- have a hearing to challenge the content of the records

DIRECTORY INFORMATION:

Sitting Bull College has designated the following information as "Directory Information":

<input type="checkbox"/> Name	<input type="checkbox"/> Dates of attendance	<input type="checkbox"/> Previous Institution attended
<input type="checkbox"/> Address	<input type="checkbox"/> Date & Place of Birth	<input type="checkbox"/> Honors & Awards
<input type="checkbox"/> Telephone listing	<input type="checkbox"/> Major Field of Study	

**Although address and phone number are directory information, SBC does not provide this information to the general public.

Directory information is generally considered not harmful or an invasion of privacy, if released. If there is any information above that you do not want released, please put an "X" on the line next to that specific information.

SBC, under FERPA, can release protected information without your consent to Non-College officials under limited circumstances:

- Valid Subpoenas
- Search Warrants
- Emergency/Crisis Situation
- Ex Parte Order (Patriot Act)

Sitting Bull College will not release information from the student's file to their parent(s) unless written consent is given by the student or the parent(s) provide documentation proving the student is their dependent.

I hereby grant permission to all Sitting Bull College Departments and Offices to release to Student Support Services (SSS) staff the necessary information pertinent to my eligibility for and participation in program services offered by SSS. I also understand that much of the information provided to SSS will be used for statistical reporting to local, state, and federal agencies. () Yes () No

I hereby grant permission to Sitting Bull College to use my photo(s) and profile information for fundraising/public awareness purposes/SBC catalog. () Yes () No

I, _____, have read the above information and fully understand my rights under the Family Educational Rights to Privacy Act (Buckley Amendment). This form is in effect for all terms of attendance at Sitting Bull College, past, present, and future.

Student's Signature

Date

**SITTING BULL COLLEGE
RELEASE OF TRIBAL ENROLLMENT VERIFICATION**

Complete and submit this form if you are a Native American enrolled in a Federally Recognized Tribe. If you are not enrolled but have a parent who is, please have them complete this form, attach it to your application, and mail it to the address below.

Dear Tribal Enrollment Office:

Please send a copy of my certificate of Indian blood to:

Sitting Bull College
Office of Admissions
9299 Hwy 24
Fort Yates ND 58538

Last Name: _____ First Name: _____ MI: _____

Other names used: _____

Date of Birth: _____ Phone Number: _____

Address: _____

Agency enrolled at: _____

City/State/Zip Code of Agency: _____

Father's Name: _____

Mother's Name: _____

Signature: _____

Date: _____