



SCHOOL OF HOTEL ADMINISTRATION STUDENT HANDBOOK

2021-2022

Preface

This handbook is intended to support entering and continuing students in the School of Hotel Administration (Hotel School) at Cornell University. It has been prepared as a reference guide to requirements, programs, policies, and procedures of the Hotel School.

Although this handbook serves as a guide, it does not constitute a complete or definitive statement of the policies of Cornell University. The Courses of Study is the official University document for defining academic programs and requirements. In addition, the final authority for Hotel School academic programs and requirements resides with, and is administered by, the faculty of the School.

We hope you find this to be a useful resource as you progress through your education at the Hotel School and Cornell.

We wish you much success!

Office of Student Services
School of Hotel Administration
180 Statler Hall

Responsibility for Meeting Degree Requirements

Ultimately, students are responsible for understanding the degree requirements for their program, and for planning their courses and schedule accordingly to meet those requirements. Please see Hotel School degree requirements within this handbook. Students may wish to consult with an Office of Student Services advising team member to assist in course selection and planning, but completing coursework and other degree requirements is the responsibility of the student.

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Guide to Important Resources

Dean's Office

[School of Hotel Administration Office of the Dean](#), 607.255.5106, sha_dean@cornell.edu
[Associate Dean for Academic Affairs](#), 607.255.5106
[Associate Dean for Business Affairs](#), 607.255.3766
[Dean of Students Office](#), 607.255.6839

Student Services

[Office of Student Services](#), 180 Statler Hall, 607.255.9393

- Academic Advising and Student Development ha-advising@cornell.edu
- Diversity and Inclusion vyb3@cornell.edu
- Graduate Programs ebm7@cornell.edu
- Registrar ha-registrar@cornell.edu
- Practice Credit ha-practicecredit@cornell.edu
- Student Clubs and Organizations arp88@cornell.edu
- Academic Accommodations ha-accommodations@cornell.edu

[Admissions](#), 607.255.4228, sha_admissions@cornell.edu
[Bursar's Office](#), 607.255.6413 or 607.255.2336 (student accounts)
[Campus Life Management](#), 607.255.5511
[Office of Academic Diversity Initiatives](#), 607.255.3841
[Financial Aid and Student Employment](#), 607.255.5145
[Housing and Dining Office](#), 607.255.5368
[Office of Global Learning](#), 607.255.2543

[Student Disabilities Services](#), 607.254.4545
[University Registrar](#), 607.255.4232

Academic Support

[Hotel School Office of Student Services](#), 607.255.9393
[Hotel School Communication Center](#), 607.255.1090
[Learning Strategies Center](#), 607.255.6310
[John S. Knight Institute](#), 607.255.6349

Career Management

[Cornell Career Services](#), 607.255.5221
[Undergraduate & Masters Programs Career Management Center](#), 607.255.9393

Health, Wellness, & Safety

[Cornell Health Center](#), 607.255.5155
[Cornell United Religious Work](#), 607.255.4214
[Counseling and Psychological Services](#), 607.255.5155
[EARS \(Empathy, Assistance & Referral Services\)](#), 607.255.EARS (3277)
[Let's Talk Drop-In Consultation](#), 607.255.5155
[Suicide Prevention \(Ithaca\)](#), 607.272.1616

Statler Hall Resources

[Cornell Hotel Society](#), 607.255.3565
[Executive Education](#), 607.255.4919
[Hospitality Research](#), 607.255.9780
[Hotel School Information Technologies and Helpdesk](#), 607.255.1098
[Marketing and Communications](#), 607.255.8702
[Statler Hotel](#), 607.257.2500

Centers and Institutes

[Binenkorb Computer Center](#), 607.255.8872
[Center for Real Estate Finance](#), 607.255.6025
[Student Learning Center](#), 607.255.3673
[Cornell Institute for Hospitality Labor and Employment Relations](#), 607.255.6574
[Leland C. and Mary M. Pillsbury Institute for Hospitality Entrepreneurship](#), 607.255.0179

Additional Resources

[Alumni Affairs and Development](#), 607.255.3565
[Continuing Education and Summer Session](#), 607.255.4987
[Department of Inclusion and Workforce Diversity](#), 607.255.3976
[Judicial Administrator](#), 607.255.4680
[Ombudsman](#), 607.255.4321

Office of Student Services

The Hotel School Office of Student Services (OSS) is dedicated to providing a wide range of comprehensive student services to all Hotel School students (undergraduate and graduate) from matriculation through graduation. The OSS team strives to create an inclusive environment that fosters individual responsibility and success. Through direct service, the development and implementation of programs, and in collaboration with university resources; the OSS team is strategically positioned to enhance the holistic academic, personal and career development for Hotel School students.

Academic Advising and Student Development

Academic advising is a multi-dimensional, developmental process that fosters intellectual curiosity, supports holistic development and well-being, and assists students in clarifying their academic, personal, and career goals. Depending on the degree program in which a student is enrolled (undergraduate, professional or graduate), faculty and professional staff advisors have various roles and responsibilities and complement one another to assist students in both the development of educational plans and appropriate utilization of resources and support for the realization of these goals.

Advisors help undergraduate students to understand the meaning of higher education, the curricular, co-curricular and extra-curricular opportunities available at Cornell University, the learning outcomes and requirements of their academic program of study, and how to interpret their progress toward their degree. Through direct service, the use of technology, the development and implementation of programs, and in collaboration with university resources; advisors work with undergraduate students to teach and empower them to become self-regulated learners who think critically about their experience, appropriately seek support and utilize resources, and take responsibility for their educational experience.

Diversity and Inclusion

In support of the primary mission of Cornell University to create a more inclusive community, the Diversity and Inclusion within Hotel School is responsible for providing programming that enhances the successful recruitment, retention, graduation, and career outcomes of a diverse student population, while strengthening the community that supports the social and academic success of all students.

- Diversity and Inclusion staff collaborate with faculty and OSS staff regarding student academic performance, and make recommendations for programs to benefit academically at-risk students, including under-represented minorities (URM), with a focus on retention and qualitative experiences.
- Diversity and Inclusion staff are responsible for organizing the diversity component of orientation, facilitating programs and support to assist URM students in transitioning to the Hotel School and Cornell University.
- Diversity and Inclusion staff facilitate specific programming for URM students, and advise the National Society of Minorities in Hospitality.
- Diversity and Inclusion staff facilitate cultural competency training for all student

club and organization leaders

- The Director of Diversity and Inclusion serves as the chair for the Hotel School diversity committee, which develops workshops and training for faculty and staff to increase multicultural competency.
- Diversity and Inclusion staff collaborate with the Hotel School Human Resources Office to develop and implement educational programming and training.
- The Diversity and Inclusion Director leads the Hotel School toward New Destination initiatives and serves as the Hotel School liaison to the University Diversity Council and related committees.

Registrar

Many students are unfamiliar with the term “registrar.” Broadly speaking, a registrar is an official keeper of records. The Hotel School Registrar team maintains degree requirements and policies as approved by Hotel School faculty and is the main repository of all Hotel School student records. The Registrar oversees all course enrollment, grading, course scheduling, room assignments, and examination scheduling for Hotel School. The team is responsible for maintaining current student information on the university’s student data systems, including all grade, enrollment, registration, and transfer credit information.

Additionally, the office manages the petition process, diploma ordering and official degree posting for all graduating Hotel School students, ensuring that all requirements are satisfied for the Bachelor of Science degree. The Registrar also facilitates the process for all leaves and rejoins; and can provide assistance with other student registration issues.

What is the Difference between OSS Academic Advisors and the Hotel School Registrar?

OSS academic advisors are available to assist students in selecting courses based on individual interests, preparation, and academic goals. The Advisors help students make decisions about course selection, enrollment, curriculum planning, and how to maximize their time in Hotel School and at Cornell.

