

School of Labor and Employment Relations (LER)



ONLINE MHRIR STUDENT HANDBOOK

LAST UPDATED: 2023

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GENERAL OVERVIEW

The information contained in this Handbook is for general guidance on matters of interest to faculty, staff, and students in the School of Labor and Employment Relations at the University of Illinois Urbana-Champaign. The LER Handbook can be utilized as a convenient reference tool as it outlines University policies and procedures. For a complete statement of policies and procedures pertaining to students, please consult the following University of Illinois publications:

- 1) The Graduate College Handbook of Policy and Requirements for Students, Faculty, and Staff is available online at <http://www.grad.illinois.edu/gradhandbook>. This book explains your privileges and responsibilities as a graduate student, describes many of the services provided to you by the University and summarizes the Graduate College regulations that apply to all graduate students. Much of the handbook pertains to rules and regulations, but it also suggests ways in which exceptions can be requested for good reasons. A Graduate College petition is to be filed when requesting a deviation from established policy. Petition instructions and forms are online at <https://grad.illinois.edu/gsas/gradpetition>.
- 2) The Student Code, unless otherwise noted, applies to all undergraduate, graduate, and professional students enrolled at the University of Illinois Urbana-Champaign. A PDF file of the Student Code is available at the following link: <http://admin.illinois.edu/policy/code/>.
- 3) A website containing policy information and forms for downloading is maintained by the Graduate College: <http://www.grad.illinois.edu/>.

The LER Handbook supplements the above publications and incorporates revisions made in the online master's program.

Information on University policies contained herein is for informational purposes only and is subject to change without notice. For the most current information, please see the official versions of these

policies as posted on the Campus Administrative Manual homepage: <http://www.cam.illinois.edu>.

ACADEMIC EXPECTATIONS

The University of Illinois demands the utmost integrity in all aspects of learning, teaching, research, and service. This belief is reflected in the [Student Code](#) as well as the [Research Integrity, Ethics, and Misconduct](#) guidelines in which all students, faculty, and staff are expected to adhere to.

The [Student Code](#) delineates students' rights and responsibilities in addition to setting the standards of civility and expectations for responsible behavior among undergraduate, graduate, and professional students enrolled at the University of Illinois Urbana-Champaign. Specific information related to academic integrity can be found in [Article 1 - Student Rights and Responsibilities, Part 4. Academic Integrity, § 1-401 through § 1-407](#) of the [Student Code](#).

Under leadership of the Office of the Vice President for Academic Affairs, the [Policy on Integrity in Research and Publication](#) shares policy information focused on misconduct that affects the integrity of the research process and results.

Consistent with University values, the faculty of the School of Labor and Employment Relations are committed to the highest standards of academic integrity in their own research and teachings, and to respecting the dignity of all students as well as fostering the intellectual and professional growth of all students. In a similar way, the LER faculty expects all students to adhere to these same principles in their independent coursework and interactions with classmates and faculty. Evidence of academic fraud including cheating, fabrication, plagiarism, helping someone to commit academic fraud, and offenses of this nature are considered violations of this policy and students are subject to penalties. Refer to [Article 1, Part 4](#) for definition, infractions, and penalties for violating standards of academic integrity at the University of Illinois.

Questions about academic integrity most often arise in writing papers and exams. In papers, it is expected and assumed that all work submitted is authentic and not submitted for credit in another course.

Recognition for ideas, paraphrasing, and direct quotes must be identified with footnotes, all direct quotes must be clearly labeled as such, and all work consulted should be listed in a bibliography. When considering an identical or similar topic for a paper in another class, you must fully discuss this with the instructors involved before proceeding. In examinations, assume that any external assistance (i.e., books, notes, phone calculators, AI, etc.) is forbidden unless specifically authorized by the instructor.

Regular and punctual class attendance is necessary and expected. At the discretion of faculty, class participation may be a significant factor in grade determination; therefore, students are expected to minimize any scheduling conflicts with class attendance.

The goal of the faculty is to provide an atmosphere conducive to genuine learning and intellectual growth, and to help all students achieve their academic and professional goals. The faculty believes that adhering to these expectations will make that possible for everyone.

