Reference Guide

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:
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/IQcE7JiT-Uc
DegreeWorks and FACTS: https://youtu.be/Z7NSse8TABl
Course Compliance Form: https://youtu.be/CtvU5-U0fA4