Reference Guide

Basic TAP Eligibility Requirements

- Complete FAFSA and TAP applications
- 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
- Course compliance
  - Full-time TAP: enroll at least 12 credits applicable to degree
  - Part-time TAP: enroll in at least 6 credits applicable to degree
- Part-time TAP
  - must have been a first-time freshman in the 2006-07 academic year or after

Course Compliance

⇒ Only courses required to earn your degree are TAP compliant
  → General education requirements
  → Major courses
  → Elective credits to reach minimums necessary for graduation

⇒ Full-time TAP requires enrollment in at least 12 compliant credits
⇒ Part-time TAP requires enrollment in at least 6 compliant credits
⇒ 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 courses 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 compliant 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 and repeated coursework require submission of course compliance form

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

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 - TAP@baruch.cuny.edu

NYS HESC:

TAP FAQ:
http://www.baruch.cuny.edu/registrar/tap-course-compliance.html

Program Pursuit/Satisfactory Academic Progress:

TAP Course Compliance Form:
https://baruch.az1.qualtrics.com/SE/?SID=SV_esupNah231vF8N&Q_JFE=0

Helpful links

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