Queens College Psychology: ePermit FAQ  
Fall 2020

Students are able to take courses at other CUNY colleges to fulfill some of their degree requirements. This is called an ePermit.

Who is eligible to request an ePermit?

• A matriculated student currently in attendance at a CUNY college (Home college);
• Undergraduate students with a minimum cumulative GPA of at least 2.00;
• Graduate students with a minimum cumulative GPA of at least 3.00;
• A student cannot have any holds on his/her record;
• A student must meet all Home college registration requirements, such as completed immunization;
• Newly admitted and continuing Macaulay Honors College and CUNY BA students with advisor approval.

ePermit requests will not be issued to:

• A non-degree student
• Students whose schedules exceed the maximum credit load for each semester or session (credit load= course(s) at QC + course(s) on permit)

Students typically choose to apply for an ePermit if (1) there are courses of interest that are not offered at Queens College (QC) or if they want to take a class (2) with a specific professor or (3) at a specific time/term that is not offered at QC.

(1) For undergraduates, this option is limited to one 3-credit course, which will transfer in as PSYCH 281.3 (lower-level elective). While you have the option to take additional classes on epermit, they will transfer to QC as PSYCH 499 (general liberal arts elective) and do NOT count towards psychology major/minor. Graduate students can take up to 9 credits (MABN) and 12 credits (GMA) to fulfill their QC elective requirements. These classes will transfer to QC as PSYCH 899.

(2) & (3) Both undergraduate and graduate students can take core courses and electives at other CUNY schools—provided that they are directly equivalent to the QC home courses.

To look up course equivalencies, see https://home.cunyfirst.cuny.edu/psp/cnyepprd/GUEST/ENTP/h/?tab=DEFAULT

Important: you need to be logged out of CUNYFirst to get access). Click on Browse Course Catalogue → select Queens College as institution → click on “P” for psychology → scroll down to PSYCH—Psychology and click on the QC class you would like to take on ePERMIT → click on button “fetch equivalent CUNY courses”. 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.
There are limits to the number of credits that can be transferred into Queens College. Currently, up to 12 credits may be transferred into Queens College Graduate programs (residency requirement; there may be different limits depending on the specific program). Those 12 credits include transfer credits as well as e-permit course credits. The residency requirement for the Psychology Major are 18 credits.

**General guidelines:**

- Make sure you apply for e-permit before the deadline. E-permit forms submitted after the deadline WILL NOT be processed. See academic calendar for e-permit deadline.
- Make sure you CONSULT WITH YOUR FACULTY ADVISOR about the course you wish to take on permit and use this information to complete the E-permit form.
- You must meet all home college registration requirements, such as completed immunization.
- You must indicate why you need to go on permit in the Comments section for the reviewer to process.
- Graduates students (when using Add E-permit) indicate a QC Equivalent course on the e-permit form. If you cannot find the equivalent course, please contact your advisor to determine the equivalent that should be added to the form.
- Cannot take courses that you may need to repeat.
- Courses and grades on permit cannot be used towards the "F" policy. Courses must be taken at the same institution that issued the failing grade.
- Please allow ten business days for the processing of your e-permit.
- Summer session E-Permit applicants: Indicate on the comment box which summer session you are planning to attend.

This FAQ will answer frequent questions students have regarding ePermits. Please refer to CUNY’s ePermit policy [here](#) and the Queens College Registrars guide on ePermits [here](#) for additional information.

