Application Form for Admission to the Undergraduate Occupational Safety and Health Program

This application form is to be completed by students applying for admission to the OSH program beginning with the 2014-2015 Academic Bulletin and all subsequent Academic Bulletins. The application will need to be completed and printed in one session. **If you close the application before completing it, no information will be saved and the application will have to be started over again.**

Undergraduate students may declare an OSH area at any point in their academic career. Declared students will be assigned an OSH faculty advisor and permitted to enroll in unrestricted OSH classes. Unrestricted OSH classes are: OSH 100T, 101, 192, 310, 311, 320 and 384.

Undergraduate students must be formally admitted to the OSH program before being permitted to enroll in restricted OSH classes. Restricted OSH classes are: OSH 299, 330, 353, 371, 387, 420, 425, 445, 450, 452, 453, 488, 499, 511, 523, 527, 536, 546, 550, 571, 578, and 591.

Please read the requirements for admission to the OSH program listed below. **To seek admission, complete and submit the attached two-page form along with a RACR audit only after meeting the admission requirements.**

OSH Admission Requirements

To be formally admitted to the OSH program, a student is required to:

1. have completed at least 30 credit hours of coursework from the OSH University Studies requirements and non-restricted OSH classes at the 100-, 200- and 300-levels with a minimum GPA of 2.25;
2. have no grade less than a C* in an OSH course; i.e., all OSH grades are A, B, and C;
3. submit an application packet for admission to the program which includes completion of the attached two-page application form and submission of a paper copy of a Racer Academic Completion Report (RACR Audit) printed from the student's MyGate account;
4. be successfully reviewed by the OSH program admissions committee; and
5. apply by **February 1** for **fall admission** or by **September 1** for **spring admission**.

When entering the program, students will be assigned to the program year of the most recent MSU Academic Bulletin. Students must meet **all degree requirements*** specified by the Academic Bulletin of the year assigned.

***Degree Requirements for the OSH program**

All occupational safety and health majors and minors must earn a grade of C or better in all OSH courses. Any OSH course with a grade below a C must be repeated. The maximum number of times a student may enroll in an OSH class is twice; this includes audits and withdrawals after the first week of class. Exceptions would be made only if the student was forced to drop the class due to a life-changing event and not due to performance in the class. If a grade less than C is received in any OSH course for a second time, the course cannot be repeated and the student is dismissed from the program and is not eligible for readmission. A cumulative grade point average of at least 2.50 must be maintained to graduate.

Application Deadlines

Submit the completed application to your assigned OSH advisor by **February 1** for **fall admission** or by **September 1** for **spring admission**. If you have any questions about the application process or whether you meet the degree requirements, please contact your OSH advisor.

Completed applications will be reviewed by a committee consisting of at least three (3) OSH faculty members. Incomplete applications will not be reviewed.

Students will be notified of the committee's decision through the email address provided by the student on the application form.

- Students meeting the OSH Admission Requirements will be admitted to the OSH program and permitted to enroll in restricted OSH courses.
- Students not meeting the OSH Admission Requirements will be notified of the decision and informed of deficit areas in their applications. After correcting any deficits, students should reapply for admission in the next review cycle.

Version June 2014

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Date application is submitted: _____

Name: _____

M Number: _____ OSH Advisor name: _____

Academic Bulletin Year (e.g., 2014): _____

Current classification (select one): Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐

Murray State e-mail (notification will be made to this email): _____

Complete the following questions to verify that you meet the OSH Admission Requirements:

1) A cumulative GPA of 2.25 or higher is required for this admission procedure. Your current cumulative GPA is _____ ***(Note that a cumulative grade point average of at least 2.50 must be obtained to graduate.)***

2) At least 30 credit hours of coursework from the OSH University Studies requirements and non-restricted OSH classes must be completed. Have you completed at least 30 credits? Yes ☐ No ☐

If yes, please list at least 30 credits you have completed. **(Do not include your current classes.)**

Course Prefix	Course Number	Course Title	Semester Hours	Grade Received
Ex: OSH	*192*	*Intro to Occupational Safety and Health*	*3*	*A*

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3) Do you have a semester grade of less than a C in any **OSH course**? Yes ☐ No ☐
If yes, identify the OSH course(s) with a D, E, Audit or Withdrawal:

_____

4) Have you enrolled in an OSH class more than two (2) times? (This includes audits and withdrawals after the first week of class, as well as grades of D or E.) Yes ☐ No ☐
If yes, identify the OSH course(s) that you have enrolled in more than twice:

_____

_____

5) Please attach to this application a paper copy of your Racer Academic Completion Report (RACR Audit) printed from your MyGate account.
6) Submit your completed application with attached RACR audit to your OSH advisor by the deadline. Incomplete applications will not be reviewed.
7) The deadline for spring admission is September 1; the deadline for fall admission is February 1. Applications not meeting the deadline will not be considered until the following semester. Students not meeting the deadline will not be permitted to enroll in restricted OSH classes.
8) If you have questions about the application process or whether you meet the degree requirements, please contact your OSH advisor.

_____ _____

Signature **Date application form is submitted**

Your signature confirms that you have read the OSH Admission and Degree Requirements.

Completed applications will be reviewed by a committee consisting of at least three (3) OSH faculty members. Students will be notified of the decision of the committee through the email address provided in the application within one month of the respective application deadline.

The content below is to be filled out by the OSH Admissions Committee. Date of review: _____

_____ The applicant meets all requirements.

_____ The applicant does NOT meet all requirements.
Deficiencies:
_____ Application form was not complete
_____ RACR Audit was not submitted with application
_____ Sept 1 or Feb 1 submission deadline was not met
_____ The minimum 30 credit hours were not complete
_____ Cumulative GPA was below 2.25
_____ A grade of C or better in all attempted OSH courses was not been met
_____ An OSH class was repeated two or more times unsuccessfully