



## Course Repeat Policy

Vice-Chancellery for Student Affairs and Academic Vice-Chancellery

[www.suagm.edu/umet](http://www.suagm.edu/umet)

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The Course Repeat Policy, in compliance with the Program Integrity Act (34 CFR 668.2) regulations of the Department of Education, establishes:

- the number of times that students may repeat courses for purposes of using Title IV funds.
- the grades that must be attained to consider the courses approved for purposes of using Title IV funds.

This policy applies to all students. Students are responsible for knowing and complying with this policy.

- Courses with an F grade – all the programs, students may repeat these courses using Title IV funds until they attain a higher grade and do not exceed 150% of their study program. For students in the programs of certificates, associates and bachelor's degrees may repeat them during their Pell Grant eligibility, which is 12 semesters or the equivalent of 600%.
- Courses failed with an F grade, which a student repeats and then gets a higher grade (i.e. minimum of D or higher grade), may be repeated once more using Title IV funds, for the purpose of improving his/her grade point average (GPA).
- Courses with a withdrawal (W) grade – all the programs, students may repeat these courses using Title IV funds until they attain a higher passing grade (i.e. minimum of D or higher) and do not exceed 150% of their study program. For students in the programs of certificates, associates and bachelor's degrees may repeat them during their Pell Grant eligibility, which is 12 semesters or the equivalent of 600%.
- Once a student has passed the course with a minimum of a D or higher grade, s/he can repeat it once again with Title IV funds to improve his/her grade point average.
- For purposes of courses covered with Title IV funds, courses with a grade of D or higher **are considered approved**.
- For purposes of the Satisfactory Academic Progress Standard, each attempt to repeat a course is considered a credit attempt and will affect the period of eligibility for the Pell Grant for the students in programs of associates, bachelor's and certificates, and Student Loans for all the programs.



# UNIVERSIDAD METROPOLITANA

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- Students who repeat courses will be credited with the highest grade attained for the computation of the grade point index. If the grades attained are the same as previous ones, these will be used for the cumulative and graduation GPA only once. All courses (i.e. approved and unapproved) enrolled in at the institution will be included in the transcript.

### Procedures

- Students should consult their Counselor, Coordinator of Student Affairs or Academic Advisor for academic guidance that can enable them to comply with the Academic Standards and the regulations of the Federal Department of Education.
- If a student's request to repeat a course is approved, the Counselor, Coordinator of Student Affairs or Academic Advisor must complete the Course Repeat/Permission to Enroll Form.
- No student shall repeat a course until s/he has received the corresponding grade.
- Repeated courses will be considered to determine the academic progress of students.
- Students must enroll in courses according to the pre-requisites, co-requisites, and their curricular sequence.

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