<table>
<thead>
<tr>
<th>Who To Contact</th>
<th>Name</th>
<th>Role</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Psychology Department ePermit Advisor</strong></td>
<td>Dr. Kerstin Unger</td>
<td>Approves ePermits for entire Psychology Department</td>
<td><a href="mailto:kerstin.unger@qc.cuny.edu">kerstin.unger@qc.cuny.edu</a></td>
</tr>
<tr>
<td><strong>Undergraduate Leadership</strong></td>
<td>Dr. Claudia Brumbaugh</td>
<td>Undergraduate Advising Director</td>
<td><a href="mailto:claudia.brumbaugh@qc.cuny.edu">claudia.brumbaugh@qc.cuny.edu</a></td>
</tr>
<tr>
<td>Dr. Concettina Pagano</td>
<td>Undergraduate Advisor</td>
<td><a href="mailto:concettina.pagano@qc.cuny.edu">concettina.pagano@qc.cuny.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Graduate Leadership</strong></td>
<td>Dr. Patricia D’Ateno</td>
<td>General Master’s Program Director</td>
<td><a href="mailto:patricia.dateno@qc.cuny.edu">patricia.dateno@qc.cuny.edu</a></td>
</tr>
<tr>
<td>Dr. Concettina Pagano</td>
<td>General Master’s Program Advisor</td>
<td><a href="mailto:concettina.pagano@qc.cuny.edu">concettina.pagano@qc.cuny.edu</a></td>
<td></td>
</tr>
<tr>
<td>Dr. Kerstin Unger</td>
<td>Master’s in Behavioral Neuroscience Director</td>
<td><a href="mailto:kerstin.unger@qc.cuny.edu">kerstin.unger@qc.cuny.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
1. **What is an ePermit?**

An ePermit is a course permit available through CUNYFirst that allows students from across CUNY to take courses at other CUNY campuses. Since all CUNY colleges operate under the CUNY system, students are able to access a variety of courses across disciplines in an assortment of times.

2. **Why should I take an ePermit?**

Students generally use ePermits to fulfill elective requirements; however, in some cases students might opt to take core courses at another college. Taking an ePermit course allows students to have more class options with accessible times if they don’t find a class or time that works for them at their home college during that semester.

3. **How many ePermit credits can I take?**

A maximum of 12 credits from an institution outside of Queens College may be transferred into a Queens College graduate program (depends on the program). Those 12 credits include courses that were transferred in when you entered a program as well as courses taken through the ePermit system. So, if you transferred in 6 credits, you only have 6 remaining credits that might be obtained through the ePermit system.

4. **How do I start the ePermit?**

Students should look at the course schedules of the classes they want to take before embarking on signing up for the ePermit. Once a student has decided they want to take a course through the ePermit option, please read the ePermit guide here to get started.

5. **Who do I contact for assistance for the ePermit?**

You can refer to this FAQ for general questions, and our ePermit guide for instructions about how to request an ePermit course on CUNYFIRST. Additionally, there is information on the Queens College website https://www.qc.cuny.edu/registrar/perm/Pages/default.aspx and https://www.qc.cuny.edu/registrar/perm/Pages/e-PermitInformation.aspx. Please refer to the “Who to Contact” table above for more information on directors and advisors.

Generally speaking, you should contact your degree advisor or director for more information related to the ePermit. You should contact the ePermit department advisor and the college registrar on general questions of processing your ePermit.

6. **May I take a course through ePermit at any CUNY college?**

Yes, an ePermit can be made at any CUNY college. Students should keep in mind their degree requirements when applying. For example, an undergraduate student cannot typically take a graduate course as an
undergraduate. Students should consult with their program advisor or program director, or ePermit advisor prior to initiating an ePermit. A student must obtain approval in advance to take courses at another college if they are to be credited toward their degree requirements.

7. **When should I start planning to initiate an ePermit?**

Ideally, you should start planning before classes are posted on CUNYFirst. This typically occurs in November for the Spring Semester, and in April for the Fall semester. Please plan accordingly, as the amount of time needed to process an ePermit can vary quite a bit. Sometimes the entire process can be completed in a matter of a few weeks, in rare cases, it can take a few months.

Please also remain in contact with your home and visiting college ePermit advisor and college registrar to make sure your ePermit process is going smoothly. Give up to two weeks for responses, and begin your ePermit journey as early as possible.

8. **My ePermit class is full, what do I do?**

You will need to discuss with your visiting college’s department ePermit advisor and course instructor on the possibility of overtallying into the class. If this is not possible, you will need to cancel your ePermit.

9. **I am having problems with the ePermit on CUNYFirst, who do I contact?**

You can contact the Queens College Registrar as they are the ones who have access to CUNYFirst. If you are having trouble with signing up for classes, you can contact the department ePermit advisor.

