

**School of Architecture  
Oklahoma State University**

**POLICY FOR ADMISSION TO THE PROFESSIONAL SCHOOL OF  
ARCHITECTURE AND ARCHITECTURAL ENGINEERING – 2015.**

It is the policy of the School of Architecture to balance the number of students in the Professional School programs with available faculty and facilities in order to assure excellence in the education of our graduates and future professional architects and architectural engineers.

Students applying for admission to the Professional School of Architecture and Architectural Engineering must first meet the required criteria established for each program and will be ranked according to their scores.

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

Completed a minimum of 55 credit hours of course work that counts toward the declared/chosen degree.

Completed the ten required First and Second year courses as shown on the Work Sheet of the Application Form.

Achieved a grade of “C” or better in all required ARCH prefix courses, substitutes for ARCH prefix courses, and prerequisites for ARCH prefix courses.

Achieved a minimum Selection Grade Point Average (SGPA) of 2.8 as shown on the Work Sheet of the Application Form.

**SELECTION:**

Applicants will be selected based upon their performance in the First and Second Year Architecture and Architectural Engineering curricula. Particular courses in the curricula, which have proven to be good indicators of success in the two programs, 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 (SGPA) 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.

Double Degree: Applicants wishing to enter into the Professional School in both the B.ARCH and B.ARCH ENG. degree programs must apply for both programs and be accepted to each, independent of the other.

Change of Program: Changing programs, Architecture to Architectural Engineering or vice versa, will normally only be by formal application and admission to the other program through the Professional School application and admission process. Placement of students will be made on a position availability basis within the population maximums.

Taking ARCH Prefix Courses When Not Admitted To Professional Schools: Students not admitted to the Professional Schools of Architecture and Architectural Engineering may not enroll in ARCH 3116, ARCH 3263, or ARCH 3252. Students not admitted to the Professional Schools may enroll in a selection of other 3000 level or higher ARCH prefix courses with the permission of the instructor and Academic Advisor.

Transfer Students: Students wishing to transfer into the Professional School of the OSU School of Architecture must apply for admission to the Professional School in the same manner as OSU students. Admission will be made using criteria listed in the University Catalog and on the basis of meeting SGPA criteria.

Required Courses: All students applying for admission to the Professional School must have satisfactorily completed all ten courses required for consideration by the end of the spring semester of the year of application.

Contested Grades: If you have a problem with any grade received for the spring semester before selections are made, you must turn in this protest to the faculty member who taught the course and notify the School within two weeks of publication of the Grade Reports as received by the School. After the two week time period is up, you may still get your grade change turned into the Registrar, but as far as Professional School selection is concerned, the grade “stands as is” and selected students will not be replaced or displaced.

Application and Notification Dates: Application for admission, readmission or transfer to the Professional School of Architecture and Architectural Engineering must be made by the last working day of April of the year of their intended admission. Notification of selection decisions will normally be made soon after June 1<sup>st</sup> but not before a two week period after Grade Reports have been received by the School – if there should be ANY problem with a grade that may impact your acceptance to the Professional Schools you should contact the School immediately otherwise your place may be given to someone else. Selected applicants must confirm acceptance of the offer of a position in the Professional School by the date indicated in the letter of offer.

Reapplication: Applicants not admitted may reapply for admission to the Professional School the following year; such applicants do not carry any priority or disadvantage but are included in the full application pool. Admission to the Professional School 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 School of Architecture in the future must reapply for admission to the Professional School at that time.

Special Situations: Situations beyond those described above may be considered by the Head of the School of Architecture.

Maintenance of Professional School Standing: The School of Architecture requires a final grade of “C” or better in all ARCH prefix courses. No ARCH prefix course may be taken until a grade of “C” or better has been achieved in its ARCH prefix prerequisite. Students who have been admitted to the Professional School of Architecture must follow the design studio sequence normal to their admission class. Students in the Professional School who do not continue in their normal design studio sequence must reapply for admission to the Professional School. Placement will be made on a position available basis within the population maximums or with the permission of the instructor, Academic Advisor or Head of the School of Architecture.

