

# Advisors should ask every student: **Are you receiving TOPS Tech?**

*Even if a student is eligible for other TOPS awards (Opportunity, Performance or Honors), he or she must adhere to TOPS Tech rules. His or her Opportunity, Performance or Honors Award functions as a TOPS Tech award while enrolled in a technical program of study. Opportunity, Performance or Honors Awards cannot be used at a proprietary or cosmetology school.*

## TOPS Tech Continuation Requirements

### 1. **FULL-TIME ENROLLMENT**

- Students receiving TOPS Tech must be enrolled **full-time** (as defined by your institution) as of the 15th class day at a semester school or as of the 10th class day at a quarter school every semester or quarter they enroll and maintain continuous enrollment
- Once past the specified "census" date, the student may drop courses to below full-time status according to your institutional policies, but must still meet the academic year earned hours requirement (see # 3)
- Students enrolled at proprietary and cosmetology schools must be enrolled full-time on one of the following days of record: September 1, December 1, March 1 or June 1.

### 2. **CONTINUOUS ENROLLMENT**

- Students who resign from all classes will have their award canceled (Students resigning for exceptional/extenuating circumstances should contact LOSFA)
- Students may not withdraw or take a leave of absence without approval from LOSFA (see #5)

### 3. **HOURS EARNED**

- TOPS recipients must **EARN 24 credit hours per Academic Year (fall, spring and summer terms)**
  - If student is not required to take summer hours by his or her institution, TOPS Tech does not require students to attend. However, if a student chooses to attend during the summer, TOPS Tech will pay for those hours. Summer hours count toward the student's 24 hour Academic Year total
- **For TOPS Tech Purposes, Earned Hours INCLUDE**
  - Credit hours earned during an intersession
  - Credit hours in required remedial/developmental courses that are completed successfully (grades of NC or F will not be included)
  - Credit hours successfully completed with a grade of "D" or better
  - Credit hours earned in Correspondence Studies if final grade is recorded on the official transcript as completed within the Academic Year

#### **For TOPS Tech Purposes, Earned Hours DO NOT INCLUDE**

- Earned credit hours by exam (CLEP), advanced placement, or standardized test scores
- Courses scheduled and completed, but no credit earned due to failing or incomplete grade

**A student who does not enroll full-time, remain continuously enrolled, or does not earn 24 credit hours per academic year will have his or her TOPS Tech award permanently CANCELED. TOPS Tech Students enrolling for the first time as a full-time student in a winter or spring term will not be checked for the 24 hour requirement for the first academic year.**

### 4. **TOPS Tech GRADE POINT AVERAGE (GPA)**

Cumulative TOPS Tech GPA is determined by the Louisiana Office of Student Financial Assistance and is based on all coursework attempted by the student at all institutions attended.

- Students must meet **Steady Academic Progress (Minimum 2.0 cumulative GPA)** at the end of every semester
  - Students receiving the **TOPS Tech Award** must earn a minimum **2.5 cumulative GPA** at the end of every Spring Semester. Failure to do so will result in award suspension
  - Students attending proprietary and cosmetology schools must make satisfactory academic progress using the school's Title IV Federal Aid criteria
  - Once a student has had their TOPS Tech Award **suspended** due to not meeting Steady Academic Progress or the required TOPS Cumulative GPA, they have **12 months** to regain the required GPA

**Students who fail to regain the required TOPS Tech GPA within 12 months of suspension will have their Award canceled. During periods of suspension, all continuation requirements must be met to qualify for reinstatement of the award.**

### 5. **EXCEPTIONAL/EXTENUATING CIRCUMSTANCES**

- Student may apply to have his or her circumstances considered for failure to achieve the required hours earned or to maintain full-time continuous enrollment. Contact LOSFA (800-259-5626, ext. 1012 or [custserv@osfa.la.gov](mailto:custserv@osfa.la.gov)) for details
- There is no appeal for suspensions or subsequent cancellations due to not meeting the TOPS Tech Cumulative GPA requirement

