

Permit Guidelines

1. Students must be currently enrolled as a matriculated student and have a grade point average of 2.0 or higher. Students who have stop(s) on their record (e.g. Bursar's Financial Aid, Library, Health, etc) will not be considered for a permit until stop(s) have been cleared.
2. Transfer students may not go on permit until they have completed at least one semester at John Jay College and have posted grades.
3. Readmit students may not take courses on permit the same semester they readmit.
4. Students must complete half of their coursework within their major at John Jay College. Only 68 credits can be awarded from community colleges and 90 from four-year colleges.
5. Students who have completed 60 credits or more may not attend a community college on permit.
6. Once the permit is approved to another CUNY college, the credits will be posted to tuition bill.
Before a student can register at the host institution, payment must be paid in full at the Bursar's office at John Jay College. Please note that permits to Non-CUNY institutions require Payment be made at the host institution. Student is liable for the tuition payment of the college or university s/he plans to attend outside the CUNY system.
7. You may take elective courses or general education requirement courses on permit.
Major requirement courses are allowed on permit only with approval from the department chairperson.
8. If a permit is approved and the course(s) are closed or cancelled, you must bring a letter from the Registrar's Office of the host college as proof that you did not register.
If you opt not to go on permit, you are required to notify John Jay College Registrar's Office in writing.
9. All grades (A to WU) for courses taken on permit at another CUNY college are posted to student's records, and are counted in the computation of a student's grade point average (effective Fall 2004).
Note: Students receiving a failing grade (WU, F) will not benefit from the F-grade policy.

◆Important Notice◆

1. Graduate Students seeking a permit must get written permission that includes the John Jay course equivalency from the Director of Graduate Studies, Dr. Jeannette Domingo in Room 411T, before the permit is considered.
2. Undergraduate Forensic Science majors seeking a permit for science courses must get written permission from Dr. Selman Berger, Room 4509N before the permit is considered.
3. Students seeking a permit to a Non-CUNY institution must make an appointment to see Mr. Louis. A copy of the most recent college catalog of that institution must be submitted by the student during this appointment. Moreover, the catalog must have a course description of the classes a student wishes to register for.
4. A permit does not guarantee student a seat in the class wanted. In fact, Permit Students usually are given last day of resignation at most colleges to register.

Upon course completion, Students are responsible to have an official transcript sent from the host institution directly to:

Permit Coordinator
John Jay College of Criminal Justice
445 West 59th Street, Room 4113N
New York, New York 10019
(212) 484-1303

E-Permits and the CUNY Portal

The City University of New York has put in place an e-Permit system designed to students find, get approval for and register for courses at other CUNY colleges. Through e-Permit, students can file an online request which is processed online. Throughout the approval process, students are kept abreast of the progress of their permit. If a request gets rejected, a student is notified electronically of the reason for the disapproval. To access e-Permit, students should go to the CUNY homepage (<http://www.CUNY.edu>) and click the “Log In” button at the left. Once on the University homepage, students initially will have to register for a Portal ID and Password, by clicking on “Register” and following the directions. Once registered and logged in, students will find themselves on their own “My Page,” that has a link to the e-Permit system notably displayed.

Through the e-Permit website, students can find listing and descriptions of courses at all CUNY colleges. In fact, the CUNY online schedule of classes is accessible through the e-Permit site. *It is the student’s responsibility to find out whether a selected course is being offered in that semester, whether it fits into the student’s schedule, and whether seats are still available.*

P.S. Students are required to use the e-Permit application by login on to www.cuny.edu.

The E-Permit application consists of the following:

- ◆ Name of the home college
- ◆ Name of host college
- ◆ Disclaimer acknowledgement
- ◆ Special Program selection (CUNY BA, Honors College or Not Applicable), most students should apply as “Not Applicable” unless they are in one of the specialized degree programs mentioned.
- ◆ Select Appropriate Category (General Elective, Special Elective, and General Education Requirement), indicates how you plan to use the requested course.

Important Notice:

Please note that students are required to submit one E-permit for each course they wish to take on permit.

All notifications are e-mailed directly to the student’s home college e-mail address.

All grades (A to WU) of courses taken on permit at CUNY colleges, will be posted to the student’s record and computed into their overall grade point average.

Students who received a failing grade (WU, F) in an E-permit course, will not benefit from the CUNY F-grade policy