

DECLARATION OF EMERGENCY

Student Financial Assistance Commission Office of Student Financial Assistance Scholarship/Grant Programs Personally Identifiable Information

And

TOPS Core Curriculum (LAC 28:IV.113, 301, 502, 703, 803, 1703, 2103, 2113)

The Louisiana Student Financial Assistance Commission (LASFAC) is exercising the emergency provisions of the Administrative Procedure Act [R.S. 49:953(B)] to amend and re-promulgate the rules of the Scholarship/Grant programs (R.S. 17:3021-3025, R.S. 3041.10-3041.15, and R.S. 17:3042.1.1-3042.8, R.S. 17:3048.1, R.S. 56:797.D(2)).

This rulemaking implements Act 837 of the 2014 Regular Session of the Louisiana Legislature by providing policies and procedures for the collection, receipt, use, protection and destruction of personally identifiable information. These procedures include requirements for consent from a parent or guardian for the public schools to collect and disclose certain personally identifiable information related to eighth through twelfth grade students to LOSFA to make it possible for the agency to guide and motivate these students to prepare for and achieve eligibility for college financial aid programs, and to allow LOSFA to determine eligibility for financial aid programs, including the Taylor Opportunity Program for Students (TOPS).

This rulemaking implements Acts 566, 733, and 737 of the 2014 Regular Session of the Louisiana Legislature by amending the TOPS Core Curriculum, including provisions for additional credit for certain Advance Placement courses; and the TOPS Tech Core Curriculum, including the deletion of a requirement to earn one unit of Chemistry or Applied Chemistry.

This rulemaking extends the maximum length of an exception for parental leave to the equivalent of one academic year (college) per pregnancy.

The emergency rules are necessary to implement changes to the Scholarship/Grant programs to allow the Louisiana Office of Student Financial Assistance and state educational institutions to effectively administer these programs. A delay in promulgating rules would have an adverse impact on the financial welfare of the eligible students and the financial condition of their families. LASFAC has determined that these emergency rules are necessary in order to prevent imminent financial peril to the welfare of the affected students.

This declaration of emergency is effective November 18, 2014, and shall remain in effect for the maximum period allowed under the Administrative Procedure Act. (SG15159E)

Title 28 EDUCATION

Part IV. Student Financial Assistance—Higher Education Scholarship and Grant Programs

Chapter 1. Scope

§113. Personally Identifiable Information (PII)

A. LASFAC recognizes that Personally Identifiable Information must be collected and maintained to determine whether a student meets the initial and continuing eligibility requirements for state and federal financial aid programs administered by LASFAC, and when required by law for use in preparing and submitting reports required by state and federal law.

B. LASFAC is required by the TOPS statute to inform “all students of the availability of the assistance . . . early enough in their schooling that a salutary motivational effect is possible.”

C. It is the intent and policy of LASFAC that:

1. LOSFA will collect and maintain only that PII necessary to fulfill LASFAC’s program responsibilities and duties, including but not limited to:

a. providing information to participating students beginning in the eighth grade that will guide and motivate students to prepare for and to achieve eligibility for financial aid programs to attend postsecondary education;

b. determining the initial eligibility of participating students for financial aid;

c. determining the continuing eligibility of students awarded financial aid;

d. making payments for students who have been awarded financial aid; and

e. submitting reports and assessments required by state or federal law regarding the effectiveness of the financial aid programs administered by LOSFA.

2. LOSFA will maintain and comply with policies and procedures to protect PII from disclosure to third parties/entities that have not been authorized to have access by:

a. state or federal law;

b. the parent or legal guardian of the person to whom the PII applies, if the person is not at least 18 years old or judicially emancipated or emancipated by marriage; or

c. the person to whom the PII applies, if the person is at least 18 years old or judicially emancipated or emancipated by marriage.

3. LOSFA will ensure that LOSFA employees will have access only to that PII that is necessary to perform their duties.

4. LOSFA will provide information to parents, legal guardians, students and schools regarding:

a. Requirements for consenting to the release of PII to LOSFA,

b. Possible college access advantages provided to students by consenting to the release of PII to LOSFA, and

c. Adverse consequences of withholding consent for release of PII to LOSFA.

4. LOSFA will develop and use consent forms that inform students, parents, and legal guardians of:

a. purpose(s) for which the PII will be used,

b. who will have access to the PII,

c. how long the PII will be retained by LOSFA, and

d. how the PII will be destroyed at the end of the retention period.

5. LOSFA will destroy PII that is no longer necessary to fulfill LASFAC's program responsibilities and duties.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021-3036.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance.

Chapter 3. Definitions

§301. Definitions

A. Words and terms not otherwise defined in this Chapter shall have the meanings ascribed to such words and terms in this Section. Where the masculine is used in these rules, it includes the feminine, and vice versa; where the singular is used, it includes the plural, and vice versa.

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Articulated Courses for College Credit – Courses offered by the Louisiana School for Math, Science and the Arts for which eligible Louisiana colleges have agreed to give college credit if the student successfully completes the course and attends a participating college.

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Honors Courses – A rigorous high school course used to complete the TOPS core curriculum approved as an honors course for grading on a 5.00 scale by the Board of Elementary and Secondary Education and the Board of Regents.

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Legal Guardian—

a. 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. Also referred to as a *court ordered custodian*.

b. for the purposes of consenting to the collection and disclosure of personally identifying information, the student's parent, legal guardian, or other person responsible for the student.

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Personally Identifiable Information or PII—Personal information about an individual that can be used on its own or with other information to identify, contact, or locate a single individual.

