MTSU Repeat Option Request Form
Tennessee Education Lottery Scholarship

Complete the following information then contact the University College Advising Center for an appointment; see #3 in the instructions on page 2 for additional information about this requirement. After you receive advising, submit this form to the MTSU Records Office. You may mail the form and accompanying paperwork to 106 Cope Administration Building, 1301 E. Main St., Murfreesboro, TN 37132, or fax it to (615)898-5538.

Name: ____________________________________________ MTSU ID # : M ___ ___ ___ ___ ___ ___ ___ ___
Email Address: ______________________@mtmail.mtsu.edu Phone: (_______)_____________________

Please provide the following information about the repeated course:

<table>
<thead>
<tr>
<th>Class to be Excluded</th>
<th>Class to be Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term (e.g., Fall 2012)</td>
<td>Must be the same course # as the course to be excluded</td>
</tr>
<tr>
<td>Course # (e.g., ENGL2010)</td>
<td></td>
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<tr>
<td>Course Name (e.g., Anatomy)</td>
<td></td>
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<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>
</tr>
<tr>
<td>School where you took the class (e.g., MTSU or Columbia State)</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 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 Repeat Option does NOT guarantee that my TELS GPA will meet the minimum renewal requirements.

_____ I have consulted with an advisor in the University College Advising Center regarding this Repeat Option.

Required: UCAC Advisor’s 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

-  Processed
-  Not Processed: __________________________
-  Notified

MTSU Course (Transfer #) Term New TLS GPA New Status
X R Bracket Initials __________ Date __________
AHRs Initials __________ Date __________

Required: ____SZACRSE
____SZATELS  ____RHACOMM  ____RPAAWRD  ____Egrands  ____ROANYUD

Revised BAM 1-12

Please Note: You will receive a response via your MTSU email account in four to six weeks.
MTSU Repeat Option Request Form Instructions
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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/predgpa.html](http://www.mtsu.edu/advising/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 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 a University College Advising 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 University College Advising Center at 615-898-2339 or at the McFarland Building 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 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 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/scholarships/telsconteligibility_scholarships.shtml](http://www.mtsu.edu/scholarships/telsconteligibility_scholarships.shtml) 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.