



Reference Guide

BASIC TAP ELIGIBILITY REQUIREMENTS

- ◆ Complete FAFSA and TAP applications
- ◆ NYS residency
- ◆ US Citizen or eligible non-citizen
- ◆ Meet income eligibility limits
- ◆ Graduate from US high school or pass ATB test
- ◆ Declare a major by 60 credits
- ◆ Good academic standing
- ◆ Full-time enrollment in courses applicable to degree (Course compliance)

How to ensure you maintain your award

- ⇒ Meet “Satisfactory Academic Progress” and “Pursuit of Program” requirements
 - Includes maintaining GPA requirements and completion of credits consistent with progress towards your degree
- ⇒ To avoid losing an award because of your enrollment status, you must take at least 12 credits in classes that are applicable toward your program of study each semester

Course Compliance

- ⇒ Students must enroll in at least 12 TAP compliant credits per semester
- ⇒ Only courses required to earn your degree are TAP compliant
 - General education requirements
 - Major courses
 - Elective credits to reach minimums necessary for degree completion
- ⇒ Transfer Evaluations must be completed to determine course compliance

How to check your TAP eligibility and course compliance status

- ⇒ Log in to CUNYfirst to access DegreeWorks and FACTS
 - DegreeWorks: review your degree requirements and which courses satisfy requirements
 - FACTS: review your TAP eligibility including course compliance status

What do I do if my courses are not applying to my degree requirements?

If courses appear as “Elective credits not allowed” in DegreeWorks or ineligible for aid in FACTS:

- ⇒ Ensure you have declared the correct major and/or minor
 - Shown on your DegreeWorks audit
- ⇒ If one (or more) of your courses appear as not TAP complaint and you believe it is a required course
 - You may submit a TAP Course Compliance Form online to have your enrollment reviewed for course compliance
 - All E-Permit courses require submission of course compliance form
- ⇒ For more detailed information about TAP compliance please review the TAP Student Guide at <http://www.baruch.cuny.edu/registrar/documents/TAPStudentGuide.pdf>

Questions?

- ⇒ Transfer evaluation
 - Transfer Center - transfercenter@baruch.cuny.edu
- ⇒ Residency/Citizenship
 - Undergraduate Admissions - residencyunit@baruch.cuny.edu
- ⇒ Ability to Benefit (ATB) test
 - Office of Testing and Evaluation - testing.evaluation@baruch.cuny.edu
- ⇒ TAP course compliance
 - Office of the Registrar - tap.compliance@baruch.cuny.edu
- ⇒ Other TAP questions (SAP, POP, etc.)
 - Office of the Bursar - bursar@baruch.cuny.edu

Helpful links

NYS HESC:

<https://www.hesc.ny.gov/pay-for-college/apply-for-financial-aid/nys-tap.html>

TAP FAQ:

<http://www.baruch.cuny.edu/registrar/tap-course-compliance.html>

Program Pursuit/Satisfactory Academic Progress:

http://www.baruch.cuny.edu/financialaid/tap_requirements.htm

TAP Course Compliance Form:

https://baruch.az1.qualtrics.com/SE/?SID=SV_esupNah23jvft8N&Q_JFE=0

TAP Compliance Student Guide Video Playlist:

The Basics: <https://youtu.be/IQcE7JiI-Uc>

DegreeWorks and FACTS: <https://youtu.be/Z7NSse8TAbI>

Course Compliance Form: <https://youtu.be/CtvU5-U0fA4>

