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**Filename:** Less-than-full-time-enrollment-FINAL.pdf

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## LESS THAN FULL-TIME ENROLLMENT

When may a student enroll less than full time?

- A student is not required to enroll full time in school the first year after high school graduation.
  - If a student does enroll part-time that year, his TOPS Award will not be paid. His grades will count towards his cumulative TOPS GPA.
  - EXAMPLE: A student who graduated from high school in 2019 and who is eligible for the Opportunity, Performance or Honors Award is not required to enroll for the first time as a full time student until the fall semester of 2020.
  - EXAMPLE: A student who graduated from high school in 2019 and who is eligible for TOPS Tech is not required to enroll for the first time as a full time student until the fall semester of 2020. A TOPS Tech eligible student must enroll in an eligible program of study by this date.
  
- A student who completes an associate's degree and who has remaining TOPS eligibility is not required to enroll until the fall semester following the one semester anniversary of his completion of the associate's degree program.
  - EXAMPLE: A student who completes an associate's degree in the spring semester of 2020 is not required to enroll in another associate's degree or in a baccalaureate program until the fall semester of 2021.
  - EXAMPLE: A student who completes an associate's degree in the fall semester of 2020 is not required to enroll in another associate's degree or in a baccalaureate program until the fall semester of 2022.
  
- A student who will be completing his associate's degree or baccalaureate degree during a semester or term is only required to enroll in the number of hours required to complete that program.
  - EXAMPLE: A student has completed all but 6 hours of her LPN Program as of the end of the fall semester of 2019. The student is only required to enroll in those 6 in the spring semester of 2020. Her TOPS Award will be paid for that semester if her school bills LOSFA for her award and notes that she is program full time for the spring semester of 2020.
  - EXAMPLE: A student has completed all but 9 hours of her baccalaureate program as of the spring semester of 2021. The student is only required to enroll in 9 hours in the fall semester of 2021. Her TOPS Award will be paid if the school bills LOSFA for her award and notes that she is program full time for the fall semester of 2021.
  
- A student who has completed or will complete all pre-requisites to enter a selective enrollment program in a given semester may submit a Request for Exception to the requirement to enroll full time in school or to enroll part-time.
  - EXAMPLE: A student has completed all but 9 hours of the pre-requisites required to enroll in nursing school as of the end of the spring semester of 2020. The student may enroll only in those 9 hours. Her school may bill for her TOPS Award and

code her as program full time for that semester when billing for her award OR the student may request an exception to the requirement to enroll in school full time based on Transfer to a Selective Enrollment Program.

- EXAMPLE: A student has completed all but 3 hours of pre-requisites required to enroll in a medical sonography program as of the end of the fall semester of 2020. The student may enroll in only those 3 hours. Her school may bill for her TOPS Award and code her as program full time for that semester when billing for her award OR the student may request an exception to the requirement to enroll in school full time based on Transfer to a Selective Enrollment Program.
- A student whose program of study does not require full time enrollment.
  - EXAMPLE: A nursing student is entering her first semester of clinicals in the fall semester of 2020, and her school only requires that she enroll in 9 hours. The student will be considered full time for that semester if her school bills LOSFA for her TOPS Award and codes her as program full time when billing for her award for the fall semester of 2020.
- A student who has been granted an exception to the full time enrollment requirement may enroll part time during that semester.
  - EXAMPLE: A student who has been granted an exception for the fall semester of 2020 based on transfer to a selective enrollment program. The student would like to take one of her classes a second time to attempt to get a higher grade. The student may enroll part time in these circumstances.
  - EXAMPLE: A student has been granted an exception for the spring semester of 2021 to participate in a co-op. He would like to enroll in 2 classes while participating in the co-op. The student may enroll part time in these circumstances.