

**2008-2009**  
**TOPS QUESTIONS AND ANSWERS**  
**For**  
**HIGH SCHOOL**  
**STUDENTS AND COUNSELORS**

**PRESENTED BY**

**LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE**

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# TOPS QUESTIONS AND ANSWERS

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# TOPS QUESTIONS AND ANSWERS

## “ACT” AND “SAT” TEST

**Q-1. What is the minimum ACT for 2009 high school graduates and does the score change every year?**

A. The ACT qualifying scores for 2009 are:

TOPS-Tech – 17  
TOPS Opportunity – 20  
TOPS Performance - 23  
TOPS Honors - 27

The minimum qualifying score for the **Opportunity Award** is determined annually based on the state's average composite ACT score reported for the prior year (the average for last year was 20.3). The TOPS statute provides that the required score is calculated by rounding the state's average composite ACT score reported for the prior year to the nearest whole number. The minimum score may never be less than 20 and is currently 20.

**Q-2. What is the minimum ACT for 2009 high school graduates to qualify for the alternate Performance Award?**

A. The Alternate Performance Award ended with 2006 high school graduates.

**Q-3. What is the minimum ACT for students completing a BESE approved home study program for 2009?**

A. The ACT qualifying scores for home study students for 2009 are:

TOPS Tech – 19  
TOPS Opportunity – 22  
TOPS Performance – 24\*  
TOPS Honors – 28\*

\* Students who complete a BESE approved home study program are not eligible for the Performance and Honors awards if the Louisiana residency requirement is met based on a parent who is a Louisiana resident living outside the United States who actively engaged in work or another activity on behalf of a Louisiana sponsor or employer after having lived in Louisiana at least 24 months prior to starting work out of the country.

**Q-4. What is the minimum ACT for 2009 graduates of out-of state and out-of-country high schools\*?**

A. The ACT qualifying scores for these 2009 graduates, who must qualify under alternate eligibility criteria for 2009, are:

TOPS-Tech – 20  
TOPS Opportunity – 23  
TOPS Performance – 26\*  
TOPS Honors – 30\*

\* Students who graduate from out-of-country high schools are not eligible for TOPS Performance and TOPS Honors awards if the Louisiana residency requirement is met based on a parent who is a Louisiana resident living outside the United States who actively engaged in work or another activity on behalf of a Louisiana

sponsor or employer after having lived in Louisiana at least 24 months prior to starting work out of the country.

See “Supplement D - Alternate Initial Eligibility Requirements for Displaced Students” for alternate ACT provisions for students displaced by Hurricanes Katrina and Rita.

**Q-5. What is the deadline for taking the ACT/SAT?**

A. A qualifying score must be achieved on or before the ACT national test date in April in the academic year a student graduates from high school. Students who have not previously achieved a qualifying score may qualify after the ACT national test date in April in the academic year a student graduates from high school, but prior to July 1, by using May and/or June test scores, including scores from a special ACT or SAT, but their period of eligibility for the award will be reduced by one semester or two quarters. Only a student who has not qualified for any TOPS Award or has qualified for the TOPS-Tech Award can qualify for a higher award using a score achieved after the national ACT test date in April and before July 1. If the qualifying award is achieved during this period, the award will be reduced by one semester or two quarters.

**Q-6. Will a score from a special ACT or SAT taken after the official April test date but before July 1 be accepted?**

A. Yes. Students may use a first time qualifying score achieved on a special ACT or SAT test after the official April test date and before the July 1 deadline, but the May and/or June test scores will result in the reduction of their eligibility by one semester or two quarters.

**Q-7. Is any type of ACT or SAT test acceptable?**

A. No. The student must take an official National, International, Military, Arranged, or Special ACT test or the SAT I test.

**Q-8. How does the new ACT essay component impact TOPS eligibility?**

A. The essay portion of the ACT test does not impact the ACT composite score, and therefore will not affect TOPS eligibility. However, some colleges and universities require the essay. Check with your admission’s office.

**Q-9. Is the SAT Essay test considered in the conversion of the SAT score to an ACT score for TOPS eligibility?**

A. No. The essay portion of the SAT is not considered for TOPS eligibility.

**Q-10. How is the ACT score reported to LOSFA?**

A. LOSFA has an agreement with ACT, Inc. that requires ACT, Inc. to electronically report to LOSFA all ACT test scores for students who included the TOPS report code of “1595” in the list of institutions to receive the test scores when registering for the ACT.

Out-of-state students must either include the TOPS report code of “1595” in the list of institutions to receive the test scores or mail a copy of their ACT scores to LOSFA.

We do not recommend that the student pay to send a MAILGRAM. We can verify the student’s ACT score and test date without a fee or delay to the student.

**Q-11. Will LOSFA waive ACT scores for a child with ADD or ADHD?**

A. No. The minimum ACT score is established by the TOPS statute and cannot be waived. The student may apply to ACT, Inc. for special testing conditions, but must take the test no later than the deadline.

**Q-12. A student who took the ACT listed the incorrect ACT high school code or the incorrect year of graduation, or graduated from a different high school than the one attended when they took the ACT test that resulted in the highest score. What does the student do to correct this?**

A. High school codes for in-state high school graduates will be provided through the State Department of Education's Student Transcript System (STS), and therefore, do not have to be corrected on the ACT report. LOSFA will send a letter to the out-of-state/country, military and home study students requesting that they update incorrect codes by either contacting LOSFA or by returning the requested information to LOSFA.

**Q-13. Can an SAT score be used in place of an ACT score, and if so, what is the minimum qualifying score?**

A. Yes. The minimum SAT scores to qualify for the TOPS awards are:  
Tech Award – 820  
Opportunity Award – 940  
Performance Award – 1050  
Honors Award – 1210

**Q-14. What are the SAT test deadlines?**

A. The SAT test deadlines are the same as the test deadlines for the ACT, which is April in the academic year the student graduates from high school, or May and June with a one semester (or two quarters) reduction in eligibility for the award.

**Q-15. How do students substitute a SAT score?**

A. To substitute a SAT score, the student must take the test no later than the ACT test deadline (April in the year of high school graduation or achieve a qualifying score for the first time from a May and/or June test, which reduces the student's eligibility for the award by one semester or two quarters) and must direct the College Board to electronically report the score to LOSFA within 45 days of the date the test is taken or the student must personally send a copy of the student's SAT test report to LOSFA. LOSFA uses a conversion table to determine the ACT equivalent of the SAT score. See Question 13 above.

When registering for the SAT, students must indicate the Louisiana Taylor Opportunity Program for Students code as a recipient of the score by entering code "9019" as one of the institutions to receive a score report.

**Q-16. If a student that has qualified for a TOPS-Tech Award takes the June ACT or SAT, can he or she increase the level of the TOPS award?**

A. Yes. A student who earlier qualified for a TOPS-Tech Award may qualify for a higher award based on the ACT or SAT score achieved. Because the test is taken after the April national ACT test date, the student's eligibility for the award will be reduced by one semester or two quarters.

**Q-17. If a student has an ACT score that will qualify him for a TOPS Opportunity or Performance Award and takes the ACT or the SAT after the official April ACT test date, can his award be upgraded?**

- A. No. A student who has already qualified for a TOPS Opportunity or Performance Award cannot upgrade the award based on a score achieved after the national April ACT test date. Only a student who has not qualified for any TOPS Award or who has qualified for the TOPS-Tech Award can qualify for a higher award using a score achieved after the national ACT test date in April and before July 1 and the student's eligibility for the award will be reduced by one semester or two quarters.

## **APPLICATION PROCESS**

### **Q-18. What is the application for TOPS?**

- A. Beginning with 2004 high school graduates, to apply for a TOPS scholarship, students must submit one of the following:
1. Students must complete the Free Application for Federal Student Aid (FAFSA) unless they can demonstrate that they do not qualify for federal grant aid (Pell Grant). We recommend that all students submit the FAFSA. The most direct way to file the FAFSA is via the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The paper FAFSA may also be used.

#### **Internet Submission:**

If the student has any problems with filing the FAFSA through the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), including problems obtaining or using the PIN, he should contact the FAFSA hotline at 1-800-433-3243 for assistance. Once the application has been submitted, the website will prompt the student to print and keep a copy of the confirmation page. **MAKE SURE TO COMPLETE THE PROCESS BY SUBMITTING APPLICATION AND PRINTING THE CONFIRMATION PAGE. IF THE CONFIRMATION PAGE DOES NOT APPEAR, THE APPLICATION HAS NOT BEEN SUBMITTED. SAVE THE PRINTOUT OF THE CONFIRMATION PAGE TO PROVE THE DATE OF THE APPLICATION WAS SUBMITTED.**

The student should receive a Student Aid Report (SAR) confirming the receipt of the application within a few weeks. The student should retain a copy of the SAR.

#### **Paper FAFSA:**

If the student submits the FAFSA on the paper form, the student should keep a copy of the FAFSA and send the FAFSA via certified or registered mail so that there is proof of the date mailed. The student should receive a Student Aid Report (SAR) confirming the receipt of the application within a few weeks. The student should retain a copy of the SAR.

If a student has any concerns about his FAFSA or whether it was received by the federal processor, he should call the FAFSA hotline at 1-800-433-3243 for assistance.

2. Students who can demonstrate that they do not qualify for federal grant aid may submit the TOPS On-Line Application on the LOSFA website (<https://osfantweb.osfa.state.la.us/TOPSPort.nsf/>). The On-Line Application requires students to certify that they do not qualify for federal grant aid, and to certify their citizenship, residency and criminal conviction status.

Those students who apply for TOPS by submitting the TOPS On-Line Application will be the **first to lose** their award in the event of a budget shortfall.

### **Q-19. What is the deadline for applying for TOPS?**

- A. Applications must be received by July 1, 2009 for 2009 high school graduates who wish to receive TOPS funding for the 2009-2010 college academic year.

2009 high school graduates whose application is received from July 2, 2009 through July 1, 2010 will be eligible to receive a full eight semesters (or 12 quarters) of TOPS funding beginning with the 2010-2011 academic year. The student must also meet TOPS Continuing Eligibility Requirements if they attended college during the 2009-2010 academic year.

2009 high school graduates whose application is received from July 2, 2010 through August 30, 2010 will be eligible to receive seven semesters of TOPS funding beginning with the 2010-2011 academic year. The student must also meet TOPS Continuing Eligibility Requirements if they attended college during the 2009-2010 academic year.

2009 high school graduates whose application is received from August 31, 2010 through October 29, 2010 will be eligible to receive six semesters of TOPS funding beginning with the 2010-2011 academic year. The student must also meet TOPS Continuing Eligibility Requirements if they attended college during the 2009-2010 academic year.

2009 high school graduates whose application is received after October 29, 2010 are ineligible for any TOPS award. There are no exceptions, waivers or appeals.

**Q-20. Is there a different deadline to file a FAFSA for a high school graduate who first enrolls as a full-time student in an eligible out-of state college?**

- A. Yes. If the student otherwise meets the TOPS requirements, including the academic and enrollment requirements for continuation of the award, the deadline for receipt of the FAFSA is July 1 immediately following the academic year the student enrolls in an eligible Louisiana college. See Questions 43, 142, 143 and 148 for eligibility requirements for students who attend out-of-state colleges.

For example, a 2009 high school graduate enrolls for the first time as a full time student at an accredited out-of-state college for the fall semester of 2009 and then enrolls as a full time student at an eligible Louisiana college for the spring semester of 2010. The student's deadline would be July 1, 2010.

**Q-21. Is there a different deadline to file a FAFSA for a high school graduate who joins the U.S. Armed Forces and enters on active duty within one year of graduation?**

- A. Yes. The FAFSA deadline for a high school graduate who enters on active duty with the U.S. Armed Forces within one year of graduation and before enrolling as a full-time college student is one year from the date the student is separated from active duty.

Note that a military member must enroll as a first-time, full-time student no later than the semester or term immediately following the five year anniversary of graduation from high school or within one year of the date of separation, whichever is earlier. If the military member's initial enlistment is extended (voluntarily or involuntarily) so that the initial enrollment is later than five years after high school graduation, an exception to the initial enrollment requirement is available if the member submits a timely request for exception. If the military member re-enlists, this exception is not available.

**Q-22. What happens if a military member fails to apply by the deadline?**

- A. If the federal processor receives the military member's FAFSA or the military member completes the On-

Line Application after the deadline but within 120 days of the deadline for military members and he has met all the other TOPS eligibility requirements, the student will be eligible for a TOPS Award reduced by one or two semesters of eligibility. If the FAFSA or On-Line Application is late from one to 60 days, the student will lose one semester of eligibility. If the FAFSA or On-Line Application is 61 to 120 days late, the student will lose two semesters of eligibility.

If the FAFSA or On-Line Application is 121 or more days late, the student is ineligible for a TOPS award.

**Q-23. Is there a certain year FAFSA that a student must file? If so, how do students know that they are completing the correct year FAFSA?**

A. Yes. Students should complete the FAFSA for the academic year they will enroll as first-time freshmen.

For example: For a 2009 graduate beginning college in the 2009-2010 academic year, he should complete the 2009-2010 FAFSA. For a 2009 graduate beginning college in the fall of the 2010-2011 academic year, he should complete the 2010-2011 FAFSA.

**Q-24. Is the FAFSA the only form a student needs to fill out to apply for TOPS?**

A. Yes, in most cases. Certain applicants may be required to submit other documentation, such as: high school and college transcripts, residency affidavits and required supporting documentation, the Application to Return from an Out-of-State College for students returning from out-of-state colleges, permanent residency or citizenship documentation, etc.

**Q-25. A student's parents have told her that they cannot complete their taxes by the state deadline for TOPS of July 1 and they are applying by completing the FAFSA. What should she do?**

A. There is a question on the FAFSA that permits the student to report whether her parents have filed or will file a federal tax return. If the student's parents indicate that they will file a return, they should complete the income questions based on their best estimate using W-2 forms, year-end accounting reports, or other income reports. See the FAFSA instructions for guidance.

**Q-26. Who is eligible to file a TOPS On-Line Application?**

A. Eligibility to file the TOPS On-Line Application is limited to students who can demonstrate that they do not qualify for federal grant aid because of their family's financial condition. Students can determine if they may qualify for federal grant aid by using FinAid's Financial Aid Estimator available on the Internet at [www.finaid.org/calculators](http://www.finaid.org/calculators) or the U.S. Department of Education's FAFSA4caster at [www.fafsa4caster.ed.gov/](http://www.fafsa4caster.ed.gov/). Parents and students should be aware that students who file the TOPS On-Line Application will be the first eliminated from the TOPS program in the event the legislature does not appropriate sufficient funds to pay the awards to all eligible students and these students will not be considered for any federal financial aid programs, including Pell and other federal grants, student loans and the college work study program.

**Q-27. Must a student reapply for TOPS after each semester or once a year?**

A. A student must file a FAFSA or a renewal FAFSA so that it is received by the final deadline of July 1, or the next business day if July 1 falls on a weekend, immediately after each academic year unless the student can demonstrate that he does not qualify for federal grant aid because of his family's financial condition. Students who can demonstrate that they do not qualify for federal grant aid because of their family's financial condition are not required to submit a renewal FAFSA nor are they required to resubmit the On-Line Application; however, in the event of a budgetary shortfall, students who do not file a complete



FAFSA will be the first eliminated from consideration for a TOPS award. TOPS does not provide a grace period after the July 1 deadline for a continuing student to file a FAFSA or renewal FAFSA.

Note: A correction can be made to a FAFSA at anytime. Corrections do not change the original FAFSA receipt date.

**Q-28. How is LOSFA able to determine which high school a student attended if the FAFSA does not have a section for this information to be conveyed?**

- A. For students graduating from a BESE approved public or non-public high school, the high school attended will be reported to LOSFA by the Louisiana Department of Education through its Student Transcript System (STS).

For students graduating from an out-of-state or out-of-country high school or completing a BESE approved home study program, this fact is reported by the student on his or her ACT or SAT registration form. These students may receive a letter requesting additional information regarding the high school attended, Louisiana residency, citizenship, etc. to begin the TOPS eligibility process.

**Q-29. If a student submitted his/her paper Free Application for Federal Student Aid, sent the information by UPS overnight delivery and has the receipt that it was delivered by July 1, but the federal application receipt date is July 3, what should the student do?**

- A. The student should submit to LOSFA a copy of the proof of mailing along with a written explanation of the above circumstances. We encourage students to obtain and retain proof of mailing if the electronic application is not used. The TOPS rules limit proof of mailing to:
1. A certificate of mailing, registered, certified, certified/return receipt requested, priority or overnight mail receipt from the United States Postal Service, or other authorized mail carriers such as United Parcel Service and Federal Express, which is dated prior to the state's final deadline.
  2. The Student Aid Report (SAR) or the Institutional Student Information Report (ISIR), produced by the federal processor, shows that the original application was received by the state's final deadline.
  3. The federal processor provides verbal or written verification to LASFAC that the original application was received by the state's final deadline.
  4. A printed copy of the electronic receipt for a FAFSA filed on the Web shows that the original application was received by the final deadline.
  5. A printed copy of the electronic receipt for an On-Line Application shows that the original application was received by the final deadline.
  6. The LOSFA's On-Line Application submission confirmation code corresponds to a LOSFA database transaction by the final deadline.

No other form of verification, including notarized or certified statements, will be accepted as proof of compliance with the deadline requirement.

**Q-30. If a student submitted a FAFSA via Internet but the federal processor has no record of the application, what documentation can the student use as proof of compliance?**

- A. The student should keep the following documentation as evidence of having filed the FAFSA electronically:
1. A printed copy of the FAFSA that was transmitted showing a date of entry prior to the state's final deadline; or
  2. A printed copy of the confirmation showing the FAFSA was received, having a date of entry prior to the state's final deadline; or
  3. Confirmation from the federal processor that the application was received by the state's final deadline.
  4. Correspondence from the federal processor confirming that electronic problems/issues prevented

processing.

**Q-31. Is there a fee charged with or associated with filing the FAFSA?**

- A. No, federal law prohibits the charging of a fee to file the FAFSA (FREE Application for Federal Student Aid). To avoid fees and possible scams, students should file the FAFSA directly to the federal processor through the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or submit the paper form directly to the federal processor.

If a website charges a fee for filing the FAFSA, it is highly unlikely that the student will receive any benefit for paying the fee. The web sites that do charge fees for filing the FAFSA are not associated with the federal government and filing a FAFSA through them may result in delays processing the FAFSA and unnecessary expenses.

Check carefully to ensure that you are using the correct web site before entering your personal and family data.

**AWARD AMOUNTS**

**Q-32. How much does the TOPS Opportunity Award pay to pursue an academic undergraduate degree?**

- A. For enrollment in a Louisiana public postsecondary institution, TOPS pays an amount equal to the tuition and the mandatory fees in effect on January 1, 1998, plus any additional tuition and fees after that date authorized by the legislature to be paid by TOPS. Fees that are not paid by TOPS include: the Technology Fee authorized by Act 1450 of the 1997 legislative session, the Academic Excellence Fees, various Facilities and Use Fees and the Operational Fees added by Act 788 of the 2004 legislative session, and any other fees added by the institution that are not authorized by the legislature to be paid by TOPS.

For enrollment in a regionally accredited independent college or university (non-public) in Louisiana that is a member of the Louisiana Association of Independent Colleges and Universities, the amount paid is the weighted average of the amount paid at public institutions and is calculated by dividing the total dollar value of awards (excluding award stipends) made under TOPS in the prior academic year to students attending public colleges and universities that offer baccalaureate degrees by the total number of students that received the awards.

**Q-33. What is the value of a TOPS award?**

- A. It depends on the college attended and the award made to the student. The total value of a TOPS Honors Award for attendance at LSU in Baton Rouge for four years, based on the tuition for the 2008-2009 academic year, would be \$17,176. Current year tuition amounts are listed by institution on the student's award letter.

**Q-34. Will TOPS pay for summer school?**

- A. The TOPS Opportunity, Performance and Honors Awards will not pay for college summer school for students except when:
- the summer session is required in the student's degree program for graduation and the student enrolled for at least the minimum number of hours required for the degree program, or
  - the student can complete his or her program's graduation requirements in the summer session, or
  - the course(s) taken during the summer session is required for graduation in the program in which the student is enrolled and is only offered during the summer session, or

- the summer session is conducted for a nonacademic program in which the student is enrolled.

Students pursuing nonacademic (technical) certificates or diplomas or degrees should read the TOPS Tech Section.

Note: An award made for summer school expends one semester of eligibility.

**Q-35. How many semesters does a TOPS award cover?**

- A. Unless the TOPS award is reduced by one or two semesters because the student's application was submitted after the deadline or the student qualified for TOPS based on an ACT score achieved after the deadline but before July 1 immediately after graduation, students may receive TOPS Awards for no more than eight (8) semesters or twelve (12) quarters. In exceptional circumstances, such as permanent disability or active duty service in the U.S. Armed Forces TOPS students may be granted authority to attend part time, but the total award may not exceed the equivalent of eight (8) semesters or twelve (12) quarters. If TOPS has already paid for the semester or term during which the student is called to active duty, the semester or term will not be charged as a semester of TOPS used by the student.

**Q-36. Will TOPS pay to pursue a second undergraduate degree?**

- A. No. Students who successfully complete an academic undergraduate degree at the Baccalaureate level and who have remaining TOPS eligibility cannot use the remaining eligibility to pursue a second academic undergraduate degree at the Baccalaureate level. Beginning with the 2004-2005 Academic Year (College), the TOPS Opportunity, Performance and Honors Awards may be used for two full years of eligibility for nonacademic, technical programs and students may use their award to complete more than one such program.

**Q-37. Will TOPS pay for graduate or professional school?**

- A. Yes. TOPS eligible students, who have successfully completed an undergraduate degree without having exhausted all 8 semesters or 12 quarters of eligibility, may receive the period of eligibility remaining if they enroll in an eligible graduate or professional school no later than the fall semester following the one year anniversary of completion of their undergraduate degrees and have met the requirements for continuation of their awards.

For students who have enrolled in an eligible Louisiana public professional school; i.e.: veterinary, pharmacy, law, medical, etc., the amount is equal to the tuition charged by the school or by the highest cost public school for pursuit of a baccalaureate degree, whichever is less.

For students who have enrolled in an eligible Louisiana private professional school, the amount is calculated by dividing the total dollar value of awards (excluding award stipends) made under TOPS at public postsecondary institutions in the prior academic year to students attending public colleges and universities, by the total number of students that received the awards (weighted average).

For students who enroll in a graduate degree program at an eligible Louisiana college or university, the amount is equal to the tuition at the school or the tuition charged for a student while pursuing a baccalaureate degree at the highest cost public school in the state, whichever is less.

**Q-38. How does the college get the money for a TOPS award?**

- A. By statute, TOPS awards are paid directly to the college or university. Institutions submit payment requests to LOSFA for students who are enrolled full time on the 15<sup>th</sup> class day (semester schools), or the 10<sup>th</sup> class day (quarter schools) or who enroll full time after the 14<sup>th</sup> class day (semester schools), or the 9<sup>th</sup> class day (quarter schools). Funds are sent directly to the institutions either electronically or with a paper check.

**Q-39. When are TOPS funds disbursed to the institutions?**

- A. Institutions are not allowed to invoice for tuition until after the 14<sup>th</sup> class day (semester schools) or the 9<sup>th</sup> class day (term or quarter schools). Payment is made after receipt and processing of the invoice, normally within 10 days.

**Q-40. How does the university get the TOPS money to the student (both tuition and stipend)?**

- A. This varies from institution to institution. Students should contact the bursar or the financial aid officer at his or her school. Normally, the award is applied to charges owed the institution and the balance, if any, will be remitted to the student.

**Q-41. Can TOPS be used in conjunction with other types of scholarships?**

- A. Yes. A student can be awarded scholarships, other financial aid and TOPS up to the cost of attendance for the college or university attended. Cost of attendance is determined by each college and university based on federal guidelines and can include tuition and fees, on-campus room and board (or a housing and food allowance for off-campus students) and allowances for books, supplies, transportation, child care, costs related to a disability, and miscellaneous expenses. After amounts owed to the college or university are deducted, the remainder is remitted to the student.

If the total of the scholarships, state and federal aid and TOPS Award exceed the cost of attendance, loans (if applicable) will be reduced first. If the TOPS Award is eliminated, the semester or term will not be counted toward the maximum semesters or terms allowed.

**Q-42. Can a student with TOPS Opportunity, Performance or Honors Award use his award to enroll in an occupational, skill or technical (nonacademic) program?**

- A. Yes. See the Section entitled TOPS-Tech Award for additional information.

**Q-43. Can a student who attended an out-of-state postsecondary institution be eligible for TOPS?**

- A. Yes. A high school graduate of 2002 and thereafter, who enrolled for the first-time as a full-time student no later than the semester immediately following the first anniversary of his graduation from high school in an out-of-state postsecondary institution accredited by a regional accrediting organization recognized by the USDE and thereafter returns to Louisiana and enrolls as a full-time student in an eligible college or university, may be eligible for TOPS. The student must have met all the requirements for an award at the time of graduation from high school and while enrolled in an out-of-state college or university, met the requirements for continuation of the award. If the student failed to enroll full-time, maintain continuous enrollment, or earn 24 hours during the academic year due to circumstances beyond the immediate control of the student, he may apply for an exception to the requirement. A form to request an exception with instructions describing the various circumstances that qualify for an exception and the documentation required can be found on the LOSFA website ([www.osfa.la.gov](http://www.osfa.la.gov)) or obtained directly from LOSFA.

To apply for a TOPS Award, the student must:

1. Submit a FAFSA or, if the student can demonstrate that he or she does not qualify for federal grant aid (Pell Grant) and does not want any other federal aid such as student loans, an On-Line Application no later than July 1 immediately following the academic year in which he enrolls in an eligible Louisiana institution; and

2. Submit TOPS Form TOPS0006 - TOPS Application to Return from an Out-of-State College (for use by students returning from out-of-state institutions) no later than July 1 immediately following the academic year in which he enrolls in an eligible Louisiana institution with copies of the out-of-state transcript(s). The form is available on the LOSFA Website.
3. Submit all supporting documentation, including an official **final** transcript for each out-of-state college or university attended. The transcripts must show each semester attended out-of-state and include all hours attempted and/or earned. Submit all of your supporting documents with TOPS Application to Return from an Out-of-State College; however, if it is not possible to do so, submit all these supporting documents so that they are received no later than **January 15<sup>th</sup>** immediately following the July 1 deadline to submit the TOPS Application to Return from an Out-of-State College.

**If the Application is not received by the July 1 deadline and/or the supporting documents, including the official final transcripts, are not received by the applicable deadline, the Application will be denied. There are no extensions or exceptions to these deadlines.**

The student must enroll no later than the next semester or term, excluding summer sessions and intersessions, immediately following the last semester that he was enrolled in the out-of-state college or university, unless granted an exception for cause.

The TOPS period of eligibility will be reduced by each semester that the student enrolled as a full time student in the out-of-state college or university.

## **AWARD LETTERS**

### **Q-44. Is there a schedule set up for the mail out of award letters?**

- A. A student cannot be determined eligible until LOSFA has evaluated and confirmed the student's graduation date, ACT/SAT score, residency, citizenship, high school academic credentials transmitted by the State Department of Education's Student Transcript System (STS) and the Free Application for Federal Student Aid (FAFSA) or On-Line Application.

Eligibility is determined weekly on Thursday nights beginning in May. Award letters are sent out the day after the students are determined eligible. For graduates of 2008, the first awards were made on May 22, 2008. LOSFA will continue to determine eligibility throughout the year, but the majority of the students receive their notice of award by August.

Award letters for home study completers, non-graduates, and graduates of out-of-state and out-of-country high schools will be mailed after the information required for processing has been received and a determination of eligibility has been made. Timing of these award letters will also be dependent on receipt of certifications from the Louisiana Department of Education, out-of-state and out-of-country high schools and/or the education departments of other states.

### **Q-45. What do I have to do to receive my TOPS award?**

- A. Students must enroll as a full time student in an eligible college or university no later than then first semester following the one year anniversary of graduation from high school, excluding summer sessions. for instance, a student graduating in may 2009, must enroll as a full time student in an eligible college or university no later than the fall semester of 2010.

Enclosed with the Award Letter is a statement of the “*Award Recipient’s Rights and Responsibilities.*” The statement explains that the student has been determined eligible for a TOPS award, and provides instructions regarding the TOPS enrollment requirements, which the student must meet, before the award is paid. Students are personally responsible for complying with these requirements.

**Q-46 Do I have to notify LOSFA to accept my TOPS award?**

- A. No. The school the student is attending full-time through the 14<sup>th</sup> class day of the semester will bill LOSFA for the student’s TOPS award.

**Q-47 How can I check on my TOPS award status?**

- A. Beginning May 1 of their senior year and after their FAFSA or TOPS On-Line Application has been received by LOSFA, students can set up an account on the TOPS Portal at [www.osfa.la.gov](http://www.osfa.la.gov) to check their award status or they can call (800) 259-5626 Ext. 1012.

**AWARD PAYMENT AND RENEWAL**

**Q-48. Do I need to apply for TOPS every year?**

- A. Students are strongly encouraged to reapply annually for TOPS by completing the FAFSA or renewal FAFSA. Students must complete the FAFSA annually if they qualify for federal grant aid. In the event of a budget shortfall, students who do not reapply by submitting a FAFSA or Renewal FAFSA will be the first to be eliminated from receiving their TOPS award. Students who are receiving other forms of federal and state financial aid must submit the FAFSA or Renewal FAFSA each year to continue receiving aid.

**Q-49. When do I need to reapply for TOPS?**

- A. TOPS renewal for the upcoming academic year should be filed no later than July 1 each year.

**Q-50. What happens if I miss the July 1 renewal deadline?**

- A. Your TOPS award will be eligible for renewal if you met the continuation requirements. However, if there is a budget shortfall, your award will not be funded.

**Q-51. I just received my fee bill. Why is my TOPS Opportunity award not paying for all of my tuition?**

- A. A TOPS Opportunity award provides an amount equal to tuition at a Louisiana public institution. This amount includes the basic tuition and fees, which were in effect in January 1998. The amount does not include technology fees, academic excellence fees, energy surcharges, parking fees, room and board, or any other fee imposed by the school after January 1998, which has not been approved by the Legislature. Some schools include these fees in the tuition amount on their fee bill.

Students who are attending a private institution, which is a member of the Louisiana Association of Independent Colleges and Universities will receive an amount equal to the weighted average of public school tuition paid for the previous academic year.

**Q-52. How many hours must I earn to renew my scholarship?**

- A. TOPS recipients must earn (pass) 24 hours each academic year to retain their TOPS award. Failure to earn 24 hours will result in permanent cancellation of the award unless the student is granted an exception for cause.

Students with the TOPS Opportunity, Performance and Honors Awards who are enrolled in nonacademic programs should read the answer to Questions 274, 275, 278 and 279.

**Q-53. Do my Advanced Placement hours count toward the 24 hours required for the academic year for TOPS renewal?**

- A. No. Advanced Placement hours were earned in high school so they do not count toward the 24 hours required for TOPS renewal.

**Q-54. Do hours earned in summer school or intersession count toward the 24 hours required for the academic year for TOPS renewal?**

- A. Hours earned during an intersession which occurs within the TOPS college academic year will count toward the 24 hour requirement for TOPS renewal. The college academic year for TOPS includes the fall and spring semesters or the fall, winter and spring quarters. Summer school hours and intersession hours earned outside of the TOPS college academic year do not count toward the hours required for the academic year unless the student is enrolled in a technical program.

Students with the TOPS Opportunity, Performance and Honors Awards who are enrolled in nonacademic programs should read the answers to Questions 274, 275, 278 and 279.

