



**HIGHER AND TECHNICAL TEACHING  
CENTER (CETYS)**

**RULES AND REGULATIONS FROM  
THE STUDENTS' UNDERGRADUATE  
PROGRAMS**

**August 2006 – July 2007**

**CHAPTER I**

**GENERAL REGULATIONS**

**1<sup>st</sup> ARTICLE**

These rules and regulations guide the academic activity of the Undergraduate students in credit-oriented programs of the CETYS University System.

**2<sup>nd</sup> ARTICLE**

The present Rules and regulations will adjust to the regulations that come out of the Statutes of the CETYS University System, to the applicable legal regulations, and to the guidelines, criterion, and agreements from the competent educational authority.

**3<sup>rd</sup> ARTICLE**

Every student is obligated to know the present Rules and Regulations, and the lack of knowledge thereof does not exclude the responsibilities of non-compliance with them. Likewise, he is obligated to know and to accept the Institutional Code of Honor and the "Yes to Life" Program.

The norms established by the present Rules and Regulations, apply for all kinds of curricular and extracurricular activities that the Institution promotes or develops inside or outside of the Campus. Non-compliance of any norm implies the corresponding sanction; if a student does not agree with it, he could appeal as a last resort to the Institutional Educational Board. The students that incur in the situations mentioned on article 36 will be

the only ones that will not have the right to appeal.

The Institutional Educational Board is made of the President, the General Directors, the Educational Director, the Curricular Development Director, the Academic Directors, the School Directors, and by a teachers' representative.

**4<sup>th</sup> ARTICLE**

The Institution, through the School Services' Directorate, reserves the right to accept or reject the students' admission requests.

**5<sup>th</sup> ARTICLE**

The cases not foreseen by these Rules and Regulations will be solved by the Academic Directorate, by the General Directorate, and Educational Directorate after having heard the points of view of the Technical Board. This Board is made of the Academic Director, the School Directors, a teachers' representative, and by the Academic Operations Director or whoever performs his duties.

**6<sup>th</sup> ARTICLE**

The Rectory can only modify the present Rules and Regulations after having heard the point of view of the corresponding Technical Board.

**7<sup>th</sup> ARTICLE**

Every enrolled student must follow during his stay in CETYS University the current Study Plan at the time of admission, and should finish his degree during a period no greater than the length of his program plus two years from the first admission's date. In this way, he can conclude the study plan in which he enrolled; if this is not the case, he will need to adjust to the current plan at the time he requires his re-admission. This has to be done through a matching study plan procedure in case that there have been changes in them.

**8<sup>th</sup> ARTICLE**

All the students are obligated to identify right away with the CETYS official student identification card when any member of the Campus personnel asks them. The ID card is non-transferable.

**9<sup>th</sup> ARTICLE**

The student that has pending payments of any kind with the Institution will be suspended from the services that CETYS University offers.

**10<sup>th</sup> ARTICLE**

Every student at the time of admission should purchase a medical expense insurance that CETYS University offers, or to prove that he has a valid insurance.

**11<sup>th</sup> ARTICLE**

Every new admission student should present along with the admission's exam, an English diagnosis exam. Such result will define if he has the level of the required English language. In case he doesn't prove the previous mentioned standard, he should abide by the recommendations that his ascription School indicates so he can comply with such requirement.

**12<sup>th</sup> ARTICLE**

The absences will not be void by any means, except for the following:

- a) Registration mistakes on behalf of the professors.
- b) By representing CETYS in academic, sports, and cultural events or community service.

The professors are the ones in charge of nullifying the absences when the situation in clause a) happens. The nullification must be done in writing and with the approval of the School's Director. In case of clause b), the School's Director will make the nullification after analyzing the request from the corresponding department.

Any student the goes beyond the maximum limit will automatically fail the course.

**13<sup>th</sup> ARTICLE**

It is strictly prohibited to smoke and to introduce food and beverages in the

classroom, and in close spaces of the Campus as well as the use of personal communication devices.

