

Slide 1

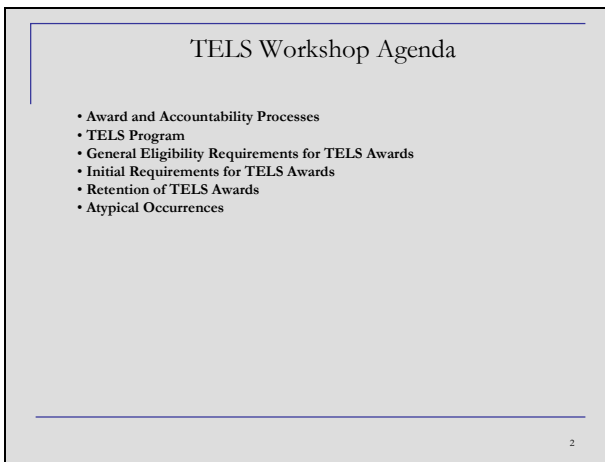


This slide show was originally designed for a presentation given at Belmont University to staff from TICUA member institutions on January 22, 2004. This slide show has been modified to stand alone and includes a few items that were omitted from the original presentations due to time constraints.

In addition, this slide show has been modified to include information from changes signed into law by Governor Bredeson on June 8, 2004.

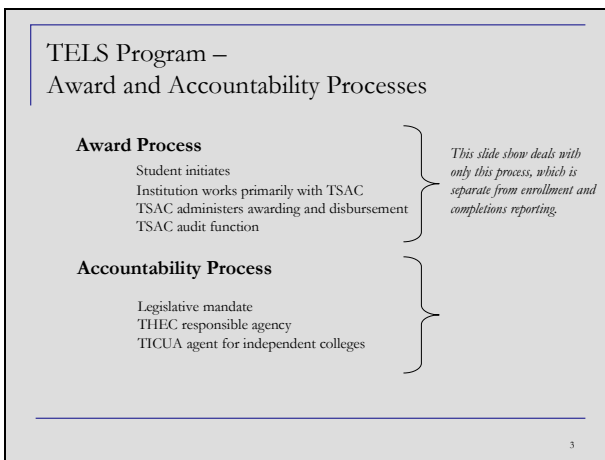
REVISION DATE 07/12/04.

Slide 2



This presentation is organized along these categories.

Slide 3



This slide show only covers what institutions need to do as part of the Award Process. This process ensures that eligible students receive the awards.

The accountability process is a separate process and is not addressed in this presentation.

Slide 4

TELS Program –
Scholarship and Grant Definitions

Hope Scholarship
Hope Scholarship Need Based Supplemental Award
General Assembly Merit Scholarship
Hope Access Grant
Wilder-Naifeh Technical Skills Grant

We refer to this group of scholarships and grants as TELS awards.

4

“TELS Awards” is how this group of awards is referred to throughout this presentation...

Slide 5

TELS Program —
Scholarship and Grant Definitions

Hope Scholarship -- A scholarship for study in pursuit of an associate or baccalaureate degree at an eligible postsecondary institution that is funded from net proceeds of the state lottery

This Award for Full-Time Students is
•\$1500 per semester, maximum \$3000 per year at four-year institutions
•\$750 per semester, maximum \$1500 per year at two-year institutions

Note: The amount of the award for part-time students shall be based on the hours attempted. Students enrolled in six, seven or eight hours will receive half of the award of full-time students. Students enrolled in nine, ten or eleven hours will receive three quarters of the award of a full-time student.

Hint: The number in the right hand corner refers to a part of the Tennessee Student Assistance Corporation's Chapter 1640-1-19, Tennessee Educational Lottery Scholarship Program, New Rules. Changes signed into law on June 8, 2004 are also indicated by noting the section of Public Acts, 2004, Chapter 840 that mandates the change.

1640-1-19-.02 (2)(a)

5

The HOPE scholarship is the first of the TELS awards.

Slide 6

TELS Program —
Scholarship and Grant Definitions

Hope Scholarship Need-Based Supplemental Award-- An award to a student for study in pursuit of an associate or baccalaureate degree at an eligible postsecondary institution who qualifies for a Tennessee HOPE scholarship and whose adjusted gross income attributable to the student does not exceed \$36,000.

This Award for Full-Time Students at Two-Year and Four-Year Institutions is
•A \$500 supplement to base award per semester, maximum \$1000 per year

Note: The amount of the award for part-time students shall be based on the hours attempted. Students enrolled in six, seven or eight hours will receive half of the award of full-time students. Students enrolled in nine, ten or eleven hours will receive three quarters of the award of a full-time student.

1640-1-19-.02 (2)(b)

6

The need-based award may be added to HOPE scholarships for qualifying students.

Slide 7

**TELS Program —
Scholarship and Grant Definitions**

General Assembly Merit Scholarship -- An award to a student for study in pursuit of an associate or baccalaureate degree at an eligible postsecondary institution awarded for academic excellence to supplement the Tennessee HOPE scholarship

This Award for Full-Time Students at Two-Year and Four-Year Institutions is
•A \$500 supplement to base award per semester, maximum \$1000 per year

A student eligible for both the General Assembly Merit Scholarship award and the Hope Scholarship Need-Based Supplemental Award shall be awarded the former, and shall not receive both awards

Note: The amount of the award for part-time students shall be based on the hours attempted. Students enrolled in six, seven or eight hours will receive half of the award of full-time students. Students enrolled in nine, ten or eleven hours will receive three quarters of the award of a full-time student.

1640-1-19-.02 (2)(c)

7

The General Assembly Merit Scholarship may also be added to a HOPE scholarship.
Note that students may not receive both the Need-Based Supplemental Award and the General Assembly Merit Scholarship.

Slide 8

**TELS Program —
Scholarship and Grant Definitions**

Tennessee Hope Access Grant: An award to a Freshman student for study in pursuit of an associate or baccalaureate degree at an eligible postsecondary institution who qualifies for a Tennessee Access Grant but not a Hope Scholarship and whose adjusted gross income attributable to the student does not exceed \$36,000

This Award for Full-Time Students is
•\$1000 per semester, maximum \$2000 per year at four-year institutions
•\$625 per semester, maximum \$1250 per year at two-year institutions

Note: The amount of the award for part-time students shall be based on the hours attempted. Students enrolled in six, seven or eight hours will receive half of the award of full-time students. Students enrolled in nine, ten or eleven hours will receive three quarters of the award of a full-time student.

1640-1-19-.02 (2)(d)

8

This award is for students who do not meet the requirements for a HOPE scholarship and who have limited family income. If students receiving this award do well in their first 24 credit hours, they become eligible for the HOPE scholarship.

Slide 9

**TELS Program —
Scholarship and Grant Definitions**

Wilder-Naifeh Technical Skills Grant: A grant for study in pursuit of a certificate or diploma at a Tennessee Technology Center operated by the Tennessee Board of Regents.

This Award is
\$1250 maximum at Tennessee Technology Centers

Students must meet the general eligibility requirements in Rule 1640-1-19-.04 to be eligible for a Wilder-Naifeh technical skills grant.

In addition students must have not, at any time, been the recipient of a Tennessee HOPE scholarship or completed a certificate or diploma with a Wilder-Naifeh Technical Skills Grant.

No minimum number of hours of enrollment are requirement for this grant.

Eligible students may receive Wilder-Naifeh technical skills grants for all course work required by the institution for a program of study leading to a certificate or diploma. Wilder-Naifeh technical skills grants may not be used for continuing education courses.

1640-1-19-.02 (2)(d)

9

This grant is not further discussed in this presentation. There are few requirements students must meet in order to receive and keep this grant, which may only be used at Tennessee Technology Centers.

Slide
10

TELS Program —
Funding Issues

Lottery Proceeds

Rule 1640-1-19-.02 (6) states that in the event that net lottery proceeds are insufficient to fully fund the TELS award program, TSAC shall determine the appropriate manner in which the various awards shall be reduced.

§49-4-903, states that in the event that net lottery proceeds are insufficient to fully fund the TELS award program, TSAC is authorized to review and reduce the amounts to be awarded for such scholarships and grants pro rata.

Note: Michael Roberts said at the TELS workshop on January 22nd that in the event that net lottery proceeds were insufficient to fully fund the TELS award program, TSAC might give priority consideration to those students who fill out the FAFSA the earliest.

1640-1-19-.02 (6)

10

This slide states the rule and the law, and notes what Michael Roberts (the Executive Director of the Tennessee Student Assistance Corporation) said in his presentation at the workshop on January 22nd.

Slide
11

TELS Program —
Funding Issues

Excess Student Aid

Receipt of student financial aid from sources other than TELS that are applied to educational expenses will not operate to reduce the student's TELS award as long as the student's total aid does not exceed the total cost of attendance. In the event that a student's total aid exceeds the cost of attendance, the institution shall, to the extent it does not violate applicable federal regulations, reduce the excess by reducing the student's TELS award.

06/08/2004 CHANGE—Deletes "Under this part" in the section dealing with the bundling of student aid. Effectively this allows the financial aid officer to use institutional refund policy when deciding which awards to reduce for cases in which the student's total aid exceeds the cost of attendance.

Section 17 Chapter 840
1640-1-19-.02 (7)

11

Note the change that was signed into law on 06/08/2004.

