

**Department of Construction Management Technology  
Oklahoma State University**

**POLICY FOR ADMISSION TO THE UPPER DIVISION  
of the CURRICULUM  
for CONSTRUCTION MANAGEMENT TECHNOLOGY**

It is the policy of the Department of Construction Management Technology to balance the number of students in the Upper Division of the Construction Management Technology Curriculum with available faculty and facilities in order to assure excellence in the education of our graduates and future construction professionals.

Students applying for admission to the Upper Division of the Curriculum for Construction Management Technology must first meet the required criteria for consideration for program advancement. Those applicants meeting the criteria will be evaluated against selection criteria established for the program and will be ranked according to the Selection Grade Point Average (SGPA).

CONSIDERATION: to be considered for program advancement, applicants must have:

- Completed 60 credit hours of course work which counts toward the declared degree
- Completed all of the required courses shown on the Calculation work Sheet of the Application Form
- Achieved a grade of "C" or better in the following courses: CMT 1214, CMT 2253, CMT 2263, ACCT 2103, PHYS 1214, GENT 2323, MATH 2123, and CMT 2343. A substitution for any of the preceding courses must meet the same "C" or better requirements.
- Achieved a minimum SGPA of 2.3 as shown on the Work Sheet of the Application Form

SELECTION: Annually, there will be a maximum of forty (40) students admitted to the Upper Division of the Construction Management Technology Curriculum (3<sup>rd</sup> Year). Based on SGPA scores, forty (40) positions are allocated to the top Construction Management Technology applicants.

Applicants will be selected based upon their performance in the Construction Management Technology Curriculum Lower Division (First and Second Year). Particular courses in the curriculum, which have proven to be good indicators of the success in the program, will be factored with a multiplier to increase their influence in the selection procedure. Refer to the Work Sheet of the Application Form for details.

The Selection Grade Point Average will be calculated for each applicant by multiplying course credit hours by the multiplier, multiplying by the numerical course grade and dividing by the total factored hours. Refer to the Work Sheet of the Application Form for details.

NOTES: In addition to the policy detailed above and on the Application Form, the following notes respond to the many variables that arise in such a diverse student group.

Taking CMT Prefix Courses if NOT Admitted to the Upper Division: Students not admitted to the Upper Division of the Curriculum for Construction Management Technology may enroll in ONLY these 3000 level or higher CMT prefix courses: CMT 3273, CMT 3331, CMT 3332, CMT 3633, CMT 4263, CMT 4333, CMT 4533, and CMT 4563.

Transfer Students: Students wishing to transfer into the Upper Division of the Curriculum for Construction Management Technology must apply for admission to the Upper Division as is normal for OSU CMT students. Admission will be made using criteria listed in the University Catalog and on the basis of meeting SGPA criteria and the availability of admission slots. All courses from other institutions must be on the student's OSU transcript at the time of application.

Required Courses: All students applying for admission to the Upper Division of the Curriculum for Construction Management Technology must have satisfactorily completed all of the courses required for consideration by the end of the spring semester of the year of application. Students enrolled in lower division courses during the summer semester of the year of application should complete and return the Application Form by the normal date, and all applicants should be aware that a number of positions out of the forty available, equal to the number of students taking lower division courses during the summer semester, will not be offered until the grades for the summer semester courses have been turned in and those students have been considered for admission. All applicants must notify the Construction Management Technology Department in writing of ALL summer courses that are to be considered for their SPGA prior to July 10 of the summer of application. The grades must be on the OSU transcript in order for the application to be acted upon.

Contested Grades: If a student has a problem with any grade received for the spring semester before selections are made, the student must turn in a protest to the faculty member who taught the course and notify the Construction Management Technology Department within two weeks of publication of the Grade Reports as received by the Department. If the contesting student fails to notify the department during the two week period, the contesting student may still be able to have the grade changed, but the original grade will stand for selection purposes.

Tie Breakers: In the event that applicants are equally qualified as determined by their SGPA, selection will be made by a comparison of grades in order of priority as follows: CMT 2343, CMT 2263, GENT 2323, CMT 2253, CMT 1214, MATH 2123, PHYS 1114, SPCH 2713, ENGL 1113, PHYS 1214, MATH 2133, EET 1003, ACCT 2103.

Application and Notification Dates: Application for admission, readmission or transfer to the Upper Division of the Curriculum for Construction Management Technology must be made by the last working day of April of the year of the intended admission. Notification of selection decisions will normally be made by May 31<sup>st</sup>, but not before the two week period after Grade Reports have been received by the Department. Should there be any problem with a grade that may impact an applicant's acceptance to the Upper Division of the Curriculum for Construction Management Technology, the applicant must contact the Department immediately to hold a position in the Upper Division until the problem is resolved. The position in the Upper Division will only be held until the first day of subsequent fall semester. Selected applicants must confirm acceptance of the offer of a position in the Upper Division of the Curriculum for Construction Management Technology in writing by the date indicated in the letter of offer.

Reapplication: Applicants not admitted to the Upper Division of the Curriculum for Construction Management Technology may reapply for admission the following year. Admission to the Upper Division of the Curriculum for Construction Management Technology does not carry over to the next or any other year. Applicants not accepting the offer of a position, but choosing to return to the Department in the future must reapply for admission to the Upper Division of the Curriculum for Construction Management Technology at that time.

Special Situations: Situations beyond those described above may be considered by the Head of the Department of Construction Management Technology. This does not include admitting more than the maximum allocation for the Upper Division of the Curriculum for Construction Management Technology.

Maintenance of Upper Division Standing: The Department of Construction Management Technology requires an overall GPA of 2.3. A grade of "C" or better must be achieved in the following Upper Division Courses: CMT 3273, CMT 3331, CMT 3332, CMT 3364, CMT 4263, CMT 4273, CMT 4283, CMT 4563, CIVE 3614, and GENT 3323. Students who have been admitted to the Upper Division of the Curriculum for Construction Management Technology must follow the course sequence normal to their admission class. Students in the Upper Division of the Curriculum for Construction Management Technology who do not continue in their normal course sequence must reapply for admission to the Upper Division, and placement will be made on a position available basis.