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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 |
| * Completion of PE Requirement and Swim Test | * Completion of First Year Writing Seminar Requirement |
| * Ability to Graduate on Time |  |
| **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  |  | | --- | | **STEP 3: RESEARCH PROGRAMS**  Use Office of Global Learning Resources | | * Meet with an Education Abroad Advisor | | * Compare Programs using [experience.cornell.edu](file:///\\cornell.edu\JCB\SHA%20Fileserver%20-%20N%20Drive\Office%20of%20Student%20Services\Taylor\Study%20Abroad\experience.cornell.edu) | | |

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| **STEP 4: APPLY!**  Two Step Process |
| * Apply for Cornell Approval – using the Course Approval form below |
| * Program Admission – external application accessed on program’s webpage |
| **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 |