Slide
12

TELS Awards —
General Eligibility Requirements for Students

- Tennessee Residency
- Tennessee Secondary School Graduation
- Make Application with the FAFSA
- Be Admitted to an Eligible Postsecondary Institution
- Comply with Selective Service Requirements
- Comply with Federal Drug-Free Rules and Laws
- Meet Qualifications Relating to Relevant TELS Awards
- Not be in Default on Government Educational Loans
- Not Owe Refunds on Government Educational Loans
- Not be Incarcerated

1640-1-19-.04

12

These rules will be clarified in the next several slides.

Slide 13

TELS Awards —
General Eligibility Requirements for Students

Tennessee Residency Requirements

Be a Tennessee resident for one year as of May 1 immediately preceding enrollment

Be a Tennessee resident as defined by the Board of Regents Chapter 0240-2-2, classifying students as in state or out of state

1640-1-19-.04 (a)
and TBR Chapter 0240-2-2

13

Note: The law states that students should be a Tennessee resident for a year immediately preceding application for a TELS award. There is a possibility that the rules will be modified to more closely reflect the law.

The TBR residency policy was part of a packet of information handed out to workshop attendees. This policy is also available as an acrobat file on TICUA's website. Click on the link entitled "TBR Residency Regulations" at <http://www.ticua.org/policy>.

Slide 14

TELS Awards —
General Eligibility Requirements for Students

Change 06/08/04

Tennessee Residency Requirements for Children of Military Personnel Stationed Outside of Tennessee

If a student who is a Tennessee Citizen and a dependent child of a member of the armed forces engaged in active military service shall be eligible for TELS awards if they graduate from a high school outside of Tennessee and they meet all other requirements for TELS awards.

Note: This provision has a few nuances and should be read before admitting such students.

Section 18 Chapter 840
1640-1-19-.04 (a)
and TBR Chapter 0240-2-2

14

Note the change that was signed into law on 06/08/2004.

Slide 15

TELS Awards —
General Eligibility Requirements for Students

Tennessee Secondary School Graduation

Students must have:

- Graduated from an eligible or an ineligible high school
- Obtained a G.E.D. from a state approved organization, or
- Completed a Tennessee home school program, or
- Graduated from an out of-state regionally accredited boarding school
- Graduated from an out of-state public school that Tennesseans may attend under §49-6-3108
- Graduated from a Department of Defense school located in whole or in part in Tennessee

06/08/04 Change: Language was cleaned up, and the last three secondary school types in the above list were added.

Section 2 Chapter 840
1640-1-19-.05
1640-1-19-.01
Definition 17

15

Note the changes that were signed into law on 06/08/2004.

*These are defined further in later slides. As the law and this rule stand, students graduating from "ineligible high schools" and home schools will receive TELS awards if they can meet the more rigorous standards set for them. After December 1, 2004, most (but not all) requirements will be the same for all students, regardless of where the student went to high school.

Slide
16

TELS Awards —
General Eligibility Requirements for Students

Make Application with the FAFSA

- The only application for TELS awards
- Must be filled out every year
- Should be processed by May 1st for priority consideration (and probably as soon as mid-February)
- Can not be submitted before January 1st

Note: Income can be estimated for purposes of filling out the FAFSA initially. 1640-1-19-03

16

Students must fill out the FAFSA if they wish to receive TELS awards. They should be encouraged to do so as soon as possible.

Slide
17

TELS Awards —
General Eligibility Requirements for Students

Be Admitted to an Eligible Postsecondary Institution

*Eligible Independent Postsecondary Institution

- a) An institution created by testamentary trust for which the state acts by statute as trustee and for which the governor is authorized to appoint commissioners with the advice and consent of the senate and that offers courses leading to undergraduate degrees (Watkins College); or
- b) A SACS accredited private postsecondary institution whose main campus is located in Tennessee.

*Eligible Public Postsecondary Institution

- a) An institution operated by the Board of Regents; or
- b) An institution of the University of Tennessee system.

1640-1-19-01 (18-20)

17

Students will not receive TELS awards if the institutions they choose to attend do not meet these requirements.

Slide
18

TELS Awards —
General Eligibility Requirements for Students

Meet Qualifications Relating to Relevant TELS Awards

Note: These qualifications form the body of the rest of this presentation 1640-1-19-04

18

Academic qualifications are discussed in the next three sections of this presentation.

Slide
19

TELS Awards —
General Eligibility Requirements for Students

- Comply with Selective Service Requirements
- Comply with Federal Drug-Free Rules and Laws
- Not be in Default on Government Educational Loans
- Not Owe Refunds on Government Educational Loans
- Not be Incarcerated

Note: Students self-certify most of this information on the FAFSA form. 1640-1-19-04

19

The last 5 of the 9 general eligibility requirements appear on this slide. Each is not treated on a separate slide because they are self-certified by students. There is one exception, however. It is the responsibility of postsecondary institutions to ensure that their students receiving TELS awards are not incarcerated. This could be an issue for distance-learning students.

Slide
20

TELS Awards —
Timely Enrollment Requirement for Students

Timely Enrollment

Change 06/08/04 Students must be enrolled “no later than the Fall semester immediately following completing high school in a Tennessee home school program, obtaining a GED, or graduating from high school.”

This used to state that students must be admitted to and enrolled in an eligible postsecondary institution the later of either the Fall semester immediately following or within six (6) months of completing a secondary school program or obtaining a GED.

Section 9 Chapter 840
1640-1-19-5

20

Note the change that was signed into law on 06/08/2004.

As an example, a student who graduates from high school in December could go to school the following Fall semester and receive TELS awards.

Slide
21

TELS Awards —
Timely Enrollment Requirement Exception

A Student Entering Active Duty in the Armed Services Within 2 Years of Graduating From a Tennessee High School, Obtaining a GED, or Graduating From an Eligible Tennessee Home School Program and Who Otherwise Meets TELS Award Requirements May Apply For TELS Awards if

- He/she applies within 7 years of his/her date of entry into the military
or
- Within 1 year of honorable discharge from the military
and
- He/she did not attend a postsecondary institution prior to entering the military

1640-1-19-5(d)

21

Institutions need to devise a way to capture and verify this information for students who have been in the military.

Slide
22

TELS Awards —
Timely Enrollment Requirement Exception

The Only Exceptions to the Failure to Timely Enroll are Granted for Medical and Personal Reasons, Such as but Not Limited to:

- Illness of the student
- Illness or death of an immediate family member
- Extreme financial hardship
- Fulfilling religious commitments expected of all students of that faith
- Other extraordinary circumstances

Note: Students must apply to the institution's Institutional Review Panel (IRP) to be granted such exceptions. IRPs are discussed in later slides.

1640-1-19-22

22

Students are responsible for applying for this exception at the school to which they are admitted. Institutions must create an Institutional Review Panel (IRP) to deal with such student requests. See slide 82 for information on how IRPs must be formed.

Slide
23

TELS Awards —
Transfer Students

A TELS Award Recipient Transferring From An Eligible Postsecondary Institution to Another is Eligible for a TELS Award if All Eligibility Requirements Continue to be Met

For 2003 secondary school graduates, students may transfer from eligible postsecondary institutions or from regionally accredited out-of-state institutions.

Thereafter, students may only transfer from eligible postsecondary institutions.

1640-1-19-.05 (c)(4)(i)
1640-1-19-.20

23

Students who attended an eligible out-of-state institution as Freshmen in 2003/2004 may come back to Tennessee in order to receive TELS awards. After that, students may not receive TELS awards if they start their postsecondary education outside of Tennessee.

Slide
24

TELS Awards —
Transient Students

Transient Students are Eligible to Receive TELS Awards if All Other Eligibility Requirements Are Met and if Both the Home and Host Institutions are Eligible Postsecondary Institutions

- The home institution shall award the TELS funds to the transient student based on certification of eligibility from the host institution
- The home institution shall certify to TSAC that the student is eligible for a TELS award
- Each institution shall develop a process to effectuate each provision of this rule and shall notify its students of the process and the availability of the necessary forms to comply with the requirements
- At the end of the semester the host institution shall provide the student's home institution with all information necessary for the home institution to determine continued TELS award eligibility

1640-1-19-21

24

This rule places a burden on institutions. Even if a student wishes to earn college credit at another institution that do not count toward his or her degree at his/her home institution, the home institution must award TELS awards for this study to the student, certify to TSAC that the student is eligible for the TELS awards, and then receive and use information from the host institution to ascertain whether the student continues to be eligible for TELS awards.

The information that home institutions need to get from host institutions is discussed on slide 70.

Slide
25

TELS Workshop--Initial Eligibility Requirements

Eligible High School	GED	Home School, Ineligible High School
----------------------	-----	-------------------------------------

Secondary School GPA
ACT or SAT
Attempted TELS Hours
TELS GPA

Note: Some requirements differ by secondary school graduation year.

HOPE	MERIT	NEED	ACCESS
------	-------	------	--------

2003 Graduates

Graduates 2004

Graduates 2005 and later

25

There are 4 TELS awards covered in this presentation. Each has different requirements and is listed along the bottom of the slide. In addition to the general eligibility requirements discussed in the last section of this presentation, initial eligibility requirements (listed on the left) for the 4 awards (listed on the bottom) vary along 2 dimensions. One dimension is how students meet secondary school graduation requirements (via high school, GED, or home school). A second dimension by which initial eligibility requirements vary is the year of secondary school graduation or completion.

Since 2003 secondary school graduates have slightly different requirements than do later graduates, and because due dates for data to support students' applications for TELS awards are approaching rapidly, the requirements for 2003 graduates are discussed in the next slides.