**CHAPTER II  
EDUCATIONAL EVALUATION**

**14<sup>th</sup> ARTICLE**

Considering the need to keep a permanent evaluation of the student's educational development in competent aspects (knowledge and abilities) as well as in their development aspects (value exercise and favorable attitudes), it is established that the professor should propose and agree with his students the criterion and the ways of evaluation that he considers more appropriate for his subject. The criterion and evaluation ways that are set should:

- a) Be congruent with the evaluation normative criteria.
- b) Be communicated in writing to the students.
- c) Include the form of a final exam that **rescues the learning results that are more relevant to the course**. The professor in consensus will set the weight assigned to this exam with the students, and considering the Institutional agreements and criterion. The application of the final exam will be within the established period by the undergraduate school calendar.

**15<sup>th</sup> ARTICLE**

The scale for final grades for any undergraduate course is from 0 to 100. A final approving grade will be from 70 forward. Consequently, the grades between 60 and 69 must be reported in the institutional lists with a failing grade of 59.

**16<sup>th</sup> ARTICLE**

Evaluation will be permanent, but the following evaluation reports are established before the School Services' Directorate:

- a) Intermediate.
- b) Six-month Ordinary.
- c) Extraordinary.
- d) Inter-semester.
- e) Final Exam.

**17<sup>th</sup> ARTICLE**

An intermediate evaluation report is the one that must be done according to official calendar published by the School Services' Directorate.

This could be the result of one exam, the average of several partial exams, from one or two essays, or of any other objective that the professor and the group had previously agreed upon; with the approval of the corresponding School's Director, and having the student the right to receive the exams or instruments used on carrying out his evaluation.

**18<sup>th</sup> ARTICLE**

The ordinary evaluation report by semester should be given at the end of each semester on the established dates by the official calendar of the School Services' Directorate, and it will be subject to the following regulations:

- a) It should evaluate the significant learning results of the course, and include the different means to evaluate the course; one of them should be a written exam. The other evaluation techniques used should be objective in a way that they allow to carry out the clauses e), h), and i) of the present article.
- b) The written exam should have a weight not higher than 35% of the total grade (in the 2004 study plans and beyond), and should **be done by all the students without exception**. This means that under no circumstances the student will be exempt from taking this exam.
- c) It will last a maximum of 3 hours, and it should be done within the established date of the official calendar of the School Services' Directorate.

- d) The student that will have the right to take it will be the one that doesn't exceed the limit of absenteeism hours allowed in the subject (18% from the total hours of the course). These limits in whole numbers are the following:

LIMIT

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

- e) The grade reported to the corresponding School Services' Directorate will be the result of the evaluation ways and criterion agreed with the group.
- f) This report must be given to the corresponding Directorate within the two working days after the exam was taken.
- g) The student has the right to verify the exam and the decision taken even after the final grade has been published.
- h) The student could request the verification in writing of such ordinary evaluation before the corresponding School's Directorate within the 3 working days after the publication of the results.
- i) In the ordinary verification the teacher that gave the course will participate, the director of the corresponding School, and another professor.

**19<sup>th</sup> ARTICLE**

The extraordinary exam is the one shaped to make possible for a student to pass a subject that he has already taken in an ordinary way, or in a six-month course. The exam should include the

topics that guarantee that the student has the significant learning of the course. This exam will be subject to the following regulations:

- a) It will be given to the student that has attended at least 60% of the given classes.
- b) It should be requested to the School Services' Directorate within the established period in the official calendar published by the directorate.
- c) It will be applied in the established period in the school official calendar according to the published schedule of the School's Directorate.
- d) Each School's Directorate will manage the application of the exams.
- e) The requests for extraordinary exams could be cancelled at the latest one day before the initial presentation period.
- f) The grade must be given to the corresponding School's Directorate 48 hours after the extraordinary exam has been taken.
- g) It should be done in writing.
- h) The grades' list should be given to the School Services' Directorate within the next two working days after its presentation.
- i) The evaluated exams should remain at the corresponding School's Directorate.

#### **20<sup>th</sup> ARTICLE**

To take an extraordinary exam, the following regulations should be observed:

- a) Every student will be able to take in the same period up to **three** subjects.
- b) A student will have two opportunities to take an extraordinary exam of one subject, if he has taken it once, and one opportunity if has taken it twice.
- c) When the student doesn't show up in the place, day, and time already established for the exam, he will lose the right to hold it within the

same presentation period, and he will be considered as having failed it with a grade of zero.

d) Every student should come into the exam with his current ID card, or any other official card with a picture.

