DEPARTMENT OF HUMAN RELATIONS
Program of Study
Guidelines for Masters Candidates
Human Resource Studies

The Program of Study is your official program of graduate work and is a part of your permanent student file. You may obtain this form online at [Department of Human Relations](#) and [Graduate College](#).

For deadlines and exam dates.

The Program of Study form must be received in the Department of Human Relations

No later than	For semester to take exam	Choose exam date
August 15	Spring	Feb. 1 or Feb. 15 or March 1*
January 15	Summer	2nd Monday in June
February 15	Fall	Sept. 15 or Oct. 1 or 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 listed 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 credit hours required for the MA-Human Resource Studies 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 Program of Study form or call.** Please contact Christy Burt at cburt@ou.edu with changes if your name. **Failure** to submit the changes to the Program of Study form could **delay** your comprehensive exam and or graduation.

Failure to fill out the Program of Study Form correctly and complete 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 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 [Oklahoma Bookstore](#) or check the [Graduation Office](#).

(Information should be posted by April and October).

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 be released in Canvas.
2. Program of Study **Must be typed.** Handwritten will **not** be accepted and will be returned.
3. List all HR core courses, Human Resources core courses, Diversity, Equity & Inclusion, and electives to total the 36 credit hours required for this degree. If you have not taken 36 credit hours, see your faculty advisor to help you project what you might take. Graduate College wants to see *only* 36 credit hours listed.
4. List the course number and name of each course and list the number of credit hours.
5. Transfer credits list the course number and name of the course and the name of the university.
6. 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.**
7. Indicate if the courses were taken or will be taken in the **classroom or online.**
8. List the **topics** for the Directed Reading, Independent Study.
9. 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 course or your comps will become invalid and your comps will be evaluated you will receive a grade of an ==Unsatisfactory,== which is a comp failure. This will count as one of your two attempts to pass the exam.
10. Cannot be enrolled in more than 9 credit hours during the same semester as taking the Human Resource comps.
11. If you are enrolling into HR 5200 Internship, HR 5960 Directed Reading, HR 5990 Independent Study, HR 5880 non-Thesis Capstone Project or 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.
12. To be eligible for Option 2 (Internship Application Paper), you must successfully complete at 3 credit hours (225 clock hours) of your internship prior to receiving your comps. You will **not** be eligible for Option 2 (Internship Application Paper) if you have an **"Incomplete"** grade in your internship. You will have to choose Option 1 (Two Questions Format).
13. Choose a date for your Comprehensive Exam within the time allotted. (See first page).
14. On the 2nd page of the Program of Study you will need to **HANDWRITE** your OU email address, comp date and Option 1 (two questions format) or Option 2 (internship application paper).
15. **MUST sign and date** the form, will **NOT** accept computer font signature as your signature. You may mail, fax or email the POS.
16. If the form is **not** filled out completely (ie: course number & name of the course, instructors, credit hour, grades, semester/year, classroom or website, signed etc.) it will **not** be accepted and **returned** to the student to be filled out in full. This will delay your comps and or graduation.
17. Make sure your **mailing address** is correct in ONE.
18. **If you have not Applied for Graduation, please do so as soon as possible through ONE.**

   Common errors that you will want to avoid
1. Do not list more than 6 credit hours of HR 5100
2. Do not list more than 6 credit hours of HR 5110
3. Do not list more than 9 credit hours of HR 5113
4. Do not list more than 6 credit hours of HR 5960/5970 (or the two combined)
5. Do not list more than 6 credit 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 Christy Burt for details.*
7. Cannot have more than 9 credit 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 credit hours requirement).

In order to meet comprehensive exam requirements, your *Program of Study* must be **up to date**; you must have completed all core courses and a minimum of 75% (27 credit hours) for the MA-HRS degree requirements before you are eligible to take your exam. You **cannot** receive an incomplete grade(s) in 6 credit hours of HR core courses & 21 credit hours of Human Resources core courses and Diversity, Equity & Inclusion course. Incomplete grades will **not** count toward the 75%.

You must be enrolled in a minimum of 2 credit hours of an OU graduate level course the semester in which you take your exam. You also may **not** have more than 6 credit hours of incomplete (I) grades the semester in which you take the exam.

Dual Degree students must submit POS to each department *at the same time.* The Graduate College will **not** give either department permission to send your comps without both POS approved and on file. You are not required to take both exams in the same semester, but you must graduate with both degrees in the same semester.