

Take a Course Outside Hunter College

While enrolled at Hunter College, students may find it beneficial to take courses at a different school or perhaps even in a different country. Below are the procedures to follow in order to take classes on permit at CUNY and non-CUNY Colleges, and information on how to take advantage of the numerous Education Abroad opportunities at Hunter College.

What is a Permit?

Taking a class at a different school while enrolled at Hunter College is referred to as taking a class "on permit." The permit facilitates the process of Hunter students obtaining permission to register for courses offered at other institutions. If taking a course at another CUNY School, the process is paperless and is referred to as an "ePermit."

Can I get a Permit?

In order to get approved for a permit, students:

- must be matriculated (admitted and enrolled at Hunter College as a degree student)
- must be in good academic standing (not on probation): 2.0 GPA (or higher) for Undergraduate, 3.0 for Graduate students
- may not have any negative service indicators ("stops") on their record
- have attended the prior semester
- may not exceed 17.5 credits during the Fall or Spring, 15 credits during the Summer, or 4 credits during the Winter Session.
- are not recommended to go on permit during the semester they plan to graduate

Attending Another CUNY School on Permit

You must submit an "ePermit" application if you are planning to go to another CUNY School. The ePermit application can be found on the Student Center page via CUNY First.

Click [here](#) for instructions and illustrations of how to fill out your ePermit form.

Be sure that you register yourself at the host college.

PLEASE NOTE: 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 the GPA. This includes courses taken at CUNY-UPR, Yivo Institute, The Paris Exchange Program, and Marymount Manhattan College (during the Fall and Spring semesters only).

Attending a Non-CUNY School (Undergraduate and Graduate) on Permit

1. Matriculated students taking at least one course at Hunter College during the Fall or Spring semesters must complete a paper permit. Students may obtain the form from the Office of Records & Transcripts, Room 223 North Building, at the 68th Street Campus. For office hours, please visit <http://www.hunter.cuny.edu/onestop/hours-of-operation> (Students taking courses during the Summer at a Non-CUNY School are NOT required to also take a course at Hunter College before utilizing the form). Take the form to the applicable Hunter College department(s) in order 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 filled out.**
2. Make a copy of the approved permit and return the original to the Office of Records & Transcripts, Room 223 North Building, at the 68th Street Campus. Nothing is returned to the student and no registration for the permit course is done at Hunter College. All registration for the course(s) is done at the college the student is planning to attend.
3. Students who, during the Fall or Spring semesters, are not taking any courses at Hunter College while attending a Non-CUNY School should NOT file this form. The course(s) will be handled as Transfer of Credit through the Office of Admissions, Room 203 North Building at the 68th Street Campus. A Readmission Application must be filed with the Welcome Center, Room 100 North Building by the deadline date prior to returning to Hunter College.
4. Upon completion of your course(s) have an official transcript sent to the Registrar's Office (see address on front of the aforementioned form). Only a grade of "C" or better for Undergraduate and "B" or better for Graduate courses is acceptable from a Non-CUNY School.
5. Students may attend Marymount Manhattan College on the Special Exchange Program during the FALL & SPRING SEMESTERS ONLY. This program is for **Undergraduates**. No more than 6 credits may be taken in one semester. During these semesters follow the procedures below, A through E. During the Summer Session follow the instructions above numbered 1 through 4. Students may attend Yivo Institute during the Fall or Spring semesters and the Summer Session.
6. Students may also attend Manhattan College for Aerospace Studies courses given by the Air Force ROTC Unit. The credits for these courses will be accepted by Hunter College as Elective credits only.

A. Students must take the paper permit 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 filled out.**

B. Return the paper permit form to the Office of Records & Transcripts, Room 223 North Building, at the 68th Street Campus when you are ready to register and pay for the course(s). Students register for the number of credits the course is listed for at the host college, but pay the tuition rate that is charged at Hunter College.

C. Students should show a copy of the CUNY permit form and paid Bursar's receipt, to the school they wish to attend.

D. Please contact the host college to find out the procedures for admission and registration.

E. If you do not register for the permit credits or register for a different number of credits, you must contact the Office of Records & Transcripts, Room 223 North Building, at the 68th Street Campus. Please contact the Office of Records and Transcripts for these matters at records@hunter.cuny.edu

How to determine course equivalency

For CUNY Colleges, course equivalencies populate the application after choosing “Add ePermit with Equivalent Course” on the ePermit application via CUNY First.

For Non-CUNY Colleges, evaluate course equivalency by using the Hunter College Course Equivalency search engine, which can be found at http://www.hunter.cuny.edu/prospectivestudents/ug_students/course-eval/

Taking Courses Abroad

Hunter’s Education Abroad programs give students the opportunity to earn credits towards their degree in numerous countries around the globe. To learn more about this program, visit the Education Abroad web page at <http://www.hunter.cuny.edu/educationabroad>