



Name: _____ **Phone:** (_____) _____ **CoSCC ID A** _____

Address: _____
Street Apt. # City State Zip

Email Address: _____

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. 2006 Fall)	Course Prefix and No. (ex. ENGL2010)	Grade Earned	School (ex. CoSCC)
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 CoSCC 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 CoSCC 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 an academic advisor regarding this Repeat Option.
- _____ I understand that I will not be able to make changes to or withdraw my request after I submit it.

Student Signature: _____ **Date:** _____

**Note: Please allow 3 to 4 weeks for consideration of your request.
A response will be sent to you within 4 weeks of submission.**

For Records and Financial Aid Office Use Only			
	CoSCC Course (Transfer #)	Term	
X	_____	_____	
R	_____	_____	
Initials _____ Date _____		Initials _____ Date _____	
Updated: <input type="checkbox"/> SZATELS		Updated: <input type="checkbox"/> TLS <input type="checkbox"/> SZACRSE <input type="checkbox"/> Egrands <input type="checkbox"/> Notify	

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 to estimate your GPA without the excluded class. Remember to use your TELS quality points and quality hours instead of your CoSCC figures. You can find the TELS information on the [Hope Lottery Scholarship Information](#) section of the CSCC web site.

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 Financial Aid Advisor.

The Financial Aid Office will discuss with you the potential impact of using the Repeat Option. We cannot guarantee that your TELS GPA will meet requirements after you submit the repeat form; however, we will help you choose the best option for increasing your GPA. Please contact Cindy Runnels at 931-540-2543 or via e-mail at crunnels@columbiastate.edu.

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 notify you of the results of your request in writing. Please allow 3 to 4 weeks for the processing of your request.

5. Submit a completed CoSCC Regain Option Request Form, if you have completed a TELS bracket.

If you attempted 48, 72, or 96 hours at the end of the last semester enrolled and are at a TELS bracket, you may be eligible to regain the Tennessee Education Lottery Scholarship if your TELS GPA is at least 2.75 at the 48 hour bracket and 3.0 if at the 72 or 96 hour bracket. 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. ***If you meet the GPA requirement according to TELS regain rules (regardless of whether or not you are using the Repeat Option to do so), you must submit the Regain Option Form to notify the Financial Aid Office of your status.***