JOHN JAY COLLEGE OF CRIMINAL JUSTICE

PERMIT APPLICATION TO ATTEND NON-CUNY INSTITUTION

Students who wish to take courses at a non-CUNY college while still taking courses at John Jay College at the same semester must complete this application. Students who have earned over 60 credits cannot apply for permit to a non-CUNY community college. Course description from the other institution will be used as the basis of course equivalency at John Jay. Approval of permit does not constitute registration of the course at the host college. Upon receiving approval, students must contact the host college to register for the approved course(s). Grade(s) received as a permit course is not computed into the student's grade point average at the home college. Upon completing the course, a copy of the official transcript must be sent from the host college. Transcript of permit courses not received after the end of the semester may result in loss of financial aid eligibility.

Completed By Student

First Name: _____   Last Name: _____

Last 4 digits of SS#: _____   Email Address: _____

Address: _____

City: _____   State: _____   Zip: _____

Total Credits Completed: _____   Student Major: _____

Institution the course(s) are taken:

_____

Semester (check one only):□ Summer 20_____   □ Fall 20_____   □ Winter 20_____   □ Spring 20____

List the course(s) to be taken at the above institution and submit course description for each course.

Course (i.e. SOC 101)	Title (i.e. Intro Sociology)	Credit(s)	Equivalent course at John Jay (i.e. ANT 101)
1._____	_____	_____	_____
2._____	_____	_____	_____
3._____	_____	_____	_____
4._____	_____	_____	_____

If approved, I am taking the above courses along with registered course(s) at John Jay College. If no course(s) are completed at John Jay College, this permit application may be denied or I may need to apply for readmission for a future semester.

Student Signature: _____   Date: _____

For Office Use Only

List of Approved Course(s)

1._____   2._____

3._____   4._____

Evaluated/Approved by: _____   Date: _____

Denied by: _____   Reason: _____

For Office Use Only

Fall _____   Winter _____   Spring _____   Summer _____

Rec'd By: _____   SIMS/FAPINQ Input Date: _____

White – Registrar   Yellow – Student   8/13/2012