GENERAL PERMIT INFORMATION

TYPES OF PERMIT APPLICATIONS

- **ePermit application** – This application may only be used for obtaining permission to take a course at another CUNY school and may be completed via your Student Center in CUNYfirst. For detailed instructions please click here or visit [http://www.qc.cuny.edu/registrar/e_permit_information](http://www.qc.cuny.edu/registrar/e_permit_information).

- **Non-CUNY permit application** – This application may only be used for the purpose of obtaining permission to take a course at a **Non-CUNY school**. To download a Non-CUNY permit application, please log on to [http://www.qc.cuny.edu/registrar/forms/](http://www.qc.cuny.edu/registrar/forms/).

FILING DATES

Permit applications must be submitted during the registration period for the term in which you intend on taking the course.

**PLEASE FILE ON TIME BECAUSE RETROACTIVE PERMITS WILL NOT BE ISSUED.**

ELIGIBILITY REQUIREMENTS

**If you are an undergraduate matriculated student, you must:**

- Have a minimum G.P.A. of **2.0**.
- Be at least in your 2nd semester of matriculation (summer is a session and not a semester).
- Have successfully completed a minimum 6 credits at Queens College.

**If you are a graduate matriculated student, you must:**

- Have a minimum G.P.A. of **3.0**.
- Have registered for and completed with a passing grade at least one undergraduate pre-requisite course or one graduate course as part of the graduate program at Queens College.
- If you wish to take a course on permit during your 1st semester, you must be registered in at least 1 graduate or undergraduate course at Queens College while simultaneously registering at another school for the permit course.

STOP/HOLD INFORMATION

- If you have a stop or hold on your record, you must clear it through the office that placed it on your record before you apply for a permit.
RESTRICTIONS

- **Undergraduate students** may take a maximum of 18 credits during the **Spring** or **Fall** semester; 11 credits may be taken during the summer session.

- **Graduate students** may take a maximum of 15 credits during the **Spring** or **Fall** semester; 11 credits may be taken during the summer session.

- If you wish to exceed the credit load for a particular term, you must obtain permission from one of the following offices:
  
  **Undergraduate Scholastic Standards Committee** (for Undergraduate Students)
  Location: Frese Hall, Room 201.

  **Graduate Scholastic Standards Committee** (for Graduate Students)
  Location: Kiely Hall, Room 139A.

- **Primary College Competencies** may not be taken on permit. These courses include English 110, Math 110 or any “W” (writing intensive) course. Some departments may have additional restrictions.

- **For credits completed at an accredited school:**
  - **Undergraduate students** may transfer up to 75 credits (with a maximum of 12 non-liberal arts credits). **Note:** If you wish to exceed the maximum, you must complete a minimum of 45 credits at Queens College in order to graduate.
  - **Graduate students** may transfer up to 12 credits.

- **For credits completed at a non-accredited school:**
  - A maximum of 18 credits may be transferred. “Blanket” credits are not allowed. All courses must be evaluated to a Queens College course equivalent.