

Motlow State Community College
TELS Request for Reinstatement to Institutional Review Panel (IRP)

Grade Change

OFFICE USE ONLY	
Approved _____	Denied _____
By _____	Date _____
Reason: _____	
Date Student Notified: _____	

Name: _____
First Middle Last

SID or SSN: _____

Mailing Address: _____
Street or P O Box

City, State, Zip

Daytime Phone: _____
Please include area code

Students who obtain a grade change shall notify the Financial aid Office within 30 calendar days of the grade change and request reinstatement of the TELS Award. The request shall be made by submitting this form and required documentation to the Financial Aid Office.

If a grade change makes a student eligible for a TELS award, the student can be awarded retroactively in the current award year. If the grade change affects the student's eligibility from the previous award year, the TELS award may be adjusted in the current award year. If the reinstatement of the award results in either an over award situation, or exceeds the institution's cost of attendance for any semester, the institution shall make the necessary reductions in the student's financial aid package.

Denial of a request for reinstatement of TELS Award(s) can be appealed through the TELS appeal process.

I hereby request reinstatement of my TELS Award(s) for the _____ semester for the following reason:
Semester & Year

Check the reason(s) for your appeal, attach the required documentation, and furnish required signatures. Submit to the Financial Aid Office.

- A grade has been assigned for a class in which I previously had an incomplete...
Attach notification from the Office of Admissions and Records listing the course and term which had been assigned the Incomplete, the date of change and letter grade assigned to the course, and the new TELS Cumulative GPA.
- A grade for a class taken at Motlow State Community College has been changed...
Attach notification from the Office of Admissions and Records explaining the nature of the error, which grade was corrected and when it was corrected, and the new TELS Cumulative GPA
- A grade has been changed for other reasons...
Attach notification from the Office of Admissions and Records explaining which grade was changed, when and why it was changed, and the new TELS Cumulative GPA.

Documentation signature requirements: All letters attached to this appeal must bear the signature of the author and contain the name of the student. All documentation must be identified as to the source.

I certify that the information and documentation submitted for appeal is true and accurate to the best of my knowledge.

Student Signature: _____

Date: _____