Slide
26

2003 Graduates –
Initial Eligibility Requirements by Graduation Type

Eligible High School	GED	Home School, Ineligible High School
----------------------	-----	-------------------------------------

Secondary School GPA
ACT or SAT
Attempted TELS Hours
TELS GPA

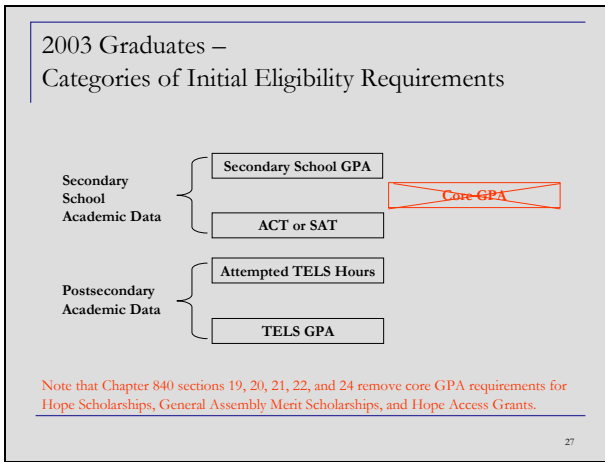
Note: 2003 secondary school graduates may not receive Access Grants

Hope	Merit	Need
------	-------	------

26

On the left are the requirements for the three awards for which 2003 secondary school graduates may qualify (bottom) by secondary school graduation type (top).

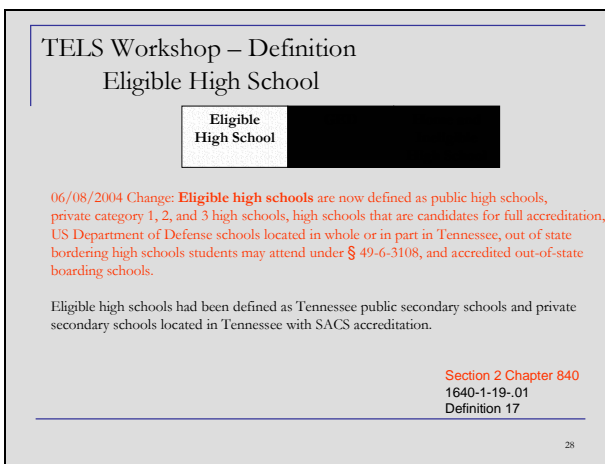
Slide 27



Note the change that was signed into law on 06/08/2004.

The next slides divide initial academic requirements into two categories, secondary school academic requirements, and postsecondary academic requirements. These will be discussed separately.

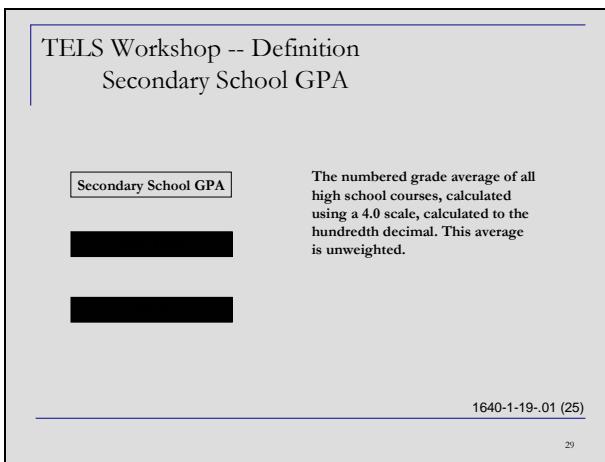
Slide 28



Note the change that was signed into law on 06/08/2004.

Before outlining secondary school academic requirements, it is necessary to define graduation types and what is meant by the initial secondary school requirements.

Slide 29



This is the student's GPA from high school. No class may not be weighted more heavily than any other class for the purposes of this GPA.

Slide 30

TELS Workshop -- Definition
ACT and SAT

ACT is the ACT assessment administered by ACT, Inc. The composite score is used for TELS purposes.

SAT is the Scholastic Aptitude Test administered by the College Board. The combined score is used for TELS purposes.

TEST SCORES USED TO DETERMINE TELS AWARDS ELIGIBILITY MUST BE FROM A SINGLE NATIONAL TEST DATE.

NO RESIDUAL SCORES MAY BE USED.

1640-1-19-.01 (2, 37, 45)

30

Institutions may be able to determine whether the ACT scores are residual by looking at the date they were taken. If ACT scores are not from one of the national test dates they are likely residual and not acceptable for the purposes of TELS awards. The reason for this is that ACT, Inc. does not have access to residual test scores and so it can not give them to TSAC for the purposes of determining students' eligibility for TELS awards.

Slide 31

TELS Workshop --Initial Academic Eligibility Requirements for 2003 Eligible HS Graduates

	Eligible High School		
Secondary School GPA	3.0	3.75	3.0
	or	and	or
ACT or SAT	19 ACT 890 SAT	29 ACT 1280 SAT	19 ACT 890 SAT
	HOPE	MERIT	NEED

1640-1-19-(.05, .06, .07)

31

This grid fills out the initial secondary school academic requirements for graduates from eligible high schools from 2003.

Slide 32

TELS Workshop -- Definition
GED

The GED is a general educational development credential awarded by a state-approved organization or institution.

1640-1-19-.01
Definition 24

32

The next topic that will be addressed is the initial secondary school academic requirements for 2003 GED recipients.

Slide 33

TELS Workshop –Initial Academic Eligibility Requirements for 2003 GED Recipients

	GED	
Score	525	525
AND		
ACT or SAT	19 ACT 890 SAT	19 ACT 890 SAT
	HOPE	NEED

1640-1-19-(.05, .06)

Note that GED recipients may only receive HOPE scholarships and Need-Based supplemental awards.

Slide 34

TELS Workshop – Definition Home School Program

Home School

Home school programs must meet the requirements of §49-6-3050.

For two years immediately preceding completion of high school as a home school student, students shall have been enrolled in a home school associated with a church-related school and registered with the Tennessee school district the student would otherwise attend or an independent home school student whose parent or guardian has given notice to the local director of a Tennessee school district.

1640-1-19-.01
Definition 26

34

If home school students' programs do not meet these requirements, students may take the GED to fulfill Tennessee graduation requirements.

Slide 35

TELS Workshop –Initial Academic Eligibility Requirements for Home School and Ineligible High School Graduates (2003)

	Home School and Ineligible High School		
12 Postsecondary Hours*	N/A	3.0	N/A
AND			
ACT or SAT	21 ACT 980 SAT	29 ACT 1280 SAT	21 ACT 980 SAT
	HOPE	MERIT	NEED

06/08/04 Change: The ACT/SAT requirements used to be 23/1060 for the Hope and Need based awards.

Section 10
Chapter 840
1640-1-19-.05 (2)(b)
1640-1-19-.06
1640-1-19-.07 (b)

35

Note the changes that were signed into law on 06/08/2004.

Here are the requirements for graduates of home school programs and ineligible high schools in 2003 for the 3 awards they may receive. Postsecondary hours are defined on the next slide.

Slide
36

TELS Workshop – Postsecondary Hours
for Home School and Ineligible High School
Graduates (Merit Scholarship)

Home School and
Ineligible High School

12 Postsecondary Hours*

3.0

MERIT

During the course of home schooling or while attending high school, the student must take at least four courses earning twelve postsecondary hours from an eligible postsecondary institution in order to qualify for the General Assembly Merit Scholarship. These courses must meet or be equivalent to the minimum degree requirements of the Board of Regents (other than physical education courses). The student must earn a 3.0 GPA or better in these courses.

1640-1-19-.07 (b)

36

Slide
37

TELS Workshop – Initial Postsecondary Academic
Eligibility Requirements

Eligible High School, GED, and Home School or
Ineligible High School Graduates

Residency

Secondary School GPA

ACT or SAT

Attempted TELS Hours

TELS GPA

Hope, Merit, and Need-Based Scholarships

37

The next several slides address postsecondary academic requirements that 2003 secondary school graduates must meet in order to be eligible to receive TELS awards. Note that the 3 awards are placed in a single box to signify that the initial postsecondary requirements are the same for all three awards. Secondary school graduation types are similarly placed together, because initial postsecondary academic requirements do not vary by graduation type.

Slide
38

TELS Workshop – TELS Credit Hours

All TELS Credit Hours Calculations Are Based On:

- All credits attempted AFTER High School graduation, GED completion, or Home School program completion, including repeated courses, developmental and remedial courses, independent studies, distance learning courses, internship and co-op programs, alternative programs,* and courses earned as a transient student
- No credits attempted BEFORE High School graduation, GED completion, or Home School program completion, or hours earned by examination (i.e. no CLEP, AP, or Dual Enrollment hours included)
- No credits attempted earned as part of a certificate program, UNLESS these hours count toward a degree
- No audit hours
- No continuing education hours

1640-1-19-.19

38

These are the basic rules to follow when calculating GPAs and the number of hours students have attempted. See slides 42-45 however, for requirements specific to each type of calculation.

Slide
39

TELS Workshop – TELS Credit Hours
Definition

*** Alternative Programs (from previous slide)**

These may be defined as programs including but not limited to student-exchange programs, practicum, co-op programs, and internships that include travel outside Tennessee and that is sponsored or offered by (a) an eligible institution or (b) by an eligible institution in conjunction with another eligible institution or a postsecondary institution that is accredited by a regional accrediting association.

