



**New York State Tuition Assistance Program Academic Requirements**

To be eligible for the TAP award, students must be enrolled for at least 12 credits or the equivalent. Courses may be counted toward full-time study only if they are applicable toward a degree, as described in the college bulletin. Electives are acceptable when taken in accordance with published degree requirements. Minors are not acceptable towards the full-time study requirement. A student may take courses not applicable to a degree in a given semester as long as the coursework is above the minimum full-time requirement of 12 credits.

Students first receiving aid starting in the 2006-07 academic year and thereafter must have a certificate of graduation from a recognized school within the United States providing secondary education (high school diploma or the recognized equivalent – GED or home school documentation). Students that do not have this certificate or the equivalent must attain a passing score on a federally approved ability to benefit (ATB) test that has been identified by the Board of Regents as satisfying the eligibility requirement of this section and been independently administered and evaluated as defined by the Commissioner of Education.

Undergraduate and graduate students may receive up to a maximum of 8 full-time payments. SEEK students may receive up to 10 full-time payments.

To receive each TAP payment:

- A minimum of 12 credits or the equivalent must meet degree requirements as described in the college bulletin;
- You must have completed a specific number of credits in the previous payment semester;
- You must have accumulated a specific number of credits toward your degree;
- You must maintain a specific minimum GPA (grade point average);
- You must have officially declared a major by the time you complete 60 credits.

The following charts explain these requirements. (graduate student chart is on the back.)

**FIRST-TIME UNDERGRADUATE STUDENTS starting with the 2006-2007 year**

To receive payment number:	1	2	3	4	5	6	7	8	9	10
You must have completed at least this many credits in the previous payment semester:	0	6	6	9	9	12	12	12	12	12
You must have accumulated this many credits toward your degree:	0	3	9	21	33	45	60	75	90	105
You must have a GPA of:	0	1.1	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0

**CONTINUING UNDERGRADUATE STUDENTS**

To receive payment number:	1	2	3	4	5	6	7	8	9	10
You must have completed at least this many credits in the previous payment semester:	0	6	6	9	9	12	12	12	12	12
You must have accumulated this many credits toward your degree:	0	0	6	18	31	45	60	75	90	105
You must have a GPA of:	0	0	1.0	1.2	2.0	2.0	2.0	2.0	2.0	2.0

Repeated Courses: Repeated courses in which you have already received a passing grade cannot be included in meeting the TAP full-time study requirement unless:

1. You repeat a course for additional credit; (ie: certain seminar courses)
2. You need to meet a minimum grade requirement for that course. (Please check the College bulletin or specific department. GPA requirements do not count.)

TAP Waivers: Waivers are granted based upon extenuating, unusual, or extraordinary circumstances and documentation must be provided. Students may apply for a TAP waiver at the Center for Academic Advisement and Student Success, 3207 Boylan Hall. Students are advised to make an appointment. Students may receive one waiver for pursuit and/or progress. A student may be granted more than one TAP waiver of the C average requirement.

**GRADUATE STUDENTS**

To receive payment no:	1	2	3	4	5	6	7	8
You must have completed at least this many credits in the previous payment semester: *	0	6	6	9	9	12	12	12
You must have total accumulated credits toward your degree of at least:	0	6	12	21	30	45	60	75
You must have a GPA of:	0	2.0	2.5	2.75	3.0	3.0	3.0	3.0

\*Undergraduate payments, if any, are counted toward program pursuit for graduate students.

Students with questions may contact the TAP office:

1. phone # (718) 951 – 4165
2. TAP office location and hours – 1147 Boylan Hall Mon - Fri 9:00 a.m. – 5 p.m.
3. e-mail – BCTAP@brooklyn.cuny.edu available in mid December.