

MASTERS OF SCIENCE IN HUMAN RESOURCES

School of Graduate Studies

580-559-5708

agregg@ecok.edu

APPLICATION INSTRUCTIONS

Thank you for inquiring about the Graduate Programs available at East Central University

1. Students wishing to be admitted to the School of Graduate Studies must first apply to the University.
 - A. If the student has **never** attended East Central University they must apply and provide the office of Admissions & Records with an **Official degree transcript with all work and any graduate work after the bachelor's degree!!** This can be done as follows:
 1. Apply in person at Admissions & Records, Room 113 of the Administration Building, or
 2. Online at the ECU website at <https://www.ecok.edu/scripts/enroll/apply.htm>.
 - B. If the student is a graduate of East Central University, they must update their information with Admissions & Records.
2. A Graduate Student's second step is to apply for admission to the School of Graduate Studies.
 - A. If the student has **never** attended East Central University they must also provide an **Official degree transcript with all work (graduate and undergraduate) to the School of Graduate Studies!!**
 1. Apply in person:
 - School of Graduate Studies, Room 102, Fentem Hall
 - Ardmore-Ardmore Higher Education Center
 - Shawnee-Gordon Cooper Technology Center
 - McAlester-McAlester Higher Education Center, or
 2. Online at the ECU website:
<http://www.ecok.edu/colleges/graduate/applications.asp>
 - B. The student will be assigned an advisor in the area of the degree desired and/or one from their attendance area Ada, Ardmore, Shawnee or McAlester.
 - C. **No more than 12 credit hours** can be earned and applied to a degree program when classified as a Special or Conditional graduate student.
 - D. **Please be aware that time limits apply to graduate credits, generally six years.**
 - E. Students **MUST carry a 3.0 GPA for each semester** they are enrolled to avoid being placed on Probation or Suspension.
3. **PROGRAM REQUIREMENTS:**
 - A. 36 Credit Hours for Administration and Criminal Justice or 60 Credit Hours for Counseling and Rehabilitation Counseling
 - B. Complete all requirements for Unconditional Admission.
 - C. **Testing:** Successfully complete GRE or MAT before completing 12 credit hours.
4. **GRADUATION:**

During the semester in which the student has completed **60% of their program credit hours**, students **must** apply for graduation by completing and submitting the following:

 - Application for Admission to Candidacy
 - Diploma Card
 - Payment of a \$75.00 graduation fee

Graduate students are strongly urged to attend the ceremony.