1640-1-19-.19 (12)
1640-1-19-.01 (4)

39

TELS awards may be used to support, for example, study abroad, but only if that study is “sponsored or offered by (a) an eligible institution or (b) by an eligible institution in conjunction with another eligible institution or a postsecondary institution that is accredited by a regional accrediting association.” In practice this means that institutions should consider the nature of the institution offering course credit. For example, at the January 22nd workshop one participant asked about a study abroad program at a European university. The European institution awards credits in this case, and the Tennessee postsecondary institution accepts these credits. Such credits could NOT be funded by TELS awards unless the institution or another eligible postsecondary institution were technically awarding the course credits.

Slide
40

TELS Workshop – TELS Credit Hours

Repeated Courses, Developmental and Remedial Courses, Independent Studies, Distance Learning Courses, Internship and Co-op Programs, Alternative Programs, and Courses Earned as a Transient Student

MUST be included in TELS Credit Hour Calculations and GPAs, even if your institution does not count them toward graduation or erases certain grades for institutional GPAs.

1640-1-19-.19 (8)

40

This portion of the rules is presented on its own slide to alert institutions that do not currently include repeated or remedial courses in grade point average calculations. The logic behind this rule is that TELS awards may pay for all these credit types, and therefore such credits should be captured.

Slide
41

TELS Workshop – TELS Credit Hours

Hours Earned Before High School Graduation and Hours Earned By Examination (i.e. CLEP, AP and Dual Enrollment Hours)

MUST be excluded from TELS Credit Hour Calculations and GPAs, even if they count toward graduation.

1640-1-19-.19

41

This portion of this rule is presented on its own slide to alert institutions not to include such hours in reports of hours attempted or earned, or in TELS GPAs.

Slide
42

TELS Workshop -- Definition
Attempted TELS Credit Hours

Semester-Level Attempted TELS Credit Hours

Attempted TELS Hours The number of semester hours in which a student is enrolled as of the institutionally defined census date (sometimes called the final add/drop date), regardless of whether a grade has been assigned.

Cumulative Attempted TELS Credit Hours

[REDACTED] The number of postsecondary semester hours in which a student has enrolled as of institutionally defined census dates, regardless of whether grades have been assigned.

NOTE: Attempted TELS hours calculations must conform to all qualifications listed for TELS Credit Hours in general.

1640-1-19-.01(13)
1640-1-19-.19

42

As stated in a previous slide, Attempted TELS Hours calculations must include ALL hours attempted after high school, regardless of whether institutions have erased any grades for their own purposes, such as when a student repeats a course. **It also includes all courses from which the student has withdrawn after the school's census (or add/drop) date.** It also excludes all AP and CLEP credits and joint enrollment hours from when students are in high school.

It is extremely important that postsecondary institutions keep accurate records of students' Attempted TELS Credit Hours, not just for the 2003 secondary school graduates discussed here, but for all TELS awards recipients. Each institution will have to devise a method of recording these hours.

Slide 43

TELS Workshop – Definition TELS GPA

The TELS GPA Calculation is Based On:

- **Institutional grading policy – but must be on a 4 point scale.**

The GPA is based on all credits attempted AFTER High School graduation, GED completion, or Home School program completion, including repeated courses, developmental and remedial courses, independent studies, distance learning courses, internship and co-op programs, alternative programs, and courses earned as a transient student EXCEPT for withdrawals and current incompletes; it excludes credits attempted BEFORE High School graduation, GED completion, or Home School program completion; it excludes credits attempted as part of a certificate program UNLESS these hours count toward graduation; and it excludes audit hours and continuing education hours. Use institutional grading policy for pass/fail courses.

1640-19-19-.19

43

See the example on slide 56 to illustrate how to calculate the TELS GPA.

Slide 44

TELS Workshop -- Definition TELS GPA

Quality Points for Attempted TELS Hours

Divided By

Attempted TELS Credit Hours with quality points

Equals

TELS GPA

TELS GPA

NOTE: TELS GPA must be on a four point scale.

44

This is another way to state how the TELS GPA is to be calculated.

Slide
45

TELS Workshop – Initial Postsecondary Academic Eligibility Requirements 2003 High School Graduates, GED Recipients, and Home School Program Graduates	
Attempted TELS Hours	The TELS GPA is calculated at the end of the semester in which the student meets or exceeds 24 Attempted TELS Credit Hours**
Completed TELS Hours	Must have completed at least 24 credit hours (may include summer courses)**
TELS GPA	Must have a cumulative TELS GPA of at least 2.75 at the end of the semester in which the student attempted his/her 24 th credit hour
Hope, Merit, and Need Scholarships	

NOTE: Here are the initial postsecondary academic requirements for 2003 secondary school graduates. Note that they must have completed 24 credits since graduation in 2003.

TICUA staff read the rules and the law regarding completing 24 TELS credit hours in the following manner. A student must complete 24 credit hours with a GPA of 2.75 or better at the end of the semester in which he or she attempted the 24th hour. If a student earns an F as part of this GPA, it should be included in the calculation and if the GPA still meets the 2.75 minimum, the student is eligible to receive TELS awards. If he or she does not have a 2.75 at this point, then he or she is ineligible to receive TELS awards.

****TSAC has another understanding of this requirement. Contact TSAC for their interpretation of this requirement.**

Slide
46

TELS Workshop – Note	
Sections 3, 12, 14, and 16 of Chapter 840 removed January 1, 2004 and substituted December 1, 2003.	
The effect that this has is to treat December 2003 high school graduates as part of the class of 2004 for purposes of eligibility.	

Note the change that was signed into law on 06/08/2004.

Before this law was changed, December 2003 graduates only had the Spring and Summer semesters in which to earn 24 credits with at least a 2.75 TELS GPA. Now any student graduating after December 1, 2003 is considered a 2004 graduate and does not have to complete any postsecondary credits to be eligible for TELS awards if he or she meets all other requirements.

Slide
47

TELS Workshop – Grade Changes and Attempted TELS Credit Hours

Grade Changes

Students who obtain a grade change shall notify the financial aid office within 30 calendar days of the grade change and request reinstatement of his/her award on a form developed by the institution for this purpose.

If the grade change makes the 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.**

The institution shall make necessary reductions in the student's financial aid package if the reinstatement of a TELS award results in either an over award of need based aid or exceeds the institution's cost of attendance for any semester. If the student's application for reinstatement is denied, he/she may appeal the decision in accordance with Rule 1640-1-19-.23 (see slides on Institutional Review Panels)

1640-1-19-.19 (9)

47

Grade changes will force institutions to recalculate students' eligibilities for TELS awards after they have been awarded or denied in some cases. Each institution must determine a method by which to recalculate TELS award eligibility after grade changes and to inform students of refunds owed or retroactive awards.

In addition, institutions may wish to consider policies to address the additional pressure that instructors may face from students requesting grade changes and/or who attempt to convince instructors that they need certain grades in order to maintain TELS award eligibility.

Slide
48

TELS Workshop – Incompletes and Attempted TELS Credit Hours

Incompletes

Courses that appear on a student's transcript as an "incomplete" shall be considered credit hours attempted. The student's TELS award eligibility, however, shall be determined by excluding the credit hours attributable to the course for which an "incomplete" has been assigned from the cumulative grade point average calculation.

06/08/2004 Change: There is a new checkpoint for eligibility review. If the student is enrolled in a course of the study that requires more than 120 credit hours, the GPA must be checked at the end of the semester in which the student attempts his/her 120 credit hour.

Note: TELS award eligibility must be reviewed when grades are assigned for the incomplete, if the incomplete grade would affect GPA calculations at 24, 48, 72, 96, and 120 hours—See later slides for more on this topic.

Section 13 Chapter 840
1640-1-19-.19 (13)

48

Note the change that was signed into law on 06/08/2004.

As in the case of grade changes, when incompletes are changed into grades, TELS award eligibility may need to be calculated retroactively. For the purposes of 2003 high school graduates who may be eligible for TELS awards for the next academic year, incomplete grades will not be counted in the TELS GPA until the grade is assigned.

Slide
49

TELS Workshop – Incompletes and Attempted TELS Credit Hours, Continued

Incompletes and Retroactive Awards

- If the student fails to retain eligibility for a TELS award as a result of the calculation, but later becomes eligible when the grade for the "incomplete" course is reported, the student is eligible to receive a TELS award retroactively within the award year and shall retain eligibility.
- Retroactive TELS awards for previous award years shall be added to the current award year. The institution shall, however, make necessary reductions in the student's financial aid package if the reinstatement of a TELS award results in either an over award of need based aid or exceeds the institution's cost of attendance for any semester.
- It shall be the responsibility of the student to notify the financial aid office at the institution that a grade has been awarded and request that the TELS award be reinstated.
- Each eligible postsecondary institution shall develop a standard form for use by students to comply with this provision.
- If the student's application for reinstatement is denied, he/she may appeal the decision to the Institutional Review Panel.

1640-1-19-.19 (13)(a)

49

Again, refer to slide 82 for information on Institutional Review Panels.

Slide 50

TELS Workshop – Incompletes and Attempted TELS Credit Hours, Continued

Incompletes and Reimbursing Awards

If the student retains eligibility for a TELS award as a result of the calculation, but later becomes ineligible when the grade for the “incomplete” course is reported, then the student shall be ineligible for all TELS awards. Additionally, the student shall reimburse the institution for TELS awards received in the interim.

1640-1-19-.19 (13)(b)

50

See the example on slide 57 for an illustration of how this might work.