**Q-55. My college does not give credit for remedial hours. Do remedial hours count toward the 24 hours required for the academic year for TOPS renewal?**

- A. Yes. Remedial hours taken and passed during the academic year do count toward the 24 hours required.

**Q-56. What GPA do I need to renew my Opportunity Award?**

- A.
- You must maintain Steady Academic Progress (cumulative 2.0 GPA on a 4.0 scale) at the end of every semester, term or session for which grades are reported. If you do not maintain a 2.0, your award will be suspended for failure to maintain Steady Academic Progress.
  - In addition, your Cumulative Grade Point Average (Cum GPA) will be calculated on all coursework you have attempted, even repeated courses, at the end of each academic year (spring semester or quarter). Your Cum GPA is calculated by LOSFA based on academic reports received from all schools that you have attended, and it could differ from the Cum GPA calculated by the school you currently attend.
  - You must meet the Cum GPA requirement at the end of each spring semester or term to maintain your award. Depending on the hours completed, you must maintain the following Cum GPA:

TOPS OPPORTUNITY AWARD .....	2.30	with less than 48 completed hours
	2.50	after the completion of 48 hours
TOPS PERFORMANCE/HONORS AWARD.....	3.00	

- If you have been awarded the TOPS Performance or Honors award and you have less than a 3.0 Cum GPA at the end of any Academic Year, your award will be changed to Opportunity for the remaining period of eligibility and you will not receive the stipend that goes with the award. Once a stipend is lost, it cannot be regained.
- You must achieve the Cum GPA required for the Opportunity Award at the end of the spring semester, or your TOPS Award will be suspended until you have regained academic standing and have achieved the required Cum GPA.

- If you do not achieve the required Cum GPA within two years from the end of the semester your award is suspended, your award will be canceled.
- If you are enrolled in a technical program, you must have a 2.5 Cum GPA at the end of the spring semester or your award will be suspended, and if you do not achieve the required Cum GPA within one year from the end of the semester your award is suspended, your award will be permanently canceled.
- Note that if you have earned hours in both an academic program and a technical program, your grades from each program remain separate for purposes of calculating your Cum GPA. For example, if you have a 3.2 on 12 hours in a technical program and a 2.8 on 12 hours an academic program, your Cum GPA will not be 3.0. It will be 3.2 in the technical program and 2.8 in the academic program.

**Q-57. I had a 1.95 GPA at the end of the fall semester. Why was my award suspended for the spring semester if the GPA is only checked at the end of the spring semester?**

A. TOPS award recipients must maintain Steady Academic Progress, which is measured by a achieving a minimum cumulative GPA of 2.00 at the end of each semester/quarter. Failure to maintain Steady Academic Progress results in suspension of the award.

**Q-58. What does it mean when my award is suspended?**

A. Students whose awards are suspended are not eligible for TOPS payment during the period of suspension, but must meet the continuation requirements to qualify for reinstatement, i.e.: the student must enroll full time, remain continuously enrolled and earn at least 24 hours each academic year.

Upon reinstatement, students are eligible for payment of the remaining semesters of their TOPS eligibility.

Opportunity, Performance or Honors award recipients whose awards have been suspended for GPA or Steady Academic Progress have up to 2 years from the end of the semester the award is suspended to achieve the appropriate minimum GPA to have their award reinstated.

**Q-59. I had a 2.29 cumulative GPA at the end of the spring semester. Why is my Opportunity award suspended?**

A. A cumulative GPA of at least 2.30 is required for renewal of an Opportunity award for a student with 24 or more earned credit hours and less than 48 credit hours. A cumulative GPA of 2.29 is less than the required GPA. There is no rounding up of a cumulative GPA for TOPS.

**Q-60. What is the cumulative GPA required for continuation of my Performance or Honors Award?**

A. A cumulative GPA of at least 3.00 is required for continuation of a Performance or Honors Award.

**Q-61. What happens if I do not have at least a 3.00 cumulative GPA for continuation of my Performance or Honors Award?**

A. Performance or Honors award recipients who do not maintain the minimum 3.00 cumulative GPA required for renewal but do have a cumulative GPA that is required to renew an Opportunity Award will be reduced to an Opportunity Award. Once a student's award has been reduced to the Opportunity award, the student's Performance or Honors award may not be reinstated and the student is no longer eligible to receive stipends. If the cumulative GPA is below the minimum required to renew an Opportunity Award, the student's award will be reduced to the Opportunity award and the award will be suspended. See Questions 57-59 regarding suspension of awards.

**Q-62. My award was suspended for GPA, but my friend's award was cancelled for failing to earn 24 hours. What is the difference between suspension and cancellation?**



- A. When a TOPS award is suspended for GPA or Steady Academic Progress, students have an opportunity to have their award reinstated once they have re-attained the minimum required cumulative GPA provided the period of ineligibility does not exceed two years from the end of the semester the award is suspended (one year from the end of the semester the award is suspended for the TOPS-Tech Award or a student using an Opportunity, Performance, or Honors Award to pursue a technical program).

Cancellation of an award due to hours is permanent unless a student is granted an exception. Students must apply for an exception within 6 months of the award cancellation date. If the exception is approved, it is still possible for the student to be placed on suspension for GPA or Steady Academic Progress.

**Q-63. How will I know if my TOPS award has been renewed?**

- A. Students should check their renewal status by creating an account on the TOPS Portal at [www.osfa.la.gov](http://www.osfa.la.gov). LOSFA does not send TOPS award renewal letters.

**Q-64. I have the TOPS Opportunity, Performance or Honors Award. Will TOPS pay for me to attend summer school?**

- A. TOPS will **ONLY** pay for summer school for students enrolled in a **Qualified Summer Session**. A Qualified Summer Session is one which the student's institution certifies that:
- The summer session is required by the student's degree program for graduation, or
  - The student will graduate in the summer session, or
  - The courses taken during the summer session are required by the student's degree program and are only offered during the summer session, or
  - The student is enrolled in a technical program.

TOPS payment for a Qualified Summer Session will expend one semester of TOPS eligibility. Performance and Honors award recipients will receive their stipends during a Qualified Summer Session.

Credit hours earned during a Qualified Summer Session are not counted toward the 24 hours required for TOPS retention unless the student is enrolled in a technical program.

See the Section entitled TOPS-Tech Award for additional information.

**Q-65. I enrolled for the first-time as a full-time student at an out-of-state school. Can I come back to Louisiana and receive a TOPS award?**

- A. Yes. Students who enroll as a first-time full-time freshman at an eligible out-of-state institution may return to Louisiana and be eligible for a TOPS award if they have met the all following conditions:
- Must meet all the eligibility requirements for a TOPS award, and
  - Must have first enrolled in the out-of-state institution no later than the first fall following the first anniversary of high school graduation, and
  - Must have met all program continuation requirements that would have applied had the student been enrolled in an eligible in-state institution, and
  - Must submit the TOPS Application to Return from an Out-of-State College with required documentation so that it is received no later than July 1 following the academic year in which the student returns to Louisiana, and
  - If the student has not previously submitted a FAFSA, must submit a FAFSA so that it is received no later than July 1 following the academic year in which the student returns to Louisiana.

**SEE THE ANSWER TO QUESTION 43 FOR ADDITIONAL INFORMATION REGARDING DEADLINES.**

The TOPS Application to Return from an Out-of-State College can be downloaded from [www.osfa.la.gov](http://www.osfa.la.gov).

If the student fails to enroll for the first-time as a full-time student by the deadline, or to continue to enroll full-time, or to maintain continuous enrollment, or if the student fails to earn at least 24 hours each academic year, and if the reason for such failure was beyond the student's immediate control, he/she may apply for an exception. The Request for Exception form can be downloaded from [www.osfa.la.gov](http://www.osfa.la.gov).

TOPS eligibility will be reduced by the number of semesters the student was enrolled full-time out-of-state.

**Q-66. If I enroll at an out-of-state college AFTER my first year of receiving TOPS at an eligible Louisiana institution, can I return to Louisiana and still receive my TOPS award in the future?**

- A. No. Once a student voluntarily breaks continuous enrollment at an eligible Louisiana institution, he/she forfeits any remaining TOPS eligibility.

**Q-67. I just completed my 4 year enlistment in the Army. Can I receive a TOPS award?**

- A. Yes, if you:
1. Joined the Armed Forces and were on active duty within one year of high school graduation. You must enroll in an eligible institution by the first fall following the fifth anniversary of high school graduation. To be eligible, the student must have received an honorable discharge or a general discharge under honorable conditions and must submit the FAFSA or the TOPS online application so that it is received no later than one year of separation from active duty. If your initial enlistment is extended (voluntarily or involuntarily) so that the initial enrollment is later than five years after high school graduation, an exception to the enrollment requirement is available if the member submits a timely request for exception. If the military member re-enlists, this exception is not available.

OR

2. Are a 2003 or later graduate who first enrolls as a full-time student in an eligible Louisiana institution and then voluntarily enlists and enters on active duty as a member of the regular United States Armed Forces during a National Emergency declared by the President of the United States or when the United States is engaged in armed conflict. You must request an exception no later than six months from the date of the letter notifying you of the cancellation of your TOPS award.

**Q-68. I was just notified that I am being called to active duty during the current semester. What happens to my TOPS award?**

- A. Students who are called to active duty must request an exception as soon as possible, but no later than six months from the date of the letter notifying them of the cancellation of their TOPS award. If TOPS has already paid for the semester or term during which the student is called to active duty, the semester or term will not be charged as a semester of TOPS used by the student.

If the student has been suspended for grades at the time he/she is called to active duty, the period of suspension will be extended by the length of time he/she is on active duty.

**Q-69. I have been offered a CO-OP/Internship for the upcoming academic year. What happens to my TOPS award if I accept it?**

- A. A CO-OP may be considered an exceptional educational opportunity, if the student's academic dean certifies in writing that the CO-OP is considered an exceptional educational opportunity. An exception for an exceptional educational opportunity may be granted for up to two consecutive semesters or the required program length.

**Q-70. I am a nursing student. I will be in clinicals next semester. Do I still have to take 12 hours for the semester to be full-time?**

- A. For students enrolled in programs such as nursing clinicals and the college considers the student to be enrolled full-time (although less than 12 hours), the student may enroll in the number of hours required by the program. These students are considered program full-time and will not be required to earn 24 hours for the academic year. The student's school certifies that the student is enrolled full-time when it bills LOSFA for the TOPS award.

**Q-71. How many semesters will my TOPS award pay?**

- A. Unless the TOPS award is reduced by one or two semesters because the student's application was submitted after the deadline or the student qualified for TOPS based on an ACT score achieved after the deadline but before July 1 immediately after graduation, the Opportunity, Performance and Honors awards are paid up to 8 semesters or 12 quarters. Tech awards are paid up to two years.

With the exception of students ordered to active duty during a semester, once a semester of the TOPS award is paid, it counts toward the student's total award, even if the student is not able to complete the semester. However, if the student receives an exception for the semester **AND** the college reimburses LOSFA for some or all the amount paid by TOPS for that semester, the amount reimbursed will be available to the student for a subsequent semester when the student has met the continuation requirements.

**Q-72. Are there any exceptions to the maximum number of semesters allowed for TOPS?**

- A. Yes. Students who are granted an exception based on a permanent disability and students on active duty in the U.S. Armed Forces may enroll on a part time basis. The total TOPS payments may not exceed the equivalent of eight semesters of payments of the full TOPS award. See the Permanent Disability Section below.

In addition, if the student cannot complete a semester and receives an exception for that semester **AND** the college reimburses LOSFA for some or all the amount paid by TOPS for that semester, the amount reimbursed will be available to the student for a subsequent semester when the student has met the continuation requirements.

**Q-73. I completed my bachelor's degree in less than 8 semesters. Do I lose the remaining semesters of my TOPS award?**

- A. An Opportunity, Performance or Honors award recipient who successfully completes an academic undergraduate degree in less than 8 semesters or 12 quarters of award benefits, may receive their award for any remaining semesters or quarters of eligibility for graduate or professional study. To be eligible for payments for graduate or professional school, the student must enroll no later than the fall semester immediately following the first anniversary of student's completion of an undergraduate degree and the student has met the requirements for continued eligibility.

**Q-74. How much will my TOPS award pay for graduate school?**

- A. TOPS will pay the amount of tuition charged for the graduate study OR the amount charged for undergraduate full-time enrollment at the highest cost public institution (LSU-BR), whichever is less. Performance and Honors award recipients will receive their stipends while in graduate school.

## **BOARD OF REGENTS SCHOLAR CERTIFICATE OF RECOGNITION**

**Q-75. Some of our students have received notice that they will receive the Board of Regents Certificate of Recognition. Since the requirements for eligibility for the certificate include completion of the TOPS core curriculum, does this mean that these students are qualified for a TOPS Award?**

- A. No. Eligibility for a TOPS Award can only be determined by LOSFA using the certification procedures and standards established in the TOPS statute and rules.

## **CITIZENSHIP REQUIREMENT**

**Q-76. When a person is not a U.S. citizen, are they eligible for TOPS?**

- A. Students graduating in 2003 and thereafter must either be U.S. citizens or permanent residents as defined by the United States Citizenship and Immigration Services.

**Q-77. What documentation can an applicant provide to LOSFA for verification of permanent residency status or citizenship?**

- A. Students who are permanent residents may provide one of the following:
1. A copy of the Permanent Resident Card - Form I-551, or
  2. Application for Naturalization and/or Certificate of Naturalization, or
  4. A foreign passport page indicating initial admission as a permanent resident, or
  5. A re-entry permit indicating permanent residency.

Students who have obtained United States citizenship may provide one of the following:

1. A Certificate of Citizenship, or
2. A U.S. passport.

Students who believe they are permanent residents or citizens and who do not have one of the listed documents should contact LOSFA.

**Q-78. Are there any exceptions or circumstances that would allow a waiver of the citizenship or permanent resident status requirement?**

- A. While there are no exceptions, the Commission recognizes that the process for applying for permanent resident status is often delayed and can very be very time consuming. For these reasons, the Commission has authorized LOSFA to consider the circumstances of students who are eligible to apply for permanent residency before they graduate from high school. These students should contact LOSFA. The TOPS award for a student who applies for permanent residency before high school graduation and meets all other requirements (including initial college enrollment and continuing enrollment requirements) will not be paid until the student has been granted permanent residency status.

**Q-79. We have a foreign student who has an H-4 visa. Will this student be eligible for a TOPS award?**

A. No. This is a visa for a spouse or child of a nonimmigrant temporary worker who has a H-1, H-2 or H-3 visa. This student is not a permanent resident.

**Q-80. We have a foreign student who has an F-1 visa. Will this student be eligible for a TOPS award?**

A. No. This is a visa for a student who seeks to study in the United States. To qualify for this visa, a student must maintain a permanent residence abroad, which the student has no intention of giving up.

## **CORE CURRICULUM**

**Q-81. I entered the 9th grade during the 2008-09 school year. Do I need to take the TOPS Core Curriculum or the CORE 4 Curriculum?**

A. Anyone entering the 9th grade during the 2008-09 school year or afterwards is required to take the CORE 4 curriculum in order to graduate. Graduation is also required to be eligible for TOPS. So these students should take the required CORE 4 courses as a part of the TOPS CORE Curriculum. **Periodically discuss course requirements with your high school guidance counselor to ensure that you're on track to graduate AND to be eligible to receive TOPS.**

**Q-82. If a high school does not offer a core course, can it be waived?**

A. No, the ability to waive a core curriculum course expired with the graduating class of 2003.

Starting with the 2003-04 high school academic year, students are required to complete all core curriculum requirements. If the school does not offer a course, other arrangements such as correspondence, distance learning, or concurrent enrollment for college credit, must be made to acquire the course before graduation if the student wants to qualify for a TOPS award. These classes must be listed on the student's official high school transcript at the time of graduation to be considered for TOPS. Beginning with 2003 graduates, all Louisiana high school academic data is submitted using the Louisiana Department of Education's (LDE) Student Transcript System. See the Student Transcript System Section below.

See "Supplement D - Alternate Initial Eligibility Requirements for Displaced Students" for core exception provisions for students displaced by Hurricanes Katrina and Rita.

**Q-83. Is a student who graduates from an out-of-state or an out-of-country high school required to meet the TOPS core curriculum requirements to be eligible for a TOPS Award?**

A. Students who graduate from out-of-state or out-of country high schools\* are NOT required to meet the core curriculum requirements to qualify for a TOPS Award. However, the student must have an ACT (SAT) score of at least 20 for TOPS Tech and at least a 23 for Opportunity, 26 for Performance and 30 for Honors.

\* Students who graduate from out-of-country high schools are not eligible for the TOPS Performance and Honors Awards if the Louisiana residency requirement is met based on a parent who is a Louisiana resident living outside the United States who actively engaged in work or another activity on behalf of a Louisiana

sponsor or employer after having lived in Louisiana at least 24 months prior to starting work out of the country.

**Q-84. A student did not take French I, but took French II and French III. Can these two classes be used to meet the Foreign Language requirement?**

A. Yes. The TOPS statute only requires two (2) units in the same language.

**Q-85. We have students taking American Sign Language. Can these courses be counted as core curriculum foreign language courses?**

A. Yes, beginning with 2005 graduates. The LDE added American Sign Language to the Secondary Programs of Study in the Louisiana Handbook for School Administrators (Louisiana Department of Education Bulletin 741) and has added course listings for American Sign Language I (123456) and American Sign Language II (123457). The only approved course is American Sign Language.

Note that LDE does not consider courses currently designated as “Signing” or “Sign Language” to include all the necessary components of American Sign Language so these courses are not acceptable as substitutes.

**Q-86. Can a student be eligible for TOPS if she graduated early and could only take Business English instead of English IV?**

A. No. The student would not be eligible for TOPS Opportunity, Performance or Honors because the TOPS statute requires English IV. However, the student may be eligible for the TOPS Tech Award.

**Q-87. Some of the TOPS core curriculum courses permit the substitution of an elective from among the other subjects listed in the core curriculum. What courses does this include for 2009 graduates?**

A. See TOPS Core Curriculum Tables (Supplement A) for a complete list of courses that may be substituted for Fine Arts Survey or the one-half unit of Computer Science, Computer Literacy, or Business Computer Applications.

**Q-88. If a student has passed a proficiency test for a foreign language, can the unit be used for completion of the core curriculum foreign language requirement?**

A. Yes. If the high school credits the foreign language unit obtained through proficiency testing on the official transcript, it may be used for the core curriculum.

**Q-89. Can an extra foreign language be used to substitute for either the required unit of Fine Arts Survey or one half unit of Computer Science?**

A. Yes. An extra foreign language (third in the same language or in a second foreign language) may substitute for either the required unit of Fine Arts Survey or the one half unit of Computer Science.

**Q-90. Can Speech Debate be used as a substitute for the required unit of Fine Arts Survey?**

A. No. Students graduating in 2009 and later may substitute Speech III and Speech IV (both units) for Fine Arts Survey, but Speech Debate may no longer be used.

**Q-91. If a student completes one unit of Civics and ½ unit of free enterprise in high school, can the student use the extra half unit of Civics as a substitute for the ½ unit of computer literacy?**

A. In effect, yes. Actually, the civics unit will be substituted for the 1 unit of Civics/Free Enterprise and the Free Enterprise will be substituted for the ½ unit of computer literacy. The resulting cumulative grade point average will be the same as if the ½ unit of Civics was substituted for computer literacy.

**Q-92. A student earned a half unit of Fine Arts Survey and a half unit of Environmental Science that is not needed to meet his other core curriculum requirements. Can he use the half credit of Environmental Science to complete his Fine Arts Survey requirement?**

A. No. The student must earn a whole unit of Environmental Science to substitute for the Fine Arts Survey requirement.

**Q-93. A student in my high school has taken college courses for credit. May these be considered as part of the core curriculum for TOPS purposes?**

A. Yes. College level courses taken in the classroom, on-line, or by correspondence may be used to qualify for TOPS if the high school determines the courses are TOPS core equivalent courses and the courses are credited on the student's official high school transcript, using the correct Department of Education course code and transmitted to LOSFA by the Student Transcript System.

College level courses taken in an early admissions program must be reported on the forms required by the Louisiana Department of Education. See the section on "Early College Admission Programs" for additional information.

**Q-94. We have a student who grew up in China and speaks fluent Chinese, but is just now learning English. Can the English courses count as the foreign language, and if not, can the fact that he speaks Chinese count?**

A. No. English is not considered a foreign language. The English courses are part of the core curriculum. The foreign language courses must be taken and passed during high school. By itself, the fact that he speaks Chinese does not count toward the core curriculum foreign language requirement; however, if the student passes a proficiency test in Chinese and it is credited on the official transcript as entered in STS, it may be used to satisfy the foreign language requirement.

**Q-95. Who should be contacted to get approval for courses taught at a high school that may be equivalent to courses in the TOPS core?**

A. The school's local governing school board (or equivalent authority for private schools) must submit a request to LOSFA. The course must be listed in the Secondary Programs of Study in the Louisiana Handbook for School Administrators (LDE Bulletin 741). The request should include the course syllabus and sufficient information to support the request. BESE and the Board of Regents will determine if the course is equivalent. If BESE and the Board of Regents concur that the course is equivalent to a course in the core curriculum, a proposed rule will be submitted to the Louisiana Student Financial Assistance Commission for initiation of rulemaking to authorize the course as an equivalent.

**Q-96. Can Integrated Mathematics I, II and III substitute for TOPS core curriculum courses?**

A. All three courses, Integrated Mathematics I, II and III substitute for Algebra I, Algebra II and Geometry. Separately, the courses substitute as Integrated Mathematics I for Algebra I, Integrated Mathematics II for Algebra II and Integrated Mathematics III for Geometry.

**Q-97. What are the BESE approved statewide computer related courses for TOPS?**

A. The BESE approved statewide computer related courses for students graduating in 2008 or later, are as follows:

- Advanced Technical Drafting (½ or 1 credit)
- Business Computer Applications (½ or 1 credit)
- Computer Applications or Computer/Technology Applications (½ or 1 credit)
- Computer Architecture (½ or 1 credit)
- Computer Electronics I (½ or 1 credit)
- Computer Electronics II (½ or 1 credit)
- Computer/Technology Literacy (½ or 1 credit)
- Computer Science I (½ or 1 credit)
- Computer Science II (½ or 1 credit)
- Computer Systems and Networking I (½ or 1 credit)
- Computer Systems and Networking II (½ or 1 credit)
- Database Design and Programming (½ or 1 credit)
- Database Programming with PL/SQL (½ credit)
- Desktop Publishing (½ or 1 credit)
- Digital Graphics & Animation (½ credit)
- Digital Media I (½ or 1 credit)
- Digital Media II (½ or 1 credit)
- Introduction to Business Computer Applications (½ or 1 credit)
- Java Programming (½ or 1 credit)
- Multimedia Productions or Multimedia Presentations (½ or 1 credit)
- Technology Education Computer Applications (½ or 1 credit)
- Telecommunications (½ credit)
- Web Mastering or Web Design (½ credit)
- Word Processing (½ or 1 credit)
- Independent Study in Technology Applications (½ or 1 credit)

**Q-98. Can a student earn ½ unit in four different performance courses in music, dance or theater to complete the 2 full units of performance courses required as a substitute for Fine Arts Survey?**

A. Yes. Beginning with the graduating class of 2003 a student may use four ½ unit performance or four ½ unit visual arts, or four ½ unit studio arts courses to substitute for Fine Arts Survey.

Note: The ½ units must be in the same program type (performance, studio or visual arts). For example, two ½ unit performance art courses may not be combined with two ½ unit studio arts courses.

**Q-99. How many core units must a student earn to complete the core curriculum for the TOPS Opportunity, Performance or Honors awards?**

A. Beginning with 2008 graduates, students must earn 17.5 core units.

The additional unit must be selected from among the following math subjects: Geometry, Calculus, Pre-Calculus, Algebra III, Probability and Statistics, Discrete Mathematics, Applied Mathematics III, Advanced Mathematics – Pre Calculus (formerly Advanced Mathematics I), Advanced Mathematics – Functions and Statistics (formerly Advanced Mathematics II), Integrated Mathematics III or the following science subjects: Biology II, Chemistry II, Physics or Physics II.

**Q-100. Can a student substitute a core curriculum elective for the Computer Science requirement?**



- A. Yes. Act 472 of the 2004 legislative session rescinded the 2003 legislation that deleted substitution of a core curriculum elective for the computer requirement starting with students graduating in 2008. Students will be allowed to substitute a core curriculum elective for the computer requirement.

**Q-101. Can a student substitute Agriscience I & II for the 3<sup>rd</sup> science course requirement and the additional math/science requirement?**

- A. Beginning with the graduating class of 2008, student's must earn an additional unit of advanced math or science to complete the core curriculum for the Opportunity, Performance and Honors awards. Agriscience I & II (both for one unit) may not be used to satisfy this requirement. However, Agriscience I & II (both for one unit) may be used to satisfy the core requirement for a third science. In other words, Agriscience I & II (both for one unit) may be used instead of one unit of Earth Science, Environmental Science, Physical Science, Biology II, Chemistry II, Physics, Physics II, or Physics for Technology.

For the TOPS Tech award, the provision is retroactive to 1999 graduates.

**Q-102. If a student substitutes a core course for the computer science category, can they use ½ unit of the core course or must it be a full unit?**

- A. Yes. A ½ unit of an unused core course may be substituted for the ½ unit of computer science.

**Q-103. Is Keyboarding approved as a computer science course for TOPS?**

- A. Keyboarding must be approved by BESE for use as a TOPS computer substitute on a district wide basis. Submission for approval to BESE must be made by the district office for public high schools and by the governing board for non-public high schools.

For schools that have requested and received approval of Keyboarding for previous academic years, the course must have been re-submitted and approved for use in the 2003-2004 academic year and beyond or the course is no longer a valid substitution.

## **CUMULATIVE HIGH SCHOOL GRADE POINT AVERAGE FOR TOPS**

### **General**

**Q-104. Who is responsible for calculating the TOPS High School Cumulative Grade Point Average ?**

- A. The final TOPS Cumulative High School Grade Point Average is calculated by the Louisiana Department of Education using data from the student's official transcript transmitted through the Student Transcript System (STS) by each Local Education Authority (LEA) (for public high schools) or by the high school (for non-public high schools).

**Q-105. How is the TOPS Cumulative High School Grade Point Average calculated?**

- A. The student's TOPS Cumulative High School Grade Point Average is calculated on a 4.00 scale using the grades for the courses that were used to satisfy the 17.5 units of required core curriculum courses (17.0 or

19.0 units for the TOPS Tech Award). For those high schools that utilize other than a 4.00 scale, all grade values will be converted to a 4.00 scale utilizing the following formula:

For schools awarding a maximum of 5 points for honors courses, the formula would be used to convert the honors course grade of “C” (which assumes that a “C” would be equal to 3.00 points in the 5.00 grading system) as shown in the following example.

$$\frac{3.00}{5.00} = \frac{X}{4.00}$$

By cross multiplying,  $5X = 12$ ;  $X = 2.40$

**Q-106. What happens if a student has taken more than 17.5 units of core courses?**

- A. If a student has earned more than 17.5 units of courses that are included in the core curriculum, the TOPS Cumulative High School Grade Point Average will be calculated using the courses with the highest grades that satisfy the required core curriculum.

For example, if a student has taken more than one Advanced Mathematics course, either of which would satisfy the core curriculum requirement, the TOPS Cumulative High School Grade Point Average will be calculated using only the math course in which the student has received the highest grade.

**Q-107. What happens if a student has taken the same course more than once?**

- A. In the event a student takes the same core course more than one time, the TOPS Cumulative High School Grade Point Average will be calculated using the highest grade earned in the course. Example: for a student who earns an “F” in Algebra I and a “B” by repeating the course, the “B” would be used in calculating the TOPS Cumulative High School Grade Point Average.

**Q-108. We have students who have earned credit for core courses on a Pass/Fail basis. How do we treat these courses in the grade point average calculation?**

- A. For TOPS purposes, the Pass/Fail is not assigned a value and is not included in the calculation of the TOPS Cumulative High School Grade Point Average. A core course that is completed as a “pass” is not included in the grade point calculation in any way. Failed courses cannot be used to complete the core curriculum.

A Pass/Fail core course that is passed is used in counting the number of units needed to satisfy the core curriculum requirement.

**Q-109. We have students who have earned credit for core courses by taking proficiency tests. How will these courses be included in the grade point average calculation?**

- A. A core course that is earned through proficiency testing will not be included in the GPA calculation. The course may be used in counting the number of units needed to satisfy the core curriculum requirement.

**Q-110. Why doesn't a student's TOPS Cumulative High School Grade Point Average agree with the GPA shown on their official transcript?**

- A. Starting with 2003 high school graduates, the TOPS Cumulative High School Grade Point Average must be calculated using only the grades earned for courses that are used to satisfy the 17.5 units of required core courses. The official transcript overall cumulative GPA is based on all courses attempted. In addition, high schools may include failed courses that are repeated for a passing grade on the official transcript. These

differences will generally result in a grade point average that is different than the grade point average computed for TOPS. In addition, some high schools use a grade point scale higher than a 4.0 for honors and advanced placement courses. This can result in grade point averages higher than a 4.0. For purposes of determining TOPS eligibility, all grades are converted to a 4.0 grade point scale.

**Q-111. A student's TOPS Cumulative High School Grade Point Average grade point average is 2.499. Can his grade be rounded up to a 2.50?**

A. No. The statute requires that the student earn at least a 2.50 grade point average. A 2.499 average is less than 2.50 and may not be rounded up.

**Q-112. A student failed a core course, took the class over, then made an A, and our parish policy states that the F is not transferred to the transcript. How will LOSFA calculate the TOPS Cumulative High School GPA for the student?**

A. The TOPS Cumulative High School Grade Point Average will be computed using the grades on courses that are used to satisfy the 17.5 units in the required core curriculum. Courses that are failed cannot be used. The highest grade achieved for a course, regardless of the number of times the course is taken, will be used for the calculation. In this case, the student's "A" would be used. Previous questions and answers in this series provide complete information about calculating the grade point average.

**Q-113. If a high school graduate makes a higher ACT score than 20, do they still need a 2.50 TOPS Cumulative High School Grade Point Average?**

A. Yes. The TOPS statute requires a minimum TOPS Cumulative High School Grade Point Average of 2.50. This minimum cannot be waived.

**Q-114. Is there any circumstance that a student could qualify for a TOPS Award without meeting the requirement to earn at least a TOPS Cumulative High School Grade Point Average of 2.50 on the courses used to satisfy the core curriculum?**

A. Yes. Students who graduate from out-of-state high schools, out-of-country high schools, who complete approved home study programs or meet certain intelligence testing requirements (See Question 169) do not have to meet the TOPS Cumulative High School Grade Point Average requirement nor the core curriculum requirement. However, out-of-state and out-of-country graduates must earn ACT scores that are at least 3 points higher than students who graduate from Louisiana high schools. Students who complete an approved home study program must earn an ACT score that is 2 points higher than students who graduate from Louisiana high schools for the Opportunity Award and 1 point higher for the Performance and Honors Awards.

In addition, students who do not graduate from high school and are determined eligible by meeting certain intelligence testing criteria are not required to complete the core or achieve a minimum TOPS Cumulative High School Grade Point Average. See Question 169.

**Q-115. If a student makes a 3.00 in college, can they move up to a higher award level?**

A. No. Students are awarded TOPS based on their academic performance in high school. Students must meet the TOPS requirements at the time of graduation from high school and once awarded, must meet certain academic standards in college to continue their awards.

**Q-116. If a student did not have a TOPS Cumulative High School Grade Point Average of 2.50 when he graduated high school, can he get a higher GPA in college and receive TOPS then?**

- A. No. Students are awarded TOPS based on their academic performance in high school. Students must meet the TOPS requirements at the time of graduation from high school.