GRADUATE DEGREE PROGRAMS

The School of Labor and Employment Relations offers graduate work leading to both a master's and a doctoral degree in Human Resources and Industrial Relations.

The Master of Human Resources and Industrial Relations (MHRIR) program is designed primarily for individuals interested in obtaining a professional terminal degree working as a practitioner in the field of human resources and industrial relations.

The master's program will also prepare students to continue their study toward a Ph.D. or other doctoral/professional degrees if desired. Qualified students who wish to obtain a Ph.D. in Human Resources and Industrial Relations and who have only completed an undergraduate degree program may be admitted directly to the Ph.D. program and obtain the master's degree while fulfilling the requirements for the Ph.D. Direct entry into the Ph.D. program reduces the time required for completion of the Ph.D. by immediately integrating Ph.D. program courses

into the master's curriculum. Students interested in the possibility of obtaining a Ph.D. are urged to discuss the available options with their advisors. *A Ph.D. can only be pursued through the School of Labor and Employment Relations on-campus.*

MASTER'S PROGRAM

The Master of Human Resources and Industrial Relation (MHRIR) degree curriculum is designed to provide students with a broad educational foundation. The mix of required and elective course enables each student to study areas of specific interest while gaining analytical and problem-solving skills needed to handle any situation that arises in the workplace.

The MHRIR program is offered both on-campus and online. The programs are the same in terms of requirements and the degree received. The degree will not state what format you complete the program in, for instance, students that complete the program online will not have 'online' stated on the degree. There are very specific differences between the two programs in terms of career services and student demographics. On average, students come into the online program with 8 years of work experience, with about 33% of the students being career changers. The on-campus program has an average of about 1 year of experience and is tailored more for new career professionals. Once an individual is admitted to one program they are not able to switch into the other program unless an extenuating circumstance is presented, and a petition is completed requesting to switch programs and is approved by both LER and the Graduate College.

Admission

Admission to the master's program is based on an applicant's undergraduate record, letters of reference, Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) (not always required), and statement of career interests and goals along with a recent resume. International students also must submit their TOEFL or IELTS academic exam score. Students applying to an online graduate program must satisfy the full status admissions requirement scores found on the Graduate College website: [English Proficiency Requirements for](#)

Prerequisites

An introductory course in statistics is the only specific prerequisite course required for admission to the School. Entering students who are deficient in the statistics prerequisite must remove this deficiency during the first semester of graduate work by taking a course in statistics on a noncredit basis. Students are strongly encouraged to enter the program having completed this requirement. If this requirement is not completed prior to admission the student may experience a delay in completing the program.

Enrollment Limitations

Traditionally online students take one six- or eight-week course at a time and can complete two courses per semester. This enables an individual to graduate within two years (six semesters total). An online student is considered eligible for financial aid (FAFSA) if they are enrolled in two courses per semester. The courses are structured so that one can take two eight-week courses within a 16-week semester (fall and spring) and two six-week courses within the summer terms. There may be the opportunity to take more than one course at a time. However, there isn't a guarantee that there will be multiple course options offered on different days allowing for enrollment in more than one course at a time. The online program was created with the working professional in mind and almost all students work full-time while going through the program.

Grades

A cumulative grade point average of 3.0 on a 4.0 scale is required to qualify for the master's degree in Human Resources and Industrial Relations. Each semester, the appropriate staff will review every master's student academic record. Per Graduate College policy, any student that falls below a cumulative or semester GPA of a 3.0 will be placed on limited status and notified by The Graduate College.

Courses in which a student receives a grade of "D+" or lower will be included in the computation of the grade-point average, but these hours of credit will not be counted toward completion of the degree. In the

case of a required course, the student must repeat the course and obtain a satisfactory grade of at least a "C-."

An incomplete grade "I" is given when course requirements are incomplete at the conclusion of a semester. There should be an explicit agreement between faculty and student regarding outstanding requirements and a time frame for their completion.

Any student who accumulates more than one "I" grade will be required to meet with their academic advisor who will review the incomplete courses and discuss a timetable to remedy the deficiencies. Faculty will note their recommendations in the student's file.

