



CENTRO DE ENSEÑANZA TECNICA Y SUPERIOR

REGULATIONS FOR STUDENTS IN BACHELOR'S DEGREE PROGRAMS

From August 2010 to July 2011

CHAPTER I GENERAL DISPOSITIONS

ART. 1

These regulations govern the academic activity of students in the Bachelor's Degree school program at the CETYS University System.

ART. 2

These regulations shall comply with the provisions under the General Statutes of the CETYS University System, to the applicable legal dispositions and the guidelines, criteria and arrangements of the competent educational authority.

ART. 3

Every student is required to meet these regulations, the lack of its knowledge does not preclude responsibilities involving non-compliance; students are likewise obliged to know and accept the code of Honor and the program "Yes to life".

The rules set by these regulations will be applied to all types of curricular or

extracurricular activities that promote or develop the institution within or outside the Campus. Failure to comply with any standard implies the corresponding sanction; if a student does not agree he may appeal to the corresponding Technical Board or the Academic Senate, or as a last resort to the Institutional Educational Board. Students who engage in the situations referred to in article 36 shall be the only ones that have no right of appeal.

The Institutional Educational Board consists of the President, the Academic Vice-President, School Deans, and a representative of the instructors.

ART. 4

The Institution, through the Department of School Services, reserves the right to accept or reject applications for admission of students.

ART. 5

Cases not covered by these regulations will be attended by the School Dean, having listened to the views of the Technical Board and with the approval of the Director of the relevant College. The Technical Board will be composed by the School Dean, the Program Coordinators or the person in charge of the program if there are no coordinators and by a representative of the instructors.

ART. 6

These regulations may be modified only by the President, after listening to the views of the corresponding Technical Board.

ART. 7

During their studying period at CETYS University, all registered students must follow the existing study plan at the time of their admission, and must conclude such program in a period of time which should not exceed two years of the total duration of the program, in order to conclude studies with the same curriculum in which they were enrolled in, otherwise, students must adjust to the existing plan at the time when their registration is requested, through a process of equivalence of study plans, when changes apply.

ART. 8

All students are required to identify themselves immediately with the official CETYS Student id. card when requested by any member of the staff of the Campus. The id is non-transferable.

ART. 9

Students who have debt of any kind with the institution will be suspended from all the services offered by CETYS University.

ART. 10

All students to be enrolled must purchase student insurance for medical expenses that CETYS University offers or prove that they already have another current equivalent insurance.

ART. 11

New students must present the English language examination, along with the admission test, whose outcome will define if they have mastery or not of the required English language level. In case students do not comply with the standard before mentioned, they must comply with the

recommendations prompted by their school, in order to comply with this requirement.

ART. 12

Absences will not be declared void, except for the following reasons:

- a) Teachers' registration errors.
- b) By representing CETYS in academic, sporting and cultural events and community service.

Instructors are in charge of voiding absences, when the situation specified in paragraph a) is given. The cancellation must be established in writing and with the approval of the School Dean. (In the case of (b), the School Dean will void absences cancelled after analyzing and approving the request made by the appropriate Department.

Any cancellation of absences must be preceded by full compliance with the learning activities required by the courses that the student is attending to or that the professor assigns as a replacement, according to the same level of rigor that the original activities without exception. Any transaction that does not start with this requirement endorsed in writing by the teachers in charge is invalid and irrelevant.

Any student that automatically exceeds the maximum limit of absences will fail the course.

ART. 13

It is strictly prohibited to:

- a) Smoke and introduce food and drinks in the classroom and in closed areas on campus.
- b) *Smoke outside of specifically designated areas for this matter, if any.*

- a) The use of personal communication devices.

CHAPTER II ASSESSMENT OF EDUCATION

ART. 14

Considering the need to maintain a permanent assessment of the development of education in students, both in competencies (knowledge and skills) and training area (exercise of values and positive attitudes), it is established that instructors should propose and agree with the students of their course, the criteria and forms of assessment that they consider most appropriate for their course. The criteria and forms of assessment set must:

- a) Be consistent with the normative assessment criteria in the learning outcomes assessment program.
- b) Be communicated in writing to the students.
- c) Include a final test to gather the most relevant learning outcomes of the course. The weight to be assigned to this test shall be established by the professor in consensus with their students, and considering the criteria or institutional agreements, according to their program. The implementation of the final exam will be within the period established by the Undergraduate Program school calendar.

