



**City Colleges of Chicago Transfer Guide  
Bachelor of Arts in Human Resource  
Development (HRD)**

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

**Why Choose Northeastern?**

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.

Northeastern offers more than 40 undergraduate degree and certificate programs, with classes on weekdays, evenings, weekends, and online. Small class sizes allow for students to pursue a more personal academic experience in one of the most ethnically diverse universities in the nation.

**Human Resource Development 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 admission or general transfer related questions may contact the Northeastern Transfer Center at (773) 442-4076 or email [TransferSteps@neiu.edu](mailto:TransferSteps@neiu.edu).

**Human Resource Development Department:** Students who have questions about the program prior to admission may contact Prof. Bill Paine, Advisor at (773) 442-5357 or [W-Paine@neiu.edu](mailto:W-Paine@neiu.edu).

**University Center:** For more information about the HRD Bachelor’s Degree Completion Program at UC or to schedule an appointment, contact Dr. Shirley Caruso, Advisor at (773) 938-6348 or [s-caruso@neiu.edu](mailto:s-caruso@neiu.edu). For more information about the UC or to schedule an appointment, contact Nora Mena, Recruitment Specialist/Advisor at (847) 665-4014 or [nmena@ucenter.org](mailto:nmena@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/Transfer](http://www.neiu.edu/Transfer).
- Application deadlines are as follows:

Semester Applying	Deadline to Apply	International Student Deadline to Apply
Fall	July 15	June 15
Spring	November 1	October 1
Summer I	April 1	March 1
Summer II	May 1	April 1

## Admission Requirements for the Daniel L. Goodwin College of Education for HRD

- 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
- Positive letter of recommendation from a professor at Northeastern

## General Education Requirements

Three options are available to students who plan to complete their General Education requirements at City Colleges of Chicago.

- **Associate of Arts or Associate of Science degree:** Students who transfer with an approved Illinois Community College Board (ICCB) Model Associate of Arts degree will have met Northeastern Illinois University's General Education requirements. Students who transfer with an Associate of Science degree granted December 2016 or later may need to take one additional Humanities course and one additional Social and Behavioral Sciences course to meet Northeastern's General Education requirements.
- **Completion of the Illinois Articulation Initiative (IAI):** Students who transfer after completing the Illinois Articulation Initiative (IAI) will have met their General Education requirements.
- **Transfer Course Lists for City Colleges of Chicago:** Students may choose to meet their General Education requirements by selecting courses from Northeastern's Transfer Course Equivalency Guides, available at: [www.neiu.edu/Transfer](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 for requires a minimum of <b>39 credit hours</b> of courses distributed among 6 areas.		
Northeastern Illinois University Requirement	Credits	City Colleges of Chicago Equivalent (if any)
<b>Math / Quantitative Reasoning – one course (3 hours)</b>	3	<ul style="list-style-type: none"> <li>• This requirement can be met by completing <b>MATH 118</b> or higher with a grade of "C" or better.</li> </ul>
<b>Social / Behavioral Sciences 3 courses (9 hours)</b>	9	<ul style="list-style-type: none"> <li>• No more than two courses from the same department may be used.</li> </ul>
<b>Natural Sciences 3 courses (9 hours)</b>	9	<ul style="list-style-type: none"> <li>• No more than two courses from the same department may be used.</li> <li>• One course must have a <b>lab</b> component.</li> </ul>
<b>Fine Arts 2 courses (6 hours)</b>	6	<ul style="list-style-type: none"> <li>• No more than one course from the same department may be used.</li> </ul>
<b>Humanities 3 courses (9 hours)</b>	9	<ul style="list-style-type: none"> <li>• No more than two courses from the same department may be used.</li> <li>• No more than two foreign language courses may be used to fulfill this requirement.</li> </ul>
<b>Non-General Education University Requirements (3-6 hours)</b>	3-6	<ul style="list-style-type: none"> <li>• <b>ENGLISH 101 Composition I</b> at City Colleges of Chicago with a grade of "C" or better.</li> <li>• Improving Human Relations requirement – can be met through one of many general education courses. Please see the <a href="#">City Colleges of Chicago Transfer Course Equivalency Guide</a> to find courses meeting Human Relations.</li> </ul>

