

OUTGOING NON-CUNY PERMIT APPLICATION

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

STUDENT INFORMATION

_____ XXX— XX— _____
 EMPLID (CUNYFirst ID) Last four digits SSN Date of Birth

_____ Name: Last First MI

_____ Current Street Address Day Phone

_____ City State Zip Email Address

Status: Freshman Sophomore Junior Senior Graduate School: ZSB SPA WSAS

PERMIT PROCESSING

Must be a 4 year college. Permits will not be issued for Community Colleges.

College you will be attending (Host College): _____ Semester: _____

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

Baruch College Course				Host College Course			
Prereq	Discipline (ex. ART)	Number (ex. 3050)	Credits	Discipline (ex. ART)	Number (ex. 3050)	Credits	Course Equivalency Approval (Dept. Chair's Signature)

APPLICATION AGREEMENT

Please Read Before You Sign:

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 receive transfer credit, and as a graduate student, a minimum grade of "B".

I hereby certify that I understand all the Academic Policies and Procedures for taking courses at another institution. I'm also responsible for picking up my outgoing permit from the Registrar's Office.

Student's Signature

Date

OFFICE USE ONLY		OFFICE USE ONLY		COMMENTS:
ACAD	PERMIT STATUS	APPROVED		
GPA: _____	DENIED			
PROBATION:	PROCESSED BY			
<input type="checkbox"/> YES <input type="checkbox"/> NO	INITIAL			
PREREQ:	DATE			
<input type="checkbox"/> YES <input type="checkbox"/> NO				

Outgoing Permit Student Application

UNDERGRADUATE REQUIREMENTS

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 Academic Advisement and New Student Orientation and be submitted along with the permit application form. Students should list alternative courses in the event that their first choices are closed.
4. First semester freshman and transfer students are not allowed to go on permit until they have completed at least one semester at Baruch with all grades posted and have a GPA of 2.0 or higher.
5. 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:
 - (1)Permits will not be issued for Community Colleges.
 - (2)Permits will be issued only to students matriculated for a degree at Baruch College who are not on academic probation.
 - (3)Permits will not be issued for courses in accounting (see Accounting Department Office).
 - (4)Permission for courses in Astronomy or Geology must be obtained from the Department of Natural Sciences.
6. Students who plan to Study Abroad must contact Dr. Richard Mitten at the Weissman Center for International Business, 137 East 25th Street, Room 822.
7. In order for credits to be transferred from NON-CUNY schools a minimum grade of 'C' must be earned.
8. Return all forms to the Registrar's Office.

GRADUATE REQUIREMENTS

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. Students should list alternative courses in the event your first choices are closed.
4. In order for credits to be transferred from NON-CUNY schools a minimum grade of 'C' must be earned.
5. Return all forms to the Registrar's Office.

IMPORTANT INFORMATION

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

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