The Hotel School Registrar’s team maintains paperwork and documentation related to academic records and enrollment/registration status. The Registrar helps students who have questions related to *their academic record* in Student Center. Student Center is used to check one’s enrollment appointment, enroll in classes, view grades, and review financial accounts including financial aid.

Student Clubs and Organizations

The Hotel School is home to approximately 12 clubs and organizations that are part of the Cornell Hotel Society, Collegiate Chapter (CHS, CC), and the school’s club umbrella organization. The wide variety of Hotel School clubs allow leaders and members to discover their career interests, develop their leadership skills, and form a wide network of contacts who can help them after they graduate. Clubs are very active throughout the academic year by networking with and learning from industry leaders, hosting charity events, engaging in hands-on learning, developing their career path, touring facilities, and much more.

Students may join more than one club as a member and may also run for an elected officer position. At the beginning of each fall semester, all students are invited to learn more and get involved by attending the Club Fair. Students may find more information about Hotel School clubs and organizations through [Campus Groups](#), a web-hosted platform that creates an online community for not only Hotel School clubs, but all clubs at Cornell.

[Complete listing of current Clubs.](#)

Career Management

The Career Management team takes a developmental approach toward career management for all Hotel School students (UG, MMH, Baker Program in RE). Students can meet with a career coach to define their career goals and learn how to successfully pursue those goals. In addition, students are encouraged to attend the career-focused workshops, employer events and other special programs offered throughout the year. Students can get help on a variety of career topics, including:

- Exploring the world of work and clarifying career goals
- Creating an effective resume and cover letter
- Searching for internships and/or jobs
- Conducting professional networking
- Strengthening interviewing skills
- Understanding and negotiating employment offers

Career Management hosts two career fairs in the fall semester, one focused on real estate and the other on a breadth of hospitality business sectors. In addition, Hotel School students may attend the university-wide career fairs hosted by Cornell Career Services. Employers visit campus throughout the year to host company information sessions and interview days, as well as to participate in activities like practice interviews, career conversations and resume reviews. Students are encouraged to take advantage of the networking opportunities available to them through programming provided by Career Management.

Students are expected to be aware of and abide by the [Cornell Career Services Student Rights & Responsibilities Guide](#) regarding expectations for student participation in recruiting activities.

School of Hotel Administration Advising

Faculty Advisors

Faculty Advisors help students translate their academic interests into an appropriate course of study and support their professional development. Faculty advisors are prepared to provide the most current information not only about course offerings, but also about Hotel School concentrations, research, and other co-curricular opportunities. They are also able to help students explore and connect their career interests to the curriculum and to industry. Faculty can

facilitate networking with other faculty, staff, and alumni. Developing a professional relationship with a faculty advisor will be valuable to your development, networking, career tips, job references, letters of recommendation, internships, graduate school applications, and more.

In general, students can expect their Faculty advisor to:

- Provide counsel for an academic program and support professional development throughout their Cornell career;
- Discuss Hotel School concentrations, possible minors or specialized academic opportunities related to interests or goals;
- Give guidance or make referrals if special issues or problems arise related to academics;
- Invest in the advising relationship so that that he/she may be able to serve as reference.

OSS Academic Advisors

The Academic Advisors with the Hotel School Office of Student Services provide a variety of academic advising services and programs to support student development and assist students in achieving their academic, professional, and personal goals. Advising is a developmental process that assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process which assists students in realizing their maximum educational potential through communication and information exchanges with an OSS advisor.

In general, students can expect OSS academic advisors to:

- Meet to discuss course selections that support academic and career interests;
- Offer advice regarding progress toward degree requirements;
- Help design imaginative and solid curricula that satisfy appropriate Hotel School degree requirements;
- Be knowledgeable about the policies and processes for practice credit, transfer credit, petitions, and curricular substitutions and about the school's many special academic options including Hotel School concentrations, the Hotel Leadership Development Program (HLDP), the Hotel School/CIA collaborative degree program;
- Provide a respectful and confidential space to ask questions and discuss interests and concerns;
- Make referrals to university resources for academic support and overall health and wellbeing;
- Provide general advice about the links between academic work and career goals;
- Offer advice and guidance on studying abroad, transferring internally (between colleges) within Cornell, pursuing university minors, conducting research/other co-curricular or extracurricular activities;
- Support students with disabilities;
- Be knowledgeable about voluntary, required, and health leaves of absence;
- Coordinate the Early Intervention program and support students having academic difficulties;
- Providing case management for students who are in need of academic consideration, are of concern, and/or are in distress (support students during difficult or vulnerable times—when confused, overwhelmed, or troubled by academic or personal matters).

OSS No-Show/Late Policy

**Your time, and our staff's time, is valuable. Please be considerate and notify our staff of a need to cancel or reschedule an appointment with them as soon as possible (24 hours or more in advance is best).*

- *Students more than 10 minutes late to a 30-minute scheduled meeting **must** reschedule, no exceptions.*
- *Students who do not cancel/alert their advisor via e-mail regarding not attending a scheduled meeting will be documented as a 'No-show'*
 - *Three 'no-shows' (consecutive or non-consecutive) results in the student attending a required meeting with the Director of Student Services to talk about time management and the importance of respecting the time of Cornell professionals*
 - *If the student has experienced an extenuating circumstance that has restricted them from attending their meeting, they must communicate with their advisor ASAP. Forgetting or not planning carefully are not seen as extenuating circumstances.*

Student Responsibilities

Faculty and staff expect students to:

- Take initiative and be responsible for their academic progress and career development;
- Plan ahead. Schedule appointments in advance and reschedule or cancel if they are unable to keep your appointment. Do not expect to get a "same day" appointment outside of published "Open Advising Dates" each semester;
- Reflect on their goals and interests;
- Review their degree audit regularly;
- Prepare a list of prioritized questions or topics to ask/discuss;
- Conduct some background research so they are familiar with what information is already available.

Day of an appointment, we expect students to:

- Arrive on time and log out/hang up their device or laptop. Be present and attentive during their meeting.
- Take initiative, ask questions and make an effort to share openly. Advisors and staff can provide the most helpful support and guidance only if they know what is on students' minds, know all the facts, and understand how students think they can be most useful.

After your appointment, we expect students to:

- Follow through on advice, referrals and actions that were discussed with an advisor or staff member.
- Remember that every student situation is different and the result of an appointment may be unique, **do not** share information with others for whom the information may not apply.

Take responsibility for their academic progress and career development. Check back with the advisor or staff member with whom they met and/or schedule a follow up appointment.

Undergraduate Program: B.S. Degree Requirements, Curriculum, & University Graduation Requirements

Hotel School Degree Requirements

To earn a Bachelor of Science from the School of Hotel Administration students must:

- Complete eight terms of residence, or the requirement designated for transfer students. To satisfy a term of resident study, a student must be enrolled in a minimum of 12 credits hours, not including Physical Education (P.E.) credit. (Students who wish to stay beyond eight semesters or students who wish to graduate early *must* [petition](#) to do so at least one semester in advance of the new requested degree date.)
- Earn a minimum of 120 credits, not including of P.E. credit.
- Complete the University [physical education requirement](#), including a swim test, during your first year of registration and enrollment.
- Complete the prescribed course curriculum and attain a cumulative GPA of at least 2.0.
- Students must be in residence (on campus) during their final semester. Exceptions for extraordinary reasons may be petitioned if all other graduation requirements, such as Practice Credit, physical education, etc., have been met and the student has a cumulative GPA of 3.0 in the penultimate semester.
- Resolve any courses in which a grade of "incomplete" was issued.
- Complete the [Practice Credit Requirement](#)

Note: Students who have met all graduation requirements and, therefore, can graduate are expected to do so. Financial aid, with the exception of assistance for students enrolled under the Higher Education Opportunity Act, is awarded for a maximum of eight semesters and only for credit that applies towards the minimum degree requirements. Credit above the minimum required degree requirements are not eligible for financial aid.

