

**REQUIREMENTS FOR THE GRADUATE CERTIFICATE**  
**DODGE FAMILY COLLEGE OF ARTS AND SCIENCES**  
**THE UNIVERSITY OF OKLAHOMA**

Academic Year
For Students Entering the Oklahoma State System for Higher Education Summer 2024 through Spring 2025

General Requirements
Minimum Total Hours ..... 12

Program
<b>Helping Skills in Human Relations</b>
<b>G047</b>
Graduate Certificate

The certificate provides professionals in a wide variety of helping professions with the knowledge and skills to improve relationships, and to be effective and ethical helpers.

**CERTIFICATE REQUIREMENTS**

Code	Title	Credit Hours
H R 5003	Theoretical Foundations Of Human Relations	3
H R 5463	Counseling Skills in Human Relations	3
or H R 5633	Advanced Counseling Skills	
H R 5453	Ethical Issues in H R Counseling	3
Choose one 3-credit elective as approved by the chairperson or graduate liaison for the Department of Human Relations		3
<b>Total Credit Hours</b>		<b>12</b>

A graduate *certificate* is not a graduate *degree*. A graduate degree represents a program of independent inquiry beyond the depth of coursework alone, while a graduate certificate represents a set of courses only.

- 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.
- Students must earn a grade point average of 3.00 or higher on all coursework applied to the graduate certificate.

More information in the catalog: (<http://ou-public.courseleaf.com/dodge-arts-sciences/human-relations/helping-skills-in-human-relations-grad-cert/>).