

**Construction Engineering Technology Program
Oklahoma State University**

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

It is the policy of the Construction Engineering Technology Program to balance the number of students in the Upper Division of the Construction Engineering 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 Engineering 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 all CMT prefix courses, substitutes for CMT prefix courses, and prerequisites for CET prefix courses (MATH, PHYS, GENT)

Achieved a minimum SGPA of 2.3 as shown on the Work Sheet of the Application Form

SELECTION: All students achieving a SGPA of 3.05 or greater are guaranteed acceptance into the Upper Division. If 40 seats are not filled after the acceptance of student who achieved a SGPA of 3.05, the remaining seats will be filled according to the highest SGPA ranking.

Applicants will be selected based upon their performance in the Construction Engineering 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 Engineering Technology may not enroll in any 3000 level or higher CMT prefix course without the permission of the instructor.

Transfer Students: Students wishing to transfer into the Upper Division of the Curriculum for Construction Engineering Technology must apply for admission to the Upper Division as is normal for OSU CET 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 Engineering 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 reference that they are taking summer classes.

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 Engineering Technology Program within two weeks of publication of the Grade Reports. If the contesting student fails to notify the Program Coordinator 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.

Application and Notification Dates: Application for admission, readmission or transfer to the Upper Division of the Curriculum for Construction Engineering Technology must be made by the last working day of April of the year of the intended admission. Both students enrolled in Spring and Summer classes that are required for the SGPA calculation should still apply by the last working day of April. For students taking summer school classes that apply to their SGPA, summer school grades must be delivered to the program no later than one week prior to the start of the fall semester. Notification of selection decisions for those achieving a 3.05 SGPA will normally be made by May 31st, but not before the two-week period after Grade Reports have been posted.

Reapplication: Applicants not admitted to the Upper Division of the Curriculum for Construction Engineering Technology may reapply for admission the following year. Admission to the Upper Division of the Curriculum for Construction Engineering 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 program in the future must reapply for admission to the Upper Division of the Curriculum for Construction Engineering Technology at that time.

Maintenance of Upper Division Standing: The Construction Engineering Technology Program requires an overall GPA of 2.3. No CMT, GENT, MATH, or CIVE prefix course may be taken until a grade of "C" or better has been achieved in its prerequisite. Students who have been admitted to the Upper Division of the Curriculum for Construction Engineering Technology must follow the course sequence normal to their admission class. Students in the Upper Division of the Curriculum for Construction Engineering 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.