The City University of New York

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CUNY Policies on E-permit
Effective: December 10, 2013

The below policies were developed by the *Provosts' Academic Council Subcommittee on E-permit Policy*, including: Vita C. Rabinowitz (Chair), Hunter College; Bonne August, New York City College of Technology; David P. Christy, Baruch College; Anny Morrobel-Sosa, Lehman College; George Otte, School of Professional Studies; Karen Steele, Queensborough Community College; William A. Tramontano, Brooklyn College; Judy Watson, CUNY Graduate School of Journalism; Annamarie Bianco, University Registrar; and Dave Fields, Senior University Dean.

The policies were approved by Executive Vice Chancellor and University Provost Alexandra Logue and distributed to the Presidents, Chief Academic Officers, VP's of Student Affairs, and Registrars; as well as representatives from the University Faculty Senate and University Student Senate.

- Undergraduate first-year students in the Macaulay, CUNY BA, and ROTC programs can take e-permit courses in their first semester, and throughout their college careers; other undergraduate students can start taking e-permit courses in their second semester and can continue thereafter.

- All undergraduate new and continuing students can take ROTC courses on e-permit at any point in their undergraduate careers.

- There are no restrictions on the number of courses that students can take on e-permit beyond residency requirements, or on the number of campuses to which students can apply for a course on e-permit.

- The portion of a student's tuition and applicable fees that are for an e-permit course will (by the end of the fiscal year in which the e-permit course is taken) accrue to the host campus of the e-permit course, not to the student's home campus.

- When a student at College A submits an e-permit to take a Pathways Common Core course at College B, the Registrar's office at College A will check the submission to ensure that there are no negative implications for the student's financial aid. If there are, the student will be notified there is a problem. If there are not, the submission will proceed to College B (with notification to the applicant). College B must approve the e-permit application unless the student does not have the required prerequisite(s), or unless the college has received prior approval from the Central Office of Academic Affairs to exclude e-permit students from the course for which the student has submitted the e-permit. No department-level approvals will be required at either college.

- If Course X at College A and Course Y at College B are equivalent in CUNYfirst, when a student at College A submits an e-permit to take Course Y at College B instead of Course X at College A, the Registrar's office at College A will check the submission to ensure that there are no negative implications for the student's financial aid. If there are, the student will be notified there is a problem. If there are not, the submission will proceed to College B (with notification to the applicant). College B must approve the e-permit application unless the student does not have the required prerequisite(s), or unless the college has received prior approval from the Central Office of Academic Affairs to exclude e-permit students from the course for which the student has submitted the e-permit. No department-level approvals will be required at either college.
- Once a student has permission via E-permit to take a course at College B, that student will be allowed to register for the course with his/her cohort (e.g., freshman, sophomores, juniors, seniors) at College B. Specific campuses can request an exception to this policy from the Central Office of Academic Affairs for a limited number of courses given extraordinary circumstances. However, unless approval of such a request is in place, students must be permitted to register with their cohorts.

As stated above, colleges may submit a request to exclude e-permit students from particular courses or to require that e-permit students register after native students for particular courses to academicaffairs@cuny.edu. Such courses must also be submitted to the Chancellor's University Report (CUR) in the "Special Actions" section.