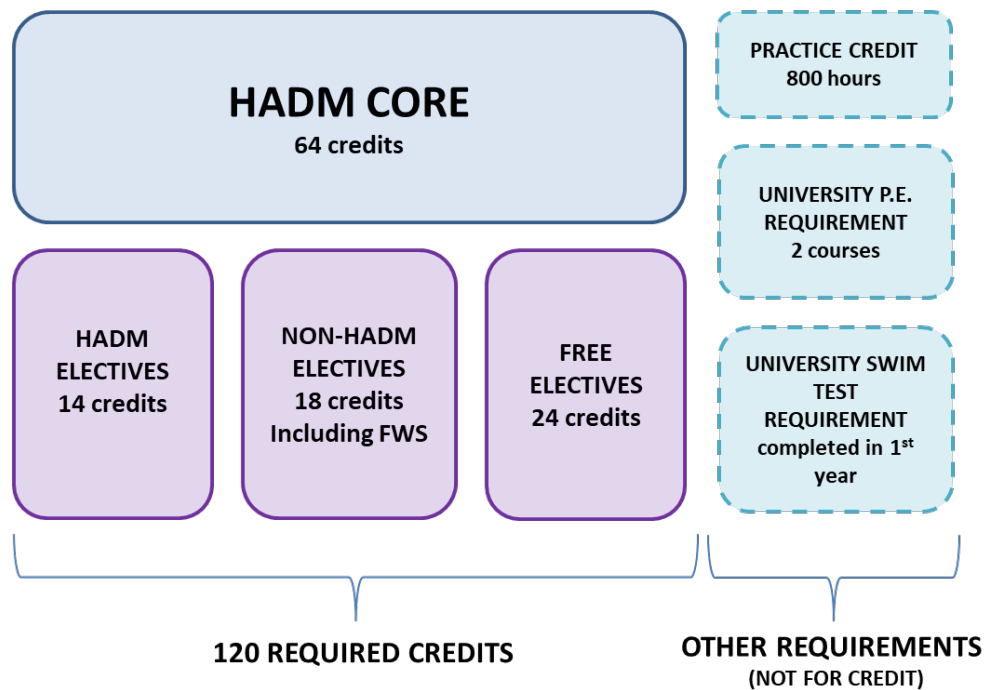
Bachelor of Science Curriculum Requirements

Students can track progress toward degree requirements online using the [Undergraduate Degree Audit](#).

Note: Students should not rely on Academic Requirements noted in Student Essentials/Student Center, this does NOT contain the most up-to-date or accurate information.

HOTEL ADMINISTRATION UNDERGRADUATE CURRICULUM

As of Fall 2020



Core Courses

Accounting; Finance; Real Estate Development: (12 Credits)

[HADM 1210 - Financial Accounting](#)

[HADM 2210 - Managerial Accounting](#)

[HADM 2220 - Finance](#)

[HADM 3210 - Principles of Hospitality Real Estate](#)

Employment Relations; HR; Law: (9 Credits)

[HADM 1150 - Organizational Behavior and Leadership Skills](#)

[HADM 2810 - Human Resources Management](#)

[HADM 3870 - Business and Hospitality Law](#)

Food and Beverage Management: (7 Credits)

[HADM 2360 - Food Service Management, Theory and Practice](#)

[HADM 3350 - Restaurant Management](#)

Information Systems: (3 Credits)

[HADM 1740 - Business Computing](#)

Management Communication: (6 Credits)

[HADM 1650 – Business Writing](#)

[HADM 3650 – Persuasive Communication](#)

Operations: (12 Credits)

[HADM 1350 - Introduction to Hotel Operations](#)

[HADM 1360 - Introduction to Foodservice Management](#)

[HADM 2010 - Hospitality Quantitative Analysis](#)

[HADM 3010 - Service Operations Management](#)

Properties Development and Management: (6 Credits)

[HADM 2550 - Hospitality Development and Planning](#)

[HADM 3550 - Hospitality Facilities Management](#)

Services Marketing: (6 Credits)

[HADM 1410 - Microeconomics for the Service Industry](#) (offered spring semester only)

[HADM 2430 - Marketing Management for Services](#)

Strategy: (3 Credits)

[HADM 4410 - Strategic Management](#)

Note: Per faculty policy, first year students are **not** permitted to take 2000-level core

Electives

Fulfillment of electives is required toward the degree to broaden and strengthen the intellectual and analytical base of students' thinking. The B.S. Curriculum includes HADM Elective, Non-HADM Elective, and Free Elective credit requirements.

HADM Electives: 14 credit hours, must be 3000 level or higher and taken for a letter grade unless the course is offered SX/UX only

- *Note: HADM 4150 and HADM 4960 will count toward free electives only*
- *Note: HADM 3030 and HADM 3040 **must be taken concurrently** to be counted toward HADM electives. HADM 3030 taken alone will count as a free elective only*
- *Note: Up to 3 credit hours of the following coursework may be used toward HADM electives, any credit over 3 will count as free elective only: HADM 4910, HADM 4970, HADM 4971, HADM 4980, HADM 4990, HADM 4930, HADM4940:*

Non-HADM Electives: 18 credit hours (includes the 3 credit First-Year Writing Seminar requirement). These credits must be completed as a letter grade unless the course is only offered SX/UX.

Free Electives: 24 credit hours, may be taken for a letter grade. A maximum of 6 credits can be completed for a grade of S/U.

Residency

The School of Hotel Administration faculty believes that integrated, full-time study for a defined period best promotes intellectual and creative development and best prepares students for citizenship and careers. Thus, eight semesters of full-time study is integral to earning the B.S. degree. Even if the minimum requirements can be met in fewer semesters, the faculty of the school expects students to take advantage of the resources of the university for eight full semesters and obtain as rich and

advanced of an education as possible.

For transfer students from other institutions, each full semester of study at their previous institution counts as one of the eight semesters of residence. However, even if transfer students have completed more than four full semesters at their previous institution, they must spend a minimum of four semesters on the Cornell campus in Ithaca enrolled in the School of Hotel Administration.

When a student feels they do not need eight semesters, or the designated minimum semesters for transfers, in order to achieve this depth, the student can apply to accelerate by a term (and in rare cases, two terms). A student desiring to accelerate may formally petition any time at least one semester before the desired graduation date (e.g., during spring 2019 if the desired graduation date is fall 2019).

Students who can graduate in eight semesters should do so. Students may request to extend study for a ninth semester through a petition. (See an Office of Student Services staff advisor to discuss.) Such permission is normally granted only to the following:

1. Students who have been ill or experienced other unexpected circumstances beyond their control.
2. Students who have a documentable drastic change in finances or financial burden.
3. Students who were academically underprepared for the curriculum at Cornell and needed to begin with a lighter schedule of courses than normal.
4. Approved reduced course load via Student Disability Services results in an additional 9th semester.

ROTC Students' Coursework

Credit earned in military science, aerospace studies, or naval science courses may be counted toward the 24 *Free Elective credit requirement*.

Other Requirements (P.E., Swim Test, Practice Credit, Foreign Language)

P.E. Requirement – Cornell University requires all incoming freshmen to take two credits (two courses) of Physical Education, one credit each semester.

Note: Physical education does not count toward your total credit hours earned for graduation.

