

# Information Guide

## School of Transportation & Heavy Equipment

### OSUIT Truck Technician Program

Associate in Applied Science Degree

With Major in Diesel & Heavy Equipment

[osuit.edu/trucktechnician](https://osuit.edu/trucktechnician)



**INSTITUTE OF  
TECHNOLOGY**

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# Oklahoma State University Institute of Technology

## OSUIT Truck Technician Program

### Contact Persons

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<p><b>Danny Coon</b> Program Support Strategist School of Transportation &amp; Heavy Equipment OSU Institute of Technology 1801 East 4th Street Okmulgee, OK 74447 (918) 293-5390 Fax (918) 293-4685 <a href="mailto:danny.coon@okstate.edu">danny.coon@okstate.edu</a></p>	

# OSUIT Truck Technician Program

## Program Objective

The OSUIT Truck Technician Program is a cooperative two-year college level Truck Technician Training program that leads to an Associate in Applied Science degree. The School of Diesel & Heavy Equipment at Oklahoma State University Institute of Technology (OSUIT), working in close relationship with OEMs, Dealers, and Fleets, administer the program activities. The Program is exclusively by and for companies that have agreed to conditions and responsibilities set forth in a signed a Letter of Agreement with OSUIT that was approved by the OSUIT Truck Technician Program Advisory Committee on March 13, 2015.

## Program Purpose

The purpose of the program is to upgrade the technical competency and professional level of incoming over the road truck service technicians. It will train students to diagnose, repair, service, and maintain over the road trucks using OEM recommended procedures, special tools, and service information. It will provide course content that will enable successful graduates to advance in position after additional experience, and to understand new systems and components as they are introduced.

## Program Structure

The five-semester program incorporates approximately two-thirds of the time designated for technical / academic education at OSU Institute of Technology. The remaining time has been allocated for on-the-job experience at the sponsoring Companies shop.

All tuition, fees, textbooks, and housing costs are the responsibility of the student. In addition to these costs, the students are required to purchase a prescribed tool set if they do not already have one.

## Program Curriculum

Technical training on Company equipment and components include the latest developments in: Inspection and Preventive Maintenance; Engine Systems; Drive Train Systems; Brake Systems; Electrical and Electronic Systems; Microprocessor Applications; Air Conditioning Systems; Refrigeration Systems and Diagnostic Procedures. In addition to the technical curriculum, courses will be offered in areas such as Math, Technical Writing, Psychology, U.S. History, U.S. Government, Business and Ethics to provide students with the background necessary for effective communication of ideas and the development of interpersonal skills.

## **Purpose of The Internship**

The internship allows students to apply, in a real world setting, what they have learned during the previous classroom/lab sessions. In addition, students become familiar with the Company environment, its organizational structure, and the competencies that are expected of a professional service technician.

## **Student Qualifications**

Prospective students must:

1. Be 18 or older by the time of the first internship.
  2. Be a High School Graduate, or equivalent.
  3. Meet OSU Institute of Technology admission and academic requirements.
  4. Possess a valid driver's license and maintain an acceptable driving record.
  5. Meet the employment requirements for the employer during internship
- DHEU2612

## **Tobacco Use in University Buildings and Grounds**

It is the intent of Oklahoma State University to promote the health, well-being and safety of all students, faculty, staff and visitors. As such, effective July 1, 2010, Oklahoma State University Institute of Technology is designated as a tobacco-free environment. Smoking and the use of all tobacco products are prohibited.

Residential Life will designate a limited number of facilities that will be exempt from this policy. Residential Life officials charged with oversight of the exempt areas of campus where tobacco use is permitted must adopt and post internal policies.

Tobacco use is prohibited in vehicles on grounds owned or under the control of Oklahoma State University.

## Admissions Checklist

**Regular Admission** – applies to students who have never attended college. This also includes students who earned college credit through Cooperative Alliance or Concurrent Enrollment while in high school. GED, Home-Schooled, and students under 21 years of age who never attended college fall in this category.