**Q-117. Is there an exception for TOPS Cumulative High School Grade Point Average if a student with a disability or exceptionality is on a 504 plan or has an IEP on file?**

- A. No. The statute requires a minimum TOPS Cumulative High School Grade Point Average of 2.50. This requirement cannot be waived.

**Q-118. Our high school computes its grades on a semester basis. How will the Department of Education calculate the TOPS Cumulative High School Grade Point Average (GPA)?**

- A. The TOPS Cumulative High School Grade Point Average for your school will be computed using the two semester grades for each course. High schools may report either a single annual grade for a course or two semester grades, depending on the school's procedure.

**Q-119. Our high school computes its grades on an annual basis. How will the Department of Education calculate the TOPS Cumulative High School Grade Point Average?**

- A. The TOPS Cumulative High School Grade Point Average for your school will be computed using the annual grade. High schools may report either a single annual grade for a course or two semester grades, depending on the school's procedure.

**Q-120. If through the use of substitutions, such as two units of music for Fine Arts Survey or Algebra I Parts 1 and 2, a student uses greater than 17.5 units to meet the TOPS core curriculum requirement, will the TOPS Cumulative High School Grade Point Average calculation be based on 17.5 units or the actual number of units used to satisfy the core curriculum?**

- A. The number of units used in the TOPS Cumulative High School Grade Point Average cannot exceed 17.5 units.

In those cases where one unit is used to substitute for a half unit, the grade on the substitute unit will be used in the calculation. If more than one unit is used to substitute for a one unit requirement, the grades must be added together and divided by the number of grades. For example, if Algebra I, Parts 1 and 2, are used to substitute for Fine Arts Survey and the units are graded on an annual basis, the grades for each year for each unit will be added together and divided by two. If the units were graded on a semester basis, the grades for each semester for each unit will be added together and divided by four. The resulting grade (Relative Grade Points) based on one unit of credit will be used to determine the **TOPS Cumulative High School Grade Point Average**.

For example, for schools that grade on an annual basis, a student receives an "A" for the year on Algebra I, Part 1, and receives a "C" for the year on Algebra I, Part 2. The grades for each year will be added ( $4+2=6$ ) and the sum is divided by two (2) resulting in a grade of 3.00, or "B."

For example, for schools that grade on a semester basis, a student receives an "A" for the first semester and a "B" for the second semester of Algebra I, Part 1, and receives a "C" for the first semester and an "A" for the second semester of Algebra I, Part 2. The grades for each semester will be added ( $4+3+2+4=13$ ) and the sum is divided by four (4) resulting in a grade of 3.25.

**Q-121. If a student has one unit of Civics and ½ unit of Free Enterprise, how is the TOPS Cumulative High School Grade Point Average calculated?**

- A. If a student has one (1) unit of Civics and  $\frac{1}{2}$  unit of Free Enterprise at a school that grades on an annual basis, one half of the Civics annual grade will be used with the grade for the one semester of Free Enterprise.

If a student has one (1) unit of Civics and  $\frac{1}{2}$  unit of Free Enterprise at a school that grades on a semester basis, the two semester grades in Civics will be averaged and one half of the average will be used with the semester grade for Free Enterprise.

For example, at a school that grades on a semester basis, a student receives an “A” for the first semester and a “B” for the second semester of Civics. The “A” and “B” will be averaged  $(4+3)/2=3.50$  and the GPA will be computed using 3.50 for the Civics grade.

**Q-122. If the student in the previous question did not earn the required half unit in the computer category, can he use the extra half unit of Civics to meet the requirement?**

- A. In effect, yes. Actually, the civics unit will be substituted for the 1 unit of Civics/Free Enterprise and the Free Enterprise will be substituted for the  $\frac{1}{2}$  unit of computer literacy. The resulting cumulative grade point average will be the same as if the  $\frac{1}{2}$  unit of Civics was substituted for computer literacy.

**Q-123. A student takes French I and fails it. She decides that she will no longer pursue French as her foreign language choice. Instead, she completes Spanish I and II to meet her foreign language requirement for TOPS. Will the French grade have any bearing on the student's GPA for calculating TOPS Cumulative High School Grade Point Average based on core curriculum courses?**

- A. No. A course that is failed cannot be used to complete the TOPS core curriculum requirement and only the courses used to satisfy the 17.5 units of the required curriculum will be used in the TOPS Cumulative High School Grade Point Average calculation.

**Q-124. If a student completes French I, II, III and IV, will the Department of Education take the two highest grades or would the grades have to be from consecutive courses?**

- A. The core requirement is to complete two courses in the same foreign language. The rules require the two highest grades in a category to be used. In this case, the two French courses with the highest grades would be used.

For example at a school that grades on an annual basis, a student receives:

“A” for French I

“C” for French II

“B” for French III

“D” for French IV

The grades for French I and French III would be used for this student.

For example at a school that grades on a semester basis, a student receives:

“A” for the first semester and “B” for the second semester of French I  $(4+3=7/2=3.5)$ ,

“C” for the first semester and “A” for the second semester of French II  $(2+4=6/2=3.0)$ ,

“B” for the first semester and “B” for the second semester of French III  $(3+3=6/2=3.0)$ ,

“A” for the first semester and “A” for the second semester of French IV  $(4+4=8/2=4.0)$ ,

The grades for French I and French IV would be used for this student.

**Q-125. My school requires a minimum grade of a C in a foreign language in order to enroll in the next course level. How will the core GPA be calculated if the student has a D in Spanish I, a B in Spanish 1 and a**

## **B in Spanish 2?**

A. The highest two grades will be used. In this case, the B in Spanish I and the B in Spanish II will be used.

**Q-126. At our school, credits earned in the 8<sup>th</sup> grade, such as Algebra I, are recorded as “P” on the high school record. How will this be treated in the TOPS Cumulative High School Grade Point Average calculation? Will a grade point value be assigned to the P grade and the total grade points divided by 17.5? Or, will the total grade points be divided by 16.5?**

A. The grade points will be divided by 16.5. If a course is graded on a pass/fail basis, the half unit or unit earned will not be included to calculate the TOPS Cumulative High School Grade Point Average, but passed courses will be used to satisfy the core curriculum requirements.

**Q-127. If we offer semester electives in English IV, can we use the course names for the specific electives, or must they be recorded as English IV?**

A. Students must complete English IV. There are no substitutes for English IV.

**Q-128. A student takes Spanish I in semester 1 and earns ½ unit. The student is so proficient that he is advanced to Spanish II for the second semester and earns ½ unit in Spanish II, excelling again. In semesters three and four the student earns one full credit in Spanish III. Will this fulfill the foreign language requirement?**

A. Yes.

**Q-129. If a student takes ½ unit of Probability and Statistics and ½ unit of Advanced Math –Functions and Statistics, will this be accepted for the 1 unit of advanced math requirement?**

A. Yes. However, the student will need to contact LOSFA for a manual evaluation of their transcript to have this combination considered as meeting the advanced math requirement.

## **Fine Arts Survey**

**Q-130. If a student received a D in Fine Arts Survey and has a higher grade in an extra core elective such as World Geography, can you substitute the grade from the elective for the TOPS Cumulative High School Grade Point Average?**

A. Yes. The rules require use of the highest grade in a category. If the student has completed performance arts, visual arts, studio arts or an extra core elective that has a higher grade than Fine Arts Survey, the grade for the substitute will be used to calculate the TOPS Cumulative High School Grade Point Average. If Fine Arts Survey is not taken, then the highest grade earned on eligible performance arts, visual arts or studio arts or an extra core elective will be used.

**Q-131. If a student received a D in Fine Arts Survey and also has 2 units of Studio Art with an A in one unit and a B in one unit, which do you use to calculate the TOPS Cumulative High School Grade Point Average**

A. Since the Studio Arts courses have the higher grades they will be used to calculate the TOPS Cumulative High School Grade Point Average.

**Q-132. If a student fails Fine Arts Survey and does not repeat the course, but has an eligible elective to substitute, how is the GPA calculated?**

A. The Fine Arts Survey course will not be considered because a failed course cannot be used to complete the core curriculum. See the first question and answer in this section. The eligible elective will be used in the TOPS Cumulative High School Grade Point Average.

**Q-133. If a student takes two band courses to substitute for one Fine Arts Survey course, do you average the two band course grades?**

A. Yes. See the questions and answers in the General Section above.

**Q-134. A student took one year of Beginning Chorus and earned an "A" the first semester and a "B" the second semester and then took Advanced Vocal Ensemble and earned an "A" the first semester and an "A" the second semester. Can she take the first semester "A" of Beginning Chorus and the second semester "A" of Advanced Vocal Ensemble to equal one whole unit of the required two units of a performing art for purposes of meeting the Fine Arts Survey Requirement? The student would go on to take another year of a performing art by completing Advanced Vocal Ensemble II, thus giving the student a total of two units of a performing art.**

A. Yes. Half units of a one unit course may be separated and matched with half units of other courses of the same program type (performance, studio or visual arts) to substitute for Fine Arts Survey. STS cannot make this calculation. Contact LOSFA Scholarships & Grants section for recalculation.

### Computer Science

**Q-135. If a student DOES NOT take a computer related course for the ½ unit but has one whole unit of, say, Environmental Science, is the Department of Education going to calculate a full unit of that elective OR as a ½ unit?**

A. It will count as ½ unit. If the school grades on an annual basis, the grade for the year will be used. If the school grades on a semester basis, the two grades will be averaged for the GPA calculation.

**Q-136. If a student earns a "C" in Business Computer Applications, does he have to use that specific course or can he substitute an extra academic course (math, science, social studies or foreign language) not currently being used? For example: Advanced Math – Pre Calculus with a B.**

A. Yes. The rules require use of the highest grade in a category. If the student has completed a substitute course or an extra core elective that has a higher grade than Business Computer Applications, the grade for the substitute will be used to calculate the TOPS Cumulative High School Grade Point Average. If the student has not taken Computer Science, Computer Literacy or Business Computer Applications, then the highest grade earned in an eligible substitute course or an extra core elective will be used.

### EARLY COLLEGE ADMISSIONS PROGRAM

**Q-137. When does a student who enters college in the early admissions program become eligible for TOPS?**

A. Students who enter college under the early admissions program are not eligible for TOPS until the first

semester following the date the student graduates from high school. To be eligible for TOPS, the student must follow the same application procedures as any other graduate of the same academic year. The early admissions student must enroll as a full time student in an eligible college no later than the semester or term, excluding summer semesters or sessions, immediately following the first anniversary of the date that the student graduated from high school.

**Q-138. Are there any special TOPS requirements for students in an early admissions program?**

- A. The student must enter the program prior to high school graduation and meet the following requirements:
1. The college early admissions program must meet the requirements of the Louisiana Department of Education as set forth in the latest edition of Bulletin 741.
  2. The student must satisfy all core curriculum requirements not completed in high school by making passing scores on equivalent college courses.
  3. The college courses taken to satisfy core curriculum requirements and the grades reported on those courses are reflected in the student's official high school records as reported by the Department of Education through the Student Transcript System.
  4. The student must complete the core curriculum requirements no later than the conclusion of the first two semesters or three quarters of college attendance following entrance into the college early admissions program.
  5. The high school must award the student a high school diploma and transmit the student's academic transcript to the Department of Education in the same manner as that of other high school graduates.

**Q-139. Can a Home Study student qualify for the early admissions program?**

- A. No. To be eligible for the early admissions program, Bulletin 741 requires a student to have earned at least a "B" average during the previous three years of high school and to be recommended for the program by his high school principal.

**EARLY GRADUATION**

**Q-140. If a student graduates from high school in less than four years, when will he be eligible for TOPS?**

- A. Students who graduate early (whether in September or at mid-year) cannot be determined eligible for a TOPS award until the schools submit grades at the end of the school year. Students who enroll in the spring semester immediately following graduation and are determined eligible for a TOPS award will receive a retroactive payment for that spring semester.

Students who graduate early in the spring (graduate in three years) and meet TOPS eligibility requirements may be awarded for the fall semester following graduation.

Students who graduate early must comply with the application and ACT deadlines applicable to the class that graduates in the spring of that high school academic year. Students who graduate early in December 2008 or graduate early in May 2009 must follow the same application procedures and meet the same deadlines as students who graduate on time in May 2009. See the answer to Question 19).

**ELIGIBLE INSTITUTIONS**

**Q-141. Can a student use TOPS for any postsecondary school?**

- A. No. TOPS can only be used at an "eligible institution" (Louisiana public postsecondary schools and regionally accredited independent colleges or universities in the state that are members of the Louisiana



Association of Independent Colleges and Universities and beginning with 2005 graduates, accredited out-of-state private colleges that are specifically designed to accommodate deaf and hard-of-hearing students at which the majority of the students are deaf and hard of hearing).

Effective with the graduating class of 2009, a student who qualifies for the TOPS Tech Award may also use their award at the following schools:

- Any school with a valid and current certificate of registration issued by the Louisiana State Board of Cosmetology and that is accredited by an accrediting organization recognized by the U. S. Department of Education, and
- Any proprietary school with a valid and current license issued by the Louisiana Board of Regents and accredited an accrediting organization recognized by the U. S. Department of Education.

**Q-142. If a student wants to pursue a program of study that is not offered in Louisiana, can they use TOPS in another state?**

- A. No. TOPS is not portable to other states, except when used at an accredited out-of-state private colleges that are specifically designed to accommodate deaf and hard-of-hearing students at which the majority of the students are deaf and hard of hearing. See the Answer to Question 145.

**Q-143. If a student wants to study at an out-of-state college or university, can he return to Louisiana and use his TOPS award?**

- A. If the student meets all the TOPS initial eligibility requirements and first enrolls as a full-time student at an eligible out-of-state college or university, he may be eligible if he meets all the requirements to maintain eligibility for a TOPS award while enrolled out-of-state. These students will lose a semester of TOPS eligibility for every semester enrolled out-of-state. See Question 43.

**Q-144. What is an eligible out-of-state college or university?**

- A. The out-of-state college or university must be accredited by a regional accrediting organization recognized by the U.S. Department of Education. The organizations currently recognized are:
1. Middle States Association of Colleges and Schools
  2. New England Association of Schools and Colleges
  3. North Central Association of Colleges and Schools
  4. Northwest Commission on Colleges and Universities
  5. Southern Association of Colleges and Schools
  6. Western Association of Schools and Colleges

**Q-145. Can TOPS ever be used at an out-of-state college?**

- A. Yes. Students graduating during and after the 2004-2005 Academic Year can use the TOPS Opportunity, Performance and Honors awards at accredited out-of-state private colleges that are specifically designed to accommodate deaf and hard-of-hearing students at which the majority of the students are deaf and hard of hearing.

**FIRST-TIME, FULL-TIME ENROLLMENT REQUIREMENT**

**Q-146. Is there a deadline for a student to enroll in college?**

- A. Yes. A student must enroll for the first-time as a full-time student in an eligible postsecondary institution no

later than the first college semester following the first anniversary of the date the student graduated from high school. A student who graduates in May 2009 would have until the fall semester of 2010 to enroll as a first-time, full-time student.

Once a student enrolls as a full-time student, he must continue to enroll full-time in each semester (fall and spring) or term (fall, winter and spring) thereafter, unless granted an exception for cause.

**Q-147. A high school student has an accident or has an illness after graduating from high school and is unable to enroll as a full-time student by the deadline due to his injuries/illness. Is there any way this student can retain his TOPS Award?**

- A. Yes. There are certain circumstances for which an exception may be granted for failure to initially enroll full-time within the allotted time period (the first semester following the first anniversary of the date of high school graduation). These include such temporary disabilities as those caused by accidents/illnesses. TOPS Form TOPS0004 – Request for an Exception to the Initial, Full-Time or Continuous Enrollment Requirement with instructions describing the various circumstances that qualify for an exception and the documentation required can be found on the LOSFA website ([www.osfa.la.gov](http://www.osfa.la.gov)) or obtained directly from LOSFA.

**Q-148. Is there an exception to the initial enrollment deadline for high school graduates who enter on active duty after graduation and before enrolling for the first-time as a full-time student?**

- A. Yes. The TOPS statute allows a high school graduate who enters on active duty with the U.S. Armed Forces within one year after graduation to delay first-time, full time enrollment to the semester (not including summer sessions) five years after the date of high school graduation or within one year of separation from active duty, whichever is earlier. If the military member's initial enlistment is extended (voluntarily or involuntarily) so that the initial enrollment is later than five years after high school graduation, an exception to the initial enrollment requirement is available if the member submits a timely request for exception. If the military member re-enlists, this exception is not available.

**Q-149. If a student goes to college out-of-state the first year as a full-time student, can the student return to Louisiana and be awarded TOPS?**

- A. Yes. TOPS graduates of 2002 and thereafter, who enrolled for the first-time as a full-time student in an out-of-state postsecondary institution accredited by a regional accrediting organization recognized by the USDE and thereafter returns to Louisiana and enrolls as a full-time student in an eligible college or university, may be eligible for TOPS. The student must have met all the requirements for initial eligibility for a TOPS award and must have met the requirements to maintain the award while enrolled in the out-of-state college or university. If the student failed to maintain continuous or full-time enrollment or to earn at least 24 hours each academic year while out-of-state, he/she may apply for an exception to this requirement.

To apply for a TOPS Award, the student must:

1. Submit a FAFSA or, if the student can demonstrate that he or she does not qualify for federal grant aid (Pell Grant) and does not want any other federal aid such as student loans, an On-Line Application no later than July 1 immediately following the academic year in which he enrolls in an eligible Louisiana institution; and
2. Submit TOPS Form TOPS0006 - TOPS Application to Return from an Out-of-State College (for use

by students returning from out-of-state institutions) no later than July 1 immediately following the academic year in which he enrolls in an eligible Louisiana institution with copies of the out-of-state transcript(s). The form is available on the LOSFA Website.

3. Submit all supporting documentation, including an official **final** transcript for each out-of-state college or university attended. The transcripts must show each semester attended out-of-state and include all hours attempted and/or earned. Submit all of your supporting documents with TOPS Application to Return from an Out-of-State College; however, if it is not possible to do so, submit all these supporting documents so that they are received no later than **January 15<sup>th</sup>** immediately following the July 1 deadline to submit the TOPS Application to Return from an Out-of-State College.

**If the Application is not received by the July 1 deadline and/or the supporting documents, including the official final transcripts, are not received by the applicable deadline, the Application will be denied. There are no extensions or exceptions to these deadlines.**

The student must enroll no later than the next semester or term, excluding summer sessions and intersessions, immediately following the last semester that he was enrolled in the out-of-state college or university, unless granted an exception for cause.

The TOPS period of eligibility will be reduced by each semester that the student enrolled as a full time student in the out-of-state college or university.

**Q-150. Does a student lose eligibility for a TOPS Award by attending college during high school or during summer sessions before enrolling as a full-time college student?**

- A. No. A high school student is allowed to enroll in college full or part-time while still attending high school and between graduation and first-time, full-time enrollment; however, the student's college grades will be used to calculate the student's TOPS college cumulative grade point average after the student graduates from high school and has enrolled for the first time as a full time student.

**Q-151. If a student attends college during high school or during summer sessions before enrolling as a full-time college student, will his grades or hours disqualify him from a TOPS award?**

- A. No. A high school student who earns college hours under these circumstances, and who otherwise qualifies for a TOPS Award, will receive the award for the first semester of full-time enrollment. However, the student's cumulative grade point average (including courses taken while in high school and during summers) will be checked after the first semester of full-time enrollment for Steady Academic Progress (at least a 2.00 cumulative GPA). If Steady Academic Progress has not been maintained, the award will be suspended (the award will not be paid the next semester and until Steady Academic Progress has been achieved).

At the end of the academic year (after the spring semester) and assuming the student has earned 24 or more hours, the college cumulative grade point average (including courses taken while in high school and during summers) will be checked for at least a 2.30 for the Opportunity Award or a 3.00 for the Performance and Honors Awards. A student who does not achieve at least 2.30 is suspended from TOPS. If the student regains the required cumulative GPA within two years of the date of suspension, the TOPS Award will be reinstated; however, if the student had the Performance or Honors Award, he will be reinstated with the Opportunity Award. Otherwise, the award is cancelled.

The award level of a student with the Performance or Honors Award who does not achieve a 3.00 but does maintain at least a 2.30 will be reduced to the Opportunity Award and stipends will no longer be paid. Once

reduced, the award cannot be upgraded to the Performance or Honors Award.

## **GRADUATION RECOGNITION**

### **Q-152. What terminology should a counselor use to recognize a potential TOPS recipient at graduation?**

- A. It is inappropriate for the high school to state that a student is eligible for or has been awarded TOPS. The high school electronically forwards the student's academic transcript through the Local Education Agency to the Department of Education, which will determine each student's compliance with the core curriculum requirements and compute the student's highest TOPS Cumulative High School Grade Point Average. LOSFA will determine the student's eligibility after graduation. Eligibility is also based on official ACT/SAT scores, timely receipt of application, compliance with the requirement to apply for federal grant aid and information relating to the student's citizenship, residency and criminal record.

If the high school elects to notify students of their tentative TOPS eligibility based upon data available to the school, the high school must make the following disclaimer:

“Although it appears that you have satisfied the academic requirements for a Taylor Opportunity Program for Students (TOPS) Award based on this school's review of the core curriculum courses you have completed and calculation of your TOPS Cumulative High School Grade Point Average, you must meet all of the following conditions to redeem a scholarship under this program:

1. The Louisiana Student Financial Assistance Commission (LASFAC) must determine that you have in fact completed the TOPS core curriculum courses;
2. LASFAC must determine that your TOPS Cumulative High School Grade Point Average based on the TOPS core curriculum meets the statutory requirements;
3. You must be a Louisiana resident as defined by LASFAC;
4. You must be accepted for enrollment by an eligible Louisiana postsecondary institution and be registered as a full-time undergraduate student no later than the next semester following the first anniversary of your graduation from high school;
5. You must apply for federal student aid, if eligible for such aid, by the deadline required for consideration for state aid; and
6. You must have met all academic and nonacademic requirements and be officially notified of your award by LASFAC.”

### **Q-153. A student was given a certificate at graduation that said they had TOPS. Now, their college has no record of that award. What is going on?**

- A. While some high schools honor their graduates by naming those who are expected to qualify for a TOPS award, the only official notification that a student has qualified for a TOPS scholarship is the award certification letter from the Louisiana Office of Student Financial Assistance (LOSFA).

## **HIGH SCHOOL EQUIVALENCY DIPLOMA (GED)**

### **Q-154. If a student has not graduated from an eligible high school and has not completed a BESE approved home study program, can the student obtain a Louisiana High School Equivalency Diploma (GED) to qualify for TOPS?**

- A. No. There are currently no provisions in law to permit students who earn a GED to qualify for TOPS.

## **HIGH SCHOOL REPORTING**

Also see the **Student Transcript System Section**.

### **Q-155. What are the certification responsibilities of the high schools?**

- A. Starting with the graduating class of 2003, high schools must electronically submit academic data for their students. Submission of the data constitutes a certification by the high school that:
1. All data reported are true and correct, to the best of the school's knowledge or belief, and that they reflect the official records of the school for the students listed; and
  2. Records pertaining to the listed students will be maintained and available upon request to LASFAC and the legislative auditor for a minimum of three years or until audited, whichever occurs first.

Commencing with the 2003 Academic Year (High School), if a student is determined to be eligible for a TOPS Award based on data certified by the high school that is incorrect, and the student was, in fact, ineligible for a TOPS Award or the level awarded, the high school must reimburse LASFAC for the amount paid in excess of what the student was eligible to receive.

### **Q-156. What data will high schools report?**

- A. High schools will be required to report the same data that is included on the student's official transcript.

### **Q-157. How will high schools report the data?**

- A. Public high schools submit their data through their Local Education Authority (LEA). LEAs and nonpublic high schools will report their data to the Louisiana Department of Education using the Student Transcript System (STS).

## **HOME STUDY PROGRAMS**

### **Q-158. Can a home study student receive TOPS and, if so, are there any special requirements?**

- A. Yes. The Louisiana Department of Education must certify to LOSFA the names of students who successfully completed the eleventh, if applicable, and twelfth grade levels of a home study program approved by the State Board of Elementary and Secondary Education (BESE).

If the student ever enrolled in a Louisiana public high school or nonpublic high school or an approved non-Louisiana high school that was or has been approved by BESE, the student must have successfully completed both the eleventh and twelfth grades of a home study program approved by BESE and the previously attended high school must provide LOSFA with certification that the student was in good standing at the time the student last attended that school.

In addition, the student completing the BESE approved home study program in 2008 or beyond must have an ACT score of at least 19 for TOPS Tech, 22 for Opportunity, 24 for Performance, or 28 for Honors, or an SAT score of at least 900 for TOPS Tech, 1020 for Opportunity, 1090 for Performance or 1250 for Honors.

See "Supplement D - Alternate Initial Eligibility Requirements for Displaced Students" for alternate residency provisions for home study students displaced by Hurricanes Katrina and Rita.

**Q. How does LOSFA know that a Home Study student is interested in applying for TOPS?**

- A. Home study students are identified by the high school code they included on their ACT or SAT Registration. Students should use the high school code 969999 on the ACT and 970000 on the SAT. These codes cause a student's name to be placed on a list of students to be verified by the Louisiana Department of Education (LDE) as having being registered in an approved home study program.

**Q-159. Is a home study student eligible for TOPS in an early admissions program?**

- A. No. Only students enrolled in public or BESE approved private high schools are eligible for the early college admissions program. For additional information, see the section above entitled "Early College Admissions Program."

**NATIONAL GUARD**

**Q-160. Can a student receive a TOPS award if the student joins the National Guard?**

- A. Yes. A student who is in the Louisiana National Guard is already exempt from tuition. However, if a student is eligible for a TOPS award, the student will receive \$300 per year for assistance with additional costs. Students with Performance and Honors Awards will receive the stipends that accompany those awards.

Students who are eligible for the National Guard Tuition Exemption must accept it and the TOPS National Guard Stipend. A student may not accept TOPS rather than take the National Guard Tuition Exemption.

**OUT-OF-COUNTRY HIGH SCHOOL GRADUATES AND HOME STUDY PROGRAMS**

**Q-161. Can a student who graduates from a high school or completes a home study program outside of the United States and its territories qualify for a TOPS Award?**

- A. Yes. These students may qualify for either a TOPS-Tech or TOPS Opportunity Award. They must meet the alternate eligibility requirements below to qualify.

**Q-162. What are the alternate requirements for a student who graduates from an out-of-country high school or completes a home study program out-of-country?**

- A. The "alternate requirements" are as follows:

**Graduate from out of country high school:**

1. Must graduate from an out-of-country high school that has been approved by an accrediting organization recognized by the U.S. Department of Education and meets the standards adopted by the Board of Elementary and Secondary Education for nonpublic high schools in Louisiana; and
2. Must have a composite score on the ACT (SAT) of at least 20 for TOPS Tech and at least 23 for TOPS Opportunity;

**OR**

**Complete a home study program:**

3. Must be certified to have successfully completed the twelfth grade level of a home study program, which has been approved by the Board of Elementary and Secondary Education; and

4. Must have a composite score on the ACT (SAT) of at least 19 for TOPS Tech and at least 22 for TOPS Opportunity;

**AND**

5. Must enroll in a Louisiana public postsecondary institution as a first-time freshman not later than the semester, excluding summer semesters or sessions, immediately following the first anniversary of the date that the student graduated from high school; \* or
6. If the student enters on active duty with the United States Armed Forces within one year after graduating from high school, must enroll in a Louisiana public postsecondary institution as a first-time freshman not later than the semester, excluding summer semesters or sessions, immediately following the fifth anniversary of the date that the student graduated from high school or within one year of separation from active duty, whichever is earlier; and
7. Must be a U.S. citizen or designated as a Permanent Resident by the Bureau of Citizenship and Immigration Services; and
8. Must meet Louisiana residency requirements; and
9. Must not have any criminal convictions, except for misdemeanor traffic violations; and
10. If the student has been in the U.S. Armed Forces and has been separated from such service, has received an honorable or general discharge.

\*For students returning to Louisiana after attending an accredited out-of-state postsecondary institution, refer to Question 148.

**Q-163. What does the student have to do to prove Louisiana residency?**

- A. See the discussion in the Section entitled “Residency Requirement.” If the parents or court ordered custodian work out-of-country, they must submit a sworn residency affidavit before Louisiana residency can be confirmed. The student should contact LOSFA for this affidavit or download a copy from the Information Center’s Frequently Requested Forms at [www.osfa.la.gov](http://www.osfa.la.gov).

**Q-164. I graduated from a high school outside the United States and its territories. My parents are missionaries and are not paid enough to require that they file an income tax return. They do not have Louisiana driver’s licenses or own a car registered in Louisiana and are not registered to vote in Louisiana. Can I qualify for a TOPS Award?**

- A. Possibly. The TOPS statute provides an alternate residency test that may be used instead of the standard residency test:

When the student graduates from an out-of-country high school, the parent (if living out-of-the country/working out-of-the country) must complete an out-of-country residency affidavit and submit documentary support declaring:

1. I actually resided in Louisiana at least 24 months before I started living outside the United States and its territories and have not resided in any other state since leaving Louisiana.
2. I was assigned duties outside the United States and its territories by a Louisiana employer or Louisiana sponsor and continued to be employed by that employer or perform duties for that sponsor through the date of the student’s graduation from high school.
3. I have remained a resident of Louisiana through the date of the student’s graduation from high school.

When the student completes a BESE approved home study program outside the United States and its territories and the parent resides outside the United States, the parent must complete an affidavit and submit documentary evidence declaring:

1. I actually resided in Louisiana at least 24 months before I started living outside the United States and its territories and have not resided in any other state since leaving Louisiana.
2. I was assigned duties outside the United States and its territories by a Louisiana employer or Louisiana sponsor and continued to be employed by that employer or perform duties for that sponsor through the

date the student completed the home study program.

3. I have remained a resident of Louisiana through the date of the student's completion of the home study program.

## **OUT-OF-STATE HIGH SCHOOL GRADUATES**

### **Q-165. Can a student who graduates from a high school outside of Louisiana qualify for a TOPS Award?**

- A. Yes. If one of the student's parents or court ordered custodian meets Louisiana residency requirements and the student meets the alternate eligibility requirements, the student may qualify. See the Answers to Questions 172 through 186 for the residency requirements.

### **Q-166. What is the purpose of the alternate eligibility requirements?**

- A. These requirements permit students who qualify as Louisiana residents and who graduated from out-of-state high schools to apply for a TOPS Award. Since course names and grading scales for these students may not be consistent with Louisiana's standards, a higher standardized test score was selected as the criteria for qualification.

### **Q-167. What are the alternate requirements for a student who graduates from an out-of-state high school?**

- A. The "alternate requirements" for graduates of out-of-state high schools are as follows:
  1. Must graduate from an out-of-state high school that has been approved by the appropriate state educational agency in the state in which the school is located that is the equivalent of Louisiana's Board of Elementary and Secondary Education; or
  2. Must graduate from an out-of-state high school that is accredited by the Southern Association of Colleges and Schools' Commission on Secondary and Middle Schools and meets the standards adopted by the Louisiana Board of Elementary and Secondary Education for approval of nonpublic schools in Louisiana, or for 2003 graduates and thereafter, the out-of-state high school must be approved by a regional accrediting organization recognized by the United States Department of Education\* and can demonstrate that it meets the standards adopted by BESE for approval of nonpublic schools in Louisiana; or
  3. Must graduate from a high school that has been approved by the United States Department of Defense; and
  4. Must have a composite score on the ACT (SAT) of at least 20 for TOPS Tech, 23 for Opportunity, 26 for Performance, and 30 for Honors; and
  5. Must enroll in a Louisiana public postsecondary institution as a first-time freshman not later than the semester, excluding summer semesters or sessions, immediately following the first anniversary of the date that the student graduated from high school or, if a student returning from an eligible out-of-state college, be enrolled in an eligible college or university not later than the next semester or term, excluding summer sessions or intersessions, immediately following the last semester that the student was enrolled in the out-of-state college or university (the period of eligibility for a returning student shall be reduced by each semester or term that the student was enrolled in an out-of-state college or university); or
  6. If the student enters on active duty with the United States Armed Forces within one year after graduating from high school, must enroll in a TOPS eligible college or university as a first-time freshman not later than the semester, excluding summer semesters or intersessions, immediately following the fifth anniversary of the date that the student graduated from high school or within one year of separation from active duty, whichever is earlier; and
  7. Must be a U.S. citizen or be designated as a Permanent Resident by the Bureau of Citizenship and Immigration Services; and



8. Must meet Louisiana residency requirements (will be required to complete a residency affidavit); and
9. Must not have any criminal convictions, except for misdemeanor traffic violations; and
10. If the student has been in the U.S. Armed Forces and has been separated from such service, has received an honorable or general discharge.

