

Eligibility & Instructions Requirements for Students Attending Another College:

STUDENTS MUST:

- Be enrolled in a course(s) in the **prior** semester of applying.
 - **Note:** a **NON-DEGREE SEEKING** student cannot attend on permit.
- Be in Good Academic Standing and **NOT ON PROBATION** – Must have a least a minimum GPA of 2.00 for Undergraduate or a GPA of 3.00 for Graduate.
- Have **NO** negative service indicator holds on academic record that will prevent enrollment. An example would be a Bursar's Hold that negatively impacts enrollment.
- Not surpass the maximum amount of credits (registered at Hunter and on permit in total) of 17.5 credits during the Fall or Spring semester, 7.5 credits for each Summer session, 4 credits for Winter session, unless otherwise specified.
 - **Note:** the above mentioned credit limit policy does not apply on taking course(s) on permit at a NON-CUNY such as SUNY Stony Brook.

PROCEDURES FOR ATTENDING CUNY SCHOOLS ON PERMIT FOR BOTH UNDERGRADUATE AND GRADUATE STUDENTS:

- Students must take this form to the Hunter College department corresponding to the course(s) listed on the front of the application to obtain both a Hunter College equivalent and approval (both stamped and signed) to take course(s) at the other school. Please be sure that all parts of the permit form are completed.
- Once approved you are charged at Hunter College. The billing units (PERM) are placed on your CUNYfirst account under the semester you are approved for. **If you decided that you no longer desire this ePermit request, please cancel this request under your Student Center under ePermit and Search ePermit (be sure to select Hunter College and the semester are you approved for). If you have any questions, please send an e-mail to epermit@hunter.cuny.edu with the following information – CUNY Empl ID #, semester and the host college (the school where you're planning to attend to permit).**
- You will receive information from the host college (the school where you are planning to attend on permit) to your MyHunter e-mail on when you are able to register for the course(s) you were approved for on CUNYfirst. In addition, you can view your Enrollment date & time under your Student Center page. The host college information will populate when this is finalized by the host college.
- **As of Fall 2004, ALL permit grades, as well as credits; from other CUNY colleges will be entered on the student's Hunter College record and calculated in their GPA.**

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

- Make a copy of the approved permit (please view instructions above on how to complete the form in the above section for CUNY) and return the original documentation to the Office of the Registrar– Room 217 Hunter North. ***All Registration and payment for course(s) is done at the college the student is planning to attend.***
- Upon completion of your work at the Host College, all NON-CUNY students should request an official transcript to be mailed or delivered in a sealed envelope by the student to the Office of the Registrar (see address on front of this form).
- 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 Hunter College.**
 - **For Graduate students, only a grade of "B" or better will transfer to Hunter College.**
 - **The grade is posted as credit "CR" and will NOT count towards your GPA on your Hunter record.**
- 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 Manhattan College. Please be informed that this course will only transfer as an elective.