ART. 15

The scale of grades for any degree course is from 0 to 100. 70 and onwards is considered a final passing grade. That's why grades between 60 and 69 should be reported in

the institutional lists with a non-passing grade of 59.

ART. 16

Assessment will be permanent, but certain assessment reports must be delivered before the Department of School Services:

- a) Intermediate.
- b) Ordinary semester.
- c) Extraordinary.
- d) Inter-Semester
- e) Examination for credit

ART. 17

An intermediate assessment report is the one which must be carried out according to the official timetable published by the Department of School Services.

This report may be the result of a review of the average of several partial tests, one or several tasks, or any other objective form that the teacher and the group have agreed upon in advance, with the approval of the corresponding School Dean, having students the right to receive tests or instruments used in order to carry out assessment.

ART. 18

The ordinary semester assessment report must be carried out at the end of each semester, the dates set in the official timetable published by the Department of School Services and will be subject to the following dispositions:

- a) The results of significant learning of the course will be assessed, it will be composed of the various means used to assess the course, one of which must be a written exam; (other assessment techniques must be objective, in a way that they comply

with sections e), h), and i) of this article.

- b) The final examination must not exceed 35 per cent of the total score (for the 2004 curriculum and later) and must be submitted by all students without exception, that is, under no circumstances students will be exempted from submitting this examination.
- c) It will have a maximum duration of 3 hours, except for those courses which by their nature require more time, which are defined in the official program developed for each of them. It must be programmed within the dates set in the official calendar of the Department of School Services.
- d) Students entitled to present it are those who do not exceed the limit of absences allowed in this area (18% of the total number of hours of the course). These limits are listed as follows:

LIMITS

2 hours/week Course = 6 hours
3 hours/week Course = 9 hours
4 hours/week Course = 12 hours
5 hours/week Course = 14 hours
6 hours/week Course = 17 hours

- e) The grade reported to the Department of School Services will result from the criteria and forms of assessment agreed upon with the group.
- f) This report must be delivered in the corresponding Department, within two working days of the presentation of the test.

- g) Students have the right to review the test and the result of the review, even before the final grade is published
- h) Students may request a review in writing for the ordinary assessment before the corresponding School Department within 3 working days of the publication of results.
- i) During the review of the ordinary assessment, the instructor who delivered the course, the School Dean, and another professor shall be present.

ART. 19

The remedial exam is designed so students can pass a course already taken in an ordinary way or in inter-semester course. It applies to all subjects of the study plan, except those explicitly defined as not accredited with a remedial exam in the official program of each major and any course that students have failed during national or international exchanges. The exam should include items that ensure that students have the meaningful learning of the course. This exam will be subject to the following provisions:

- a) It shall be granted when the student has attended at least 60% of classes delivered.
- b) It shall be requested to the Department of School Services within the period set for this purpose, in the official calendar published by the same Department. It will be carried out during this period, according to the program published by each School Department.

- c) Each School Department shall administer the implementation of the exam.
- d) Requests for remedial examinations may be canceled a day before the start of the period, the latest.
- e) The grade must be delivered to the corresponding School Department 48 hours after having applied the remedial examination.
- f) It must be delivered in writing.
- g) The grades roster shall be submitted in the Department of School Services within two working days of its presentation.
- h) Evaluated examinations must remain in the corresponding School Department.

ART. 20

In order to present a remedial examination, the following dispositions shall be observed:

- a) All students may submit up to three courses in the same period.
- b) Students will have two opportunities to present a remedial examination of the same course if they have taken the course just once and one opportunity if they have taken the course twice.
- c) When the student does not show up in the place, day and time specified for the examination, he will lose the right to present it in the same period, and will fail with a grade of zero.
- d) All students shall be present at the examination with official photo identification.

ART. 21

All students are entitled to request a review of the remedial examination according to the following provisions:

- a) The student may request a review in writing before the corresponding School Department within 3 working days after the score was published.
- b) The review will be carried out by three professors expressly designated by the corresponding School Department, one of whom shall be the respective course teacher.
- c) As a result of this review, the grade to be determined shall be final and unappealable.

