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Degree Completion Deadlines

Use the Degree Completion Deadlines Table below to ensure you submit all your paperwork on schedule. **To verify the date of the final day of classes of a specific semester, see the University of Oklahoma Calendar at Admissions, Records, and Registration:**
http://www.ou.edu/admissions/home/academic_calendar.html

Comprehensive Exam/ Prospectus Semester	Fall	Spring	Summer	
Identification of Interest Form	May 1	September 1	December 1	
Admission to Candidacy Form	March 1	September 1	February 1	
Draft Comprehensive Exam/Prospectus Submitted to Faculty Advisor	September 1	February 1	May 15	To verify the date of the Final Day of Class, go to http://www.ou.edu/admissions/home/academic_calendar.html
Revised Comprehensive Exam/Prospectus Submitted to Faculty Advisor	Final Day of Class in December	Final Day of Class in May	Final Day of Class in July	To verify the date of the Final Day of Class, go to http://www.ou.edu/admissions/home/academic_calendar.html
<p>To graduate on schedule, the Research Paper must be received in the MPA Program Office by the Final Day of Classes the following year. For example, if you complete your Comprehensive Exam/Prospectus by the Final Day of Class in May 2009, then your Research Paper is due by the Final Day of Class in May 2010.</p>				

Forms to File

The Application for Graduation Card, the Diploma and Alumni Record Cards, and the Cap and Gown Request Forms are not online, but can be obtained by your Site Manager or by contacting the MPA office in Norman.

Application for Graduation

Any of the MPA offices can provide an Application for Graduation Card. This card must be completed and turned in to the University's Office of Records prior to graduation. For semester deadlines for the Application for Graduation card, see Master's Degree Candidate Deadlines at <http://gradweb.ou.edu/Current/deadlines.asp>

When completing your card, please note that you are in the GRADUATE COLLEGE, the name of your degree is MASTER OF PUBLIC ADMINISTRATION and your major is PUBLIC ADMINISTRATION.



Student Sound Off: "Pay attention to the additional forms that need to be filed for graduation. Also, there are fees for the university and for the regalia to wear at the ceremony." Tom - Norman

The address you put on this card will be the one to where your diploma will be mailed. Please mail this to our office so we can make a copy for your file.

There is a \$25 graduation fee for Advanced Programs students that must accompany the Application for Graduation (Main Campus and Tulsa students do not pay this because it is included in their semester fees.) The Application for Graduation fees are non-refundable, but will be valid for three semesters. The deadline dates are on the bottom of the Application for Graduation card.

Graduation Ceremonies at the University of Oklahoma

The University of Oklahoma holds only one Commencement ceremony each year in May. This is a University-wide ceremony. Each College also has a Convocation ceremony for their students twice a year. We are in the College of Arts and Sciences. Information for graduation ceremonies is posted on the OU home page (<http://www.ou.edu>). Diplomas are mailed when degree information is posted to student records, which is about six weeks after the end of the semester.

Ordering a Cap and Gown for the Ceremony

Students must reserve a Cap & Gown to participate in the graduation or convocation ceremonies. A Cap & Gown card can be requested through the MPA office. The Cap & Gown fee is NOT

refundable once the Commencement exercise is held for a given year. Military dress uniforms may be appropriate, but please check with the Graduate College for specific information.

Letter of Completion

At the graduation ceremonies, you receive a diploma cover only. The diploma is mailed to you several weeks after the end of the semester in which you completed the degree requirements. If you need an official letter of completion before the diploma is issued, you should visit this website for the Graduate College: <http://gradweb.ou.edu/currentforms/AP/letterofcompletion.pdf>

Requesting Transcripts

You may request a transcript at any time. There is no charge for transcripts. Unofficial transcripts may be obtained online at <http://webapps.ou.edu/student-services/>. Official transcripts may be obtained with a signed request and are usually mailed within 24 hours of receipt of your request. If you request official transcripts, indicate the number of copies you desire and the address to which they are to be mailed.

Advanced Programs Students

College of Continuing Education
Transcript Request
1700 Asp Avenue, Room B-1
Norman, OK 73072-6400
Fax: (405) 325-7273

Main Campus Students

Admissions and Records
Transcript Request
1000 Asp Avenue, Room 330
Norman, OK 73019-4076
Fax: (405) 325-7047
www.ou.edu/recordsandtranscripts/home/transcripts.html

Tulsa Students

<http://tulsagrad.ou.edu/tgc/Forms/transcript%20form.pdf>

Professional Resources

Pi Alpha Alpha

NASPAA sponsors Pi Alpha Alpha, the national honor society formed to recognize and promote excellence in the study and practice of public affairs and administration. As an institutional member of NASPAA, the MPA program has a local chapter of Pi Alpha Alpha to recognize excellence demonstrated by our students. Invitations for membership are extended to those demonstrating the highest performance levels during their preparation for public service careers. At the point in your program of study when you submit your Admission to Candidacy Form, you will be considered for membership in Pi Alpha Alpha. If your grade point average is equal to or above 3.70 when 75 percent of substantive course work is complete, your name will be submitted as a candidate for membership in this prestigious honor society. Our office distributes invitations twice a year, usually in February and October. For more information on Pi Alpha Alpha and how it can enhance your career, visit the web site at <http://www.naspaa.org/initiatives/honor.asp>.

Membership in Professional Associations

We encourage our students to join the American Society for Public Administration (ASPA), the professional organization, to stay abreast of current issues and opportunities within the field. Established in 1939, ASPA has a diverse membership of more than 10,000 practitioners, faculty, and students. ASPA takes pride in its contributions to the public service community and has emerged as the focal point for intellectual and professional interaction, linking theory and practice within the field of public administration. To learn more about the advantages ASPA membership offers, visit the web site at <http://www.aspanet.org>.

A second association in which we encourage participation is the Association for Public Policy Analysis and Management. Their website is found at: <http://www.appam.org/home.asp>.

Jobs in Public Administration

United States Office of Personnel Management: <http://www.usajobs.opm.gov/>

State of Oklahoma: <http://www.opm.state.ok.us/>

Oklahoma Municipal League: <http://www.oml.org/>

Norman, Oklahoma: <http://www.ci.norman.ok.us/hr/default.htm>

Directions from the Director

Want to get the diploma to hang on your wall? Here's a few suggestions to make that dream a reality more quickly. Of course, I'm just a phone call or email away if you run into a snag.

Aimee Franklin, Director of Programs in Public Administration

- Want your diploma quickly? Make sure to file the forms and pay the fees on time.
- Completion of the concentrations is automatically evaluated at the end of the semester. The MPA office sends out letters to your current address found at account.ou.edu.
- We'd love to hear your suggestions for improving the program and your tips to help other students. Please send an email to me at alfranklin@ou.edu
- You are invited to attend the graduate ceremonies on the main campus in addition to those held at the site where you take classes.
- Congratulations on completing a rigorous graduate degree program! We hope the knowledge gained serves you well in future endeavors.