- Complete and submit an OSU Institute of Technology Application for Admission on line at: <https://admissions.osuit.edu/apply/> or print, complete and mail the form provided at: <https://osuit.edu/admissions/files/application.pdf>
- Obtain a Personal Identification Number (PIN) to sign online at [www.pin.ed.gov](http://www.pin.ed.gov). (If you are a dependent student, a parent will need a PIN as well) Complete the Free Application for Federal Student Aid (FAFSA) available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). **The OSUIT school code is 003172.** Once our office receives your information, we will notify you if additional information is needed and/or send your award letter.
- Submit official high school transcript/GED
- Submit ACT or SAT scores.
- ACCUPLACER testing may be required for placement purposes (all students will be required to take Accuplacer assessment unless they can prove proficient in a subject area with ACT sub scores in math, reading, writing or science scores of 19 or above or have transfer credits. Accuplacer testing is a computer generated assessment administered through the Assessment Center at OSUIT. (918-293-5254) <https://osuit.edu/assessment/index.php>  
Accuplacer sample questions at: <http://www.accuplacer.collegeboard.org>
- Provide a copy of Immunization records or complete the Immunization Record Form or the Certificate of Exemption. <https://osuit.edu/student-union/health/immunizations.php>
- Residential Life: Complete room and board contract – Single and Nontraditional Students Room and Board Contract for single students, Family Housing University apartments Contract if you plan to have your family with you at OSUIT. (918-293-4939)  
<https://osuit.edu/residential-life/index.php>  
Students making application for campus housing are encouraged to apply early. To reserve space in campus housing students must make a deposit of \$150 (\$500 for family apartments) through the Bursar's office. (918-293-5226)
- Veterans need to visit with the OSUIT Veteran Service Office. (918) 293-4972 or Email [vetservices@okstate.edu](mailto:vetservices@okstate.edu)
- Complete enrollment through the School of Transportation & Heavy Equipment (918) 293-4710, (918) 293-4730, or (918) 293-4724
- Have your student ID card made. Take your class schedule to the front desk of the Grady W. Clack Center.
- Approximately 48 hours after making application to OSUIT, you will create an O-Key account at <http://okey.okstate.edu>. You will utilize the e-mail address you submitted on your application.
- Once you have created your O-Key account, you may request a Banner PIN (via e-mail or text), contact your advisor listed in the front of this information guide.

## Admission of Transfer Students

View admission criteria at: <https://osuit.edu/admissions/criteria.php>

### Important Dates (\*Subject to change)

#### January, 2021

- 2019-2020 Financial Aid Applications Are Available
- Oklahoma State University Institute of Technology Scholarship Applications Available
- Oklahoma State University Institute of Technology Admission Applications Available

#### January 31, 2021

- Families Receive W-2 Forms and Begin to Prepare Tax Returns So Financial Aid Applications Can Be Completed.

#### February 1, 2021

- Students Begin Submitting Oklahoma State University Institute of Technology Admission Applications
- Begin Completing Free Application for Federal Student Aid (FAFSA)
- Students Should Be Making Plans to Take The ACT or SAT Test

#### May 23, 2021

- Enrollment Begins for Fall Term. Enrollment will continue through September 2.

#### September 7, 2021

- Move-in Day for Freshman OSUIT Truck Technician Program students.

#### September 8, 2021

- First Day of Classes for Freshman OSUIT Truck Technician Program students.

#### December 16, 2021

- Winter Break

*\*Dates are subject to change*

#### ***For More Information please call:***

Terryl Lindsey .....	(918) 293-5106
School of Transportation & Heavy Equipment .....	(918) 293-5388
Student Financial Services .....	(918) 293-4684
Admissions Office .....	(918) 293-4680

## **Financial Assistance**

Students deciding to be part of the OSUIT Truck Technician Program may have a need for financial assistance. Students involved in the program have the opportunity to earn while they learn during the internship portion of the program. These earnings may be applied to program costs.

Additional financial aid, through loans or grants, for tuition, books, tools, on-campus room and board, etc., may be available through various financial assistance programs. Students needing financial assistance are encouraged to complete the applications for financial aid as early as possible. Following application submittal, allow an 8 to 10-week period for processing. Early application assures availability of funds, if qualified, and allows the Financial Aid Office to prepare a realistic financial aid package.