Slide 51

Due Dates for Students’ Data
From 2003 TN High School Graduates, GED Recipients, and Home School Program Graduates

High School Academic Data	<table border="1"> <tr><td>Secondary School GPA</td></tr> <tr><td>ACT or SAT</td></tr> </table>	Secondary School GPA	ACT or SAT	*Due 06/01/2004 Submit directly to TSAC
Secondary School GPA				
ACT or SAT				
Postsecondary Academic Data	<table border="1"> <tr><td>Attempted TELS Hours, Fall and Spring</td></tr> <tr><td>TELS GPA, Fall 2003</td></tr> </table>	Attempted TELS Hours, Fall and Spring	TELS GPA, Fall 2003	*Due 06/01/2004 Submit directly to TSAC
Attempted TELS Hours, Fall and Spring				
TELS GPA, Fall 2003				
Postsecondary Academic Data	<table border="1"> <tr><td>Attempted TELS Hours, Fall and Spring</td></tr> <tr><td>TELS Cumulative GPA</td></tr> </table>	Attempted TELS Hours, Fall and Spring	TELS Cumulative GPA	*Due 07/01/2004 Submit directly to TSAC
Attempted TELS Hours, Fall and Spring				
TELS Cumulative GPA				

**These dates are in the regulations, but TSAC is not in fact requiring these data to be submitted for all students and is requiring additional data for some students. Refer to TSAC communications for the current procedure.*

51

These are the due dates for the various data elements due to TSAC for 2003 graduates as they are stated in the rules. TSAC communications supercede these rules. Since these communications are meant to be flexible and are not codified, they are not included in this slide show.

The next slides review due dates as stated in the current rules.

Slide 52

Students’ Secondary School Data
Due From 2003 TN High School Graduates

<table border="1"> <tr><td>Secondary School GPA</td></tr> <tr><td>ACT or SAT</td></tr> </table>	Secondary School GPA	ACT or SAT	*Due 06/01/2004 Submit directly to TSAC
Secondary School GPA			
ACT or SAT			

For Tennessee high school graduates (from both eligible and ineligible high schools) enrolled in your institution who are Tennessee residents
submit the name, social security number, the unweighted secondary school GPA,
BUT ONLY IF
the student's ACT is less than 19 on any single test date OR the the student's composite SAT is less than 890 on a single test date.

** These dates and procedures are in the regulations, but TSAC is requiring these and other data to be submitted for some students. Refer to TSAC communications for the current procedure.*

1640-1-19-.12 (5)

52

TSAC purchased students’ scores from ACT, Inc. and the College Board so they will know if some students qualify for the base HOPE scholarship based on ACT or SAT scores. For students qualifying on this basis, institutions do not need to submit the secondary school GPA.

Institutions will need to provide information to TSAC for students who score above a 29 on the ACT or above a 1280 on the SAT and thus possibly qualify for the General Assembly Merit Scholarship.

Slide
53

Students' Secondary School Data
Due From 2003 TN GED Recipients and Home School Program Graduates

Secondary School GPA	} *Due 06/01/2004 Submit directly to TSAC
ACT or SAT	

For Tennessee GED Recipients and Home School Graduates enrolled in your institution who are Tennessee Residents

submit the social security number, number of high school core courses taken, and the Secondary School GPA
BUT ONLY IF
the student's ACT is less than 23 on any single test date OR the student's composite SAT is less than 1060 on a single test date.

** These dates and procedures are in the regulations, but TSAC is requiring these and other data to be submitted for some students. Refer to TSAC communications for the current procedure.*

1640-1-19-.12 (5)(c)

53

The rules state that institutions must provide this information for home school students and GED recipients who finished their secondary educational requirements in 2003. However, GED recipients and some home school students do not have this GPA information available.

TSAC has put into place a method for submitting GED scores.

Slide
54

Students' Postsecondary School Data
Due From 2003 High School, GED, and Home School Graduates

Postsecondary Academic Data	Attempted TELS Hours, Fall and Spring	} *Due 03/31/2004 Submit directly to TSAC
	TELS GPA, Fall 2003	

For those students who meet the secondary school initial academic requirements and who are Tennessee residents

submit the social security number, the number of Attempted TELS Credit Hours for the Fall 2003 and Spring 2004 semesters, and the TELS GPA for the Fall 2003 semester.

**These dates and procedures are in the regulations, but TSAC is not currently requiring these data to be submitted. Refer to TSAC communications for the current procedure.*

640-1-19-13 (3)(a,b)

54

The rules state that these data were due to TSAC by March 31st. However, since the e-GRandS system was not available to postsecondary institutions by then, this date was dropped. It now *appears* that institutions will not have to send this information to TSAC. They will need to collect this information internally and use it to verify that students have completed this requirement. See slide 55 for more on why this is so.

Slide
55

Students' Postsecondary School Data
Due From 2003 High School, GED, and Home School Graduates

Postsecondary Academic Data	Attempted TELS Hours, Fall and Spring	} * Due 07/01/2004 Submit directly to TSAC
	TELS Cumulative GPA	

For those students who meet the secondary school initial academic requirements and who are Tennessee Residents

submit the social security number, update the number of Attempted TELS Credit Hours in the Fall 2003 and Spring 2004 semesters, and the TELS Cumulative GPA. This TELS Cumulative GPA should include the Fall and Spring 2003/2004 semesters.

**These dates and procedures are in the regulations, but TSAC is not currently requiring these data to be submitted. Refer to TSAC communications for the current procedure.*

1640-1-19-.13 (3)(a,b)
1640-1-19-.13 (5)

55

Institutions should have these calculations ready because they will need to certify that all 2003 high school graduates who meet the initial high school eligibility requirements for TELS awards have also earned 24 credit hours with at least a 2.75 GPA.

It is OK for students to complete their 24th attempted TELS credit hour in the summer.

Slide
56

TELS Workshop – Example of Calculating GPA and Attempted TELS Credit Hours

Example: Jane Doe graduated in May 2003. Before graduation she earned credit in College English at a 2 Year Community College. She continued at the community college in the Fall of 2003 and transferred to your institution in the Spring of 2004.

Here are her courses, grades, and the quality points associated with them as of July 1st, 2004.

<u>Spring 2003 – 2 Year Community College</u> English 101 - 3 hours - Grade A - 12 points	<u>Fall 2003 – 2 Year Community College</u> Spanish 101 - 3 hours - Grade B - 9 points Pre-Algebra 099 - 3 hours - Grade B - 9 points Art 101 - 3 hours - Grade C - 6 points History 101 - 3 hours - Grade A - 12 points Sociology 101 - 3 hours - Withdrawal
<u>Spring 2004 – Your Institution</u> Spanish 102 - 3 hours - Grade C - 6 points Algebra 101 - 3 hours - Grade A - 12 points Geology 101 - 3 hours - Grade Incomplete Psychology 101 - 3 hours - Grade B - 9 points	1640-1-19-.19 (13)(b)

56

However, the student only has 21 Cumulative Attempted TELS Credit Hours that can be used to calculate the GPA because she did not earn credits for Geology 101 or for Sociology 101 and because her credit for English 101 is not included in any TELS credit hour calculations. Twenty four Cumulative Attempted TELS Credit Hours that have been completed are required for secondary school graduates of 2003 to receive TELS awards in 2004/2005, so this student is not eligible to receive them AS OF THIS DATE. However, when this student completes her incomplete course (with grade of “D” or better, in this case) she will be eligible for 2004/2005 TELS awards. If she finishes the course in May of 2005 (assuming that students have one year to finish incompletes, though this will vary by institution), she may receive the Fall and Spring semesters’ awards retroactively.

Assuming this student met the all high school initial academic TELS award requirements, is this student eligible for 2004/2005 TELS awards as of July 1st 2004?

The answer is no.

Her Cumulative Attempted TELS Credit Hours include all credits except the 3 for English 101 (taken before high school graduation) and so equal 27. Algebra 099 and Sociology 101 are included in Cumulative Attempted TELS Credit Hours even though your institution might not normally take account of them because the former does not count toward graduation requirements and the latter is a withdrawal.

This student’s Cumulative TELS GPA for the courses listed above is 3.0.
 $(9+9+6+12+6+12+9)/12$
the quality points for each Attempted TELS Credit Hour with a grade divided by the number of Attempted TELS Credit Hours with a grade

So, as of July 1st, your records kept for TSAC audit purposes for this student would read:
Cumulative Attempted TELS Credit Hours = 27
Attempted TELS Credit Hours actually completed = 21
Cumulative TELS GPA = 3.0
Eligible for TELS awards = no

Slide
57

TELS Workshop – Incompletes and Attempted TELS Credit Hours, Example

Example: A student has an incomplete in Spanish 102 in Spring Semester 2004, during which the student is attempting his/her 24th credit hour. The incomplete is not included in the student's TELS GPA, which is calculated at 2.75, and which allows the student to receive TELS awards for 2004/2005. He/she receives these awards. He/she has one year to finish the course requirements, but fails to do so. At the end of Spring 2005 an "F" for Spanish 102 from Spring 2004 is reported. This forces the institution to recalculate the TELS GPA for the semester in which the student was attempting his/her 24th credit hour. It drops below 2.75, so the student is retroactively ineligible for TELS awards for 2004/2005. The student is now required to reimburse the institution for 2004/2005 TELS awards and loses eligibility for all future TELS awards.

The institution is required to notify TSAC of the charge back and shall be responsible for obtaining repayment from the student

1640-1-19-.19 (13)(b)

57

This is an example to illustrate the rule discussed in slide 50. Also see slide 71 for rules pertaining to awards made in error.

