

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

***Taylor Opportunity Program for Students (TOPS)
Bulletin***

TOPS BULLETIN NUMBER:	T2020-1
DATE ISSUED:	March 24, 2020
EFFECTIVE DATE:	Immediately
DISTRIBUTION:	College and University Financial Aid Offices and Registrars, LAICU Financial Aid Offices and Registrars, and Louisiana Community and Technical College System Personnel, Proprietary and Cosmetology Schools
TOPICS:	Academic Standing Codes for Institutions to Use to Report a Student's Inability to Complete the Spring Semester 2020 Due to Lack of Technology Resulting from COVID-19.

LOSFA has developed two new academic standing codes for institutions to use to report a student's inability to complete Spring semester 2020 due to lack of technology resulting from COVID-19. The use of either code for grade processing depends on whether a contingency to on-line and/or modified learning was made available. A survey to determine which institutions have contingency plans in place has been sent to each institution's Chief Academic Officers. Please ensure this survey has been completed as soon as possible.

The new academic standing codes are to only be used for students who have withdrawn during the Spring semester 2020 due to lack of technology resulting from COVID-19. For all other circumstances that result in a student's withdrawal from school, students will continue to use the normal Request for Exceptions process.

PLEASE SUBMIT GRADE RECORDS AS YOU NORMALLY WOULD FOR STUDENTS THAT COMPLETE THE SEMESTER/TERM.

**Award System Withdrawal Reporting for
2 and 4 Year Institutions:**

If a school has a contingency plan, the school must enter:

- Academic Standing Code **W2**.
 - This code should also be used for LF (less than full time) or EP (eligible part-time) students.

If a school **does not** have a contingency plan, the school must enter:

- Academic Standing Code **W1**.
 - These codes should also be used for LF (less than full time) or EP (eligible part-time) students.

**Withdrawal Reporting Instructions for
Proprietary and Cosmetology Schools:**

If a school has a contingency plan, the school must enter:

- Academic Standing Code **W2** to indicate Satisfactory Progress instead of **SP**.

If the school **does not** have a contingency plan, the school must enter:

- Academic Standing Code **W1** to indicate Satisfactory Progress instead of **SP**.

*Updates to the Award System grade processing will be completed by April 6th.

Questions? Please e-mail sgar@la.gov.