ART. 22

An inter-semester course is defined as an academic process in which students have failed courses, as well as those who, without having studied, aspire to passing them and shall be subject to the following bases:

- a) Only one subject can be coursed by period.
- b) The series of the study plan as well as the academic regulations in force regarding the approval in an ordinary form must be respected.
- c) Each subject must be requested within the period established by the official timetable published by the Department of School Services before the Director of Academic Operations or the person in charge.
- d) On the basis of the requests, the School Department will define the courses to be offered prior to the period of the registration date.
- e) Registrations will take place in the Department of School Services during the period set by the official school calendar.
- f) Academic results will be credited as inter-semester course:

ART. 23

Examination for credit is the one where the applicant intends to prove his knowledge of

the mastery of the course, even without having taken it. This will be determined by assessing the degree of fulfillment of the objectives and learning outcomes through the accreditation by competencies of the knowledge, abilities, skills, behaviors and values specified in the corresponding subject. The total expected learning outcomes and the topics relevant to the course are subject to the following dispositions:

- a) It should be requested to the Department of School Services within the period set in the official calendar published by the same department.
- b) It must be carried out during the same period as remedial examinations, according to the dates set out in the official timetable published by the Department of School Services or in the special schedule determined by the corresponding School Director.
- c) It will have duration of at least 3 effective hours and a maximum of up to 6 hours. When the official calendar is published the duration for each subject will be established.
- d) This is solely granted for the courses specifically defined for each study plan of each program.
- e) The department of the corresponding school shall administer the application of the examination and will define, in coordination with the School Deans and the Director of Educational Services, the policies and procedures that will regulate these examinations.
- f) More than three exams cannot be presented in a same period, considering remedial examinations and examinations for credit.

ART. 24

The development and outcome of the examination for credit shall be subject to the following bases:

- a) All the objectives and results of the requested subject must be thoroughly assessed, so that the instruments used are varied and consistent with the nature of the subject in particular.
- b) The grades roster must be delivered to the corresponding School Department within two working days of its presentation.
- c) The examinations and other assessment instruments used must remain at least 30 days in the corresponding School Department.
- d) The grade obtained in this examination will be registered as coursed in ordinary way and the result will be unappealable.

ART. 25

When the student does not present an examination or another activity that should be evaluated in a face-to-face manner, regardless of the cause and the nature of it, a grade of zero will be given in such examination or activity.

ART. 26

CETYS University will not credit studies or examinations made without registration or record to the Department of School Services.

ART. 27

Every plagiarism report, copying or theft in any examination or learning activity for purposes of evaluation will appear in the file of the student, who will fail the corresponding course. A second report of this nature, during the students' study at

CETYS University, involved students will be discharged from the institution in final form.

ART. 28

Any kind of examination within the school classroom, except examination for credit, shall not exceed three hours in its application or can it be scheduled on Sundays or holidays. The instructor, at the time of notifying the time, shall notify the group the time of the examination so students arrive to the examination and the time they will have to solve it.

ART. 29

In case students disagree with the grade assigned by the instructor in any kind of grading report, they may request, before the corresponding School Department, a review of the grade; if an error of assessment shall exist, the instructor will request a modification before this school personally and in writing, within three working days, after having published the grade by the Department of School Services.

ART. 30

The evaluation of the courses not delivered face-to-face shall be governed by the guidelines especially designed for them, which will be reported to each student at the beginning of their class.

CHAPTER III

REGISTRATIONS, DISCHARGES, AND SCHOOL PROMOTION

ART. 31

No student may enroll studying subjects of more than four consecutive semesters from the lower half of his study plan, having courses pending to be credited. The exception of the application of this rule will

be for students who have entered with a process of equivalence or validation of studies from other institutions or other programs at CETYS University or students whose situation warrants it, in the opinion of the Technical Board of the School.

ART. 32

No student may course subjects with a series if they have not complied with the corresponding pre-required courses.

ART. 33

Students who have been admitted on a conditional basis who have not reached the score required in the admissions exam will be required to comply with the following dispositions:

- a) Course and pass the Study Skills Workshop during their first semester of studies at CETYS.
- b) Attend only the subjects of the study plan that have been authorized and approved in a satisfactory manner.
- c) Attend the Academic Tutoring Program at CEDE during the first semester in the areas required.
- d) Students who do not comply with any of the above criteria will take individual follow-up until considered accredited.

