

Nolan School of Hotel Administration Study Abroad Policies and Procedures

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| **STEP 1: DETERMINE ELIGIBILITY**  Nolan School of Hotel Administration Eligibility Requirements to Study Abroad  |
| * Minimum Cumulative GPA of 3.0 or Higher
 | * Completion of all 1000-level and 2000-level Core Prior to Departure
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| * Completion of PE Requirement and Swim Test
 | * Completion of First Year Writing Seminar Requirement
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| * Ability to Graduate on Time
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| **STEP 2: MEET WITH NSHA STUDY ABROAD ADVISOR, TAYLOR SWEAZEY (REQUIRED)** Discuss eligibility and policies  |
| Confirm eligibility and your ability to graduate on time and meet goals  |
| Discuss Policies: * Students must enroll in full course load while abroad (equivalent to 15 credit hours). If students exceed 15 credits, only 15 credits will be applied toward degree requirements
* Students must take courses for a letter grade. Students must receive a grade of C or better in order to receive credit for the course. Grades from courses taken abroad will not impact a student’s Cornell cumulative GPA but will appear on their transcript
* Students are required to study the language of the host country while abroad if the official language of the host country is not English
* Students cannot take courses that cover material that significantly overlaps with material from a course they have already taken or intend to take upon return
* Credits will be applied toward Free Electives first. If Free Elective requirement is complete, courses taken abroad *may* count toward Non-HADM Electives if the course is non-business related.
* Programs must last a minimum of 14 weeks in order to earn full credit

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| **STEP 3: RESEARCH PROGRAMS** Use Office of Global Learning Resources  |
| * Meet with an Education Abroad Advisor
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| * Compare Programs using [experience.cornell.edu](file:///%5C%5Ccornell.edu%5CJCB%5CSHA%20Fileserver%20-%20N%20Drive%5COffice%20of%20Student%20Services%5CTaylor%5CStudy%20Abroad%5Cexperience.cornell.edu)
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| **STEP 4: APPLY!** Two Step Process  |
| * Apply for Cornell Approval – using the Course Approval form below
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| * Program Admission – external application accessed on program’s webpage
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| **Please note**: these applications can be completed simultaneously, but Nolan School approval must be obtained before your program advisor in Global Learning can complete approval/nomination for the program itself  |