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**AGENDA**

**STATEWIDE PROGRAMS COMMITTEE**

**Monday, December 11 at 1:20 p.m.**

**Claiborne Building 1st Floor**

**Thomas Jefferson Room**

I. Call to Order

II. Roll Call

III. Consent Agenda

A. Approval of Exceptions

B. Approval of Exception – Documentation for TOPS Eligibility Deadline

IV. Other Business

V. Adjournment

Committee Members: T. Jay Seale III, Chair, Jacqueline Wyatt, Vice Chair, Claudia Adley, Marty Chabert, Thomas Henning, Robert Levy, Charles McDonald, Wilbert Pryor and Collis Temple III.

**Consent Agenda  
Agenda Item III.A.**

Requests for exception to the TOPS regulatory provisions that require students to remain continuously enrolled and to earn the annual credit hours required during the academic year.

**BACKGROUND:**

Sections 705.A.6 and 7 of the TOPS administrative rules require TOPS recipients to continue to enroll in the fall and spring semesters of each academic year, to remain enrolled throughout the semester, and to earn the annual credit hours required by the end of the academic year. Section 2103.E authorizes the governing body to grant an exception to these requirements when the "student/recipient has exceptional circumstances that are beyond his immediate control and that necessitate full or partial withdrawal from or non-enrollment in an eligible postsecondary institution."

Twelve requests for exception were reviewed and approved by the LOSFA Advisory Board at its meeting of December 6, 2017. The students have presented facts and circumstances that the students believe justify the granting of an exception as an exceptional circumstance.

**Consent Agenda  
Agenda Item III.B.**

Request for exception to the TOPS regulatory provision that requires a student provide all documentation to establish TOPS eligibility no later than the January 15 immediately following the final deadline for receipt of the student's FAFSA.

**BACKGROUND:**

The TOPS statute provides that the Board shall provide for applications, forms, financial audit procedures, eligibility and other program audit procedures, and other matters related to efficient operation, including timelines and deadlines for receipt by the administering agency of any information required to implement the TOPS Program. The Board's rules require a student to file the Free Application for Federal Student Aid (FAFSA) or the TOPS On-Line Application no later than the July 1 following the one year anniversary of the student's graduation from high school to receive the full TOPS award. In order to ensure that a student is evaluated for TOPS eligibility in a timely manner, the Board has set a deadline to receive all information necessary to determine eligibility no later than the January 15 immediately following the student's final FAFSA deadline.

A request for exception to the deadline for submitting all documentation necessary to establish TOPS eligibility was reviewed and approved by the LOSFA Advisory Board at its meeting of December 6, 2017. The student has presented facts and documentation that the student believes justifies the granting of an exception as an exceptional circumstance.