

# Take a Course Outside of Hunter College

Students enrolled at Hunter College have an opportunity to take a course at another CUNY, NON-CUNY institutions and in another country through our ePermit and Education Abroad Offices. The reason why students may decide to take course(s) at another institution includes: gaining experience at another institution, due to lack of seats during registration, flexibility of schedule and many other reasons. Below are procedures and information in order to take advantage of this opportunity on permit at many CUNY, NON-CUNY and the many Education Abroad programs at Hunter College.

## WHAT IS A PERMIT?



A Permit is when a student that is currently enrolled at Hunter College decides to take course(s) at another institution. If the student is taking a course at another CUNY school, the process is paperless and is referred to as an “ePermit”. The permit facilitates the process of Hunter students obtaining permission to register for course(s) offered at other institutions. A permit is NOT guarantee at the other school, as the Host College will update the student’s record with their own Enrollment Date and Time in order for the student to manually register for the course that was approved.

## How Can I Obtain A Permit

In order to receive approval for a permit, 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.
- Not have any 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:** above mentioned credit limit policy does not apply to students taking course(s) on permit at a NON-CUNY such as SUNY Stony Brook.

# Attending Another CUNY School on Permit



You must submit an "ePermit" application if you are planning to attend another CUNY School. The ePermit application is located within the Student Center page via CUNYfirst.

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

**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 on Permit



- Students must obtain a Manual Paper Permit form from our Registrar's Office (Room 217 Hunter North) and visit the Hunter College department corresponding to the course(s) listed on the front of the application. Students will 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 sections of the permit form are completed.
- *All Registration and payment for course(s) is done at the college the student is planning to attend.*
- Upon completion of your course(s) have an official transcript sent to **(NON-CUNY ONLY):**

**Office of the Registrar: Data Integrity - ePermit Dept.  
Hunter College – Room 217 Hunter North  
695 Park Avenue  
New York, NY 10065**

OR

Delivered in a seal envelope by the student: – Office of the Registrar - Room 217 Hunter North



- 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.

## Taking Course(s) 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 these programs, visit the Education Abroad web page at:

<http://www.hunter.cuny.edu/educationabroad>



Study Abroad Students **must receive approval** from the Study Abroad Program, **Room 1447 East**.

**If you have any questions pertaining to the abroad procedure, please send an email to:**

[edabroad@hunter.cuny.edu](mailto:edabroad@hunter.cuny.edu)

**Study Abroad contact phone #: (212) 772-4983**

Upon completion of your work at the Host College, **ALL** students should request an official transcript to be mailed to:

**Education Abroad Office  
Hunter College  
695 Park Avenue, Room 1447 East  
New York, NY 10065**

**Please Note: Hunter College strongly recommends NOT applying for Study Abroad in the semester you are planning to apply for graduation because grades may not transfer back to your home school by the graduation deadline**

# **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 CUNYfirst.

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](http://www.hunter.cuny.edu/prospectivestudents/ug_students/course-eval)

**If you have any questions pertaining to the ePermit process,**

**Please send an email to: [epermit@hunter.cuny.edu](mailto:epermit@hunter.cuny.edu)**



**YOU WILL NOT OBTAIN CREDIT FOR COURSE(S)**

**THAT WAS NOT APPROVED ON PERMIT!!!**

