

GRADUATE CERTIFICATE PROGRAM REPORT

In order to qualify for a graduate certificate, a student must be admitted to the graduate certificate program through the Office of Graduate Admissions.

Course Credit Requirements for Graduate Certificates:

- All courses must be taken at OU. **No transfer credit will apply.**
 - **No course substitutions** are permitted for graduate certificates.
 - Coursework applied to a graduate certificate **cannot be more than five years old** as of the semester the graduate certificate is awarded.
- Additional limitations and policies for graduate certificates can be found in the [Graduate College Bulletin](#).

This form is due in the Graduate College no later than the final semester of certificate coursework. Please see the [Graduate College website](#) for specific deadlines.

Please type all required information. Do not handwrite. List courses in the order they were/will be completed. Each course, directed reading, independent study, etc. should be listed on a separate line. Include only those courses that will be applied to the certificate.

GRADUATE CERTIFICATE in HUMAN RESOURCE DIVERSITY and DEVELOPMENT

G062, G063

NAME: _____

OU ID: _____

COURSE PREFIX & NUMBER	COURSE NAME	HOURS	GRADE	SEMESTER & YEAR
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REQUIRED COURSEWORK: 9 hours.

H R 5143	Human Resources for the Human Relations Professional	3		
H R 5323	Organizational Behavior in Human Relations	3		
H R 5053	Diversity and Justice in Organizations	3		

ELECTIVE: 3 hours. One 3-hour elective as approved by the chair or graduate liaison of the Department of Human Relations.

		3		
TOTAL HOURS:			12 hours required	

Note: All of the required courses for this certificate and some of the elective options are available as online classes. Some of the elective options are also available as directed readings. As a result, this certificate can be completed 100% online.

Were all 12 hours completed online? ☐ Yes (G063: online option) ☐ No (G062)

I hereby request approval of my certificate coursework as outlined above. I understand that I am responsible for reviewing the policies and procedures governing graduate study at the University of Oklahoma as published in the *Graduate College Bulletin*.

Student Signature Date



I have reviewed the above-named student's course of study for the graduate certificate and I recommend approval.

Printed Name of Graduate Liaison

Graduate Liaison Signature Date

FOR GRADUATE COLLEGE USE ONLY:

Program effective **Fall 2011**.

Date Checked: ____/____/____ | Earliest Course: _____ | Hours Required: _____ | OK ____ Problem ____