* * *

Skill and Occupational Training—~~training defined by the Louisiana Board of Regents to be for skill and occupational training. Currently, the Board of Regents defines skill and occupational training as follows:~~

a. any and all Certificate, Diploma, Associate of Applied Technology, and Associate of Applied Science Programs offered by eligible colleges/universities; and

b. any coordinated and comprehensive course of study offered by eligible colleges/universities which qualifies a student upon completion to sit for testing leading to and/or meeting national and/or state professional/occupational licensure and/or certification requirements.

c. any training leading to an Industry-Based Certification, a Certificate of Applied Science or a Certificate of Technical Sciences approved by the Workforce Investment Council offered by a provider recognized by the Louisiana Workforce Commission.

~~With regard to Subparagraph a above, eligible programs must be listed in the Board of Regents Inventory of Degree and Certificate Programs.~~

~~With regard to Subparagraph b above, submit the Board of Regents form to the Associate Commissioner for Academic Affairs for review and approval of each proposed course of study. Approved courses of study shall be compiled into a registry and reported to the Office of Student Financial Assistance for their use in determining the eligibility of~~

students who apply for TOPS Tech Awards under provisions of this Act. Students enrolled in skills or occupational courses of study not included in the aforementioned registry shall be judged ineligible for TOPS Tech Awards.

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Talented Course—a course developed and provided to fulfill an Individualized Education Program for a student who has been deemed to be gifted pursuant to R.S. 17:1941 et seq. as implemented in state Board of Elementary and Secondary Education policy.

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TOPS Cumulative High School Grade Point Average—

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f. effective for high school graduates beginning with academic year (high school) 2017-2018, the TOPS cumulative grade point average will be calculated by dividing the total number of quality points earned on the courses used to complete the TOPS core curriculum by the total units earned to complete the TOPS core curriculum.

Quality points equal the credit for the course multiplied by the value assigned to the letter grade.

The quality points for courses used to complete the TOPS core curriculum, except for Advanced Placement, International Baccalaureate, Gifted and Talented, Honors, Articulated Courses for College Credit and Dual Enrollment dual enrollment courses approved by the Board of Regents and the State Board of Elementary and Secondary Education, used to complete the TOPS core curriculum on a 5.00 scale, shall be converted to a 4.00 scale utilizing the following formula:

- An "A" shall equal 4.0.
- A "B" shall equal 3.0.
- A "C" shall equal 2.0.
- A "D" shall equal 1.0.
- An "F" shall equal zero ("0.0").

$$\frac{\text{Quality Points Awarded for the Course}}{\text{Maximum Points Possible for the Course}} = \frac{X (\text{Converted Quality Points})}{4.00 (\text{Maximum Scale})}$$

The quality points for Advanced Placement, International Baccalaureate, Gifted and Talented, Honors, Articulated Courses for College Credit and Dual Enrollment courses approved by the Board of Regents and the State Board of Elementary and Secondary Education used to complete the TOPS core curriculum shall be converted to a 5.00 scale as follows:utilizing the following formula:

- An "A" shall equal 5.0.
- A "B" shall equal 4.0.
- A "C" shall equal 3.0.
- A "D" shall equal 2.0.
- An "F" shall equal zero ("0.0").

$$\frac{\text{Quality Points Awarded for the Course}}{\text{Maximum Points Possible for the Course}} = \frac{X (\text{Converted Quality Points})}{5.00 (\text{Maximum Scale})}$$

Examples

1.— If a school awards a maximum of 5 points for honors courses, use the following formula to convert an honors course grade of "B" to the 4.00 scale:

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

By cross multiplying:

$$5X = 16; X = 3.20$$

2.— If a school awards a maximum of 6 points for Advanced Placement courses, use the following formula to convert an Advanced Placement course grade of "C" to the 5.00 scale:

$$\frac{3.00}{6.00} = \frac{X}{5.00}$$

By cross multiplying:

$$6X = 15; X = 2.50$$

3.— If a school awards a maximum of 4 points for Gifted courses, use the following formula to convert an Gifted course grade of "A" to the 5.00 scale:

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

By cross multiplying:

$$4X = 20; X = 5.00$$

Quality points = Credit for course multiplied by the value assigned to the letter grade.

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AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021-3036, R.S. 17:3042.1 and R.S. 17:3048.1.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 22:338 (May 1996), repromulgated LR 24:632 (April 1998), amended LR 24:1898 (October 1998), LR 24:2237 (December 1998), LR 25:256 (February 1999), LR 25:654 (April 1999), LR 25:1458 and 1460 (August 1999), LR 25:1794 (October 1999), LR 26:65 (January 2000), LR 26:688 (April 2000), LR 26:1262 (June 2000), LR 26:1601 (August 2000), LR 26:1993, 1999 (September 2000), LR 26:2268 (October 2000), LR 26:2752 (December 2000), LR 27:36 (January 2001), LR 27:284 (March 2001), LR 27:1219 (August 2001), LR 27:1840 (November 2001), LR 27:1875 (November 2001), LR 28:45 (January 2002), LR 28:446 (March 2002), LR 28:772 (April 2002), LR 28:2330, 2331 (November 2002), LR 29:555 (April 2003), LR 29:879 (June 2003), LR 30:1159 (June 2004), LR 30:2015 (September 2004), LR 31:36 (January 2005), LR 31:3112 (December 2005), LR 33:86 (January 2007), LR 33:439 (March 2007), LR 33:1339 (July 2007), LR 33:2612 (December 2007), LR 34:234 (February 2008), LR 34:1388 (July 2008), LR 34:1884 (September 2008), LR 35:228 (February 2009), LR 35:1489 (August 2009), LR 35:1490 (August 2009), LR 36:311 (February 2010), LR 36:490 (March 2010), LR 36:2854 (December 2010), LR 37:1561 (June 2011), LR 37:1562 (June 2011), LR 38:1953 (August 2012), LR 38:3156 (December 2012), LR 39:308 (February 2013), LR 40:53 (January 2014), LR 40:281 (February 2014).

