

# TAP WAIVERS

Full time students who are New York State (NYS) residents and have applied for the NYS Tuition Assistance Program (TAP) will receive an award notice from NYS. The award must be certified by the College each semester based on certain regulatory and academic requirements.

Among the requirements is the obligation of the student to maintain NYS' definition of "good academic standing" which has two components:

1. *Pursuit of Program* is defined as receiving a passing or failing grade (A-F letter grade) in a certain percentage of courses each semester depending on the number of State awards the student has received.
2. *Satisfactory Academic Progress* is a requirement that students accumulate a specified number of credits and achieve a specified cumulative grade point average each term depending on the number of State award payments the student has received.

If a student becomes ineligible for a TAP award due to the loss of good academic standing, she may apply to Barnard for a TAP waiver under exceptional or extraordinary circumstances. In certain cases, the requirements regarding Pursuit of Program or Satisfactory Academic Progress may be waived *once* during undergraduate enrollment.

Waivers are based on an undue hardship that has affected the student's ability to maintain good academic standing during a particular semester. A waiver may be granted only when there is a reasonable expectation that the student will meet future State requirements. Waivers are based on documented evidence of:

1. A death or illness in the student's family.
2. Serious illness of the student.
3. Other extenuating circumstances beyond the student's control.

Waiver requests must be made in writing to the TAP Certifying Officer in the Office of the Bursar and include a letter from the student including:

- the reasons for her failure to meet academic requirements
- an explanation of how conditions have changed so that future academic progress will not be impeded
- pertinent documentation supporting the waiver application (e.g. physician's written statement, death certificate, etc.)
- written recommendation from her Class Dean.

Students who have lost good academic standing in a semester in which they received a State grant or scholarship are not eligible for a NYS award for the next semester.