

MTSU Repeat Option Request Form Tennessee Education Lottery Scholarship

Complete the following information and return to
Records Office
CAB 106, Murfreesboro, TN 37132
Fax (615) 898-5538

Please Note:
Please allow 3 to 4 weeks for consideration of your request. A response will be sent to your **campus email address** within 4 weeks of submission.

Name: _____ **Phone:** (_____) _____ **SSN:** _____

Address: _____
Street Apt. # City State Zip

Email Address: _____@mtsu.edu **Campus PO Box:** _____

TSAC's TELS Rules (1640-1-19-22-(2)) states that "credit hours that were repeated shall be included in the postsecondary cumulative grade point average calculation, and are counted towards the limitation on credit hours." The policy allows for a student to have a "one time option to repeat one course and utilize only the higher of the two grades in the calculation of their postsecondary grade point average for purposes of determining continued eligibility for a TELS award."

Please provide the following information about the repeated course:

	Term (ex. 2004 Fall)	Course Prefix and No. (ex. ENGL2010)	Grade Earned	School (ex. MTSU)
1 st Attempt:	_____	_____	_____	_____
2 nd Attempt:	_____	_____	_____	_____

Please initial to indicate your understanding of the following statements:

_____ I am exercising my one-time-only Repeat Option to exclude the earlier of two grades for the *same course*. I have not exercised this option at MTSU or another school. I understand that all repeated courses, other than the course listed above, will count in my TELS GPA.

_____ I understand that exercising this option will affect *only* my TELS GPA and will have no impact on my MTSU GPA.

_____ I understand that all courses, including both courses listed above, will count in my TELS attempted hours.

_____ I understand that exercising this option does *NOT* guarantee that my TELS GPA will meet the minimum renewal requirements.

_____ I have consulted with an academic advisor regarding this Repeat Option.

Required: ASC Authorization: _____ Date: _____

_____ I understand that I will not be able to make changes to or withdraw my request after I submit it.

Student Signature: _____ Date: _____

For Records and Financial Aid Office Use Only		<input type="checkbox"/> Processed		<input type="checkbox"/> Notified Student	
		<input type="checkbox"/> Not Processed: _____			
	MTSU Course (Transfer #)	Term	Orig GPA	New GPA	
X			Bracket	AHrs	
R			Orig Status / /	New Status / /	
Initials _____ Date _____			Initials _____ Date _____		
Updated: <input type="checkbox"/> 141/SP5			Updated: <input type="checkbox"/> TLS <input type="checkbox"/> 318 <input type="checkbox"/> Egrands <input type="checkbox"/> Notify		

MTSU Repeat Option Request Form Instructions

Tennessee Education Lottery Scholarship

TSAC's TELS Policies and Procedures (1640-1-19-.22) states that "credit hours that were repeated shall be included in the postsecondary cumulative grade point average calculation, and are counted towards the limitation on credit hours." The policy allows for a student to have a "one time option to repeat one course and utilize only the higher of the two grades in the calculation of their postsecondary grade point average for purposes of determining continued eligibility for a TELS award."

1. Determine which repeated class you wish to exclude.

You may use a GPA calculator (such as the GPA predictor at <http://www.mtsu.edu/~advising/gpa/predgpa.html>) to estimate your GPA without the excluded class. Remember to use your TELS quality points and quality hours, instead of your MTSU figures. You can find the TELS information on the Tennessee Lottery Info section of WebMT, via PipelineMT.

2. Complete the Repeat Option Request Form.

Read each question carefully before answering. Remember that you will not be able to make changes or withdraw your request after you submit it. You may exercise your Repeat Option *one time only*; use it wisely!

3. Talk with an Academic Support Center advisor.

An academic advisor will counsel you on the potential impact of using the Repeat Option. The advisor cannot guarantee that your TELS GPA will meet requirements after you submit the repeat form; however, he or she will help you choose the best option for increasing your GPA. Please contact the Academic Support Center at 615-898-2339 or at KUC 324 to schedule an appointment for advising. (*Hint: For the most prompt service, schedule your appointment during one of the following months: February, March, June, July, September, or October!*) Remember to take your completed Repeat Option Request Form for the advisor to sign!

4. Submit the Repeat Option Request Form.

Submit the form to the Records Office by mail, fax, or in person. The Records Office will process your request and will forward your information to the Financial Aid Office. The Financial Aid Office will notify you of the results of your request via your **campus email address**. Please allow 3 to 4 weeks for the processing of your request.

5. Submit a completed MTSU Regain Option Request Form, if you have completed a TELS bracket.

If you attempted 48, 72, or 96 hours at the end of the last semester enrolled and are at a TELS bracket, you may be eligible to regain the Tennessee Education Lottery Scholarship if your TELS GPA is at least 3.0. Please note: If the class submitted on your Repeat Option Request Form was retaken during a semester *after* you reached a TELS bracket, you must wait until after the next bracket to regain the scholarship. ***If you meet the GPA requirement according to TELS regain rules (regardless of whether or not you are using the Repeat Option to do so), you must submit the Regain Option Form to notify the Financial Aid Office of your status.***

Please visit our Web site at <http://scholarships.web.mtsu.edu> for information about the Tennessee Education Lottery Scholarship Program and continuing eligibility requirements. Please visit TSAC's Web site at <http://tennesseescholardollars.org> for more information about TELS rules and requirements.