Chapter 5. Applications, Federal Grant Aid and ACT Test

§502. - Consent Required to Process Applications and Deadlines

A. To process an application for financial aid or to allow participation in LOSFA programs to provide guidance and motivation in preparing for and achieving eligibility for financial aid programs, certain student personally identifiable information (PII) must be provided to LASFAC. The PII required depends on the financial aid program for which the student is applying. If the required PII is not provided, an applicant will not be determined to be eligible.

B. The submission of an application for a financial aid program administered by LASFAC or for participation in LOSFA programs to provide guidance and motivation in preparing for and achieving eligibility for financial aid programs constitutes consent for the student's school to collect and disclose the student's PII to LOSFA, and for LOSFA to collect, maintain, and use the PII for the program in which the student has indicated a desire to participate, if submitted by:

1. A student who is judicially emancipated, or emancipated by marriage, or who is 18 years old or older, or

2. A parent or legal guardian on behalf of a student who is not at least 18 years old and who is not emancipated.

C. To grant consent for a public school to collect the student's PII and disclose it to LOSFA, the student, parent or legal guardian, as applicable, must sign a consent form provided by the public high school that includes the following:

1. purpose(s) for which the PII will be used,

2. who will have access to the PII,

3. how long the PII will be retained by LOSFA, and

4. how the PII will be destroyed at the end of the retention period.

D. Submission of one of the following constitutes consent for LOSFA to collect, maintain, and use the PII included in the submission for the purposes of determining eligibility for financial aid:

1. Free Application for Federal Student Aid (FAFSA) naming LOSFA as a recipient.

2. ACT score naming LOSFA as a recipient.

3. ACT WorkKeys score naming LOSFA as a recipient.

4. SAT score naming LOSFA as a recipient.

5. TOPS On-Line Application.

E. The required information for consideration for initial eligibility for a TOPS award, includes, but is not limited to, all the following student information:

1. Full Name.

2. Date of Birth.

3. Social Security Number.

4. Student high school transcript data, including but not limited to:

a. month and year of high school graduation;

b. the course code for each course completed;

c. the grade for each course completed;

d. the term and year each course is completed;

e. designation of each advanced placement, international baccalaureate, honors, gifted and talented,

articulated course for college credit, and dual enrollment course;

f. the grading scale for each course reported; and

g. the high school attended for each course reported.

5. ACT, ACT WorkKeys, and/or SAT scores.

6. FAFSA data.

7. College transcript data as set forth in Section 1903.

F. The required information for consideration for eligibility for other awards, grants and programs may include, but is not limited to, the following student information:

1. The information set forth in Section E. above.

2. Student disciplinary data.

3. Family income.

4. Dual enrollment high school and college transcript data.

5. Foster care status.

6. ACT Plan score.

7. School Lunch Program status.

8. Standardized test scores.

9. Grade point average for each semester and cumulative grade point average.

G. Deadlines to provide consent to a public school for the release of a student's PII to LOSFA:

1. For participation in LOSFA's program for guidance and motivation to prepare for and to achieve eligibility for financial aid programs, the parent or legal guardian, as applicable, should provide consent by the eighth grade.

2. For eligibility for payment of a TOPS award for the fall semester immediately following high school graduation, the student, parent or legal guardian, as applicable, should provide consent no later than January 15 of the year of graduation.

3. The final date for receipt of consent is the January 15 immediately following the final deadline for receipt of the student's FAFSA or On-Line Application. See Section 505 below.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021-3025, R.S. 17:3042.1 and R.S. 17:3048.1.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance.

Chapter 7. Taylor Opportunity Program for Students (TOPS) Opportunity, Performance, and Honors Awards

§703.A. – 5.a.i.(e). ...

(f). beginning with the graduates of academic year (high school) 2013-14 through 2016-2017, at the time of high school graduation, an applicant must have successfully completed 19 units of high school course work that constitutes a core curriculum and is documented on the student's official transcript as approved by the Louisiana Department of Education as follows.

Units	Course
1	English I
1	English II
1	English III
1	English IV
1	Algebra I (1 unit) or Applied Algebra 1A and 1B (2 units)
1	Algebra II
2	Geometry, Calculus, Pre-Calculus, Algebra III, Probability and Statistics, Discrete Mathematics, Applied Mathematics III, Advanced Math – Pre-Calculus, Advanced Math – Functions and Statistics, Integrated Mathematics III
1	Biology
1	Chemistry
2	Earth Science, Environmental Science, Physical Science, Biology II, Chemistry II, Physics, Physics II, or Physics for Technology or Agriscience I and II (both for 1 unit)
1	American History
2	World History, Western Civilization, World Geography or History of Religion
1	Civics and Free Enterprise (1 unit combined) or Civics (1 unit)
1	Fine Arts Survey; (or substitute one unit of a performance course in music, dance, or theater; or substitute one unit of a visual art course; or substitute one unit of a studio art course; or substitute one unit of drafting)
2	Foreign Language, both units in the same language

(g). beginning with the graduates of academic year (high school) 2017-2018, at the time of high school graduation, an applicant must have successfully completed 19 units of high school course work that constitutes a core curriculum and is documented on the student's official transcript as approved by the Louisiana Department of Education as follows.

