

Queens College students wishing to take courses at another institution outside of the City University of New York (CUNY) system must obtain permission prior to taking courses to receive credit toward their Queens College degree by using the <u>Non-CUNY Permit form</u>. Applications need to be submitted to the QC Hub during the regular registration period for that semester or session. Retroactive or late permits are not granted approval. Additional directions can be found on page 2 of the <u>Non-CUNY Permit form</u>.

Follow the steps below to apply for a Non-CUNY Permit:

Step 1	Open the <u>Non-C</u>	CUNY Per	<u>mit fo</u>	<u>rm</u> on	your bro	owser				
Step 2	Fill up the "Student Information" section and ensure that no field remains empty. Do not submit the form until you have completed steps 3 and 4 as outlined below.									
	Institution. It is below and obta	I Notes: only be used for the p non-transferable and ning the appropriate : ally by emailing it to g	valid only for t signatures, plea	aining permissio the term, host in ase return this f ny.edu. Applicat	nstitution and cour orm to the QC Hub ions that are incon	G E T FORM billege to take rse(s) noted b (Dining Hall nplete or filled	elow. After comp 128). Alternatively	e on-CUNY (City Unive leting all of the info s, students may also	rmation requested	
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	Preferred Email	Address:		Non-CUNY Insti			Y Are you p	road Program?	f yes, Country:	
	Signature:			Da	ite:			Permit Request Term Spring	Winter	
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	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 Host institution OC Equivalent									
	Discipline	Course No.	Credits	Discipline	Course No.	Credits	Fai	ulty Signature	Date	
	II. Approval fo	r Graduate Studies: St	tudents must o	btain the approv	val of the Dean of 0	Graduate Stud	lies. (Located in Ki	ely Hall - Room 139A	()	
	Dear	of Graduate Studies:					1	Date:		
	III. Approval f	or Studying Abroad: St At			ed into a study abro g Hall - Room 203)	oad program i	must obtain the ap	proval of the Direct	or of the Study	
	Direc	tor of the Study Abroad	Program:					Date:		
	IV. Approval for Macaulay Honors College Students: Students must obtain the approval of the Director of the Macaulay Honors College. (Located in Honors Hall - Room 19)									
	Direc	tor of the Macaulay Hon	ors College:					Date:		
	V. Financial Aid Approval: Students expected to receive financial aid for the semester 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.									
	CUN	/ Financial Aid Counselor	r:					Date:		

Step 3

Step 4

Remember to get faculty signatures from the equivalent QC academic departments for each Non-CUNY course that you are taking.

Graduate students must obtain a signature from the Dean of Graduate Studies in row II of the form.

Students applying to study abroad must obtain a signature from the Director of the Study Abroad Program in row III.

Macaulay Honors students must obtain a signature from the Director of the Macaulay Honors College in row IV.

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Date

Note: Remember to review page 2 of the form before submitting it.

permi	s College students who wish to take courses at another institution, outside of the City University of New York, must obta sion in order to receive credit toward the Queens College degree. Students looking to apply to another CUNY college mu t <u>https://epermit.cuny.edu</u> .
	Essential Information
	It is necessary to submit the permit application to the QC Hub during the registration period for that semester or session Students must submit a completed "Non-CUNY Permit Form" for each school they wish to attend. Please note that a student's schedule, inclusive of Queens College and on-permit courses, may not exceed the maximum credit load for each semester or session. Credits earned through non-CUNY permit may not fulfill the Queens College residency requirements. Students may use permit courses to fulfill Pathways requirements with the exception of College Option courses which must be taken in residency. Courses fulfilling the Primary Competencies and all WI courses are restricted. Some academic departments may hav additional restrictions. Any courses taken at a Non-Accredited School must be evaluated to equal a Queens College course; no department elective credits will be accepted. Only a maximum of 18 credits can be transferred (transfer and permit credits collectively) from a Non-Accredited School
	Requirements for Undergraduate Students
*Sumr **Only	be in at least their second semester of matriculation*; 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. Students must obtain a C- or better** in order to receive credit for the non-CUNY permit course. her is a session and not considered a semester letter grades will be accepted Requirements for Graduate Students must be matriculated in a graduate degree or certificate program;
:	have obtained the approval of the department's Graduate Advisor for the permit;
*Onl	letter grades will be accepted
	Post-Permit Information
	In order to have your permit credits posted please send an official transcript from the host college Queens College QC Hub – Permit Division 65-30 Kissena Blvd. Dining Hall, Room 128 Flushing, New York 11367-1597 Revised 03/200

Step 5	Visit <u>support.qc.cuny.edu</u> .
Step 6	Select "Login."
	3. Support Queers College Helps: x + - 0 ×
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Step 8	Log in with your CUNY login credentials.
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	regarding user accounts and credentials can be found in the Acceptable Use of Computer Resources Policy.



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	Media Services On Campus Support Project Management QCard
Step 8	Exter your 8-digit CUNY ID and select "Non-CUNY Permit" from the dropdown menu.
Step 9	Enter any details if needed. Click on "Attach a file" and attach the Non-CUNY Permit form. Additionally, attach the Consortium Agreement if needed. Click on "Place Request." Jore prime request should be processed in 1-3 weeks. Image: State State State and State