Financial Aid information may be obtained by calling the Student Financial Services Office at (918) 293-4684

Note: Tools required for the OSUIT Truck Technician Program are considered an educational expense and should be included in education costs when applying for student financial aid.

\*\*If zero level courses are taken, a Remedial Supplemental Fee of \$18.50 per credit hour will be charged.

## **Tool Costs**

Tool costs for Snap-On, Matco, sets are approximately ½ retail price with school discount. The required tool set for students in the OSUIT Truck Technician program is established by the Advisory Committee and faculty. Faculty members suggest students spend time talking to veteran technicians prior to tool purchase.



## Estimated Cost Per Semester

### 2021-2023 - Estimated Cost Per Semester

\$2,000.00 - \$3,900.00 Required Tools (dependent on manufacturer and tool box selected)

#### Fall 2021 - Semester 1

\$2,063.00	Two Bedroom/One Bathroom Suite
\$150.00	\$150.00 single unit, \$500.00 family unit (refundable)
\$1,299.00	20 Meal Plan
\$3,639.20	Tuition & fees \$227.45/ch (16 credit hours) <i>This is in-state tuition rate</i>

\$400.00	Books (approximate per semester)
<b>\$7,551.20</b>	<b>Estimated total semester educational expenses</b>

#### Spring 2022 - Semester 2

\$2,063.00	Two Bedroom/One Bathroom Suite
\$1,299.00	20 Meal Plan
\$3411.75	Tuition & fees \$227.45/ch (15 credit hours) <i>This is in-state tuition rate</i>

\$400.00	Books (approximate per semester)
<b>\$7,173.00</b>	<b>Estimated total semester educational expenses</b>

#### Summer 2022 - Semester 3

\$2,063.00	Two Bedroom/One Bathroom Suite
\$1,299.00	20 Meal Plan
\$3411.75	Tuition & fees \$227.45/ch (15 credit hours) <i>This is in-state tuition rate</i>

\$400.00	Books (approximate per semester)
<b>\$7,173.00</b>	<b>Estimated total semester educational expenses</b>

#### Fall 2022 - Semester 4

\$2,063.00	Two Bedroom/One Bathroom Suite
\$1,299.00	20 Meal Plan
\$3411.75	Tuition & fees \$227.45/ch (15 credit hours) <i>This is in-state tuition rate</i>

\$400.00	Books (approximate per semester)
<b>\$7,173.00</b>	<b>Estimated total semester educational expenses</b>

#### Spring 2023 - Semester 5

\$2,729.40	Tuition & fees \$227.45/ch (12 credit hours) <i>This is in-state tuition rate</i>
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<b>\$2,729.00</b>	<b>Estimated total semester educational expenses</b>
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**\$31,799.00** Estimated total educational expenses

Cost of tuition and fees, room and board may change after Oklahoma State Regents meet in July.

## **What are the Responsibilities of Participating Companies?**

1. Recruit, interview and select prospective intern.
2. Assign a mentor technician who will monitor the student during the internship.
3. Provide internship experiences in the areas of technical education that were completed during the most recent classroom/lab training.
4. Pay wages to the student during periods of internship.
5. Provide uniforms for the student, consistent with Company policy.
6. Complete student evaluation forms during each internship.
7. Advise OSU Institute of Technology of concerns or changes in student status.

## **What is the Wage Rate for Truck Technician Training Program Students?**

The rate of pay is negotiable and is between the Company and the student. Students base their value to the Company on two important factors; the quality of training that is provided while on internship at the Service Center and prevailing wages. Successful people are motivated by a variety of things, but most expect to be rewarded in the form of an increase in salary as they progress. This is especially true when they are performing jobs well and continue to improve their skills and abilities. These students are no different. A pay plan that rewards them for maintaining acceptable grades, doing good work, and improving productivity and efficiency is essential.

Students understand that they are trainees, and do not expect to be paid a journeyman wage during the training program. However, many of the best students have bills to pay, and families to support. We will consider the student's situation to arrive at an acceptable starting wage, and when developing a progressing pay plan or any incentive schedule.

## **What Can Companies Expect?**

In today's increasingly competitive market, safety, service, and customer satisfaction are the keys to success. For many trucking companies, the key to customer satisfaction is the quality of the service department. Where do Companies find the right employees with the right training and experience for their service department? The answer is to attract and develop new technicians through OSUIT Truck Technician Program.