Credit/No-Credit Courses

Most students will be better served by having graded rather than non-graded courses on their academic record. This is especially important for students who plan to apply either for financial aid or for admission to academic programs beyond the master's degree. However, LER students may take one class on a Credit/No-Credit basis. The Graduate College requires that a grade of at least "C-" be obtained in order to receive credit toward a graduate degree. This option may not be used for the two required courses – LER 591 and 593, or the four courses that are taken to satisfy the subject area distribution requirements. Additionally, students on limited status may not use this option until they achieve full graduate standing per Graduate College rules. Students may choose the Credit/No-Credit option by filling out the required documentation within the Graduate College Student Portal, which will then be routed to their department for approval and finally submitted to the Graduate College for final approval. All forms must be submitted to the Graduate College by the deadline date for the Credit/No-Credit. All academic deadlines are available on the Graduate College website under the Current Graduate College Academic Calendar: <https://grad.illinois.edu/general/calendar/fall>. Please note online courses don't always follow the traditional academic calendar and in those cases the non-standard course guide should be followed (more details including a link below). Students are responsible for knowing the appropriate deadlines for the semester and academic year. Students who choose the No-Credit option may change to a grade basis on the Credit/No-Credit form. The Credit/No-Credit form is

located on the Graduate College website under Graduate College Student Portal: <https://grad.illinois.edu/registration-courses/>. A video on how to submit Credit/No Credit Registration requests along with late registration change requests are located at the above website.

Students within the online program do not always follow the traditional academic calendar (primarily in the summer terms) and therefore should follow the non-standard course guide for dropping and withdrawing from courses: <https://registrar.illinois.edu/tuition-fees/refunds/>. To locate the exact dates for non-standard LER courses, click the link above and navigate to the refund schedule by term, then scroll down and search 'LER' under the 'Dropping Nonstandard Courses' heading. The deadline for Credit/No-Credit courses is the same as the deadline for withdrawing in self-service without a 'W,' primarily by the start of the 4th week of class.

Please note: Students should not inform their professors that they are taking the class credit/no-credit. This is to ensure that there are no grading biases. All forms must be submitted by the appropriate deadline.

Late Registration Requests

Students should always try to add or drop courses on their own within their student self-service prior to submitting any forms: <https://apps.illinois.edu/selfservice/>. Deadlines approach very quickly, and this is the fastest way to get a course change. If the deadline has passed to add or drop a course, students will need to submit a 'Late Registration Change Request' form within the Graduate College Student Portal: <https://grad.illinois.edu/registration-courses/>. This form will be routed to your department's academic advisor and then submitted to the Graduate College for final review. The date the Graduate College receives the petition is the date the course is dropped or added, which means you will want to get the form in with plenty of time to allow appropriate signatures prior to the drop deadline if you are concerned about a refund. You can learn about refund dates on the Registrar's website: <https://registrar.illinois.edu/tuition-fees/refunds/>.

Withdrawal/Cancellation Form

If you are seeking to cancel your registration for a semester, this means you haven't started classes yet and you no longer want to be registered for any courses for the term. It also means you haven't utilized University resources. If you have first tried to drop all courses by the deadline within your student self-service, you will then need to submit the appropriate paperwork to your advisor. You can learn more about canceling your registration through your student self-services on the Office of the Registrar's page: [Canceling Your Registration – Office of the Registrar \(illinois.edu\)](#). If the deadline has been missed, you will want to fill out the below form and submit to the Director of Online Graduate Programs: <https://grad.illinois.edu/files/pdfs/withdrawal.pdf>. If the cancellation deadline is met, all tuition and fees are removed from the account for that term.

A withdrawal form is needed when the cancellation deadline is missed or if a student is only registered for one course. Students withdrawing from the University are refunded at a prorated rate as described by the refund deadlines set by the Registrar's Office: <https://registrar.illinois.edu/tuition-fees/refunds/>.

Graduate Petition Process

The Graduate College petition process is utilized when students would like to request an exception to a published policy or deadline. The petition process is also utilized for curriculum changes, transfer credit, and re-entry to the Graduate College if a student has either taken a break from graduate work for over a year or was dismissed due to academic performance. A link to the graduate college student portal as well as tutorial videos can be found on the Graduate College's website: <https://grad.illinois.edu/academic-support>. The most common petition types utilized include Deadline Exception, Policy Exception, Re-Entry, and Transfer Credit. Please note that whenever a course drop/add deadline is missed a petition would be required if you would like to retroactively drop a course, this is most frequently requested to avoid tuition payments students feel are unwarranted. To not miss a deadline, students need to ensure their drop forms are submitted to the Graduate College by the drop deadline. If the initial request is submitted on the deadline, it is often too late to make the official deadline and a petition will be required.