Units	Course
English - 4 Units	
1	English I
1	English II
1	English III, AP English Language Arts and Composition, or IB English III (Language A or Literature and Performance)
1	English IV, AP English Literature and Composition, or IB English IV (Language A or Literature and Performance)
Math - 4 Units	
1	Algebra I
1	Geometry
1	Algebra II

Units	Course
1	One unit from: Algebra III; Advanced Math- Functions and Statistics, Advanced Math- Pre-Calculus, Pre-Calculus, or Math Methods I IB (Mathematical Studies SL); Calculus, AP Calculus AB, or Math Methods II IB (Mathematics SL); AP Calculus BC; Probability and Statistics or AP Statistics; IB Further Mathematics HL; IB Mathematics HL
Science - 4 Units	
1	Biology I
1	Chemistry I
2	Two units from: Earth Science; Environmental Science; Physical Science; Agriscience I and Agriscience II (one unit combined); Chemistry II or AP Chemistry or IB Chemistry II; AP Environmental Science or IB Environmental Systems; Physics I, AP Physics B, or IB Physics I; AP Physics C: Electricity and Magnetism, AP Physics C: Mechanics, or IB Physics II; AP Physics I and AP Physics II; Biology II or AP Biology or IB Biology II
Social Studies - 4 Units	
1	U.S. History or AP U.S. History or IB U.S. History
1/2	Civics , Government, AP US Government and Politics: Comparative, or AP US Government and Politics: United States
1/2	Economics, AP Macroeconomics, or AP Microeconomics
2	Two units from: Western Civilization, European History or AP European History; World Geography, AP Human Geography, or IB Geography; World History, AP World History, or World History IB; History of Religion; IB Economics Economics, AP Macroeconomics AP Microeconomics
Foreign Language - 2 Units	
2	Foreign Language, both units in the same language, which may include: AP Chinese Language and Culture, AP French Language and Culture, AP German Language and Culture, AP Italian Language and Culture, AP Japanese Language and Culture, AP Latin, AP Spanish Language and Culture, French IV IB, French V IB, Spanish IV IB, and Spanish V IB

Units	Course
	Art - 1 Unit
1	One unit of Art from: Performance course in Music, Dance, or Theatre; Fine Arts Survey; Arts I, II, III, and IV; Talented Art I, II, III, and IV; Talented Music I, II, III, and IV; Talented Theater Arts I, II, III, and IV; Speech III and IV (one unit combined); AP Art History; AP Studio Art: 2-D Design; AP Studio Art: 3-D Design; AP Studio Art: Drawing; AP Music Theory; Film Study I IB; Film Study II IB; Music I IB; Music II IB; Art Design III IB; Art Design IV IB; or Theatre I IB; or <u>Drafting</u>
NOTE: AP = Advanced Placement IB = International Baccalaureate	

§703. A.5.a.ii. – A.5.a.ii.(d). ...

(e). For students graduating in academic year (high school) 2017-2018 and after, for purposes of satisfying the requirements of §703.A.5.a.i above, or §803.A.6.a, the following courses shall be considered equivalent to the identified core courses and may be substituted to satisfy corresponding core courses.

Core Curriculum Course(s)	Equivalent (Substitute) Course
Algebra I, Geometry and Algebra II	Integrated Mathematics I, II and III
1/2 unit: Government, AP US Government and Politics: Comparative, or AP US Government and Politics: United States AND 1/2 unit: Economics, AP Macroeconomics, or AP Microeconomics	Civics (one unit)
Any listed core course or its equivalent.	Any core curriculum course taken by a student who has been deemed to be gifted <u>and talented</u> pursuant to R.S. 17:1941 et. seq. as implemented in State Board of Elementary and Secondary Education policy and in fulfillment of the student's Individualized Education Program shall be considered a gifted <u>and talented</u> course and shall fulfill the core curriculum requirement in its given subject area.

(f). For students graduating in academic year (high school) 2017-2018 and after, the courses listed in the tables below have been approved by the Board of Regents and the State Board of Elementary and Secondary Education to be converted to a 5.00 scale when used to complete the core curriculum, and shall be considered equivalent to the identified core courses and may be substituted to satisfy corresponding core courses for purposes of satisfying the requirements of §703.A.5.a.i above, or §803.A.6.a.

(i). Advanced Placement Courses

TOPS Core Course	Advanced Placement
<u>Art</u>	<u>AP Art History</u> <u>AP Studio Art: 2-D Design</u> <u>AP Studio Art: 3-D Design</u> <u>AP Studio Art: Drawing</u>
<u>Biology II</u>	<u>AP Biology</u>
<u>Calculus</u>	<u>AP Calculus AB</u> <u>AP Calculus BC</u>
<u>Chemistry II</u>	<u>AP Chemistry</u>
<u>Chinese</u>	<u>AP Chinese Lang & Culture</u>
<u>Economics</u>	<u>AP Macroeconomics</u> <u>AP Microeconomics</u>
<u>English III</u>	<u>AP English Language and Composition</u>
<u>English IV</u>	<u>AP English Literature and Composition</u>
<u>Environmental Science</u>	<u>AP Environmental Science</u>
<u>European History</u>	<u>AP European History</u>
<u>Fine Arts Survey</u>	<u>AP Music Theory</u>
<u>French</u>	<u>AP French Language & Culture</u>
<u>German</u>	<u>AP German Lang & Culture</u>
<u>Italian</u>	<u>AP Italian Lang & Culture</u>
<u>Japanese</u>	<u>AP Japanese Lang & Culture</u>
<u>Latin</u>	<u>AP Latin</u>
<u>Physics I</u>	<u>AP Physics I: Algebra Based</u> <u>AP Physics II: Algebra Based</u> <u>AP Physics C: Electricity and Magnetism</u> <u>AP Physics C: Mechanics</u>
<u>Probability and Statistics</u>	<u>AP Statistics</u>
<u>Spanish</u>	<u>AP Spanish Lang & Culture</u>
<u>US Government or Civics</u>	<u>AP U.S. Government and Politics: Comparative</u> <u>AP U.S. Government and Politics: United States</u>
<u>US History</u>	<u>AP U.S. History</u>
<u>World Geography</u>	<u>AP Human Geography</u>
<u>World History</u>	<u>AP World History</u>