Swim Test Requirement – The University Faculty Committee on Physical Education has established a basic swimming competency requirement for all entering freshman undergraduates. Swim tests are typically taken during orientation in a student's first year at Cornell. Students must pass the swim test in order to graduate. Visit the [Physical Education Department's website](#) for more information about the swim test requirement.

Practice Credit – To graduate from the Bachelor of Science program, a student must have 800 hours, paid or unpaid, work experience in areas of the industry aligned with one's career goals. Typically, this requirement is fulfilled in two summers, however part-time employment is accepted. The objective of the Practice Credit requirement is to ensure that the student's education has the essential balance between theory and practice.

- A student must work a minimum of two separate employment periods, holding a minimum of two significantly different positions. No single position may qualify for more than 400 hours (one unit). If students have worked in one particular job for more than 400 hours, it will only qualify for one unit.
- To receive more than one unit of Practice Credit from the same organization, students must obtain prior approval from the Office of Student Services. The nature of the jobs must be different.
- Entering first-year students may not receive Practice Credit for positions held prior to matriculation in the School of Hotel Administration. Work experience while in high school or the summer(s) between the high school senior year and first year at Cornell will not be considered for Practice Credit.
- Following each work experience, students must submit a Practice Credit Employer Verification Form which is completed by both the student and the employer. The electronic and paper versions of the Employer Verification form and more information regarding requirements and guidelines can be found on our [Practice Credit webpage](#).

COVID-19 Updates to the Practice Credit Requirement

The Hotel School has made a temporary amendment to the practice credit policy in light of COVID-19 and the resulting challenges in both obtaining internships and contacting supervisors to verify employment. The following changes are expected to be in effect until May 2022; however, the requirements for students graduating after May 2021 may be revisited as conditions change.

Reduced Practice Credit Hour Requirements

Graduation Date	Practice Credit Hours Needed to Graduate
May 2020	Minimum 600 Hours
December 2020	Minimum 400 Hours
May 2021	Minimum 400 Hours
December 2021	Minimum 600 Hours
May 2022	Minimum 600 Hours
After May 2022	800 Hours

*The requirements for students graduating after May 2021 may be revisited as conditions change. Please refer to the [Practice Credit Webpage](#) for updates.

Qualifying Practice Credit Activity During This Period

- Paid work experience in any field*
- Volunteer work for any organization, with particular emphasis on those that provide food, lodging, emergency services, health services, transportation, business support, logistics, education or other social services
- Entrepreneurial activity with concrete outcomes (business plan development, website or app development, sales, etc.)
- Applied project work (paid or unpaid) that advances hospitality industry knowledge or reach, such as but not limited to
 - Academic research under the direction of a Cornell faculty member;
 - Industry research under the direction of a Cornell faculty member or industry partners;
 - Support for Cornell College of Business programs (e.g. Centers and Institutes, academic programs, etc.)

*Excludes child care, home maintenance, or similar for the student's own family

Foreign Language – No additional foreign language courses are required beyond the admission requirement for graduation. The Hotel School does not award credit based on proficiency exams, however, proficiency exams can be used to place out of introductory language courses. Please visit the [College of Arts and Sciences department page](#) for more information regarding placement exams.

Typical Course Sequences

Courses are more fixed during freshman and sophomore years, and students will be pre-enrolled into 1000-level and 2000-level core until complete. Students will have greater flexibility in their upper-class years. Students will typically enroll in 12 to 16 credits each semester.

YEAR	FALL	SPRING
Freshman (1st year)	<i>ALL STUDENTS</i>	
	1740 - Business Computing	1410 - Microeconomics for the Service Industry
	1910 - Distinguished Lectures in Hospitality Mgmt	Phys. Ed course recommended
	1199 - Strategies for Engaged Learning	Elective (free or non-HADM)
	Phys. Ed course recommended	
	<i>BLOCK 1 Students</i>	
	1210 - Financial Accounting	1650 - Business Writing for Hospitality Professionals
	1350 - Introduction to Hotel Operations	1360 - Introduction to Foodservice Management
	XXXX - First Year Writing Seminar	1150 - Organizational Behavior & Leadership Skills
	<i>BLOCK 2 Students</i>	
	1360 - Introduction to Foodservice Management	1210 - Financial Accounting
	1650 - Business Writing for Hospitality Professionals	1350 - Introduction to Hotel Operations
1150 - Organizational Behavior & Leadership Skills	XXXX - First Year Writing Seminar	
Sophomore (2nd year)	<i>BLOCK 1 Students</i>	
	2010 - Hospitality Quantitative Analysis	2210 - Managerial Accounting
	2220 - Finance	2360 - Foodservice Management, Theory & Practice
	2430 - Marketing Management for Services	2550 - Hospitality Development and Planning
	Elective(s) (Free or Non-HADM)	2810 - Human Resources Management
		Elective (Free or Non-HADM)
	<i>BLOCK 2 Students</i>	
	2210 - Managerial Accounting	2010 - Hospitality Quantitative Analysis
	2360 - Foodservice Management, Theory & Practice	2220 - Finance
	2550 - Hospitality Development and Planning	2430 - Marketing Management for Services
	2810 - Human Resources Management	Elective(s) (Free or Non-HADM)
	Elective (Free or Non-HADM)	
Junior (3rd Year)	<i>ALL STUDENTS</i>	
	3010 - Service Operations Management	
	3210 - Principles of Hospitality Real Estate	
	3350 - Restaurant Management	
	3550 - Hospitality Facilities Management	
	3650 - Persuasive Business Communication for Hospitality Leaders	
	3870 - Business and Hospitality Law	
	plus 12 credits of HADM, Non-HADM and/or Free Electives	
Senior (4th Year)	4410 - Strategic Management	
	plus 27 credits of HADM, Non-HADM and/or Free Electives	

Hotel School Concentrations and Minors

Concentrations

Students may select an optional 12-credit minimum concentration, usually within the HADM Elective requirement. Courses that fulfill concentrations are defined by the academic areas within the school. To declare a concentration and have it appear on your final transcript, all courses must be approved by the Recommended Faculty member for that area of focus within the desired concentration, taken for a letter grade (unless offered as SX/UX only), submitted to student services prior to the start of your graduating term, and a 3.0 minimum cumulative GPA in the concentration courses must be attained.

How to Declare a Concentration:

- **Step One: Research Concentration options.** Students must choose an area of focus from the list on the [Concentrations and Minors webpage](#) and work with a Recommended Faculty member from that area of focus
- **Step Two: Discuss your concentration plan with the Recommended Faculty member from your area of focus**
- **Step Three: Complete the [Election of Undergraduate Concentration Form](#)**, and include Recommended Faculty signature
- **Step Four: Submit the Election of Undergraduate Concentration Form to ha-registrar@cornell.edu** for processing

Note: A student may complete the requirements for more than one concentration, but only one officially declared concentration will appear on the final transcript. (All verified completed minors will appear on the student's transcript.)

*Note: The 12 concentration credits are often taken within the School of Hotel Administration, which naturally fulfills the degree requirement for 12 credits of HADM Electives. Some concentrations may offer the option or require that the student take courses outside the School of Hotel Administration. If courses outside the school are used to fulfill any of the entire concentration credit requirement, the student must still fulfill the degree requirement of **14** credits of upper-level HADM Electives.*

Your faculty advisor, a faculty representative in your concentration area, and the Office of Student Services are available if you have questions.

Undergraduate Minor in Real Estate

The School of Hotel Administration offers the [minor in Real Estate](#). This minor prepares students for careers in the commercial real estate industry such as real estate investing, real estate finance, real estate consulting, structured finance, and real estate transaction support.

Cornell University Minors

Cornell University offers a variety of minors across the schools and colleges, in a variety of fields and disciplines. Many of these minors are interdisciplinary. Hotel School students may consider a minor in a foreign language, computer science, theater, nutritional and health sciences, and more. For more information, visit [Undergraduate Minors](#) under the Cornell University Fields of Study.