Professional School Admission Policy – Updated 2013

**APPLICANT:** Complete this page of the application form only.

**APPLICATION FOR ADMISSION TO THE PROFESSIONAL SCHOOL,  
SCHOOL OF ARCHITECTURE, OKLAHOMA STATE UNIVERSITY.**

This form must be completed by all students applying for admission to the Professional Schools of Architecture and/or Architectural Engineering and returned to the School of Architecture, 101 Architecture, OSU no later than 5:00 PM on the last working day of April.

**NAME:** \_\_\_\_\_  
LAST FIRST MIDDLE

**ID NUMBER:** \_\_\_\_\_ **ADMISSION CLASS:** 20 **15**

**PROGRAM(S) APPLYING FOR:**  ARCHITECTURE  ARCHITECTURAL ENGINEERING   
CHECK ONE OR BOTH IF APPLYING FOR A DOUBLE MAJOR.

**PERMANENT ADDRESS:**

\_\_\_\_\_  
STREET  
\_\_\_\_\_  
CITY  
\_\_\_\_\_  
STATE ZIP  
\_\_\_\_\_  
TELEPHONE FAX E-MAIL

**SUMMER ADDRESS:**

FOR NOTIFICATION OF ADMISSION DECISION.  
(Please submit a valid address and e-mail so your notification letter can reach you in a timely manner.)

\_\_\_\_\_  
STREET  
\_\_\_\_\_  
CITY  
\_\_\_\_\_  
STATE ZIP  
\_\_\_\_\_  
TELEPHONE FAX E-MAIL

I have read and understand the policies for admission to the Professional Schools of Architecture and Architectural Engineering.

I understand that pre-enrollment for the fall semester is for my convenience and does not constitute admission to the Professional Schools. If I am denied admission to the Professional Schools I will withdraw from ARCH 3116, 3252, and 3263, and any other courses as required/recommended by the School of Architecture.

I understand that admission is for the year applied for only and does not carry over to future admission classes.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Applicants for the Professional Schools will normally be notified of the admission status, by mail to the "Summer Address" or as requested on this form, by June 1.

**FOR OFFICE USE ONLY:**

**Received:** DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

APPLICANT: Do not fill out this page of the application form.

Name: \_\_\_\_\_

LAST

**CHECKLIST:** 55 CREDIT HOURS TOWARDS MAJOR COMPLETED \_\_\_\_\_  
 REQUIRED CLASSES COMPLETED \_\_\_\_\_  
 IN GOOD STANDING \_\_\_\_\_  
 MINIMUM SGPA OF 2.8 (CALCULATED BELOW) \_\_\_\_\_

**ARCHITECTURE:**

**ARCHITECTURAL ENGINEERING:**

COURSE	MULT.	SGPA HRS	LETTER GRD	NUMBER GRD	SGPA PTS	MULT.	SGPA HRS	LETTER GRD	NUMBER GRD	SGPA PTS
ARCH 1112	X1	2	_____	_____	_____	X1	2	_____	_____	_____
ARCH 2003	X1	3	_____	_____	_____					
ARCH 1216	X2	12	_____	_____	_____	X1	6	_____	_____	_____
ARCH 2116	X2	12	_____	_____	_____	X1	6	_____	_____	_____
ARCH 2216	X3	18	_____	_____	_____	X2	12	_____	_____	_____
ARCH 2263	X1	3	_____	_____	_____	X1	3	_____	_____	_____
MATH 2144	X1	4	_____	_____	_____	X2	8	_____	_____	_____
PHYS 2014	X1	4	_____	_____	_____	X2	8	_____	_____	_____
ENSC 2113	X1	3	_____	_____	_____	X3	9	_____	_____	_____
ENSC 2143						X2	6	_____	_____	_____
ENGL 1113	X1	3	_____	_____	_____	X1	3	_____	_____	_____

SGPA	HRS	64	PTS	_____	HRS	63	PTS	_____
SGPA=	$\frac{PTS}{HRS}$	_____	64	_____	$\frac{PTS}{HRS}$	_____	63	_____

**COMMENTS:**