UNB Saint John

Faculty of Business
AUDIT FORM
Certificate in Human Resource Management

Student Name: _____

Student Number: _____

Date: _____

GPA:

1. Obtain your transcript and, if applicable, your original transfer credit assessment.
2. Record all courses that have a grade of D, F, W or "#" in the "COURSES THAT DO NOT MEET THE REQUIREMENTS" section.
3. Place the remaining courses in the appropriate sections of the audit form.
4. Due to changes in the curriculum you may not be able to find the course number of some BA courses. Please consult the Faculty of Business for assistance.
5. Put the grade that you have received on the course in the "LETTER GRADE" field. Look for the "approved" notation in the red status box.

Credit hours will be added automatically.

CREDIT HOURS	COURSE NUMBER	COURSE TITLE	LETTER GRADE	STATUS	
REQUIRED BUSINESS COURSES - 24 chs					
0	BA1605	Business Decision Analysis I		Minimum grade of C is required	A MINIMUM GRADE OF C
0	BA2504	Introduction to Organizational Behaviour		Minimum grade of C is required	IS REQUIRED
0	BA2606	Business Decision Analysis II		Minimum grade of C is required	FOR THESE COURSES
0	BA2758	Employment Law		Minimum grade of C is required	
0	BA2858	Introduction to Human Resource Management		Minimum grade of C is required	TO BE COUNTED
0	BA3129	Business Research Methods		Minimum grade of C is required	TOWARDS THE
0	BA3813	Introduction to Industrial Relations		Minimum grade of C is required	CERTIFICATE IN
0	BA4898	Strategic HRM Policy		Minimum grade of C is required	HUMAN RESOURCE MANAGEMENT
0		Total			

ELECTIVES - 6chs (Must be chosen from BA3547, BA3557, BA3715, BA4813, BA4853, BA4854, BA4855, BA4856, BA4857, BA4866)

0				Minimum grade of C is required	A MINIMUM GRADE OF C IS REQUIRED
0				Minimum grade of C is required	TO COUNT THESE COURSES
0		Total			

COURSES THAT DO NOT MEET THE REQUIREMENTS

				FOR OFFICE USE ONLY
				TRANSCRIPT DATE:
				PROGRESS:

30	**Total credit hours required to complete the degree**
0	**Total credit hours acquired**
30	**Total credit hours left to complete the degree**

EXPECTED TERM OF COMPLETION:

Last Updated: June, 2019