



Department of Psychological & Brain Sciences
HRD Program

Certificate Completion Form

To be completed by student:

I, _____, Student ID: _____
have successfully completed the requirements for:

Select Certificate Program

Completed Courses

Course Number and Name	Number of Credits	Session/Semester Completed

Certificate Requirements

The **Graduate Certificate for HR Business Partner** will be awarded upon successful completion of the following five graduate courses, three required courses – HRD 8419, HRD 8003, & HRD 8215, and two additional courses from a selection of electives – PSY 8475, HRD 8212, & HRD 8213 – for a total of 15 credits.

The **Graduate Certificate for HR Leadership** will be awarded upon successful completion of the following six graduate courses – PSY 8875, HRD 8003, HRD 8420, HRD 8421, HRD 8303, & HRD 8345 - for a total of 15 credits.

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The **Graduate Certificate for Organization Development** will be awarded upon successful completion of the following five graduate courses – PSY 8875, HRD 8210, PSY 8475, HRD 8421, & PSY 8425 – for a total of 15 credits.

The **Graduate Certificate for HR Analytics & Research** will be awarded upon successful completion of the following five graduate courses – HRD 8006, PSY 8875, HRD 8007, & HRD 8214 – for a total of 15 credits.

Mailing Address for Certificate

Address 1

Address 2

City

State

Zip Code

Submission and Review Process

Once completed, please save the PDF form and email to the HRD Program at:
gradhrdoffice@villanova.edu

Please Note: Earning a certificate requires a B (3.0) or higher cumulative GPA in the courses required for the certificate program. Therefore, earning a certificate is subject to final approval from the Department that all course and academic requirements were met in the appropriate time frame.

For Department Use Only

Please confirm below that the above information is correct and that the student has an overall grade point average of 3.0 or above in these courses.

Chairperson's Approval _____
Name *Date*