

# DON'T BLOW YOUR TOPS RENEWAL

## **To RETAIN TOPS IN 2009-2010, You Need To Know This!**

AS A TOPS RECIPIENT, YOU MUST BE CONTINUOUSLY ENROLLED AS A FULL-TIME STUDENT DURING EACH ACADEMIC YEAR AND MUST EARN 24 HOURS OF CREDIT OR THE REMAINING NUMBER OF HOURS NEEDED TO COMPLETE YOUR UNDERGRADUATE DEGREE IN YOUR FINAL TERM OR SEMESTER. FAILURE TO DO SO WILL RESULT IN *CANCELLATION* OF YOUR TOPS AWARD. THE ACADEMIC YEAR IS DEFINED AS THE FALL AND SPRING SEMESTERS OR THE FALL, WINTER AND SPRING QUARTERS.

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

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

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

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

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

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

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

STUDENTS WHOSE AWARDS ARE SUSPENDED FOR FAILURE TO MAINTAIN THE REQUIRED GPA OR STEADY ACADEMIC PROGRESS MAY BE REINSTATED UPON ATTAINMENT OF THE REQUIRED GPA, PROVIDED THAT THE PERIOD OF INELIGIBILITY DID NOT PERSIST FOR MORE THAN TWO YEARS (ONE YEAR FOR THE TECH AWARD), AND THE STUDENT HAS MAINTAINED CONTINUOUS, FULL-TIME ENROLLMENT.

TO RENEW YOUR TOPS AWARD FOR THE 2009-2010 ACADEMIC YEAR, YOU MUST COMPLETE THE 2009-2010 FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) OR RENEWAL FAFSA BY JULY 1, 2009, UNLESS YOU CAN DEMONSTRATE THAT YOU DO NOT QUALIFY FOR FEDERAL GRANT AID.



LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE (LOSFA)  
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