**Oklahoma State University / School of Architecture**

# POLICY FOR ADMISSION TO THE PROFESSIONAL SCHOOL OF ARCHITECTURE AND ARCHITECTURAL ENGINEERING – 2020.

It is the policy of the School of Architecture to review the performance of students seeking admission into the Professional School of Architecture or Architectural Engineering.  This review is carried out in order to assure students are prepared to achieve success in the rigorous upper level coursework. The Professional School admissions process promotes excellence in the pool of students at the School of Architecture, and ensures that graduates - future architects and architectural engineers - are capable of being effective in the profession and beyond.

Students applying for admission to the Professional School of Architecture and Architectural Engineering must first meet the required criteria established for each program.

<u>**CONSIDERATION:**</u>  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 all the required First and Second year courses utilized in the Selection GPA calculation;

- Achieved a grade of "C" or better in all required ARCH prefix courses, substitutes for ARCH prefix courses, and prerequisites for ARCH prefix courses.  *A grade of "Pass" earned in the Spring 2020 semester will be considered a C, or 2 points per credit hour, in the SGPA calculation.*

- Achieved a minimum Selection Grade Point Average (SGPA) of **2.8** on a 4.0 scale.

<u>**SELECTION:**</u>  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 <u>multiplier</u> to increase their influence in the selection procedure.  The Selection Grade Point Average (SGPA) will be calculated for each applicant by multiplying course credit hours by the <u>multiplier</u>, multiplying by the numerical course grade and dividing by the total factored hours. For Advanced Placement hours, the hours will be removed from the SGPA calculation. Refer to the SGPA calculation formula for details.

<u>**NOTES:**</u>  In addition to the requirements detailed above, the following notes respond to the many variables that arise in such a diverse student group.

> <u>**Double Degree:**</u>  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.

> <u>**Change of Program:**</u>  Changing programs, Architecture to Architectural Engineering or vice versa, will normally only occur by formal application and admission to the other program through the Professional School application and admission process.

**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 or ARCH 3263.  Students not admitted to the Professional Schools may not enroll in any other 3000 level or higher ARCH prefix course without 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 the courses required for consideration by the end of the spring semester of the year of application.  An exception for consideration of coursework completed in the summer after second year coursework may be made, but it is not guaranteed.

**Contested Grades:**  If a grade appeal is underway for a course utilized in the SGPA calculation, it is the student's responsibility to alert the Architecture Advisor, and communicate any progress in the case in a timely fashion.

**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 in late May.  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 <u>does not</u> 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 <u>may</u> 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.

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**HOW TO APPLY FOR PROFESSIONAL SCHOOL:**
Contact architecture@okstate.edu to be provided the link to the google form for the application.  The application form must be completed by the <u>last working day of April</u>, in the year in which entry into Professional School is desired.  Applicants should read and understand this policy before completing the application form.

# THE SELECTION GPA FORMULA

The Selection Grade Point Average is calculated using the following formula of weighting:

|  | 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 | X2 | 12 | _____ | _____ | _____ | X2 | 12 | _____ | _____ | _____ |
| ARCH 2263 | X1 | 3 | _____ | _____ | _____ | X1 | 3 | _____ | _____ | _____ |
| MATH 2144 | X1 | 4 | _____ | _____ | _____ | X2 | 8 | _____ | _____ | _____ |
| PHYS 2014 | X1 | 4 | _____ | _____ | _____ | X2 | 8 | _____ | _____ | _____ |
| ENSC 2113 | X1 | 3 | _____ | _____ | _____ | X2 | 6 | _____ | _____ | _____ |
| ENSC 2143 | | | | | | X2 | 6 | _____ | _____ | _____ |
| ENGL 1113 | X1 | 3 | _____ | _____ | _____ | X1 | 3 | _____ | _____ | _____ |
| ENGR 1412 | | | | | | X1 | 2 | _____ | _____ | _____ |
| ARCH 3100 | X2 | 4 | _____ | _____ | _____ | | | | | |

SGPA    HRS    62    PTS _____            HRS        62    PTS _____

$$SGPA = \frac{PTS}{HRS} = \frac{\quad}{62} \quad\quad\quad \frac{PTS}{HRS} = \frac{\quad}{62}$$

**CHECKLIST:**    55 CREDIT HOURS TOWARDS MAJOR COMPLETED
REQUIRED CLASSES COMPLETED
IN GOOD STANDING
MINIMUM SGPA OF 2.8