

School of Hotel Administration  
**TRANSFER CREDIT APPLICATION FORM**

(ONLY for use by matriculated SHA students for courses to be considered from schools/universities outside Cornell)

**STUDENT INFORMATION**

**SECTION A:**

Name: \_\_\_\_\_ ID# (7 digit): \_\_\_\_\_

Net ID: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Were you an external transfer to Cornell?  Yes  No

Have you previously received transfer credit at Cornell?  Yes  No AP credit?  Yes  No

*I have read and accept the terms regarding transfer credit on this form and in the SHA Student Handbook.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**COURSE INFORMATION (complete either B or C; not both):**

**SECTION B: COMPLETE ONLY FOR TRANSFER COURSE TO BE CONSIDERED TOWARD NON-HADM ELECTIVES OR FREE ELECTIVES (STUDENT MUST PROVIDE A COURSE DESCRIPTION FOR REVIEW)**

Institution: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

Course start/end dates: \_\_\_\_\_ Is this an online course? \_\_\_\_\_

Course Subject & Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course Title: \_\_\_\_\_

To be considered toward: \_\_\_\_\_ Non-HADM Electives \_\_\_\_\_ Free Electives

**SECTION C: COMPLETE ONLY FOR TRANSFER COURSE TO BE CONSIDERED TOWARD SHA CORE**

**(CORE REQUESTS WILL ONLY BE CONSIDERED FOR EXTENUATING CIRCUMSTANCES AND MUST INCLUDE AN ELECTRONIC DETAILED COURSE SYLLABI. STUDENT MUST DISCUSS WITH AN OSS ADVISOR AND OBTAIN SIGNATURE PRIOR TO SUBMISSION OF THIS FORM.)**

Institution: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

Course start/end dates: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course Subject & Number: \_\_\_\_\_ To be considered as SHA Core: HADM \_\_\_\_\_

Course Title: \_\_\_\_\_

**OSS Advisor:** (Please check one)

\_\_\_\_\_ I support this request. \_\_\_\_\_ I do not support this request.

**\*NOTE: Advisor support does not guarantee approval. Signatures only reflect that student and advisor met to discuss.**

Comments: \_\_\_\_\_

\_\_\_\_\_  
Advisor Printed Name

\_\_\_\_\_  
Advisor Signature

## School of Hotel Administration - TRANSFER CREDIT APPLICATION

Use this form to obtain pre-approval for transfer credit from schools or universities outside of Cornell University to be applied to their Cornell degree. Transfer courses must be equivalent in content, rigor, and level to courses offered by Cornell University. **Students should submit prior to enrolling in and taking a course to ensure proper credit upon completion of course.** Please review the following policies pertaining to transfer credit:

- A maximum of sixty (60) credit hours in transfer credit and advanced placement may be considered toward Cornell and SHA degree requirement fulfillment
- Academic credit from other accredited schools may be considered for transfer toward SHA B.S. degree requirements. Limitations and restrictions will be based on a case-by-case evaluation.
  - Up to eighteen (18) credits may transfer toward fulfillment of required **SHA core**.
  - Up to fifteen (15) credits may transfer toward fulfillment of **Non-HADM Electives**.
  - Up to three (3) credits may transfer toward fulfillment of the **first-year writing (FWS)**.
  - Up to twenty-four (24) credits may transfer toward fulfillment of **Free Electives**.
  - Transfer credit is not accepted toward SHA Electives (**exception: Culinary Institute of America**).
- Cornell University does not accept college level credit for courses physically taught in the high school location or for courses where enrollment is limited to high school students, even if the college provides a transcript of such work.
- Current, matriculated SHA students may request to take classes outside of Cornell for consideration for credit toward degree requirements, but only from accredited colleges or universities. (**\*Note: Coursework at For Profit Institutions is not permitted. Please direct questions to SHA Registrar.**)
- **Online course** requests to be taken at other institutions will **only** be considered toward Non-HADM and Free Electives from **four-year, accredited** schools/universities. (**\*Note: Online coursework and coursework at For Profit Institutions are not permitted.**)
- Transfer credit will not be awarded for courses taken during a fall or spring semester in which a student is enrolled at Cornell in a degree program.
- An official transcript noting a grade of at least a "C" (not "C-") is required for a course to be eligible for transfer credit.

### INSTRUCTIONS

- Student is to complete relevant information on page 1 of this form in full for each course for which they are requesting transfer credit pre-approval.
- Student must return the completed form with an attached course description and/or syllabi\*\* to the SHA Registrar, [ha-registrar@cornell.edu](mailto:ha-registrar@cornell.edu). **Incomplete forms will not be accepted. \*\* Syllabi are required for review of SHA Core course requests.**
- For approved transfer courses, student is to arrange for an official transcript bearing the institutional seal and signatures to be sent directly to the SHA Registrar's Office immediately following the completion of the course. **The actual number of transfer credit awarded will be determined upon receipt and review of the official transcript.**

**Please have official transcripts sent directly to:  
SHA Registrar, Office of Student Services  
Cornell University, 180 Statler Hall  
Ithaca, NY 14853**

#### FOR SHA OFFICE OF STUDENT SERVICES USE ONLY

Approved \_\_\_\_\_ credits toward \_\_\_\_\_ requirements to be awarded upon receipt of official transcript noting grade of "C" or better.

\*\* Core request reviewed by: \_\_\_\_\_ (if applicable)

Cannot be approved for credit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

November 2016