

PERMIT & E-PERMIT COURSES GUIDELINE

In addition to taking courses at John Jay College, matriculated John Jay students can also take courses at other colleges within CUNY and outside of CUNY. Students who wish to take courses at another CUNY institution must apply for CUNY e-Permit. Students who wish to take courses at another non-CUNY institution must apply for a Permit.

General Policy

To apply for a permit or e-permit, a student must:

- Be matriculated and currently in attendance at the home college;
- Not have any stops on the student record;
- Have all required immunizations completed at the home college; and
- Have a cumulative grade point average of at least 2.00 in a 4.00 scale for an undergraduate student; or
- Have a cumulative grade point average of at least 3.00 in a 4.00 scale for a graduate student.

Permits and e-permits are not issued to students who are:

- Non-degree students.
- Incoming newly matriculated students who request a permit for the semester or summer session during the first semester of enrollment.
- Readmitted matriculated students who are not currently enrolled or who do not need the permit course for graduation.

Graduate students must seek written permission from the Dean of Graduate Studies to take a permit or e-permit course. Undergraduate Forensic Science major students interested in taking any science courses as permit or e-permit must seek written permission from the chairperson of the Science Department.

E-Permit Policy

E-Permits allow John Jay College matriculated students to take courses at other CUNY institutions. This procedure is conducted solely via the CUNY Portal website. Students must have a CUNY portal login prior to applying for an e-Permit. Students who have earned over 60 credits cannot apply for e-permit to a CUNY community college. E-permit is subject to the approval by the student's home college. Students can cancel the e-permit course any time prior to the registration at the host college. However, the student must notify the home college. If students cannot register or do not register for the specific e-Permit course at the host college, students must cancel the e-Permit at the home college or replace it with a course acceptable towards the degree at the home college. Canceling e-permit courses without course replacement may affect the students' financial aid eligibility. Students who wish to apply for another e-Permit must re-apply through the process. Tuition payment for e-permit courses is processed through the Bursar's Office of the home college and must be paid before registration at the host college. Approval of the e-permit at the home college does not constitute registration of the course at the host college. Any grades received as an e-permit course will be computed into the student's grade point average at the home college.

E-Permit Procedure

E-permit request is conducted solely online. Students must access the CUNY portal website in order to request an e-permit. Students who do not have a portal account must register for one

through the website. Upon submitting the e-permit request, students will receive an initial email from the home college at their student email approving or denying the e-permit application. Upon review from the host college, students will receive a second email from the host college approving or denying the request. If the e-permit is approved by both home and host college, students will be contacted by the host college regarding registration or logon to the host college's eSIMS to register for the approved course. Meanwhile, tuition and fee payment for e-permit course(s) must be paid at the Bursar's Office at the home college according to the tuition and fee payment deadline set by the home college.

Students who need additional assistance in selecting equivalent courses between CUNY colleges can access the TIPPS website.

Permit Policy

Students who wish to take courses at another non-CUNY college while maintaining matriculation status at John Jay College can apply for a Permit. Students who have earned over 60 credits cannot apply for permit to a non-CUNY community college. Students must furnish a copy of the course description from the institution which they want to take the permit course. The course description will be used as the basis of course equivalency at John Jay. The course description and the completed permit application must be submitted to the Registrar's Office for review. Approval of permit at the home college 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. Grades received as a permit course is not computed into the student's grade point average at the home college.

Upon completing the course, student must request a copy of the official transcript be sent from the host college to the Permit Coordinator of the home college. Until the transcript is received, credits will not be updated on the student record. Transcript of permit courses not received after the end of the semester may result in loss of financial aid eligibility.

Permit Procedure

Students must research the college and course in which they want to apply for permit and obtain the most recent course description. Both the course description and the permit application must be submitted to the Registrar's Office for approval. Tuition payment for permit course is made to the host college. For permit course(s), students are liable for making the tuition and fee payment to the host college. Students are also liable for any application fees required to enroll at the host college as non-matriculated students.