Independent Study Course

Students may take no more than two independent study courses during their time in the master's degree program for degree credit. Additionally, only one independent study can be taken in any given semester. Students wishing to enroll in an independent study must have the approval of the faculty member supervising the independent study. The student may have the same faculty member supervise two independent studies. In order to enroll, students must get the appropriate CRNs from the Director of Online Graduate Programs.

Taking Courses in Other Units

A student may enroll in other Illinois courses if the following requirements are met: (1) course must be a 400- or 500- graduate level course, (2) the requesting student must demonstrate that each course is professionally relevant to their program of study, (3) these requests must be approved by the Director of Online Graduate Programs, (4) no student will be allowed to obtain degree program credit for more than eight credit hours, and (5) this option applies only to elective courses (this option cannot be used to waive any degree program requirements). Students must provide the syllabus and written rationale for each course and receive a grade of an 'A' or above. Students are unable to enroll in more than one program at a time, which means while taking a course outside of LER, the student would not be able to enroll in LER courses simultaneously.

Limited Status

Students on limited status for any reason are on probation and will be expected to remove themselves from limited status (i.e., achieve "full graduate standing") according to the requirements specified below. The failure of a limited status student to remove themselves from limited status within the specified period will result in the student's dismissal from the program.

Students admitted on limited status.

Students admitted on limited status will have their first semester performance assessed by the Director of Online Graduate Programs. The student will be dismissed from the program if the student's grade point average (GPA) is less than 3.0.

International Students admitted on limited status due to an English language deficiency.

International students scoring below a 103 on the internet based test or have below a 7.5 overall score on the IELTS are automatically placed on limited status by campus policy. Prior to courses starting, they are required to take the English Placement Test ("EPT") online and complete the appropriate ESL coursework based on EPT results. In order to be removed from limited status an international student must: (1) take the EPT prior to the start of the program, and (2) successfully enroll in and pass all required English as a Second Language ("ESL") coursework prescribed based on that test during their first semester and any additional required semesters. These courses are taken for a satisfactory grade and do not count towards the MHRIR GPA. Failure to complete all ESL courses required by the EPT may delay graduation. All required ESL courses must be completed as part of the graduation requirements.

Full graduate standing students that are placed on limited status.

A student admitted/enrolled with full graduate standing whose performance in any semester places them on limited status, must remove themselves from limited status during the following semester. The students' failure to remove themselves from limited status during the following semester (i.e., failure to obtain a semester or cumulative GPA to at least a 3.0) will result in the student's dismissal from the program.

LER and our students must comply with all the rules regarding academic standing outlined by the Graduate College. These rules and policies can be found in The Graduate College handbook and specifically in Chapter 3:

Academic Record:

<https://grad.illinois.edu/handbooks-policies>.

The intent expressed in this section is that students on limited status must remove themselves from limited

status within the specified time period or be dismissed from the program. The Director of Online Graduate Programs will assess the performance of limited status students and recommend to the Dean exceptions to these rules only in compelling academic circumstances. Any recommendation must include the reasons for the recommendation and any conditions that should be imposed upon the student being recommended for an exception.

Students who wish to appeal their dismissal must petition the Graduate College for readmission. The appeal must be received within 30 calendar days of the date on the dismissal letter sent to the student. This petition shall specify the reasons why the student believes the Graduate College dismissal decision should be reversed. Petitions must have department support.

If the Graduate College approves the petition and the student is readmitted, the student will continue in the program on limited status. It should be noted that the Graduate College has the final authority on readmission cases. LER can recommend that a dismissed student be reinstated, but the Graduate College has the final decision. The student must remove themselves from limited status the following semester or they will be dismissed from the program and will not be allowed to petition for readmission again.

