JOHN JAY COLLEGE
PERMIT APPLICATION GUIDELINES

These guidelines are tailored to four types of students; please be sure to read the directions that apply to your own situation.

JOHN JAY UNDERGRADUATE STUDENTS:

John Jay College students who desire to apply for a permit to attend another college are responsible for reading and adhering to all of the permit guidelines stated in this policy.

1. Student must be currently enrolled as a matriculated student and have a grade point average of 2.00 or higher. Students who have hold(s) (e.g. Bursar’s, Financial Aid, Library etc.) on their record will not be considered for a permit until their hold(s) have been cleared.

2. Students must bring the Schedule of Classes and a Bulletin of the college they wish to attend for the permit interview.

3. Students may take courses on permit only if the courses are comparable to courses offered at John Jay College and are generally not offered at John Jay that semester.

4. Students may take no more than six credits on permit in any given semester and may not go on permit in two consecutive semesters.

5. Transfer students may not go on permit until they have completed at least one semester at John Jay College.

6. Students who readmit may not take courses on permit the same semester in which they readmit.

7. Grades for courses taken on permit are not computed in the overall grade point average at John Jay College. In order to receive credits for coursework a student must receive a grade of “D” or better for courses taken within CUNY or “C” or better for courses taken outside of CUNY.

8. After the courses are approved, but prior to the issuance of a permit to a CUNY college, all tuition and fees must be paid to the Bursar of John Jay College. Please note: Students issued permits outside of CUNY must pay the Bursar of the college they will be attending and must follow their admissions policies.

9. Students must complete half of their coursework within their major at John Jay College.

10. Students who have completed 60 credits or more cannot attend a community college on permit.
11. If a permit is issued and the course(s) you wanted to take were closed or cancelled, you must bring the permit or a letter from the Registrar of the college to Dr. Paul Kelly as proof that you did not register. If the permit is issued and not used, then it must be returned to Dr. Kelly.

12. You may only take elective courses on Permit (no General requirements or Major requirements).

Students who meet all of the aforementioned requirements and desire to apply for a permit must stop by the Office of the Registrar, 4113N and sign up for an interview date with Dr. Paul Kelly, Assistant Registrar.

Students are entirely responsible for arranging to have an official transcript sent from the other college directly to:

Dr. Paul Kelly  
John Jay College of Criminal Justice  
445 West 59th Street, Room 4113N  
New York, NY 10019

Please note: A permit does not guarantee you a seat in the class you want to attend. Permit students are usually given the last day of registration at most colleges. John Jay has no control over this policy.

**JOHN JAY GRADUATE STUDENTS:**

Please see your program director for directions and guidance.

**CUNY STUDENTS FROM OUTSIDE JOHN JAY COLLEGE**

You must come in person to the John Jay College Admissions Office. Be prepared to present a permit from your home college that has been validated by your home college's Bursar. No appointment is necessary.

**NON CUNY COLLEGE STUDENTS**

You must come in person to the John Jay College Admissions Office. Be prepared to present written permission, on your own college's letterhead, to take courses at John Jay College. You must also present proof of immunization.