The Program of Study form is your official program of graduate work and is a part of your permanent student file. You may obtain this form from the department office, your local site, or online at [http://humanrelations.ou.edu/](http://humanrelations.ou.edu/) and [http://gradweb.ou.edu](http://gradweb.ou.edu). Go to the HR website, click on Current Students, Advanced Programs Forms, click Program of Study Forms, this will link into the Graduate College website. Scroll down to the HR Program of Study form.

Due dates for Program of Study and exam dates. For exam date, do not select a day that falls on a weekend. The Program of Stud form must be received in the Department of Human Relations.

<table>
<thead>
<tr>
<th>No later than</th>
<th>For semester to take exam</th>
<th>Choose exam date</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 15</td>
<td>Spring</td>
<td>Feb. 1 thru March 1*</td>
</tr>
<tr>
<td>January 15</td>
<td>Summer</td>
<td>1st full week of June</td>
</tr>
<tr>
<td>February 15</td>
<td>Fall</td>
<td>Sept. 15 thru Oct 15*</td>
</tr>
</tbody>
</table>

* The comprehensive exam is a 30 day take home exam. You may request any date within the time period stated above for your exam to start.

**Guidelines**

1. The Program of Study form must be filled out in full and either typed or legibly printed, signed and dated, and sent directly to the Human Relations office for evaluation. You may mail, fax or email the Program of Study form. After evaluation and signature by the department graduate liaison, it will be forwarded to the Graduate College.

2. List courses you have taken or will take which will count toward the 36 hours required for the degree.

3. Any changes to coursework listed on the Program of Study form must be submitted in writing to the Department of Human Relations for signature and will then be forwarded to the Graduate College for final approval. (An e-mail will suffice.) Do not resend another candidacy form or call. Please contact Dana Shultz at dbshultz@ou.edu with changes if your name begins A-K. Contact Christy Burt at cburt@ou.edu with changes if your name begins L-Z.

Failure to correctly and completely fill out the Program of Study Form and meet deadlines for filing this form could delay the receipt of your comprehensive exam and delay your graduation.

**Graduation Application**

All students must complete a graduation application and an alumni card. The graduation application is only valid for three semesters. The Grad App is now available in Ozone.

Your mailing address must be updated in Ozone.

For information on commencement exercises in Norman in May and December, please contact: University Book Store, 1185 Asp Ave, Norman OK 73069 or the website: oklahoma.bkstr.com or check the Graduation Office website at [www.ou.edu/commencement/home](http://www.ou.edu/commencement/home). (Information should be posted by April and October).

Tulsa students should contact Student Services at tulsasa@ou.edu or 918-660-3100 for information on the Tulsa convocation.
Use the following checklist to complete the Program of Study form correctly. The form must be filled out completely to help determine the student’s form of comp exam by the nature of coursework taken. The form will be returned to the student if not filled out completely.

1. Comprehensive Exams will only be emailed to your OU email address not to your personal email address.
2. Need to include on the Program of Study your OU email address, which option you would like to receive Option 1 (two questions format) or Option 2 (internship application paper) on your Program of Study form.
3. Make sure your mailing address is correct in Ozone.
4. Must be typed.
5. List all core courses and electives to total the 36 hours required for this degree. If you have not taken 36 hours, see your faculty advisor to help you project what you might take. Graduate College wants to see only 36 hours listed.
6. List the number and name of each course and list the number of credit hours.
7. List the grade received and instructors. Leave the space blank if you do not know the grade. Do not write N/A, TBD, or pending.
8. Please indicate if the courses taken were from the website or in a classroom.
9. List the topics for the Directed Reading, Independent Study or Transfer Credits.
10. Must be enrolled in at least 2 credit hours of an OU course during the semester you take your comps. If this is your only enrollment for that semester, you must be sure to stay enrolled in the class or your comps will become invalid.
11. Cannot be enrolled in more than 9 hours during the same semester as taking the Human Relations comps.
12. Indicate on the candidacy form if you want Option 1 (2 question format) or Option 2 (Internship Application Paper). To be eligible for Option 2, students must have at least half (225 clock hours) of their Internship hours successfully completed prior to receiving their comps. You will not be eligible for Option 2 if you have an Incomplete grade in your Internship. You will have to choose Option 1. Option 2 cannot be written over FEMA. You will have to choose the agency you have done your Internship with.
13. Choose a date for your Comprehensive Exam within the time allotted. (See first page). Exams will not be emailed during the weekend.
14. MUST sign and date the form, will NOT accept computer font signature as your signature. You may mail, fax or email the candidacy form.
15. If the form is not filled out completely (ie: classroom or website, etc.) it will not be accepted and returned to the student to be filled out in full.
16. If you have not submitted your Graduation Application, please do so as soon as possible through Ozone.
17. For Oklahoma students on the LPC track, you must first successfully complete the 36 hours and the HR Comprehensive Exam for the MHR degree. You are now required to “Add” the LPC Code in CollegeNet at https://www.applyweb.com/ougrad/ to your degree plan before you complete the MHR degree. If you don’t “Add” the LPC Code to your degree plan this could delay taking further classes.

Common errors that you will want to avoid
1. Do not list more than 6 hours of HR 5100
2. Do not list more than 6 hours of HR 5110
3. Do not list more than 9 hours of HR 5113
4. Do not list more than 6 hours of HR 5960/5970 (or the two combined)
5. Do not list more than 6 hours of HR 5990
6. You may not use course work that is more than five years old unless you have obtained a waiver from the Dean of the Grad. College. Contact Dana Shultz or Christy Burt for details.
7. Cannot have more than 9 hours of Non-HR/Transfer credits combined.
8. When taking S/U graded courses from OU and approved Transfer Credits, the maximum hours that may be applied toward the HR degree are 18 (½ of the total 36 hours requirement).

In order to meet comprehensive exam requirements, you must have completed all core courses and a minimum of 75% (27 hours) of degree requirements before you are eligible to take your exam. You cannot receive an incomplete in a core course and an incomplete will not count toward the 75% (27 hours). You must be enrolled in a minimum of two OU graduate level hours the semester in which you take your exam. You also may not have more than six hours of incomplete (I) grades the semester in which you take the exam. If you are a dual-degree candidate, you must have both Program of Study forms on file before you will be allowed to take the Human Relations exam.

Contact Information
Department of Human Relations, 601 Elm Avenue, Room 728, Norman, OK 73019
Students A-K Dana Shultz at dbshultz@ou.edu or 405-325-5598
Students L-Z Christy Burt at cburt@ou.edu or 405-325-2716
(Revised 11-15)