(ii). International Baccalaureate Courses

TOPS Core Course	International Baccalaureate
<u>Advanced Math-Pre Calculus</u>	<u>IB Math Studies (Math Methods)</u>
<u>Arabic</u>	<u>IB Language ab initio: Arabic</u> <u>IB Language B: Arabic</u>
<u>Art</u>	<u>IB Visual Arts</u>
<u>Biology II</u>	<u>IB Biology I</u> <u>IB Biology II</u>
<u>Calculus</u>	<u>IB Mathematics SL</u> <u>IB Mathematics HL</u>
<u>Chemistry II</u>	<u>IB Chemistry I</u> <u>IB Chemistry II</u>
<u>Chinese</u>	<u>IB Language ab initio: Chinese</u> <u>IB Language B: Chinese</u>
<u>Economics</u>	<u>IB Economics</u>
<u>English III</u>	<u>IB Literature</u> <u>IB Language & Literature</u> <u>IB Literature and Performance</u>
<u>English IV</u>	<u>IB Literature</u> <u>IB Language & Literature</u> <u>IB Literature & Performance</u>
<u>Environmental Science</u>	<u>IB Environmental Systems</u>
<u>French</u>	<u>IB Language ab initio: French</u> <u>IB Language B: French</u>
<u>German</u>	<u>IB Language ab initio: German</u> <u>IB Language B: German</u>
<u>Italian</u>	<u>IB Language ab initio: Italian</u> <u>IB Language B: Italian</u>
<u>Japanese</u>	<u>IB Language ab initio: Japanese</u> <u>IB Language B: Japanese</u>
<u>Latin</u>	<u>IB Classical Language</u>
<u>Music (Performance)</u>	<u>IB Music</u>

Physics I	IB Physics I IB Physics II
Pre-Calculus	IB Math Studies (Math Methods)
Spanish	IB Language ab initio: Spanish IB Language B: Spanish
Theatre (Performance)	IB Film Study IB Theatre IB Dance
US History	IB History of the Americas I
World Geography	IB Geography
World History	IB History of the Americas II

(iii). Gifted and Talented Courses

Art	Art History Talented Visual Arts I Talented Visual Arts II Talented Visual Arts III Talented Visual Arts IV
Biology II	Biology II
Calculus	Calculus I Calculus II
Chemistry I	Chemistry I
Chemistry II	Chemistry II
Chinese	Chinese III Chinese IV
Economics	Economics
English III	English III
English IV	English IV
Environmental Science	Environmental Science
European History	European History
French	French III French IV
German	German III German IV
Italian	Italian III Italian IV
Japanese	Japanese III Japanese IV
Latin	Latin III Latin IV
Music (Performance)	Talented Music I, II, III, IV Small Voice Ensemble II Choir: Intermediate Choir: Advanced Orchestra: Intermediate Orchestra: Advanced
Physics I	Physics
Spanish	Spanish III Spanish IV
Theatre (Performance)	Introduction to Film Studies Talented Theater I, II, III, IV
US Government or Civics	Government
US History	U.S. History
World Geography	World/Human Geography

(iv). Dual Enrollment Courses

TOPS Core Course	Dual Enrollment	
	Common Course Name	Common Course Code
Advanced Math –Pre Calculus	Trigonometry	CMAT 1223
Advanced Math- Functions and Statistics	Introductory Statistics	CMAT 1303
Algebra III	College Algebra	CMAT 1213

Arabic	Elementary Arabic I Elementary Arabic II	CARB 1013/1014 CARB 1023/1024
Art	Art History I or II Art Structure/2-D Design Beginning Drawing	CART 2103/2113 CART 1113 CART 2203
Biology I	General Biology I General Biology I (Science Majors)	CBIO 1013 CBIO 1033
Biology II	General Biology I General Biology I (Science Majors) General Biology II General Biology II (Science Majors)	CBIO 1013 CBIO 1033 CBIO 1023 CBIO 1043
Calculus	Applied Calculus Calculus I Calculus II	CMAT 2103 CMAT 2113-5 CMAT 2123-5
Chemistry I	General Chemistry Survey I Chemistry I Chemistry I (Science Majors)	CCEM 1013 CCEM 1103 CCEM 1123
Chemistry II	General Organic & Biochemistry General Chemistry Survey I Chemistry I Chemistry I (Science Majors) Chemistry II Chemistry II (Science Majors)	CCEM 1003 CCEM 1013 CCEM 1103 CCEM 1123 CCEM 1113 CCEM 1133
Earth Science	Physical Geology Historical Geology	CGEO 1103 CGEO 1113
Economics	Economic Principles Macroeconomics Microeconomics	CECN 2113 CECN 2213 CECN 2223
English III	English Composition I English Composition II American Literature I American Literature II Major American Writers	CENL 1013 CENL 1023 CENL 2153 CENL 2163 CENL 2173
English IV	English Composition I English Composition II British Literature I British Literature II Major British Writers World Literature I World Literature II Major World Writers Introduction to Fiction Introduction to Literature Introduction to Poetry and/or Drama	CENL 1013 CENL 1023 CENL 2103 CENL 2113 CENL 2123 CENL 2203 CENL 2213 CENL 2223 CENL 2303 CENL 2323 CENL 2313
Environmental Science	Environmental Science	CEVS 1103
Fine Arts Survey	Exploring the Arts Introduction to Visual Arts Dance Appreciation Music Appreciation	CART 1013 CART 1023 CDNC 1013 CMUS 1013
French	Elementary French I Elementary French II Intermediate French I Intermediate French II	CFRN 1013/1014 CFRN 1023/1024 CFRN 2013/2014 CFRN 2023
German	Elementary German I Elementary German II Intermediate German I Intermediate German II	CGRM 1013/1014 CGRM 1023/1024 CGRM 2013 CGRM 2023
History Of Religion	World Religions	CPHL 2213
Latin	Elementary Latin I Elementary Latin II Intermediate Latin I Intermediate Latin II	CLTN 1013/1014 CLTN 1023/1024 CLTN 2013 CLTN 2023
Physical Science	Physical Science I	CPHY 1023
Physics I	Physics I (Algebra/Trigonometry Based) Physics I (Lecture & Lab)	CPHY 2113 CPHY 2114 CPHY 2133

