

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 OneStop, SSAC Room 260, 1301 East Main Street, Murfreesboro, TN 37132; **Fax:** (615) 494-7770. LOTREP

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

Name: _____ **MTSU ID # : M** _____

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., ENGL 1010)		Must be the same course # as the course to be excluded
Course Name (e.g., Expository Writing)		
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 a counselor in the MT OneStop regarding this Repeat Option.

Required: MT OneStop 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 **Processed** **Not Processed:** _____ **E-mail**

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">MTSU Course (Transfer #)</th> <th style="width: 20%;">Term</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">R</td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">Initials _____ Date _____</p>		MTSU Course (Transfer #)	Term	X			R			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">New TLS GPA</td> <td style="width: 50%;">New Status</td> </tr> <tr> <td>Bracket</td> <td>Initials</td> </tr> <tr> <td>AHrs</td> <td>Date</td> </tr> </table> <p style="text-align: center;">Initials _____ Date _____</p>	New TLS GPA	New Status	Bracket	Initials	AHrs	Date
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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.

Use the GPA calculator (<https://w1.mtsu.edu/resources/students/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 this TELS information in the Lottery Eligibility section of PipelineMT. (To find the Lottery Eligibility section: Log in to PipelineMT, then click on the Financial Aid in the left menu, then click on Lottery Eligibility icon)

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 OneStop.

An enrollment counselor at the MT OneStop 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) to find out the hours of operation for the MT OneStop. Remember to take your completed Repeat Option Request Form for the enrollment counselor 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 for information about the Tennessee Education Lottery Scholarship Program and continuing eligibility requirements. Please visit TSAC's Web site at www.collegefortn.org/tennessee-financial-aid for more information about the TELS rules and requirements.