

## 2.2 BT-ERA ADMISSIONS POLICY AND PROCEDURE



### 1. PURPOSE

- 1.1 This policy outlines the selective admissions process for any new or returning student into the BT-ERA program.

### 2. SCOPE

- 2.1 This policy is for all faculty, students, and advisors affiliated with Oklahoma State University – Oklahoma City or the BT-ERA program.

### 3. POLICY STATEMENT

- 3.1 The BT-ERA program has a selective admissions process that shall be followed as set forth, or amended, by the Oklahoma State Regents for Higher Education.
- 3.2 There are three primary criteria evaluating for any request for admissions or readmissions into the BT-ERA program. They are:
- 3.2.1 A conferred Associate of Applied Science degree in a public safety field from a regionally accredited institution of higher education;
- 3.2.2 Thirty-six (36) technical credit hours of study in the public safety field as listed on an official transcript from a regionally accredited institution of higher education; and
- 3.2.3 A 2.5 or higher grade point average (GPA).

### 4. PROCEDURE

- 4.1 A request for admission or readmission to the BT-ERA program will initiate the following procedural steps:
- 4.1.1 The academic advisor will ensure the student completes the online OSU-OKC admissions form, establishes an O-Key account, and submits all supporting documents (e.g., immunization declaration form and official transcripts).
- 4.1.2 The academic advisor will complete the BT-ERA application form and make a determination if the student meets the minimum entrance requirements.
- 4.1.3 If the student meets the minimum entrance requirements, the academic advisor will sign the form and forward the BT-ERA application to the BT-ERA Department Head.
- 4.1.4 If the student does not meet the minimum entrance requirements, the academic advisor will notify the student in writing and provide a path to meeting the criteria.
- 4.1.5 Upon receiving a BT-ERA application from the academic advisor, the BT-ERA Department Head will review the application and make an independent determination on if the student meets the minimum entrance requirements.
- 4.1.6 If the student meets the minimum entrance requirements, the BT ERA Department Head will sign the form and forward the application to the Admissions Office for review and processing.
- 4.1.7 If the student does not meet the minimum entrance requirements, the BT-ERA Department Head will return the form unsigned to the academic advisor with a reason for the denial. The Department Head and the academic advisor will work on a solution to the opposing views.
- 4.1.8 Upon receiving a BT-ERA application from the BT-ERA Department Head, the Admissions Office will review all documentation and determine if full admittance is allowable.
- 4.1.9 If the BT-ERA application is supplemented with all required supporting documentation from the student, the Admissions Office will process the application and add a BT-ERA attribute to the student's Banner record.
- 4.1.10 If the BT-ERA application is not supplemented with all required supporting documentation from the student, the Admissions Office will not process the application until such time that all admissions requirements are met by the student.

### 5. RESPONSIBILITIES

#### **Compliance, monitoring, and review**

- 5.1 The BT-ERA Department Head shall ensure the admissions process complies with OSRHE, OSU-OKC, and accreditation standards.

## Reporting

- 5.2 There is no regular/recurring reporting requirement of BT-ERA application to the OSRHE or to any accrediting entity.

## Records Management

- 5.3 BT-ERA applications are retained within the BT-ERA department files and uploaded into AppExtender by the Admissions Office.

## 6. DEFINITIONS

- 6.1 Terms and definitions:

**None.**

## 7. RELATED LEGISLATION AND DOCUMENTS

International Fire Service Accreditation Congress

- G23.1.5(a) The institution shall publish all admission requirements.

Oklahoma State Regents for Higher Education

- Meeting of November 30, 2006
  - *Agenda Item #7*

Oklahoma State University – Oklahoma City

- *Catalog.*
- *New Degree Request.*
- *BT-ERA Selective Admission Application.*
- *Conditional Enrollment Agreement.*

## 8. APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	BT-ERA Advisory Board
Administrator	BT-ERA Department Head
Next Review Date	DRAFT 2023

Approval and Amendment History	Details
Original Approval Authority and Date	BT-ERA Advisory Board DRAFT 2018
Amendment Authority and Date	None.
Notes	July 13, 2018 to August 10, 2018 – Open comment period for administration, faculty, and students. August 13, 2018 to September 10, 2018 – Open comment period for Advisory Board. Fall 2018 Meeting – Vote to approve.

