



Office of the Registrar  
 65-30 Kissena Blvd.  
 Dining Hall, Room 128  
 Flushing, NY 11367  
 718-997-4400  
 epermit@qc.cuny.edu

## NON-CUNY PERMIT FORM

**Instructions and Notes:**

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. After completing all of the information requested below and obtaining the appropriate signatures, please return this form to the Office of the Registrar (QC Hub/Dining Hall 128). Alternatively, students may also submit completed forms electronically by emailing it to [epermit@qc.cuny.edu](mailto:epermit@qc.cuny.edu). Applications that are incomplete or filled incorrectly will be returned.

Student Information			
Last Name:	First Name:	CUNYfirst ID:	
Preferred Email Address:	Non-CUNY Institution (Host):	Y N	Are you participating in a Study Abroad Program? <span style="float: right;">If yes, Country:</span>
Signature:	Date:	Permit Request Term	
		Year: _____	Spring Fall

Issuance of this permit does not guarantee a student's enrollment at a Non-CUNY Institution. If you wish to cancel this permit, please email us at [epermit@qc.cuny.edu](mailto:epermit@qc.cuny.edu) informing us on the status of your permit.

**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			QC Equivalent			Faculty Signature	Date
Discipline	Course No.	Credits	Discipline	Course No.	Credits		

**II. Approval for Graduate Studies:** Students must obtain the approval of the Dean of Graduate Studies. (Located in Kiely Hall - Room 139A)

Dean of Graduate Studies: \_\_\_\_\_ 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: \_\_\_\_\_ 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)

Director of the Macaulay Honors 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.

CUNY Financial Aid Counselor: \_\_\_\_\_ 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:** Students must obtain the approval of the Queens College Registrar to ensure that the Non-CUNY course(s) will be recorded on their transcript. Students will be charged tuition and fees at the NON-CUNY institution. **This permit is not valid without the seal of the college.**

Registrar Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

# NON-CUNY INSTITUTION PERMIT INFORMATION AND REQUIREMENTS

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. Students looking to apply to another CUNY college must do so at <https://epermit.cuny.edu>.

## Essential Information

- It is necessary to submit the permit application to the Office of the Registrar 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 have additional restrictions.
- Any courses taken at a Non-Accredited School must be evaluated to equal a Queens College course; no departmental 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

- must be matriculated;
- have a GPA of at least 2.00;
- 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.

\*Summer is a session and not considered a semester

\*\*Only 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;
- 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 registered in at least one Graduate or Undergraduate course at Queens College.
- Students must obtain a B- or better\*\* 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 credits posted please send an official transcript from the host college to:

Queens College  
Office of the Registrar – Permit Division  
65-30 Kissena Blvd.  
Dining Hall, Room 128  
Flushing, New York 11367-1597