\*NOTE: The organizations currently recognized are:

- a. Middle States Association of Colleges and Schools
- b. New England Association of Schools and Colleges
- c. North Central Association of Colleges and Schools
- d. Northwest Association of Accredited Schools
- e. Southern Association of Colleges and Schools
- f. Western Association of Schools and Colleges

See “Supplement D - Alternate Initial Eligibility Requirements for Displaced Students” for alternate GPA provisions for students displaced by Hurricanes Katrina and Rita.

## **PERMANENT DISABILITY**

### **Q-168. What if a student qualifies for a TOPS Award, but cannot attend college on a full-time basis because of a permanent disability?**

- A. The student may be eligible for an exception to the full-time enrollment requirement. The student must apply to LOSFA for an exception based on permanent disability. The application must include a written document from a qualified professional that states:
1. the diagnosis of disability and prognosis,
  2. the disability is permanent, and
  3. an opinion as to why the disability restricts the student from attending classes full-time.

If approved, the student will be paid TOPS and stipends, if applicable, up to the equivalent of eight full-time semesters or twelve terms of postsecondary education, for part time attendance.

### **Q-169. Will a student with ADD or ADHD or a physical disability such as blindness or deafness automatically be designated as having a permanent disability?**

- A. No. The fact that there is a disability that cannot be cured is not enough. Since most students with these disabilities can function normally with medication and/or with accommodations, there must be evidence that the student cannot enroll on a full-time basis due to the disability.

## **QUALIFYING AS A NON-GRADUATE**

### **Q-170. Can a student who enrolls in college without graduating from high school qualify for a TOPS Award?**

- A. Yes, if the student meets certain conditions.  
The student must:
- Meet the TOPS citizenship and ACT requirements prior to his college enrollment.
  - Actually reside in Louisiana for a period of 24 months prior to full time enrollment in an eligible college.
  - Be certified by a psychologist or psychiatrist licensed to practice in Louisiana to have a score in the superior range on the Wechsler Intelligence Scale for Children (Third Edition).

- Be certified by a psychologist or psychiatrist licensed to practice in Louisiana to have a composite score that is in the ninetieth percentile at the twelfth grade level in reading, mathematics and written language portions of the Wechsler Individual Achievement Test (Second Edition).
- Successfully complete 12 credit hours at an eligible college or university.
- After completion of 12 college credit hours and no later than his 19<sup>th</sup> birthday, begin full-time college enrollment.
- Submit a FAFSA or TOPS On-Line Application.

For qualifying non-graduates awarded TOPS, the award provides up to eight semesters of eligibility.

**Q-171 Is there a deadline for taking the Wechsler Tests to be considered for TOPS eligibility?**

- A. Yes. The student must have taken the tests prior to enrolling for the first time in an eligible college or university.

**REMEDIAL COLLEGE COURSES**

**Q-172. Are remedial courses part of the 24 credit hours required annually in college?**

- A. Remedial (developmental) courses may be counted toward the 24 hour requirement, if the college attended reports them as earned (passed) hours.

**RESIDENCY REQUIREMENT**

**Q-173. What is the Louisiana residency requirement?**

- A. Beginning with Academic Year (High School) 2002-2003, any independent or dependent student who actually resides in Louisiana while attending his last two full years at an eligible Louisiana high school and graduates from such a school will meet the Louisiana residency requirement. The student's high school transcript must reflect that the student earned credit for the last four semesters of high school and graduated from an approved Louisiana high school. This information is reported by the high school using the Student Transcript System.

A dependent student may qualify based on the residency of a parent or court ordered custodian (“legal guardian”) who was a legal resident of Louisiana for at least 24 months prior to the month of the student’s high school graduation. Independent students must have been a legal resident of Louisiana for at least 24 months prior to the month of their high school graduation.

Effective for 2001 graduates and thereafter, any dependent student who actually resides in Louisiana while attending his last two full years at an eligible Louisiana high school and graduates from such a school and whose parent is a member of the United States Armed Forces living in Louisiana under permanent change of station orders, but who does not claim Louisiana as his official state of legal residence, and the student’s transcript reflects that the student earned credit for the last four semesters of high school and graduated from an approved Louisiana high school will meet the Louisiana residency requirement.

Effective for 2002 and 2003 graduates, any dependent student who was continuously enrolled during his last two full years of high school in a Louisiana public high school or nonpublic high school that is approved by BESE will meet the Louisiana residency requirement if:

- The student’s parent or court ordered custodian:
  - is a resident of a state that adjoins Louisiana,
  - actually resides in a county that adjoins a parish with a population greater than forty-one thousand six hundred and less than forty-two thousand four hundred, according to the latest federal decennial census (Webster Parish is the only parish that meets this requirement),
  - has filed a Louisiana state income tax return and has complied with state income tax laws and regulations, or is assessed ad valorem taxes on property owned in Louisiana.
- The student’s high school reflects that the student earned credit for the last four semesters of high school and graduated from an approved Louisiana high school.

See “Supplement D - Alternate Initial Eligibility Requirements for Displaced Students” for alternate residency provisions for students displaced by Hurricanes Katrina and Rita.

**Q-174. How will LOSFA determine a student’s residency?**

- A. For a student who graduates from a Louisiana public or a Louisiana approved non-public high school, the student’s residency will be determined from the Course Site Codes reported to the Student Transcript System (STS), which must show that all courses completed during the final two years of high school were in an eligible Louisiana high school.

For a student who completed a BESE approved home study program or is an eligible non-graduate, the student’s residency will be determined from the information provided on their FAFSA or On-Line Application. Out-of-state and out-of-country graduates must complete a residency affidavit in addition to the FAFSA or On-Line Application. For home study students, eligible non-graduates and dependents of active duty military personnel and students for whom the STS does not confirm Louisiana residency, residency will be determined from the information provided on their FAFSA or On-Line Application or from a completed residency affidavit.

**Q-175. A student has been informed by letter or observed on the LOSFA web site that he has been determined ineligible for TOPS due to residency. He has lived in Louisiana all his life. Why has this happened and what must be done to correct the mistake?**

- A. During the eligibility run, the program looks first at the information supplied by STS. If the STS data indicates the student attended Louisiana schools for all of the 11<sup>th</sup> and 12<sup>th</sup> grades, the student will pass the residency requirement. A high school site code not recognized by STS will result in a determination that the student does not meet the TOPS residency requirement.

If the STS check is not met, the eligibility run will check the information supplied on the FAFSA or On-Line Application. If the data indicates the parent was a Louisiana resident for at least 24 months preceding the student’s graduation, the student will pass the residency requirement.

If residency information received from the student’s FAFSA or On-Line Application is incorrect, the student may complete a TOPS residency affidavit (available from LOSFA’s web site at [www.osfa.la.gov](http://www.osfa.la.gov) or Public Information Representatives by calling 1-800 259-5626 Extension 1012) and provide the supporting documentation. The student may also submit a Student Aid Report (SAR) correction. See the instructions on the SAR.

For a dependent student who is qualifying based on the residency of a parent or court ordered custodian and the parent’s or custodian’s state or date of residency is incorrect on the FAFSA or On-Line Application, the student should have their parent or custodian complete a TOPS residency affidavit and provide the supporting documentation.

**Q-176. What is a legal resident?**

- A. A “legal resident” is a person who resides (actually lives) in Louisiana and, if registered to vote, has registered to vote in Louisiana as evidenced by a voter’s registration card; and, if licensed to drive a motor vehicle, has a Louisiana driver's license; and, if owning a motor vehicle located in Louisiana, has registered that vehicle in Louisiana; and, if earning a reportable income, has filed a Louisiana tax return. If completing a residency affidavit, the applicant will be required to submit a copy of all documents that were marked ”YES” and if none of the attached documents show an issue date of at least 24 months before the month of the student’s graduation, additional documentation will be required.

**Q-177. What is a “court ordered custodian”?**

- A. A “court ordered custodian” is an adult appointed by a court of competent jurisdiction to have custody and care of a minor, and who demonstrates the requirement to provide the primary support for such minor (sometimes referred to as a “court appointed custodian”). Documents such as powers of attorney and Provisional Custody by Mandate are not acceptable since they are not issued by a court. The custodianship (court appointment) must be in effect before the date the student graduates from high school to be considered.

**Q-178. How do students know whether they are a dependent or independent student?**

- A. All students are classified as dependent unless LOSFA determines the student is “independent” for purposes of TOPS. The determination may be based on information provided by the student on the FAFSA or in documents provided to LOSFA. LOSFA will automatically classify a student as independent if the student is determined to be an “independent student” by a financial aid officer at a postsecondary institution or reported as an independent student by the federal processor on the FAFSA.

**Q-179. What are the requirements to be an “independent student”?**

- A. In order to be an independent student, the student:
1. must have reached 24 years of age prior to January of the year preceding the academic year for which the student is applying for aid; or
  2. be a veteran of the U.S. Armed Forces; or
  3. be an orphan or a ward of the court or was a ward of the court until age 18; or
  4. have legal dependents other than a spouse; or
  5. be a graduate or professional student; or
  6. be married; or
  7. be determined an independent student by a financial aid officer exercising professional judgment in accordance with applicable provisions of the Higher Education Act of 1965, as amended; or
  8. must be currently serving in the U.S. Armed Forces on active duty for purposes other than training.

**Q-180. What are the requirements to be classified as an “orphan”?**

- A. An orphan is a person who does not live with either parent because:
1. both parents are deceased; or
  2. both parents have abandoned him; or
  3. a court proceeding has severed the parental rights of both the parents; or
  4. one parent is dead and the other parent abandoned him; or
  5. one parent is dead and a court proceeding has severed the parental rights of the other parent; or
  6. one parent abandoned him and a court proceeding has severed the parental rights of the other parent.

**Q-181. How do you calculate the 24 month period for residency of a parent, court ordered custodian or**

## **independent student?**

- A. The TOPS statute requires residency for a period of 24 months preceding the month of the student's graduation. Months are calendar months and are counted backward starting with the month preceding the month of high school graduation.

For example, a student graduating in May 2009 would start counting with April 2009 and count backward 24 months. This student would have to demonstrate legal residency from May 2007 through April 2009.

### **Q-182. If a 2009 graduate has lived in Louisiana for most or all of his life, why does the Web site show their date of residency as "2004"?**

- A. The 2009-2010 FAFSA asks if the parent has been a legal resident since January 1, 2004 (five years). If the answer is "yes" to the residency question, the computer automatically enters "2004" as the date of residency. The date is simply a default date. There is no need to correct this because TOPS only requires 24 consecutive months of residency preceding the month of the student's date of high school graduation.

If the computer picks up a "no" to the residency question, then it picks up the answer for the actual date of residency.

### **Q-183. If a grandparent is rearing a grandchild whose parents have completely abandoned her, yet the grandparent has never become the child's "court ordered custodian," how will that affect her residency? What can be done to remedy this problem?**

- A. If the grandchild is not independent and did not complete all of her last two years at a Louisiana high school and graduate from such a school, then he/she must have one parent or a "court ordered custodian" who has been a resident of Louisiana for the 24 months preceding her graduation from high school. If the grandparent is not a "court ordered custodian," there is no parent who meets the Louisiana residency requirements and the grandchild did not complete his/her last two years at a Louisiana high school and graduate from such a school, then he/she is ineligible for a TOPS Award.

### **Q-184. Can a student qualify for TOPS if one or both their parents are in the military and stationed outside of Louisiana? What documentation is needed for that?**

- A. Yes. If the member of the Armed Forces is on active duty and the official military personnel or pay records (DD Form 2058) show that the member claims Louisiana as his legal residence, the student will be eligible if the military parent has filed a Louisiana tax return for the two most recent tax years. A completed residency affidavit, a copy of the DD Form 2058 and a copy of both tax returns must be submitted.

### **Q-185. Can a student qualify for TOPS if their parents were transferred by the military into Louisiana? What documentation is needed for that?**

- A. Yes. If a parent was classified as a Louisiana resident when transferred to Louisiana, a dependent student can meet the residency requirements (See the previous question and answer.)

If the military parent was not a Louisiana resident, the student can meet the residency requirements if:

1. The military parent who is transferred to Louisiana under permanent change of station orders, changes his DD Form 2058 to establish Louisiana as his legal residence not later than 180 days after reporting to such station and, thereafter, complies with all Louisiana income tax laws and regulations while stationed in Louisiana. The student must submit to LOSFA a completed residency affidavit and a copy of a DD Form 2058 validated by the member's military personnel officer and showing Louisiana as the

member's state of legal residence at the time the service member's dependent applies for TOPS. The DD Form 2058 must reflect that it was filed within 180 days after the member reported to a duty station in Louisiana.

OR

2. The student actually resided in Louisiana while attending his last two full years at an eligible Louisiana high school and graduated from such a school. The student's high school transcript must reflect that the student earned credit for the last four semesters of high school immediately prior to graduation and graduated from an approved Louisiana high school. (Effective with the graduating class of 2001.)

OR

3. After the 180 day period, the military member may still become a Louisiana resident by changing the DD Form 2058 to declare Louisiana as his or her legal residence and paying Louisiana income taxes; however, the military member must reside in Louisiana for 24 months preceding the month the student graduates from high school. See the answer to Question 172.

OR

4. The non-military parent (the spouse of the military member) may establish Louisiana as his or her legal residence and reside in Louisiana for 24 months preceding the month the student graduates from high school. See the answer to Question 173.

**Q-186. A student states that her parents are residents of Louisiana, but do not file tax returns, are not registered to vote, and do not drive. Can she be considered for TOPS?**

- A. Yes. If the student graduates from an eligible Louisiana high school or completes a home study course approved by BESE and submits a FAFSA or On-Line Application certifying that her parents are and have been residents of Louisiana for at least 24 months preceding the month of the student's high school graduation, an affidavit will not be required. All students graduating from an out-of-state or out-of-country high school are required to submit a residency affidavit.

Otherwise, the student must submit an affidavit of residency with documents that support one or both parent(s) residency in Louisiana for the required 24 months. The documents must show that a parent actually resided in Louisiana for the 24 month period. The documents can include, but are not limited to, utility bills, rent payments, rental agreements, receipts or credit card invoices showing purchases in Louisiana, pay stubs, and sworn statements from others attesting to the residency. This list is illustrative only. Many other documents may suffice. Each student in this situation is reviewed individually, based on the information submitted.

**Q-186. Can a student who attends the final two years at a boarding school in Louisiana meet the residency requirement for TOPS?**

- A. Yes. Effective beginning with Academic Year (High School) 2002-2003, any independent or dependent student who actually resided in Louisiana while attending his last two full years at an eligible Louisiana high school and graduates from such a school will meet the Louisiana residency requirement. The student's high school transcript must reflect that the student earned credit for the last four semesters of high school immediately prior to graduation and graduated from an approved Louisiana high school.

**SOCIAL SECURITY NUMBERS**

**Q-188. If a student discovers that he or she used an incorrect social security number on either the ACT or**

**SAT test, what can be done to correct this?**

- A. The student should mail or fax to LOSFA a copy of his or her social security card, along with either a copy of his or her ACT or SAT test report, or the incorrect social security number used on the ACT/SAT registration.

**Q-189. If a student discovers that he or she used an incorrect social security number on the FAFSA, what can be done to correct this?**

- A. The student must refile the FAFSA application with the correct social security number. For assistance, the student can contact the Federal Student Aid Information Center at (800) 433-3243.

Note; The filing date of the FAFSA with the wrong social security number will be used to determine whether the FAFSA was filed before the deadline.

**Q-190. If a student discovers that he or she used an incorrect social security number on the On-Line Application, what can be done to correct this?**

- A. The student should notify LOSFA immediately to have the application with the incorrect SSN deleted and should file an On-line application using the correct SSN.

**STUDENT TRANSCRIPT SYSTEM (STS)**

**Q-191. What is a LEA – Local Education Authority?**

- A. A Local Education Authority, LEA, for public schools is your district school board. For a Catholic non-public high school, the diocese is the LEA; however, individual diocesan high schools are responsible for their own data submission and certification. For all other non-public high schools, the high school is its own LEA.

**Q-192. How long will it take to get my user ID and password? How will I receive it?**

- A. It will take about a week to receive your ID and password. Non-public school requests for ID and password must be submitted via the appropriate request form to the Information Technology (IT) Division at LOSFA. E-mail [helpdesk@osfa.la.gov](mailto:helpdesk@osfa.la.gov) or call (800) 259-5626 Ext. 1012 for assistance in obtaining and completing the request form.

Public schools are to contact the STS/SIS coordinator at their district office.

**Q-193. Why can't I get my password via e-mail?**

- A. The Internet is not secure and this security policy is strictly enforced.

**Q-194. How do I get my password changed?**

- A. The fastest way is to reset your password yourself, if it has not been revoked, by using P-Sync online at <https://password.doe.state.la.us/psynch/nph-psf.exe>. You must have set up your P-Sync account prior to needing to reset your password. P-Sync can be used to change expired or forgotten passwords.

If you are a non-public school user and you have not set up P-Sync or your password is revoked, and send an e-mail to [helpdesk@osfa.la.gov](mailto:helpdesk@osfa.la.gov) and include the name of your school, your name, user-id, and a phone number where you can be reached.

Public school users who do not have P-Sync set up or their password is revoked, must contact their STS Coordinator to have their password reset.

**Q-195. Does it matter which version of Adobe Acrobat is used?**

A. Yes. You should use 6.0 or higher. Free upgrades are available on the Internet.

**Q-196. Does it matter which zip software is used for batch files?**

A. It is suggested that large batch files be Zipped using WinZip or PKZIP, although with STS On the Web this is not a requirement.

**Q-197. How do I change a student's school assigned ID number to the correct Social Security Number (SSN) after I have submitted a batch file?**

- A.
1. In STS on the Web, you can update the State ID (SSN) on the Transcript List (Update Mode) screen OR by submitting a new batch file for the student. To change the number manually, click on the Change Student ID button in the lower right corner of the page. This will bring up a box for you to enter the new Student ID. After typing the new number in the box, click the Change Student ID button again to save the change. If you submit a new batch file for the student, you will need to manually delete the student record with the incorrect SSN. Remember to make the correction in your administrative software so the State ID number will be correct the next time you submit a batch file.
  2. If the student has previously been certified, notify LOSFA of the change if the change is not due to a typographical error, and
  3. Notify OTS (Official Transcript System) Staff at LDE so the duplicate transcript can be removed from OTS.

**Q-198. How do I correct a student's SSN if I am using the online method of data entry?**

A. In STS on the Web, you can update the State ID (SSN) on the Transcript List (Update Mode) screen. Click on the Change Student ID button in the lower right corner of the page. This will bring up a box for you to enter the new Student ID. After typing the new number in the box, click the Change Student ID button again to save the change. If the student has previously been certified, notify LOSFA of the change if the change is not due to a typographical error, and also notify OTS (Official Transcript System) Staff at LDE so the duplicate transcript can be removed from OTS.

**Q-199. When submitting data by batch file, can I submit student data one year at a time (for example: submitting only the ninth grade and then adding each year as they were completed)?**

A. No. You cannot "add to" an individual student's records by submitting the student's 9<sup>th</sup> grade data in one batch file and submitting a second batch file with only the 10<sup>th</sup> grade data, expecting the records to accumulate. The student's data from the first file would be deleted and the student would end up with only 10<sup>th</sup> grade records because the 9<sup>th</sup> grade records would have been deleted.

If a school wants to submit the student's 9<sup>th</sup> grade data and, when 10<sup>th</sup> grade data is ready, "add" these records to the file so the file then contains both 9<sup>th</sup> and 10<sup>th</sup> grade records, the school must submit both the 9<sup>th</sup> and 10<sup>th</sup> grade data in the batch file. This will assure that both sets of grades are in the database. If the



batch file contains only the 10<sup>th</sup> grade data, the 9<sup>th</sup> grade data on the database will be deleted and replaced with only the 10<sup>th</sup> grade data.

The same procedure would apply for the grades for the 11<sup>th</sup> and 12<sup>th</sup> grade data. To submit complete grade data for a graduating student, the grade data for the 9<sup>th</sup> through the 12<sup>th</sup> grades must be included in the batch file.

**Q-200. Can I key in a student record alone then go back and enter transcript data?**

- A. When entering a student record, at least one transcript record must be entered for the student data to be accepted.

**Q-201. If I am entering data through the online system, is there an easy way to add standard redundant information without having to key in the same information over and over again?**

- A. Yes. In STS on the Web, the default data values are automatically included. You will not need to turn the default values on. The following fields have defaulted values:

GRADE POINT MAX: 4.0  
SEMESTER: Y1  
CREDIT ATTEMPTED: 1.0  
CREDIT EARNED: 1.0  
COURSE TYPE: REGULAR  
CORE COURSE WAIVER: N  
DISTANCE LRN TYPE CD: N/A  
COURSE SPONSOR: *the school's sponsor code*  
COURSE SITE: *the school's site code*

**Q-202. How will I know if my student has met TOPS requirements after I submit the transcript data?**

- A. With STS on the Web, GPA calculations will be made each time a change is made to a transcript record.

To view TOPS data, select the Core Progress Button then click on the core curriculum you are interested in viewing. This screen will show the student's TOPS Cumulative High School Grade Point Average along with which courses were used to calculate the TOPS Cumulative High School Grade Point Average. Categories, which have not yet been completed, will be highlighted.

**Q-203. Does a student's record have to be deleted from my records if they transfer from my school?**

- A. No. Leave the records on your system for the current academic year, BUT do not insert a graduation date. After the system rolls over to the next academic year, delete the student from your school. Use the following procedure:

Batch – Move forward all students that do not have a graduation date. After the rollover, send a Type 3 file. This will delete all students that rolled over and will replace them with the students at your school for the current year.

Online – Delete students after the rollover. Manually change grade levels.

**Q-204. For home school or home study students who transfer to my school, is there a site code for home school or home study or do we just put "home school" or "home study" in the course site name field?**

- A. If you are entering a course for a home school/ home study student, enter “home school” or “home study” as appropriate on the course site name field at the bottom of the transcript record.

**Q-205. If a student takes a course that is graded on an annual basis but half was taken at one school and half at another school, how do we enter that in the transcript record?**

- A. If a student takes two parts of a class at two different BESE approved Louisiana schools, it is entered on two transcript records showing Part 1 taken for .5 credits with .5 credits earned at one school then Part 2 taken for .5 with .5 credits earned. However, if you give a final grade that includes the transfer semester grade, submit only a final grade as Y1.

If the student takes two parts of a class at two different BESE approved high schools, the two parts of the course must be entered as Part 1 for 0.5 credits and Part 2 for 0.5 credits earned each with the appropriate Sponsor and Site Code or Site Location.

If the student takes two parts of a class at two different schools, one a BESE approved high school and one an out-of-state high school, the two parts of the course must be entered as Part 1 for 0.5 credits and Part 2 for 0.5 credits each with the appropriate Sponsor and Site Code or Course Site Name for the part of the course taken in Louisiana and the high school name in the Transcript Site Name field for the part taken out-of-state. This is for the purpose of checking the student’s residency.

**Enter the high school Site Code for correspondence courses for which the high school gives credit for graduation.**

**Q-206. Our school uses semester grades only on our transcripts. We also allow a student who earns an “F” in the first semester but earns a passing grade the second semester to earn a full credit for the course. How do we submit these grades?**

- A. It is no problem sending a combination of S1, S2 for some courses and Y1 for other courses. In this case, to receive credit for a whole unit, submit the course as a Y1 with a final grade. The system will not recognize the half unit as credit if the grade equals “F”. You should make a note on the student’s cum card that it is your school’s policy to give the student a passing grade for the year if the second semester is passed since this will cause STS to not match the cum card.

**Q-207. How do I report courses earned with “P”?**

- A. A course with an earned grade of “P” can only be entered as Y1 – Year Long Course. Programming will not allow the ‘Course Part Number’ field to be populated. A student cannot receive a letter grade of “P” for one part of a course and a letter grade for the other part of the course. The same will apply to courses given an “E”.

**Q-208. When should a Course Part Number be reported on STS Records?**

- A. The Course Part Number must be supplied whenever a one-unit course is submitted as two half-unit records. If you submit a one-unit course as a single one-unit record, leave the Course Part Number blank.

**FAILURE TO INCLUDE A COURSE PART NUMBER WILL RESULT IN NO CREDIT FOR THE HALF UNIT OF THE COURSE AND COULD RESULT IN THE STUDENT’S INELIGIBILITY FOR TOPS.**

*Please Note:* If the TOPS Core requirement is one unit of credit, and you submit a one unit course as two half-unit records without the Course Part Number, the program calculating core requirements will not

recognize the course.

*Examples:* two possible CORRECT ways to submit a one-unit course:

**Correct Method #1** (submit as one record)

Record Number	Course Code	Course Description	Course Part Number	Credit Attempted	Credit Earned	Letter Grade
1	150301	Biology		1.0	1.0	B

**Correct Method #2** (Submit as two half-unit records with the Course Part Number)

Record Number	Course Code	Course Description	Course Part Number	Credit Attempted	Credit Earned	Letter Grade
1	150301	Biology	1	.5	.5	B
2	150301	Biology	2	.5	.5	B

The example listed below is **incorrect and will not be recognized** as a one-unit TOPS requirement:

Record Number	Course Code	Course Description	Course Part Number	Credit Attempted	Credit Earned	Letter Grade
1	150301	Biology		.5	.5	B
2	150301	Biology		.5	.5	B

A one-unit course, submitted as two half-unit records without the Course Part Numbers is an invalid entry. STS will interpret this scenario as the student took the first part of the course twice and it will perform a delete/repeat resulting in 0.5 credit for the course.

**Q-209. If a student transfers, will the receiving school have to re-enter all of the transcript data?**

- A. No. There is a Re-Assignment feature in STS On the Web. Re-Assignment for a student who is transferring to your school for the 2008-2009 academic year should not be performed until after the STS Data Rollover on October 1, 2008.

**Q-210. How is a correspondence course defined in the semester fields when it does not fall into one specific semester or does not take a full year?**

- A. If the course is for a full credit put Y1. If it is for a half credit, put the most appropriate semester code for that course.

**Q-211. If I put that a course is graded on a 5.00 scale but, in error, put "RG" in the Course Type field, will STS catch that I made a mistake?**

- A. The STS will NOT automatically assume that a course, which has a value of 5.0, is an honors course. You must enter HR (AP or GT as appropriate) in the Course Type Field. If the data has already been transmitted, make an on-line correction or, if there are numerous corrections, resubmit the batch file. All corrected records must be recertified.

**Q-212. When entering a course that was taken at another in-state school, does the course site code have to be used or can the school enter the school name on the site name line?**

- A. The appropriate Sponsor and Site Codes are required for all courses taken in Louisiana.

**Q-213. If a student takes English IV more than once, will the system automatically take the highest grade?**

- A. Yes, the system will know to take the highest grade. The key will be to include the academic year(s) or

semester in which the repeated course was taken.

**Q-214. What course codes do I use for religion courses that we teach?**

- A. If your school offers more than four religious courses, use other general elective course codes for these courses. Non-public schools should use the course codes for Religion for Non-public schools I-IV.

Bulletin 741 requires that any elective that is offered at a non-public school must first have the approval of the LDE. If you have any electives that have not been approved, have your school administrator contact the Division of Student Standards and Assessments at the LDE.

**Q-215. If a student takes advanced chorus more than once, how do I enter it so the system knows that the course is not a repeat/delete course?**

- A. Within the STS and the TOPS Reference Tables, there are ten music courses that are allowed to repeat for credit, according to Bulletin 741:

Advanced Band	030302
Wind Ensemble	030303
Jazz Ensemble	030304
Advanced Choir	030312
Small Vocal Ensemble	030313
Advanced Orchestra	030322
Applied Music	030360
Studio Piano III	030363
Advanced Dance	030611
Advanced Theater	030711

These courses can be repeated for credit up to 8 times; a student can have multiple occurrences of these courses in their TOPS Cumulative High School Grade Point Average calculation.

For schools transmitting data online, course codes for these ten have been added to the STS and TOPS Reference Tables that will allow you to indicate second, third and fourth year of the repeatable course. Refer to the current course code list for the additional codes.

For those schools submitting batch files, enter the repeatable course code for each Academic Year in which the course was taken. The LDE programming that receives the data will automatically convert the repeated course into the format of second credit, third credit and so on.

**Q-216. How do I enter a half-credit course that is a year-long course?**

- A. A half-credit course that is a year-long course is entered as “Y1” with 0.5 credits attempted.

**Q-217. Can I enter a course as a 0.25 credit?**

- A. Yes.

**Q-218. Can the graduation date be changed once it is entered?**

- A. Yes. For non-public schools, the graduation date should be entered only when the student has completed all of the requirements for graduation. When the date is entered, you are indicating the data being submitted has been certified as complete.

For public schools, after making a change, the LEA will need to perform the additional step of certifying graduates using the “Certification of Graduates” function to re-certify.

Since an academic year begins on September 1 and ends on August 31, the graduation date will determine the initial award year. To ensure a student is eligible for a TOPS award when first enrolling as a first-time fulltime student, it is essential that the graduation date fall in the year preceding the year of enrollment.

**Q-219. If the student graduates after attending summer school, what year would I report him as graduated?**

- A. For TOPS scholarship purposes, an academic year is September 1 through August 31. If a student completes the summer school course in July 2008, and his school records show he graduates 7/2008, then, if otherwise eligible, the student could attend in Fall 2008 and must meet the TOPS application deadlines for TOPS payments for that semester. (See Question 19.) If a student completes his summer course work on September 1, 2008 and his graduation date is 9/2008, he may enroll for the fall semester of 2008 but he will not qualify to receive a TOPS award until the spring semester of 2009 because he will be considered a 2009 graduate.

**Q-220. When submitting a batch file, can I submit a partial record for my seniors now and add their final grades when they finish their senior year?**

- B. You can submit grades 9-11 for your seniors now. When you submit their senior year grades, you will send a complete transcript, including grades 9-12. When that happens, the previous information sent will be overwritten with the new batch file.

**Q-221. How long will it take an error report to be available when submitting batch files?**

- A. In STS On the Web, you will be allowed to include an e-mail address when submitting batch files. You will be notified by e-mail as soon as the report is ready with a link to the report.

**Q-222. What if there is not a course code for our specific courses (for example: Bible, Bible Survey and Bible Study)?**

- A. If a religion course is taken in addition to the Religion courses I-IV, use one of the General Elective Course Codes (General Electives 1-8). You may enter the name of the course in the Transcript Course Name field to indicate the actual name of the course.

**Q-223. Do technical schools have site codes? How are courses treated that are taken off-site at a hospital or a driving school or at a university for high school credit?**

- A. Use the Sponsor Code and Site Code for the high school that is giving credit for the course for graduation. You may list the location the course was taken in the Transcript Course Site field.