Additional Academic Opportunities

Culinary Institute of America (CIA) / School of Hotel Administration Alliance

The School of Hotel Administration offers a unparalleled opportunity for students to gain additional depth to their foodservice curriculum, through studies at The Culinary Institute of America. Students can choose a three-week intensive via the Culinary Immersion Technique and Theory class, a semester long dive into culinary or baking and pastry studies through the CIA semester, or pursue a degree path through the Collaborative degree program.

The Collaborative degree program facilitates the completion of the bachelor of science degree from the School of Hotel Administration and the associate's degree in culinary or baking and pastry arts from The Culinary Institute of America in an abbreviated time frame.

For students interested in the food industry, these options give students a unique opportunity to add depth to their business skills, entrepreneurial endeavors, commercial production knowledge, and culinary technique. All classes are on site at the CIA. The Immersion runs through Cornell's Winter Session. The CIA Semester and Collaborative degree program options require a spring semester away from Cornell. Applications are typically due April 1 for the following spring. Details can be found at www.shacia.org. To apply, students must contact the program coordinator at CIA_Alliance@cornell.edu.

Hotel Ezra Cornell (HEC)

HEC allows students to practice the skills they learned in the classroom and showcase their talents to a distinguished and discerning audience.

Board members receive academic credit for HADM 4910. 3 credits will be applied to HADM electives. Any additional credits will be applied toward free electives. Student managers can earn up to 80 hours and volunteers can earn up to 40 hours of Practice Credit.

To apply to be on the HEC Board of Directors, students must (1) be in good standing with a grade-point average of 2.0 or higher; (2) have previous HEC experience; and (3) receive approval of the course instructor.

Hotel Leadership Development Program (HLDP)

The Hotel Leadership Development Program (HLDP) offers students professional growth through

experiential learning within the framework of an academic environment. Students will gain valuable management experience at the Statler Hotel while concurrently attending school. Exposure to hotel operations offers meaningful learning opportunities, challenging a student's ability to apply critical thinking and management theory to personal experience. Interaction with hospitality leaders enable students to establish professional relationships that facilitate and help define their professional path prior to graduation.

HLDP participants progress through several different paid employment phases, from entry level positions to student director. Each phase requires a specified minimum hours of paid employment at the Statler Hotel and is completed through a certification process. To prepare for each certification, participants are trained on the basic skills of each position. After the participant masters the position, a certification evaluation is conducted.

The students are required to complete the HADM 2170 Hotel Leadership Development Program and HADM 4170 Hospitality Leadership classes in order to prepare them for their roles as supervisors and leaders. Students will also participate in the HLDP Seminar Series, a non-credit program which provides additional training on management topics. Cross Divisional work experiences are also required for students to ensure a broad exposure to hotel operations. Students who progress to the level of Statler Fellow will have reached the pinnacle of the program and are ready to become an effective hospitality manager.

Please review this short [video](#) to learn more about the program from some of our recent HLDP students.

For more information on HLDP including eligibility requirements and the application process, contact the Statler Payroll and [Student Employment Office](#) or stop by G23 Statler Hall.

Special Studies Projects (formerly Independent Study)

Students have the option of arranging a special studies project in any academic area of the School of Hotel Administration. Projects are conducted under the direction of a SHA faculty member, and regular, frequent consultations are mandatory. The number of credit hours for such projects will be arranged on an individual basis. For more information, review the [Special Studies Project Application form](#).

Note: Students are limited to a maximum of 6 special studies credits toward degree requirements – inclusive of any similar courses such as independent research conducted in other colleges.

Note: Up to 3 special studies credits, taken for letter grade, may fulfill HADM Elective requirements. Any additional will be noted as Free Electives.

Study Abroad

Students are encouraged to consider studying abroad to explore language, cultural immersion and a global curriculum. A minimum GPA of 3.0, completion of 1000-level and 2000-level core coursework, and PE requirements are required to be considered for Study Abroad. For details on how to apply, schedule an appointment with the Hotel School's Study Abroad Advisor, in 180 Statler Hall, or visit the Office of Global Learning and speak with an education abroad advisor who can help you identify programs that will allow you to pursue your interests abroad. You can also get started by visiting their [website](#) to begin exploring programs.

Note: Grades on transcripts from abroad are not incorporated in the Cornell University cumulative GPA.

Note: Students are expected to take a minimum of 15 credits when abroad unless the program specifically totals to 14 credits (i.e. Cornell in Rome). This is viewed as a full load with the university. If students only take 12 credit hours abroad, they will be awarded only 12 credit hours on their transcript. If students exceed 15 credits, only 15 credits will be applied towards degree requirements.

Note: Students must take courses abroad for a letter grade (no S-U designations) and the credit will count toward Free Electives. Students must petition to use credits toward Non-HADM Electives.

Note: Internships may not count toward academic credit but may count toward up to 1 unit of practice credit.

Summer Study Abroad

If students are unable to study abroad during the academic year, they can integrate an international experience while doing coursework or an internship through a summer or January term abroad. The Office of Global Learning does not administer short term programs at this time; however, students can apply directly to the program and submit a 'request for pre-approval form' available in the Office of Student Services, 180 Statler Hall to ensure that credit will be properly applied. The Office of Global Learning does request that students [register](#) their travel plans and contact information. This is a convenient service to support emergency communications and give students access to Cornell's emergency travel assistance coverage while abroad.

Undergraduate Research

Research is fundamental to all fields of scholarship. Hotel School students can engage in undergraduate research by arranging a special studies project under the direction of a Hotel School faculty member or through programs offered at the larger Cornell University community.

[The Center for Hospitality Research](#) (CHR) offers students the opportunity to work with faculty to explore critical issues that face the hospitality industry and its related service industries. They offer students direct experience and support in conducting research studies, often publishing the results in CHR publications and reports.

[The Hunter R. Rawlings III Cornell Presidential Research Scholars Program](#) (RCPRS) selects highly motivated students and provides them with the opportunity to conduct financially supported, faculty mentored research throughout their undergraduate years.

For further information regarding undergraduate research, please contact the Office of Student Services, 180 Statler Hall or The Center for Hospitality Research.

Academic Standing/Changes in Status

Good Standing

Each semester, a student will be considered in good standing if they:

- fulfill University registration requirements
- are enrolled in and complete 12 or more credit hours (not including Phys Ed)
- achieve a semester GPA of at least 2.0
- maintain a cumulative GPA of at least 2.0

Academic Review and Actions

At the conclusion of each semester, the Hotel School Academic Review Committee reviews records of all students and takes appropriate action for students who do not meet the above Good Standing criteria. These actions may include, but are not limited to:

- **Warning:** issued when a student's semester and/or cumulative GPA fall below 2.0 or did not complete 12 credits. The student is warned that a 2.0 must be attained in the following and subsequent semesters or he/she faces further action, such as a required leave or withdrawal.
- **Required Leave:** generally issued after a student has been warned but may be issued at any time a student's semester and/or cumulative GPA fall below 2.0. The student is advised that he/she must leave the university for a period of one or two semesters.
- **Required Withdrawal:** issued when a student's academic record is such that the faculty deems that the student should leave the university on a permanent basis.

Leaves of Absence

There are various types of leaves of absence for students in the School of Hotel Administration: personal, health, and required. Please note that regardless of leave type, students who have been on leave for two (2) or more years from their last date of attendance must adopt the current academic degree requirements at the time of their return. Any leave that exceeds five (5) years will require students submit a formal petition to reapply to the program. Please contact the Office of Student Services for further information about this process.