	Physics I (Calculus Based)	
Pre-Calculus	Algebra & Trigonometry	CMAT 1233
Probability and Statistics	Introductory Statistics	CMAT 1303
Spanish	Elementary Spanish I Elementary Spanish II Intermediate Spanish I Intermediate Spanish II	CSPN 1013/1014 CSPN 1023/1024 CSPN 2013/2014 CSPN 2023
Theatre (Performance)	Acting I or II Introduction to Theatre	CTHE 2103/2113 CTHE 1013
US Government or Civics	Introduction to American Government Introduction to State & Local Government Introduction to Comparative Government	CPOL 2013 CPOL 2113 CPOL 2213
US History	American History I or II	CHIS 2013/2023
Western Civilization	Western Civilization I or II	CHIS 1013/1023
World Geography	World Regional Geography	CGRG 2113
World History	World Civilization I or II	CHIS 1113/1123

§703. A.5.a.iii.(a) – J.4.b.ii. ...

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Chapter 8. TOPS-Tech Award

§803.A. – A.6.a.i. ...

ii. for students graduating in the 2000-2001 school year ~~and thereafter~~ through the 2012-2013 school year, the high school course work documented on the student's official transcript as approved by the Louisiana Department of Education constituting the following TOPS-Tech core curriculum.

Core Curriculum—TOPS-Tech Award	
Units	Course
1	English I
1	English II
1	English III
1	English IV or substitute 1 unit of Business English
1	Algebra I; or both Algebra I, Part 1 and Algebra I, Part 2; or both Applied Mathematics I and Applied Mathematics II

Core Curriculum—TOPS-Tech Award	
Units	Course
2	Geometry, Applied Mathematics III, Algebra II, Financial Mathematics, Advanced Mathematics I [beginning with the 2008-2009 academic year (high school) this course is renamed Advanced Math – Pre-Calculus], Advanced Mathematics II [beginning with the 2008-2009 academic year (high school) this course is renamed Advanced Math – Functions and Statistics], Discrete Mathematics, or Probability and Statistics (2 units). Integrated Mathematics I, II, and III may be substituted for Algebra I, Geometry and Algebra II, and shall be considered the equivalent of the 3 required math units
1	Biology
1	Chemistry or Applied Chemistry
1	Earth Science, Environmental Science, Physical Science, Integrated Science, Biology II, Chemistry II, Physics, Physics II, or Physics for Technology or Agriscience I and II (both for 1 unit)
1	American History
1	World History, Western Civilization, or World Geography
1	Civics and Free Enterprise (1 unit combined) or Civics (1 unit, nonpublic)
Remaining Core Courses Shall Be Selected from One of the Following Options:	
Option 1—Total of 17 units	
1	Fine Arts Survey or substitute 2 units of performance courses in music, dance, or theater; or substitute 2 units of visual art courses; or substitute 2 units of studio art courses; or a course from the Career and Technical Program of studies that is approved by the BESE (must be listed under the Vocational Education Course Offerings in Bulletin 741 or the updates to Bulletin 741); or substitute 1 unit as an elective from among the other subjects listed in this core curriculum
2	Foreign Language, Technical Writing, Speech I or Speech II
1	One unit from the secondary computer education program of studies that is approved by the BESE
or	
Option 2—Total of 19 Units	
4	In a career major comprised of a sequence of related specialty courses. In order for a student to use this option, the courses for the career major must be approved by BESE.
1	Credit in a basic computer course.
1	In related or technical fields. A related course includes any course which is listed under the student's major. A technical course is one that is listed in the approved career option plan for the high school at which the course is taken.

or

iii. for students graduating through the 2001-2002 school year, the TOPS-Tech core curriculum as follows;

Core Curriculum—TOPS-Tech Award	
Units	Course
1	English I
1	English II
1	English III
1	English IV or Business English
1	Algebra I (1 unit) or Applied Algebra IA and 1B (2 units)
1	Algebra II
1	Geometry or Applied Geometry, Trigonometry, Calculus or comparable Advanced Mathematics
1	Biology
1	Chemistry or Applied Physics

