

Repeat Option Request Form Tennessee Education Lottery Scholarship (TELS)

To submit the completed form: **In person:** MT One Stop Student Services and Admissions Center (SSAC) – Room 210;
Mail: MTSU, MT One Stop, SSAC Room 260, 1301 East Main Street, Murfreesboro, TN 37132; **Fax:** (615) 494-7770. LOTREP

Please note: You are required to meet with a Coordinator 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:

	Class to be Excluded	Class to be Included
Term (e.g., Fall 2013)		
Course # (e.g., ENGL2010)		
Course Name (e.g., Anatomy)		
Grade Earned (Must be a grade of A, B, C, D, or F; cannot be a grade of W, I, or N)		
School where you took the class (e.g., MTSU or Columbia State)		

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 the MT One Stop regarding this repeat option.

Required: MT One Stop Coordinator Signature: _____ Date: _____
(Note to Coordinator: Please forward to MTSU Records Office after signing this form.)

_____ 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 Processed Not Processed: _____

	MTSU Course (Transfer #)	Term	New TELS GPA	New Status
X			Bracket	Initials
R			AHrs	Date
Initials _____ Date _____			Initials _____ Date _____	

MTSU Repeat Option Request Form Instructions

Tennessee Education Lottery Scholarship

TSAC's TELS Policies and Procedures (1640-1-19-.22) states, "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 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 Calculator under Academic Resources on your PipelineMT account) to estimate your GPA without the excluded class. Remember to use your lottery quality points and quality hours, instead of your MTSU figures. You can find the lottery information in the Lottery Eligibility section of PipelineMT. (To find the Lottery Eligibility section: Log in to PipelineMT, then select "Financial Aid," then select "Lottery 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 a MT One Stop Coordinator.

An MT One Stop Coordinator will counsel you on the potential impact of using the repeat option. The coordinator cannot guarantee that your lottery 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 bring the Repeat Option Request Form to the MT One Stop.

4. Processing the Repeat Option Request Form.

The MT One Stop Coordinator will forward the form to the MTSU Records Office, once submitted and signed. The Records Office will process your request and will forward your information to the Financial Aid Office. The Scholarship Office will notify you of the results of your request via your **campus email address**. Please allow 4 to 6 weeks for the processing of your request, since multiple offices are involved in the process.

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 one-time 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 lottery attempted-hour bracket, you must wait until after the next applicable lottery attempted-hour bracket to regain the scholarship.**

Please visit our Web site at 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 <http://www.tn.gov/collegepays> for more information about the TELS rules and requirements.