



APPLICATION INFORMATION FOR CERTIFICATE IN MANAGEMENT OF HUMAN RESOURCES

In order to be awarded a Certificate in Management of Human Resources (CMHR), you must complete the **Application for Certificate**. You are encouraged to submit your Application in the quarter before you expect to receive your CMHR, so it may be evaluated and any potential problems resolved. The CMHR Application is an official University document listing the courses you have taken for the Certificate, those currently being taken, those you plan to take, the grades received for completed courses, and the term in which each course was or will be taken.

What You Must Do:

- Complete the Application for the Certificate in Management of Human Resources. Note that students earning a Bachelor's degree cannot receive a Certificate before graduation.
- List all the courses taken for the Certificate, the term taken, credit hours, the grade received, and related information. This information will be checked during the Certificate audit process for accuracy. Include courses you are presently taking and those you plan to take to complete your Certificate requirements.
- Submit a copy of any waivers, approval form, or other letter that applies to your completion of the Certificate requirements. For example, you should submit a copy of the form signed by your CMHR Advisor approving a practicum that you took for CMHR credit.
- Return completed application and documents to Joan McBee, School of Business.

What You May Wish to Do:

- Consult an advisor to verify that you have met (or will meet) all Certificate requirements. It is your responsibility to be certain that ALL Certificate requirements are met.

Courses Remaining to be completed and Repeat or Incomplete Courses

Clearly identify on your application in the section entitled "Courses Remaining to be Completed (Including Repeat or Incomplete Courses)" any courses you still need to take to meet CMHR requirements, courses you are retaking or for which you are making up an incomplete.

GPA, Minimum Grade, and Credit Requirements

All courses taken for the CMHR must be completed with a grade of "C" or better, and the required minimum cumulative GPA for Certificate courses is 2.50 (not including prerequisite courses). The Certificate requires a minimum of 36 credit hours, (at least 20 of which must be taken from SOU).

Certificate Award

The actual Certificate will be mailed to you at the address specified on the application approximately one month after the end of the term in which you graduate and/or complete the certificate requirements. Your receipt of the CMHR will be noted on your transcript.

Use the space below to explain briefly any special circumstances that may pertain to your CMHS requirements. For example, any waiver or approval should be explained here. Be sure to attach any waiver/approval forms, which must be signed by the CMHR Advisor.

PLEASE NOTE: If you wish to know the status of your CMHR Application, you must check with Jon Lange, CMHR Advisor in the Communication Department.

INTERNAL USE ONLY

_____ Application for the CMHR has been evaluated, and with the satisfactory completion of the coursework indicated, all Certificate requirements will be met.

_____ Application for the CMHR has been evaluated, and all Certificate requirements will **NOT** be met. Consult with Jon Lange, Communication Department advisor, before submitting a revised Application, which must show changes clearly. **The revised Application must be the original with appropriate changes made.**

Date _____ Advisor _____

See checks below for reasons for disapproval of Application and other information.

_____ Course or grade data inaccurate

_____ Cumulative GPA below minimum of 2.5

_____ GPA watch. Your GPA is close to (but currently above) the 2.5 minimum required. Grades on future courses must be adequate to keep your CMHR GPA at or above the minimum level required.

_____ Insufficient credit hours

_____ Prerequisites missing: _____

_____ Core missing: _____

_____ Electives missing: _____

_____ Waivers/transfers/substitutes not properly documented/authorized.

_____ Other: _____

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