

APPLICATION TO ATTEND A NON-CUNY INSTITUTION

This application **MAY ONLY** be used to obtain permission from York College to take course(s) at a Non-CUNY Institution. It is **ONLY VALID** for the host institution indicated, for the specific course(s) stipulated and for the term and/or session requested below.

NAME: _____ CUNYfirst ID _____
 Last Name First Name

PHONE NUMBER: _____ *York College EMAIL: _____

PLEASE CHECK the applicable SEMESTER or 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 or session above be your **LAST** 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(s) for each course **MUST** be clearly noted on this application. The title(s), section(s) or registration code(s) of the course(s) **WILL NOT** be accepted on this application. Any discrepancy will **VOID** the application.

COURSE EVALUATION APPLICATION- THIS SECTION MAY ONLY BE COMPLETED BY THE DEPARTMENT

<u>HOST INSTITUTION</u>		<u>YORK COLLEGE EQUIVALENT</u>		<u>DEPARTMENT CHAIRPERSON SIGNATURE DATE</u>	
Discipline	Course No. Crs	Discipline	Course No. Credits		

REGISTRAR APPROVAL: You **MUST** obtain approval from the Office of the Registrar to ensure that the Non-CUNY course(s) will be recorded on your record. Tuition and fees are paid directly to the Non-CUNY institution. Once the application is processed it will be emailed back to the student's *York College email.

Approved by: _____ Date _____
 Signature of approval from the Office of the Registrar

*Approval of this application **DOES NOT** guarantee a student's enrollment at a Non-CUNY institution. If you wish to cancel, email the Office of the Registrar at registrar@york.cuny.edu*

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(s) toward their York College degree. The following will answer some questions about “permission to attend a Non-CUNY institution” and explain how to obtain a this permission.

- **Why would I need permission to attend a Non-CUNY institution?**
A degree student, registered at York College, who wanted to register at a Non-CUNY institution and receive credit(s) for the course(s) need to **first** apply for permission to attend a Non-CUNY institution. Retroactive or late applications **WILL NOT** be approved.
- **Who is eligible to take course(s) at a Non-CUNY institution?**
A student **MUST** be matriculated and have **completed at least** one semester (Fall or Spring **ONLY**) at York College. Undergraduate students need a **GPA of 2.00** or higher (graduate students need a **GPA of 3.00** or higher) and **MUST** be currently attending course(s) at York College. Students must be attending course(s) at York College concurrently for the term with the course(s) being attended at a Non-CUNY institution(except during summer and/or winter sessions).
- **How do I apply for permission to attend a Non-CUNY institution?**
Complete the application and have it **signed and dated** by the department chairperson, of the course(s). being applied for. Once completed the application **MUST be UPLOADED** along with a **valid PHOTO ID** to the [Office of the Registrar's Secure Portal](#) . Applications **WILL NOT** be accepted in person.
- **What grade do I need to achieve in order to receive credit(s)?**
A student **MUST** obtain a grade of ‘C’ or better. **Only letter** grades will be accepted for course(s) fulfilling General Education , Pathways requirements or Major and/or Minor requirements. ‘P’ grades **ARE NOT** acceptable to fulfill these requirement s(**ONLY** for free electives).
- **How will the course(s) be posted to my record?**
In order for the course(s) to be recorded on your York College academic record, you **MUST** request the Non-CUNY institution to send an **OFFICIAL transcript** to York College. PDF versions are sent directly to transfereval@york.cuny.edu or a hard copy can be mailed to the address below.

York College-Office of the Registrar
Attention: Tansfer Credit unit.

94-20 Guy R. Brewer Blvd.
Jamaica, New York 11451

- **Other Important Information**

Credit Limit

Students **MUST** adhere to their York College term and/or session credit load, that includes course(s) taken both at York College, on epermit and at a Non-CUNY institution.

Course Restriction

Course(s) taken to fulfill Writing Intensive requirements **MUST BE** approved by the **Writing Intensive Coordinator** at York College. Some academic departments may have additional restrictions.