LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE

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Filename: TOPS-Requirement-24-Earned-Credit-Hours-1.pdf

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TOPS Requirement: 24 Earned Credit Hours per Academic Year

- Credits from Advanced Placement, CLEP (College Level Examination Program), completed outside the Academic Year, and Credit by Exam are not included in Academic Year Earned Hours
- Correspondence courses are only included in hours earned if completed and credit is given during the Academic Year
- You must meet the requirement to earn 24 hours even if you drop courses, change majors or transfer to another school. If you do not earn at least 24 hours, your TOPS Award will be canceled at the end of the Academic Year unless you are granted an exception for cause.

If you must leave school completely during the semester or quarter, or if you transfer to another eligible institution after the semester or quarter has begun, you should officially resign with the Registrar's Office so that you do not receive failing grades in all of the courses in which you were enrolled. If you do not, your TOPS Award may be jeopardized. If you resign, your award will be canceled and you must submit a Request for Exception to the Initial, Continuous, or Full-Time Enrollment and 24 Hour Requirement to be considered for an exception. You can download the form from this website or request a form by contacting a LOSFA Public Information Representative via telephone at 1-800-259-5626, Monday through Friday, 8:00 AM to 4:30 PM or via email at custserv@la.gov**.**