

PROCEDURES MANUAL FOR UNDERGRADUATE STUDENTS

B.H.R.D. Bachelor of Human Resource Development Department of Counseling, Leadership, and Research Methods

The purpose of this publication is to provide information that will assist students, advisors, and faculty with the process of program admission, progression, and completion. This document makes critical information available to you as you progress through the undergraduate HRD degree completion program in the Department of Counseling, Leadership, and Research Methods (CLRM), College of Education and Health Professions, at the University of Arkansas. This publication is an aid for your use and is not intended to replace or supersede the [Undergraduate](#) Catalog or the University of Arkansas [Student Handbook](#).

Although the responsibility for meeting and completing all requirements for degree completion is the responsibility of the student, *the student must work closely with the major advisor to be certain that all procedures are completed in a timely and efficient manner.*

Bachelor of Human Resource Development (B.H.R.D)

The Bachelor of HRD is a minimum 120-hour online degree completion program. **The forty-five (45) HRDE required course hours are all online.** Other courses of the remaining **75 hours** to complete the degree may be completed online.

The HRDE major is specifically designed for career adults who need to complete a bachelor's degree that may open doors to opportunity and personal growth. The HRDE curriculum prepares individuals to apply integrated training, organizational development, career planning and counseling skills to the design, management, and evaluation of programs to improve individual productivity, employability, job satisfaction and organizational effectiveness. The curriculum includes instruction in psychology;

organizational behavior; skill testing and evaluation; program design; organizational development; and applications to issues such as training, management development, customer service, and total quality management. The plan of study accelerates degree completion by awarding technical credit for professional certifications and knowledge gained by experience. Online courses are offered online with two **8-week semester schedules** during the fall and spring semesters. Undergraduates also obtain a solid academic base to pursue a graduate degree. *This major does NOT lead to licensure for teachers in Arkansas.*

Admission into the Bachelor of HRD program requires the following criteria:

- Have three or more years of full-time work experience or equivalent.
- Complete all 35 hours of university core courses. Three to Six hours of the required Social Science courses may be satisfied by completing Pre-HRD Requirements: ECON 21003 and ECON 22003 or ECON 21403.
- Complete 3 hours of advanced level math from the approved list: MATH 21803, MATH 20503, MATH 21003, or MATH 11103 (or other approved Math course)
- Have a 2.5 minimum GPA.

All requirements for the bachelor's degree must be completed within six consecutive years after the date of admission. The six-year time begins with the date of admission to the program. Students must successfully complete HRDE 43303: HRD capstone, with a grade of C or better in order to complete the degree.

Four-Semester Degree Completion Plan

HRDE students are NOT required to follow this plan; however, the HRDE faculty strongly suggests that students follow the plan.

The nature of the HRDE major excludes it from ACT 1014 eight-semester degree-completion program requirements. The HRDE degree is a 120-hour degree in accordance with ACT 747. Presented below is a typical plan for completing this degree in four semesters; individual student plans may vary significantly. Students may be able to finish the program

sooner if they enroll in summer courses.

Earned Prior to Fall Semester Year 1

35 hours *University Core must include:*

3 hours Pre-HRWD Economics Requirement chosen from:

- ECON 21403 Basic Econ: Theory and Practice
- ECON 21003 Principles of Macroeconomics
- ECON 22003 Principles of Microeconomics

3 hours Pre-HRWD Math Requirement chosen
from:

- MATH 21803 Mathematical Reasoning
- MATH 20503 Finite Math
- MATH 21003 Principles of Statistics
- MATH 11103 Quantitative Reasoning

Fall Semester Year 1

| | | |
|---------|------------|--------------------------|
| 3 hours | HRDE 31103 | Foundations of HRD |
| 3 hours | HRDE 31203 | Career Development |
| 3 hours | HRDE 32103 | Organization Development |
| 3 hours | HRDE 33103 | Training and Development |

= 12 Semester Hours

Begin taking all planned NOCTI tests, if any, approved by the HRDE faculty and advisor and enroll in technical requirement hours (if applicable).

Spring Semester Year 1

| | | |
|---------|------------|--|
| 3 hours | HRDE 32203 | Managing HRD Programs |
| 3 hours | HRDE 33203 | Designing and Developing HRD Programs |
| 3 hours | HRDE 31303 | Writing for Human Resource and Workforce Development |
| 3 hours | HRDE 33303 | Communication in HRWD |

= 12 Semester Hours

Complete all planned NOCTI tests, if any, approved by the HRDE faculty and advisor and enroll in technical requirements (if applicable).

Fall Semester Year 2

| | | |
|---------|------------|--|
| 3 hours | HRDE 41203 | Strategic HRD |
| 3 hours | HRDE 42103 | Workplace Diversity and HRD |
| 3 hours | HRDE 41303 | International HRD and Cultural Differentiation |
| 3 hours | HRDE 42203 | Professional and Leadership Development |

= 12 Semester Hours

Complete all planned NOCTI tests, if any, approved by the HRDE faculty and advisor and enroll in technical requirement hours (if applicable).

Spring Semester Year 2

3 hours HRDE 42303

HRD Legal and Ethical Issues

3 hours HRDE 43103

HRD Program and Product Evaluation

3 hours HRDE 43303

HRD Capstone

= 9 Semester Hours

Complete all planned NOCTI tests, if any, approved by the HRDE faculty and advisor and enroll in technical requirement hours (if applicable). 40 Elective/Technical Credit Hours earned from NOCTI, experiential learning

120 Total Semester Hours

Advising

- a. When students are admitted to the Bachelor's program, a professional advisor works with them. The professional advisor is well versed in the requirements for the degree as developed by the HRDE faculty.
- b. The professional advisor works in conjunction with the HRDE program faculty to approve all coursework required for graduating with a Bachelor of HRD degree.

