The University of Oklahoma
Advanced Programs

Roadmap to Graduation for Master of Human Relations

Your academic advisor for this degree is Jennifer Aragon. You may download the HR Program Planner from the Department of Human Relations on the Human Relations department website. It is also recommended that you read the information provided under Graduate Students for Advanced Programs.

Email: jhardman@ou.edu
Phone: (405) 325-4715

- Complete 36 credit hours of coursework following department degree parameters and limitations
- Internship
  - Once you have completed 12 credit hours, you are eligible to begin your internship. The internship is six credit hours, which equals 450 clock hours (75 clock hours per credit). See the department website for the Internship Proposal Packet and additional information.
- Admission to Candidacy
  - [http://www.ou.edu/content/gradweb/academic_programs/masters_degree/ap.html](http://www.ou.edu/content/gradweb/academic_programs/masters_degree/ap.html)
  - This must be completed during the semester before (except for Fall comps; see below) expected graduation and acts as your application for your comprehensive exams.
  - [http://www.ou.edu/content/gradweb/academic_programs/masters_degree/ap.html](http://www.ou.edu/content/gradweb/academic_programs/masters_degree/ap.html)
  - Submit to your Site Director two weeks prior to the deadlines below:
    - Semester (one in which you wish to receive exam) and Submission Deadline:
      - Fall Semester-February 15th
      - Spring Semester-August 15th
      - Summer Semester-January 15th
- Comprehensive Exam
  - This is a 30-day take home exam. You must complete 27 credit hours (including all of your core courses) by the semester before you take your comprehensive exam.
    - Comprehensive guidelines for Option One and Option Two can be found on the department website.
  - You must be enrolled in a minimum of two credit hours during the semester your take your exam, but no more than nine credit hours.
- Application for Graduation
  - Complete Application for Graduation (link provided on Academics tab in Ozone)
  - Complete the Permanent Alumni Record
  - Graduation Application submission deadline (for term indicated)
    - Fall Semester-October 1st
    - Spring Semester-March 1st
    - Summer Semester-July 1st
- Graduation Ceremonies: All students are welcome to participate in local recognition ceremonies and/or the main campus graduation events in Norman. Information may be found on the OU website at [http://www.ou.edu/commencement](http://www.ou.edu/commencement).
- Diplomas: Diplomas are mailed directly to the address provided by the student on the ‘Application for Graduation’ form approximately 3-4 months after graduation.