The City College of New York

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Tuition Assistance Program (TAP)

Satisfactory Academic Progress (SAP) Charts

To qualify for a New York State Tuition Assistance Program (TAP) award, students must meet the applicable New York State Satisfactory Academic Progress (SAP) standards. Students are evaluated based on when they received their first TAP payment and whether or not they are in a remedial program. The following charts explain the New York State Education Department guidelines which detail the SAP standards a student must meet to be certified for each TAP payment.

2011 SAP Standards – First TAP award summer 2010 and thereafter **

TAP Certification Requirements	1	2	3	4	5	6	7	8	9*	10*
Program Pursuit Standards The number of credits that must be completed in the previous payment semester.	0	6	6	9	9	12	12	12	12	12
Academic Progress Standards The number of credits that must be accrued in the previous payment semester.	0	6	15	27	39	51	66	81	96	111
GPA (grade point average) The minimum grade point average that must be attained in the previous payment semester.	0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0

2006 SAP Standards – First TAP award summer 2006 through spring 2010 **

TAP Certification Requirements	1	2	3	4	5	6	7	8	9*	10*
Program Pursuit Standards The number of credits that must be completed in the previous payment semester.	0	6	6	9	9	12	12	12	12	12
Academic Progress Standards The number of credits that must be accrued in the previous payment semester.	0	3	9	21	33	45	60	75	90	105
GPA (grade point average) The minimum grade point average that must be attained in the previous payment semester.	0	1.1	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0

Pre-2006 SAP Standards – First TAP award before summer 2006

TAP Certification Requirements	1	2	3	4	5	6	7	8	9*	10*
Program Pursuit Standards The number of credits that must be completed in the previous payment semester.	0	6	6	9	9	12	12	12	12	12
Academic Progress Standards The number of credits that must be accrued in the previous payment semester.	0	0	6	18	31	45	60	75	90	105
GPA (grade point average) The minimum grade point average that must be attained in the previous payment semester.	0	0	1.0	1.2	2.0	2.0	2.0	2.0	2.0	2.0

***Undergraduate Architecture (B-Arch) and SEEK students are eligible for 10 semesters while all other qualified undergraduate students are eligible for 8 semesters.
****SEEK students are considered remedial and will be evaluated against the 2006 SAP Standards chart.

To be eligible for a 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. 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.

TAP Certification Requirements:

- Credits counted must meet appropriate course categories and degree requirements as described in the Bulletin.
- Complete a specific number or percentage of credits in appropriate coursework in the previous semester.
- Accumulate a specific number of credits in appropriate coursework towards your degree in the previous semester.
- Maintain a specific minimum GPA (grade point average) at specific points.

Declaring a Major: To be considered matriculated for state financial aid purposes; the New York State Education Department requires that the student declare a major by the beginning of the junior year.

- The major must be declared by the time you complete 60 credits and within 30 days of the end of the drop/add period.

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

- Repeat a course that you have previously failed
- Repeat a course for additional credit
- Received a passing grade that is unacceptable in a particular curriculum.
- If you are repeating a course in order to earn the "C" required for your major, your major must be noted in your academic records even if you have not yet completed 60 credits.

TAP Waiver: Students who fail to meet the SAP standards may apply for a TAP waiver. Students may be granted a waiver of the TAP academic requirements once as an undergraduate with the expectation that they will meet all requirements in the future. Students may apply for multiple waivers of the "C" average requirement.
Conditions/Restrictions for the waiver are:

- Must have a good overall record with academic difficulties concentrated in one term.
- An appeal must be based on circumstances outside the College.
- The reason must be extenuating, extraordinary, or unusual, fear of failing a class does not meet this standard.
- Documentation must be provided to support a waiver request.

Ability to Benefit: Ability to Benefit (ATB) test must be passed if a student does not have a high school diploma or GED from within the United States.

- The ATB regulation applies to all students who are first-time state aid recipients in the 2006-2007 academic year or thereafter.
- Beginning in summer of the 2008-09 academic year, students must take the ATB exam within the add/drop period of the term.

Summer TAP Award

Accelerated Study: Students who qualify for accelerated study (summer TAP) only upon earning 24 credits applicable towards their degree program at City College.

- The 24 credits must be earned in the prior two semesters preceding the start of the accelerated term.
- The student must be full-time in the term proceeding the accelerated term.
- The student must be in good academic standing prior to the certification n of the accelerated term.
- Transferred credits cannot be included in the 24 credits requirement.
- Must register for at least 6 contributory credits.