**Q-224. Is it necessary to enter information for foreign exchange students?**

- A. If the student might attend a Louisiana university, the Board of Regents or the university would need that information. Therefore, the information only needs to be provided if the student might attend a Louisiana post-secondary school.

**Q-225. There is a course code for Algebra I that is taken in the 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade. Is that the code that a school should use for a student that takes Algebra I for high school credit in 8<sup>th</sup> grade (or physical**

science, etc) or should they use the regular high school Algebra I code?

- A. If the school is going to give the student a high school Carnegie unit credit for a course taken in the elementary grades (6-8), use the high school subject course code rather than the elementary course code.

**Q-226. If a student transfers to our school with a foreign language that is not offered and is not in Bulletin 741, nor does it have a course code, what should I use?**

- A. Foreign language elective course codes have been created just for this purpose; however, there are rules that apply. If two of the elective codes are used, they must be for the same language; and the name of the language must be included in the Transcript Course Name field. The name in the Transcript Course Name field must be exactly the same for both courses. Failure to use the exact same name in the Transcript Course Name field will result in STS determining that the two years are in different languages. For example, if you are creating records for a student who has two units of Vietnamese, you will use: 124001 Foreign Language Elective – Year 1 with Transcript Course Name: Vietnamese and 124002 Foreign Language Elective – Year 2 with Transcript Course Name: Vietnamese.

**Q-227. Speech Debate (2 units) is included in TOPS rule as a substitute for Fine Arts Survey. Does that mean that Speech III and Speech IV are also suitable substitutes?**

- A. Yes. Speech III -0151103 and Speech IV -051104 (both units) are allowed for use by students graduating in 2007 and later as a substitute for one unit of Fine Arts Survey. Speech Debate may be used by students graduating in 2008 or earlier. Speech Debate will not be a substitute for Fine Arts Survey for students graduating in 2009 and later.

**Q 228. I have credit for one unit of General Science. Can I use it as a substitute for Physical Science?**

- A. Yes, but only if you graduate in 2008. General Science will not be available as a substitute for Physical Science for students graduating in 2009 and later.

**Q-229. Can I print a transcript from STS?**

- A. No. You can print transcript data from STS. However, you can print an official high school transcript from the On-Base Transcript System (OTS). OTS creates the official high school transcript based on data from STS.

**Q-230. I am with a non-public school, how do I certify my data?**

- A. You are certifying the data when you enter a graduation date in a student's record. Your certification is your confirmation that the student's data is complete, correct and ready for a TOPS eligibility determination. **DO NOT** enter a graduation date in a student's record before you are ready to certify that student's data.

**Q-231. If a student fails a course at his home school and attends summer school at another school, which sponsor/site code would be used?**

- A. Use the sponsor/site code of the school where the course was taken.

**Q-232. If a student transfers from an in-state eligible high school and has repeated a course during the summer prior to enrolling in the new school, which sponsor/site code should be used?**

- A. Use the sponsor/site code for the school attended for the course.

**Q-233. Are there different course codes for honors courses?**

- A. No. An honors course is indicated by entering “HR” in the Course Type Code Field. This is a new field in STS for 2003. Course types include:

RG – Regular  
HR – Honors  
GT – Gifted  
AP – Advanced Placement  
IB – International Baccalaureate  
SE – Special Education  
TA – Talented

Course Codes were created in 2005 for certain AP courses since they had no equivalent course code in Louisiana. See Supplement C for a list of AP Course Codes.

**Q-234. Which course codes should I use for P.E.?**

- A. Non-Public High Schools should use the following course codes:

190101 Health and Physical Education I  
190102 Health and Physical Education II  
190103 Health and Physical Education III  
190104 Health and Physical Education IV

These courses are not in the Program of Studies for public schools and do not meet graduation requirements. They may be taught at nonpublic schools only.

Students graduating from public schools in Louisiana are required to have 1 1/2 units of Physical Education and 1/2 unit of Health. Physical Education III and IV may be taken as electives. The course codes for those courses are listed below.

190097 Adapted Physical Education 2  
190098 Adapted Physical Education 3  
190099 Adapted Physical Education 4  
190100 Adapted Physical Education  
190105 Physical Education I  
190106 Physical Education II

190107 Physical Education III  
190108 Physical Education IV  
190500 Health Education

**Q-235. When do I enter my freshmen and transfer students into STS?**

- A. Freshmen and new transfer students cannot be entered into STS until the system has rolled over into a new academic year. For example 2008-2009 freshman should be entered into STS after the system rolls over into Beginning School Session Year (BSSY) 2008. This rollover will occur on October 1, 2008, so 2008-2009 freshmen cannot be entered into STS over the summer of 2008.

If a student transfers out of your school at the end of the 2008-2009 academic year, you must enter that student into STS for BSSY 2008. You will delete the student from your school when the system rolls over to BSSY 2009.

**Q-236. When must I have my STS data entry completed for the 2008-2009 academic year (BSSY 2008)?**

- A. There are three deadlines for STS data entry:  
February 13, 2009: Board of Regents Extract – for college admissions  
June 12, 2009: TOPS and Board of Regents  
September 30, 2009: Final deadline for academic year (Extended to this date due to Hurricane Gustav).

**Q-237. Can I change my data after I have certified my records?**

- A. Yes. Student records may be pulled back for data changes after certification. Care must be taken to recertify each time data is pulled back, changed and resubmitted.

Nonpublic schools are not required to certify their records; however, a graduation date must be entered for each student.

**Q-238. I am a public school counselor. Can I have view access to STS?**

- A. Yes. Each public high school is allowed to have inquiry access to the STS system. Contact the STS Coordinator for your district to request security access.

**Q-239. I am a counselor in a non-public school that does online data entry into STS. Can our school have another user ID to do data entry?**

- A. Yes, the school can have additional STS user IDs with online update access for data entry.

**Q-240. I am a new counselor at a non-public high school. Can I use the previous counselor's STS user ID?**

- A. No. You must request a new User ID through LOSFA. Also, the former counselor's User ID must be deleted. Contact LOSFA for a STS Security Access Form.

**Q-241. Where do I go for technical assistance for the STS program?**

- A. For all non-public high school users and public school high school counselors with "inquiry" access, contact the LOSFA STS Technical Support Team:

Michelle: ext. 2027 [mdarling@osfa.la.gov](mailto:mdarling@osfa.la.gov)

Annette: ext. 2245, [achelette@osfa.la.gov](mailto:achelette@osfa.la.gov)

Kate: ext. 2405. [kherke@osfa.la.gov](mailto:kherke@osfa.la.gov)

Technical assistance for public LEAs is provided by the LDE.

**Q-242. My STS User ID is revoked. How do I have it reset?**

- A. Non-public STS users should send an e-mail to [helpdesk@osfa.la.gov](mailto:helpdesk@osfa.la.gov) or call (800) 259-5626 Ext. 1012. Public high school counselors with Inquiry access should contact their parish STS Coordinator.

**Q-243. Does submitting transcript data through STS replace a paper transcript?**

- B. Yes. The OnBase Transcript System (OTS) will generate the official high school transcript from the data entered in STS. To obtain access for OTS, contact Sue Millican, LDE, at [sue.millican@la.gov](mailto:sue.millican@la.gov), (225) 342-9963, or (877)453-2721.

**Q-244. Do colleges and universities have access to STS?**



- A. Yes. Beginning in fall of 2004, the Louisiana Board of Regents obtained access to STS data for Louisiana colleges and universities. Institutions can access student data after each of the Board of Regents Extract files are created on February 13, June 12 and September 11. Public institutions should no longer ask high schools for a paper transcript. Centenary College, Louisiana College and Our Lady of Cross College also have STS access.

**Q-245. Once the data rolls over to a new academic year, will the grade placement field advance?**

- A. No. The system does not assume that the student has advanced to the next grade. You must change the grade placement field for your students to show the correct grade level.

**Q-246. Are there any major changes to STS data entry for 2008-2009?**

- A. The address for STS on the Web has changed is now accessed at: <https://leads.doe.louisiana.gov/ptl/>

**Q-247. What courses may be designated as an AP course in STS?**

- A. Only the 35 courses identified by the College Board, using the College Board curriculum, can be labeled AP. Each school having AP courses must have a designated AP Coordinator who is responsible for communicating with the College Board. For more information on AP Course Curriculums see <http://apcentral.collegeboard.com>. For the Louisiana equivalent course titles and sponsor codes, see Supplement C. Only course codes listed in Supplement C are allowed to have a course type of AP.

**Q-248. I have a student who does not have a social security number. What do I use as their Student ID?**

- A. You can create a student ID for the student. The ID number will be 99-sponsor code- 4 sequential numbers. For example, 99-506-0001.

**Q-249. Can I access STS at any time during the day or night?**

- A. Yes. STS will periodically go down for program updates, but it will no longer shut down every evening.

**Q-250. How do I report a course that is being waived for a student in STS?**

- A. If you are waiving a core course for a student, you will need to create a record for that class in STS. You should report the Letter Grade as “E” and Core Course Waiver as “Y”. The course must be entered as a full-year. STS will not accept part numbers for a course with a letter grade of “E”.

## **STUDENTS WITH DISABILITIES**

**Q-251. Does a student with a disability have to take all of the core curriculum units? If not, what documentation must they provide?**

- A. Core curriculum requirements may be waived for a student who has one or more learning, visual, hearing or physical disabilities. In order to obtain a waiver, the high school must certify to LOSFA that it has on file in the school records the following documents:
2. A written diagnosis from a person licensed or certified to diagnose the disability of the student that specifies the need for special accommodation by the student’s high school, and
  3. A written statement from the principal of the high school that a plan of accommodation under Section 504 of the Rehabilitation Act of 1973 (“504 Plan”) has been established, and the high school was unable

to provide the special accommodation, or, if the special accommodation was provided by the high school, the failure to complete the specified core curriculum course was due solely to the student's diagnosed disability.

**Q-252. If the recommended accommodation is for the student not to take the course, and the 504 Plan reflects the school's acceptance of the accommodation, is it acceptable for the principal to certify that the reason that the student did not complete the course was due solely to the student's disability?**

A. Yes. If a student does not take a course under this circumstance, this is acceptable. If the student ignores the recommendation and attempts the course, and then drops the course due to the disability, the result would be the same.

**Q-253. Is the high school required to report a course if a student is diagnosed with a disability, the high school provides special accommodations and the student earns a "D" or "C" in the course?**

A. Yes. A student with a disability cannot be granted a waiver for a course which was attempted and passed with a "C" or "D" in the course. .

**Q-254. We have a deaf student who is taking signing courses. Will these courses fulfill the foreign language requirement?**

A. Yes, but only if the course is the BESE approved American Sign Language. See Question 84.

**Q-255. Will LOSFA waive ACT/SAT scores for a child with ADD or ADHD or another disability?**

A. No. The minimum ACT score is established by the TOPS statute and cannot be waived. However, the student may apply to ACT, Inc. for special testing conditions.

**Q-256. Will LOSFA waive the TOPS Cumulative High School Grade Point Average for a child with ADD?**

A. No. The minimum TOPS Cumulative High School Grade Point Average is established in the TOPS statute and there is no provision for waiver.

## **STUDENTS WITH EXCEPTIONALITIES**

**Q-257. Does a student with an exceptionality have to take all of the core curriculum units? If not, what documentation must they provide?**

B. Core curriculum requirements may be waived for a student defined as an exceptional child in accordance with R.S. 17:1943(4), excluding gifted and talented. In order to obtain a waiver, the high school must certify to LOSFA that it has on file in the school records the following documents:

1. A written Individual Education Program (IEP) in accordance with R.S. 17:1941 et seq. and Louisiana Department of Education Bulletin 1706, and
2. A written statement from the principal of the high school that the failure to complete the specified core curriculum course was due solely to the student's exceptionality.

**Q-258. If the IEP is for the student not to take the course, is it acceptable for the principal to certify that the**

**reason that the student did not complete the course was due solely to the student’s exceptionality?**

- A. Yes. If a student does not take a course under this circumstance, this is acceptable. If the student ignores the recommendation and attempts the course, and then drops the course due to the exceptionality, the result would be the same.

**Q-259. Is the high school required to report a course if an exceptional student’s IEP provides special accommodations and the student earns a “D” or “C” in the course?**

- A. Yes. A student with an exceptionality cannot be granted a waiver for a course which was attempted and passed with a “C” or “D” in the course.

## **TOPS TECH AWARD**

**Q-260. How is the TOPS Tech Award different from the TOPS Award?**

- A. Besides the ACT score, most of the requirements are the same as, or similar to, the TOPS Award, except that there are three different core curriculums that may be used to qualify. The differences are noted in the answers to the following questions.

**Q-261. What are the core curricula choices?**

- A. There are two TOPS Tech curricula: Option 1 has a speech/language component (17.0 units). Option 2 has a career option component (19.0 units). In addition, a student may complete the core curriculum for the TOPS Opportunity Award (17.5 units).

To have a student considered for TOPS with the TOPS Tech Option 2 Core Curriculum, the student’s **career major number** must be included in the Career Option field in STS.

**Q-262. Can courses be mixed/matched for those courses listed under TOPS-Tech Option 1, where foreign language is listed?**

- A. Yes. The intent of the change in this requirement is to allow mixing/matching. For example, a student may meet the requirement by successfully completing Spanish I and French I, or Spanish I and Speech I, or another combination.

**Q-263. In TOPS Tech Core Option 2, can keyboarding count to meet the requirements of “in a related field” for a student enrolled in a Welding Program?**

- A. Only if it is a course included in the courses listed under the student’s major.

**Q-264. Where can a student use a TOPS Tech Award?**

- A. The TOPS Tech Award may be used to enroll in a nonacademic program for a vocational or technical education certificate or diploma at any eligible postsecondary institution that offers such courses. This includes the Louisiana Technical College campuses, some public colleges and universities and some of those colleges and universities that are members of the Louisiana Association of Independent Colleges and Universities.

Effective with the graduating class of 2009, a student who qualifies for the TOPS Tech Award may also use

their award at the following schools:

- Any school with a valid and current certificate of registration issued by the Louisiana State Board of Cosmetology and that is accredited by an accrediting organization recognized by the U. S. Department of Education, and
- Any proprietary school with a valid and current license issued by the Louisiana Board of Regents and accredited an accrediting organization recognized by the U. S. Department of Education.

**Q-265. Which schools offer nonacademic programs?**

A. The eligible colleges and universities that currently offer nonacademic courses are:

- All campuses of the Louisiana Technical Colleges
- Baton Rouge Community College
- Bossier Parish Community College
- Delgado Community College
- Louisiana Delta Community College
- Louisiana State University at Eunice
- Nunez Community College
- Our Lady of the Lake College (non-public)
- South Louisiana Community College
- Southern University at Shreveport
- Fletcher Technical Community College
- SOWELA Technical Community College
- Cosmetology and Proprietary schools identified in Question 264.

**Q-266. Can a student with a TOPS Tech Award use the award to enroll in a nonacademic program at a nonpublic college or university?**

A. Yes, if the college or university is a member of the Louisiana Association of Independent Colleges and Universities (LAICU). Currently, Our Lady of the Lake College is the only LAICU institution offering a nonacademic program.

Effective with the graduating class of 2009, a student who qualifies for the TOPS Tech Award may also use their award at the following schools:

- Any school with a valid and current certificate of registration issued by the Louisiana State Board of Cosmetology and that is accredited by an accrediting organization recognized by the U. S. Department of Education, and
- Any proprietary school with a valid and current license issued by the Louisiana Board of Regents and accredited an accrediting organization recognized by the U. S. Department of Education.

**Q-267. Can a student use a TOPS Opportunity, Performance or Honors Award to pursue a nonacademic program (attend a technical school)?**

A. Yes.

**Q-268. How much does the TOPS Tech Award pay toward enrollment in a nonacademic program?**

A. It depends on whether the college is public or private and whether it offers an academic degree at the baccalaureate level or higher:

- If it is a public college that DOES NOT offer a baccalaureate degree, the award pays the actual cost of tuition.

- If it is a public or nonpublic college that DOES offer a baccalaureate degree, the award is an average of what is paid to students enrolled in the same types of programs in the prior program year at eligible public colleges and universities that do not offer academic degrees at the baccalaureate level and is determined by dividing the total dollar value of awards made by the total number of students that received the awards.
- If the student is attending a cosmetology school or proprietary school as described in questions 263 and 265, the amount the award pays has not yet been determined. Check the TOPS Bulletins for additional information when it becomes available.

**Q-269. How much do the TOPS Opportunity, Performance and Honors Awards pay toward enrollment in a nonacademic program?**

A.

- . If it is a public college that DOES NOT offer a baccalaureate degree, the award pays an amount equal to tuition.
- If it is a public or nonpublic college that DOES offer a baccalaureate degree, the award is an average of what is paid to students enrolled in the same types of programs in the prior program year at eligible public colleges and universities that do not offer academic degrees at the baccalaureate level and is determined by dividing the total dollar value of awards made by the total number of students that received the awards.
- Students with TOPS Performance and Honors also receive their stipends.

**Q-270. Can students with a TOPS Tech Award or TOPS Opportunity, Performance and Honors Awards use the award to enroll in a nonacademic program at a nonpublic college or university?**

A. Yes. These students could enroll in a regionally accredited independent college or university in Louisiana that is a member of the Louisiana Association of Independent Colleges and Universities, provided such schools offer a nonacademic program.

**Q-271. How much will a TOPS-Tech Award or a TOPS Opportunity, Performance, and Honors Award pay toward enrollment in a nonacademic program at an eligible nonpublic college or university?**

A. The TOPS Award paid for these students is an average of what is paid to students enrolled in the same types of programs in the prior program year at eligible public colleges and universities that do not offer academic degrees at the baccalaureate level and is determined by dividing the total dollar value of awards made by the total number of students that received the awards. Students with TOPS Performance or Honors Awards will receive their stipend prorated for the number of semesters or terms in the year.

**Q-272. Will TOPS pay my award for a summer session in a nonacademic program?**

A. Yes. TOPS will pay for enrollment in summer session in nonacademic programs EXCEPT for the summer session immediately after high school graduation. For example, a student graduating in May 2008 may enroll in a nonacademic program for the 2008 summer session, but the award will not be paid; however, the award will be paid for enrolling in a nonacademic program for the 2009 summer session.

**Q-273. Will a TOPS-Tech Award pay for two nonacademic diplomas?**

A. Yes. Beginning with the 2004-2005 Academic Year (College), the student may use all two years of

eligibility for nonacademic programs.

**Q-274. Will a TOPS Opportunity, Performance and Honors Award pay for two nonacademic diplomas (four years)?**

- A. Yes. Beginning with the 2004-2005 Academic Year (College), the student may use all 8 semesters of eligibility for nonacademic programs.

**Q-275. Will a TOPS Opportunity, Performance and Honors Award pay for a nonacademic diploma (two years) and then two years of a four-year academic program?**

- A. Yes. A student with a TOPS Opportunity, Performance or Honors Award who enrolls in an academic program in the semester or term, excluding summer sessions, that starts immediately after the end of the nonacademic term, may be eligible for continued TOPS payments if the student has met continuing eligibility requirements and has not exhausted his or her TOPS eligibility.

**Q-276. What is a nonacademic program?**

- A. A program of courses, as defined by the Board of Regents, designed to teach a skill or occupation or provide technical training resulting in a vocational or technical education certificate, diploma or a nonacademic undergraduate degree. The purpose of TOPS-Tech is to provide an incentive for qualified Louisiana residents to prepare for and pursue technical positions in Louisiana.

**Q-277. What is the academic year for nonacademic programs?**

- A. The academic year for nonacademic programs is referred to as the “program year” because it is different than the academic year for academic programs. A program year is the schedule of semesters or terms during a year beginning with the fall semester or term, including the winter term, if applicable, and concluding with the spring semester or term or the equivalent schedule at an institution, which operates on units other than semesters or terms. Enrollment in a summer term, semester or session is not required to maintain eligibility for an award, but will be paid for students who enroll on a full time basis.

**Q-278. Will TOPS pay for attending a summer session in a nonacademic program?**

- A. Yes. Recipients of the TOPS Tech Award are not required to attend summer sessions; however, if they enroll full time in a nonacademic program, TOPS will pay.

Recipients of the TOPS Opportunity, Performance and Honors Award enrolled in nonacademic programs are not required to attend summer sessions; however, if they enroll full time in a nonacademic program, TOPS will pay. Eligibility will be reduced by one semester or term for each summer session paid.

**Q-279. What cumulative GPA do I have to maintain with the Tech award?**

- A. Tech students are required to have a 2.00 GPA at the end of each semester or term, and are required to have a cumulative 2.50 GPA at the end of each spring semester who are enrolled in nonacademic programs. This GPA is applicable to recipients of TOPS Opportunity Award. Students with Performance and Honors awards who are enrolled in nonacademic programs must have a cumulative GPA of at least 3.00 to maintain their awards.

**Q-280. How many hours does a Tech student have to earn to maintain his award?**

- A. Tech students must earn at least 24 hours each program year. Students with the TOPS Opportunity,

Performance and Honors awards who are enrolled in nonacademic programs must earn at least 24 hours each program year.

**Q.281. Can students enrolled in nonacademic programs use hours earned during a summer session to meet the 24 hour requirement?**

- A. Yes. A student who has not earned at least 24 hours after the spring semester may use hours earned during the next summer session to meet the 24 hour requirement.

**Q-282. If a student enrolled in a nonacademic program has not earned at least 24 hours after the spring semester, will TOPS pay for the summer session?**

- A. Yes, provided the student has maintained steady academic progress (has a cumulative grade point average of at least 2.00) and has a cumulative grade point average of at least 2.50 at the end of the spring semester or term.

**Q-283. If I have an Opportunity, Performance or Honors Award and have attended both an academic program and a nonacademic program, how is my GPA for TOPS retention calculated?**

- A. Students who have attended both an academic program and a nonacademic program will have a GPA calculation for each type of program. Grades from an academic program **will not be mixed** with grades from a nonacademic program. The GPA for the program currently being attended will be used; however, if a student changes from one type of program to another while on suspension for grades, the student will remain on suspension until he earns at least the minimum GPA required for the program being attended.

**SUPPLEMENT A  
TO  
TOPS QUESTIONS AND ANSWERS  
TOPS Core Curriculum Tables**

*Note: The following list is for the Opportunity, Performance and Honors Awards Core Curriculum (R1). This list does not include courses approved for individual LEAs/Schools or course codes which are not valid in the 2008-2009 academic year. For a complete listing of courses in the R1 core, or to view the Tech Option 1 (T1) or Tech Option (T2) curricula, use the View TOPS Core Curriculum function in STS on the Web or contact LOSFA. Additional courses may be added during the year. The Table indicates the expiration year of a course, if the course is set to expire.*

**TOPS CATEGORY: 01 ENGLISH I**

1.00 CREDIT UNIT FROM THE FOLLOWING ENGLISH I COURSES:  
120331 ENGLISH I

**TOPS CATEGORY: 02 ENGLISH II**

1.00 CREDIT UNIT FROM THE FOLLOWING ENGLISH II COURSES:  
120332 ENGLISH II

**TOPS CATEGORY: 03 ENGLISH III**

1.00 CREDIT UNIT FROM THE FOLLOWING ENGLISH III COURSES:  
120333 ENGLISH III

**TOPS CATEGORY: 04 ENGLISH IV**

1.00 CREDIT UNIT FROM THE FOLLOWING ENGLISH IV COURSES:  
120334 ENGLISH IV

**TOPS CATEGORY: 05 ALGEBRA I**

1.00 CREDIT UNIT FROM THE FOLLOWING ALG.I COURSES:  
160321 ALGEBRA I  
160339 INTEGRATED MATHEMATICS I

OR 2.00 CREDIT UNITS FROM THE FOLLOWING APPLIED ALG. COURSES:  
160333 APPLIED ALGEBRA IA  
160334 APPLIED ALGEBRA IB

OR 2.00 CREDIT UNITS FROM THE FOLLOWING ALG PART COURSES:  
160337 ALGEBRA I - PART I  
160338 ALGEBRA I - PART II

OR 2.00 CREDIT UNITS FROM THE FOLLOWING APPLIED MATH COURSES:  
160342 APPLIED MATHEMATICS I  
160343 APPLIED MATHEMATICS II

**TOPS CATEGORY: 06 ALGEBRA II**

1.00 CREDIT UNIT FROM THE FOLLOWING ALG.II COURSES:  
160322 ALGEBRA II  
160340 INTEGRATED MATHEMATICS II

**TOPS CATEGORY: 07 GEOMETRY OR OTHER COMPARABLE ADVANCED MATH**

1.00 CREDIT UNIT FROM THE FOLLOWING GEOMETRY OR OTHER MATH COURSES:  
160323 GEOMETRY  
160326 CALCULUS  
160335 APPLIED GEOMETRY  
160341 INTEGRATED MATHEMATICS III  
160344 APPLIED MATHEMATICS III  
160346 ADVANCED MATHEMATICS - PRE-CALCULUS  
160347 ADVANCED MATHEMATICS – FUNCTIONS & STATISTICS



- 160348 PRE-CALCULUS
- 160349 PROBABILITY AND STATISTICS
- 160350 DISCRETE MATHEMATICS
- 160375 ALGEBRA III
- 160394 AP CALCULUS BC

TOPS CATEGORY: 08 BIOLOGY

1.00 CREDIT UNIT FROM THE FOLLOWING BIOLOGY COURSES:

- 150301 BIOLOGY
- 150302 BIOLOGY II

TOPS CATEGORY: 09 CHEMISTRY

1.00 CREDIT UNIT FROM THE FOLLOWING CHEMISTRY COURSES:

- 150401 CHEMISTRY
- 150402 CHEMISTRY II
- 150451 CHEMISTRY COM

TOPS CATEGORY: 10 EARTH SCIENCE OR 1 OF OTHERS LISTED

1.00 CREDIT UNIT FROM THE FOLLOWING OTHER SCIENCE COURSES:

- 150300 INTEGRATED SCIENCE (GRADES 9-12)
- 150302 BIOLOGY II
- 150310 ENVIRONMENTAL SCIENCE
- 150402 CHEMISTRY II
- 150700 PHYSICS
- 150701 PHYSICS II
- 150794 AP PHYSICS C: ELECTRICITY AND MAGNETISM
- 150795 AP PHYSICS C: MECHANICS
- 150801 GENERAL SCIENCE – *EXPIRES BSSY 2007*
- 150802 PHYSICAL SCIENCE
- 150803 PHYSICS FOR TECHNOLOGY (REGULAR)
- 150805 PHYSICS FOR TECHNOLOGY II (REGULAR)
- 150901 EARTH SCIENCE

OR 2.00 CREDIT UNITS FROM THE FOLLOWING AGRISCIENCE COURSES:

- 010301 AGRISCIENCE I
- 010302 AGRISCIENCE II

TOPS CATEGORY: 11 AMERICAN HISTORY

1.00 CREDIT UNIT FROM THE FOLLOWING AMERICAN HISTORY COURSES:

- 220403 AMERICAN HISTORY

TOPS CATEGORY: 12 WORLD HISTORY, WESTERN CIV. OR WORLD GEO.

