

School of Hotel Administration
Cornell University

PROSPECTIVE TRANSFER CORE CREDIT APPLICATION FORM

(ONLY for prospective SHA students for courses to be considered toward HADM Core from schools/universities outside Cornell prior to matriculation)

SECTION A: TO BE COMPLETED BY APPLICANT/PROSPECTIVE STUDENT

Name: _____ Email: _____

Applicant for _____
(term/year)

COURSE INFORMATION TO BE REVIEWED

Current or Prior School/University: _____

Course Subject & Number: _____ Credit Hours: _____

Course Title: _____ Grade: _____

To be considered toward **HADM Core**: _____

I have read and accept the terms regarding transfer credit on this form.

Signature

Date

PLEASE NOTE: Student must return the completed form with an attached detailed syllabi to the SHA Registrar, at ha-registrar@cornell.edu. **Incomplete forms will not be accepted.**

SECTION B: FOR SHA OFFICE OF STUDENT SERVICES USE ONLY

Request reviewed by: _____

Approved – to fulfill HADM Core _____

Not approved toward HADM Core; Free Elective Credit only

Date: _____

School of Hotel Administration
PROSPECTIVE TRANSFER CORE CREDIT APPLICATION FORM

Prospective students must complete this application to obtain pre-approval for potential transfer credit to be applied to HADM Core requirements from schools or universities outside of Cornell University upon matriculation. Cornell University will only accept coursework completed at a regionally accredited institution. A list of the six recognized accrediting bodies accepted by Cornell is available on the [Council for Higher Education Accreditation's website](#). Transfer courses must be equivalent in content, rigor, and level to courses offered by SHA. **Students must submit a completed Prospective Transfer Core Credit Application for each class to be reviewed as HADM Core equivalency. This form should only be completed for HADM Core credit consideration. Syllabi are not needed for coursework to be reviewed for Non-HADM or Free Elective credit.** 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 **HADM 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 HADM 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.
- **Online course** requests to be taken at other institutions will only be considered toward Non-HADM and Free Electives from **four-year, regionally accredited** schools/universities. (***Note: Online coursework at For Profit Institutions are not permitted.**)
- A grade of at least a "C" (not "C-") is required for a course to be eligible for transfer credit.
- An official transcript from the transfer institution must be received by the SHA Registrar's Office for final approval and processing.

INSTRUCTIONS

- Student is to complete Section A in full for each course for which they are requesting core transfer credit pre-approval.
- Student must return the completed form with an attached syllabi to the SHA Registrar, ha-registrar@cornell.edu. **Incomplete forms will not be accepted.**
- For approved transfer courses, student is to arrange for an official transcript bearing the institutional seal and signatures to be sent to the SHA Registrar's Office immediately following the completion of the course. **The actual number of transfer credit awarded will be determined upon 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