

LOC Repeat Option Request Form

Tennessee Education Lottery Scholarship

Please Note:
 You will receive a response via your LOC email account in four to six weeks.

Complete the following information then contact your Academic Advisor for an appointment. After you receive advising, submit this form to the LOC Financial Aid Office. You may mail the form and accompanying paperwork to Brownlee Hall Administration Building, 807 Walker Avenue, Memphis, TN 38126, or fax it to (901) 435-1573.

Name: _____ Last Four Digits of SSN#: _____

Address: _____
 Street Apt. # City State Zip

Email Address: _____@loc.edu Phone: (_____) _____

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. Fall 2010) | Course Prefix and No. (ex. ENGL2010) | Grade Earned | School (ex. LOC) |
|--------------------------|-------------------------|---|--------------|---------------------|
| 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 LOC 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 LOC 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 my advisor regarding this Repeat Option.
- Required:** Academic 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 and Financial Aid Office Use Only | | <input type="checkbox"/> Processed | <input type="checkbox"/> Not Processed: _____ | <input type="checkbox"/> Notified Student |
| | LOC Course (Transfer #) | Term | New TELS GPA | New Status |
| X | | | Bracket | Initials |
| R | | | AHrs | Date |
| Initials _____ Date _____ | | Initials _____ Date _____ | | |
| Updated: <input type="checkbox"/> PFAIDS | | <input type="checkbox"/> Egrands | | |

LOC 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.

Contact the Records Office for assistance.

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 College Academic 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 your Academic Advisor Center to schedule an appointment for advising. 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 Financial Aid Office by mail, fax, or in person. The Financial Aid Office will process your request and will forward your information to the Records Office. The Financial Aid 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 TSAC's Web site at www.collegepaystn.com for more information about the TELS rules and requirements.