10. **Do I have to be in contact with the visiting college’s department and registrar?**

Yes, you will need to be in contact with the visiting college’s department and registrar. They will provide additional support and assistance to you in completing the ePermit. You may also need to obtain a syllabus for the course from the host college.

11. **I have signed up for the ePermit, what happens now?**

You will need to wait until your ePermit is approved by the home department ePermit advisor and the home college registrar. Once you are approved from Queens College, the department advisor at the host college and that college’s registrar will also need to approve your application.

Your host college will have additional paperwork for you to sign once you are in process of finalizing the ePermit. After finalizing all paperwork and criteria, you will have access to register for the approved course on CUNYFirst.

A student granted approval to take courses on permit will be contacted via e-mail by the Host college with a registration appointment time. Note that an ePermit approval only grants permission to take a course at another CUNY college and does not enroll a student or guarantee a seat in a course. Normal registration procedures should then be followed by the student as indicated by the Host institution.

12. **Can I cancel my ePermit if I change my mind?**
A student may cancel his/her e-permit request at any time prior to registering at the Host college. If you decide to do the ePermit again, you will need to take the same steps you initially made.

13. Can I cancel a course after registering at the Host college?

If a student enrolls in a course at the selected Host college and decides not to attend the course, it is the student’s responsibility to cancel the course registration at both the home and host campuses as well as the ePermit request. The student must notify his/her Home college of the cancellation before classes begin to avoid a tuition liability and to prevent any academic consequences. ePermit course cancellation adheres to the CUNY refund policy dates and deadlines published in the academic calendar.

14. I am a first semester student, can I take an ePermit?

You will be able to sign up for an ePermit course as long as you have completed at least 1 semester at Queens College and have a cumulative GPA of 3.0 or better. In rare cases, it is possible for incoming students (without GPA) to apply for an epermit. It requires approval from the advisors at both home and host institution and the request needs to be submitted via email to the registrar.

15. What happens after I am approved and I have signed up for my ePermit class?

Congratulations! You are signed up for your ePermit course. You will take the class as you normally would. All information on Blackboard will be uploaded by your visiting college professor and you take the course as you would at your home college. If you are taking an in-person class, all you need to do is show your Queens College ID and schedule on CUNYFirst to enter the building at the visiting college. No additional steps are required for online ePermit courses.

16. How will the ePermit courses appear on my transcript?

Courses will be transferred to the Home college and recorded with the grade assigned by the Host college and included in the combined GPA. The number of credits transferred for each course will be the value assigned by the Host college and not the Home college. (e.g., if PSYCH 123 is 4 credits at Home College, an equivalent course taken on permit is 3 credits at the host college; upon transfer the student is awarded 3 credits on their Home College transcript with the host college’s name duly noted.) ePermit courses without QC equivalents will appear on your QC transcript in an Other Credit category and will be listed as Permit Classes with the name of the visiting CUNY campus.

17. How will I be charged for ePermit courses?

Tuition is charged and paid at a student’s Home college. Students eligible for financial aid are to apply through their Home college and are responsible for meeting any credit load requirements. Tuition is calculated based on the Host college credits. Courses for which material fees are applied are paid by the student to the Host college.

18. How does an ePermit affect financial aid?

It is the student’s responsibility to make certain that his/her total credits meet financial aid eligibility and credit load requirements. Students should meet with an academic advisor at his/her Home college with any
course related questions. Questions concerning financial aid can be addressed by a financial aid counselor at the Home college.

19. I am planning to take 2 or more courses on ePermit in a given semester. Do I need to submit multiple requests?

Yes. Each permit request is for a single course equivalent. Thus, a student needs to complete a permit request for each equivalent course he/she would like to take at another CUNY college. Courses taken on permit must meet a specific degree requirement.

20. Is an ePermit valid for more than one semester?

No. The system is set to allow requests to take courses on permit for a specific semester. If more than one semester appears, e.g. summer and fall, select the semester or term for which you wish to enroll for the permit course.