1.00 CREDIT UNIT FROM THE FOLLOWING OTHER SOCIAL STUDIES COURSES:

- 220300 WORLD GEOGRAPHY
- 220401 WORLD HISTORY
- 220402 WESTERN CIVILIZATION
- 220410 EUROPEAN HISTORY

TOPS CATEGORY: 13 CIVICS/FREE ENTERPRISE

1.00 CREDIT UNIT FROM THE FOLLOWING CIV/FREE ENTERPRISE COURSES:

- 220200 FREE ENTERPRISE SYSTEM ..... (REQUIRES 0.50 CREDIT UNIT)
- 220501 CIVICS ..... (REQUIRES 0.50 CREDIT UNIT)

OR 1.00 CREDIT UNIT FROM THE FOLLOWING FREE ENTERPRISE/AM GOV. COURSES

- 220200 FREE ENTERPRISE SYSTEM ..... (REQUIRES 0.50 CREDIT UNIT)
- 220503 AP AMERICAN GOVERNMENT ..... (REQUIRES 0.50 CREDIT UNIT)

OR 1.00 CREDIT UNIT FROM THE FOLLOWING CIVICS COURSES:

- 220501 CIVICS
- 220503 AP AMERICAN GOVERNMENT

TOPS CATEGORY: 14 FINE ARTS SURVEY

1.00 CREDIT UNIT FROM THE FOLLOWING FINE ARTS SURVEY COURSES:

030332 FINE ARTS SURVEY

OR 2.00 CREDIT UNITS FROM THE FOLLOWING MUSIC, DANCE, THEATER COURSES:

030300 BEGINNING BAND  
030301 INTERMEDIATE BAND  
030302 ADVANCED BAND  
030303 WIND ENSEMBLE  
030304 JAZZ ENSEMBLE  
030305 STRING ENSEMBLE  
030306 BRASS ENSEMBLE  
030307 PERCUSSION ENSEMBLE  
030308 CLASSICAL ENSEMBLE  
030310 BEGINNING CHOIR  
030311 INTERMEDIATE CHOIR  
030312 ADVANCED CHORUS  
030313 SMALL VOCAL ENSEMBLE  
030314 VOICE I  
030315 VOICE II  
030316 VOICE III  
030317 VOICE IV  
030320 BEGINNING ORCHESTRA  
030321 INTERMEDIATE ORCHESTRA  
030322 ADVANCED ORCHESTRA  
030330 MUSIC APPRECIATION  
030331 MUSIC HISTORY  
030333 GENERAL MUSIC  
030340 COMPOSITION  
030341 MUSIC THEORY I  
030342 MUSIC THEORY II  
030343 CONDUCTING  
030344 JAZZ IMPROVISATION  
030350 PIANO CLASS  
030351 INSTRUMENTAL TECHNIQUE CLASS  
030352 GUITAR CLASS  
030353 SECTIONAL REHEARSAL  
030360 APPLIED MUSIC  
030361 STUDIO PIANO I  
030362 STUDIO PIANO II  
030363 STUDIO PIANO III  
030402 ADVANCED BAND (SECOND CREDIT)  
030403 ADVANCED BAND (THIRD CREDIT)  
030404 ADVANCED BAND (FOURTH CREDIT)  
030405 ADVANCED BAND (FIFTH CREDIT)  
030406 ADVANCED BAND (SIXTH CREDIT)  
030407 ADVANCED BAND (SEVENTH CREDIT)  
030408 ADVANCED BAND (EIGHTH CREDIT)  
030412 WIND ENSEMBLE (SECOND CREDIT)  
030413 WIND ENSEMBLE (THIRD CREDIT)  
030414 WIND ENSEMBLE (FOURTH CREDIT)  
030415 WIND ENSEMBLE (FIFTH CREDIT)  
030416 WIND ENSEMBLE (SIXTH CREDIT)  
030417 WIND ENSEMBLE (SEVENTH CREDIT)  
030418 WIND ENSEMBLE (EIGHTH CREDIT)  
030422 JAZZ ENSEMBLE (SECOND CREDIT)  
030423 JAZZ ENSEMBLE (THIRD CREDIT)  
030424 JAZZ ENSEMBLE (FOURTH CREDIT)  
030425 JAZZ ENSEMBLE (FIFTH CREDIT)  
030426 JAZZ ENSEMBLE (SIXTH CREDIT)  
030427 JAZZ ENSEMBLE (SEVENTH CREDIT)  
030428 JAZZ ENSEMBLE (EIGHTH CREDIT)  
030432 ADVANCED CHOIR (SECOND CREDIT)  
030433 ADVANCED CHOIR (THIRD CREDIT)  
030434 ADVANCED CHOIR (FOURTH CREDIT)  
030435 ADVANCED CHOIR (FIFTH CREDIT)  
030436 ADVANCED CHOIR (SIXTH CREDIT)  
030437 ADVANCED CHOIR (SEVENTH CREDIT)  
030438 ADVANCED CHOIR (EIGHTH CREDIT)  
030442 SMALL VOCAL ENSEMBLE (SECOND CREDIT)

030443 SMALL VOCAL ENSEMBLE (THIRD CREDIT)  
 030444 SMALL VOCAL ENSEMBLE (FOURTH CREDIT)  
 030445 SMALL VOCAL ENSEMBLE (FIFTH CREDIT)  
 030446 SMALL VOCAL ENSEMBLE (SIXTH CREDIT)  
 030447 SMALL VOCAL ENSEMBLE (SEVENTH CREDIT)  
 030448 SMALL VOCAL ENSEMBLE (EIGHTH CREDIT)  
 030452 ADVANCED ORCHESTRA (SECOND CREDIT)  
 030453 ADVANCED ORCHESTRA (THIRD CREDIT)  
 030454 ADVANCED ORCHESTRA (FOURTH CREDIT)  
 030455 ADVANCED ORCHESTRA (FIFTH CREDIT)  
 030456 ADVANCED ORCHESTRA (SIXTH CREDIT)  
 030457 ADVANCED ORCHESTRA (SEVENTH CREDIT)  
 030458 ADVANCED ORCHESTRA (EIGHTH CREDIT)  
 030462 APPLIED MUSIC (SECOND CREDIT)  
 030463 APPLIED MUSIC (THIRD CREDIT)  
 030464 APPLIED MUSIC (FOURTH CREDIT)  
 030465 APPLIED MUSIC (FIFTH CREDIT)  
 030466 APPLIED MUSIC (SIXTH CREDIT)  
 030467 APPLIED MUSIC (SEVENTH CREDIT)  
 030468 APPLIED MUSIC (EIGHTH CREDIT)  
 030472 STUDIO PIANO III (SECOND CREDIT)  
 030473 STUDIO PIANO III (THIRD CREDIT)  
 030474 STUDIO PIANO III (FOURTH CREDIT)  
 030475 STUDIO PIANO III (FIFTH CREDIT)  
 030476 STUDIO PIANO III (SIXTH CREDIT)  
 030477 STUDIO PIANO III (SEVENTH CREDIT)  
 030478 STUDIO PIANO III (EIGHTH CREDIT)  
 030480 STUDIO STRINGS I  
 030481 STUDIO STRINGS II  
 030482 STUDIO STRINGS III  
 030600 DANCE I  
 030601 DANCE II – *EXPIRES 2007*  
 030602 DANCE III – *EXPIRES 2007*  
 030603 DANCE ELECTIVE II 060604 DANCE ELECTIVE III  
 030611 ADVANCED DANCE (FIRST CREDIT)  
 030612 ADVANCED DANCE (SECOND CREDIT)  
 030613 ADVANCED DANCE (THIRD CREDIT)  
 030614 ADVANCED DANCE (FOURTH CREDIT)  
 030615 ADVANCED DANCE (FIFTH CREDIT)  
 030616 ADVANCED DANCE (SIXTH CREDIT)  
 030617 ADVANCED DANCE (SEVENTH CREDIT)  
 030618 ADVANCED DANCE (EIGHTH CREDIT)  
 030699 DANCE ELECTIVE I – *EXPIRES 2007*  
 030700 THEATRE I  
 030701 ACTING II – *EXPIRES 2007*  
 030702 ACTING III – *EXPIRES 2007*  
 030703 THEATER ELECTIVE I  
 030704 THEATER ELECTIVE II  
 030705 THEATER ELECTIVE III  
 030711 ADVANCED THEATRE (FIRST CREDIT)  
 030712 ADVANCED THEATRE (SECOND CREDIT)  
 030713 ADVANCED THEATRE (THIRD CREDIT)  
 030714 ADVANCED THEATRE (FOURTH CREDIT)  
 030715 ADVANCED THEATRE (FIFTH CREDIT)  
 030716 ADVANCED THEATRE (SIXTH CREDIT)  
 030717 ADVANCED THEATRE (SEVENTH CREDIT)  
 030718 ADVANCED THEATRE (EIGHTH CREDIT)  
 030800 TECHNICAL THEATER I – *EXPIRES 2007*  
 030801 TECHNICAL THEATER II – *EXPIRES 2007*  
 030802 TECHNICAL THEATER III – *EXPIRES 2007*  
 030899 TECHNICAL THEATER ELECTIVE IV – *EXPIRES 2007*  
 600094 TALENTED MUSIC I – *EXPIRES 2007*  
 600095 TALENTED THEATER – *EXPIRES 2007*  
 600205 TALENTED MUSIC I  
 600206 TALENTED MUSIC II  
 600207 TALENTED MUSIC III  
 600208 TALENTED MUSIC IV  
 600210 TALENTED THEATER I  
 600211 TALENTED THEATER II

600212 TALENTED THEATER III  
600213 TALENTED THEATER IV  
900042 DRAMATIC TEXT & PERFORMANCE - *EXPIRES 2007*

OR 2.00 CREDIT UNITS FROM THE FOLLOWING VISUAL ARTS COURSES:

030506 VISUAL ARTS ELECTIVE I (LOCALLY INIT)  
030507 VISUAL ARTS ELECTIVE II (LOCALLY INIT)  
030597 AP ART HISTORY  
600096 TALENTED VISUAL ART – *EXPIRES 2008*

OR 2.00 CREDIT UNITS FROM THE FOLLOWING STUDIO ARTS COURSES:

030364 STUDIO ARTS ELECTIVE I(LOCALLY INIT) – *EXPIRES 2009*  
030365 STUDIO ARTS ELECTIVE II (LOCALLY INIT)– *EXPIRES 2009*  
030501 ART I  
030502 ART II  
030503 ART III  
030504 ART IV  
030508 AP STUDIO ART 3-D DESIGN  
030564 STUDIO ARTS ELECTIVE I (LOCALLY INIT)  
030565 STUDIO ARTS ELECTIVE II (LOCALLY INIT)  
600200 TALENTED ART I  
600201 TALENTED ART II  
600202 TALENTED ART III  
600203 TALENTED ART IV

OR 2.00 CREDIT UNITS FROM THE FOLLOWING SPEECH COURSES

051103 SPEECH III  
051104 SPEECH IV

OR 1.00 CREDIT UNIT FROM THE FOLLOWING CORE SUBSTITUTES COURSES:

040400 BUSINESS COMPUTER APPLICATIONS  
040401 INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS  
040220 COMPUTER TECHNOLOGY LITERACY  
040401 INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS  
040403 BUSINESS COMPUTER APPLICATIONS I  
040404 BUSINESS COMPUTER APPLICATIONS II  
061101 COMPUTER TECHNOLOGY LITERACY  
061102 COMPUTER SCIENCE I  
061103 COMPUTER SCIENCE II  
061175 AP COMPUTER SCIENCE A  
061176 AP COMPUTER SCIENCE AB  
061199 COMPUTER SCIENCE ELECTIVE  
110900 PHYSICS OF TECHNOLOGY I (VOCATIONAL)  
110910 PHYSICS OF TECHNOLOGY II (VOCATIONAL)  
121001 FRENCH I  
121002 FRENCH II  
121003 FRENCH III  
121004 FRENCH IV  
121005 FRENCH V  
121101 GERMAN I  
121102 GERMAN II  
121103 GERMAN III  
121104 GERMAN IV  
121105 GERMAN V  
121401 ITALIAN I  
121402 ITALIAN II  
121403 ITALIAN III  
121404 ITALIAN IV  
121405 ITALIAN V  
121501 JAPANESE I  
121502 JAPANESE II  
121503 JAPANESE III  
121504 JAPANESE IV  
121601 LATIN I  
121602 LATIN II  
121603 LATIN III  
121604 LATIN IV  
121605 LATIN V

122001 RUSSIAN I  
 122002 RUSSIAN II  
 122003 RUSSIAN III  
 122004 RUSSIAN IV  
 122005 RUSSIAN V  
 122501 SPANISH I  
 122502 SPANISH II  
 122503 SPANISH III  
 122504 SPANISH IV  
 122505 SPANISH V  
 123101 CHINESE I  
 123102 CHINESE II  
 123103 CHINESE III  
 123104 CHINESE IV  
 123456 AMERICAN SIGN LANGUAGE I  
 123457 AMERICAN SIGN LANGUAGE II  
 150300 INTEGRATED SCIENCE (GRADES 9-12)  
 150301 BIOLOGY  
 150302 BIOLOGY II  
 150310 ENVIRONMENTAL SCIENCE  
 150401 CHEMISTRY  
 150402 CHEMISTRY II  
 150451 CHEMISTRY COM  
 150700 PHYSICS  
 150701 PHYSICS II  
 150794 AP PHYSICS C: ELECTRICITY AND MAGNETISM  
 150795 AP PHYSICS C: MECHANICS  
 150801 GENERAL SCIENCE  
 150802 PHYSICAL SCIENCE  
 150803 PHYSICS FOR TECHNOLOGY (REGULAR)  
 150805 PHYSICS FOR TECHNOLOGY II (REGULAR)  
 150901 EARTH SCIENCE  
 160321 ALGEBRA I  
 160322 ALGEBRA II  
 160323 GEOMETRY  
 160326 CALCULUS  
 160335 APPLIED GEOMETRY  
 160339 INTEGRATED MATHEMATICS I  
 160340 INTEGRATED MATHEMATICS II  
 160341 INTEGRATED MATHEMATICS III  
 160344 APPLIED MATHEMATICS III  
 160346 ADVANCED MATHEMATICS - PRE-CALCULUS  
 160347 ADVANCED MATHEMATICS - FUNCTIONS & STATISTICS  
 160348 PRE-CALCULUS  
 160349 PROBABILITY AND STATISTICS  
 160350 DISCRETE MATHEMATICS  
 160375 ALGEBRA III  
 160394 AP CALCULUS BC  
 220300 WORLD GEOGRAPHY  
 220401 WORLD HISTORY  
 220402 WESTERN CIVILIZATION  
 220403 AMERICAN HISTORY  
 220410 EUROPEAN HISTORY  
 220501 CIVICS  
 220503 AP AMERICAN GOVERNMENT

OR 2.00 CREDIT UNITS FROM THE FOLLOWING AGRISCIENCE COURSES:

010301 AGRISCIENCE I  
 010302 AGRISCIENCE II

OR 2.00 CREDIT UNITS FROM THE FOLLOWING APPLIED ALG. SUBS COURSES:

160333 APPLIED ALGEBRA IA  
 160334 APPLIED ALGEBRA IB

OR 2.00 CREDIT UNITS FROM THE FOLLOWING ALG. PARTS SUBS COURSES:

160337 ALGEBRA I - PART I  
 160338 ALGEBRA I - PART II

OR 2.00 CREDIT UNITS FROM THE FOLLOWING APPLIED MATH SUBS COURSES:

160342 APPLIED MATHEMATICS I

160343 APPLIED MATHEMATICS II

OR 1.00 CREDIT UNIT FROM THE FOLLOWING CIVICS/FREE ENT. SUBS COURSES:

- 220200 FREE ENTERPRISE SYSTEM ..... (REQUIRES 0.50 CREDIT UNIT)
- 220501 CIVICS ..... (REQUIRES 0.50 CREDIT UNIT)

TOPS CATEGORY: 15 FOREIGN LANGUAGE

2.00 CREDIT UNITS FROM THE FOLLOWING FRENCH COURSES:

- 121001 FRENCH I
- 121002 FRENCH II
- 121003 FRENCH III
- 121004 FRENCH IV
- 121005 FRENCH V

OR 2.00 CREDIT UNITS FROM THE FOLLOWING GERMAN COURSES:

- 121101 GERMAN I
- 121102 GERMAN II
- 121103 GERMAN III
- 121104 GERMAN IV
- 121105 GERMAN V

OR 2.00 CREDIT UNITS FROM THE FOLLOWING ITALIAN COURSES:

- 121401 ITALIAN I
- 121402 ITALIAN II
- 121403 ITALIAN III
- 121404 ITALIAN IV
- 121405 ITALIAN V

OR 2.00 CREDIT UNITS FROM THE FOLLOWING LATIN COURSES:

- 121601 LATIN I
- 121602 LATIN II
- 121603 LATIN III
- 121604 LATIN IV
- 121605 LATIN V

OR 2.00 CREDIT UNITS FROM THE FOLLOWING RUSSIAN COURSES:

- 122001 RUSSIAN I
- 122002 RUSSIAN II
- 122003 RUSSIAN III
- 122004 RUSSIAN IV
- 122005 RUSSIAN V

OR 2.00 CREDIT UNITS FROM THE FOLLOWING SPANISH COURSES:

- 122501 SPANISH I
- 122502 SPANISH II
- 122503 SPANISH III
- 122504 SPANISH IV
- 122505 SPANISH V

OR 2.00 CREDIT UNITS FROM THE FOLLOWING JAPANESE COURSES:

- 121501 JAPANESE I
- 121502 JAPANESE II
- 121503 JAPANESE III
- 121504 JAPANESE IV

OR 2.00 CREDIT UNITS FROM THE FOLLOWING CHINESE COURSES:

- 123101 CHINESE I
- 123102 CHINESE II
- 123103 CHINESE III
- 123104 CHINESE IV

OR 2.00 CREDIT UNITS FROM THE FOLLOWING FOREIGN LANG. ELECTIVE COURSES:

- 124001 FOREIGN LANGUAGE ELECTIVE - YEAR I
- 124002 FOREIGN LANGUAGE ELECTIVE - YEAR II
- 124003 FOREIGN LANGUAGE ELECTIVE - YEAR III
- 124004 FOREIGN LANGUAGE ELECTIVE - YEAR IV

OR 2.00 CREDIT UNITS FROM THE FOLLOWING AMERICAN SIGN LANGUAGE COURSES:

- 123456 AMERICAN SIGN LANGUAGE I
- 123457 AMERICAN SIGN LANGUAGE II

TOPS CATEGORY: 16 COMPUTER SCIENCE

0.50 CREDIT UNIT FROM THE FOLLOWING COMPUTER .5 COURSES:

040203 WORD PROCESSING  
040206 COMPUTER MULTIMEDIA PRESENTATIONS  
040207 DESKTOP PUBLISHING  
040210 WEB DESIGN (0.5 CREDIT)  
040211 WEB DESIGN (1 CREDIT)  
040212 WEB DESIGN II (1 CREDIT)  
040220 COMPUTER TECHNOLOGY LITERACY  
040400 BUSINESS COMPUTER APPLICATIONS  
040401 INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS  
040407 TELECOMMUNICATIONS  
061101 COMPUTER TECH/LITERACY  
061102 COMPUTER SCIENCE I  
061103 COMPUTER SCIENCE II  
061110 COMPUTER APPLICATIONS  
061111 COMPUTER ARCHITECTURE  
061112 COMPUTER SYSTEMS/NETWORKING I  
061114 DESKTOP PUBLISHING  
061115 DIGITAL GRAPHICS AND ANIMATION  
061116 MULTIMEDIA PRODUCTIONS  
061117 WEBMASTERING  
061118 INDEPENDENT STUDY IN TECHNOLOGY APPLICATIONS  
061136 COMPUTER SYSTEMS/NETWORKING II  
061175 AP COMPUTER SCIENCE A  
061176 AP COMPUTER SCIENCE AB  
061199 COMPUTER SCIENCE ELECTIVE  
080501 DATABASE DESIGN AND PROGRAMMING  
080521 JAVA PROGRAMMING  
080531 DATABASE PROGRAMMING WITH PL/SQL TRAINING  
080800 DIGITAL MEDIA I (1 CREDIT)  
080802 DIGITAL MEDIA I (2 CREDITS)  
080803 DIGITAL MEDIA I (3 CREDITS)  
080805 DIGITAL MEDIA II (1 CREDIT)  
080812 DIGITAL MEDIA II (2 CREDITS)  
080813 DIGITAL MEDIA II (3 CREDITS)  
110011 TECHNOLOGY EDUCATION COMPUTER APPLICATIONS  
110590 ADVANCED TECHNICAL DRAFTING  
310800 COMPUTER ELECTRONICS I (1 CREDIT)  
310802 COMPUTER ELECTRONICS I (2 CREDITS)  
310803 COMPUTER ELECTRONICS I (3 CREDITS)  
310805 COMPUTER ELECTRONICS II (1 CREDIT)  
310812 COMPUTER ELECTRONICS II (2 CREDITS)  
310813 COMPUTER ELECTRONICS II (3 CREDITS)

OR 0.50 CREDIT UNIT FROM THE FOLLOWING CORE SUBSTITUTES COURSES:

010301 AGRISCIENCE I  
010302 AGRISCIENCE II  
030332 FINE ARTS SURVEY  
110900 PHYSICS FOR TECHNOLOGY I (VOCATIONAL)  
110910 PHYSICS FOR TECHNOLOGY II (VOCATIONAL)  
121001 FRENCH I  
121002 FRENCH II  
121003 FRENCH III  
121004 FRENCH IV  
121005 FRENCH V  
121101 GERMAN I  
121102 GERMAN II  
121103 GERMAN III  
121104 GERMAN IV  
121105 GERMAN V  
121401 ITALIAN I  
121402 ITALIAN II  
121403 ITALIAN III  
121404 ITALIAN IV  
121405 ITALIAN V

121501 JAPANESE I  
 121502 JAPANESE II  
 121503 JAPANESE III  
 121504 JAPANESE IV  
 121601 LATIN I  
 121602 LATIN II  
 121603 LATIN III  
 121604 LATIN IV  
 121605 LATIN V  
 122001 RUSSIAN I  
 122002 RUSSIAN II  
 122003 RUSSIAN III  
 122004 RUSSIAN IV  
 122005 RUSSIAN V  
 122501 SPANISH I  
 122502 SPANISH II  
 122503 SPANISH III  
 122504 SPANISH IV  
 122505 SPANISH V  
 123101 CHINESE I  
 123102 CHINESE II  
 123103 CHINESE III  
 123104 CHINESE IV  
 123456 AMERICAN SIGN LANGUAGE I  
 123457 AMERICAN SIGN LANGUAGE II  
 150300 INTEGRATED SCIENCE (GRADES 9-12)  
 150301 BIOLOGY  
 150302 BIOLOGY II  
 150310 ENVIRONMENTAL SCIENCE  
 150401 CHEMISTRY  
 150402 CHEMISTRY II  
 150451 CHEMISTRY COM  
 150700 PHYSICS  
 150701 PHYSICS II  
 150794 AP PHYSICS C: ELECTRICITY AND MAGNETISM  
 150795 AP PHYSICS C: MECHANICS  
 150801 GENERAL SCIENCE – *EXPIRES BSSY 2007*  
 150802 PHYSICAL SCIENCE  
 150803 PHYSICS FOR TECHNOLOGY (REGULAR)  
 150805 PHYSICS FOR TECHNOLOGY II (REGULAR)  
 150901 EARTH SCIENCE  
 160321 ALGEBRA I  
 160322 ALGEBRA II  
 160323 GEOMETRY  
 160326 CALCULUS  
 160333 APPLIED ALGEBRA IA  
 160334 APPLIED ALGEBRA IB  
 160335 APPLIED GEOMETRY  
 160337 ALGEBRA I - PART I  
 160338 ALGEBRA I - PART II  
 160339 INTEGRATED MATHEMATICS I  
 160340 INTEGRATED MATHEMATICS II  
 160341 INTEGRATED MATHEMATICS III  
 160342 APPLIED MATHEMATICS I  
 160343 APPLIED MATHEMATICS II  
 160344 APPLIED MATHEMATICS III  
 160346 ADVANCED MATHEMATICS - PRE-CALCULUS  
 160347 ADVANCED MATHEMATICS - FUNCTIONS & STATISTICS  
 160348 PRE-CALCULUS  
 160349 PROBABILITY AND STATISTICS  
 160350 DISCRETE MATHEMATICS  
 160375 ALGEBRA III  
 160394 AP CALCULUS AB  
 220200 FREE ENTERPRISE SYSTEM  
 220300 WORLD GEOGRAPHY  
 220401 WORLD HISTORY  
 220402 WESTERN CIVILIZATION  
 220403 AMERICAN HISTORY  
 220410 EUROPEAN HISTORY



220501 CIVICS  
220503 AP AMERICAN GOVERNMENT

TOPS CATEGORY: 17 ADDITIONAL MATH/SCIENCE

1.00 CREDIT UNIT FROM THE FOLLOWING MATH COURSES:

160323 GEOMETRY  
160326 CALCULUS  
160341 INTEGRATED MATHEMATICS III  
160344 APPLIED MATHEMATICS III  
160346 ADVANCED MATHEMATICS - PRE-CALCULUS  
160347 ADVANCED MATHEMATICS– FUNCTIONS & STATISTICS  
160348 PRE-CALCULUS  
160349 PROBABILITY AND STATISTICS  
160350 DISCRETE MATHEMATICS  
160375 ALGEBRA III  
160394 AP CALCULUS BC

OR 1.00 CREDIT UNIT FROM THE FOLLOWING SCIENCE COURSES:

150302 BIOLOGY II  
150402 CHEMISTRY II  
150700 PHYSICS  
150701 PHYSICS II  
150794 AP PHYSICS C: ELECTRICITY AND MAGNETISM  
150795 AP PHYSICS C: MECHANICS

**SUPPLEMENT B  
TO  
TOPS QUESTION AND ANSWERS  
2008-2009 COURSE CODES**

**COURSE CODE CHANGES FROM 2007-2008**

**New Course Codes**

120337 Senior Applications in English  
150306 Anatomy and Physiology  
160351 Math Essentials  
220512 African American Studies  
080110 Engineering Design I (1 credit)  
080120 Engineering Design II (1 credit)

**Course Name Changes**

160346 Advanced Math I now Advanced Math – Pre Calculus  
160347 Advanced Math II now Advanced Math – Functions & Statistics

**2008-2009 COURSE CODE LIST**

Course Code	Course Name
110701	ABC CARPENTRY I (1 CREDIT)
313300	ABC CARPENTRY I (1 CREDIT)
110702	ABC CARPENTRY I (2 CREDITS)
313302	ABC CARPENTRY I (2 CREDITS)
110703	ABC CARPENTRY I (3 CREDITS)
313303	ABC CARPENTRY I (3 CREDITS)
110706	ABC CARPENTRY II (1 CREDIT)
313305	ABC CARPENTRY II (1 CREDIT)
110707	ABC CARPENTRY II (2 CREDITS)
313312	ABC CARPENTRY II (2 CREDITS)
110708	ABC CARPENTRY II (3 CREDITS)
313313	ABC CARPENTRY II (3 CREDITS)
010601	ABC CARPENTRY IN AGRISCIENCE (1 CREDIT)
010602	ABC CARPENTRY IN AGRISCIENCE (2 CREDITS)
010603	ABC CARPENTRY IN AGRISCIENCE (3 CREDITS)
110711	ABC ELECTRICAL I (1 CREDIT)
313400	ABC ELECTRICAL I (1 CREDIT)
110712	ABC ELECTRICAL I (2 CREDITS)
313402	ABC ELECTRICAL I (2 CREDITS)
110713	ABC ELECTRICAL I (3 CREDITS)
313403	ABC ELECTRICAL I (3 CREDITS)
110716	ABC ELECTRICAL II (1 CREDIT)
313405	ABC ELECTRICAL II (1 CREDIT)
110717	ABC ELECTRICAL II (2 CREDITS)
313412	ABC ELECTRICAL II (2 CREDITS)
110718	ABC ELECTRICAL II (3 CREDITS)
313413	ABC ELECTRICAL II (3 CREDITS)
010701	ABC ELECTRICITY IN AGRISCIENCE (1 CREDIT)
010702	ABC ELECTRICITY IN AGRISCIENCE (2 CREDITS)
010703	ABC ELECTRICITY IN AGRISCIENCE (3 CREDITS)
110721	ABC INSTRUMENTATION CONTROL MECHANIC I (1 CREDIT)
313500	ABC INSTRUMENTATION CONTROL MECHANIC I (1 CREDIT)

110722	ABC INSTRUMENTATION CONTROL MECHANIC I (2 CREDITS)
313502	ABC INSTRUMENTATION CONTROL MECHANIC I (2 CREDITS)
110723	ABC INSTRUMENTATION CONTROL MECHANIC I (3 CREDITS)
313503	ABC INSTRUMENTATION CONTROL MECHANIC I (3 CREDITS)
110726	ABC INSTRUMENTATION CONTROL MECHANIC II (1 CREDIT)
313505	ABC INSTRUMENTATION CONTROL MECHANIC II (1 CREDIT)
110727	ABC INSTRUMENTATION CONTROL MECHANIC II (2 CREDITS)
313512	ABC INSTRUMENTATION CONTROL MECHANIC II (2 CREDITS)
110728	ABC INSTRUMENTATION CONTROL MECHANIC II (3 CREDITS)
313513	ABC INSTRUMENTATION CONTROL MECHANIC II (3 CREDITS)
110731	ABC PIPE FITTER I (1 CREDIT)
313600	ABC PIPE FITTER I (1 CREDIT)
110732	ABC PIPE FITTER I (2 CREDITS)
313602	ABC PIPE FITTER I (2 CREDITS)
110733	ABC PIPE FITTER I (3 CREDITS)
313603	ABC PIPE FITTER I (3 CREDITS)
313605	ABC PIPE FITTER II (1 CREDIT)
110736	ABC PIPE FITTER II (1 CREDIT)
110737	ABC PIPE FITTER II (2 CREDITS)
313612	ABC PIPE FITTER II (2 CREDITS)
110738	ABC PIPE FITTER II (3 CREDITS)
313613	ABC PIPE FITTER II (3 CREDITS)
010801	ABC PIPEFITTING IN AGRISCIENCE (1 CREDIT)
010802	ABC PIPEFITTING IN AGRISCIENCE (2 CREDITS)
010803	ABC PIPEFITTING IN AGRISCIENCE (3 CREDITS)
010901	ABC WELDING IN AGRISCIENCE (1 CREDIT)
010902	ABC WELDING IN AGRISCIENCE (2 CREDITS)
010903	ABC WELDING IN AGRISCIENCE (3 CREDITS)
110741	ABC WELDING TECHNOLOGY I (1 CREDIT)
313700	ABC WELDING TECHNOLOGY I (1 CREDIT)
110742	ABC WELDING TECHNOLOGY I (2 CREDITS)
313702	ABC WELDING TECHNOLOGY I (2 CREDITS)
110743	ABC WELDING TECHNOLOGY I (3 CREDITS)
313703	ABC WELDING TECHNOLOGY I (3 CREDITS)
110746	ABC WELDING TECHNOLOGY II (1 CREDIT)
313705	ABC WELDING TECHNOLOGY II (1 CREDIT)
110747	ABC WELDING TECHNOLOGY II (2 CREDITS)
313712	ABC WELDING TECHNOLOGY II (2 CREDITS)
110748	ABC WELDING TECHNOLOGY II (3 CREDITS)
313713	ABC WELDING TECHNOLOGY II (3 CREDITS)
500099	ACADEMIC ASSISTANCE (NO CREDIT)
600010	ACADEMIC READINESS
040101	ACCOUNTING I
040104	ACCOUNTING II
900015	ADAPP
190100	ADAPTED PHYSICAL EDUCATION
190097	ADAPTED PHYSICAL EDUCATION 2
190098	ADAPTED PHYSICAL EDUCATION 3
190099	ADAPTED PHYSICAL EDUCATION 4
040201	ADMINISTRATIVE SUPPORT OCCUPATIONS
100403	ADULT RESPONSIBILITIES (1/2 CREDIT)
030302	ADVANCED BAND

030408	ADVANCED BAND (EIGHTH CREDIT)
030405	ADVANCED BAND (FIFTH CREDIT)
030404	ADVANCED BAND (FOURTH CREDIT)
030402	ADVANCED BAND (SECOND CREDIT)
030407	ADVANCED BAND (SEVENTH CREDIT)
030406	ADVANCED BAND (SIXTH CREDIT)
030403	ADVANCED BAND (THIRD CREDIT)
100603	ADVANCED CHILD DEVELOPMENT (1/2 CREDIT)
030438	ADVANCED CHOIR (EIGHTH CREDIT)
030435	ADVANCED CHOIR (FIFTH CREDIT)
030434	ADVANCED CHOIR (FOURTH CREDIT)
030432	ADVANCED CHOIR (SECOND CREDIT)
030437	ADVANCED CHOIR (SEVENTH CREDIT)
030436	ADVANCED CHOIR (SIXTH CREDIT)
030433	ADVANCED CHOIR (THIRD CREDIT)
030312	ADVANCED CHORUS
100101	ADVANCED CLOTHING AND TEXTILES (1/2 CREDIT)
030618	ADVANCED DANCE (EIGHTH CREDIT)
030615	ADVANCED DANCE (FIFTH CREDIT)
030611	ADVANCED DANCE (FIRST CREDIT)
030614	ADVANCED DANCE (FOURTH CREDIT)
030612	ADVANCED DANCE (SECOND CREDIT)
030617	ADVANCED DANCE (SEVENTH CREDIT)
030616	ADVANCED DANCE (SIXTH CREDIT)
030613	ADVANCED DANCE (THIRD CREDIT)
110610	ADVANCED ELECTRICITY/ELECTRONICS
160347	ADVANCED MATH - FUNCTIONS AND STATISTICS
160346	ADVANCED MATHEMATICS - PRE-CALCULUS
110240	ADVANCED METAL TECHNOLOGY
100301	ADVANCED NUTRITION AND FOOD (1/2 CREDIT)
030322	ADVANCED ORCHESTRA
030458	ADVANCED ORCHESTRA (EIGHTH CREDIT)
030455	ADVANCED ORCHESTRA (FIFTH CREDIT)
030454	ADVANCED ORCHESTRA (FOURTH CREDIT)
030452	ADVANCED ORCHESTRA (SECOND CREDIT)
030457	ADVANCED ORCHESTRA (SEVENTH CREDIT)
030456	ADVANCED ORCHESTRA (SIXTH CREDIT)
030453	ADVANCED ORCHESTRA (THIRD CREDIT)
110590	ADVANCED TECHNICAL DRAFTING
080000	ADVANCED TELEVISION BROADCASTING I (1 CREDIT)
080002	ADVANCED TELEVISION BROADCASTING I (2 CREDITS)
080003	ADVANCED TELEVISION BROADCASTING I (3 CREDITS)
080005	ADVANCED TELEVISION BROADCASTING II (1 CREDIT)
080012	ADVANCED TELEVISION BROADCASTING II (2 CREDITS)
080013	ADVANCED TELEVISION BROADCASTING II (3 CREDITS)
030718	ADVANCED THEATRE (EIGHTH CREDIT)
030715	ADVANCED THEATRE (FIFTH CREDIT)
030711	ADVANCED THEATRE (FIRST CREDIT)
030714	ADVANCED THEATRE (FOURTH CREDIT)
030712	ADVANCED THEATRE (SECOND CREDIT)
030717	ADVANCED THEATRE (SEVENTH CREDIT)
030716	ADVANCED THEATRE (SIXTH CREDIT)