At the completion of the program, participating Companies will have a potential employee who is familiar with the Company, and the equipment that is maintain and serviced by the Company. Companies select individuals they want to hire as technicians and provide on-the-job experience during internships. The objective for the Companies is simple; to select the best people to work on their equipment, and provide the best customer service possible.



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 www.osuit.edu

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## OSUIT Truck Technician Program

Degree Awarded  
**Associate in Applied Science**

General Requirements  
**73**  
 Credit hours  
**2.0** Minimum Overall GPA

### Typical Schedule for OSUIT Truck Technician Program

Plan of Study  
 DHEU-216

#### 1st Semester - 16 Credit Hours

DHEU	1153	Maintenance Fundamentals
DHEU	1143	Maintenance & Inspections
DHEU	1343	Brake Systems
<b>GTGE</b>	<b>1111</b>	<b>College Cornerstone</b>
<b>CS</b>	<b>1013</b>	<b>Computer Literacy &amp; App.</b>
<b>MATH</b>	<b>2003</b>	<b>Business Math</b>

#### 2nd Semester - 15 Credit Hours

DHEU	1253	Electrical Circuits, Charging and Starting System Diagnostics and Repair
DHEU	1213	Introduction to Fluid Power
DHEU	1313	Drive Train Systems
<b>SPCH</b>	<b>1113</b>	<b>Intro to Speech</b>
<b>ENGL</b>	<b>1033</b>	<b>Technical Writing I</b>

#### 3rd Semester - 15 Credit Hours

DHEU	2523	Diesel Engine Systems
DHEU	2533	Diesel Engine Overhaul Techniques
<b>PSYC</b>	<b>1113</b>	<b>Intro to Psychology</b>
<b>ENGL</b>	<b>2033</b>	<b>Technical Writing II</b>
<b>POLS</b>	<b>1113</b>	<b>U. S. Government</b>

#### 4th Semester - 15 Credit Hours

DHEU	2452	Air Conditioning Systems
DHEU	2524	Capstone—Electronic Engine Interface
<b>HIST</b>	<b>1493</b>	<b>U. S. History Since 1865</b>
<b>PHIL</b>	<b>1213</b>	<b>Ethics</b>
<b>BADM</b>	<b>1113</b>	<b>Intro to Business</b>

#### 5th Semester - 12 Credit Hours

DHEU	2612	Internship
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## OSUIT Truck Technician Program Required Tool Set

### 1/4" drive 6 point standard and deep chrome socket set

- 6 point standard 3/16" - 9/16"
- 6 point deep 3/16" - 9/16"
- 3" extension, 1/4" ratchet, socket storage

### 1/4" drive 6 point standard metric chrome socket set 4mm - 13mm

### 3/8" drive 12 point standard chrome socket set ¼" - 7/8"

### 3/8" drive 6 point chrome socket set

- 6 point deep 3/8" - 7/8"
- 6 point flex 3/8" - ¾"
- Spark plug 13/16", 5/8"
- Universal joint, 3", 6" & 10" extension,
- 11-12" flex head 3/8 ratchet, socket storage

### 3/8 drive 6 point chrome metric socket set

- 10mm - 19mm

### 3/8" drive Torx Bit Driver Set (T-27 - T-55)

### ½" drive socket set

- 6 point standard chrome 3/8" - 1 ¼"
- 12 point standard chrome 3/8" - 1 ¼"
- 1/2" drive ratchet, socket storage
- 1/2" drive break over bar 21"-24"

### ½" drive Impact socket set

- 6 point deep impact ½" - 1 ¼"
- 2" & 6" impact extension
- ½" drive impact universal joint
- 1/2" drive 12 point chrome standard metric socket set 10mm - 19mm

