

# TOPS Summary for Submitting Grades

(revised 07/09/08)

## Regular Reminders when submitting grades:

- Grade Files Submission- Grades must be received by Wednesday at 3:00 P.M. for processing on Thursday. Records received after this time will not be reviewed and processed until the following week. We encourage schools to make submissions on Thursdays, Fridays or Monday of the week prior to processing week.
- A/Academic and T/Technical Program Grades- These do not combine on a student's record for a cumulative total. TECH TOPS Award level recipients are not eligible for Academic Program participation. A list of TOPS TECH eligible Board of Regents approved programs for your institution is available on the Board of Regents web site, [www.regents.louisiana.gov](http://www.regents.louisiana.gov).
- Program Types- If you requested payment for a student in a program type (for example "T"), caution should be taken to make sure grades are submitted for the same program type. Notify LOSFA if a student has switched from an "A" program to a "T" program during the current term where billing was submitted under a different program type.
- Returning Out of State – Returning students from a non-Louisiana college or university must submit an official out-of-state transcript directly to LOSFA along with the appropriate form requesting reinstatement of their TOPS Award. Do not submit transfer credits for returning out of state students who have earned credits in an out of state institution even if your school may have accepted those credits. LOSFA staff will enter out of state transcript grades directly onto the student's TOPS record and have the cumulative hours and GPA recalculated.
- Reporting Academic Information- Report academic information for each term (including summer and intersessions) on all TOPS recipients, regardless of current Status Code and in particular those identified as SC02 (awarded with application deadline extensions) although they were not eligible for current or prior Academic Year award payments. When reporting grades by FAX (225-925-4969), report each term on a separate page. Only report academic information for those hours and quality points attempted and earned on your campus.
- Non-enrolled Hours – Hours credited due to the following should not be reported to TOPS:
  - CLEP Hours
  - Advanced Placement Hours
  - Audit Class Hours
- Order of Semesters and Terms- Fall is the first semester of the academic year. EX: For the 08/09 year: Fall 2008 should be reported as 1S2009; Spring 2009 as 2S2009. All summer sessions are reported as 3S.
- Grade field reminders:
  - Submit Quality Points in whole numbers only, do not increase for "+s" nor decrease for "-s". For example an A+ or A- in a course, it must be submitted as an A, that is 4.00 per credit hour;
  - Submit Hours Attempted for every course in which a grade of A, B, C, D, or F is earned;
  - Do not include W's/Withdrawals in Hours Attempted; If a student has withdrawn from all courses, please report a resignation code.
  - Submit Hours Earned for every class in which a grade of A, B, C, D, P, or S is earned for test of the 24 hours continuation requirement. Correspondence courses are included for this purpose but not considered in meeting full time enrollment status;
  - Incomplete Hours: Report the total number of hours for which a student receives an Incomplete or "I" grade in the "Incomplete Hours" field when reporting the grades for the semester for which the 'Incomplete' designation was earned. **DO NOT INCLUDE**

**INCOMPLETE HOURS IN THE ATTEMPTED HOURS FIELD.** It is LOSFA's PRACTICE to treat Incomplete Hours as "F's" when calculating a student's GPA and Hours for continuation. When an Incomplete is counted as an "F," it creates the worst GPA possible for the student. If that student still meets continuation requirements, she can go through renewal and be paid for the next semester or term without delay. However, when an Incomplete is treated as an "F" and the student's GPA does not meet continuation requirements, the student is suspended until the grade is resolved. This eliminates the risk of determining eligibility in error. Given that the Incompletes can hold up a student's record until the permanent grade is reported to LOSFA, institutions are asked to send updated grade reports when the Incomplete has been resolved.

Repeat/Delete Courses that are reported for current term will not remove prior term grades for the same course on the TOPS record. Grades should be reported as they are at the end of each term with no changes for repeated/deleted classes in prior terms;

Zeros are not to be reported in both Attempted Hours and Earned Hours unless a resignation code has been entered.

- Summer Sessions –A reminder: schools that have multiple summer sessions must report all session grades as one grade report under 3S or 4T.  
(An exception to reporting all in one report is when a resignation occurred during one or more summer sessions. In that case do not report the resignation code.)
- Reporting Intersessions:
  - Intersession between Fall Semester & Spring Semester - 1I
  - Intersession between Spring Quarter/Semester & Summer Term/Semester – 2I
  - Intersession between Summer Semester/Term & Fall Quarter/Semester – 3I
  - Intersession between Fall Quarter and Winter Quarter – 4I
  - Intersession between Winter Quarter and Spring Quarter- 5I

Be reminded that Intersession hours may not be used to fulfill a student's requirement for full-time enrollment for payment for a semester.

