

Petitioning Transfer Coursework

A Petition for Course Substitution is the process of lobbying acceptance for transfer courses to satisfy major course requirements within the hospitality management curriculum. Generally, this process should be done after final transcripts are received from each institution attended and entered into the system. Students are required to provide a course description or syllabus for all courses in question. The Rosen College reviews hospitality management courses and the Office of Academic Services reviews general education courses.

Petitioning Hospitality Courses:

The Orientation Advisor reviews transfer transcripts/reports for all incoming students. Students needing to petition transfer coursework are notified at Orientation. The Orientation Advisor is also responsible for checking the status of transfer reports to make sure petitions are filed by mid-term of the student's first semester and will send reminder notification to complete the petition process. A.S. to B.S. and Aruba students have a special transfer agreement – the Orientation Advisor will notify the Program Director by email to update the Degree Audit.

Students should complete the online Course Substitution Petition form and submit it to the Office of Student Services for processing. The completed form(s) require supporting documentation, i.e. course description(s) and/or syllabi.

If the petition is approved, the course substitution will be entered into the system and updated on the Degree Audit. A copy of the petition and an updated Degree Audit will be returned to the student for review.

If the petition is not approved, the information will be recorded and returned to the student. Please contact an Advisor in the Office of Student Services for additional guidance.