### Flair nut wrench set 3/8" - 7/8"

### Metric flair nut wrench set 9mm - 21mm

### Groove joint pliers 10"- 12"

### Slip joint pliers 7"- 9"

### Needle nose pliers 7"- 9"

### Heavy-duty diagonal cutting pliers 7"- 9"

### Vice-grip curved jaw locking pliers 10"

### Combination screwdriver set 4 slotted tips;

- 3 Phillips, size 1, 2, 3;
- Stubby slotted; stubby Phillips

### Ratcheting Screwdriver set (magnetic preferred) with minimum of: Philips 1,2,3; Slotted 5/32", 7/32", ¼";

### Torx T10-25

### Allen SAE short arm hex key set (.028" - 3/8")

### Allen metric hex key set (1.5 mm - 10 mm)

### 12 point combination wrench set ¼" - 1 ¼"

### 12 point metric combination wrench set 7mm - 19 mm

### 16oz. ball-pein hammer

### 2lb soft face dead blow hammer

### 3 lb. cross-pein hammer

### 5/8x6-1/2x1/2 cold chisel

### 3/8x5 center punch

### 5/32x5x3/8 taper punch

### 3/16x5-1/2x5/16 pin punch

### ¾" - 1" diameter Brass drift

### 18"-21" rolling head (lady foot) pry bar

### 18"-24" pry bar with plastic handle and angled blade

### Safety Glasses (clear)

### 25' tape measure

### Feeler gauge set 0.0015 to 0.035"

### Valve-tappet feeler gauge set .008" - .026"

### Telescoping magnetic retrieving tool

### Flexible retrieving tool

### Gasket scraper

### 2" - 3" telescoping mirror

### Seal Pick Set

### Flashlight: minimum 2D cell, prefer MSHA approved, explosion proof

### Rollaway tool cabinet: Minimum 5 drawer, 8000 - 12000 cubic inch storage capacity with ball bearing slides

### Digital Volt-Ohm Meter and case with these specifications:

- 3½ Digit, 2000 Count, High resolution on volts 20mV current 20µA Ohm ranges
- DC Volt: **0-20/200mV/2/20/200/1000V** ±0.5%
- AC Volt: **0-20/200mV/2/20/200/750V** ±1.5%
- DC Current: **0-20/200µA/2/20mA/2/20A** ±1.5%
- AC Current: **0-20/200µA/2/20mA/2/20A** ±2%
- Resistance: 0-20/200 ohm/2K/20K/200K/2000K ohm/20M ohm/2000M ohm ±1%
- Capacitance: 0-200P/200P/20nF/200nF/2µF/20µF/ ±3% **20A** fused protection
- Frequency: **Auto ranging** up to 15MHz ±0.5%
- Continuity: < 40 ohm±20 ohm
- Diode Test function
- 100VDC/750VAC overload protection in DCV, ACV above 2V

### Outside Micrometer 0-1" (.0001" grad.) or 0-25mm (.001mm grad.) Swiss Style (not digital) with ratchet stop or friction thimble, lock lever and carbide tips

### Dial Caliper 0-6" or 0-150mm

### 6" stainless steel rule - English 1/32 & metric 1mm

### Heavy Duty Oil Filter Strap Wrench ½ inch drive up to 9" diameter

### Optional

### Top tool chest

### 1/2" impact wrench

### 1/2" drive standard impact sockets

### 1/2" drive metric standard impact sockets

### 1/2" drive metric deep impact sockets

### 1/2" ratchet drive micrometer torque wrench 30-250 ft-lb

### 3/8" ratchet drive micrometer torque wrench 50-250 in-lb.

### 12" pipe wrench

### ¾" drive socket set

## Financial Aid Web Sites

### Scholarship Resources On the Web

[www.fastweb.com](http://www.fastweb.com)  
[www.collegefunds.net](http://www.collegefunds.net)  
[www.wiredscholar.com/](http://www.wiredscholar.com/)  
[www.freschinfo.com](http://www.freschinfo.com)  
[www.mach25.com](http://www.mach25.com)  
[www.scholarships.com/](http://www.scholarships.com/)

Mapping Your Future – [www.mapping-your-future.org](http://www.mapping-your-future.org)  
College Board Scholarship Search – [http://apps.collegeboard.com/cbsearch\\_ss/welcome.jsp](http://apps.collegeboard.com/cbsearch_ss/welcome.jsp) Oklahoma Student Loan Authority (OSLA) – [www.oslat.org](http://www.oslat.org)