## Degree Plan\*

D: Degree GECC: General Education Core Curriculum						Semester-by-Semester Program Plan for Full-Time Students	
						*All plans can be modified to fit the needs of part-time students by adding additional semesters	
D	GECC	Semester 1	CCC Category	NEIU Category	Next Actions		
•	•	ENGLISH 101 Composition I (3)	Communication	Writing Requirement	<b>DO THIS</b> – Meet with advisor to discuss academic goals and plan coursework  <b>DO THIS</b> – Visit your campus Advising Center		
•	•	Social Science Course (3)	Social Science	General Education			
•	•	Fine Arts Course (3)	Fine Arts	General Education			
•	•	Humanities Course (3)	Humanities	General Education			
•		Elective Course (3)	Elective	Elective			
<b>15 Credit Hours</b>							
D	GECC	Semester 2	CCC Category	NEIU Category	Next Actions		
•	•	ENGLISH 102 Composition II (3)	Communication	Elective	<b>DO THIS</b> – Mid-term check-in with advisor  <b>DO THIS</b> – <a href="#">Apply</a> to NEIU's Guaranteed Admission Program (GAP)		
•	•	Life Science or Physical Science Course (3-4)	Life/Physical Science	General Education			
•	•	MATH 118 General Education Math or another college level MATH course (4)	Mathematics	Math/Quantitative Reasoning			
•	•	SPEECH 101 Fund of Speech Comm (3)	Communication	General Education			
•		Elective Course (3)	Elective	Elective			
<b>16-17 Credit Hours</b>							
D	GECC	Semester 3	CCC Category	NEIU Category	Next Actions		
•	•	Life Science or Physical Science Course (3-4)	Life/Physical Science	General Education	<b>DO THIS</b> – Mid-term check-in with advisor <b>DO THIS</b> – Begin seeking additional four-year funding <b>DO THIS</b> – <a href="#">Apply for admission</a> to NEIU		
•	•	Humanities or Fine Arts Course (3)	Humanities/Fine Arts	General Education			
•	•	Social Science Course (3)	Social Science	General Education			
•		Elective Course for HRD major (3)*	Elective	Major Elective			
•		World Language Course (4)**	World Languages	General Education			
<b>16-17 Credit Hours</b>							
D	GECC	Semester 4	CCC Category	NEIU Category	Next Actions		
•	•	Social Science Course (3)	Social Science	General Education	<b>DO THIS</b> – Petition to graduate  <b>COMPLETION</b> of Associate of Arts Degree  <b>DO THIS</b> – <a href="#">Register for NEIU orientation</a> (once admitted)		
•		Elective Course for HRD major (3)*	Elective	Major Elective			
•		World Language Course (4)**	World Languages	General Education			
•		Elective Course (3)	Elective	Elective			
<b>13 Credit Hours</b>							
<b>MINIMUM TOTAL AA CREDIT HOURS: 60</b>							
<b>WRITTEN DEGREE PLAN CREDIT RANGE: 60-62</b>							

**Note:**

- \*BUSINES 181 Financial Accounting, BUSINES 182 Managerial Accounting, BUSINES 214 Legal and Social Environment of Business, ECON 202 Principles of Economics II, and SPEECH 104 Group Communication are all equivalent to accepted Human Resource Development major electives. Students are advised to complete two of the above courses at City Colleges to transfer into the HRD major at Northeastern.
- \*\*All City Colleges of Chicago students must complete two courses in a world language or demonstrate competency equivalent to the stated outcomes of a second semester course.
- All City Colleges of Chicago students must complete a course to fulfill the Human Diversity requirement as part of their associate's degree. See your City Colleges of Chicago advisor for course options.
- All students who earn an Associate of Arts Degree from City Colleges of Chicago enter Northeastern with 64 hours of transfer credit, even if they earned less than 64 credit hours. See the [NEIU Transfer Policy](#) for further information.