Degree Completion Deadline

A candidate for the master's degree must complete all requirements for that degree within five calendar years after the first registration date in the Graduate College. All students who have not registered for more than one calendar year must submit a Graduate Student Petition requesting re-entry to the Graduate College.

At the time the petition is filed, if the five-year time limit has been exceeded, justification for the delay in completing degree requirements will be required. The petition must be reviewed and approved by LER. Once approved, the petition will be forwarded onto the Graduate College for final approval.

MHRIR or A.M. Degree Completion Option

As a result of the LER master's degree program change in 1997, some students that left the School without completing their tutorial and can return to take three additional courses (12 hours minimum) and complete the MHRIR degree. Students must petition the Graduate College for the degree program change and LER must approve all petitions. If the 5-year registration deadline in the Graduate College has been exceeded, the student must also petition the Graduate College to have all previous coursework completed in the LER program to count towards the new degree. These students will be ineligible for School financial aid, must accept the "F by rule" grade in LER 494 on their transcript, and complete 12 hours of LER course credit to be awarded the MHRIR degree.

CAREER DEVELOPMENT

Online MHRIR

Online students within the online MHRIR program have access to a career consultant while enrolled in the program. The career consultant offers one-on-one appointments to students and serves as a career strategist by personalizing the guidance based on the student's needs. To assist online students in building their network, LER organizes events, such as virtual panels and workshops, on timely workplace and industry issues that feature alumni and hiring partners. This allows online students the opportunity to connect with alumni and their peers in real time outside the classroom setting.

Online students have access to the University's Handshake subscription, in order to create a profile, search jobs, and connect with employers. Account registration is available at <http://handshake.illinois.edu/>. This subscription also gives access to online mock interview preparation through Big Interview, where video interviews can be saved and shared with the online career consultant, mentors, or alumni. On-campus recruiting and job fair access is restricted to on-campus master's students, due to the corresponding fee structure.

Online students that are enrolled in one of our certificate tracks do not have access to the career consultant, alumni panels or Handshake. However, if they apply and are accepted into the master's program after they complete a certificate track, they will then

gain access to all career related resources offered to online students.

Students who participate in activities through the School are expected to be ambassadors for LER and represent the School in a professional manner. Failure to do so can result in losing the access to Handshake and career related programming.

FINANCIAL ASSISTANCE AND AWARDS

The Online MHRIR program is a self-supporting program and therefore students are not eligible for funding assistance from the School. Unlike our on-campus program, the online program does not accept employee tuition waivers due to its self-supporting status. Approximately 50% of enrolled online MHRIR students receive tuition reimbursement benefits from their employers. Perspective students are encouraged to explore this option with their employers. When seeking financial aid outside the School, apply directly to the organization that might have an interest in your specific skills, SHRM (Society for Human Resource Management) is one example of an organization that provides scholarship opportunities for HR professionals. Once online students are admitted they do qualify for the James D. Dilorio Student Assistance Award (more details below).

The James D. Dilorio Student Assistance Award is available to full-time graduate students in an LER degree program that are currently in good academic standing (includes online students). The purpose of this award is to help a student who has unanticipated funding problems that jeopardize completion of their degree program.

Students interested in applying for this award must submit a letter of application, including an explanation of the student's circumstances, the amount of funding requested, and why this funding is necessary for the student to make continued progress in their degree program. There is no deadline for application submission. Award amounts will depend upon the amount requested, the circumstances present in each case, and the amount of funding available.

This award has been established by Dorothy C. DiIorio in loving memory of her late husband James D.

DiIorio. James D. DiIorio earned his master's degree from the School in 1954. His strong belief in education, and his high priority for helping those in need, led to this award being established to provide financial aid to LER students.

PROBLEM SOLVING/CONFLICT RESOLUTION

The School closely follows established grievance procedures as outlined in the Student Code (<http://admin.illinois.edu/policy/code/>) and the Graduate College Handbook (<http://www.grad.illinois.edu/gradhandbook>).

The policies and procedures in these documents form the basis of School policy as explained below. Problems can be approached either informally, or by invoking a formal grievance procedure. Campus policy dictates that you should try the informal approach first. However, you always have the right to use a formal procedure. If you have any questions about how to approach your own problem, you can always visit the Graduate College or call 217-333-0035 and ask to speak to a Dean to receive confidential advice. International students can speak with a counselor from the Office of International Student and Scholar Services at 217-333-1303 for assistance.

