Instructions on how to check e-permit status and details.

Log in to CUNYfirst → Click Student Center → Click Academic Records → Click ePermit

Baruch College students must always select the relevant Term at Baruch College (Home College) to retrieve all submitted e-permits.
IMPORTANT: Do not mistake the Cancel button for 'return', 'go back', or 'leave this page'. Only click 'Cancel' if you want to stop further consideration while the e-permit is in the Initiated or Pending stage.

E-Permit Status Key

The following examples are for reference only. Each e-permit request would receive its appropriate decision and comments/notes. The committees, approvers, and decision & comments seen within the e-permit form are relative to Baruch (Home) College only.

For Example: **Initiated Status**

Initiated – Student/relevant personnel submitted the e-permit form successfully. Each form waits in queue for Baruch College’s decision. You are not able to change information submitted in the form.
For Example: **Pending Committee Approval Status**

**Pending Committee Approval** – Some e-permits require review by additional committee(s) at Baruch College.

- **E-permit Committees can be** CUNY-BA, GRAD [SPIA, WSAS, ZSB], Macaulay Baruch Honors, Study Abroad, or UGRD [SPIA, WSAS, ZSB].

  **NOTE:** E-permit committees do not consist of Academic Departments. Departments do not have access to your e-permit forms.

- If the committee grants approval, the e-permit will be routed back to the Baruch College Registrar Office for final approval review.

- **Note:** Multiple personnel may appear in the approver list ([Multiple Approvers](#)). The primary approver of that committee will review the form. It may or may not be the first name in the list.
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For Example: **Approved Status**

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Approved – Baruch College reviewed and approved the e-permit request. Please navigate into each e-permit form to read and comprehend approval notes as it may contain important terms/conditions associated with that specific approval.

- “Approved” shows approval from Baruch (Home) College only. Shortly after Baruch’s approval, the system will auto-send an email to the other (host) college to review for registration access on their end. Allow ample time for the host college(s) to process your requests on their end. It is not instantaneous. Please wait.
- Review ‘Approved ePermits: What to Expect’ on our website.
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For Example: **Cancelled Status**

![Cancelled Status](image)

**Cancelled** – Possible scenarios are as follows:

- **1** The student clicked the Cancel button in the e-permit form in the Initiated or Pending stage. OR
- **2** A particular Baruch e-permit committee cancelled the e-permit and left applicable notes in the form. OR
- **3** The student emailed the e-permit unit to cancel the already Approved form. After we finalize the cancellation request, the status will change to **Cancelled**.

- Status would update appropriately.

- **Cancel with extra caution.** All Cancelled e-permits are final. It is not possible to reactivate that particular form.
For Example: **Denied Status**

**Denied** – Baruch College Registrar Office or the relevant committee denied the e-permit request. Comments should be available in the appropriate section(s) of the form. Please locate the comments for the reason of the denial.

- All **Denied** e-permits are final. It is not possible to reactivate them. There is no need to click **Cancel** in the form. You may leave the form as is. Once again, **Cancel** is not for 'return, go back, or leave this page'.