

# Taking a Course at Another College

The combined program load must not exceed a total of 18 equated credits. There must be no time overlap when courses are taken at another school simultaneously with courses at Baruch. No permit can be issued for required composition (ENG 2100 and 2150 or the equivalent) or for required accountancy or finance courses. Permission must be granted prior to registering at the other institution. No permit will be issued for courses that have been repeated three times at Baruch.

## **Baruch students who want to attend another CUNY institution on permit:**

Students who want to take a course at another CUNY institution must apply using the ePermit system in CUNYfirst. You will be informed of the progress of your permit request throughout the approval process via email. If a request is rejected, you will be notified of the reason for the rejection. Tuition for approved CUNY permit courses is paid to your home college. Grades for courses taken on permit at another CUNY institution are posted on your home transcript and are counted in the computation of your GPA.

### **Please note:**

- Permits are not issued for first semester freshman or transfer students with no Baruch GPA.
- Permits are issued only to students matriculated for a degree at Baruch College who are not on academic probation.
- Permit courses are not eligible for the F-Repeat Policy at Baruch College.
- It is highly recommended that students do not take courses on permit during their final semester as to not delay their graduation.

## **Outgoing Non-CUNY Permit:**

If a student wants to take a course at a non-CUNY institution, they must apply through the Office of the Registrar.

- Students must have departmental permission to take course(s) at other institutions.
- Permits will not be issued for advanced courses in accounting (see Accounting Department Office).
- Students who plan to Study Abroad must contact the Weissman Center for International Business, 137 East 25th Street, Room 822.
- In order for the approved credits to be transferred from non-CUNY institutions, a minimum grade of 'C' must be earned.
- It is highly recommended that students do not take courses on permit during their final semester as to not delay their graduation.