Slide
58

TELS Workshop--Initial Eligibility Requirements

Eligible High School	GED	Home School, Ineligible High School
----------------------	-----	-------------------------------------

Secondary School GPA	} These Initial Eligibility Requirements Do Not Apply, As Students Will Have No Attempted TELS Hours.	2003 Graduates
ACT or SAT		2004 Graduates
Attempted TELS Hours		2005 + Graduates
TELS GPA		

HOPE	MERIT	NEED	ACCESS
------	-------	------	--------

58

The next section of this presentation covers initial academic eligibility requirements for TELS award eligibility for secondary school students who graduate in 2004.

Note that for these students, there will be no calculations of TELS hours, as the students will not yet have attended a postsecondary institution.

Slide
59

2004 Graduates – Initial Eligibility Requirements by Graduation Type

Eligible High School	GED	Home School, Ineligible High School
----------------------	-----	-------------------------------------

Secondary School GPA	} These Initial Eligibility Requirements Do Not Apply, As Students Will Have No Attempted TELS Hours.
ACT or SAT	

HOPE	MERIT	NEED	ACCESS
------	-------	------	--------

**** Note: Access grants are available to 2004+ graduates**

59

As was the case for 2003 secondary school graduates, this section will cover TELS award initial academic eligibility requirements (listed in the left column) by secondary school graduation type (listed in the top row) for each of the relevant TELS awards (listed in the bottom row). Access grants are available to 2004 and later secondary school graduates, but not to 2003 secondary school graduates.

Slide 60

TELS Workshop –Initial Academic Eligibility Requirements for Eligible High School Graduates

Graduates from an Eligible High School—Class of 2004

Secondary School GPA	3.0	3.75	3.0	2.75
	or	and	or	and
ACT or SAT	19 ACT 890 SAT	29 ACT 1280 SAT	19 ACT 890 SAT	18 ACT 860 SAT
	HOPE	MERIT	NEED	ACCESS

1640-1-19-.05 (2)(a), 1640-1-19-.06
1640-1-19-.07 (1)(a), 1640-1-19-.08 (1)

These are the requirements for high school graduates. Notice that for some awards there are GPA **or** ACT/SAT requirements, and for other awards there are GPA **and** ACT/SAT requirements.

Slide 61

TELS Workshop –Initial Academic Eligibility Requirements for GED Recipients

GED (in 2004)

Score	525	525
AND		
ACT or SAT	19 ACT 890 SAT	19 ACT 890 SAT
	HOPE	NEED

Note: No Access or Merit Awards are available To GED recipients.

1640-1-19-.05 (2)(b)(iii)
1640-1-19-.06

Note that GED recipients do not qualify for Access Grants or Merit Scholarships.

Slide 62

TELS Workshop –Initial Academic Eligibility Requirements for Home School and Ineligible High School Graduates

Home School and Ineligible High School-2004

12 Postsecondary Hours*	N/A	3.0	N/A
AND			
ACT or SAT	21 ACT 980 SAT	29 ACT 1280 SAT	21 ACT 980 SAT
	HOPE	MERIT	NEED

06/08/04 Change: The ACT/SAT requirements for Hope and Need Based Grants had Been 23/1060.

Section 10 Chapter 840
1640-1-19-.05 (2)(b)
1640-1-19-.06
1640-1-19-.07 (1)(b)

Note the change that was signed into law on 06/08/2004.

Home-school graduates and ineligible high school graduates do not qualify for Access grants. Refer to slide 36 for information on the postsecondary hours these students must complete if they wish to receive the Merit Scholarship.

Slide 63

Due Dates for Students' Data
From 2004 TN High School Graduates, GED Recipients, and Home School Program Graduates

Secondary School Data

The pre-college data that qualify students for TELS grants shall be submitted directly to TSAC by all Tennessee High Schools and Home Schools.

An initial data set is due to TSAC on March 1st of each year. This data is to be revised and resubmitted to TSAC on or before July 1st.

On September 1st, high schools and home schools will submit the most comprehensive list of data elements for students who graduated the previous year. Data elements include name, social security number, high school code, final unweighted GPA, final unweighted core GPA, number of college core courses taken, number of AP courses taken, ACT composite test scores, and SAT composite test scores.

1640-1-19-.12 (1-4)

63

According to the rules, TSAC will receive this information directly from high schools and home schools. It is unclear whether grades will actually be transferred in this manner.

Slide 64

TELS Workshop--Initial Eligibility Requirements

Eligible High School	GED	Home School, Ineligible High School
----------------------	-----	-------------------------------------

Secondary School GPA	These Initial Eligibility Requirements Do Not Apply, As Students Will Have No Attempted TELS Hours.	2003 Graduates
ACT or SAT		2004 Graduates
Attempted TELS Hours		2005+ Graduates
TELS GPA		

HOPE	MERIT	NEED	ACCESS
------	-------	------	--------

64

Slide 65

2005+ Graduates – Initial Eligibility Requirements by Graduation Type

Eligible High School	GED	Home School, Ineligible High School
----------------------	-----	-------------------------------------

Secondary School GPA
ACT or SAT

HOPE	MERIT	NEED	ACCESS
------	-------	------	--------

65

As was the case for 2004 secondary school graduates, this section will cover TELS award initial academic eligibility requirements (listed in the left column) by secondary school graduation type (listed in the top row) for each of the relevant TELS awards (listed in the bottom row). Many of the rules pertaining to secondary school graduates of the class of 2005 are new and go into place on December 1, 2004

Slide
66

TELS Workshop –Initial Academic Eligibility Requirements for Eligible High School Graduates

Eligible High School, Ineligible High School, and Home School—
Classes of 2005 and later.

Secondary School GPA	3.0	3.0	2.75
	or	or	and
ACT or SAT	21 ACT 980 SAT	21 ACT 980 SAT	18 ACT 860 SAT
	HOPE	NEED	ACCESS

06/08/04 Change:
As of December 1, 2004, ALL high school and home school graduates must have a 21 ACT or a 980 SAT, or a 3.0 cumulative unweighted GPA for these awards.

Section 11 Chapter 840
1640-1-19-.05 (2)(a)

66

Note the change that was signed into law on 06/08/2004. This change does not go into effect until **December 1, 2004.**

This change did not address students with a 19 or a 20 ACT. As of December 1, 2004, students with a 19 or a 20 ACT score or between an 860 and a 980 SAT score are ineligible for any award unless they meet the GPA requirement.

Notice that for some awards there are GPA **or** ACT/SAT requirements, and for other awards there are GPA **and** ACT/SAT requirements.

Slide
67

TELS Workshop –Initial Academic Eligibility Requirements for GED Recipients

GED—2005+

Score	525	525
AND		
ACT or SAT	21 ACT 980 SAT	21 ACT 980 SAT
	HOPE	NEED

06/08/04 Change:
ACT/SAT scores for the Students completing a GED had been 19/890.

Note: No Access or Merit Awards are available To GED recipients.

Section 11 Chapter 840
1640-1-19-.05 (2)(b)(iii)
1640-1-19-.06

67

Note the change that was signed into law on 06/08/2004. This change does not go into effect until **December 1, 2004.**

Note that GED recipients do not qualify for Access Grants or Merit Scholarships.

Slide
68

TELS Workshop –Initial Academic Eligibility Requirements for High School Graduates from Eligible High Schools, Class of 2005 and Later

Eligible High Schools, 2005

High School Weighted or Unweighted GPA	3.75
AND	
ACT or SAT	29 ACT 1280 SAT
	General Assembly Merit Scholarships

06/08/04 Change:
The GPA that was used for Determining GAMS eligibility for 2003 and 2004 High School Graduates was unweighted.

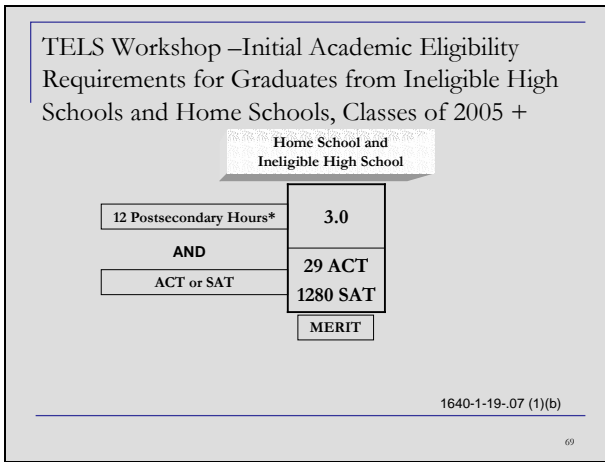
Chapter 840 Section 27
1640-1-19-.07 (1)(b)

68

Note the change that was signed into law on 06/08/2004. This change does not go into effect until **December 1, 2004.**

For the purposes of determining eligibility for the GAMS award only, the weighted high school GPA can be used after December 1, 2004. For all other awards with a GPA requirement, the weighted GPA is used.

Slide 69



Refer to slide 36 for information on the postsecondary hours this group of students must complete if they wish to receive the Merit Scholarship.

Slide 70

TELS Workshop — Continuing Eligibility Requirements for Students

To Retain TELS Awards, Students Must

- Complete the FAFSA each year
- Continue to meet applicable qualifications
- Meet TELS GPA requirements at 24, 48, 72, 96, and 120 hours
- Not have earned a baccalaureate degree
- Not surpass TELS Attempted or TELS Earned Credit Hour requirements
- Not have exceeded 5 calendar years from date of initial postsecondary enrollment
- Not have ever lost eligibility for TELS awards (except for the need-based award)
- Maintain continuous enrollment at an eligible institution

Note: Continuous enrollment was defined as at least 2 of every 3 semesters, beginning with the semester in which the student first enrolls. Student must now be enrolled in the Fall and Spring semesters of every academic year.

