



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

_____ Spring _____ Summer _____ Fall _____ Winter

ELIGIBILITY & INSTRUCTIONS ARE AVAILABLE ON THIS FORM

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

Students **MUST** receive 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 **DO 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 :

☐

Undergraduate

☐

Graduate

Student's Hunter email address:

NON-CUNY institution (Host College) you will be attending:

Student's Signature: _____ Date: ____/____/____

**** To Be Filled Out by the Department or Student Advisor ****

Host College Subject & Course Number	# Credits at Host College	Hunter Equivalen t Course Number	Credits at Hunter College	Hunter Department/ Advisor Signature*	Hunter Departmental Stamp	Applicable Towards 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 do not have an assigned department, then the form must be signed by an advisor in the Office of Advising room E1119**

After completing the course at the Host College (**ONLY APPLICABLE FOR NON-CUNY request**), 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 permit.
- Be in Good Academic Standing **CANNOT BE ON PROBATION** & Must have a least 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 6 credits in one semester.
- Our students have an opportunity to take a course in Aerospace studies taught by the Airforce ROTC Unit at **Marymount Manhattan College**. Please be informed that this course will only transfer as an elective.