

NON-CUNY PERMIT

This form may only be used for the purpose of obtaining permission from Queens College to take course(s) at a Non-CUNY (City University of New York) Institution. It is non-transferable and valid only for the term, host institution and course(s) noted below.

NAME: _____ ID #: _____
Last Name First Name

NON-CUNY "HOST" INSTITUTION: _____

Are you participating in Study Abroad Program: YES ___ NO ___ COUNTRY: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____

PLEASE SPECIFY THE YEAR AND SELECT APPLICABLE TERM.

YEAR: _____	SPRING	WINTER	FALL	SUMMER
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Will the term above be your LAST semester/session at Queens College? Yes No If yes, please inquire about GRADUATION.

I. ACADEMIC APPROVAL: Each course must be evaluated and approved by the appropriate department advisor. The exact discipline and number of each course must be clearly noted on this form. The titles, sections or registration codes of the courses will not be accepted. A discrepancy will delay the posting of credits.

COURSE EVALUATION FORM - THIS SECTION MAY ONLY BE COMPLETED BY THE DEPARTMENT							
Host Institution			QC Equivalent			Faculty Signature	Date
Discipline	Course No.	Credits	Discipline	Course No.	Credits		

II. APPROVAL FOR GRADUATE STUDIES: You must obtain the approval of the Dean of Graduate Studies. (Located in Kiely - Room 139A)

➤ **Dean of Graduate Students:** _____
Signature Date

III. APPROVAL FOR STUDENTS STUDYING ABROAD: You must obtain the approval of the Director of the Study Abroad Program. (Located in Kiely - Room 183)

The student whose name appears above has been accepted into the study abroad program indicated.

➤ **Director of the Study Abroad Program:** _____
Signature Date

IV. APPROVAL FOR MACAULAY HONORS COLLEGE STUDENTS: You must obtain the approval of the Director (Honors Center, Room 102).

➤ **Director of Macaulay Honors Program:** _____
Signature Date

V. FINANCIAL AID APPROVAL: If you expect to receive financial aid for the semester, you must speak with a Financial Aid Counselor to determine the college's policy with respect to inclusion of NON-CUNY coursework in determining eligibility for student aid. Inclusion of NON-CUNY coursework is possible only if the college agrees to enter into a consortium agreement with the NON-CUNY institution for this purpose and in that case, disbursement of financial aid is subject to proof of registration and certification of attendance from the NON-CUNY institution.

➤ **CUNY Financial Aid Counselor:** _____
Signature Date

Check off here if you are not going to receive Financial Aid for the course(s) to be taken on permit.

VI. REGISTRAR APPROVAL: You must obtain the approval of the Queens College Registrar to ensure that the Non-CUNY course(s) will be recorded on your transcript. You will be charged tuition and fees at the NON-CUNY institution. **This permit is not valid without the seal of the college.**

➤ **Approved by:** _____
Signature, Home College Registrar Date

Issuance of this permit does not guarantee a student's enrollment at a Non-CUNY Institution. If you wish to cancel this permit, please write a letter to the Registrar's Office informing us on the status of your permit.

HOW TO OBTAIN PERMISSION TO TAKE COURSES AT A NON-CUNY INSTITUTION

Queens College students who wish to take courses at another institution, outside of the City University of New York, must obtain permission in order to receive credit toward the Queens College degree. The following will answer some questions about "permits" and tell you how to obtain one.

1. When can I file a Non-CUNY permit?

It is necessary to submit the permit application to the Registrar's Office during the registration period for that semester or session. **Queens College will not issue retroactive or late permits.**

2. Who is eligible to take courses at a Non-CUNY institution?

An **Undergraduate Student** must be matriculated, have a GPA of at least 2.00, be in at least their second semester of matriculation (summer is a session and not a semester), have successfully completed at least six credits at Queens College, and be attending Queens College currently or have been on permit the preceding semester. SEEK and Honors College students must also obtain approval from their counselor.

A **Graduate Student** must be matriculated in a graduate degree or certificate program, have obtained the approval of the department's Graduate Advisor for the permit, and have registered for and completed with a passing grade at least one undergraduate prerequisite course or one graduate course as part of the graduate program at Queens College. Graduate students in the first semester of attendance can request to go on permit if they are register in at least one graduate or undergraduate course at Queens College.

3. How do I apply for a Non-CUNY permit?

Complete the application on the back, following all steps and instructions. When complete return the application to the Registrar in Jefferson Hall for approval.

4. What grade do I need to receive in order to get credit for my Non-CUNY permit course?

Undergraduate Students must obtain a C- or better, and *Graduates Students* must obtain a B- or better. Only letter grades will be accepted.

5. What do I do after I complete the course?

In order to have your permit credits posted (grades earned from a Non-CUNY school will not appear on your Queens College record) have an official transcript sent to:

Queens College
Office of the Registrar – Permit Division
Jefferson Hall – First Floor
65-30 Kissena Blvd.
Flushing, New York 11367-1597

6. What other information is important for me to know?

Credit Limit

A student's schedule, including courses taken both at Queens College and on permit, may not exceed the maximum credit load for each semester or session.

Course Restriction

Courses fulfilling the Primary Competencies (with the exception of foreign languages) and all "W" (writing-intensive) courses **may not be taken on permit**. Some academic departments may have additional restrictions.

Courses Taken at Non-Accredited Schools

Any courses taken at a Non-Accredited School must be evaluated to equal a Queens College course; no departmental elective credit will be accepted. Also, only maximum of 18 credits can be transferred (transfer and permit credits collectively) from a Non-Accredited School.