

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 rema not submit the form until you have completed steps 3 and 4 as outlined							remains utlined k	s empty. Do pelow.	
	Instructions an This form may Institution. It is below and obta forms electroni	I Notes: only be used for the p non-transferable and ning the appropriate : ally by emailing it to g	purpose of obt valid only for t signatures, ples permit@ac.cu	NON-C aining permissic the term, host it ase return this f nyt.edu. Applicat	UEE COLLE UNY PERMI or from Queens Constitution and cours orm to the QC Huk ions that are incom	N S G E T FORM billege to take rse(s) noted b o (Dining Hall splete or filled	: course(s) at a No selow. After comp 128). Alternatively d incorrectly will b	e en-CUNY (City Unive leting all of the info , students may also e returned.	QC Hub 65-30 Kissena Bivd. Inining Hall, Room 128 Flushing, NY 11367 718.997-400 permit@qc.cuny.edu permit@qc.cuny.edu rrsity of New York) rmation requested submit completed	
	Last Name:		_	S First Name:	tudent Informati	on	CUNYfirst ID:			
	Preferred Email	Address:		Non-CUNY Insti	tution (Host):		Y Are you p	varticipating in a road Program?	f yes, Country:	
	Signature:			Da	ite:			Permit Request Term Spring	Winter	
	lessons of this		an a shudaati'a a			f	Year:	Fall	Summer	
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	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 for Studying Abroad: Students that have been accepted into a study abroad program must obtain the approval of the Director of the Study         Abroad Program. (Located in King Hall - Room 203)         Director of the Study Abroad Program:         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.

<form></form>		Instructions and Notes: This form may only be used for the purpo Institution. It is non-transferable and valid	ose of obtaining permission only for the term, host in	on from Queens College to nstitution and course(s) no	take course(s) at a Non-CUNY (City U ted below. After completing all of the	University of New York) information requested
Student Information         with them:         'Preferred final Address:         'Studet Information'         'Studet Information'<		below and obtaining the appropriate signal forms electronically by emailing it to eperm	tures, please return this finit@qc.cuny.edu. Applicat	orm to the QC Hub (Dining ions that are incomplete or	Hall 128). Alternatively, students may filled incorrectly will be returned.	also submit completed
<form></form>		Last Name:	First Name:	tudent Information	CUNYfirst ID:	
<form></form>		Preferred Email Address:	Non-CUNY Instit	tution (Host):		If yes, Country:
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<form></form>		Signature:	Da	ite:	Vear:	Winter
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Date

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

Queens College students who wish to take permission in order to receive credit towar do so at <u>https://epermit.cuny.edu</u> .	courses at another institution, outside of the City University of New York, must ob d the Queens College degree. Students looking to apply to another CUNY college r
	Essential Information
<ul> <li>It is necessary to submit the permit Students must submit a completed</li> <li>Please note that a student's schedu credit load for each semester or see</li> <li>Credits earned through non-CUNY  </li> <li>Students may use permit courses ti must be taken in residency.</li> <li>Courses fulfilling the Primary Com additional restrictions.</li> <li>Any courses taken at a Non-Accree elective credits will be accepted.</li> </ul>	application to the QC Hub during the registration period for that semester or sessi "Non-CUNY Permit Form" for each school they wish to attend. I.e. inclusive of Queens College and on-permit courses, may not exceed the maximu- sion. bermit may not fulfill the Queens College residency requirements. to fulfill Pathways requirements with the exception of College Option courses wh petencies and all WI courses are restricted. Some academic departments may ha dited School must be evaluated to equal a Queens College course; no department
<ul> <li>Only a maximum of 18 credits can I</li> </ul>	be transferred (transfer and permit credits collectively) from a Non-Accredited Scho
Re	quirements for Undergraduate Students
<ul> <li>must be matriculated;</li> <li>have a GPA of at least 2.00;</li> <li>be in at least their second semeste</li> <li>have successfully completed at least</li> <li>and be attending Queens College c</li> <li>SEEK and Honors College students i</li> <li>Students must obtain a C- or better</li> <li>*Summer is a session and not considered a</li> <li>**Only letter grades will be accepted</li> </ul>	r of matriculation*; t six credits at Queens College; urrently or have been on permit the preceding semester. must also obtain approval from their counselor. ** in order to receive credit for the non-CUNY permit course. semester Requirements for Graduate Students degree or certificate program:
<ul> <li>have obtained the approval of the i</li> <li>and have registered for and comp graduate course as part of the grad</li> <li>Graduate students in the first sem Graduate or Undergraduate course</li> <li>Students must obtain a B- or better</li> </ul>	Upperformer's Graduate Advisor for the permit; leted with a passing grade at least one undergraduate prerequisite course or or uate program at Queens College. Extending the damage of the provided at least or at Queens College. ** in order to receive credit for the non-CUNY permit course.
**Only letter grades will be accepted	
	Post-Permit Information
In order to have your permit o	credits posted please send an official transcript from the host college to: Queens College QC Hub – Permit Division 65-30 Kissena Blvd. Dining Hall, Room 128 Flushing, New York 11367-1597

Step 5	Visit <u>support.qc.cuny.edu</u> .
Step 6	Select "Login."
	J. Samot Querry College Helps x + - a X
	← C △ △ http://wport.ac.ony.edu/wport/home
	Q U E E N S L 1718-95-4444 Login
	We are ITS. We are here to help. () Search for solutions, services and lickets

	Browse help articles         Create a New Ticket           Lock up policies or read FAQs to fix         Even by the support           Issues on your own         Even by the support
	COMMON HOW TO ACCESS FACULTY/STAFF EMAIL HOW TO DOWNLOAD OFFICE 365 AS A STUDENT
Step 7	<form></form>

Step 8	Log in with your CUNY login credentials.
	<b>NY</b>
	Web Applications Login If you are logging into a University cloud service offering, such as Dropbox or Microsoft Office 365 for Education, you agree to abide by the terms in the <u>CUNY Acceptable Use of University Data in the Cloud</u> policy.
	Log in with your <u>CUNY Login credentials</u> : Username Password
	Login
	ONLY enter your CUNY Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of your campus IT department. More information on CUNY's policies regarding user accounts and credentials can be found in the



	Home > Service Catalog Service Catalog Browse the list of services offered Browse the list of services offered	and raise a request			
	College Directory	ALL SERVICE ITEMS			
	Cybersecurity Digital Video/Webcast Productio	Add to College Direc Add to College Directory	Blue Examination Boo Request for blue examination booklets	Bulk College Direct Bulk College Direct Changes	o yry
	Enterprise Applications Hardware Provisioning Loaner Device Request	Cardboard Moving Box Request for cardboard moving boxes 18x14	Computer Account Req Special account request form	Copy Paper (Legal- Request for legal-si copy paper	Si
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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." Tour permit request should be processed in 1-3 weeks.