

**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
Helping Skills in Human Relations G047 Graduate Certificate

Minimum Total Hours: 12

Program Code: G047

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
Total Credit Hours		12

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/>).