

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 MANAGEMENT

G064

NAME: _____

OU ID: _____

COURSE PREFIX & NUMBER	COURSE NAME	HOURS	GRADE	SEMESTER & YEAR
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REQUIRED COURSEWORK: 9-12 hours. At least 9 credit hours must come from the following list or from a list of electives maintained by the department.

ODYN 5213	Job Analysis Methods and Applications			
ODYN 5223	Performance Management			
ODYN 5233	Training and Career Development			
ODYN 5243	Staffing, Selection, and Compensation			
ODYN 5253	Organizational Behavior, Change, and Development			
ODYN 5263	Human Resource Management Systems and Techniques			
ODYN 5273	Topics in Human Resource Management:			
ODYN 5273	Topics in Human Resource Management:			
ODYN 5283	Employee Health, Safety and Wellness			

ELECTIVES: 0-3 hours. Up to 3 credits chosen from an electives list maintained by the department or as approved by the ODYN graduate liaison.

TOTAL HOURS: 12 hours required

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 2017**.

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