

GENERAL PERMIT INFORMATION

TYPES OF PERMIT APPLICATIONS

- **E-Permit application** – This application may only be used for obtaining permission to take a course at another CUNY school and may only be filed using the CUNY portal at <http://www.cuny.edu/>. For further E-Permit Information, please log on to 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/>.

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.