## Northeastern Illinois University

*All plans can be modified based on course availability per semester and to fit the needs of part-time students and students attending the University Center. Below is a sample plan of study beginning with a fall semester.*

Semester 5	NEIU Category	Next Actions
HRD 300 Principles and Practices in HRD (3)	Major Requirement ELE-X Requirement	<b>DO THIS</b> – Meet with your Goodwin College of Education advisor
HRD 301 Adult Teaching/Learning Process (3)	Major Requirement ELE-DS Requirement	<b>DO THIS</b> – Apply for admission to the Goodwin College of Education
HRD 202 Career and Life Planning or Any level Elective (3)	Elective	
300 level Elective (3)	Elective/Upper Division	
<b>12 Credit Hours</b>		
Semester 6	NEIU Category	Next Actions
HRD 310 Instructional Techniques and Technology (3)	Major Requirement	<b>DO THIS</b> – Meet with your Goodwin College of Education advisor
HRD 325 WIP: Communication in HRD (3)	Major Requirement WIP Requirement	
300 level Elective (3)	Elective/Upper Division	
Any level Elective (3)	Elective	
<b>12 Credit Hours</b>		
Semester 7	NEIU Category	Next Actions
HRD 320 Dynamics of Working with Groups & Individuals (3)	Major Requirement ELE-X Requirement	<b>DO THIS</b> – Meet with your Goodwin College of Education advisor
HRD 313 Political Savvy in the Workplace (3) or Approved Elective	Elective/Major Requirement	<b>DO THIS</b> – Apply for graduation
HRD 362 Instructional Media in HRD (3) or Approved Elective	Elective/Major Requirement	
Any level Elective (3)	Elective	
<b>12 Credit Hours</b>		
Semester 8	NEIU Category	Next Actions
HRD 315 Computer Utilization in HRD (3)	Major Requirement ELE-DS Requirement	<b>DO THIS</b> – Meet with Career Services for career counseling
HRD 321 Designing Instruction in HRD (3)	Major Requirement ELE-DS Requirement	
HRD 328 Organizational Project Management (3)	Major Requirement	<b>DO THIS</b> – Meet with your Goodwin College of Education advisor
Any level Elective (2)	Elective	
<b>11 Credit Hours</b>		
Semester 9	NEIU Category	Next Actions
HRD 329 Internship and Seminar in HRD (6)	Major Requirement ELE-DS Requirement	<b>DO THIS</b> – Meet with your Goodwin College of Education advisor <b>COMPLETION</b> of Bachelor of Arts Degree
HRD 390 Computer-Based Training or Any level Elective (3)	Elective	
<b>9 Credit Hours</b>		
<b>BACHELOR'S DEGREE MINIMUM TOTAL: 120 CREDIT HOURS</b>		

### Financial Aid and Scholarships

For information about financing your education at Northeastern, including Financial Aid and Scholarship opportunities, please see our website: <http://www.neiu.edu/financial-aid/>. You may also contact our Financial Aid Office directly at (773) 442-5016 or email [Financial-Aid@neiu.edu](mailto: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\*:

Scholarship	Amount Awarded	Credit Hour Requirement	GPA Requirement	Residency Requirement	NEIU Enrollment Requirement
<b>Provost Merit</b>	\$2,000	60+ credit hours	3.50 GPA	Illinois Residency	Full-Time (12+ credit hours)
<b>Deans Merit</b>	\$1,000	60+ credit hours	3.0 GPA	Illinois Residency	Full-Time (12+ credit hours)

*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 [scholarships@neiu.edu](mailto:scholarships@neiu.edu).*