ART. 34

Students who have been admitted conditionally for failing to comply with all entrance requirements at the time of registration will be discharged from the institution, if they do not comply with them within a period specified by the Director of School Services and shall not be entitled to receive official documents such as partial

certificates and certificates of studies by the institution.

ART. 35

Students who are in any of the following situations will be discharged from the program they are studying:

- a) Fail the same course three times in any form.
- b) Those students taking full academic load that fail 70% or more of the subjects coursed in a semester in ordinary way. The status on students not taking full load will be analyzed and defined in the Technical Board.
- c) Those who break the conditionality imposed by the institution.
- d) Those pointed out in Chapter IV.

ART. 36

All students that fail between 49% and 70% of their semester academic load will be accepted in the following school semester on a conditional basis. The conditions of acceptance will be determined by the Technical Board of the corresponding School, in response to their individual problems.

ART. 37

Students who have been discharged by any of the causes that deserve it, can appeal before the School Department or the Institutional Educational Board, who will be responsible for giving a definitive answer. Students discharged as a result of an anti-doping test, as well as those who have been expelled from CETYS University cannot resort to the appeal. In these two cases the decision is final.

ART. 38

A student can be discharged from one or more subjects only within the period fixed by the official school calendar; except for those students who, for extraordinary reasons, were prevented from continuing the course.

ART. 39

Students who have been admitted with a validation or equivalence project will be subject to the opinion of the Department of Higher Education and Research from the Department of Education and Social Welfare of the State of Baja California

ART. 40

Students who have completed part of their studies at other institutions and who have been admitted with process of validation or equivalence can only accredit the equivalent to 70 per cent of the units or credits from the CETYS University curriculum.

ART. 41

Those students discharged from a program by the conditions set in article 35, may apply for registration in another program provided that CETYS University authorizes it.

CHAPTER IV DISCIPLINARY SANCTIONS

ART. 42

The following will be considered disciplinary sanctions:

- a) Those committed inside or outside the institution that harm its honor and good name.
- b) Students harassing other students.

- c) Quarrels within the institution or CETYS events within or outside the institution.
- d) The lack of respect to any member of the institution or its visitors.
- e) Harassment of any kind that students give to others or to staff of the institution.
- f) Ignore orders, directions, instructions, preventive measures, etc., from any teacher, officer or employee of the institution.
- g) Carry out acts that compromise the health of any member of the institution.
- h) Those which disrupt academic activities (suspension of classes, use of cell phones in class etc.)
- i) Impersonation of people.
- j) Theft, destruction or deliberate damage to property belonging to the institution, the staff or students.
- k) Drink alcohol on the premises of the institution; the use or possession of illegal drugs; enter the institution under effects of the above-mentioned substances.
- l) Incite other person(s) to use illegal drugs or deal with them.
- m) Perform acts or manifest behaviors that traditionally are considered as immoral.
- n) Trade, ask for things, money or help using the name of the institution without permission.
- o) Do political or religious proselytism within the institution.
- p) Carry fire or cutting arms or weapons of any kind within the institution. The fact will be

reported to the corresponding authorities when necessary.

ART. 43

All members of the institution, including students, may report to the School Department any committed sanction by the preceding article so the appropriate action is taken.

ART. 44

The following sanctions will be applied according to its severity:

- a) Private reprimand.
- b) Written reprimand attached to the file, with copy to the parent or guardian.
- c) Place students in conditional status.
- d) Temporary suspension from the institution. Final expelling from the institution.

The sanctions' implementation will not necessarily be in the order in which they are presented in this article, and that all refereed sanction shall be final.

ART. 45

Expenses caused by students' destruction or damage to the facilities, furniture or equipment of the institution intentionally will be at students' expense. If the damage is intentional it will also be considered as disciplinary sanction.

CHAPTER V

USE OF ILLEGAL DRUGS AND ALCOHOL

For purposes of these regulations, all use of controlled drugs, narcotic and psychotropic substances established by the General Health Act are considered illegal, or those to be determined by agreements from the

General Health Council or international treaties where Mexico is part of, and other applicable legal dispositions in this field. Prescribed drugs by a physician shall not be considered as these regulations' dispositions, thus complying with the requirements referred to in the General Health Act.

The detection of the use of illegal drugs and alcohol, as well as the application of sanctions where appropriate, will be governed by these regulations and operating guidelines of the program "Yes to life".