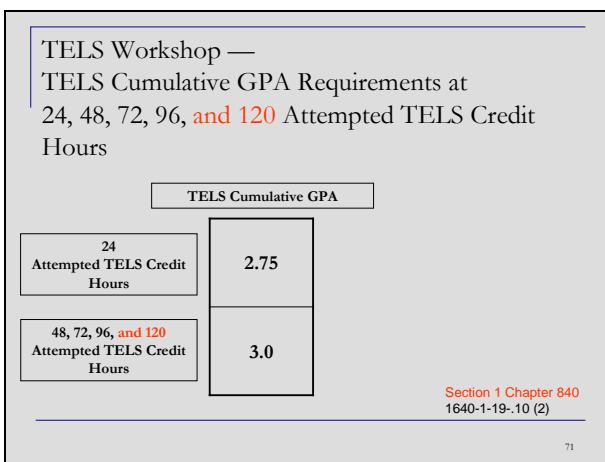
Section 1 Chapter 840
1640-1-19-.10 (7)
1640-1-19-.01 (10)

Note the changes that were signed into law on 06/08/2004.

The next section of the presentation deals with what students need to do to retain eligibility for TELS awards and what institutions need to report to support students' applications for continuing awards.

This slide lists all student requirements. Some of these are explored further in the next few slides.

Slide 71



Note the change that was signed into law on 06/08/2004.

This slide lists the GPA students require at the end of the semesters in which they attempt 24, 48, 72, 96, and 120 credit hours.

Note that the GPA is checked after certain numbers of Attempted TELS Credit Hours, not Earned TELS Credit Hours. Institutions may wish to set up a system to advise students who have a GPA that is lower than 3.0 but at 2.75 or above after 24 Attempted TELS Credit Hours that their GPA for the next 24 hours must be high enough for them to reach a **cumulative** GPA of 3.0 at the 48 Attempted TELS Credit Hour mark in order for them to continue qualifying for TELS awards.

Slide
72

TELS Workshop —
Attempted TELS Credit Hour Limits

A Student Will Qualify for TELS Awards For Up to 120 Attempted TELS Credit Hours Unless

the student starts a semester with less than 120 Attempted TELS Credit Hours but will reach 120 Attempted TELS Credit Hours during the semester. In such a case, the student is eligible for payment for the full number of hours enrolled for that semester.

In addition,

if a student is enrolled in a course of study designed to take more than 120 credit hours, he or she is eligible for TELS awards for a total of up to 136 Attempted TELS Credit Hours or the number of hours required for that course of study, whichever is fewer. This also applies to students classified at the professional level but who have not been awarded a baccalaureate degree.

1640-1-19-.10 (3)(b)
1640-1-19-.10 (4)
1640-1-19-.10 (5)

72

A workshop participant noted that it was very important that institutions identify and fully document those programs that require more than 120 credit hours to complete. She also mentioned the necessity of ensuring that students pursuing degrees in these majors are carefully tracked.

Also note that students are only eligible for 120 Attempted TELS Credit Hours (or up to 136 if the program requires it). If they do not earn enough credits to graduate by the time they attempt the maximum number of hours, they are no longer eligible to receive TELS awards.

Slide
73

TELS Workshop —
Attempted TELS Credit Hour Limits

All Credit Hours Count, Regardless of Funding

If the student is otherwise eligible to receive a TELS award, but does not receive TELS funding, or TELS funding is reduced because his or her cost of attendance is covered by other aid, all credit hours attempted that semester shall still apply to the Attempted TELS Credit Hour limitation.

1640-1-19-.19 (14)

73

Slide
74

TELS Workshop —
Continuing Eligibility Requirements for Students

Hope Access Grants

- A Tennessee Hope Access Grant will be awarded only until the end of the semester in which the student attempts 24 TELS Credit hours
- If the student's Cumulative TELS GPA is 2.75 or better after 24 hours have been attempted, the student shall be eligible for the Hope Scholarship and, depending on the student's income level, the Hope Needs-Based Supplemental Award
- Students must meet all other TELS awards requirements to continue receiving TELS Awards

1640-1-19-.10
1640-1-19-.11

74

Slide
75

TELS Workshop —
Continuation of Awards, Requirement for Institutions

In Order for Students to Remain Eligible for TELS Awards, on or Before July 1st of Each Year, Institutions Must

- Submit to TSAC the social security number, Attempted TELS Credit Hours, and Cumulative TELS GPA for each student receiving a TELS award during the past academic year

Note: Students whose eligibility could be affected by courses taken during the summer semester shall not be deemed eligible or ineligible based on the July 1st report to TSAC.

1640-1-19-.13 (2 and 5)

75

The method by which this reporting is to be done is currently unspecified.

Slide
76

TELS Workshop —
Continuation of Awards, Transfer and Transient Students

In Order to Keep and Submit Accurate Records for Transfer and Transient Students, Institutions Must Develop Processes For

- Determining and recording the number of Attempted TELS Credit Hours with which each transfer student arrives and each transient student earns from other institutions
- Determining and recording quality points for each of these Attempted TELS Credit Hours
- Including Attempted TELS Credit Hours from each eligible institution when calculating Cumulative Attempted TELS Credit Hours
- Including all Attempted TELS Credit Hours from other institutions and the corresponding quality points when calculating Cumulative TELS GPA

Note: Institutional grading policy may be used to exclude certain Attempted TELS Credit Hours from the TELS GPA. Such credit hours may include but are not limited to withdraws and pass/fail courses.

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Quality points are assigned using institutional grading policy.

Therefore, there may be issues when students transfer from institutions that have pluses and minuses to institutions that do not, and when students transfer from institutions that assign a fraction of a quality point for a plus or a minus (say 3.4 for B+), to institutions that assign a different fraction of a quality point (say 3.25 for a B+). These seemingly minor differences could result in student losing eligibility upon transferring to a new school because their GPAs drop below the necessary thresholds.

This slide emphasizes again that institutions must now keep records of what each student has attempted as well as what they have earned at other institutions.

Institutions must be careful not to track joint enrollment hours from when students had not graduated from high school.

Slide
77

TELS Awards —Atypical Occurrences
Awards Made in Error

If a TELS Award is Made in Error

- The student shall reimburse the institution for the amount of the award made in error
- The institution shall provide the student a notice with the amount to be refunded
- The institution shall notify TSAC of the charge back, which shall be noted on the students record
- The institution shall be responsible for obtaining repayment from the student
- The student will be ineligible for financial aid from TSAC until the refund is paid

1640-1-19-14

77

Awards could be made in error for several reasons, including but not limited to assigning grades to incompletes and grade changes resulting in GPAs that fall below required levels at 24, 48, 72, 96, and 120 hours.

Slide
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TELS Awards —Atypical Occurrences
Refund Policy

If a Student Fails to Complete a Semester for Any Reason

- The eligible institution shall apply its refund policy to determine whether a refund is required and/or funds returned to TSAC
- The eligible institution shall provide the student with a notice indicating the amount to be returned to the student or the amount to be refunded to TSAC
- In addition, the institution shall notify TSAC of the charge back, which shall be noted on the student's record
- The eligible institution shall be responsible for obtaining repayment from the student
- The student will be ineligible for financial aid from TSAC until the refund is paid

Note: Unless an exception is made for the student at the level of the Institutional Review Panel (see later slides) students will also lose future eligibility for TELS awards if they fail to complete a semester.

1640-1-19-15

78

There are some exceptions for which students may avoid these consequences. See slides 75-81, which detail these exceptions.

Slide
79

TELS Awards —Atypical Occurrences
Converting From Full-Time to Part-Time Enrollment

Students Enrolled as Full-Time Students as of Institutionally Defined Census Dates May Not Convert to Part-Time Status and Receive a TELS Award for That Semester

- Unless the student requests and the institution approves such a change in status
- Unless the change in status is due to medical or personal reasons, such as but not limited to
 - The illness or death of an immediate family member
 - Extreme financial hardship
 - Fulfilling religious commitments expected of all students of that faith
 - Other extraordinary circumstances

Note: Institutions may wish to create a process whereby students wishing to drop from over 12 credit hours to under 12 credit hours are disallowed from doing so until the consequences of this change (i.e. losing eligibility for all TELS awards) are explained to them.

1640-1-19-16

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Slide
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TELS Awards —Atypical Occurrences
Converting From Full-Time to Part-Time
Enrollment, Continued

In Order to Facilitate Student Requests to Change From Full-Time to Part-Time Status Within a Semester

- Each eligible institution shall adopt procedures for considering student requests for such changes in status
- In the event that an institution denies a student's request for such a change in status, the student may appeal the decision to an institutional established Institutional Review Panel pursuant to Rule 1640-1-19-.23
 - In the event that the decision to deny the change of status is upheld through the appeals process, the student shall be ineligible to regain TELS awards
 - In the event the change to part-time status is approved, the amount of the scholarship award shall be reduced in accordance with the provisions of Rule 1640-1-19-.02(4) regarding part-time awards

1640-1-19-.16

80

Slide
81

TELS Awards —Atypical Occurrences
Personal and Medical Leaves of Absence

A Student May be Granted Medical or Personal Leaves of Absence and Resume Receiving TELS Awards Upon Resumption of the Student's Attendance, So Long as All Other Applicable Eligibility Criteria are Met

- Each institution shall adopt procedures for considering student requests for leaves of absence
- An institution may grant leaves of absence only for medical or personal reasons

1640-1-19-.17

81

This rule requires institutions to keep track of when students are on approved leave and when they return from it.

