

TOPS RENEWAL: GRADES REQUIREMENTS

Q-1. What GPA do I need to renew my TOPS Opportunity, Performance, or Honors Award?

A. To renew your award:

- You must maintain Steady Academic Progress (cumulative 2.00 GPA on a 4.00 scale) at the end of every semester, quarter, term, session, or intersession for which grades are reported. If you do not maintain a 2.00, your award will be suspended for failure to maintain Steady Academic Progress (SAP). NOTE: At the end of the academic year, you must have the TOPS Cumulative Grade Point Average (GPA) noted below to continue receiving your award.
- Your TOPS Cumulative GPA will be calculated on all coursework you have attempted, including grades earned for dual enrollment courses taken while in high school, summer session grades, remedial course grades and repeated course grades. LOSFA will determine whether you have met the requirements to continue to receive your TOPS Award at the end of each academic year. Your TOPS Cumulative GPA is calculated by LOSFA based on academic reports received from all schools that you have attended, and it could differ from the Cumulative GPA calculated by the school you currently attend.

Note: Grades earned in dual enrollment courses will be included in the calculation of your TOPS Cum GPA after your first semester of college. If you resign from a dual enrollment course, the course will not be included in the Cum GPA calculation.

- **For the TOPS OPPORTUNITY AWARD:**
 1. If you have NOT earned at least 24 hours at the end of the academic year, you are required to have at least a 2.00 Cum GPA to meet SAP.
 2. If you have earned at least 24 hours at the end of the academic year, you must have at least the following Cum GPA at the end of the academic year:
 - 2.30 with 24 to 47 earned hours
 - 2.50 with 48 or more earned hours
- **For the TOPS PERFORMANCE/HONORS AWARD**
 1. If you have NOT earned at least 24 hours at the end of the academic year, you are required to have at least a 2.00 TOPS Cumulative GPA to meet SAP.
 2. If you have earned at least 24 hours by the end of the academic year, you must have at least a 3.00 TOPS Cumulative GPA.
 3. If you have been awarded the TOPS Performance or Honors award and you have less than a 3.00 TOPS Cumulative GPA at the end of the academic year, your award will be changed to Opportunity Award for the remaining period of eligibility, and you will not receive the stipend that goes with your former award. Once you lose your Performance or Honors Award, you cannot regain it.
- You must achieve the TOPS Cumulative GPA required for the Opportunity Award at the end of the academic year or your TOPS Award will be suspended until you have regained academic standing and have achieved the required TOPS Cumulative GPA.
- If you do not achieve the required TOPS Cumulative GPA within two years from the end of the semester or quarter your award is suspended, your award will be permanently canceled.

- If you are enrolled in a technical program, you must have a 2.50 TOPS Cumulative GPA at the end of the academic year or your award will be suspended, regardless of the number of hours you have earned. If you do not achieve the required TOPS Cumulative GPA within one year from the end of the semester your award is suspended, your award will be permanently canceled.

NOTE: If you are a **TOPS Tech** recipient, or if you have the TOPS Opportunity, Performance or Honors Award and are enrolled in a TOPS Tech eligible program, see the Q&A entitled TOPS Tech. The cumulative grade point average and suspension periods are different for TOPS Tech Awards.

Q-2. What happens if I don't have the minimum TOPS Cumulative GPA to renew my award?

- A. Your TOPS Award will be suspended. You will receive a notice from LOSFA advising you that your TOPS Award has been suspended and that you have two years from the end of the semester that resulted in your suspension to bring your TOPS Cumulative GPA up to those required. (See Question 1 above).

Q-3. When does the two year suspension begin and end?

- A. The two year period begins at the end of the semester during which you did not meet the grade point average requirement, and ends immediately following that semester two years later. For example, you have a 2.48 cumulative GPA after having earned 52 hours after the spring semester of 2023. You will have to bring your cumulative GPA back up to at least a 2.50 by the end of the spring semester of 2025.

Q-4. How will LOSFA know that I have brought my grades up enough to have my TOPS Award reinstated?

- A. Your school is required to report all of your grade information to LOSFA at the end of every semester/quarter/term in which you enroll in school. This includes intersessions and summer sessions.

Q-5. Can I get an exception to the grade point average requirements?

- A. No. The TOPS Cumulative GPA requirement is statutory, and there are no exceptions.

Q-6. Why is TOPS Cumulative GPA different than what is calculated by my school?

- A. Your TOPS Cumulative GPA is calculated on ALL coursework you have undertaken, including any dual enrollment courses for which you may have received a grade while you were in high school. It also includes grades you earned attending all schools.

Q-7. Does TOPS recognize repeat-delete or plus/minus grades?

