

## E-Permit Policies Effective Immediately (December 10, 2013)

- 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 involved at either college.
- If Course X at College A and Course Y at College B are equivalent in TIPPS, 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 involved 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.