

**TUITION ASSISTANCE PROGRAM (TAP)
ACADEMIC STANDARDS AND APPEAL PROCESS**

Academic Standards: For the purpose of receiving state aid, students must adhere to the College’s academic standards and to the following state standards as well. Students will be permitted a maximum number of six full time semesters (three years) of TAP to earn an Associate’s degree.

Program of Pursuit: Students are required to complete the specified minimum number of credits/billable equivalent credits each semester.

Satisfactory Academic Progress: Students are required to accumulate the following specified minimum number of credits and achieve the following specified cumulative grade point average to be eligible for the TAP award number indicated below.

Applies to non-remedial undergraduate students first receiving aid in 2010-11 and thereafter

Before Being Certified for This Payment	1 st	2 nd	3 rd	4 th	5 th	6 th
A Student Must Have Accrued at Least This Many Credits	0	6	15	27	39	51
With At Least This Grade Point Average	0.0	1.3	1.5	1.8	2.0	2.0

Satisfactory Academic Progress Update: N.Y.S student aid recipients must have achieved at least a C average accumulated or its equivalent after completing the second academic year.

What is a TAP Appeal?

A TAP appeal is an option available to students who fail to maintain academic progress and program pursuit for state aid. An appeal provides an opportunity for students to demonstrate that their failure to achieve the required GPA, prior semester percentage of course completion and/or credits was due to unusual circumstances such as a medial reason. Included in the appeal are documents to substantiate the student’s statements and reasons for poor academic performance. Please note that TAP appeals are not approved automatically and all decisions are final.

What is the appeal process?

1. Student submits the personal statement and academic plan **in-person** to the Office of Student Life.
 - a. Personal Statement – In a paragraph or more, explain the unusual circumstances. **Please be as detailed as possible.** “Personal issues” is not detailed enough to be considered a viable reason/unusual circumstance. In addition, proof that you have been performing well academically prior to your TAP ineligibility.
 - b. Academic Plan – In a paragraph or more, a plan of action identifying the steps to be taken for improving academic performance by answering the following:
 - a. How has your situation improved or changed?
 - b. What actions are you taking to prevent the situation you were faced with from reoccurring?
 - c. What actions do you plan to take this semester to improve your studies?
 - d. Approximately how many credits do you have left to graduate?
 - e. How do you pay for your studies: (Financial Aid, Yourself, Reimbursement?) If using financial aid such as TAP and Pell, have you applied?
 - c. Medical/other necessary documents (if applicable) to support the appeal. *These documents can be submitted in person so that copies of the documents can be made.*
NOTE: The Personal Statement and Academic Plan should be two separate paragraphs.
 - d. Proof that you have received Financial Aid Counseling/Orientation
 - e. TAP ineligible notification letter sent from the Financial Aid Office
2. The Committee reviews the appellant’s case and determines if the student will benefit from the approval of an appeal.
3. The Committee sends its decision to the Office of Financial Aid and the TAP Certifying Officer for final review.

Once documents are submitted, how long will it take to get a response?

- A follow up appointment will be scheduled where decisions are disclosed, 1 week from the date of submission. After a week, you may contact the office at (718) 518-6554/6557 or e-mail academicappeals@hostos.cuny.edu. to check the status of your appeal.