### Grants and Scholarships:

FAFSA Express – [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov)  
Missouri Higher Education Loan Association (MOHELA) – [www.mohela.com](http://www.mohela.com)  
Oklahoma Guaranteed Student Loan Program (OGSLP) – [www.ogslp.org](http://www.ogslp.org)  
Oklahoma State Regents for Higher Education – [www.okhighered.org](http://www.okhighered.org)  
Oklahoma Tuition Aid Grant (OYAG) – [www.otag.org](http://www.otag.org)

### General Information:

Coalition for Student Loan Reform – [www.cslr.org](http://www.cslr.org)  
National Association of Student Financial Aid Administrators – [www.nasfaa.org](http://www.nasfaa.org)  
National Council of Higher Education Loan Programs – [www.nchelp.org](http://www.nchelp.org)  
Oklahoma State Department of Vo-Tech – <http://www.okcareertech.org/>  
Project EASI – [www.easi.ed.gov](http://www.easi.ed.gov)  
The Financial Aid Information Page – [www.finaid.org](http://www.finaid.org)  
US Department of Education – [www.ed.gov](http://www.ed.gov)



# OSUIT Truck Technician Program Third Party Billing Application

Semester(s) included in this agreement:     Fall 20\_\_\_\_     Spring 20\_\_\_\_     Summer 20\_\_\_\_

**Student Information:**     Fall 20\_\_\_\_     Spring 20\_\_\_\_     Summer 20\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Home Address: \_\_\_\_\_

Student's ID Number (CWID): \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

List requirements to be met by student, if any (e.g., hours enrolled): \_\_\_\_\_

Eligible expenses (enter maximum amounts, if any):  Any School related expense \_\_\_\_\_

Tuition \_\_\_\_\_  Fees \_\_\_\_\_  Room/board \_\_\_\_\_

Books/Supplies \_\_\_\_\_  Fixed Amount \_\_\_\_\_  Other \_\_\_\_\_

List restricted expenses: (e.g., fines, event tickets, non-educational expenses, etc.) or special instructions to OSUIT:

*The Advisory Board for the OSUIT Truck Technician Program on March 13, 2015 approved a motion that each dealer that selects a student to enter this program will provide a minimum per semester sponsorship of \$750.00, to be billed each semester. \$500.00 will go to the student, \$250.00 will be used by OSU Institute of Technology for program operation. Companies may elect to provide other scholarships, incentives or financial help to their student, at the Company option.*

If the student has other sources of payment (e.g. scholarships, grants, etc.), may this payment be refunded to the student?

Yes     No

## Payer Information:

Payer Name and Address: \_\_\_\_\_

Payer's Representative: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Payer's email: \_\_\_\_\_

## Agreement:

Payer agrees to pay as described above. Payment will be made directly to Oklahoma State University-Institute of Technology after the student has met the above requirements. Student is ultimately responsible for payment of account by the School's prescribed deadlines unless otherwise agreed upon in writing. Student gives permission to release information relevant to this agreement (e.g., bursar account details, grades, campus and class related performance etc.) to payer. A copy of this form will be provided to the Financial Aid Office. Acceptance of this assistance could affect the student's financial aid.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Payer Representative

\_\_\_\_\_  
Date





## Consent for Release of Personal Information/Education Records

I, the undersigned, understand that my consent is required, by the Family Education Rights and Privacy Act of 1974, as amended (“FERPA”), for Oklahoma State University Institute of Technology - Okmulgee (OSUIT) to **release any personally identifiable information** from my education records not defined as “Public/Directory Information” under the University’s FERPA policy.

I, therefore, authorize access to my educational records (**includes all financial and academic records**) to the following:

	Name	Relationship	*Code (not required)	Hint
Example	Samuel Jones	Father	Bingo	Dog’s name
#1				
#2				
#3				
#4				

- A Code is not required but will supply an additional security check. Please supply the Code and Hint to each person named above, if applicable. We will require the code from the person named if a code is supplied.

**About Your Confidential Records:**

I understand that my records are protected under a number of federal and state confidentiality regulations and cannot be disclosed without my prior written consent unless otherwise provided for in state and federal regulations, such as Directory Information. I also understand that I may revoke this consent by writing a request at any time except to the extent that action has been taken in reliance on it (e.g. information has been sent or received prior to your revocation, etc.).