Exceptions to the curriculum must be approved by the faculty prior to being approved by the advisor. When enrolled in course work, it is the students' responsibility to communicate with the faculty instructing the course.

Academic Appeals

Students are first encouraged to resolve academic conflicts and complaints informally with the instructor involved, through their department, or through the assistance of the [Office of Academic Initiatives and Integrity](#), which can provide objective and confidential mediation. To assist students in identifying appropriate contact persons please view [College Leadership page](#). If an informal resolution cannot be reached, there are procedures for students to pursue complaints of an academic nature. Refer to the [Student Grievances and Appeals page](#) of the Catalog of Studies for appeals structures and formal procedures for academic grievances.

Program of Study

- a. General minimum requirements for the degree:
 - b. 120 semester hours
 - c. Successful completion of the Capstone Course with a grade of C or better
 - d. A cumulative GPA average of 2.0
- b. Bachelor of HRD Coursework

Human Resource Development (HRD) Major

University Core Requirements 35

Pre-HRDE Core Requirements 12

- 6 credit hours of Economics chosen from
 - ECON 21003 Principles of Macroeconomics*
 - ECON 22003 Principles of Microeconomics*
 - ECON 21403 Basic Economic Theory and Practice*
- PSYC 20003 General Psychology*
- 3 hours of HRDE math to be chosen from
 - MATH 21803 Mathematical Reasoning in a Quantitative World
 - MATH 11103 Qualitative Reasoning
 - MATH 20503 Finite Mathematics
 - MATH 21003 Principles of Statistics

*Pre-HRDE Courses which are also listed as Social Science Core may satisfy core at the same time as they satisfy the Pre-HRDE Core requirement.

HRDE Technical Requirements & General Electives 40

The undergraduate HRDE program allows for up to 19 hours of technical credits. Prior Learning Technical credits can be obtained through experiential learning credits and work knowledge credits. *(Note: All advisor approved courses must be sanctioned by the HRDE faculty. Courses submitted by students to the advisor that have not been sanctioned must be presented to the HRDE faculty for approval.)*

Experiential Learning (HRDE 4500V)

- ACE and CAEL credits as accepted by the University of Arkansas' undergraduate

policy will also be accepted by the undergraduate HRD program for Experiential Learning (HRDE 4500V) credits.

- 3 credit hours will be awarded for ASTD certification (Certified Professional in Learning and Performance Certification (CPLP).
- Certification credits will be given for PHR and SPHR certification. One credit hour will be awarded for PHR certification, 3 credit hours for SPHR certification and if a student enters the undergraduate HRWD program with PHR certification and obtains SPHR certification while in the program, they will be given an additional 2 credit hours for a maximum of 3 credit hours.
- A maximum of 3 credit hours for CEU units will be accepted. Fifteen hours of continuing education equals 1 CEU and equals 1 credit hour.
- A maximum of 6 credit hours will be accepted for military credit in accordance with the current University of Arkansas Policy.

The HRDE faculty approved NOCTI assessments will be accepted and assessed by the

HRDE faculty NOCTI coordinator for HRDE 4500V course credit:

- Administrative Assisting #4101
- Education and Training #1025
- Business and Information Processing #4013
- Other NOCTI Assessments will be reviewed by faculty for addition to the approved list as changes occur.

All faculty and advisor approved HRDE technical credit courses must be no more than 7 years old. The time begins when the student is admitted into the HRDE program.

Any course which counts towards credit, and exceeds either core, pre-core and HRDE-required courses will be counted toward the 120 hours required by the University of Arkansas for a bachelor's degree. This includes transfer coursework which has been accepted by the University of Arkansas as transferable coursework.

HRDE Required Courses:

45

15 hours Career Development Pillar

HRDE 31103 Foundations of HRD
HRDE 31203 Career Development
HRDE 31303 Writing for Human Resource and Workforce Development Professionals
HRDE 41203 Strategic HRD
HRDE 41303 International HRD and Cultural Differentiation

15 hours Organization Development Pillar

HRDE 32103 Organization Development
HRDE 32203 Managing HRD Programs
HRDE 42103 Workplace Diversity and HRD
HRDE 42203 Professional and Leadership Development
HRDE 42303 HRD Legal and Ethical Issues

15 hours Training and Development Pillar

HRDE 33103 Training and Development
HRDE 33203 Designing and Developing HRD Programs
HRDE 33303 Communication in HRD
HRDE 43103 HRD Program and Product Evaluation
HRDE 43303 HRD Capstone

Total Hours

120

Program Completion

- a. The Academic Integrity Policy of the University of Arkansas must be followed to avoid dismissal from the Bachelor of HRD program and the University.
- b. Capstone Course: B.H.R.D. students must participate in a capstone course. Students may enroll in the course during their last semester of degree work, provided the student has completed a minimum of 105 hours of accepted degree work. Students must score a minimum grade of C to receive credit for the course. Students who enroll in the course but do not meet the criteria for admission to the course will be dropped from the course by the instructor.

- c. B.H.R.D. students must present a minimum cumulative GPA of 2.5 on all required undergraduate coursework to be able to graduate from the program.
- d. Application for the degree: A student cannot be cleared for graduation until he/she has filed a degree application with the Registrar's Office and the appropriate graduation fee has been paid. *The degree application form can be accessed in UA Connect. It is filed with the Registrar in the semester in which the student expects to receive the degree. Students are responsible for meeting all applicable deadlines for graduation paperwork.*