

**LOUISIANA STUDENT FINANCIAL ASSISTANCE
COMMISSION
OFFICE OF STUDENT FINANCIAL ASSISTANCE**

Student Financial Aid Bulletin

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TOPICS:	Early Start Grade Reporting Clarification

The purpose of this communication is to clarify some issues regarding the reporting of Early Start grades as outlined in Student Financial Aid Bulletin S2009-13.

The 2009-2010 Early Start Program Framework states that students who earn less than C or who withdraw/resign from a course may not enroll in the following semester or term with Early Start funding. *Limited, documented* exceptions for continuation after withdrawal may be granted by the college/university.

Please note the following:

1. When submitting Early Start grades to LOSFA, schools should submit Quality Points, Attempted Hours, and Hours Earned for EACH course PAID with Early Start funding. If a student is enrolled in multiple courses (i.e, a one hour course and a two hour course), academic information **should be submitted for each course**, not combined and sent as cumulative.

Academic information for Early Start courses must be submitted as Program Type **E**.

2. Academic information corrections or changes must be entered in-house by LOSFA's Scholarship and Grant staff. If it becomes necessary to correct/make a change to the academic information submitted for an Early Start course, you should contact Caeshia Clark at 225-922-0645 or cclark@osfa.la.gov.

3. According to the Early Start grade reporting procedure, if a student resigns after the course was paid for by Early Start, report as Officially Resigned (10) in the Academic Standing field.

Colleges and universities may grant "*Limited, documented* exceptions for continuation after withdrawal". Payment requests for students receiving such an exception must be entered in-house by Scholarship and Grant staff. Contact Caeshia Clark at 225-922-0645 or cclark@osfa.la.gov for further instruction.

For Year Long Courses ONLY:

4. Academic information for students enrolled in **year-long courses** that begin during the Fall semester and are not completed until the end of the Spring semester, should be reported as follows:

- Fall semester academic information for year-long courses should be submitted as satisfactory or unsatisfactory. Quality Points, Attempted Hours and Hours Earned do not need to be reported at this time. Satisfactory progress in a year-long course should be indicated as **YS** in the Academic Standing field. Unsatisfactory progress in a year-long course should be indicated as **YU** in the Academic Standing field.
- The final grade for year-long courses should be submitted at the conclusion of the Spring semester following the same procedures for reporting regular Early Start course grades.

5. Early Start academic information should be submitted timely. Payment requests for students previously enrolled in a course or courses funded by Early Start will not be paid until the academic information is received for the courses paid by Early Start during the previous semester.