Informal Resolution

In general, a student with a grievance should first discuss it with their academic advisor in the School. In most cases the problem can be solved at this level. If discussion with the academic advisor is inappropriate or unfruitful, further discussion with the Assistant Dean for Student Services, who is the designated grievance contact person, or the School Dean may solve the problem.

The Office for Student Conflict Resolution offers a wide range of direct and referral services to assist students in successfully resolving conflict.

Formal Resolution

If informal efforts are unsuccessful, the student may choose to pursue a formal grievance. Students are strongly urged to consult a Graduate College Dean before initiating a formal grievance.

Initiating a Formal Grievance

To initiate a formal grievance, the student shall send a letter to the School Dean with copies to the Dean of the Graduate College. The letter shall describe the nature of the grievance, and should describe all informal attempts at resolution. If the grievance involves the Dean, then the letter should be sent to the Dean of the Graduate College and the Graduate College Grievance Committee will hear the grievance.

Grievances by students may be filed up to one year after the student ceases registration at the University. Grievance filed later than this will not be heard. The grievant may withdraw a grievance at any time by making a written request to the body that is currently hearing the grievance.

Departmental Hearing

The School Dean shall refer the letter to the School's Grievance Committee. This committee is a sub-committee of the School's standing Executive Committee. Its composition is the faculty members of the Executive Committee with the addition of two graduate students; one being the most senior Ph.D. student member of the standing Ph.D. Advisory Committee and the second being the master's student member of the standing Academic Affairs Committee.

The School Grievance Committee will consider the grievance following the procedural rules as adopted by the Graduate College Grievance Committee. This committee will provide its ruling together with any recommendations for redress, in writing to the Dean with copies to the Dean of the Graduate College.

If, after receiving the recommendations, the Dean determines that corrective action should be taken, they shall inform the parties to the grievance in writing. All parties shall be allowed a two-week period to review the decision and decide if they wish to appeal before the corrective actions are taken.

The student has the option to request that his/her grievance be heard directly by the Graduate College Grievance Committee, thereby eliminating an initial review by the School's Grievance Committee. Such requests shall be included in the initial letter to the Dean.

Appeals to the Graduate College

If the student is dissatisfied with the School's decision, they may appeal to the Graduate College Grievance Committee. The appeal is initiated by sending a letter to the Dean of the Graduate College. The Dean will refer the letter to the Graduate Grievance Officer.

When an appeal is submitted, the Graduate College Grievance Committee shall conduct a preliminary fact-finding investigation. If, on the basis of the facts stated by the grievant and viewed in the light most favorable to the grievant the committee rules that there is no basis for the appeal, then it may decline to hear the case. This ruling may be appealed to the Dean of the Graduate College. The decision of the Dean in this matter is final.

If the Graduate College Grievance Committee decides to hear the case, then it shall conduct a hearing. All parties to the grievance are entitled to submit written material, to be present at the hearing, to call and question witnesses and to present oral arguments to the Grievance Committee. An advisor may accompany each party, but the advisor may not question witnesses or present oral arguments to the committee. The Grievance Committee members may question the parties and the witnesses, may call or recall witnesses, and may consult outside experts. The Grievance Officer is entitled to be present at the hearing and may also question witnesses. After hearing the witnesses and oral arguments, the Grievance Committee shall deliberate in closed session.

After reaching its decision, the Committee will forward its findings and recommendations to the Dean of the Graduate College, who may affirm, reject or modify the findings and recommendations.

If a petition concerns actions of the Graduate College administrative staff, then the decision of the Dean of the Graduate College may be appealed to the Provost. In all other cases the Dean's decision is final.