However, Intersession hours are now included in the Annual Hours Earned. (Hours earned during the Academic Year).

- Degree Information – When submitting degree information, the date must match the end of the semester being reported and should include the degree type and date. Ex. 1S2009 degree date should be reported as 200812. Fall degree dates sent with Spring grades or degree dates with no degree types will not process. Degree Only with no quality pts. or hours are to be reported along with DO in the Academic Standing field.
- First-Time Full-Time Students – To retain TOPS Eligibility, students must enroll full-time in an eligible program not later than the first fall semester following the 1<sup>st</sup> anniversary of their high school graduation. If their first time enrollment is the spring following high school graduation or the fall after the 1<sup>st</sup> anniversary, the Only Term Eligible must be advanced by submitting a TOPS Academic Information Report with Special Student Code FT (First Time). Prior to submitting an FT code, both the TOPS Portal and student records should be reviewed to ensure that FT's are submitted only for First Time-Full Time enrollments. Submission for other than first-time enrollment may result in payment for ineligible semesters.
- Pass/Fail and Satisfactory/Unsatisfactory grading – ([TOPS Bulletin T2002-13](#)) **Do not report grades of "P", "S", or "W" in Hours Attempted (HRSATTMPT) in the AIR files. If your institution treats "NC" or "U" grades as failing grades, they should be reported as Hours Attempted. If these grades are not included in the computation of the student's GPA on your campus, they should not be reported as hours attempted.**
- Dual Enrollment (DU) – (TOPS Bulletin T2003-5) Use DU to report a student enrolled at two separate institutions. The home institution is responsible for coding the record; however academic information should be submitted by both schools, individually. If each school bills separately, and the student was previously coded Dual Billed (DB), it is not necessary to change the code to "DU". "DU", rather than "DB", should be used by schools with cross enrollment agreements and

where only one school will receive payment. DO NOT REPORT HIGH SCHOOL CONCURRENTLY ENROLLED (ENROLLED IN HIGH SCHOOL AND POST-SECONDARY INSTITUTION) STUDENTS AS DU. These grades should be reported with '00' in Academic Standing field.

- **Concurrently Enrolled (High School and Institution) Students.**
  - Grades for High School Students with enrollment funded by other LOSFA administered programs must be submitted. No special Academic Standing Code is required.
  - Grades for High School Students without program funded enrollment are requested. If these students are subsequently awarded TOPS, TOPS statute required evaluation of all post-secondary grades. Reporting these later on a one-by-one basis adds to everyone's workload. Late reporting causes unnecessary suspensions and incorrect awards.
- **Student Enrollment Status (ACADSTAND field)** (TOPS Bulletin T2002-13) is an existing field that is used in both academic information reporting and payment request file formats. For the purposes of submitting academic information, schools should send only one of the following statuses.
  - a. 00 - Continuous Enrollment
  - b. 10 - Officially Resigned
  - c. DU - Dually Enrolled
  - d. XE - Grades available for Exchange Student
  - e. DO- Degree Only

**Do Not Report** other codes in Academic Standing that should be reported at the beginning of the semester in Special Coding screen on line. Those codes are:

FT (First-Time, Full-Time)  
EP (Eligible Part-Time)  
DB (Dual-Billing)  
GP (Graduate Professional)  
PS (Professional Student)  
EX (Exchange Student)  
XE (Reporting Exchange Student Grades)  
NG (National Guard)  
GN (Reversal of National Guard)

- **TOPS Status Code 02 (CONDITIONALLY ELIGIBLE TOPS)** – (TOPS Bulletin 2006-8)  
Applicants who meet all other initial eligibility requirements but with application receipt dates that qualify for academic year payments beginning one year after high school graduation, (established in the rules that were detailed in TOPS Bulletin 2006-05) will be assigned status code 02 (SC 02) and the student's award level will be indicated by the new award level code below:

CT      Conditionally awarded TOPS Tech  
CO      Conditionally awarded TOPS Opportunity  
CP      Conditionally awarded TOPS Performance  
CH      Conditionally awarded TOPS Honors

When initially awarded, SC 02 will appear on the TOPS Master Roster with a blank OTE (Only Term Eligible) field. Payment requests cannot be processed for students in SC 02. Progression of the record from SC 02 (Conditionally Eligible) to SC 00 (New Eligible) will occur once it is determined that the student has met the TOPS continuation requirements for the college academic year immediately following high school graduation or that the student was not enrolled in an eligible institution during that time.