- **Voluntary Leave (VLOA):** Students may sometimes find it necessary to take a pause from their studies. A VLOA may be requested for any reason not related to a health concern via the online university application at any time after the student has commenced attendance at the university as part of a Cornell degree program. If the leave is for the current term, the last day of the term is the deadline to apply for a VLOA. A student seeking a VLOA is responsible for initiating the request by submitting a VLOA Request: undergraduate and professional students via withdrawal.cornell.edu; graduate research degree students via gradschool.cornell.edu/forms. Students are responsible for all tuition, fees, and administrative charges incurred, and it is the student's responsibility to contact the Office of Financial Aid, Student Housing, and International Services in the Office of Global Learning, if applicable. Students seeking a VLOA are advised to check with the University Bursar for tuition refund policies once the semester has commenced.

The student will receive a grade for any course that was completed prior to the VLOA request date. If the

student submits the VLOA request after the published deadline to drop classes, the student will receive the “course withdrawal” notation (W) for any courses that have not been completed. The student is not eligible to take an incomplete or receive a grade for a course when the VLOA date precedes the last day of classes.

Leaves/withdrawals granted after the university drop deadline and by the last day of finals will result in W’s on a student’s transcript for enrolled classes. Partial term classes and classes in which all scheduled work, including final exams and projects, has been completed by the requested leave date will remain on the transcript with the grade awarded and will not be withdrawn with a W. Additionally any leaves for a current term requested after the last day of classes will be reviewed by the Academic Records Committee. The committee may assign an action of warning, probation or even a required leave of absence to supersede the personal leave, if appropriate. Students taking a leave after the drop deadline will be eligible to return only after a full semester on leave, subject to any other individual conditions that must be met.

A student seeking to return to the university from a VLOA must submit a written request to return in accordance with college and program procedures. The Registrar for the student’s school or college is responsible for processing the return from the VLOA and re-activating the student. **The written request should be submitted at least six weeks prior to the beginning of the semester in which they are eligible to return.**

• **Health Leave (HLOA):** A student may choose to request a HLOA to attend to or recover from an illness or injury, attend to a health condition, to pursue treatment, or to accommodate a disabling condition. A student may request a HLOA at any time after the student has commenced attendance at the university as part of a Cornell degree program. If the HLOA is for the current term, the last day of the term is the deadline to request a health leave. A student considering an HLOA is encouraged to consult with the university’s Student Disability Services office about possible accommodations to mitigate the need for a leave. The student is responsible for initiating an HLOA request by submitting the university’s online HLOA request form (via withdrawal.cornell.edu) or consulting with Student Disability Services.

If the HLOA is for the current term, the last day of the term is the deadline to request the leave. Students are responsible for all tuition, fees, and administrative charges incurred, and it is the student's responsibility to contact the Office of Financial Aid, Student Housing, and International Services in the Office of Global Learning, if applicable. Students are advised to check with the University Bursar for tuition refund policies in the event a HLOA is requested once the semester has commenced.

The student will receive a grade for any course that was completed prior to the HLOA request date. If the student submits the HLOA request after the published deadline to drop classes, the student will receive the “course withdrawal” notation (W) for any courses that have not been completed. The student is not eligible to take an incomplete or receive a grade for a course when the HLOA date precedes the last day of classes.

A student seeking to return to the university from an HLOA must submit documentation indicating fitness to resume their education at Cornell, which should include one or more of the following:

- Health care provider documentation form
- Personal statement form
- Medical records Accommodation recommendations

The Health Leaves Coordinator may request additional information or documentation to establish the student’s fitness to resume their education at Cornell. There may be conditions placed on the student’s return from HLOA based on curriculum sequencing, time to degree requirements, or academic actions determined

and communicated to the student by the end of the term.

The Health Leaves Coordinator is responsible for approving the return request based on documentation of the student's fitness to return and confirmation from the student's college that prearranged academic conditions have been fulfilled. The designated office for the student's college is responsible for processing the return from the HLOA and term activating the student.

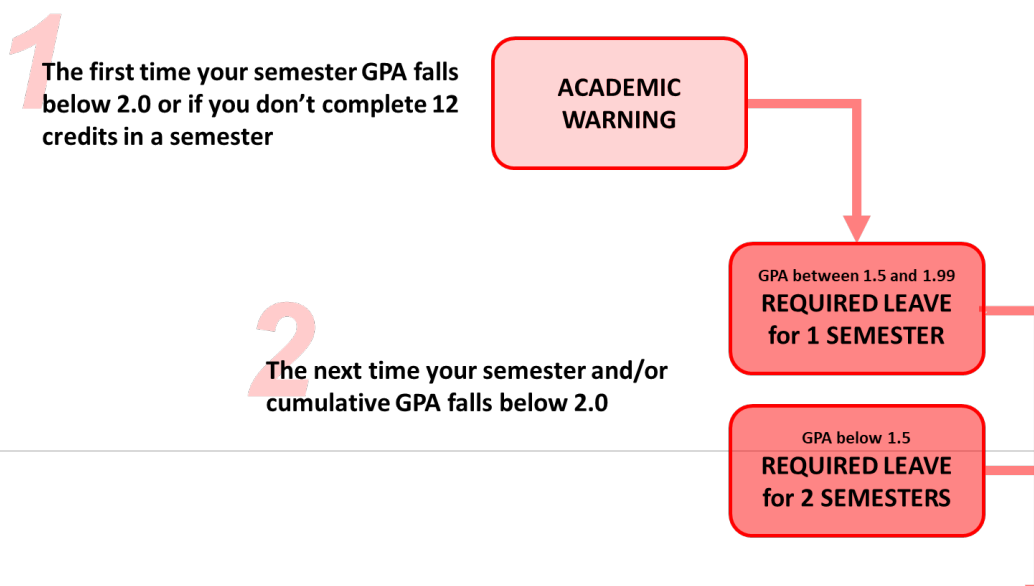
NOTE: Students on any leave of absence (VLOA or HLOA) are not permitted to enroll in courses at Cornell, or use university/school student resources during the leave. Undergraduate students on approved leaves may seek pre-approval to take courses at other accredited institutions while on a leave using the Transfer Credit Application Form. Students who were given conditions to meet while on leave will be granted permission to rejoin once evidence has been presented that all conditions have been met.

- **Required Leave** (one or two semesters): generally issued after a student has been warned but may be issued at any time a student's semester and/or cumulative GPA fall below 2.0. Hotel School faculty will advise that a student must leave the university for a period of one or two semesters. To request a return following a required leave the student must follow the readmission requirements included with the Required Leave letter.

Note: *Students returning from required leaves must attain a minimum 2.0 grade-point average and must not have any grades of "F" or "Incomplete" in the rejoin term. Otherwise, the student may be subject to further disciplinary action.*

Students on any leave of absence are not permitted to enroll in courses at Cornell during the leave. They may however, seek pre-approval to take courses at other accredited institutions while on a leave using the [Transfer Credit Application Form](#).

Students must submit a formal, written request to rejoin the college following a voluntary or required leave. This should be done at least six weeks prior to the beginning of the semester in which they wish to return. Students who were given conditions to meet while on leave will be granted permission to rejoin once evidence has been presented that all conditions have been met. Students who are approved for rejoin will receive written confirmation and be reactivated at the university.



Other separations from the University include:

- **Voluntary Withdrawal:** students who voluntarily withdraw from the School of Hotel Administration sever all connection with the college. A student who fails to register with the university by the end of the fifth week of the semester will be dropped from their classes and be considered to have voluntarily withdrawn, meaning they have separated from the university and are no longer students at Cornell. Students that have been withdrawn and wish to return must make a formal appeal for readmission.
- **Suspension:** issued when a student has been convicted of a gross violation of the *Code of Academic Integrity* or the *Campus Code of Conduct*. A suspension is generally temporary.
- **Expulsion:** is a permanent separation from the university wherein the student may not reregister in the future.