- A. No, it does not. Not all postsecondary institutions offer students the option to repeat a course and delete the previous grade, and not all postsecondary institutions recognize plus/minus grades. As a result, and to maintain equity among all TOPS students attending all postsecondary institutions, repeat-delete and plus/minus grades are not recognized.

Q-8. I had a 1.95 GPA at the end of the fall semester. Why was my award suspended for the spring semester if the GPA is only checked at the end of the academic year?

A. You must maintain Steady Academic Progress, which means that you must have a minimum cumulative GPA of 2.00, at the end of each semester/quarter/term/intersession/session. If you do not maintain Steady Academic Progress, your award will be suspended.

Q-9. What does it mean when my award is suspended?

A. It means your TOPS award will not be paid until you bring your grades up, but it does not mean that you have permanently lost your award. Even if your award is suspended, you must meet the continuation requirements to qualify for reinstatement, i.e.: you must enroll full-time, remain continuously enrolled and earn at least 24 hours each academic year, unless you are granted an exception to these requirements.

Your award will be reinstated if you achieve the required Cumulative Grade Point Average within the time allowed. Upon reinstatement, you will be eligible for payment of the remaining semesters of your TOPS eligibility. If you do not bring your Cumulative Grade Point Average up in the time allotted, your TOPS Award will be permanently canceled.

Q-10. I had 24 hours with a 2.29 cumulative GPA at the end of the spring semester/quarter. Do I need to go to summer school?

A. You must have a TOPS cumulative GPA of **at least** 2.30 to renew your Opportunity award at the end of the academic year. Because you have earned 24 hours, you do not have to go to summer school to earn the required number of hours. HOWEVER, your TOPS cumulative GPA of 2.29 is less than the required GPA, so if you do not go to intersession and/or summer school and raise your TOPS cumulative GPA to at least a 2.30, your TOPS Award will be suspended. **There is no rounding up of a cumulative GPA for TOPS.**

Q-11. What is the cumulative GPA required for continuation of my Performance or Honors Award?

A. You must have a TOPS cumulative GPA of at least 3.00 at the end of each academic year if you have earned at least 24 hours at that time.

Q-12. What happens if I do not have at least a 3.00 TOPS cumulative GPA for continuation of my Performance or Honors Award?

A. If you do not maintain the minimum 3.00 cumulative GPA required for renewal of a Performance or Honors Award but you do have the cumulative GPA that is required to renew an Opportunity Award, your award will be reduced to an Opportunity Award. Once your award has been reduced to the Opportunity award, your Performance or Honors award will **not** be reinstated and you are no longer eligible to receive stipends. If your cumulative GPA is below the minimum required to renew an Opportunity Award, your award will be suspended. If your award is reinstated, you will receive the Opportunity award for your remaining semesters of eligibility.

Q-13. My award was suspended for GPA, but my friend’s award was canceled for failing to earn 24 hours. What is the difference between suspension and cancelation?

- A. If your TOPS award is suspended for failure to earn the required TOPS cumulative GPA or for failure to maintain Steady Academic Progress, you will have an opportunity to have your award reinstated once you have attained the minimum required TOPS cumulative GPA if it was not below what is required to reinstate your award for more than two years (one year from the end of the semester or quarter the award is suspended for the TOPS Tech Award).

If your award is canceled due to failure to earn at least 24 hours during the academic year, you are not eligible for reinstatement of your award unless you are granted an exception. If your award is canceled and you can provide documentation that circumstances beyond your control prevented you from earning at least 24 hours, you can apply for an exception. Your Request for Exception form must be received no later than six months from the date of the email notifying you of the cancelation of your TOPS award. Even if the exception is approved, your award may still be suspended for failure to earn the required GPA or for failure to maintain Steady Academic Progress. A Request for Exception form with instructions describing the documentation required can be found on the LOSFA Web site at (<https://mylosfa.la.gov/students-parents/scholarships-grants/tops/tops-forms/>), obtained directly from LOSFA, or by emailing custserv@la.gov.

Q-14. How will I know if my TOPS award has been renewed?

- A. You can check your renewal status by creating an account on the Student Hub at <https://mylosfa.la.gov/applications/student-hub/>, LOSFA does not send TOPS award renewal letters.

Q-15. My college does not give credit for remedial hours. Do remedial hours count toward the 24 hours required for the academic year for TOPS renewal?

- A. Yes. Remedial hours taken and passed during the academic year do count toward the 24 hours required even if your school reports a “P” for the remedial class. If you do not pass a remedial class, it will be treated as an “F” and will affect your TOPS Cumulative GPA. If you receive a letter grade for a remedial course, the letter grade will be included in calculating your TOPS Cumulative GPA.