Refer to the bulletin for complete details on reporting FTFT and other populations of students who are coded SC02 on the MR.

- **Status Codes Listing**  
Are listed below for easy reference in connection to this Grades Summary document.

- 00. New Eligible
- 01. Approved Renewal
- 02. Conditionally Eligible
  
- 03. Ineligible, Other
- 04. Ineligible, HS Acad Info Updated
- 06. Ineligible, Audit Finding/ACT SCR
- 40. Graduated
- 41. Graduate Professional
- 42. Suspended Due to College GPA
- 43. Tech Prog – GPA < 2.50, Ann Hrs < 24, TOPS Awd Suspended But Must Attend Summer Term to Prevent Cancelation
- 44. Cancelled Due to Hours
- 45. Tech Prog – Ann Hrs < 24, Elig For Summer Term Tech Pgm & Must Attend to Maintain Eligibility
- 46. Award Not Accepted – 1<sup>st</sup> Year
- 49. Academic Probation More Than 24 Mos or Exceeded Tech 12 Month Limit
- 53. Death
- 54. Maximum Years of Award Reached
- 60. Ineligible - Non-Continuous Enrollment
- 61. Ineligible -Officially Resigned
- 91. Renewal Pending

Here is the TOPS College Academic Information Reporting (TAIR) File Format:

**TOPS COLLEGE ACADEMIC INFORMATION REPORTING FORMAT**

FROM	TO	LENGT H	FIELD NAME	FIELD DESCRIPTION	CHANGES *
1	9	9(09)	SSNNBR	STUDENT'S SOCIAL SECURITY NUMBER	none
10	18	9(09)	COLLEGECD9	GRADE COLLEGE	none
19	21	9(03)	QLTYPTS	TERM QUALITY POINTS EARNED	1
22	24	9(03)	HRSATTMPT	TERM ATTEMPTED HOURS	2
25	27	9(03)	HRSEARNED	TERM EARNED HOURS	2
28	28	X(01)	DEGREETYPE	TYPE OF ACADEMIC DEGREE AWARDED: 0 = NO DEGREE TYPE REPORTED 1 = ASSOCIATE 2 = BACCALAUREATE DEGREE 3 = MASTERS DEGREE OR HIGHER 4 = TECHNICAL COLLEGE PROGRAM COMPLETED	none
29	34	9(06)	DEGREEDT	DATE DEGREE AWARDED / CCYYMM	none

35	36	X(02)	ACADSTAND	STUDENT ENROLLMENT STATUS: 00 = CONTINUOUS ENROLLMENT 10 = OFFICIALLY RESIGNED DU = DUALY ENROLLED XE = GRADES AVAILABLE FOR EXCHANGE STUDENT FT = FIRST TIME/ FULL TIME EP = ELIGIBLE PART TIME NG = ELIGIBLE NATIONAL GUARD GN = REVERSAL OF NATIONAL GUARD ST = CHANGE FROM SEMESTER TO TERM TS = CHANGE FROM TERM TO SEMESTER OA = OVERAWARD EX = EXCHANGE OR STUDY ABROAD STUDENT PS = PROFESSIONAL STUDENT DB = DUAL BILLED STUDENT	none
37	42	X(06)	GTERM	SEMESTER/TERM FOR THE GRADES REPORTED EXAMPLE: 1S2009 = FALL 08 SEMESTER 2S2009 = SPRING 09 SEMESTER	none
43	43	9(01)	ETHNICCD	ETHNIC CODE: 0 = STUDENT DID NOT PROVIDE 1 = AFRICAN-AMERICAN/BLACK 2 = AMERICAN INDIAN, ALASKAN NATIVE 3 = CAUCASIAN-AMERICAN/WHITE 4 = MEXICAN-AMERICAN/CHICANO 5 = ASIAN-AMERICAN, PACIFIC ISLANDER 6 = PUERTO RICAN, CUBAN, OTHER HISPANIC ORIGIN 7 = MULTIRACIAL	3
44	45	9(02)	INCMPHRS	INCOMPLETE HOURS	3
46	46	X(01)	PRGTYPE	PROGRAM TYPE: T = TECHNICAL A = ACADEMIC	3

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- 1 = Field definition and name change
- 2 = Name Change only
- 3 = New Field