Internally Transferring to another College at Cornell

Students interested in applying for transfer within Cornell should consult with their advisor(s) and the admissions team for the college to which they wish to transfer.

Internal transfer information, including requirements, for students applying to:

- [AAP](#)
- [CALs](#)
- [Arts and Sciences](#)
- [Engineering](#)
- [Human Ecology](#)
- ILR: please email ilradmissions@cornell.edu
- [Dyson](#)

Extramural Students

Students not enrolled full-time who register for individual courses through the School of Continuing Education and Summer Session are noted as extramural students. Hotel School students may not take Cornell extramural courses while on a leave of absence or during their last semester of undergraduate enrollment. For further information about tuition, enrollment and a listing of available courses, students should visit the [School of Continuing Education's](#) website, or visit their office located in B20 Day Hall.

Petitions

To request consideration of academic matters that are not routine, Hotel School students will submit a formal petition request. The petition form may be obtained [online](#), or in hard copy at the Office of Student Services, 180 Statler Hall.

Petitions are required for, but are not limited to, such purposes and requests as:

- a change to expected degree date (*Students may not petition to change their expected degree date until they have reached at least Junior standing. The petition **must be completed at least one semester in advance of requested degree date. Students must meet with an Academic Advisor to discuss their proposed anticipated graduation semester before submitting the petition to change their graduation date.**)
- adding or dropping courses after the University deadline

The petition should include evidence that an exception is warranted and outline specific details of the request. Students are required to meet with an OSS advisor or their faculty advisor to discuss prior to submission.

Dean's List

The Dean's List recognizes academic achievement each semester.

Criteria for undergraduate students:

- Satisfactory completion of at least 12 credits for a letter grade
- No U, UX, INC, or F grades in the semester
- A semester GPA of 3.750 or better
- INC grades may be petitioned once the grade is changed. An INC in HADM 4970 (Distinction in Research) is excluded.

If you satisfy these criteria, you will receive written recognition from the dean and a notation will be made on your official transcript. GPA's are not rounded up.

Note: Dean's List was suspended for all undergraduate colleges for Spring 2020 due to the impacts of COVID-19.

Distinction in Research

Distinction in Research applicants' GPAs must be in the top 10% as measured by cumulative GPA up to and including the semester prior to matriculation in the program (the end of junior year).

Applicants must submit the [Distinction in Research Course Enrollment Form](#) -- signed by both student and thesis advisor -- to the Office of Student Services, by end of class period the semester prior to matriculation in the program.

Applicants must be enrolled in the Distinction in Research courses (HADM 4970 and 4971) for the duration of the thesis project, for a total of 6 credits. *Note: Up to 3 credits of Distinction in*

Research work may count toward HADM Electives.

****Note:** Thesis must be completed in the last two consecutive semesters before graduation.

Distinction in Research Advising

Thesis advisor: Distinction in Research thesis advisor can be any doctoral-degree-holding Hotel School senior lecturer, lecturer, professor, or clinical professor.

Distinction in Research Evaluation Procedures

Review of thesis is as follows:

- First reviewer: thesis advisor
- Second reviewer: Distinction in Research thesis program coordinator or a designated Hotel School faculty member. The designated faculty member must meet the criteria for serving as the thesis advisor. The second reviewer may be assigned at the beginning of the process if requested by the thesis advisor.
- Each reviewer will provide independent grade, or both will agree to a common grade. The student will be informed of the final grade only after thesis is completed.
- In case of mismatch in grade assigned by two reviewers, an independent 3rd reviewer will be assigned by Dean's Office (or ADAA/ADFD).
- Honor will be noted on student's official transcript.

Latin Honors and Evaluation Standards

Honor level (Summa, Magna, Cum Laude) is calculated by Hotel School Registrar's office based final cumulative GPA after final grades post for the student's graduating semester. Cumulative GPA's are calculated to the thousandth decimal place and will not be rounded up. Honor will be noted on the student's official transcript and diploma.

	Cumulative GPA after final semester.
Level	
Summa Cum Laude	4.000 or greater
Magna Cum Laude	3.850 to less than 4.000
Cum Laude	3.750 to less than 3.849

Transfer Credit and Advanced Placement Policies

Students must complete all degree requirements with a minimum of sixty (60) credits earned at Cornell University. Thus, a maximum of sixty (60) credit hours in transfer credit and advanced placement may be considered toward degree fulfillment. *A maximum of 15 test credits may apply toward degree requirements. Transfer credit not applying to HADM core will be applied to free electives first, then only into non-HADM should it exceed 24 free elective credits.*

Transfer Credit

Coursework completed at a regionally accredited institution may be considered for transfer credit toward Hotel School B.S. degree requirements. A list of the six recognized accrediting bodies accepted by Cornell is available on the [Council for Higher Education Accreditation's website](#).

Credit from an accredited two-year not-for-profit college may be transferable provided that they are from an Associate degree program (A.A., A.S.) in liberal arts and sciences or business-related fields (Hospitality Management, Business Administration, Marketing, Accounting, Sport or Recreation Management, etc.) Online courses will not transfer. Courses used toward trade or technical programs generally do not transfer.

- 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 once Free Electives have been filled.
- Up to three (3) credits may transfer toward fulfillment of the University first-year writing (FWS) requirement.
- 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 credit for courses sponsored by colleges but physically taught in a high school to high school students, even if the college provides a transcript of such work.
- Current, matriculated Hotel School students (not transfer students) may request to take courses 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 and in most cases courses from trade or technical degrees/schools will not apply toward degree requirements.) [Preapproval is required.](#)
- Matriculated students are expected to complete core course work at the Hotel School.
- 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 granting 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.
- Online course requests to be taken at other institutions will only be considered from four-year, accredited schools/universities. (*Note: Coursework at For Profit Institutions is not permitted.)

International Transfer Credit

Students who have completed college-level courses outside of the United States and not through Cornell sponsored study abroad programs may be requested to submit proof of accreditation by the appropriate ministry of education or similar accrediting body or provide an external international credential evaluation. Companies offering these evaluation services include WES (World Education Service), Josef Silney & Associates INC, or any member in the [National Association of Credential Evaluation Services](#).

Advanced Placement

The primary purpose of Advanced Placement (AP) credit is to exempt students from introductory courses and to place them in advanced courses. Students who receive AP credit, may not subsequently enroll in a similar course as outlined in the [University Courses of Study](#) for credit at Cornell unless the AP credit is retracted. Please note that a maximum of 15 test credits may count toward the degree.

With qualifying scores, Hotel School students may be awarded AP credit only in Free Electives, with two exceptions:

- AP Microeconomics – a score of 5 will fulfill HADM 1410
- AP English Language and Comp or AP English Literature and Comp – a score of 5 will fulfill the First-Year Writing Seminar

International Credentials: GCE/A-Level and International Baccalaureate (IB)

Consideration of credit awards for General Certificate of Education “A” Level Examinations and International Baccalaureate Higher Level Examinations is summarized in the [University Courses of Study](#). Please note that a maximum of 15 test credits may count toward the degree. Test credit counts toward free electives with the exception to the exams below.

- IB-HL English Literature exam – a score of 7 will fulfill the First-Year Writing Seminar
- IB-HL Microeconomics – a score of 6 or 7 will fulfill HADM 1410

Registration and Enrollment

Registration

Being registered with the University and the School of Hotel Administration and completing course enrollment are two different and distinct things.

Through [Student Essentials](#), students may view registration and enrollment status each semester.

University registration is the official recognition of a student’s relationship with the University and is the basic authorization for a student’s access to campus resources.

