CUNY Policies on ePermit

These revised policies were developed by the Provosts' Academic Policy Council, reviewed and approved by the Chief Academic Officer's Council and distributed by the Executive Vice Chancellor and University Provost 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 freshman students in the Macaulay, CUNY BA, and ROTC programs can take ePermit courses in their first semester, and throughout their college careers; other undergraduate students can start taking ePermit courses in their second semester and can continue thereafter. First semester transfer students may also take a course on ePermit, with eligibility based on the previous college GPA.
- All undergraduate new and continuing students can take ROTC courses on ePermit at any point in their undergraduate careers.
- There are no restrictions on the number of courses that students can take on ePermit, beyond home college residency requirements, or on the number of campuses to which students can apply for a course on ePermit.
- The home college, where the student is registered, is responsible to validate prerequisite completion as defined for the equivalent course. Where there is no equivalent, the home college is responsible to approve a course for which the student is appropriately prepared to enroll in and therefore satisfies the pre-requisite requirements. The host college who offers the course will then waive all pre-requisite requirements.
- When a student at College A submits an ePermit 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 ePermit unless the college has received prior approval from the Central Office of Academic Affairs to exclude ePermit students from the course for which the student has submitted the ePermit. 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 ePermit 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 ePermit application unless the college has received prior approval from the Central Office of Academic Affairs to exclude ePermit students from the course for which the student has submitted the ePermit. No department-level approvals will be required at either college.
- Once a student has permission via ePermit 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.
- Students who successfully complete coursework at a CUNY college by means of ePermit receive full academic degree-credit for such work by their home institution and that the grade earned for such coursework appear on the student's academic transcript and be included in the calculation of the student's semester and overall grade point averages.
- To remove any financial disincentives to encouraging and promoting ePermit, from Spring 2018 on, in all but study abroad courses, tuition will be apportioned as follows: the sending (home) college will retain 30% of the tuition for the course, and the receiving college (which delivers the instruction) will realize 70% of the tuition. The portion of a student's tuition and applicable fees that are for an ePermit course will by the end of the fiscal year in which the e-permit course is taken accrue to the host campus of the ePermit course.
- For study abroad programs, the current financial arrangement in which the tuition is collected in total by the institution running the program will stay in effect.
- With the approval of both program advisors, graduate/professional/doctoral students can take courses on ePermit at any point during their academic program, providing home college residency requirements are met.

As stated above, colleges may submit a request to exclude ePermit students from particular courses or to require that ePermit 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.

Effective: December 21, 2013
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