1	Earth Science, Environmental Science, Physical Science, Biology II, Chemistry II, Physics, Physics II or Physics for Technology or Agriscience I and II (both for 1 unit)
1	American History
1	World History, Western Civilization or World Geography
1	Civics and Free Enterprise (1 unit combined) or Civics (1 unit, non-public)
1	Fine Arts Survey or any approved vocational course in the areas of Agriscience, Business Education, Family and Consumer Science, Health Occupations, Marketing Education, Technology Education, or Trade and Industrial Education; (or substitute 2 units of performance courses in music, dance or theater; or 2 units of studio art or 2 units of visual art courses; or 1 elective from among the other subjects listed in this core curriculum)
2	In a single Foreign Language. (1 unit for students graduating from high school during the 1996-97 and 1997-98 school years.) or Technical Writing, Speech I or Speech II (2 units).
1/2	Computer Science, Computer Literacy or Business Computer Applications (or substitute at least 1/2 unit of an elective course related to computers that is approved by the State Board of Elementary and Secondary Education; or substitute at least 1/2 unit of an elective from among the other subjects listed in this core curriculum)

iv. for students graduating in the 2013-2014 school year and thereafter, the high school course work documented on the student's official transcript as approved by the Louisiana Department of Education constituting the following TOPS-Tech core curriculum.

Core Curriculum—TOPS-Tech Award	
Units	Course
1	English I
1	English II
1	English III
1	English IV or substitute 1 unit of Business English
1	Algebra I; or both Algebra I, Part 1 and Algebra I, Part 2; or both Applied Mathematics I and Applied Mathematics II
2	Geometry, Applied Mathematics III, Algebra II, Financial Mathematics, Advanced Mathematics I [beginning with the 2008-2009 academic year (high school) this course is renamed Advanced Math – Pre-Calculus], Advanced Mathematics II [beginning with the 2008-2009 academic year (high school) this course is renamed Advanced Math – Functions and Statistics], Discrete Mathematics, or Probability and Statistics (2 units). Integrated Mathematics I, II, and III may be substituted for Algebra I, Geometry and Algebra II, and shall be considered the equivalent of the 3 required math units
1	Biology
2	Earth Science, Environmental Science, Physical Science, Integrated Science, Biology II, or Chemistry or Applied Chemistry, Chemistry II, Physics, Physics II, or Physics for Technology or Agriscience I and II (both for 1 unit)
1	American History
1	World History, Western Civilization, or World Geography
1	Civics and Free Enterprise (1 unit combined) or Civics (1 unit, nonpublic)

Core Curriculum—TOPS-Tech Award	
Units	Course
<u>Remaining Core Courses Shall Be Selected from One of the Following Options:</u>	
<u>Option 1—Total of 17 units</u>	
1	<u>Fine Arts Survey or drafting (one unit) or substitute 2 units of performance courses in music, dance, or theater; or substitute 2 units of visual art courses; or substitute 2 units of studio art courses; or a course from the Career and Technical Program of studies that is approved by the BESE (must be listed under the Vocational Education Course Offerings in Bulletin 741 or the updates to Bulletin 741); or substitute 1 unit as an elective from among the other subjects listed in this core curriculum</u>
2	<u>Foreign Language, Technical Writing, Speech I or Speech II</u>
1	<u>One unit from the secondary computer education program of studies that is approved by the BESE</u>
<u>or</u>	
<u>Option 2—Total of 19 Units</u>	
4	<u>In a career major comprised of a sequence of related specialty courses. In order for a student to use this option, the courses for the career major must be approved by BESE.</u>
1	<u>Credit in a basic computer course.</u>
1	<u>In related or technical fields. A related course includes any course which is listed under the student's major. A technical course is one that is listed in the approved career option plan for the high school at which the course is taken.</u>

§803.A.6.b. – B.4.b.ii. ...

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Chapter 17. Responsibilities of High Schools, School Boards, Special School Governing Boards, the Louisiana Department of Education and LASFAC on Behalf of Eligible Non-Louisiana High Schools

§1703.A. – 1703.B.2.b.viii. ...

c. Commencing with the 2014-2015 academic year (high school), for each student for whom the school has been granted consent to collect and disclose PII to LOSFA, Louisiana public high schools as defined in §1703.A.1. above shall collect the following reportable data elements for each year of attendance for those students in the ninth through twelfth grades:

i. Verification that the school has been granted written consent to collect and disclose the student's PII to LOSFA from the student's parent or legal guardian, if the student is not at least 18 or judicially emancipated; or by the student, if the student is at least 18 or judicially emancipated:

ii. Student's full name, date of birth, and Social Security Number:

iii. Transcript data, including, but not limited to:

(a). student's BESE identification number;

(b). month and year of high school graduation;

(b). the course code for each course completed;

(c). the grade for each course completed;

(d). the term and year each course is completed;

(e). designation of each advanced placement, international baccalaureate, honors, gifted and talented, articulated course for college credit, and dual enrollment course;

(f). the grading scale for each course reported;
and

(g). the high school attended for each course reported.

d. Commencing with the 2014-15 academic year (high school), certification from all approved non-public Louisiana high schools as defined in §1703.A.2, and 3, above shall contain, but is not limited to, the following reportable data elements:

i. Student's full name, date of birth, and Social Security Number:

ii. Transcript data, including, but not limited to:

(a). month and year of high school graduation;

(b). the course code for each course completed;

(c). the grade for each course completed;

(d). the term and year each course is completed;

(e). designation of each advanced placement, international baccalaureate, honors, gifted and talented, articulated course for college credit, and dual enrollment course;

(f). the grading scale for each course reported;
and

(g). the high school attended for each course reported.

§1703.B.3. –D.2. ...

