

### **Undergraduate Outgoing Permit Student Application**

1. Student must complete a Permit Application for each school they wish to attend. If applying to another CUNY college, do not file this application. Use <http://epermit.cuny.edu>
2. Students must have departmental permission to take course(s) at other colleges. Course description must be included when requesting permission from the department.
3. The maximum credit load allowable for the Fall and Spring semester is 18 credit hours and two courses per Summer Session for a maximum of 12 credit hours. This includes both Baruch College courses and courses taken at another college. Permission to take more than the maximum credits allowable must be obtained from the Center for Advisement and Orientation and be submitted along with the permit application form. Students should list alternative courses in the event of their first choices are closed.
4. Follow the guidelines stated in the Undergraduate Bulletin and the Academic Policies and Procedures published in the Schedule of Classes. The following rules are enforced:
  - ❑ Permits will not be issued for Community Colleges.
  - ❑ Permits will be issued only to students matriculated for a degree at Baruch College who are not on academic probation.
  - ❑ Permits will not be issued for courses in accounting (see Accounting Department Office).
  - ❑ Permission for courses in Astronomy or Geology must be obtained from the Department of Natural Sciences.
5. Students who plan to Study Abroad must contact Dr. Richard Mitten at the Weissman Center for International Business, 137 East 25<sup>th</sup> Street, Room 822.
6. Return all forms to the Registrar's Office.

### **Students are responsible to pick up their Outgoing Permit from the Registrar's Office.**

7. In order for credits to be transferred from non-CUNY schools a minimum grade of 'C' must be earned.
8. Students must request an official transcript to be sent to:

Baruch College Office of the Registrar  
One Bernard Baruch Way  
Box H-0850  
New York, NY-10010-5585  
Attn: Permit Section

**Graduate Outgoing Permit Student Application**

1. Permits are granted only to students who are not on academic probation.
2. Students must obtain written approval for course(s) from the appropriate Graduate Academic Office.
3. The maximum credit load allowable for the Fall and Spring semester is 15 credit hours and for Summer, it is 6. This includes both Baruch courses and courses taken at other colleges. Permission to take more credits must be obtained from the appropriate Graduate Academic Office and be submitted along with Permit Application. You should list alternative courses in the event your first choices are closed.
4. You must earn a minimum grade of 'B'.
5. Return all forms to the Registrar's Office.

**Students are responsible to pick up their outgoing permit from the Registrar's Office.**

6. Students must request an official transcript to be sent to:  
Baruch College Office of the Registrar  
One Bernard Baruch Way  
Box H-0850  
New York, NY 10010-5585  
Attn: Permit Section

**OUTGOING PERMIT APPLICATION**

To be used by matriculated undergraduate and graduate students at Baruch College who wish to take courses at another institution.

Application for:  Fall \_\_\_\_\_  Winter \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mr.  Ms. \_\_\_\_\_  
Last First MI

Street Address: \_\_\_\_\_ Apt. No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Status:  Freshman  Sophomore  Junior  Senior  Graduate  
 School:  Business  Liberal Arts and Sciences  Public Affairs

Are you currently enrolled:  Yes  No

Have you completed all the pre-requisite for the course(s) you are seeking permission for:  Yes  No

I request permission to enroll for \_\_\_\_\_ credits at \_\_\_\_\_ College/University in the \_\_\_\_\_ semester. I will register for the courses listed below:

Baruch College Equivalent				Host College Equivalent			Chairman's Approval
PREREQ	DISCP	NUMBER	CREDITS	DISCP.	NUMBER	CREDITS	

I understand that I may not exceed the allowable course load as stated in the Baruch College Bulletin and that an official transcript must be sent directly to Baruch College, Office of the Registrar, Box H-0850, One Bernard Baruch Way, NY 10010-5585. I further understand that as an undergraduate student I must achieve a minimum grade of "C" in courses taken at non-CUNY colleges in order to receiver transfer credit, and as a graduate student, a minimum grade of "B".

Students Signature: \_\_\_\_\_ Date: \_\_\_\_\_

===== For Office Use Only =====

GPA: \_\_\_\_\_ Probation:  Yes  No Prereq:  Yes  No Approved: \_\_\_\_\_ Denied: \_\_\_\_\_