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 - Room 725 Library Building
⇒ Residency/Citizenship
   → Undergraduate Admissions - Room 720 Library Building
⇒ Ability to Benefit (ATB) test
   → Office of Testing and Evaluation - Room 5-215 Newman Vertical Campus
⇒ TAP course compliance
   → Office of the Registrar - Room 850 Library Building
⇒ Other TAP questions (SAP, POP, etc.)
   → Office of the Bursar - Room 810 Library Building

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

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