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New York State Financial Aid

New York State Financial Aid Academic Requirements

Students may only receive these New York State Financial Aid funds provided they meet New York State's Good Academic Standing requirements.

A student is considered in "good standing," meeting program pursuit standards, and making satisfactory academic progress to receive New York State Tuition Assistance Program (TAP) grants if the minimum requirements established below are maintained.

Eligibility

Students must be enrolled full-time, attempting at least 12 credits applicable to their degree, to receive a TAP award. "Full-time" is defined as 12 quarter credit hours per term (quarter). A student may register for up to 18 credit hours in a term (or up to 21 with special approval by the Academic Advisement Department); however, enrollment in more than 12 credit hours does not entitle the student to a TAP award greater than the maximum per-term award available to students carrying 12 quarter credit hours.

An exception to the 12 program applicable credit hour rule is the use of remedial (developmental) courses. In the first year of study, up to six equivalent units of non-credit remedial (developmental) courses may be counted toward the 12 credit hours required for TAP eligibility. In the second year of study, up to three equivalent units of non-credit remedial (developmental) courses may be counted toward the 12 credit hours required for TAP eligibility. In the third year of study, non-credit remedial (developmental) courses may not be counted toward the 12 credit hours required for TAP eligibility.

Another exception to the 12 credit program applicable credit hour rule is when a student needs less than 12 credits to graduate. In this case a student may take additional credits, resulting in "full-time" and TAP eligibility, which are not applicable to the student's program of study. However, a student may have only one graduating term. This exception does not extend beyond the term of expected graduation.

In considering TAP eligibility, New York State defines a "year of study" as 12 "usage points," with each quarter worth four usage points. For purposes of TAP eligibility, students who have used no more than 11 points are considered to be in their "first year"; students who have used 12 to 23 points are considered to be in their "second year"; students who have used 24 to 35 points are considered to be in their "third year"; students who have used 36 or more points are considered to be in their "fourth year" and will not be eligible unless they are pursuing a Bachelor's degree. Please note that points used are not college specific, so TAP usage points will follow the student from one institution to another. For example, a transfer student starting at Berkeley already having already used 24 points would be treated as a third-year TAP recipient. See Beneficial Placement Section, below, for more information.

Pursuit of Program

Program pursuit must be determined independently from satisfactory academic progress. A measure of effort, it is based upon coursework completed, whether passed or failed, rather than achievement (credits earned).

The program pursuit requirement is the same for all students, including those enrolled in remedial (developmental) college skills courses. Students are required to complete a certain percentage of the minimum full-time load. The minimum full-time load at Berkeley is 12 quarter credits applicable to the degree the student is pursuing. Therefore, the student at the 100 percent pursuit level (24 TAP points or more) must complete 12 quarter hours of credit-bearing courses. (See detailed charts below.)

Under certain circumstances New York State regulations allow a "medical/health waiver" for students unable to engage in full-time study due to health or medical reasons. Such waivers are rarely granted, however, and their use is not encouraged.

TAP recipients must complete/receive a grade (including a failure) for the following number (see chart below) of required credit hours in order to maintain "program pursuit":

Term/Payment Must Receive a Grade For:

Quarter	Points Used to Date	Minimum Number of Quarter Credits That Must Be Completed and Graded	Maximum Number of Quarter Credits Completed That Are Allowed to Be Remedial
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1st	0	6 (50% of Full Time)	6
2nd	4	6 (50% of Full Time)	6
3rd	8	6 (50% of Full Time)	6
4th	12	9 (75% of Full Time)	3
5th	16	9 (75% of Full Time)	3
6th	20	9 (75% of Full Time)	3
7th+	24+	12 (100% of Full Time)	0

Satisfactory Academic Progress

The minimum standards of satisfactory progress for students attending Berkeley College, for federal financial aid purposes, contain both qualitative and quantitative measures. New York State regulations specify different measures of "program pursuit" and "satisfactory academic progress."

College skills courses (credits earned and GPA) are not included in the computation of TAP Standards of Progress. However, "remedial students" (students in developmental courses) are subject to a different set of standards than non-remedial students. (See charts, below, for details on TAP satisfactory academic progress requirements.)

