



**College of Lake County Transfer Guide
Bachelor of Arts in Human Resource
Development (HRD)**

**Available at:
Northeastern Main Campus (Chicago, IL)
University Center (Grayslake, IL)**

Program Description

The Human Resource Development (HRD) Program prepares professionals who will be responsible for the training, education, and development of adults, in settings such as business, industry, health care, social services, and government. Students in the program will be provided opportunities to develop the knowledge and competencies necessary to meet the increasing needs that organizations have for HRD professionals. Competencies that have been identified by professional organizations have been carefully considered in the development of specific objectives for the course work in the program.

Contact Information

Northeastern Illinois University Transfer Center: Students who have questions about the program prior to admission may contact the Northeastern Illinois University Transfer Center at the University Center: (847) 665-4173. To reach us at the main Chicago campus, please call (773) 442-4076 or email TransferSteps@neiu.edu.

University Center: For more information about the UC or to schedule an appointment, contact Tonia Baxter, Recruitment Specialist/Advisor at (847) 665-4014 or tbaxter@ucenter.org. Current schedules, program updates and upcoming events are available on their website: www.ucenter.org.

Admission Requirements

- Students must have earned a minimum cumulative grade point average of 2.0 or higher for all college or university course work attempted. Students must be in good academic standing at the last college or university attended.
- Required documents are: application for admission, \$30 nonrefundable application fee, and official transcripts from all colleges and universities.
- Additional Admission and application materials, including the option to apply online can be found at www.neiu.edu/future-students/how-apply.
- Application deadlines are as follows:

		<i>International Applicants</i>
Fall	July 1	June 1
Spring	November 1	October 1
Summer I	April 1	March 1
Summer II	May 1	April 1

Admission Requirements for Northeastern Illinois University's College of Education

- C or better in English 101
- C or better in College Level Math
- Minimum 2.5 GPA
- Minimum 30 semester hours (this can be transfer coursework or courses taken at Northeastern)
- C or better in all courses for the HRD major or minor
- Positive letter of recommendation from any professor at Northeastern

Human Resource Development Major Requirements

Northeastern Illinois University Human Resource Development Major: 36 Credit Hours		
Northeastern Illinois University Course	Credits	College of Lake County Equivalent (if any)
HRD 300 Principles and Practices in HRD	3	<i>No Equivalencies at College of Lake County. These courses must be taken at Northeastern.</i>
HRD 301 Adult Teaching/Learning Processes	3	
HRD 310 Instructional Techniques and Technology	3	
HRD 315 Computer Utilization in HRD	3	
HRD 320 Dynamics of Working with Groups and Individuals	3	
HRD 321 Designing Instruction in HRD	3	
HRD 325 WIP: Communication and HRD	3	
HRD 329 Internship and Seminar in HRD	9	
Two Human Resource Development Electives	6	Northeastern recommends taking two of the following courses to meet this requirement at CLC: ACC 121 Financial Accounting – <i>Equivalent to ACTG 201 at Northeastern</i> ACC 122 Managerial Accounting – <i>Equivalent to ACTG 202 at Northeastern</i> ART 222 or ART 263 or ART 275 (can only take one of these courses toward this requirement) – <i>Equivalent to ART 282 at Northeastern</i> BUS 221 Business Law I – <i>Equivalent to BLAW 285 at Northeastern</i> CMM 123 Dynamics of Small Group Communication – <i>Equivalent to CMTC 215 at Northeastern</i> ECO 222 Principles of Microeconomics – <i>Equivalent to ECON 217 at Northeastern</i>
These courses do not need to be HRD courses.*		
*Outside of program electives should be taken with the consent of the HRD program advisor. Students with weaknesses in any area such as communication skills will be required to select electives with the goal of developing these skills.		
Human Resource Development Major Policies		
<ul style="list-style-type: none"> • Students must have a minimum cumulative 2.5 GPA in order to meet the HRD major requirements. • Students must earn a grade of "C" or higher in all courses counted toward the major. No "P" grades will count toward a major. Human Resource Development courses with "D" grades may be used as university electives. • Community college courses may not be used to fulfill 300-level requirements. • Transfer courses must be approved by the HRD department before being applied to the major or minor. Contact Shirley Caruso, HRD University Center Liaison, at s-caruso@neiu.edu or Daniela Truty, Undergraduate Program Advisor, at d-truty@neiu.edu for any transfer course you wish to use toward the HRD elective requirement. • Human Resource Development majors must be fully admitted to the College of Education by the time they have completed 18 credit hours of 300 level HRD courses. They must also remain in good standing in the College of Education in order to graduate with a major in HRD. 		