3. commencing with the 2014-2015 academic year (high school), the submission of the required data by the high school headmaster or principal or designee of Louisiana public high schools as defined in §1703.A.1. above shall constitute a certification that:

a. the school has complied with the requirements of LSA-R.S. 17:3913.K. to:

i. beginning in the eighth grade, annually at the beginning of each school year, provide a form to be signed by the parent or legal guardian of each student enrolled in the school, whereby the student's parent or legal guardian may provide consent or deny consent for the collection and disclosure of the student's personally identifiable information as follows:

(a). Full Name,

(b). Date of Birth,

(c). Social Security Number, and

(d). Transcript data, including, but not limited to:

(i). student's BESE identification number;

(ii). month and year of high school graduation;

(iii). the course code for each course completed;

(iv). the grade for each course completed;

(v). the term and year each course is completed;

(vi). designation of each advanced placement, international baccalaureate, honors, gifted and talented, articulated course for college credit, and dual enrollment course;

(vii). the grading scale for each course reported; and

(viii). the high school attended for each course reported.

ii. use a form provided by LOSFA or a form substantially similar to LOSFA's form that:

(a). provides notification of exactly what items of student information will be collected and that disclosure of the student information collected will be restricted to Louisiana postsecondary educational institutions and the Office of Student Financial Assistance to be used solely for the purpose of processing applications for admission and for state and federal financial aid.

(b). requires acknowledgment that the failure to provide written consent for the collection and disclosure of the student's information may result in delays or may prevent successful application for admission to a postsecondary educational institution and for state and federal student financial aid.

iii. collect the personally identifiable information for each student for whom consent was provided.

4.3. commencing with the 2003 academic year (high school), if a student is determined to be eligible for a TOPS Award based on data 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 for.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021-3036, R.S. 17:3042.1 and R.S. 17:3048.1.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 22:338 (May 1996), repromulgated LR 24:643 (April 1998), amended LR 24:1912 (October 1998), LR 25:258 (February 1999), LR 26:1998 (September 2000), LR 26:2269 (October 2000), repromulgated LR 27:1863 (November 2001), amended LR 29:880 (June 2003), LR 30:1165 (June 2004), LR 40:57 (January 2014).

Chapter 21. Miscellaneous Provisions and Exceptions

§2103. Circumstances Warranting Exception to the Initial and Continuous Enrollment Requirements

A. – D.3.

E. Qualifying Exceptions to the Initial and Continuous Enrollment Requirement. A student who has been declared ineligible for TOPS, TOPS-Tech, TOPS Teacher, the Rockefeller State Wildlife Scholarship or the Louisiana GO Youth Challenge Program because of failure to meet the initial or continuous enrollment requirements may request reinstatement in that program based on one or more of the following exceptions.

1. Parental Leave

a. Definition. The student/recipient is pregnant or caring for a newborn or newly adopted child less than one year of age.

b. Certification Requirements. The student/recipient must submit:

i. a completed exception request form including official college transcripts; and

ii. a written statement from a doctor of medicine who is legally authorized to practice certifying the date of diagnosis of pregnancy and the anticipated delivery date or the actual birth date or a copy of the hospital's certificate of live birth or a copy of the official birth certificate or equivalent official document or written documentation from the person or agency completing the adoption that confirms the adoption and date of adoption.

c. Maximum Length of Exception. Up to ~~two consecutive semesters (three consecutive quarters)~~ the equivalent of one academic year (college) per pregnancy.

E.2. –G.5.b.iii. ...

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021-3025, R.S. 17:3042.1, R.S. 17:3048.1 and R.S. 17:3050.1-3050.4.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 22:338 (May 1996), amended LR 23:1648 (December 1997), repromulgated LR 24:647 (April 1998), amended LR 24:1916 (October 1998), LR 26:1015 (May 2000), LR 26:2002 (September 2000), LR 27:36 (January 2001), repromulgated LR 27:1866 (November 2001), amended LR 27:1875 (November 2001), LR

28:46 (January 2002), LR 28:449 (March 2002), LR 28:775 (April 2002), LR 28:2330 and 2333 (November 2002), LR 29:126 (February 2003), LR 29:2373 (November 2003), LR 29:2373 (November 2003), LR 30:785 (April 2004), LR 30:1167 (June 2004), LR 31:1060 (May 2005), LR 33:440 (March 2007), LR 35:1233 (July 2009), LR 38:3160 (December 2012).

§2113. Revision of the Core Curricula

~~A. LASFAC shall continually consult with BESE and the Louisiana Board of Regents to evaluate the adequacy of the TOPS core curricula to prepare students for post secondary studies. Upon receipt of a written recommendation to change the core curriculum from BESE or the Louisiana Board of Regents, and to which the other board has concurred, LASFAC shall seek legislative amendment to effect the recommendation.~~

~~A. 1. B.~~ LASFAC is authorized by law, subject to prior approval by BESE, to determine a high school level course to be equivalent to a course described in the core curricula or to authorize the name change of a core curricula course, including necessary changes to equivalencies and course names for Advanced Placement and International Baccalaureate courses as prescribed by the College Board or the International Baccalaureate Foundation.

~~2. Prior to initiating rule making to authorize a name change, LASFAC must seek the recommendation of BESE and the Louisiana Board of Regents.~~ The determination of a course as equivalent to a course included in the definition of core curriculum shall be limited to those courses identified in the Secondary Programs of Study contained in the Louisiana Handbook for School Administrators (LDE Bulletin 741).

~~3. Prior to initiating rulemaking to determine course equivalents or to authorize a name change, LASFAC must seek the written comments and recommendation of the Louisiana Board of Regents.~~

~~4. Only those recommendations for a name change or for the designation of an equivalent course which have been submitted by a local school board or other equivalent education agency for private schools will be considered by LASFAC and such recommendations shall be submitted directly to the Office of Student Financial Assistance, Attention: Scholarship and Grant Legal Division.~~

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021-3036, R.S. 17:3042.1 and R.S. 17:3048.1.

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