YORK College | CUNY The City University of New York

APPPLICATION FOR PERMIT TO ATTEND NON-CUNY INSTITUTION

This completed form <u>MUST</u> **be uploaded** along with a **valid** <u>PHOTO ID</u> to the <u>Registrar's secure portal</u>. Printed out forms <u>WILL NOT</u> be accepted in person or through email.

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   **First**

PREFERRED PHONE: _____   **EMAIL:** _____

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 <u>**LAST**</u> at York College? If yes, please inquire about filing for graduation.

ACADEMIC APPROVAL: Each course <u>**MUST**</u> be evaluated and approved by the appropriate department chairperson. The exact discipline and course number(s) for each course <u>**MUST**</u> be clearly noted on this application. The title, section or registration code of each course <u>**WILL NOT**</u> be accepted on this application. Any discrepancy will <u>**VOID**</u> the application.

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

HOST INSTITUTION			YORK COLLEGE EQUIVALENT DEPARTMENT CHAIRPERSON				
Discipline	Course No.	Crs	Discipline	Course No.	Crs	SIGNATURE	DATE

REGISTRAR APPROVAL: You <u>**MUST**</u> obtain approval from the Office of the Registrar to ensure that the Non-CUNY courses will be recorded on your transcript. You pay tuition and fees at the Non-CUNY institution. Once the application is processed it will be emailed back to the student's York College email.

_____
Approved by: Signature of approval from the Office of the Registrar-ePermit Unit   **Date**

This permit <u>**DOES NOT**</u> guarantee a student's enrollment at a Non-CUNY Institution. If you wish to cancel this permit, email the Office of the Registrar at <u>registrar@york.cuny.edu</u>

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<u>INSTRUCTION FOR PERMISSION TO TAKE COURSE(S) AT A NON-CUNY INSTITUTION</u>

York College students who wish to take a courses at another institution, **<u>outside of the City University of New York</u>**, **MUST** obtain prior permission from York College in order to receive credits toward their 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?**
  Students registering at York College for the specified semester and/or session MAY request a permit when registration begins. York College will not issue retroactive or late permits.

- **Who is eligible to take courses at a Non-CUNY institution?**
  Students who are 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 currently attending York College.

- **How do I apply for a Non-CUNY permit?**
  Complete this application, have the chairperson of the courses **sign and date the application**. When completed, student **MUST UPLOAD** form along with a **valid PHOTO ID** to the **Registrar's Secure Portal**. Printed out forms **WILL NOT** be accepted in person or through email.

- **What grade do I need to achieve in order to receive credit for my Non-CUNY permit courses?** A student **MUST** obtain a grade of 'C' or better. **Only letter** grades will be accepted for courses fulfilling General Education, Pathways requirements and Major or Minor requirements. 'P' grades **ARE NOT** acceptable to fulfill degree requirement, <u>ONLY</u> for free electives.

- **What do I do after I complete the courses?**
  In order to have your permit credits posted to your academic record, you **MUST** request the Host college to send an **official transcript** to York College. Have PDF version sent directly to **transfereval@york.cuny.edu** or have a hard copy mailed to the address below.

York College-Attention:
Office of the Registrar- Transfer Credit 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 semester with the permit courses (except during summer or 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.