



Baruch
COLLEGE

Office of the Registrar 

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 3-11 credits applicable to degree
- ◆ Part-time TAP
 - must have been a first-time freshman in the 2006-07 academic year or after (requirement ends with the 2024-25 academic year)

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 3 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
- ⇒ 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

Helpful links

NYS HESC:

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

TAP FAQ:

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

Program Pursuit/Satisfactory Academic Progress:

<https://www.cuny.edu/financial-aid/student-eligibility/#state-sap>

TAP Course Compliance Form:

https://baruch.az1.qualtrics.com/SE/?SID=SV_esupNah23jVfT8N&Q_JFE=0