030713	ADVANCED THEATRE (THIRD CREDIT)
080830	ADVANCED WEB TOOLS (1/2 CREDIT)
110120	ADVANCED WOOD TECHNOLOGY
041042	ADVERTISING & SALES PROMOTION
150904	AEROSPACE ELECTIVE
150903	AEROSPACE SCIENCE
220512	AFRICAN AMERICAN STUDIES
010343	AGRIBUSINESS (1/2 CREDIT)
010501	AGRICULTURAL EDUCATION ELECTIVE I (1 CREDIT)
010500	AGRICULTURAL EDUCATION ELECTIVE I (1/2 CREDIT)
010502	AGRICULTURAL EDUCATION ELECTIVE I (2 CREDITS)
010503	AGRICULTURAL EDUCATION ELECTIVE I (3 CREDITS)
010511	AGRICULTURAL EDUCATION ELECTIVE II (1 CREDIT)
010510	AGRICULTURAL EDUCATION ELECTIVE II (1/2 CREDIT)
010512	AGRICULTURAL EDUCATION ELECTIVE II (2 CREDITS)
010513	AGRICULTURAL EDUCATION ELECTIVE II (3 CREDITS)
010402	AGRISCIENCE ELECTIVE
010301	AGRISCIENCE I
010302	AGRISCIENCE II
010303	AGRISCIENCE III
010313	AGRISCIENCE III LABORATORY
010304	AGRISCIENCE IV
010314	AGRISCIENCE IV LABORATORY
010344	AGRISCIENCE-CONSTRUCTION (1/2 CREDIT)
010342	AGRISCIENCE-ENTREPRENEURSHIP (1/2 CREDIT)
010354	AGRISCIENCE-LEADERSHIP DEVELOPMENT (1/2 CREDIT)
010345	AGRISCIENCE-WELDING SYSTEMS I (1/2 CREDIT)
010355	AGRISCIENCE-WELDING SYSTEMS II (1/2 CREDIT)
090016	AHEC OF A SUMMER CAREER EXPLORATION
310100	AIR CONDITIONING/REFRIGERATION I (1 CREDIT)
310102	AIR CONDITIONING/REFRIGERATION I (2 CREDITS)
310103	AIR CONDITIONING/REFRIGERATION I (3 CREDITS)
310105	AIR CONDITIONING/REFRIGERATION II (1 CREDIT)
310112	AIR CONDITIONING/REFRIGERATION II (2 CREDITS)
310113	AIR CONDITIONING/REFRIGERATION II (3 CREDITS)
160321	ALGEBRA I
160337	ALGEBRA I - PART I
160338	ALGEBRA I - PART II
160380	ALGEBRA I; 6TH, 7TH, 8TH DEPT.
160322	ALGEBRA II
160375	ALGEBRA III
090101	ALLIED HEALTH SERVICES I (1 CREDIT)
090102	ALLIED HEALTH SERVICES I (2 CREDITS)
090104	ALLIED HEALTH SERVICES II (1 CREDIT)
090105	ALLIED HEALTH SERVICES II (2 CREDITS)
220502	AMERICAN GOVERNMENT
220403	AMERICAN HISTORY
123456	AMERICAN SIGN LANGUAGE I
123457	AMERICAN SIGN LANGUAGE II
150306	ANATOMY AND PHYSIOLOGY
010347	ANIMAL SYSTEMS (1/2 CREDIT)
030597	AP ART HISTORY

160394	AP CALCULUS BC
061175	AP COMPUTER SCIENCE A
061176	AP COMPUTER SCIENCE AB
220602	AP ECONOMICS: MICRO
220503	AP GOVERNMENT AND POLITICS: UNITED STATES
220604	AP GOVERNMENT AND POLITICS: COMPARATIVE
150794	AP PHYSICS C: ELECTRICITY AND MAGNETISM
150795	AP PHYSICS C: MECHANICS
030508	AP STUDIO ART 3-D DESIGN
500098	APPLIED ACADEMICS (NO CREDIT)
150450	APPLIED CHEMISTRY
160342	APPLIED MATHEMATICS I
160343	APPLIED MATHEMATICS II
160344	APPLIED MATHEMATICS III
030360	APPLIED MUSIC
030468	APPLIED MUSIC (EIGHTH CREDIT)
030465	APPLIED MUSIC (FIFTH CREDIT)
030464	APPLIED MUSIC (FOURTH CREDIT)
030462	APPLIED MUSIC (SECOND CREDIT)
030467	APPLIED MUSIC (SEVENTH CREDIT)
030466	APPLIED MUSIC (SIXTH CREDIT)
030463	APPLIED MUSIC (THIRD CREDIT)
010348	AQUACULTURE (1/2 CREDIT)
110580	ARCHITECTURAL DRAFTING
030599	ART ELECTIVE
030598	ART ELECTIVE; 6TH, 7TH, AND 8TH GRADE DEPT.
030501	ART I
030502	ART II
030503	ART III
030504	ART IV
030500	ART; ELEMENTARY GRADES
140200	ASTRONOMY
310200	AUTO BODY REPAIR I (1 CREDIT)
310202	AUTO BODY REPAIR I (2 CREDITS)
310203	AUTO BODY REPAIR I (3 CREDITS)
310205	AUTO BODY REPAIR II (1 CREDIT)
310212	AUTO BODY REPAIR II (2 CREDITS)
310213	AUTO BODY REPAIR II (3 CREDITS)
310300	AUTOMOTIVE TECHNICIAN I (1 CREDIT)
310312	AUTOMOTIVE TECHNICIAN I (2 CREDITS)
310313	AUTOMOTIVE TECHNICIAN I (3 CREDITS)
310305	AUTOMOTIVE TECHNICIAN II (1 CREDIT)
310322	AUTOMOTIVE TECHNICIAN II (2 CREDITS)
310323	AUTOMOTIVE TECHNICIAN II (3 CREDITS)
310306	AUTOMOTIVE TECHNICIAN III (1 CREDIT)
310332	AUTOMOTIVE TECHNICIAN III (2 CREDITS)
310333	AUTOMOTIVE TECHNICIAN III (3 CREDITS)
310307	AUTOMOTIVE TECHNICIAN IV (1 CREDIT)
310342	AUTOMOTIVE TECHNICIAN IV (2 CREDITS)
310343	AUTOMOTIVE TECHNICIAN IV (3 CREDITS)
310308	AUTOMOTIVE TECHNICIAN V (1 CREDIT)
310352	AUTOMOTIVE TECHNICIAN V (2 CREDITS)

310353	AUTOMOTIVE TECHNICIAN V (3 CREDITS)
310309	AUTOMOTIVE TECHNICIAN VI (1 CREDIT)
310362	AUTOMOTIVE TECHNICIAN VI (2 CREDITS)
310363	AUTOMOTIVE TECHNICIAN VI (3 CREDITS)
080620	BANKING AND CREDIT (1/2 CREDIT)
310400	BASIC ELECTRICITY I (1 CREDIT)
310402	BASIC ELECTRICITY I (2 CREDITS)
310403	BASIC ELECTRICITY I (3 CREDITS)
310410	BASIC ELECTRICITY II (1 CREDIT)
310412	BASIC ELECTRICITY II (2 CREDITS)
310413	BASIC ELECTRICITY II (3 CREDITS)
110600	BASIC ELECTRICITY/ELECTRONICS
110200	BASIC METAL TECHNOLOGY
110560	BASIC TECHNICAL DRAFTING
110100	BASIC WOOD TECHNOLOGY
030300	BEGINNING BAND
030310	BEGINNING CHOIR
030320	BEGINNING ORCHESTRA
150301	BIOLOGY
150399	BIOLOGY ELECTIVE
150398	BIOLOGY ELECTIVE II (LOCALLY-INITIATED BIOLOGY ELECTIVE)
150397	BIOLOGY ELECTIVE III - LOCALLY-INITIATED BIOLOGY ELECTIVE
150396	BIOLOGY ELECTIVE IV - LOCALLY-INITIATED BIOLOGY ELECTIVE
150302	BIOLOGY II
150304	BIOLOGY II EQUIVALENT(LA SCHOOL MATH, SCIENCE & ARTS)
010356	BIOTECHNOLOGY
030306	BRASS ENSEMBLE
040305	BUSINESS COMMUNICATIONS
040400	BUSINESS COMPUTER APPLICATIONS
040001	BUSINESS EDUCATION ELECTIVE I (1 CREDIT)
040000	BUSINESS EDUCATION ELECTIVE I (1/2 CREDIT)
040002	BUSINESS EDUCATION ELECTIVE I (2 CREDITS)
040003	BUSINESS EDUCATION ELECTIVE I (3 CREDITS)
040096	BUSINESS EDUCATION ELECTIVE II (1 CREDIT)
040095	BUSINESS EDUCATION ELECTIVE II (1/2 CREDIT)
040097	BUSINESS EDUCATION ELECTIVE II (2 CREDITS)
040098	BUSINESS EDUCATION ELECTIVE II (3 CREDITS)
120336	BUSINESS ENGLISH (REGULAR)
040302	BUSINESS ENGLISH (VOCATIONAL)
040303	BUSINESS LAW (1/2 CREDIT)
310500	CABINET MAKING I (1 CREDIT)
310502	CABINET MAKING I (2 CREDITS)
310503	CABINET MAKING I (3 CREDITS)
310505	CABINET MAKING II (1 CREDIT)
310512	CABINET MAKING II (2 CREDITS)
310513	CABINET MAKING II (3 CREDITS)
160326	CALCULUS
010365	CARE AND MANAGEMENT OF SMALL ANIMALS I (1/2 CREDIT)
010366	CARE AND MANAGEMENT OF SMALL ANIMALS II (1/2 CREDIT)
080202	CAREER AND TECHNICAL EDUCATION INTERNSHIP I (1 CREDIT)
080200	CAREER AND TECHNICAL EDUCATION INTERNSHIP I (2 CREDITS)
080203	CAREER AND TECHNICAL EDUCATION INTERNSHIP II (1 CREDIT)

080201	CAREER AND TECHNICAL EDUCATION INTERNSHIP II (2 CREDITS)
310600	CARPENTRY I (1 CREDIT)
310602	CARPENTRY I (2 CREDITS)
310603	CARPENTRY I (3 CREDITS)
310605	CARPENTRY II (1 CREDIT)
310612	CARPENTRY II (2 CREDITS)
310613	CARPENTRY II (3 CREDITS)
150401	CHEMISTRY
150451	CHEMISTRY COM
150499	CHEMISTRY ELECTIVE
150498	CHEMISTRY ELECTIVE II (LOCALLY-INITIATED CHEMISTRY ELECT)
150497	CHEMISTRY ELECTIVE III - (LOCALLY-INITIATED CHEMISTRY ELECT)
150496	CHEMISTRY ELECTIVE IV - LOCALLY-INITIATED CHEMISTRY ELECT
150402	CHEMISTRY II
100602	CHILD DEVELOPMENT (1/2 CREDIT)
123101	CHINESE I
123102	CHINESE II
123103	CHINESE III
123104	CHINESE IV
220501	CIVICS
220510	CIVICS EQUIVALENT (LA SCHOOL - MATH, SCIENCE & ARTS)
030308	CLASSICAL ENSEMBLE
100163	CLOTHING AND TEXTILE OCCUPATIONS I (3 CREDITS)
100171	CLOTHING AND TEXTILE OCCUPATIONS II (1 CREDIT)
100172	CLOTHING AND TEXTILE OCCUPATIONS II (2 CREDITS)
100173	CLOTHING AND TEXTILE OCCUPATIONS II (3 CREDITS)
100100	CLOTHING AND TEXTILES (1/2 CREDIT)
100161	CLOTHING AND TEXTILES OCCUPATIONS I (1 CREDIT)
100162	CLOTHING AND TEXTILES OCCUPATIONS I (2 CREDITS)
310700	COMMERCIAL ART I (1 CREDIT)
310702	COMMERCIAL ART I (2 CREDITS)
310703	COMMERCIAL ART I (3 CREDITS)
310705	COMMERCIAL ART II (1 CREDIT)
310712	COMMERCIAL ART II (2 CREDITS)
310713	COMMERCIAL ART II (3 CREDITS)
110540	COMMUNICATION TECHNOLOGY
070041	COMMUNICATION/MIDDLE SCHOOL
500300	COMMUNITY BASED INSTRUCTION (NO CREDIT)
030340	COMPOSITION
061110	COMPUTER APPLICATIONS
061111	COMPUTER ARCHITECTURE
061198	COMPUTER ELECTIVE II - LOCALLY-INITIATED COMPUTER ELECTIVE
061197	COMPUTER ELECTIVE III - LOCALLY-INITIATED COMPUTER ELECT
061196	COMPUTER ELECTIVE IV - LOCALLY-INITIATED COMPUTER ELECTIVE
310800	COMPUTER ELECTRONICS I (1 CREDIT)
310802	COMPUTER ELECTRONICS I (2 CREDITS)
310803	COMPUTER ELECTRONICS I (3 CREDITS)
310805	COMPUTER ELECTRONICS II (1 CREDIT)
310812	COMPUTER ELECTRONICS II (2 CREDITS)
310813	COMPUTER ELECTRONICS II (3 CREDITS)
061178	COMPUTER LITERACY; ELEMENTARY GRADES
040206	COMPUTER MULTIMEDIA PRESENTATIONS (1/2 CREDIT)



061199	COMPUTER SCIENCE ELECTIVE
061102	COMPUTER SCIENCE I
061103	COMPUTER SCIENCE II
310820	COMPUTER SERVICE TECHNOLOGY I (2 CREDITS)
310821	COMPUTER SERVICE TECHNOLOGY I (3 CREDITS)
310822	COMPUTER SERVICE TECHNOLOGY II (2 CREDITS)
310823	COMPUTER SERVICE TECHNOLOGY II (3 CREDITS)
061112	COMPUTER SYSTEMS/NETWORKING I
061136	COMPUTER SYSTEMS/NETWORKING II
040220	COMPUTER TECHNOLOGY LITERACY
061101	COMPUTER TECHNOLOGY/LITERACY
061106	COMPUTER/TECHNOLOGY ELECTIVE; 6TH GRADE
061107	COMPUTER/TECHNOLOGY ELECTIVE; 7TH AND 8TH GRADE
150706	CONCEPT. PHYSICS
030343	CONDUCTING
000000	CONFERENCE/PLANNING
110110	CONSTRUCTION TECHNOLOGY
070042	CONSTRUCTION/MIDDLE SCHOOL
010323	COOPERATIVE AGRISCIENCE EDUCATION I (3 CREDITS)
010325	COOPERATIVE AGRISCIENCE EDUCATION II (3 CREDITS)
100800	COOPERATIVE FAMILY AND CONSUMER SCIENCES (3 CREDITS)
090004	COOPERATIVE HEALTH OCCUPATIONS (3 CREDITS)
041010	COOPERATIVE MARKETING EDUCATION I (3 CREDITS)
041011	COOPERATIVE MARKETING EDUCATION II (3 CREDITS)
040205	COOPERATIVE OFFICE EDUCATION (3 CREDITS)
110098	COOPERATIVE TECHNOLOGY EDUCATION (3 CREDITS)
000010	COORDINATION/SUPERVISION
310900	COSMETOLOGY I (1 CREDIT)
310902	COSMETOLOGY I (2 CREDITS)
310903	COSMETOLOGY I (3 CREDITS)
310905	COSMETOLOGY II (1 CREDIT)
310912	COSMETOLOGY II (2 CREDITS)
310913	COSMETOLOGY II (3 CREDITS)
310914	COSMETOLOGY III (2 CREDITS)
310915	COSMETOLOGY III (3 CREDITS)
310916	COSMETOLOGY IV (2 CREDITS)
310917	COSMETOLOGY IV (3 CREDITS)
010350	CROP SYSTEMS (1/2 CREDIT)
311000	CULINARY OCCUPATIONS I (1 CREDIT)
311002	CULINARY OCCUPATIONS I (2 CREDITS)
311003	CULINARY OCCUPATIONS I (3 CREDITS)
311005	CULINARY OCCUPATIONS II (1 CREDIT)
311012	CULINARY OCCUPATIONS II (2 CREDITS)
311013	CULINARY OCCUPATIONS II (3 CREDITS)
311100	CUSTOM SEWING I (1 CREDIT)
311102	CUSTOM SEWING I (2 CREDITS)
311103	CUSTOM SEWING I (3 CREDITS)
311112	CUSTOM SEWING II (2 CREDITS)
311113	CUSTOM SEWING II (3 CREDITS)
041001	CUSTOMER SERVICE (1 CREDIT)
311105	CUSTOM SEWING II (1 CREDIT)
030699	DANCE ELECTIVE I

030603	DANCE ELECTIVE II
030604	DANCE ELECTIVE III
030600	DANCE I
080501	DATABASE DESIGN AND PROGRAMMING (1 CREDIT)
080531	DATABASE PROGRAMMING WITH PL/SQL TRAINING (1/2 CREDIT)
080840	DATABASES (1/2 CREDIT)
090301	DENTAL ASSISTANT I (1 CREDIT)
090302	DENTAL ASSISTANT I (2 CREDITS)
090312	DENTAL ASSISTANT II (2 CREDITS)
090313	DENTAL ASSISTANT II (3 CREDITS)
040207	DESKTOP PUBLISHING
061114	DESKTOP PUBLISHING
311200	DIESEL MECHANICS I (1 CREDIT)
311202	DIESEL MECHANICS I (2 CREDITS)
311203	DIESEL MECHANICS I (3 CREDITS)
311205	DIESEL MECHANICS II (1 CREDIT)
311212	DIESEL MECHANICS II (2 CREDITS)
311213	DIESEL MECHANICS II (3 CREDITS)
061115	DIGITAL GRAPHICS AND ANIMATION
080800	DIGITAL MEDIA I (1 CREDIT)
080802	DIGITAL MEDIA I (2 CREDITS)
080803	DIGITAL MEDIA I (3 CREDITS)
080805	DIGITAL MEDIA II (1 CREDIT)
080812	DIGITAL MEDIA II (2 CREDITS)
080813	DIGITAL MEDIA II (3 CREDITS)
080820	DIGITAL NETWORKS (1/2 CREDIT)
160350	DISCRETE MATHEMATICS
311300	DRAFTING & DESIGN TECHNOLOGY I (1 CREDIT)
311302	DRAFTING & DESIGN TECHNOLOGY I (2 CREDITS)
311303	DRAFTING & DESIGN TECHNOLOGY I (3 CREDITS)
311305	DRAFTING & DESIGN TECHNOLOGY II (1 CREDIT)
311312	DRAFTING & DESIGN TECHNOLOGY II (2 CREDITS)
311313	DRAFTING & DESIGN TECHNOLOGY II (3 CREDITS)
190600	DRIVER EDUCATION AND TRAFFIC SAFETY
100661	EARLY CHILDHOOD EDUCATION I (1 CREDIT)
100662	EARLY CHILDHOOD EDUCATION I (2 CREDITS)
100663	EARLY CHILDHOOD EDUCATION I (3 CREDITS)
100671	EARLY CHILDHOOD EDUCATION II (1 CREDIT)
100672	EARLY CHILDHOOD EDUCATION II (2 CREDITS)
100673	EARLY CHILDHOOD EDUCATION II (3 CREDITS)
150901	EARTH SCIENCE
150999	EARTH SCIENCE ELECTIVE
150907	EARTH SCIENCE; 7TH GRADE DEPT.
150908	EARTH SCIENCE; 8TH GRADE DEPT.
220201	ECONOMICS
040208	ECONOMICS (VOCATIONAL)
080610	ECONOMICS AND THE WORLD OF FINANCE (1/2 CREDIT)
080760	ECONOMICS FOR TRAVEL AND TOURISM (1/2 CREDIT)
080401	EDUCATION FOR CAREERS (1 CREDIT)
080400	EDUCATION FOR CAREERS (1/2 CREDIT)
311400	ELECTRICIAN I (1 CREDIT)
311402	ELECTRICIAN I (2 CREDITS)

311403	ELECTRICIAN I (3 CREDITS)
311405	ELECTRICIAN II (1 CREDIT)
311412	ELECTRICIAN II (2 CREDITS)
311413	ELECTRICIAN II (3 CREDITS)
311500	ELECTRONICS I (1 CREDIT)
311502	ELECTRONICS I (2 CREDITS)
311503	ELECTRONICS I (3 CREDITS)
311505	ELECTRONICS II (1 CREDIT)
311512	ELECTRONICS II (2 CREDITS)
311513	ELECTRONICS II (3 CREDITS)
030370	ELEMENTARY CLASSROOM MUSIC
700010	ELEMENTARY GRADES
400010	ELEMENTARY INCENTIVE CENTER
090943	EMERGENCY MEDICAL TECHNICIAN BASIC (2 CREDITS)
110310	ENERGY, POWER AND TRANSPORTATION TECHNOLOGY
080110	ENGINEERING DESIGN I (1 CREDIT)
080120	ENGINEERING DESIGN II (1 CREDIT)
120315	ENGLISH AS A SECOND LANGUAGE; ELEMENTARY
120399	ENGLISH ELECTIVE
120400	ENGLISH ELECTIVE II (LOCALLY-INITIATED ENGLISH ELECTIVE)
120401	ENGLISH ELECTIVE III - LOCALLY-INITIATED ENGLISH ELECTIVE
120402	ENGLISH ELECTIVE IV - LOCALLY-INITIATED ENGLISH ELECTIVE
120331	ENGLISH I
120332	ENGLISH II
120333	ENGLISH III
120338	ENGLISH III EQUIVALENT-LA SCHOOL FOR MATH, SCIENCE & ARTS
120334	ENGLISH IV
120301	ENGLISH SECOND LANGUAGE I
120302	ENGLISH SECOND LANGUAGE II
120303	ENGLISH SECOND LANGUAGE III
120304	ENGLISH SECOND LANGUAGE IV
120306	ENGLISH; 6TH GRADE DEPT.
120378	ENGLISH; 7TH AND 8TH GRADES DEPT.
040110	ENTREPRENEURSHIP (BUSINESS)
041040	ENTREPRENEURSHIP (MARKETING)
010353	ENVIRONMENTAL APPLICATIONS (1/2 CREDIT)
150310	ENVIRONMENTAL SCIENCE
010349	EQUINE SCIENCE (1/2 CREDIT)
220410	EUROPEAN HISTORY
070030	EXPL. AGRISCIENCE; 6TH, 7TH AND 8TH GRADE DEPT.
070010	EXPL. FAMILY AND CONSUMER SCIENCES; 6TH, 7TH, AND 8TH GRADE
070000	EXPLORATORY KEYBOARDING 6TH, 7TH AND 8TH
100411	FAMILY AND CONSUMER SCIENCES ELECTIVE I (1 CREDIT)
100410	FAMILY AND CONSUMER SCIENCES ELECTIVE I (1/2 CREDIT)
100412	FAMILY AND CONSUMER SCIENCES ELECTIVE I (2 CREDITS)
100413	FAMILY AND CONSUMER SCIENCES ELECTIVE I (3 CREDITS)
100421	FAMILY AND CONSUMER SCIENCES ELECTIVE II (1 CREDIT)
100420	FAMILY AND CONSUMER SCIENCES ELECTIVE II (1/2 CREDIT)
100422	FAMILY AND CONSUMER SCIENCES ELECTIVE II (2 CREDITS)
100423	FAMILY AND CONSUMER SCIENCES ELECTIVE II (3 CREDITS)
100401	FAMILY AND CONSUMER SCIENCES I (1 CREDIT)
100402	FAMILY AND CONSUMER SCIENCES II (1 CREDIT)

100605	FAMILY LIFE EDUCATION (1/2 CREDIT)
160345	FINANCIAL MATHEMATICS
040304	FINANCIAL MATHEMATICS (VOCATIONAL)
080630	FINANCIAL PLANNING (1/2 CREDIT)
030332	FINE ARTS SURVEY
090711	FIRST RESPONDER (1 CREDIT)
090710	FIRST RESPONDER (1/2 CREDIT)
090712	FIRST RESPONDER (2 CREDITS)
700011	FLOATING TEACHER (ELEM.)
700001	FLOATING TEACHER (K)
010341	FOOD AND FIBER (1/2 CREDIT)
100315	FOOD SCIENCE (1 CREDIT)
100353	FOOD SERVICE TECHNICIAN (1 CREDIT)
100361	FOOD SERVICES I (1 CREDIT)
100362	FOOD SERVICES I (2 CREDITS)
100363	FOOD SERVICES I (3 CREDITS)
100371	FOOD SERVICES II (1 CREDIT)
100372	FOOD SERVICES II (2 CREDITS)
100373	FOOD SERVICES II (3 CREDITS)
061137	FOREIGN LANG & TECHN. (LOCALLY-INITIATED ELECTIVE)
124001	FOREIGN LANGUAGE ELECTIVE - YEAR 1
124002	FOREIGN LANGUAGE ELECTIVE - YEAR II
124003	FOREIGN LANGUAGE ELECTIVE - YEAR III
124004	FOREIGN LANGUAGE ELECTIVE - YEAR IV
010351	FORESTRY (1/2 CREDIT)
220210	FREE ENTERPRISE EQUIVALENT (LA SCHOOL-MATH, SCIENCE & ARTS)
220200	FREE ENTERPRISE SYSTEM
121099	FRENCH ELECTIVE
121001	FRENCH I
121002	FRENCH II
121003	FRENCH III
121004	FRENCH IV
121005	FRENCH V
121000	FRENCH; ELEMENTARY GRADES
335097	G.E.D. PREPARATION
313200	G.M. TECHNICIAN I (1 CREDIT)
313202	G.M. TECHNICIAN I (2 CREDITS)
313203	G.M. TECHNICIAN I (3 CREDITS)
313205	G.M. TECHNICIAN II (1 CREDIT)
313212	G.M. TECHNICIAN II (2 CREDITS)
313213	G.M. TECHNICIAN II (3 CREDITS)
310315	GENERAL AUTOMOTIVE MAINTENANCE (1 CREDIT)
310302	GENERAL AUTOMOTIVE MAINTENANCE (2 CREDITS)
310303	GENERAL AUTOMOTIVE MAINTENANCE (3 CREDITS)
080300	GENERAL COOPERATIVE EDUCATION I (3 CREDITS)
080301	GENERAL COOPERATIVE EDUCATION II (3 CREDITS)
400099	GENERAL ELECTIVE (ANY SECONDARY CERTIFICATION)
400100	GENERAL ELECTIVE 2 (ANY SECONDARY CERTIFICATION)
400101	GENERAL ELECTIVE 3 (ANY SECONDARY CERTIFICATION)
400102	GENERAL ELECTIVE 4 (ANY SECONDARY CERTIFICATION)
400103	GENERAL ELECTIVE 5 (ANY SECONDARY CERTIFICATION)
400104	GENERAL ELECTIVE 6 (ANY SECONDARY CERTIFICATION)

400105	GENERAL ELECTIVE 7 (ANY SECONDARY CERTIFICATION)
400106	GENERAL ELECTIVE 8 (ANY SECONDARY CERTIFICATION)
400091	GENERAL ELECTIVE I- Middle Grades
400092	GENERAL ELECTIVE II- Middle Grades
400093	GENERAL ELECTIVE III- Middle Grades
400094	GENERAL ELECTIVE IV- Middle Grades
400095	GENERAL ELECTIVE V- Middle Grades
400098	GENERAL ELECTIVE; 6TH, 7TH, AND 8TH GRADES
400097	GENERAL EXPLORATORY ELECTIVE
030333	GENERAL MUSIC
110010	GENERAL TECHNOLOGY EDUCATION
150899	GENERAL/PHYSICAL SCIENCE ELECTIVE
160323	GEOMETRY
121101	GERMAN I
121102	GERMAN II
121103	GERMAN III
121104	GERMAN IV
121105	GERMAN V
121100	GERMAN; ELEMENTARY GRADES
600089	GIFTED COLLEGE AND CAREER CHOICES (1 CREDIT)
600087	GIFTED ENRICHMENT CLASS (K-8 ONLY) NO CREDIT
600088	GIFTED ENRICHMENT PULLOUT (NO CREDIT)
600080	GIFTED INDEPENDENT RESEARCH I (1 CREDIT)
600081	GIFTED INDEPENDENT RESEARCH II (1 CREDIT)
600082	GIFTED INDEPENDENT RESEARCH III (1 CREDIT)
600083	GIFTED INDEPENDENT RESEARCH IV (1 CREDIT)
600084	GIFTED LOCAL ELECTIVE I (1 CREDIT)
600085	GIFTED LOCAL ELECTIVE II (1 CREDIT)
600086	GIFTED LOCAL ELECTIVE III (1 CREDIT)
160377	GRADE 7 MATH-ADVANCED COURSE
311600	GRAPHIC ARTS I (1 CREDIT)
311602	GRAPHIC ARTS I (2 CREDITS)
311603	GRAPHIC ARTS I (3 CREDITS)
311605	GRAPHIC ARTS II (1 CREDIT)
311612	GRAPHIC ARTS II (2 CREDITS)
311613	GRAPHIC ARTS II (3 CREDITS)
030352	GUITAR CLASS
190198	HEALTH AND PHY. EDUC. ELEC.; 6TH, 7TH AND 8TH GRADES DEPT.
190101	HEALTH AND PHYS. ED. I - FOR NONPUBLIC SCHOOLS ONLY
190102	HEALTH AND PHYS. ED. II - FOR NONPUBLIC SCHOOLS ONLY
190103	HEALTH AND PHYS. ED. III - FOR NONPUBLIC SCHOOLS ONLY
190104	HEALTH AND PHYS. ED. IV - FOR NONPUBLIC SCHOOLS ONLY
190178	HEALTH AND PHYSICAL EDUCATION; ELEMENTARY GRADES
190500	HEALTH EDUCATION
090099	HEALTH OCCUPATION ELECTIVE
090001	HEALTH OCCUPATION ELECTIVE I (1 CREDIT)
090000	HEALTH OCCUPATION ELECTIVE I (1/2 CREDIT)
090118	HEALTH OCCUPATIONS ELECTIVE I (2 CREDITS)
090119	HEALTH OCCUPATIONS ELECTIVE I (3 CREDITS)
090008	HEALTH OCCUPATIONS ELECTIVE II (1 CREDIT)
090007	HEALTH OCCUPATIONS ELECTIVE II (1/2 CREDIT)
090120	HEALTH OCCUPATIONS ELECTIVE II (2 CREDITS)

090121	HEALTH OCCUPATIONS ELECTIVE II (3 CREDITS)
090611	HEALTH SCIENCE I (1 CREDIT)
090612	HEALTH SCIENCE I (2 CREDITS)
090621	HEALTH SCIENCE II (1 CREDIT)
090622	HEALTH SCIENCE II (2 CREDITS)
311700	HORTICULTURE I (1 CREDIT)
010352	HORTICULTURE I (1/2 CREDIT)
311702	HORTICULTURE I (2 CREDITS)
311703	HORTICULTURE I (3 CREDITS)
311705	HORTICULTURE II (1 CREDIT)
010362	HORTICULTURE II (1/2 CREDIT)
311712	HORTICULTURE II (2 CREDITS)
311713	HORTICULTURE II (3 CREDITS)
900016	HOSPITAL/HOMEBOUND REG ED
100500	HOUSING AND INTERIOR DESIGN (1/2 CREDIT)
100561	HOUSING AND INTERIOR DESIGN OCCUPATIONS (1 CREDIT)
100562	HOUSING AND INTERIOR DESIGN OCCUPATIONS (2 CREDITS)
100563	HOUSING AND INTERIOR DESIGN OCCUPATIONS (3 CREDITS)
123099	HUNGARIAN ELECTIVE
123000	HUNGARIAN; ELEMENTARY GRADES
061118	INDEPENDENT STUDY IN TECHNOLOGY APPLICATIONS
311800	INDUSTRIAL ELECTRONICS I (1 CREDIT)
311802	INDUSTRIAL ELECTRONICS I (2 CREDITS)
311803	INDUSTRIAL ELECTRONICS I (3 CREDITS)
311805	INDUSTRIAL ELECTRONICS II (1 CREDIT)
311812	INDUSTRIAL ELECTRONICS II (2 CREDITS)
311813	INDUSTRIAL ELECTRONICS II (3 CREDITS)
311900	INDUSTRIAL MACHINES SHOP I (1 CREDIT)
311902	INDUSTRIAL MACHINES SHOP I (2 CREDITS)
311903	INDUSTRIAL MACHINES SHOP I (3 CREDITS)
311905	INDUSTRIAL MACHINES SHOP II (1 CREDIT)
311912	INDUSTRIAL MACHINES SHOP II (2 CREDITS)
311913	INDUSTRIAL MACHINES SHOP II (3 CREDITS)
030369	INSTRUMENTAL MUSIC; ELEMENTARY GRADES
030351	INSTRUMENTAL TECHNIQUE CLASS
080650	INSURANCE (1/2 CREDIT)
160339	INTEGRATED MATHEMATICS I
160340	INTEGRATED MATHEMATICS II
160341	INTEGRATED MATHEMATICS III
150879	INTEGRATED SCIENCE (GRADES 6-8)
150300	INTEGRATED SCIENCE (GRADES 9-12)
030301	INTERMEDIATE BAND
030311	INTERMEDIATE CHOIR
030321	INTERMEDIATE ORCHESTRA
080660	INTERNATIONAL FINANCE (1/2 CREDIT)
400200	INTERNSHIP I (NON-CTE) (1 CREDIT)
400210	INTERNSHIP I (NON-CTE) (2 CREDITS)
400230	INTERNSHIP II (NON-CTE) 2 CREDITS
400220	INTERNSHIP II (NON-CTE) (1 CREDIT)
160379	INTRODUCTION TO ALGEBRA; 8TH GRADEDEPT.
040401	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS
090472	INTRODUCTION TO EMERGENCY MEDICAL TECHNOLOGY (2 CREDITS)

