

APPLICATION FOR PERMIT TO ATTEND NON-CUNY INSTITUTION

This form may only be used for obtaining permission from York College to take course(s) at a Non-CUNY Institution.
It is valid only for the term, host institution and course(s) indicated below.

NAME: _____ CUNYfirst ID _____
Last Name First Name

PHONE NUMBER: _____ EMAIL ADDRESS: _____

PLEASE CIRCLE THE APPLICABLE SEMESTER/SESSION AND FILL IN THE YEAR.

FALL WINTER SPRING SUMMER 20____

NON-CUNY "HOST" INSTITUTION: _____

Are you participating in a Study Abroad Program: YES____ NO____ COUNTRY: _____

SIGNATURE: _____ DATE: _____

**Will the term above be your LAST semester/session at York College? If yes, please inquire about filing for GRADUATION.

ACADEMIC APPROVAL: Each course must be evaluated and approved by the appropriate department chairperson. The exact discipline and course 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 YORK COLLEGE EQUIVALENT DEPARTMENT CHAIRPERSON SIGNATURE DATE

Discipline Course No. Crs Discipline Course No. Credits

REGISTRAR APPROVAL: You must obtain the approval of York College's 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

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 with information regarding the status of your permit

INSTRUCTION FOR PERMISSION TO TAKE COURSE(S) AT A NON-CUNY INSTITUTION

York College students who wish to take a course(s) at another institution, outside of the City University of New York, must obtain prior permission from the Office of the Registrar in order to receive credit toward their York College degree. The following will answer some questions about “permits” and explain how to obtain a permit.

- **When can I file for a Non-CUNY Permit?**

Prior to registration at the host college for the specified semester/session. **York College will not issue retroactive or late permits.**

- **Who is eligible to take course(s) at a Non-CUNY institution?**

A student must be matriculated, have completed one semester of matriculation (Fall or Spring only) at York College, have an undergraduate GPA of 2.00 or higher or a graduate GPA of 3.00 or higher, and be currently attending York College.

- **How do I apply for a Non-CUNY permit?**

Complete the application, have the chairperson of the course sign and date. When completed, return the application to the Office of the Registrar in Room AC 1H08 for approval.

- **What grade do I need to achieve in order to receive credit for my Non-CUNY permit course?**

A student must obtain a grade of ‘C’ or better. Only letter grades will be accepted for courses fulfilling General Education or Pathways requirements and Major or Minor requirements. ‘P’ grades are not acceptable to fulfill degree requirement except for free electives.

- **What do I do after I complete the course?**

In order to have your permit credits posted to your academic record, you must request the host college send an official transcript to:

York College
Office of the Registrar – Transfer Unit
Room AC-1H08
94-20 Guy R. Brewer Blvd.
Jamaica, New York 11451

- **Other Important Information**

Credit Limit

A student’s schedule, including courses taken both at York College and on permit, may not exceed the maximum credit load for each semester or session. Students must be registered at York College concurrently for the term with the permit course (except during summer/winter sessions).

Course Restriction

Courses taken to fulfill writing intensive requirements must be approved by the Writing Intensive Coordinator at York College. Some academic departments may have additional restrictions.