Human Resource Development Minor Requirements

Northeastern Illinois University Human Resource Development Minor: 18 Credit Hours		
Northeastern Illinois University Course	Credits	College of Lake County Equivalent (if any)
HRD 300 Principles and Practices in HRD	3	<i>No Equivalencies at College of Lake County. These courses must be taken at Northeastern.</i>
HRD 301 Adult Teaching/Learning Processes	3	
HRD 310 Instructional Techniques and Technology	3	
HRD 320 Dynamics of Working with Groups and Individuals	3	
Two Human Resource Development Electives These courses do not need to be HRD courses.* *Outside of program electives should be taken with the consent of the HRD program advisor. Students with weaknesses in any area such as communication skills will be required to select electives with the goal of developing these skills.	6	Northeastern recommends taking two of the following courses to meet this requirement at CLC: ACC 121 Financial Accounting – <i>Equivalent to ACTG 201 at Northeastern</i> ACC 122 Managerial Accounting – <i>Equivalent to ACTG 202 at Northeastern</i> ART 222 or ART 263 or ART 275 (can only take one of these courses toward this requirement) – <i>Equivalent to ART 282 at Northeastern</i> BUS 221 Business Law I – <i>Equivalent to BLAW 285 at Northeastern</i> CMM 123 Dynamics of Small Group Communication – <i>Equivalent to CMTC 215 at Northeastern</i> ECO 222 Principles of Microeconomics – <i>Equivalent to ECON 217 at Northeastern</i>

General Education Requirements

Three options are available to students who plan to complete their General Education requirements at CLC.

- **Associate of Arts or Associate of Science:** Students who transfer with an approved Illinois Community College Board (ICCB) Model Associate of Arts or Sciences degree will have met Northeastern Illinois University's General Education Requirements. For information regarding completing an Associate of Arts or Sciences at CLC, including assistance with course selection, please visit the Counseling, Admissions, and Transfer Center at CLC. More information is available at their website (www.clcillinois.edu/depts/cou/) or by calling (847) 543-2060.
- **Completion of the Illinois General Education Core Curriculum (GECC):** Students who transfer after completing the Illinois GECC will have met their General Education requirements. For information regarding the Illinois General Education Core Curriculum, including courses at CLC that fulfill General Education requirements, please visit the iTransfer web site at www.itransfer.org.
- **Transfer Course Lists for CLC:** Students may choose to meet their General Education requirements by selecting courses from Northeastern Illinois University's *Transfer Equivalency Table* for CLC, which is available online at: <http://www.neiu.edu/Transfer>. **When choosing this option, please use the following Northeastern Illinois University General Education guide:**

Northeastern Illinois University General Education Program		
The General Education Program requires a minimum of 39 credit hours of courses distributed among 5 areas.		
Northeastern Illinois University Requirement	Credits	College of Lake County Equivalent (if any)
Math / Quantitative Reasoning 1 course	3	<ul style="list-style-type: none"> Any math course College Algebra or higher with a grade of "C" or better.
Social / Behavioral Sciences 4 courses	12	<ul style="list-style-type: none"> No more than two courses from the same department may be used.
Natural Sciences 3 courses	9	<ul style="list-style-type: none"> No more than two courses from the same department may be used. One course must have a lab component.
Fine Arts 2 courses	6	<ul style="list-style-type: none"> No more than one course from the same department may be used.
Humanities 3 courses	9	<ul style="list-style-type: none"> No more than two courses from the same department may be used. No more than two foreign language courses may be used to fulfill this requirement.

