

Master of Human Relations – Standard 36-hour program

OU-Tulsa

Frequently Asked Questions

How many credit hours must be completed in the classroom?

You must complete at least 15 credit hours (5 courses) onsite in the classroom. The remaining hours may be completed in the classroom or online.

What if I can't meet the 15 credit hour face-to-face class requirements?

You should try to take as many Human Relations classes in the classroom as possible. If you see that you will not be able to meet the requirements, you should contact your designated HR staff member. Students with last names A-E please contact Lawanna Miller at lmiller@ou.edu or 405-325-1756 and students with last names F-Z please contact Christy Burt at cburt@ou.edu or 405-325-2716.

TRANSFER CREDIT

Can I use transfer credit taken before I was admitted?

Yes. Students may transfer in a maximum of 9 credit hours, as long as you were a full admit and the transfer credit is not over five year of age at the time of admission, readmission, or at the time of graduation. The credit cannot have been applied towards a previously completed graduated degree. All transfer credit is evaluated for applicability.

Can transfer credit over five years of age be used?

No. This is against University policy.

What if the OU graduate credits become over five years old while I am completing the degree?

*Once you are enrolled, you are allowed to have **a maximum of nine credit hours** of overage credits at the time of graduation.*

What if I have to reapply to the program and I have OU graduate credits that are over five years old?

*You may petition the HR Graduate Liaison for graduate credits taken at the University of Oklahoma that are over five years. If the petition is approved **a maximum of nine credit hours** can be applied toward the MHR degree.*

Who do I turn petitions into for approval?

All petitions must be received by the student's designated HR staff member, who will then forward to the HR Graduate Liaison for review. If the HR Graduate Liaison supports your petition then the petition will be forwarded to the Graduate College for the final decision. Lawana Miller (lmiller@ou.edu, 405-325-1756) processes petitions for students with last names A-E and Christy Burt (cburt@ou.edu, 405-325-2716) processes petitions for students with last names F-Z.

COMPREHENSIVE EXAM

Am I required to be enrolled to take the Comprehensive Exam?

Yes. You have to be enrolled in at least two hours of graduate coursework at the University of Oklahoma to qualify to take your exam. You will not be allowed to start your exam until you are enrolled and your

exam will be invalidated if you drop the hours. Students often enroll in a directed reading, internship hours, or a weekend class that does not meet during the month that they are taking their exam so they have time to focus on their exam.

**Please note that there are different policies regarding comprehensive exams for MHR-Clinical Mental Health Counseling students. If you are an MHR-CMHC student, please refer to the counseling FAQ for more information.*

Does the enrollment need to be in a Human Relations course?

No. It does, however, have to be in an OU graduate course.

What happens if I have to take an incomplete for the required enrollment?

It will not impact your exam. If, however, those hours are required for your degree, it will delay your graduation.

Does Internship enrollment count as the required enrollment for the comps?

Yes.

Do I need to complete my core classes before I take my comps?

Yes.

Taking the Exam

Can I use the same reference in both essays if I am taking comprehensive exam Option 1?

Yes. The number of references is per question and you can use the same one for both questions if it is relevant.

Do I have to quote every reference that I select?

No. In fact, you do not have to use quotes at all. You do have to have at least one citation to each reference in the body of your paper to count as one of your references. You should not have a reference on your list that you have not used in the paper.

Why do I have to limit quotations?

The comprehensive exam is a test of your knowledge of the field, your ability to engage in critical thinking, and of your ability to write at the graduate level. If your paper is full of other people's words, we cannot accurately gauge your knowledge or writing ability. Therefore, you will fail the exam. Brief quotations should only be used to support your arguments and should be used sparingly.

Can I write in first person perspective?

Yes. In fact, on Option 2 (Internship Options), you must do so. You cannot talk about your experiences without using the word "I", so please do not try to do so by using "one" or other words instead. In Option 2, you can also use the word "I" when asked for your opinion in a question or to incorporate your experiences into an answer.

What are the requirements to be eligible for Option 2 (internship application paper) for my comps?

You must successfully complete at least 3 credit hours (225 clock hours) the semester prior to receiving the comps.