

**TELS Notification of Grade Change
Due to Grade Change or
Completion of Incomplete Grade**

Name _____ Student SSN _____ Term _____
Last First M.I.

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 to the Financial Aid Office. The new grade(s) must be posted to the Jackson State record for the request to be processed. Remember that the TELS attempted hours and GPA may differ from the institutional attempted hours and GPA.

If a grade change makes a student eligible for a TELS award, the student can be awarded retroactively within 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 overaward 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.

If a student becomes ineligible when the grade change for an incomplete course is reported, the student shall be ineligible for all TELS awards and must reimburse the institution for TELS awards received in the interim.

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 following reason:

- A grade has been assigned for a class in which I previously had an incomplete
- A grade for a class taken at Jackson State Community College has been changed
- A grade has been changed for other reasons

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

Student Signature

Date