## 9. APPENDICES

- 9.1 BT-ERA Application

### Selective Admission Checklist: Bachelor of Technology in Emergency Responder Administration

Office of Admission  
900 N. Portland Ave. Oklahoma City, OK 73107  
405.945.3224 405.945.3277 (Fax)  
admissions@osuokc.edu www.osuokc.edu

#### Student information:

STUDENT NAME: \_\_\_\_\_

CWID if available: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Selective Admission Checklist:** All must be completed before being considered for admission into the BT-ERA program.

**Submitted OSU-OKC Application for Admission\*:** Must be completed online at [www.osuokc.edu/apply](http://www.osuokc.edu/apply).

Please identify the admission term/semester:  Fall 20\_\_\_\_  Spring 20\_\_\_\_  Summer 20\_\_\_\_

**Submitted Official Transcript(s) to the OSU-OKC Office of Admission:**

*At minimum, an unofficial transcript from the last institution attended which reflects all previous course work must be submitted in order to verify degree completion, earned hours, and GPA. All official transcripts for all colleges attended must be received before enrolling for a second semester at OSU-OKC. If applying for financial aid, all official transcripts must be received before financial aid is awarded.*

**Earned an Associate in Applied Science Degree (AAS) in a Public Safety Field:**

*Examples of eligible Public Safety fields of study include, but are not limited to, Police Science, Criminal Justice, Crime Scene Investigation, Corrections, Juvenile Justice, Municipal Fire Protection, Fire Science, Fire Protection, Emergency Medical Services - Paramedic, Emergency Management, Disaster Planning, and Homeland Security.*

\_\_\_\_\_  
Name of the AAS degree program earned.

\_\_\_\_\_  
Regionally accredited college or university where this degree was earned. Date of degree completion

**Are there 36 or more technical college credit hours in a public safety field?**

NO\_\_ YES\_\_ (Hours: \_\_\_\_\_)

**Is the GPA 2.50 or greater?**

NO\_\_ YES\_\_ (GPA: \_\_\_\_\_)

\*Admission- acceptance to OSU-OKC does not guarantee admission into selective programs. Additionally, all general admission requirements must be met prior to being considered for admission into the BT-ERA program, this includes but is not limited to, felony admission clearance and admission policies established through the Oklahoma State Regents for Higher Education.

**Division/Department Admission Recommendation** (Department Head and Advisor signatures are required for admission consideration):

By signing this checklist, I affirm that the student referenced above has met the selective admission criteria for the Bachelor of Technology in Emergency Responder Administration degree program at OSU-OKC.

\_\_\_\_\_  
BT-ERA Advisor Name (Printed)

\_\_\_\_\_  
BT-ERA Advisor Signature

\_\_\_\_\_  
BT-ERA Department Head Name (Printed)

\_\_\_\_\_  
BT-ERA Department Head Signature

\_\_\_\_\_  
Office of Admissions/Registrar (Printed)

\_\_\_\_\_  
Admission/Registrar Official Signature

**For Admission Office use only:**

Student CWID:

Processed by:

Date:

Admission Decision: ACCEPTED / DENIED

updated 8/31/2016

9.2 BT-ERA Conditional Enrollment Agreement

Oklahoma State University - Oklahoma City  
Emergency Responder Administration (ERA)

## Conditional Enrollment Agreement

I understand that I am being allowed to conditionally enroll in ERA courses during the final semester of my associate degree program. I also understand that bachelor level courses will not be funded by federal aid or veteran benefits until I have been admitted into the ERA degree program. In order to continue to enroll in ERA courses I must successfully complete an approved AAS degree program and be fully admitted into the ERA degree program.

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Student Signature

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Date

Students are not dropped for non-attendance, non-payment of tuition and fees or lack of financial aid. It is the responsibility of the student to drop/withdraw from the courses. Withdrawals and add/drop requests can be processed through one of the following methods:

1. In person with an academic advisor.
2. Online at [www.osuokc.edu/sis](http://www.osuokc.edu/sis) prior to the refund deadline. Students cannot drop courses online after the refund deadline.
3. Submit an Add/Drop/Withdrawal Form (available at [www.osuokc.edu/registrar/forms.aspx](http://www.osuokc.edu/registrar/forms.aspx))
  - o FAX the completed form to 405.945.3277 OR
  - o EMAIL the completed form to [records@osuokc.edu](mailto:records@osuokc.edu) OR
  - o MAIL the completed form to OSU-OKC Registrar Services, 900 N. Portland Avenue, Oklahoma City, OK 73107.