080680	INTRODUCTION TO FINANCIAL SERVICES (1 CREDIT)
080670	INTRODUCTION TO FINANCIAL SERVICES (1/2 CREDIT)
090930	INTRODUCTION TO HEALTH OCCUPATIONS (1 CREDIT)
080810	INTRODUCTION TO INFORMATION TECHNOLOGY (1/2 CREDIT)
090005	INTRODUCTION TO PHARMACY ASSISTANT (1 CREDIT)
090006	INTRODUCTION TO PHARMACY ASSISTANT (2 CREDITS)
080850	INTRODUCTION TO THE INTERNET (1/2 CREDIT)
080710	INTRODUCTION TO TRAVEL AND TOURISM (1/2 CREDIT)
160336	INTRODUCTORY ALGEBRA/GEOMETRY
121401	ITALIAN I
121402	ITALIAN II
121403	ITALIAN III
121404	ITALIAN IV
121405	ITALIAN V
121400	ITALIAN; ELEMENTARY GRADES
121501	JAPANESE I
121502	JAPANESE II
121503	JAPANESE III
121504	JAPANESE IV
080521	JAVA PROGRAMMING (1 CREDIT)
030304	JAZZ ENSEMBLE
030428	JAZZ ENSEMBLE (EIGHTH CREDIT)
030425	JAZZ ENSEMBLE (FIFTH CREDIT)
030424	JAZZ ENSEMBLE (FOURTH CREDIT)
030422	JAZZ ENSEMBLE (SECOND CREDIT)
030427	JAZZ ENSEMBLE (SEVENTH CREDIT)
030426	JAZZ ENSEMBLE (SIXTH CREDIT)
030423	JAZZ ENSEMBLE (THIRD CREDIT)
030344	JAZZ IMPROVISATION
042010	JOBS FOR AMERICA'S GRADUATES 1
042020	JOBS FOR AMERICA'S GRADUATES 2
042030	JOBS FOR AMERICA'S GRADUATES 3
042040	JOBS FOR AMERICA'S GRADUATES 4
050699	JOURNALISM ELECTIVE
050601	JOURNALISM I
050602	JOURNALISM II
170009	JR. ROTC ELECTIVE
170001	JR. ROTC I
170005	JR. ROTC I-A
170002	JR. ROTC II
170006	JR. ROTC II-A
170003	JR. ROTC III
170007	JR. ROTC III-A
170004	JR. ROTC IV
170008	JR. ROTC IV-A
040225	KEYBOARDING (1/2 CREDIT)
040226	KEYBOARDING APPLICATIONS (1/2 CREDIT)
700000	KINDERGARTEN
220500	LA. HISTORY/ STUDIES
312000	LAB TECHNOLOGY I (1 CREDIT)
312002	LAB TECHNOLOGY I (2 CREDITS)
312003	LAB TECHNOLOGY I (3 CREDITS)

312005	LAB TECHNOLOGY II (1 CREDIT)
312012	LAB TECHNOLOGY II (2 CREDITS)
312013	LAB TECHNOLOGY II (3 CREDITS)
120398	LANGUAGE ARTS ELECTIVE; 6TH, 7TH, AND 8TH GRADES DEPT.
120300	LANGUAGE ARTS; ELEMENTARY GRADES
120339	LASMSA AMERICAN LITERATURE (EN 311A) )
120340	LASMSA BRITISH LITERATURE (EN 311B)
120510	LASMSA CREATIVE WRITING (EN 401)
120514	LASMSA DRAMATIC TEXT AND PERFORMANCE (IS 314)
120518	LASMSA ENGLISH RENAISSANCE (IS 411)
120516	LASMSA EVOLUTION AND LITERATURE (IS 317)
120511	LASMSA EXPOSITORY WRITING (EN 402)
120508	LASMSA INTRO. TO FILM STUDIES (EN 332)
120515	LASMSA LITERATURE AND SCIENCE (IS 315)
120506	LASMSA READINGS IN WORLD LITERATURE (EN 314)
120517	LASMSA SACRED LITERATURE (IS 318)
120513	LASMSA STUDIES IN A MAJOR AUTHOR - FAULKNER (EN 422)
120512	LASMSA STUDIES IN A MAJOR AUTHOR - SHAKESPEARE (EN 412)
120507	LASMSA STUDIES IN FICTION (EN 322)
120509	LASMSA STUDIES IN MODERN DRAMA (EN 342)
120505	LASMSA STUDIES IN POETRY (EN 312)
120503	LASMSA STUDIES IN THE ENG. LANG. (EN 302)
120504	LASMSA TOPICS IN AM. AND BRIT. LIT. (EN304)
121601	LATIN I
121602	LATIN II
121603	LATIN III
121604	LATIN IV
121605	LATIN V
220506	LAW STUDIES
120318	LEAP21 ELA REMEDIATION OP-1 (MIDDLE SCHOOL)
120319	LEAP21 ELA REMEDIATION OP-2 (HIGH SCHOOL)
160310	LEAP21 MATH REM OP-1 (MIDDLE SCHOOL)
160311	LEAP21 MATH REMEDIATION (HIGH SCHOOL)
140199	LIBRARY SCIENCE ELECTIVE
140198	LIBRARY SCIENCE ELECTIVE; 6TH, 7TH, AND 8TH GRADES DEPT.
150807	LIFE SCIENCE; 7TH GRADE DEPT.
150808	LIFE SCIENCE; 8TH GRADE DEPT.
040502	LODGING MANAGEMENT I (1 CREDIT)
040503	LODGING MANAGEMENT I (2 CREDITS)
040504	LODGING MANAGEMENT I (3 CREDITS)
040505	LODGING MANAGEMENT II (1 CREDIT)
040506	LODGING MANAGEMENT II (2 CREDITS)
040507	LODGING MANAGEMENT II (3 CREDITS)
080860	LOGIC FOR PROGRAMMING (1/2 CREDIT)
110250	MANUFACTURING TECHNOLOGY
070043	MANUFACTURING TECHNOLOGY/MIDDLE SCHOOL
312100	MARINE OPERATIONS I (1 CREDIT)
312102	MARINE OPERATIONS I (2 CREDITS)
312103	MARINE OPERATIONS I (3 CREDITS)
312105	MARINE OPERATIONS II (1 CREDIT)
312112	MARINE OPERATIONS II (2 CREDITS)
312113	MARINE OPERATIONS II (3 CREDITS)



041096	MARKETING EDUCATION ELECTIVE I (1 CREDIT)
041095	MARKETING EDUCATION ELECTIVE I (1/2 CREDIT)
041099	MARKETING EDUCATION ELECTIVE I (2 CREDITS)
041100	MARKETING EDUCATION ELECTIVE I (3 CREDITS)
041098	MARKETING EDUCATION ELECTIVE II (1 CREDIT)
041097	MARKETING EDUCATION ELECTIVE II (1/2 CREDIT)
041101	MARKETING EDUCATION ELECTIVE II (2 CREDITS)
041102	MARKETING EDUCATION ELECTIVE II (3 CREDITS)
041052	MARKETING MANAGEMENT
041053	MARKETING RESEARCH
312200	MASONRY I (1 CREDIT)
312202	MASONRY I (2 CREDITS)
312203	MASONRY I (3 CREDITS)
312205	MASONRY II (1 CREDIT)
312212	MASONRY II (2 CREDITS)
312213	MASONRY II (3 CREDITS)
110005	MATERIALS AND PROCESSES
160397	MATH ELECTIVE II (LOCALLY-INITIATED MATH ELECTIVE)
160396	MATH ELECTIVE III - LOCALLY-INITIATED MATHEMATICS ELECTIVE
160395	MATH ELECTIVE IV - LOCALLY-INITIATED MATHEMATICS ELECTIVE
160351	MATH ESSENTIALS
160399	MATHEMATICS ELECTIVE
160398	MATHEMATICS ELECTIVE; 6TH, 7TH, AND 8TH GRADES DEPT.
160306	MATHEMATICS; 6TH GRADE DEPT.
160378	MATHEMATICS; 7TH AND 8TH GRADES DEPT.
160300	MATHEMATICS; ELEMENTARY GRADES
090251	MEDICAL ASSISTANT I (1 CREDIT)
090252	MEDICAL ASSISTANT I (2 CREDITS)
090451	MEDICAL ASSISTANT II (1 CREDIT)
090452	MEDICAL ASSISTANT II (2 CREDITS)
090461	MEDICAL ASSISTANT III (1 CREDIT)
090462	MEDICAL ASSISTANT III (2 CREDITS)
090151	MEDICAL TERMINOLOGY (1 CREDIT)
070044	MODULAR TECHNOLOGY/MIDDLE SCHOOL
600002	MONTESSORI JUNIOR - AGES 6 AND OVER
600001	MONTESSORI PRIMARY - AGES 6 AND UNDER
061116	MULTIMEDIA PRODUCTIONS
030330	MUSIC APPRECIATION
030399	MUSIC ELECTIVE
030409	MUSIC ELECTIVE II
030410	MUSIC ELECTIVE III
030411	MUSIC ELECTIVE IV
030398	MUSIC ELECTIVE; 6TH, 7TH, AND 8TH GRADE DEPT.
030331	MUSIC HISTORY
030341	MUSIC THEORY I
030342	MUSIC THEORY II
310850	NETWORKING BASICS (2 CREDITS)
310851	NETWORKING BASICS (3 CREDITS)
090237	NURSE ASSISTANT (2 CREDITS)
090238	NURSE ASSISTANT (3 CREDITS)
100300	NUTRITION AND FOOD (1/2 CREDIT)
312300	OUTDOOR POWER EQUIPMENT TECHNICIAN I (1 CREDIT)

312302	OUTDOOR POWER EQUIPMENT TECHNICIAN I (2 CREDITS)
312303	OUTDOOR POWER EQUIPMENT TECHNICIAN I (3 CREDITS)
312305	OUTDOOR POWER EQUIPMENT TECHNICIAN II (1 CREDIT)
312312	OUTDOOR POWER EQUIPMENT TECHNICIAN II (2 CREDITS)
312313	OUTDOOR POWER EQUIPMENT TECHNICIAN II (3 CREDITS)
100601	PARENTHOOD EDUCATION (1/2 CREDIT)
030307	PERCUSSION ENSEMBLE
100205	PERSONAL AND FAMILY FINANCE (1/2 CREDIT)
090009	PHARMACY TECHNICIAN
312400	PHOTOGRAPHY I (1 CREDIT)
312402	PHOTOGRAPHY I (2 CREDITS)
312403	PHOTOGRAPHY I (3 CREDITS)
312405	PHOTOGRAPHY II (1 CREDIT)
312412	PHOTOGRAPHY II (2 CREDITS)
312413	PHOTOGRAPHY II (3 CREDITS)
190196	PHYS. ED. ELECTIVE III-LOCALLY-INITIATED PHYS ED ELECTIVE
190197	PHYS. ED. ELECTIVE II-LOCALLY-INITIATED PHYS. ED. ELECTIVE
190195	PHYS. ED. ELECTIVE IV-LOCALLY-INITIATED PHYS ED ELECTIVE
190199	PHYSICAL EDUCATION ELECTIVE
190105	PHYSICAL EDUCATION I
190106	PHYSICAL EDUCATION II
190107	PHYSICAL EDUCATION III
190108	PHYSICAL EDUCATION IV
150802	PHYSICAL SCIENCE
150700	PHYSICS
150799	PHYSICS ELECTIVE
150797	PHYSICS ELECTIVE II (LOCALLY-INITIATED ELECTIVE)
150798	PHYSICS ELECTIVE III (LOCALLY-INITIATED PHYSICS ELECTIVE)
150796	PHYSICS ELECTIVE IV-LOCALLY-INITIATED PHYSICS ELECTIVE
150707	PHYSICS EQUIVALENT (LA SCHOOL-MATH, SCI. & THE ARTS)
150803	PHYSICS FOR TECHNOLOGY (REGULAR)
150805	PHYSICS FOR TECHNOLOGY II (REGULAR)
150701	PHYSICS II
110900	PHYSICS OF TECHNOLOGY I (VOCATIONAL)
110910	PHYSICS OF TECHNOLOGY II (VOCATIONAL)
030350	PIANO CLASS
030368	PIANO; ELEMENTARY GRADES
600020	PILOT READING
312500	PLUMBING I (1 CREDIT)
312502	PLUMBING I (2 CREDITS)
312503	PLUMBING I (3 CREDITS)
312505	PLUMBING II (1 CREDIT)
312512	PLUMBING II (2 CREDITS)
312513	PLUMBING II (3 CREDITS)
110330	POWER MECHANICS
160348	PRE-CALCULUS
010360	PRECISION AGRICULTURE
600000	PRE-KINDERGARTEN
040306	PRINCIPLES OF BUSINESS
041025	PRINCIPLES OF MARKETING I
041026	PRINCIPLES OF MARKETING II
312600	PRINTING I (1 CREDIT)

312602	PRINTING I (2 CREDITS)
312603	PRINTING I (3 CREDITS)
312605	PRINTING II (1 CREDIT)
312612	PRINTING II (2 CREDITS)
312613	PRINTING II (3 CREDITS)
100307	PRO START I (1 CREDIT)
100308	PRO START I (2 CREDITS)
100309	PRO START I (3 CREDITS)
100321	PRO START II (1 CREDIT)
100322	PRO START II (2 CREDITS)
100323	PRO START II (3 CREDITS)
160349	PROBABILITY AND STATISTICS
110911	PROCESS TECHNICIAN I
110912	PROCESS TECHNICIAN II
222001	PSYCHOLOGY
050605	PUBLICATIONS I (NEWSPAPER)
050603	PUBLICATIONS I (YEARBOOK)
050606	PUBLICATIONS II (NEWSPAPER)
050604	PUBLICATIONS II (YEARBOOK)
120321	READING I
120322	READING II
120311	READING; 6TH, 7TH, AND 8TH GRADES DEPT.
120310	READING; ELEMENTARY GRADES
222005	RELIGION I FOR NONPUBLIC SCHOOLS
222006	RELIGION II FOR NONPUBLIC SCHOOLS
222007	RELIGION III FOR NONPUBLIC SCHOOLS
222008	RELIGION IV FOR NONPUBLIC SCHOOLS
120324	REMEDATION COMPOSITION
120323	REMEDATION ENGLISH
160313	REMEDATION MATHEMATICS
150313	REMEDATION SCIENCE
220313	REMEDATION SOCIAL STUDIES
041043	RETAIL MARKETING
400096	ROTATING EXPLORATORY ELECTIVE
310852	ROUTERS AND ROUTING BASICS (2 CREDITS)
310853	ROUTERS AND ROUTING BASICS (3 CREDITS)
122001	RUSSIAN I
122002	RUSSIAN II
122003	RUSSIAN III
122004	RUSSIAN IV
122005	RUSSIAN V
150898	SCIENCE ELECTIVE; 6TH, 7TH, AND 8TH GRADES DEPT.
150806	SCIENCE; 6TH GRADE DEPT.
150878	SCIENCE; 7TH AND 8TH GRADES DEPT.
150800	SCIENCE; ELEMENTARY GRADES
400020	SECONDARY INCENTIVE CENTER
030353	SECTIONAL REHEARSAL
080640	SECURITIES (1/2 CREDIT)
120337	SENIOR APPLICATIONS IN ENGLISH
230000	Senior Project
312700	SHEET METAL I (1 CREDIT)
312702	SHEET METAL I (2 CREDITS)

312703	SHEET METAL I (3 CREDITS)
312705	SHEET METAL II (1 CREDIT)
312712	SHEET METAL II (2 CREDITS)
312713	SHEET METAL II (3 CREDITS)
010346	SMALL ENGINES (APPLICATIONS) (1/2 CREDIT)
030445	SMALL VOCAL EMSEMBLE (FIFTH CREDIT)
030313	SMALL VOCAL ENSEMBLE
030448	SMALL VOCAL ENSEMBLE (EIGHTH CREDIT)
030444	SMALL VOCAL ENSEMBLE (FOURTH CREDIT)
030442	SMALL VOCAL ENSEMBLE (SECOND CREDIT)
030447	SMALL VOCAL ENSEMBLE (SEVENTH CREDIT)
030446	SMALL VOCAL ENSEMBLE (SIXTH CREDIT)
030443	SMALL VOCAL ENSEMBLE (THIRD CREDIT)
220096	SOC. STUD ELECTIVE III-LOCALLY-INITIATED SOC STUDIES ELECT
220097	SOC. STUD ELECTIVE II-LOCALLY-INITIATED ELECTIVE
220095	SOC. STUD ELECTIVE IV-LOCALLY-INITIATED SOC STUD ELECTIVE
220078	SOCIAL STUDIES 7TH AND 8TH GRADES DEPT.
220099	SOCIAL STUDIES ELECTIVE
220098	SOCIAL STUDIES ELECTIVE; 6TH, 7TH, AND 8TH GRADES DEPT.
220006	SOCIAL STUDIES; 6TH GRADE DEPT.
220000	SOCIAL STUDIES; ELEMENTARY GRADES
220601	SOCIOLOGY
122599	SPANISH ELECTIVE
122501	SPANISH I
122502	SPANISH II
122503	SPANISH III
122504	SPANISH IV
122505	SPANISH V
122500	SPANISH; ELEMENTARY GRADES
051101	SPEECH I
051102	SPEECH II
051103	SPEECH III
051104	SPEECH IV
051168	SPEECH; 6TH, 7TH, AND 8TH GRADE DEPT.
090720	SPORTS MEDICINE I (1/2 CREDIT)
090721	SPORTS MEDICINE II(1/2 CREDIT)
090722	SPORTS MEDICINE III (1 CREDIT)
080100	STAR I
080101	STAR II
030305	STRING ENSEMBLE
030564	STUDIO ARTS ELECTIVE I(LOCALLY INITIATED ELECT-STUDIO ART)
030565	STUDIO ARTS ELECTIVE II(LOCALLY INITIATED ELECT-STUDIO ART
030361	STUDIO PIANO I
030362	STUDIO PIANO II
030363	STUDIO PIANO III
030478	STUDIO PIANO III (EIGHTH CREDIT)
030475	STUDIO PIANO III (FIFTH CREDIT)
030474	STUDIO PIANO III (FOURTH CREDIT)
030472	STUDIO PIANO III (SECOND CREDIT)
030477	STUDIO PIANO III (SEVENTH CREDIT)
030476	STUDIO PIANO III (SIXTH CREDIT)
030473	STUDIO PIANO III (THIRD CREDIT)

030480	STUDIO STRINGS I
030481	STUDIO STRINGS II
030482	STUDIO STRINGS III
500104	STUDY SKILLS (NO CREDIT)
500100	STUDY SKILLS I (1 CREDIT)
500101	STUDY SKILLS II (1 CREDIT)
500102	STUDY SKILLS III (1 CREDIT)
500103	STUDY SKILLS IV (1 CREDIT)
310854	SWITCHING BASICS & INTERMEDIATE ROUTING (2 CREDITS)
310855	SWITCHING BASICS & INTERMEDIATE ROUTING (3 CREDITS)
080750	SYSTEMS APPLICATIONS (1/2 CREDIT)
600204	TALENTED ART ENRICHMENT (NO CREDIT)
600200	TALENTED ART I (1 CREDIT)
600201	TALENTED ART II (1 CREDIT)
600202	TALENTED ART III (1 CREDIT)
600203	TALENTED ART IV (1 CREDIT)
600209	TALENTED MUSIC ENRICHMENT (NO CREDIT)
600205	TALENTED MUSIC I (1 CREDIT)
600206	TALENTED MUSIC II (1 CREDIT)
600207	TALENTED MUSIC III (1 CREDIT)
600208	TALENTED MUSIC IV (1 CREDIT)
600214	TALENTED THEATER ENRICHMENT (NO CREDIT)
600210	TALENTED THEATER I (1 CREDIT)
600211	TALENTED THEATER II (1 CREDIT)
600212	TALENTED THEATER III (1 CREDIT)
600213	TALENTED THEATER IV (1 CREDIT)
120350	TECHNICAL WRITING
110011	TECHNOLOGY EDUCATION COMPUTER APPLICATIONS
110199	TECHNOLOGY EDUCATION ELECTIVE I (1 CREDIT)
110099	TECHNOLOGY EDUCATION ELECTIVE I (1/2 CREDIT)
110101	TECHNOLOGY EDUCATION ELECTIVE I (2 CREDITS)
110102	TECHNOLOGY EDUCATION ELECTIVE I (3 CREDITS)
110399	TECHNOLOGY EDUCATION ELECTIVE II (1 CREDIT)
110299	TECHNOLOGY EDUCATION ELECTIVE II (1/2 CREDIT)
110400	TECHNOLOGY EDUCATION ELECTIVE II (2 CREDITS)
110401	TECHNOLOGY EDUCATION ELECTIVE II (3 CREDITS)
040407	TELECOMMUNICATIONS (1/2 CREDIT)
312800	TELEVISION PRODUCTION I (1 CREDIT)
312802	TELEVISION PRODUCTION I (2 CREDITS)
312803	TELEVISION PRODUCTION I (3 CREDITS)
312805	TELEVISION PRODUCTION II (1 CREDIT)
312812	TELEVISION PRODUCTION II (2 CREDITS)
312813	TELEVISION PRODUCTION II (3 CREDITS)
030703	THEATRE ELECTIVE I
030704	THEATRE ELECTIVE II
030705	THEATRE ELECTIVE III
030700	THEATRE I
900000	TITLE I (MATHEMATICS PULL-OUT CLASS)
900010	TITLE I (READING/LANGUAGE ARTS PULL-OUT CLASS)
041081	TOURISM MARKETING
310013	TRADE AND INDUSTRIAL COOP. EDUCATION I (3 CREDITS)
310023	TRADE AND INDUSTRIAL COOP. EDUCATION II (3 CREDITS)

310099	TRADE AND INDUSTRIAL ELECTIVE (1 CREDIT)
310097	TRADE AND INDUSTRIAL ELECTIVE (2 CREDITS)
310098	TRADE AND INDUSTRIAL ELECTIVE (3 CREDITS)
500204	TRANSITION (NO CREDIT)
500200	TRANSITION I ( 1 CREDIT)
500201	TRANSITION II (1 CREDIT)
500202	TRANSITION III (1 CREDIT)
500203	TRANSITION IV (1 CREDIT)
070045	TRANSPORTATION TECHNOLOGY/MIDDLE SCHOOL
080720	TRAVEL AND TOURISM II (1/2 CREDIT)
080730	TRAVEL DESTINATIONS I (1/2 CREDIT)
080740	TRAVEL DESTINATIONS II (1/2 CREDIT)
160324	TRIGONOMETRY-LOCAL ELECTIVE
313000	UPHOLSTERY I (1 CREDIT)
313002	UPHOLSTERY I (2 CREDITS)
313003	UPHOLSTERY I (3 CREDITS)
313005	UPHOLSTERY II (1 CREDIT)
313006	UPHOLSTERY II (2 CREDITS)
313007	UPHOLSTERY II (3 CREDITS)
030507	VIS ARTS ELECTIVE II (LOCALLY INITIATED ELECTIVE-VIS ARTS)
030506	VISUAL ARTS ELECTIVE I (LOCALLY INITIATED ELECTIVE-VIS ARTS)
030367	VOCAL MUSIC; ELEMENTARY GRADES
030314	VOICE I
030315	VOICE II
030316	VOICE III
030317	VOICE IV
310856	WAN TECHNOLOGIES (2 CREDITS)
310857	WAN TECHNOLOGIES (3 CREDITS)
040211	WEB DESIGN (1 CREDIT)
040210	WEB DESIGN (1/2 CREDIT)
040212	WEB DESIGN II (1 CREDIT)
061117	WEBMASTERING
313100	WELDING I (1 CREDIT)
313102	WELDING I (2 CREDITS)
313103	WELDING I (3 CREDITS)
313105	WELDING II (1 CREDIT)
313106	WELDING II (2 CREDITS)
313107	WELDING II (3 CREDITS)
110230	WELDING TECHNOLOGY
220402	WESTERN CIVILIZATION
220415	WESTERN CIVILIZATION EQUIVALENT(LA SCHOOL-MATH, SCI. & ART)
030303	WIND ENSEMBLE
030418	WIND ENSEMBLE (EIGHTH CREDIT)
030415	WIND ENSEMBLE (FIFTH CREDIT)
030414	WIND ENSEMBLE (FOURTH CREDIT)
030412	WIND ENSEMBLE (SECOND CREDIT)
030417	WIND ENSEMBLE (SEVENTH CREDIT)
030416	WIND ENSEMBLE (SIXTH CREDIT)
030413	WIND ENSEMBLE (THIRD CREDIT)
040203	WORD PROCESSING
220300	WORLD GEOGRAPHY



## SUPPLEMENT C - TOPS QUESTIONS AND ANSWERS

### BESE DESIGNATED ADVANCED PLACEMENT COURSES

College Board AP Course Title	Louisiana Equivalent Course Title	Course Code	AP Course Type: Required or Optional
Art History	AP Art History	030597	Required
Biology	Biology II	150302	Optional
Calculus AB	Calculus	160326	Optional
Calculus BC	AP Calculus BC	160394	Required
Chemistry	Chemistry	150401	Optional
	Chemistry II	150402	Optional
Computer Science A	AP Computer Science A	061175	Required
Computer Science AB	AP Computer Science AB	061176	Required
Economics: Macro	Economics	220201	Optional
Economics: Micro	AP Economics: Micro	220602	Required
English Language and Composition	English III	120333	Optional
English Literature and Composition	English IV	120334	Optional
Environmental Science	Environmental Science	150310	Optional
European History	European History	220410	Optional
French Language	French IV	121004	Optional
French Literature	French V	121005	Optional
German Language	German IV	121104	Optional
Government and Politics: Comparative	AP Government and Politics: Comparative	220604	Required
Government and Politics: United States	AP American Government	220503	Optional
Human Geography	World Geography	220300	Optional
Japanese IV	Japanese IV	121504	Optional
Latin Literature	Latin V	121605	Optional
Latin: Vergil	Latin IV	121604	Optional
Music Theory	Music Theory II	030342	Optional
Physics B	Physics	150700	Optional
Physics C: Electricity and Magnetism	AP Physics C: Electricity and Magnetism	150794	Required
Physics C: Mechanics	AP Physics C: Mechanics	150795	Required
Psychology	Psychology	222001	Optional
Spanish Language	Spanish IV	122504	Optional
Spanish Literature	Spanish V	122505	Optional
Statistics	Probability and Statistics	160349	Optional
Studio Art: 2-D Design	Art IV	030504	Optional
Studio Art: 3-D Design	AP Studio Art 3-D Design	030508	Required
Studio Art: Drawing	Art III	030503	Optional
U.S. History	American History	220403	Optional
World History	World History	220401	Optional



**SUPPLEMENT D - TOPS QUESTIONS AND ANSWERS**  
**ALTERNATE INITIAL ELIGIBILITY REQUIREMENTS**  
**FOR DISPLACED STUDENTS**  
**Act 652 of 2008**

House Bill 1075 was enacted as Act 652 and was effective on July 1, 2008. This Act extends the alternative initial eligibility requirements for a TOPS award for students displaced by Hurricanes Katrina and/or Rita to displaced students who graduated from high school in 2007 or 2008 or will graduate from an out of state high school in 2009.

Note that to be considered a displaced student, the student must have either:

1. Resided in certain parishes and enrolled in an eligible Louisiana high school or a BESE approved home study program at the time of the respective storm, OR
2. A parent or custodian who resided in certain parishes at the time of the respective storm.

The following is a summary of the alternate initial eligibility requirements displaced student requirements.

- **Alternate TOPS GPA Requirement.** Displaced students graduating from eligible out-of-state high schools during the 2006-07, 2007-08, and 2008-09 Academic Years must have at least a 2.50 on a 4.00 scale computed on all high school courses taken for the TOPS-Tech and Opportunity awards or at least a 3.50 on a 4.00 scale computed on all high school courses taken for the Performance and Honors awards.  
NOTE: Displaced students graduating from eligible out-of-state high schools who do not meet the alternate GPA criteria may still qualify if they meet the TOPS ACT requirements for students graduating from eligible out-of-state high schools (score of at least 20 for the Tech award, 23 for the Opportunity award, 26 for the Performance award and 30 for the Honors award). Also, displaced students graduating from eligible out-of-state high schools who qualify for a higher award if they meet the TOPS ACT requirements for students graduating from eligible out-of-state high schools will be granted the higher award. In such cases, the students **do not have to meet the TOPS GPA requirement.**
- **Alternate TOPS ACT Requirement.** Displaced students who graduate from an eligible out-of-state high school during the 2006-07, 2007-08, and 2008-09 Academic Years AND meet the alternate TOPS GPA requirement above, must have an ACT score of at least 17 for the Tech award, 20 for the Opportunity award, 23 for the Performance award and 27 for the Honors award.
- **Alternate Top Core Curriculum Requirement.** The core curriculum requirements for displaced students who graduate during the 2006-07, 2007-08, and 2008-09 Academic Years will be waived for those courses for which the high school certifies were not available to a displaced student.
- **Alternate Louisiana Residency Requirement.** Displaced students who graduate from high school during the 2006-07, 2007-08, and 2008-09 Academic Years will be deemed to have met the residency requirement if they:
  - actually lived in Louisiana for one full school year prior to the date of the natural disaster and attended an eligible Louisiana high school; OR
  - have a parent or court-ordered custodian who actually lived in Louisiana for at least the twelve months prior to the date of the natural disaster.
- **Alternate Home Study Requirement.** Displaced students who complete the 12th grade level of a BESE approved home study program during the 2006-07, 2007-08, and 2008-09 Academic Years, are not required to complete the 11th grade level of a BESE-approved home study program.

All students displaced by Hurricane Katrina or Rita who have not been notified that they are eligible for a TOPS award who graduated or will graduate from high school in 2007, 2008 or 2009 are encouraged to contact LOSFA to determine whether they are now eligible for a TOPS award.

Displaced students who graduated from an eligible out of state high school during the 2006-2007 academic year and did not receive a Louisiana Distance Diploma were denied a TOPS Scholarship. Under Act 652, these students may now be eligible for a TOPS Award and retroactive TOPS payments. These students are encouraged to contact LOSFA.

For additional information, please visit LOSFA's website at [www.osfa.la.gov.us/ComeHome.htm](http://www.osfa.la.gov.us/ComeHome.htm).