Repeat Option Request Form  
Tennessee Education Lottery Scholarship (TELS)  

Please note: You are required to meet with a counselor in the MT One Stop before submitting this form.

| Name: ________________________________ | MTSU ID # : M_______ _______ _______ _______ _______ |
| Email Address: _______________________@mtmail.mtsu.edu | Phone: (______) |

Please Note: If we need to contact you about your scholarship request or other matters, we will generally do so via your MTSU email address. Please be sure to check your MTSU email account on a regular basis throughout the year!

Please provide the following information about the repeated course:

<table>
<thead>
<tr>
<th>Term (e.g., Fall 2013)</th>
<th>Class to be Excluded</th>
<th>Class to be Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course # (e.g., ENGL2010)</td>
<td>Must be the same course # as the course to be excluded</td>
<td></td>
</tr>
<tr>
<td>Course Name (e.g., Anatomy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade Earned (Must be a grade of A, B, C, D, or F; cannot be a grade of W, I, or N)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School where you took the class (e.g., MTSU or Columbia State)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please initial to indicate your understanding of the following statements:

- _____ I am exercising my one-time-only Repeat Option to exclude the lower 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 Repeat Option does NOT guarantee that my TELS GPA will meet the minimum renewal requirements.
- _____ I have consulted with a counselor in the MT One Stop regarding this Repeat Option.

Required: MT One Stop Counselor Signature: ____________________________ 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/Schol Office Use Only

<table>
<thead>
<tr>
<th>MTSU Course (Transfer #)</th>
<th>Term</th>
<th>New TLS GPA</th>
<th>New Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td>Brackets</td>
<td>365 initials</td>
</tr>
<tr>
<td>R</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initials _________ Date ____________  

Updated: QSZACRSE QSZATELS QRHACOMM QRPAAWRD QEgrands QROANYUD

Revised WDM 4-14
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/records/gpa.php](http://www.mtsu.edu/records/gpa.php)) 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 in the TELS Eligibility section of RaiderNet. (To find the TELS Eligibility section: Log in to PipelineMT, then click on the RaiderNet tab. Click on the Financial Aid tab, then on “View TELS Eligibility”.)

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 Enrollment Counselor at the MT One Stop.**
   An enrollment counselor at the MT One Stop will counsel you on the potential impact of using the Repeat Option. The counselor 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 visit our website ([www.mtsu.edu/one-stop](http://www.mtsu.edu/one-stop)) to find out who your enrollment counselor is. 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 your enrollment counselor at the end of the counseling session. Completing step 3 by phone or e-mail? Be sure to ask about how to submit the completed form, as the counselor’s signature is required for the form to be processed!

5. **Let us know if you are also using your Regain Option at this time.**
   If you previously lost lottery scholarship eligibility due to GPA, it will be necessary to utilize your Regain Option at a 24-hour bracket before you can regain eligibility, even if using your Repeat Option raises your GPA to the required level. You may submit the Regain Option Form or notify Lottery personnel in the Financial Aid Office of your status change. **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.**

Please visit our Web site at [www.mtsu.edu/financial-aid/scholarships/tels.php#rules](http://www.mtsu.edu/financial-aid/scholarships/tels.php#rules) for information about the Tennessee Education Lottery Scholarship Program and continuing eligibility requirements. Please visit TSAC’s Web site at [www.collegepaystn.com](http://www.collegepaystn.com) for more information about the TELS rules and requirements.