

DON'T BLOW YOUR TOPS RENEWAL

TO RETAIN TOPS IN 2012-2013, YOU NEED TO KNOW THIS!

AS A TOPS RECIPIENT, YOU MUST ENROLL AS A FULL-TIME STUDENT DURING EACH SEMESTER, QUARTER OR TERM DURING THE ACADEMIC YEAR, REMAIN CONTINUOUSLY ENROLLED, AND MUST EARN **24** HOURS OF CREDIT DURING THE ACADEMIC YEAR. FAILURE TO DO SO WILL RESULT IN **CANCELLATION** OF YOUR TOPS AWARD. THE ACADEMIC YEAR BEGINS WITH THE FALL SEMESTER, QUARTER OR TERM AND CONTINUES THROUGH THE FOLLOWING SPRING INTERSESSION (AND INCLUDES ALL SEMESTERS, QUARTERS, TERMS AND INTERSESSIONS IN BETWEEN). A "SPRING INTERSESSION" IS AN ACADEMIC TERM THAT PROVIDES CREDIT COURSES TO STUDENTS IN AN INTENSIVE, CONDENSED FORMAT THAT IS NO LONGER THAN 15 CLASS DAYS AND ENDS NO LATER THAN JUNE 15.

EXCEPTIONS TO THE REQUIREMENTS TO ENROLL FULL-TIME OR TO REMAIN CONTINUOUSLY ENROLLED OR TO EARN 24 HOURS OF CREDIT EACH ACADEMIC YEAR MAY BE GRANTED BY THE LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE (LOSFA) FOR EXTENUATING CIRCUMSTANCES BEYOND THE STUDENT'S CONTROL. STUDENTS SEEKING AN EXCEPTION TO THESE REQUIREMENTS MUST SUBMIT A REQUEST FOR EXCEPTION FORM (AVAILABLE FROM LOSFA OR ON OUR WEB SITE AT WWW.OSFA.LA.GOV/EXCEPTIONFORM) AND PROVIDE ALL NECESSARY DOCUMENTATION. IF APPROVED AND ALL OTHER CONTINUATION REQUIREMENTS ARE MET, THE AWARD WILL BE REINSTATED. REQUESTS FOR EXCEPTION MUST BE RECEIVED NO LATER THAN SIX MONTHS AFTER THE DATE OF THE NOTICE OF CANCELLATION.

EARNING 24 CREDIT HOURS EACH ACADEMIC YEAR IS THE RESPONSIBILITY OF THE STUDENT. (THE SUMMER TERM IS NOT PART OF THE ACADEMIC YEAR AND CREDITS EARNED WILL NOT BE COUNTED TOWARD THE ACADEMIC YEAR REQUIREMENT OF 24 CREDIT HOURS, NOR CAN ADVANCED PLACEMENT CREDITS BE USED TO MEET THE 24 HOUR REQUIREMENT). HOURS EARNED IN THE REMEDIAL COURSES WHICH ARE REQUIRED BY YOUR SCHOOL AND HOURS EARNED IN INTERSESSIONS HELD BETWEEN THE BEGINNING OF THE FALL SEMESTER AND THE BEGINNING OF THE SUMMER SEMESTER (ACADEMIC YEAR) WILL COUNT TOWARD YOUR 24-HOUR REQUIREMENT. ONLY TECH AWARD RECIPIENTS CAN USE HOURS EARNED IN SUMMER SESSIONS TO MEET THEIR 24-HOUR PER ACADEMIC YEAR REQUIREMENT.

AT THE END OF EACH ACADEMIC YEAR, THE FOLLOWING TOPS CUMULATIVE GRADE POINT AVERAGE (GPA) AS DETERMINED BY LOSFA, MUST BE MAINTAINED:

OPPORTUNITY AWARD:	2.30	THE FIRST ACADEMIC YEAR
	2.50	ALL SUBSEQUENT ACADEMIC YEARS
PERFORMANCE AWARD:	3.00	
HONORS AWARD:	3.00	
TECH AWARD:	2.50	

(THE TOPS CUMULATIVE GPA IS CALCULATED ON ALL COURSE WORK ATTEMPTED AND MAY NOT BE THE SAME AS THAT CALCULATED BY THE SCHOOL)

PERFORMANCE OR HONORS AWARD RECIPIENTS WHO FAIL TO MAINTAIN A 3.00 CUMULATIVE GPA AT THE END OF THE SPRING SEMESTER, QUARTER OR TERM WILL REVERT TO THE OPPORTUNITY AWARD, PROVIDED THAT HAVE MAINTAINED THE GPA NECESSARY FOR RENEWAL AT THAT AWARD LEVEL. ONCE THE RECIPIENT REVERTS TO THE OPPORTUNITY AWARD, THE PERFORMANCE OR HONORS AWARD CANNOT BE REINSTATED.

GRADES EARNED FOR COLLEGE CREDIT COURSES TAKEN WHILE IN HIGH SCHOOL THROUGH EARLY START AND OTHER DUAL ENROLLMENT PROGRAMS ARE INCLUDED IN THE CALCULATION OF YOUR CUMULATIVE COLLEGE GPA AND WILL AFFECT YOUR TOPS CONTINUATION ELIGIBILITY.

STUDENTS WHO FAIL TO MAINTAIN STEADY ACADEMIC PROGRESS AT THE END OF ANY SEMESTER OR QUARTER SHALL HAVE PAYMENT OF THEIR AWARD SUSPENDED. STEADY ACADEMIC PROGRESS IS DEFINED AS A 2.00 CUMULATIVE GPA.

STUDENTS WHOSE AWARDS ARE SUSPENDED FOR FAILURE TO MAINTAIN THE REQUIRED GPA OR STEADY ACADEMIC PROGRESS MAY BE REINSTATED UPON ATTAINMENT OF THE REQUIRED GPA PROVIDED THAT THE PERIOD OF INELIGIBILITY DID NOT PERSIST FOR MORE THAN TWO YEARS (ONE YEAR FOR THE TECH AWARD) AND THE STUDENT HAS MET THE REQUIREMENTS NOTED IN THE FIRST PARAGRAPH.

TO RENEW YOUR TOPS AWARD FOR THE 2012-2013 ACADEMIC YEAR, YOUR 2012-2013 FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) OR RENEWAL FAFSA MUST BE RECEIVED BY JULY 1, 2012, UNLESS YOU CAN DEMONSTRATE THAT YOU DO NOT QUALIFY FOR FEDERAL GRANT AID.



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