



# 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 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 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](mailto:transfercenter@baruch.cuny.edu)
- ⇒ Residency/Citizenship
  - Undergraduate Admissions - [residencyunit@baruch.cuny.edu](mailto:residencyunit@baruch.cuny.edu)
- ⇒ Ability to Benefit (ATB) test
  - Office of Testing and Evaluation - [testing.evaluation@baruch.cuny.edu](mailto:testing.evaluation@baruch.cuny.edu)
- ⇒ TAP course compliance
  - Office of the Registrar - [tap.compliance@baruch.cuny.edu](mailto:tap.compliance@baruch.cuny.edu)
- ⇒ Other TAP questions (SAP, POP, etc.)
  - Office of the Bursar - [TAP@baruch.cuny.edu](mailto:TAP@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.cuny.edu/financial-aid/student-eligibility/satisfactory-academic-progress/#1452612698812-5adaad27-3e99>

### TAP Course Compliance Form:

[https://baruch.az1.qualtrics.com/SE/?SID=SV\\_esupNah23jvft8N&Q\\_JFE=0](https://baruch.az1.qualtrics.com/SE/?SID=SV_esupNah23jvft8N&Q_JFE=0)