- Please note:** Northeastern does not offer lower division (general education and prerequisite) courses at the University Center.

Northeastern Illinois University Degree Requirements

- General Education:** 39 credit hours (see requirements above)
- English 101 or equivalent (grade of "C" or higher):** At CLC, take ENG 121 – English Composition I
- Total Credits and Credit Levels:** A minimum of 120 semester hours must be earned by every undergraduate student to be eligible to graduate from Northeastern. **Students must complete a minimum of 24 semester hours at the 300 level and 18 semester hours at the 200 or 300 level.**
- Major Program:** Undergraduate students must declare and complete a major. Students must earn a grade of "C" or higher in all courses counted toward the major. No "P" grades will count toward a major.
- Residency:** Must complete a minimum of 30 credit hours at Northeastern.
- GPA:** Students must have a minimum cumulative 2.0 GPA (overall "C" average). Some academic programs and departments have other specific grade requirements. The HRD Program requires a minimum cumulative 2.5 GPA.
- Improving Human Relations:** The Improving Human Relations requirement may be met through the General Education program. Courses are available in both the Humanities and Social / Behavioral Sciences categories. You may choose a course that meets the Improving Human Relations requirement **and** Humanities or Social / Behavioral Sciences.
- WIP (Writing Intensive Program) Requirement:** all newly admitted students must successfully complete a writing intensive course within their discipline. **This course must be completed at Northeastern.** Students completing the Bachelors of Arts in Human Resource Development at the University Center will have to complete the following course to satisfy the WIP requirement: HRD 325 WIP: Communication and Human Resource Development.

Transfer Policies

- Students with an AA or AS degree from an Illinois Community College and/or completion of the IAI will have fulfilled Northeastern Illinois University's general education requirements.
- A maximum of 64 semester hours may be transferred to Northeastern from a community college. In cases where both a community college and university were attended, a maximum of 90 semester hours are accepted, with a maximum of 64 semester hours allowed at the community college level.
- Additional information about transferring and transfer policies are available at www.neiu.edu/Admissions.

Tuition, Financial Aid and Scholarships

Northeastern Illinois University is committed to providing an affordable education. That's why our tuition and fees are among the most affordable of the Illinois Public Universities. We offer a **tuition guarantee program** that guarantees incoming students the same tuition rate for four years.

For information about financing your education at Northeastern, including **Financial Aid and Scholarship** opportunities, please see our website: www.neiu.edu/financial-aid/ and click on "undergraduate students". You may also contact our Financial Aid Office directly at (773) 442-5016 or email Financial-Aid@neiu.edu. If you are completing the Free Application for Federal Student Aid (FAFSA), Northeastern's federal School code is **001693**.

Provost and Deans Merit Scholarships for TRANSFER students:

Provost Merit Scholarship

Scholarships in the amount of **\$2,000** will be awarded to new transfers who meet the following criteria and who apply early for admission. Scholarships will be awarded on a first-come first-serve basis:

- Admitted entering transfer students with an Associate of Arts or Associate of Science (or at least 60 earned credits).
- Must have at least a cumulative transfer GPA of 3.50.
- Must be an Illinois resident.
- Must be enrolled full time at Northeastern.

Deans Merit Scholarship

Scholarships in the amount of **\$1,000** will be awarded to new transfers who meet the following criteria and who apply early for admission. Scholarships will be awarded on a first-come first-serve basis:

- Admitted entering transfer students with an Associate of Arts or Associate of Science (or at least 60 earned credit hours).
- Must have at least a cumulative transfer GPA of 3.00.
- Must be an Illinois resident.
- Must be enrolled full time at Northeastern.

Until all of the scholarships are awarded, students who meet these qualifications will automatically be considered for the Provost and Deans Merit Scholarships at the time of applying for admission to Northeastern. Completing an additional application is not necessary. The Office of Scholarships may be reached at (773) 442-4606 or M-Morrow@neiu.edu.