Checking the Status of your ePermit Out Request

1. Under the “Academic Records” tile, select “ePermit” on the left-hand navigation:

   On the top section, select “Search ePermit”. You will see the terms you have submitted a request populate, select the box for the term you are reviewing.

   Once selected, you will see a bottom section populate with the request you are reviewing, select the radio button for the term and click “Continue” to review the status of your request.

2. On the ePermit request form, students can review the status of their request:

   - On the top section, select “Search ePermit”. You will see the terms you have submitted a request populate, select the box for the term you are reviewing.
   - Once selected, you will see a bottom section populate with the request you are reviewing, select the radio button for the term and click “Continue” to review the status of your request.
- **Permit Status**: There are 4 types of permit statues students can get:
  - **Initiated**: Once the student submits their new request, the status automatically populates to initiated. This means the Office of the Registrar must review the request and send it to the proper academic department for review.
  - **Pending Committee Approval**: The academic department is in process of reviewing the request. If the Program has approved the request, it is then sent to the Office of the Registrar for further review.
  - **Approved**: If the Program approves the request, the Registrar’s office will automatically approve the request.
  - **Denied**: If the course the student selected is not approved by the program, the department can deny the request. If the student placed an ePermit request for a Graduate Center course, the Office of the Registrar will automatically deny the request.