

Office of the Registrar

Hunter College, Room 217, North Building, 695 Park Avenue, New York, NY 10065

APPLICATION FOR PERMIT TO ATTEND A NON-CUNY INSTITUTION

Undergrad & Grad Students

Spring _____ Summer _____ Fall _____ Winter _____

ELIGIBILITY & INSTRUCTIONS ARE AVAILABLE ON THIS FORM

IT IS THE STUDENT'S RESPONSIBILITY TO ENSURE ALL THE INFORMATION IS ACCURATELY COMPLETED AND THE NECESSARY AUTHORIZATION HAS BEEN OBTAINED

Students **MUST** obtain approval from the academic department(s) at **Hunter College**.

For example, if a student plans to take an equivalent to a **MATH** course, the student must obtain approval from **Hunter College MATH** department. If the course **DOES NOT** correspond to an academic department at Hunter, please have the form filled out by an advisor in the **Office of Advising** (Room 1119, Hunter East).

****** To Be Filled Out by the Student ******

Last Name:	First Name:	M.I.
EMPL ID #	Status at Hunter:	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
Student's Hunter Email Address:		
NON-CUNY Institution (Host College) You will be Attending:		
Student's Signature:	Date: ____/____/____	

Host College Subject & Course Number	# Credits at Host College	Hunter Equivalent Course Number	Credits at Hunter College	Hunter Department / Advisor Signature*	Hunter Departmental Stamp	Applicable towards a Degree within 120 credits? (Assigned Advisor Must Circle One)	Hunter Assigned Advisor Signature
						Yes or No	
						Yes or No	
						Yes or No	

***If a course does not have an assigned department, then the form must be signed by an advisor in the Office of Advising, room 1119**

After completing the course at the Host College **(ONLY APPLICABLE FOR NON-CUNY requests)**, students must request an official transcript to be sent electronically, mailed, or delivered in a sealed envelope to: **Office of the Registrar Hunter College - Room 217**
Hunter North 695 Park Avenue, New York, NY 10065

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Eligibility & Instructions Requirements for Students Attending a Non-CUNY institution

STUDENTS MUST:

- Be currently or previously enrolled in a course(s) at Hunter College.
* **Note:** a **NON-DEGREE-SEEKING student is ineligible for a permit.**
- Be in Good Academic Standing, CANNOT BE ON PROBATION, & Must have a minimum GPA of **2.00 for Undergraduate** or a **GPA of 3.00 for Graduate students.**
- Have **NO** negative service indicator (holds) on academic record that will prevent enrollment. An example, Bursar's Hold restricts enrollment.

PROCEDURES FOR ATTENDING NON-CUNY SCHOOLS ON PERMIT FOR BOTH UNDERGRADUATE & GRADUATE STUDENTS:

- After receiving approval from the designated department, make a copy of the approved permit (for your record) and submit the original documentation to the Office of the Registrar, Room 217, Hunter North, or email to epermit@hunter.cuny.edu. All registration and payment for course(s) must be completed at the college the student plans to attend.
- After completing the coursework at the Host College, students **MUST** request an official transcript to be mailed, personally delivered in a sealed envelope to the Hunter College Office of the Registrar (refer to the address on the front of this form), or sent electronically to epermit@hunter.cuny.edu
- NON-CUNY permit grading policies for both Undergraduate and Graduate students are:
 - ✓ **For Undergraduate students, only** a grade of "C" or better will transfer to the student's Hunter record/transcript.
 - ✓ **For Graduate students, only** a grade of "B" or better will transfer to the student's Hunter record/transcript.
 - ✓ **The grade "CR" will be recorded on the student's transcript but will not be factored into their GPA.**
- Prospective Undergraduate **Marymount Manhattan College** students who have been approved for either the Fall or Spring semester to participate in the Special Exchange Program can only take six credits in one semester.
- Our students have an opportunity to take a course in Aerospace studies taught by the Air Force ROTC Unit at **Marymount Manhattan College**. Please be informed that this course will only be transferred as an elective.