



## **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.