Slide
82

TELS Awards —Atypical Occurrences
Personal and Medical Leaves of Absence, Cont.

- Allowable medical or personal reasons shall include, but not be limited to,
 - The illness or death of an immediate family member
 - Extreme financial hardship
 - Fulfilling religious commitments expected of all students of that faith
 - Other extraordinary circumstances
- Acceptable reasons shall also include a student's participation in an internship or co-op program that is required or encouraged as part the academic program in which he/she is enrolled
- In the event an institution denies a student's request for a medical or personal leave of absence, the student may appeal the decision to the Institutional Review Panel

1640-1-19-.17

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Slide
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TELS Awards —Atypical Occurrences
Personal and Medical Leaves of Absence, Cont.

A Student Granted a Medical or Personal Leave of Absence Who Resumes His/Her Education Shall Retain TELS Award Eligibility Until the First of the Following Events

- The student has earned a baccalaureate degree
- The student has attempted at any postsecondary institution a total of 120 semester hours, or if the student is enrolled in an undergraduate degree program required to be more than 120 semester hours in length, that student is eligible for a total of 136 semester hours attempted, or the number of hours required for graduation, whichever is less
- The sum of the number of calendar years the student attended a postsecondary institution prior to the leave of absence and the number of calendar years of attendance after the leave of absence equals five calendar years

1640-1-19-17

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The TELS Hour and time-to-degree-completion “clocks” start ticking again after students return from medical or personal leave

Slide
84

TELS Awards —Atypical Occurrences
Military Mobilization

Members of the United States Armed Services, National Guard, or Armed Forces Reserves Receiving TELS Award Who are Mobilized for Active Duty During a Semester Already In Progress Shall be Granted a Personal Leave of Absence by the Institution the Student is Attending and Shall Not Have His/Her TELS Award Eligibility Negatively Impacted

1640-1-19-18

84

This exception requires institutions to keep track of when students have approved military leave.

Slide
85

TELS Awards —Atypical Occurrences
Military Mobilization, Continued

Students Receiving TELS Award Who are Mobilized for Active Duty During a Semester Already In Progress May

- Elect to completely withdraw from an eligible postsecondary institution, and in such cases the TELS Credit Hours Attempted during the semester must not be taken into consideration for purposes of determining future TELS award eligibility
- Elect to receive an “incomplete” in any or all courses, and in such cases the provisions of Rule 1640-1-19-19(13) (see slides on incomplete grades) shall apply regarding continuation of TELS Awards

1640-1-19-18

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TELS Awards —Atypical Occurrences
Military Mobilization, Continued

When A Student's Military Mobilization Ends and the Student Reenrolls Within One Year Following Mobilization

- The student's TELS award eligibility will resume as if no break in enrollment had occurred
- The student shall retain TELS award eligibility until the first of the following events
 - The student has earned a baccalaureate degree
 - The student has attempted at any postsecondary institution a total of 120 semester hours, or if the student is enrolled in an undergraduate degree program required to be more than 120 semester hours in length, that student is eligible for a total of 136 semester hours attempted, or the number of hours required for graduation, whichever is less;
 - The sum of the number of calendar years the student attended a postsecondary institution prior to the leave of absence and the number of calendar years of attendance after the leave of absence equals five calendar years

1640-1-19-18

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The TELS Hour and time-to-degree-completion “clocks” start ticking again when military mobilization ends and students re-enroll in classes.

Slide
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TELS Awards —Atypical Occurrences
Military Mobilization, Continued

Students Whose Immediate Family Members are Mobilized

- An institution shall be authorized to consider a request for a leave of absence from a student whose spouse, child, father or mother is mobilized for active duty as a valid basis for a personal leave of absence
- If the request is granted the student shall receive the same accommodations as students mobilized for active duty

1640-1-19-18

87

As for students who are mobilized, institutions will have to track when family members of mobilized soldiers are on approved leave and when this leave ends.

Slide
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TELS Awards —Atypical Occurrences
Appeal and Exceptions Process

Rules for the Appeals and Exceptions Process Require

- Each institution to establish an Institutional Review Panel (IRP) for the purposes of hearing appeals from decisions denying or revoking applicants' TELS awards
- Each institution to establish written procedures for an applicant or recipient to appeal a decision of an institution to deny or revoke a TELS award including but not limited to
 - the establishment and composition of the IRP
 - the process and timelines for appeals to the IRP
- Each institution to establish a process to ensure students applying for or receiving a TELS award are notified of the procedures to appeal the denial or revocation of a TELS award, including the timeframe within which an appeal must be filed with the TELS Award Appeals Panel

Note: Some institutions may already have something similar to the IRP in place that can be modified to fit these rules. Other institutions may need to newly build an IRP.

1640-1-19-21

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TELS Awards —Atypical Occurrences
Appeal and Exceptions Process

Requirements of the Appeals and Exceptions Process

- No institution official that renders a decision to deny or revoke a TELS award shall participate in the appeal process for the same student
- The IRP may award or reinstate the student's TELS award without a hearing and shall make such determination no later than 14 calendar days after an applicant or recipient properly files an appeal
- If the IRP determines that a hearing is required the IRP shall hear the appeal no later than 14 calendar days after an applicant or recipient properly files an appeal
- Except where exigent circumstances exist, the IRP shall render a decision no later than seven calendar days after hearing an appeal
- Such decisions shall be reduced to writing and shall include a summary of the pertinent facts and issues and the IRP's decision
- The IRP shall provide a copy of the written decision to the student as soon as practicable

1640-1-19-21

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Slide
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TELS Awards —Atypical Occurrences
Appeal and Exceptions Process, Final Appeal

A Three Person TELS Award Appeals Panel Shall be Appointed by TSAC's Executive Director for Purpose of Hearing Appeals From Decisions Rendered by the IRPs

- No official of an institution shall sit as a member of the Appeals Panel where the denial or revocation being appealed involves such official's institution
- A student seeking an appeal of a decision rendered by an IRP shall request an appeal, to include a written statement outlining the basis for the appeal, with TSAC within 14 calendar days from the date that the decision was delivered to the student
- The record of the IRP hearing shall be provided to the Corporation by the institution that held the appeal
- The Appeals Panel may award or reinstate the student's TELS award without a hearing
- This decision shall be made no later than 14 calendar days after an appeal is properly filed and the record from the institution's IRP hearing is received

1640-1-19-21

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Note that schools must institutionalize parts of this process, such as providing records of IRP hearings.

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TELS Awards —Atypical Occurrences
Appeal and Exceptions Process, Final Appeal

TELS Award Appeals Panel, Continued

- If the Appeals Panel determines that a hearing is required, it shall provide the student with at least 14 calendar days notice of the hearing date, with the time and location of the hearing
- The Appeals Panel shall hear the appeal no later than 45 calendar days after the appeal is filed, unless the student requests an extension and it is granted by the Appeals Panel
- Except where exigent circumstances exist, the Appeals Panel shall render a decision no later than 14 calendar days after hearing an appeal
- Such decision shall be reduced to writing and shall include a summary of the pertinent facts and issues and the panel's decision
- The Appeals Panel shall provide a copy of the written decision to the student as soon as practicable
- The Appeals Panel is the final administrative appeal

1640-1-19-21

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TELS Awards —Atypical Occurrences
Appeal and Exceptions Panels' Scope

Authority of the IRPs and TSAC's Appeals Panels

- The authority of the IRPs and the TELS Award Appeals Panel shall be strictly limited to consideration of appeals arising from eligibility determinations made by an eligible postsecondary institution or TSAC
- Neither appeals panel shall have the authority to rule on the validity of any information provided to the institution or TSAC by another entity on which its decision to deny or revoke a TELS award was based, including, but not limited to
 - high school grade point average
 - ACT or SAT scores
 - grades from another institution
- Neither appeals panel shall have the authority to consider requests for exceptions to the high school grade point average or curriculum track requirements

1640-1-19-21

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This rule is important in that it reminds institutions and students that the IRP can not address a student's eligibility due to his or her grades from another institution, high school GPA, or ACT and SAT scores.

Slide
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TICUA Tips

1. Start a TELS workgroup.

Members should include representatives from admissions, financial aid, the registrar's office, IT, and IR, at minimum.

If this group meets on a regular basis, it can determine how to put processes in place for tracking continuing students' initial eligibility and continuing eligibility each semester, generating reports, writing text for catalogues, and so on. It will also serve as a mechanism to keep key staff members informed about upcoming due dates, changes in procedure, and other ongoing TELS-related issues.

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This and the next few slides outline a few suggestions and tips to make the process of running the scholarship program easier.

Slide
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TICUA Tips

2. Get the academic advising team involved.

If a student is on the brink of losing his or her TELS award because of his or her grades, let them know and offer advice and services.

This might be done in a manner similar to that which you use to let students know they are on academic probation.

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Slide
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TICUA Tips

3. Document everything in case of audit.

Make sure to save internal reports that document TELS GPAs, numbers of hours attempted, and number of years a student has been receiving TELS awards.

Establish a procedure to track when students are on personal or military leave.

If there are ever any exceptions to normal procedure, save a paper copy of the reasoning for this exception, including any relevant material from TSAC.