

DEPARTMENT OF HUMAN RELATIONS
Program of Study
Guidelines for Masters Candidates

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/> and <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

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

No exception will be made to the above dates

* 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 must be TYPED**, signed and dated, and sent directly to the Human Relations office for evaluation. Forms that are not typed will **not** be accepted and will be **returned**. 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 MHR degree or for the 60 hours required for the Clinical Mental Health Counseling.
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 Program of Study form or call**. Please contact Lawana Miller at lmiller@ou.edu with changes if your name begins A-E. Contact Christy Burt at cburt@ou.edu with changes if your name begins F-Z. **Failure** to submit the changes to the Program of Study form could **delay** your comprehensive exam and or graduation.

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 ONE.**

Your mailing address must be updated in ONE.

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. (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.
3. Make sure your **mailing address** is correct in ONE.
4. **Must be typed. Handwritten will be accepted and will be returned.**
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. For the Clinical Mental Health Counseling, list all core courses, required counseling and electives to total the 60 hours required for this degree. If you have not taken 60 hours, see your faculty advisor to help you project what you might take. Graduate College wants to see **only** 60 hours listed.
7. List the number and name of each course and list the number of credit hours.
8. 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.**
9. Please indicate if the courses taken were from the **website or in a classroom**.
10. List the topics for the Directed Reading, Independent Study or Transfer Credits.
11. Must be enrolled in at least 2 credit hours of an OU **graduate 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**.
12. Cannot be enrolled in more than 9 hours during the same semester as taking the Human Relations comps.
13. Main Campus and Tulsa students only: If you are enrolling into HR 5200 Internship, HR 5960 Directed Reading, HR 5990 Independent Study, HR 5980 Thesis hours, in ONE **MAKE** sure you select the correct hours in the **drop down box** that you have been approved. Enrolling in the incorrect hours will delay your comps and or graduation.
14. Indicate on the POS 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.
15. Choose a date for your Comprehensive Exam within the time allotted. (See first page). Exams will not be emailed during the weekend.
16. **MUST sign and date** the form, will **NOT** accept computer font signature as your signature. You may mail, fax or email the POS.
17. **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.**
18. If you have not submitted your Graduation Application, please do so as soon as possible through **ONE**.

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 Lawana Miller 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, your Program of Study form must be up to date; you must have completed all core courses and a minimum of 75% (27 hours) for the MHR & 75% (51 hours) for the CMHC for the 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%. 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-E Lawana Miller at lmiller@ou.edu 405-325-1756

Students F-Z Christy Burt at cburt@ou.edu or 405-325-2716

(Revised 3-17)