

General FAQ's

I am a graduate student. How do I apply to the HR program?

You will need to fill out an application with OU Admission and Records.

[Click the links for additional instructions to apply to the Norman, Tulsa and AP programs.](#)

Do I have to activate my OU email?

Yes. All email correspondence from Human Relations will be sent to your OU email address. [Go here to activate your account.](#)

How will I know when I have been admitted?

You will receive a decision letter and welcome letter from Admissions through the email account listed on your application.

I have just been admitted and I have an advising stop on my record. How can I have that cleared?

It is most likely an error. You do not need to be advised to enroll as a graduate student. Please contact Enrollment to have that removed. Enrollment Services can be found [here](#). (Norman and Tulsa Students Only)

Do my references have to be from professors?

No. If you graduated from college recently or are still in college, one or two should be from professors. The letters should attest to your ability to do graduate coursework. Students have also obtained letters from such people as an employer or former employer, someone who has supervised your volunteer work, or a coach who can attest to your work ethic.

Can my letters and other materials be emailed?

Yes, they can be emailed to Christy Burt at cburt@ou.edu. They can also be faxed to the department at 405-325-4402. Your resume biographical statement, and recommendation letters can be attached to the application. They should be addressed to "To Whom It May Concern."

Transfer Credits

Can transfer credits over five years of age be used?

No. This is against University policy. For more information regarding the time limit for completion of the master's degree, consult the [Graduate College Bulletin](#).

Can I use transfer credits taken before I was admitted?

Yes. As long as you were a full admit and the transfer credits are **not over five year of age** at the time of admission, readmission, or at the time of graduation.

Graduate Degree Completion

How long do I have to complete the masters degree?

All masters degree-seeking student in the Department of Human Relations, must complete all degree requirements within five years of the first enrollment in any graduate-level OU course to be applied to the masters degree. For more information regarding the time limit for completion of the master's degree, consult the [Graduate College Bulletin](#) .

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

You may petition the HR Graduate Liaison for an extension for the masters degree completion.

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-level OU course that are over five years. If the petition is approved **a maximum of nine credit hours** can be applied toward the masters degree.

Note—Effective January 1, 2021: At the time of admissions, readmissions or graduation, the HR Graduate Liaison will **not** approve any graduate-level OU course over seven years old to be applied toward the masters degree.

Who do I turn petitions in to 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 forward to the dean of the Graduate College for the **final** review. The dean of the Graduate College will review the petition and send notification of **approval/denial** to all parties.

Notification will only be sent to the student's OU email address. Please check your OU email regularly for important information from the University.