**Transfer Policy**

**COLLEGE OF HOTEL ADMINISTRATION**

This guide should help you to interpret your transfer course evaluation. Each course from your previous college(s), which will satisfy a UNLV requirement, will be placed on your program worksheet. If you are enrolled in courses at another institution when you apply, be sure to have an official transcript sent after your grades are posted, so that they can be added to your degree worksheet. **Tip**: When selecting classes for your first semester, avoid registering for classes that you think you may have satisfied at a previous college. Once your first semester is underway, you can make an appointment with an academic advisor to discuss your transfer course evaluation.

**Understanding Your Transfer Course Evaluation**

1. Once you are accepted to the University, your transcripts undergo two evaluations. First, the admissions office evaluates your transcripts based on the University’s guidelines. A second evaluation is then performed by the Office for Student Advising (OSA) in the College of Hotel Administration to determine which courses are applicable to your UNLV degree requirements.
2. While class standing is determined by the number of credits accepted by the University during the first evaluation, progress toward graduation is determined by the College’s evaluation. For example, if a student is awarded 70 credits by the initial evaluation, the student would be a junior. However, the College of Hotel Administration may accept only 55 of these credits for use toward the degree. This would mean that 65 credits still remain to be completed in order to graduate (120 minus 55).
3. Transfer from a two-year school has limitations.
	1. At least half of the credits used for a baccalaureate degree at UNLV must be earned at a four-year institution, so use of credits earned at a two-year school is limited;
	2. If a UNLV Hotel College required course is a 300/400 level course, it **cannot** be satisfied with a course transferred from a two-year school. **For example**, you may have taken a course entitled “Cost Control” at your two-year school. But, because the Cost Control course required at UNLV is a 400 level course, FAB 461, you will not be given credit for that course. Your transfer course, however, would be used as an elective;
	3. Any electives in your program that are designated at ‘Upper Division” (300/400 level) cannot be satisfied with a course transferred from a two-year school.
4. If you are considering taking additional classes before coming to UNLV, concentrate on UNLV’s general education core requirements or Introduction to Statistics to maximize transfer credits. Also, remember that the Pre-major Core classes must be completed before advancing to the upper division required major core courses and are an excellent choice when selecting courses to complete before starting your program at UNLV. Be sure to check the transferability of the course before you take it by visiting UNLV’s Transfer Course Equivalency Tables - http://www.unlv.edu/registrar/transferring/transfer-course-tables.
5. All students are reminded that:
	1. Graduation requirements may include upper-division credits (at UNLV those are courses numbered 300 or 400). Two-year college credits will **not** satisfy upper-division credit requirements;
	2. At least 30 hotel related credits must be earned at UNLV;
	3. All students must earn 30 credits, without interruption, in residence at UNLV in the College of Hotel.
	4. 60 credits must be earned from four-year institutions for use toward graduation requirements.

**International Course Transfer Policy**

**COLLEGE OF HOTEL ADMINISTRATION**

**BRING YOUR SCHOOL’S OFFICIAL CATALOG OF COURSES TO UNLV**

**We will not accept hand-carried course descriptions or syllabi.**

**Do You Have International Coursework?**
Courses transferred from an international institution may require additional information before a final evaluation can be given as to the possible use toward requirements for your degree at UNLV.

First, courses must appear on an official transcript sent from the originating institution to the UNLV Admissions Office and made part of your UNLV records. Courses that do not appear on an official transcript cannot be considered for use toward your degree requirements. Unofficial transcripts will not be reviewed or evaluated by the College of Hotel Administration Office for Student Advising (OSA) as they must be validated through our Admissions Office.

Often a course description or syllabus is requested by the OSA to appropriately evaluate the course content. These documents will only be accepted in the following format:

**Official Institution Course Catalog**

Must be dated for the period during which the course was taken;

Course title listed in the catalog must match the title on the transcript;

Must be printed in English;

If the catalog is not available in English translation will only be accepted from the service(s) listed below.

**Official Institution Web Site**

 Student must provide the direct link to course description on the official Web site;

Course title listed online must match the title on the transcript;

 Must be printed in English;

If not available in English, translation will only be accepted from the service(s) listed below.

**Translation Services**

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 305 273-1943 (translations)