TAP Academic Standing

If a student is unable to meet the "program pursuit" or "satisfactory progress" standards during any term (quarter) in which a TAP grant was received, the student is not eligible for a TAP award in the subsequent term. Similarly, when a student who has received a TAP award officially or unofficially withdraws from all scheduled classes during a term, the student automatically loses TAP eligibility for the subsequent term. If a student successfully completes a term and is otherwise making satisfactory progress for both state and federal financial aid, but fails to enroll for the subsequent term, TAP eligibility upon reenrollment at some later date is unaffected.

Note: If a student is subject to dismissal under either the federal or state progress policy, and the College grants an appeal under the federal Satisfactory Academic Progress (SAP) policy, the student remains ineligible for a TAP award during the subsequent term unless the College also grants a TAP appeal or waiver (see below).

Reinstatement of Good Academic Standing

A student who loses good academic standing for TAP may restore TAP eligibility in one of the following ways: (1) remedying academic deficiencies and meeting good academic standing requirements by completing one term of study without TAP program funds; (2) successful appeal to the Director, Financial Aid, after readmission to the College after an absence of at least one calendar year; (3) transferring to another institution; or (4) applying for and receiving a one-time waiver based on extenuating circumstances. TAP appeals and waivers must be approved by the Director, Financial Aid.

One-Time Waiver of Good Academic Standing Requirement

A one-time waiver of the good academic standing requirement may be granted during a student's period of enrollment. This waiver is permitted under New York State regulations for extraordinary or unusual cases where the student was unable to complete successfully the required academic coursework due to mitigating circumstances. For example, a waiver may be warranted for: a) death of a spouse or parent; b) divorce or separation; c) extreme illness documented by a physician; or d) another unusual or extraordinary reason beyond the student's control that is documented and approved by the Director, Financial Aid. When applying for a waiver, students must demonstrate that the circumstances which impeded their academic performance have been resolved.

New York State Education Department (SED) has two sets of standards. Effective for the 2010-11 academic year and thereafter, New York State Education Law requires a non-remedial student whose first award year is in 2010-11 or thereafter to meet new standards of SAP. Non-remedial students whose first year is 2007-08 through 2009-10 must meet the previous SAP requirements, enacted in 2006 for students receiving their first State award in academic year 2006-07. Students meeting the definition of "remedial student" also are not subject to the new SAP standards, and will use the 2006 requirements.

A "remedial student", at Berkeley College and as accepted by SED, is defined as a student: (a) whose scores on a recognized college placement exam or nationally recognized standardized exam indicated the need for remediation for at least three quarters, as certified by the College and approved by the SED; or (b) who was enrolled in at least six quarter hours of non-credit remedial (developmental) courses, as approved by SED, in the first term they received a TAP award.

Students are entitled to a total of four years of TAP. A "year" of payments is measured in points and a year of payments equals 12 points for a lifetime total of 48 points. At Berkeley each quarter that a student receives TAP, 4 points are used.

TAP Beneficial Placement

Berkeley College applies New York State's approved Beneficial Placement policy in measuring a student's satisfactory academic progress to determine TAP eligibility. The policy allows a TAP recipient who has either transferred to Berkeley or changed from one Berkeley program to another to be repositioned on the SAP chart (above) based on either the number of credits the student has earned or the number of aid payments the student has already received, whichever measure is more beneficial to the student. For example, when a student has received four quarters of TAP payments (thus, has used 16 points) but has earned only six credits that are transferable to the student's program of study at Berkeley, it would benefit the student to be evaluated for SAP based on credits transferred, rather than points used. It is important to note that, even with Beneficial Placement, a student who has used 24 or more points must maintain a minimum 2.00 GPA.

Beneficial Placement also affects the number of remedial credits a transfer student can apply toward the 12 credit (full time) prerequisite for TAP eligibility. Using the same example above, without Beneficial Placement the student (having used 16 points of TAP) would need to take at least nine academic credits to reach the 12 credit threshold. With Beneficial Placement the student is only required to take six academic credits towards a 12 credit full time load and the rest can be remedial.

The same Beneficial Placement policy would apply to a student who has changed programs while attending Berkeley, as long as the student is in good academic standing at the time of the program change. Please note, however, that a student who has failed to maintain good academic standing cannot regain eligibility by changing programs.