I further understand that **Oklahoma State University and/or its staff/employees cannot be responsible for confidentiality of information disclosed after said information has been released pursuant to this authorization**, and I hereby release Oklahoma State University, and its staff/employees from any liability arising from such disclosure.

Acknowledging the above, with the attached signature, I hereby give authority to proceed as directed herein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Oklahoma State University Institute of Technology  
 1801 East 4<sup>th</sup> Street Okmulgee, OK 74447-3901 P  
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 www.osuit.edu





Oklahoma State University Institute of Technology

**You Must Be A U.S. Citizen To Use This Form. Print Or Type All Information.**

(Non U.S. citizens should visit [www.osuit.edu/admissions/international](http://www.osuit.edu/admissions/international))

Return this form and application for admissions (if not already submitted) to:

OSUIT, Scholarship Services, 1801 East 4th Street, Okmulgee, OK, 74447-3901

All students must be enrolled full-time (12 hours) in a degree-seeking AS, AAS or BT program. Additionally, students are required to live on campus to *be awarded and continue to receive* the non-resident tuition waiver unless **at the time of application:**

Student is 21 years of age or older

Student is married

Student has legal custody of a child

**Completion of application does not necessarily guarantee scholarship award. Students must meet eligibility criteria listed below and awards are contingent on available funding. Should you be awarded this waiver, you will be notified through the financial aid award letter or you can check your WEB4Students account online @prodokm.okstate.edu.**

First Time Freshman Or Transfer With Less Than 24 Credit Hours (must meet at least one of the following criteria):

- 2.0 cumulative high school GPA
- 18 ACT composite or equivalent 860 on SAT
- Proficiency in at least 2 of 3 curricular areas (English-74, Pre-Algebra 46, Reading-81) on COMPASS placement testing or demonstrated by college credit

Transfer With 24 Or More Credit Hours:

- 2.0 cumulative college GPA

**Students Who Do Not Meet Above Academic Criteria** – may apply once their Institution GPA is 2.0 and they have completed a minimum of 12 hrs. Failure to meet the continuing student criteria listed below will result in ineligibility for the Non-Resident Tuition Waiver for subsequent semesters until the Institution GPA and completion rate reach the level required for continuing students. Continuing students will automatically receive the NRTW by meeting the following requirements:

2.0 Institution GPA

75% completion rate of enrolled classes as of the end of the add/drop period

Full time enrollment (12 hrs). **Exception:** If the student is in the graduating semester, verified by degree audit from their program).

**Continuing students who do not meet these standards each term will be placed on probation for one semester. Should the awarded students not meet the above requirements for a second term, the student will no longer be eligible for the Non-Resident Tuition Waiver for the following term. Awarded students will remain on probation until the Institution GPA reaches the above standards.**

**APPEAL PROCESS:**

Should a student lose eligibility for a NRTW due to suspension, an appeal may be made, in writing, to the Coordinator of Scholarships located in the Grady Clack Building. Appeal must state extenuating circumstances and explain how the issues are being addressed.

Student's Legal name:

Last First MI Maiden

College Wide ID No (CWID): Program:

Semester of Admission/Year:

Fall, Spring or Summer semester of the year for which you are applying (example: Fall 2009)

I understand a full Non-Resident Waiver includes only a waiver of the non-resident portion of the semester credit hour tuition and that the remaining fees, as paid by Oklahoma residents, still apply. I further understand that my Non-Resident Tuition Waiver is conditionally awarded subject to verification of housing status, an Institution GPA of at least 2.0 and full time enrollment. Failure to meet any of the conditions stated above will result in the loss of this Non-Resident Tuition Waiver.

Student Signature: Date:

**FOR OFFICE USE ONLY:**

HS GPA \_\_\_\_\_ ACT Composite \_\_\_\_\_ College GPA (24+ credit hours) \_\_\_\_\_ State of Residency \_\_\_\_\_

Number of Hours Enrolled \_\_\_\_\_ Degree \_\_\_\_\_ Campus Housing \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_