To become a registered student at Cornell University, one must:

- settle all financial accounts, including current semester tuition and charges
- satisfy New York State and University health requirements
- clear any and all holds from their college, the Office of the Judicial Administrator, Health Services, or the Bursar.

Further information can be found on the [University Registrar’s website](#).

Enrollment

Through submission of a completed add/drop form or through their Student Center enrollment

pages, students may add and drop classes during the specified enrollment periods (pre-enrollment and add/drop) of each semester. SHA Students will be pre-enrolled in 1000-level and 2000-level core classes until complete. Taking more than four core courses in a single semester during your first and second year is not recommended. Students cannot drop 1000-level or 2000-level core courses. If you feel you have extenuating circumstances, please consult with an advisor in the [Office of Student Services](#).

Visit the University Registrar’s webpage for [specific deadlines and further instruction](#).

Note: Individual courses may have add/drop deadlines separate from the University dates. Please be sure to follow these if applicable.

Note: If you cannot enroll in an HADM course (other than 1000-level and 2000-level core classes) contact the course instructor or administrative assistant for information about wait lists or additional enrollment policies and permissions.

Maximum Number of Credits per Semester

The typical course load per semester is 12-16 credits.

Note: Physical education does not count toward full-time enrollment or toward total hours needed for graduation.

New full-time first semester students and students whose cumulative GPA is below 2.50 may not enroll in more than 18 credits per semester. Students may request to take more than 18 credits if their cumulative GPA falls within the following ranges:

Cumulative GPA		Maximum credits per semester
2.501-2.999		19
3.001-3.499		20
3.500 and above		21

*These limits can be superseded by university. I.e. Due to COVID-19 the university has the right to impose lower limits regardless of GPA.

In order to request an increase in credit limit in accordance with your cumulative GPA, email ha-registrar@cornell.edu prior to your pre-enroll date. The credit limit increase is valid for one semester and must be requested each semester as cumulative GPAs will change after grades are posted for each semester.

Auditing Classes

Hotel School graduate and undergraduate students may not audit courses. Cornell undergraduate students from other colleges may not audit HADM courses.

Class Time Conflicts

Since instructors have the right to expect that the students registered for their courses will attend for the entire class period, enrollment in courses with overlapping schedules is not

permitted.

Forbidden Overlaps/ “Double Dipping”

A forbidden overlap, or “double dipping”, is when a course’s material significantly overlaps material in a course a student has already taken. You may not take two courses that are identical or similar for credit or toward degree requirements. (This includes equivalent AP courses.) If you have any questions about this policy, consult the staff in the Office of Student Services.

Repeating Courses

Students are allowed to register a second time for topic type courses only (i.e. HADM 1910, 4910, 4980, 4990). If students re-enroll in courses they already passed with grades above "F," the second registration will not count toward graduation requirements.

Students are allowed to enroll a second time for courses in which they previously received a grade of "F." For the second enrollment, the credits will count toward graduation requirements, and the grade received will be figured into the cumulative average. The "F" remains on the record and is included in the computation of the grade-point average.

Grades and Credit

Grade Computation

The official university grading system uses letter grades with pluses and minuses. Passing grades range from A+ to D-; F is failing. INC denotes incomplete, and R is the grade given at the end of the first semester of a year-long course. A grade of W (withdrawn) is automatically assigned when a student is given permission to drop a class after the drop deadline. The grades of INC, R, S, SX, U, UX, and W do not have quality point equivalents attached.

To compute a term average, add the products of hours x the associated quality points and divide by the number of credit hours taken (in the example below, $51.2 \div 16 = 3.2$).

Cumulative average (averages taken for two or more terms) equals the sum of the products of all terms at Cornell divided by the total number of credits taken, rounded to the thousandth decimal place. A grade of F carries no quality points but the credits are added to the total credit hours, thereby lowering the average. Incomplete, S-U, and withdrawn grades are not calculated in the grade-point average.

Quality Point Equivalents:

A+ = 4.3	C+ = 2.3
A = 4.0	C = 2.0

A- = 3.7	C- = 1.7
B+ = 3.3	D+ = 1.3
B = 3.0	D = 1.0
B- = 2.7	D- = 0.7
	F = 0.0

Example: Calculating a GPA

Course	Grade	Quality Points	Credit Hours	Product
HADM 2360	C+	2.3	4	9.2
HADM 1150	A	4	3	12
HADM 1740	A-	3.7	3	11.1
HADM 1210	B	3	3	9
GOVT 1110	B+	3.3	3	9.9
Total			16	51.2
51.2/16 =	3.2			
	GPA			

Grade Option

Every class is offered for one of the following grade options:

- Letter (A+ through F) exclusively
- Satisfactory/Unsatisfactory (SX/UX) exclusively
- Student option (letter or S/U) – “Student option” allows students to choose the grade option for the class. Students must make the decision for all of their applicable classes by the university drop deadline. S/U grades will only count toward free electives. A maximum of 6 total S/U credits can be applied toward degree requirements.

S/U and SX/UX

S/U, SX/UX –

Students are limited to up to four (4) credits of Student Option graded credits (S/U) each semester (see above for difference between S/U and SX/UX). In total, students cannot exceed eight (8) non-graded credits per semester, which includes both Student Option graded credits (S/U) and

Satisfactory/Unsatisfactory Only (SX/UX) credits. S/U credits may only satisfy Free Elective requirements, and may not count toward a concentration. A maximum total of six (6) S/U credits may count toward Free Elective requirements. The University allows students the first 57 calendar days of the semester to make grade option changes to courses with the choice of taking it for S/U or letter grade. This can be done via an add/drop paper form or through their Student Center enrollment pages.

Incomplete Grades

INC – A grade of Incomplete is given when a student is unable to finish the work for a course on time due to extenuating circumstances. In order to receive a grade of Incomplete, the student must have substantial equity in the course (i.e., completed 50% of work to date and be currently passing). The final decision as to whether a grade of Incomplete will be given rests with the instructor.

If the work is completed within the designated time period agreed upon by the instructor and student, the Incomplete will be changed to the earned grade on the student's official transcript with the notation of an asterisk indicating the work was completed after the end of that term. A course in which a student received a grade of Incomplete will be noted with an asterisk on the student's official transcript when the final grade is recorded. If the work is not completed within the designated time period, the grade of Incomplete will automatically be converted to an F or U/X depending on the grade structure of the course. The maximum time period allowed is one year from when the course was attempted (i.e. if course was attempted in Spring 2018, the student has at maximum until the last day of exams Spring 2019). If a deadline is not entered, this will serve as the default deadline.

Note: A student may not graduate with an Incomplete or NGR on the transcript.

Grade Dispute

If students find themselves in a significant disagreement with their course instructor over a grade, there are options:

- The student should request to meet with their instructor and try to resolve differences.
- Students may wish to seek the advice of their advisor to discuss a strategy for resolving the disagreement.
- Meet with the University's [Ombudsman](#), 118 Stimson Hall, 607.255.4321.

Academic Integrity

Academic integrity is a critical issue for all students and professors in the academic community.

Students are expected to follow the code and understand that the faculty and administration of the School of Hotel Administration take academic-integrity violations very seriously.

The code's introduction presents broad principles that should help students conduct themselves honorably:

“Absolute integrity is expected of every Cornell student in all academic undertakings. . . Academic integrity is expected not only in formal course work but in all university relationships and interactions connected to the educational process, including the use of university resources. . . A student's submission of work for academic credit indicates that

the work is the student's own. . .”

A student who has been found guilty of violating the code may receive a penalty that ranges from the loss of points on a specific assignment to expulsion from the university. Moreover, no student who has been found guilty of a breach of the [The complete Code of Academic Integrity](#) will be eligible for Ye Hosts membership, or academic distinction or other graduation honors and awards.