Formal Resolution-Other University Procedures

In addition to the grievance procedures for graduate students, the University has procedures for dealing with other specific problems including academic misconduct, discrimination, harassment, capricious grading, and religious accommodation. The

University of Illinois will not tolerate sexual harassment of students or employees and will take action to provide remedies when such harassment is determined to have occurred. The University environment must be free of sexual harassment in work and study. All members of the campus community have a responsibility to help create a positive learning and work environment. Harassment in any form is inconsistent with this goal. Sexual harassment is defined by law and includes any unwanted sexual gesture, physical contact or statement that a reasonable person would find offensive, humiliating, or any interference with his or her required tasks or career opportunities at the University. In order to ensure that the University is free of sexual harassment, appropriate sanction will be imposed on offenders on a case-by-case basis. The University will respond to every case of sexual harassment reported. If disciplinary action is warranted, discipline will be imposed in accordance with applicable University statutes, rules and regulations. Reprisals against any person participating in this process will not be tolerated.

Specific information and procedures for dealing with these issues is available in the Student Code (<http://admin.illinois.edu/policy/code/>). These procedures are also summarized in the Graduate College Handbook (<http://www.grad.illinois.edu/gradhandbook>).

MISCELLANEOUS ACADEMIC ITEMS

Non-Degree Status

In order to be approved for credit toward the master's degree requirements, a grade of "A-" or better must be recorded for non-degree courses. In addition, current School policy allows a maximum of eight hours be accepted for degree credit if taken as a non-degree student.

Work Completed Elsewhere

In order to be approved for credit for either the master's or doctoral degree requirements, a grade of "A-" or better must be recorded for all work completed elsewhere. A student desiring to receive degree program credit for courses completed elsewhere must submit a petition for such credit, but these petitions are not considered until a student has successfully completed one semester of graduate work at the School. Courses that were used for degree credit at another institution will not be considered. For each course included in the petition, the petition must carry a recommendation from a faculty member who teaches a similar course on this campus. Students must receive their permanent faculty advisor's approval for transfer of credit as well as School Academic Affairs Committee approval. The equivalent of eight hours of courses taken outside UIUC is the maximum that may be applied toward the MHRIR degree. Additionally, a student cannot transfer a credit from elsewhere to count for a required course.

Continuing students who wish to take courses at other institutions for credit toward the MHRIR degree should discuss each proposed course with the Academic Affairs Committee for informal prior approval. A Graduate College petition, along with an official transcript showing the grade received, must be submitted after the course has been completed. This petition must be approved for such courses to count toward the MHRIR degree program requirements.

COMPUTER POLICY

All incoming LER master's students are required to have a computer (laptop or desktop) to fully utilize the resources that are available to you and actively participate in the LER curriculum.

Table 1: Summary of Online MHRIR Program Options and Requirements

Master of Human Resources and Industrial Relations Curriculum	Online Required Hours	Degree Completion Required Hours
LER 591 Employment Relations Systems (required)	4	
LER 593 Quantitative Methods (required)	4	
Subject Area Distribution Requirements (Listed below in Table 2) – one course from each distribution requirement must be completed	16	4
Electives	24	8
Total	48	12

Note:

- All graduate courses in the online program are worth 4 graduate credit hours each.
- Students seeking the degree completion option will need to fulfill the International Human Resource Management distribution requirement along with two elective course options.

Table 2: Subject Distribution Areas for MHRIR Curriculum

Subject Distribution Areas for MHRIR Curriculum
<p>Human Resource Management and Organization Behavior <i>Must complete at least one of the below courses</i></p> <ul style="list-style-type: none"> LER 522: Government Regulation LER 561: Compensation Systems LER 562: Human Resources Planning and Staffing LER 565: Human Resources Management and Strategy LER 534: Leadership & Employee Engagement LER 532: Successful Change Management LER 535: Negotiation Principles in HR Context LER 597: Employee Motivation and Performance LER 590: Power and Influence LER 568: Firm Performance and Human Resource Management <p>Labor Markets and Employment</p> <ul style="list-style-type: none"> LER 545: Economics of Human Resources <p>Union Management and Labor Relations Policy <i>Must complete at least one of the below courses</i></p> <ul style="list-style-type: none"> LER 542: Collective Bargaining LER 543: Workplace Dispute Resolution <p>International Human Resource Management <i>Must complete at least one of the below courses</i></p> <ul style="list-style-type: none"> LER 566: International Human Resource Management LER 595: Managing Diversity Globally

Note:

- *Not all courses are offered each year.*
- *Students need to discuss and gain approval for exceptions/alternates to the subject distribution courses with their advisor. A waiver note should be placed in the student file.*