ART. 46

All students must participate in the institutional program "Yes to life", which includes a set of activities designed to promote healthy lifestyles. In case of refusal to participate in the activities of such program, the student shall be punished in accordance with this regulation.

ART. 47

Anti-doping tests will be applied to students who are selected randomly. If they refuse or avoid the application, the parents will be notified and students will be reprimanded in writing, and thus the reprimand being attached in the student's file with a copy to the parent or guardian. The student must commit to participate in the following applications when selected again.

ART. 48

If the result of the anti-doping test is positive, the student may continue with his studies at CETYS, only if he meets the following conditions:

- a) Have the support of the parents or guardians who must attend the

interviews required by the Technical Board of the program "Yes to life".

- b) Take anti-doping tests as many times as the institution considers it. If a student refuses or there is a positive result again, this will cause a final discharge from the CETYS System.

ART. 49

When the institution deems appropriate, there will be reviews of belongings in order to detect the possession of illegal drugs.

ART. 50

If a student is caught in possession, consuming illegal drugs, inciting others to use them or dealing with them, inside or outside the Campus, it will cause a final discharge from the CETYS System. If the student is caught within the institution, he shall be submitted to the appropriate authorities.

ART. 51

Any student surprised supplying alcoholic beverages on the premises of the institution, can cause temporary or permanent discharge from the CETYS University System.

CHAPTER VI MERIT ACKNOWLEDGEMENT

ART. 52

CETYS University will award an ACADEMIC MERIT diploma of acknowledgement to students who concluded their program achieving an overall average equal or exceeding 95 in each of the semesters of their program, without having failed any course.

ART. 53

Instituto Educativo del Noroeste A.C., which fosters CETYS, will annually award an HONOR MEDAL to the best student of each program who complies with the following requirements:

- a) Having completed a year of study with full or equivalent load (in the case of students with validation of studies, exchange programs or subjects coursed in advanced way; their situation will be reviewed by the School Dean and approved by the College Dean).
- b) Have an overall average equal to or higher than 90 (ninety) in each semester of the last school year studied.
- c) Have no failing subjects during the year in question.
- d) Have no reports of misconduct regarding the regulations during their studies at the University.
- e) Having excelled in cultural, sports, international, social and linkage activities, for which a report of those activities carried out during the last year, must be submitted to the School Dean.
- f) Be recommended by the Program Coordinator and endorsed by the School Dean.

The designation of this acknowledgement is annual, final and unappealable. The School Department shall communicate this decision to the student receiving this recognition.

ART. 54

CETYS University shall grant honors to the best student of each program who has completed his professional studies under the following conditions:

- a) An overall average equal to or greater than 90 (ninety) in each semester of the program.
- b) Have no failed courses throughout the program.
- c) Have outstanding participation in cultural, sporting, international, social and linkage for which a report of the activities developed throughout the students' entire program must be submitted to the School Dean.
- d) Be recommended by the School Dean and by the Program Coordinator.

The grant of this acknowledgement is definite and unappealable. The School Department shall communicate this decision to the student receiving this recognition.

CHAPTER VII PROFESSIONAL EXAMINATION AND DEGREE

ART. 55

Undergraduate students who have concluded and passed all courses from their study plan shall be entitled to submit professional examination, if the study plan requires it, and that meets the requirements set by Department of School Services through the Professional Examination Regulations and the Office of the Academic Vice-President.

ART. 56

All students of any program must present the EGEL examination (Bachelor's General Exiting Examination) from CENEVAL (National Assessment Center for Higher Education) as a requirement for graduation. The presentation of this examination will be

according to the specifications set in the Professional Examination Regulations and under the procedures that the Professional Examination Coordination specifies in the corresponding School. In case CENEVAL does not consider an examination for a certain program at CETYS, students shall take an examination designed at the Institution.

ART. 57

Students who have met all requirements pointed out in the current professional examination regulations will be entitled to receive a Bachelor's Degree.

ART. 58

The date of the professional examination and procedures to make it will be determined jointly by the School Department and by the Department of School Services, in accordance with the Professional Examination Regulations.

TRANSITORY ARTICLES

ART. 59

These regulations will be valid from August 1, 2010 to July 31, 2011.

ART. 60

These regulations will be in full force for the three campuses of the CETYS University System.