#### **21<sup>st</sup> ARTICLE**

Every student will have the right to request the verification of the extraordinary exam according to the following regulations:

- a) The student could request the verification in writing before the corresponding School's Directorate within the 3 working days after the date the grade was published.
- b) Three professors specifically assigned by the corresponding School's Directorate will carry out the verification. One of them will be the teacher of the respective subject.
- c) The grade that is determined as an outcome of this verification will be definitive and non-appealing.

#### **22<sup>nd</sup> ARTICLE**

An inter-semester course is the academic process through which the students that owe subjects as well as the ones that have not taken them would like to pass them. It is subject to the following basis:

- g) A maximum of two subjects can be taken as long as the total academic load doesn't exceed six hours.
- h) The order of the study plan must be respected as well as the current academic regulations concerning the normal approval process.
- i) Each subject should be requested within the established period by the official calendar published by the School Services' Directorate before the Academic Operation's Director or the person performing his functions.

**22<sup>nd</sup> ARTICLE**

An inter-semester course is the academic process through which the students that owe subjects as well as the ones that have not taken them would like to pass them. It is subject to the following basis:

- a) A maximum of two subjects can be taken as long as the total academic load doesn't exceed six hours.
- b) The order of the study plan must be respected as well as the current academic regulations concerning the normal approval process.
- c) Each subject should be requested within the established period by the official calendar published by the School Services' Directorate before the Academic Operation's Director or the person performing his functions.
- d) Based on the requests, the corresponding School's Directorate will define the courses to offer in a date before the enrollment period.
- e) The enrollment will take place in the School Services' Directorate during the period established in the official school calendar.
- f) The academic results will be credited like an inter-semester course.

**23<sup>rd</sup> ARTICLE**

The final exam is the one that the subscriber pretends to prove the dominium of the subject, even though he has not taken it. The proof he dominates the subject will be determined by evaluating the degree of compliance with the objectives and learning results to the corresponding subject through the **accreditation by competences** of knowledge, abilities, skills, conduct, and specified values of the corresponding subject.

The exam includes the totality of the learning results expected, and the corresponding topics to the subject in question and it is subject to the following regulations:

- a) It must be requested to the School Services' Directorate within the established period in the official calendar published by the same Directorate.
- b) It must be carried out according to the dates established in the official calendar published by the School Services' Directorate, or in the special calendar determined by the Director of the corresponding School.
- c) It will last at least from 3 hours to a maximum of 6 hours. At the time the official calendar is published, the particular length for each subject will be established.
- d) It is given exclusively in the defined subjects intentionally for each study plan of each undergraduate degree.
- e) The Directorate of the corresponding School will apply the exam. They will coordinate with the Directors of the Colleges, with the Academic Directors, and with the Educational Director the policies and procedures that will regulate these exams.

**24<sup>th</sup> ARTICLE**

The development and result of the final exam will be subject to the following basis:

- d) All the objectives and the learning results of the requested subject should be evaluated briefly and exhaustively; that is why the used instruments will vary and agreed with the nature of the particular subject.
- e) Under no circumstances, the applied written exam will carry more than 40% of the weight for the final grade.

- a) The list of grades should be given to the corresponding School's Directorate within the two working days after its presentation,
- b) The evaluated exams and the other evaluating instruments should stay at least 30 days in the corresponding School's Directorate.
- c) The grade obtained in this exam will be recorded as having taking it in a normal way, and its result will be non-appealing.

**25<sup>th</sup> ARTICLE**

When the student doesn't show up to an exam or some other activity that must be eyewitness evaluated, whatever the cause or the nature thereof, it will be considered as invalid such exam or activity and it will be graded with a value of zero.

**26<sup>th</sup> ARTICLE**

CETYS University will not credit the studies or exams that are carried out without been registered or active in the School Services' Directorate.

**27<sup>th</sup> ARTICLE**

Any plagiarism, copy, or replacement report of any kind of exam or learning activity for evaluation purposes will be included in the student's file, and he will fail that course with a zero grade. If a second report of this nature occurs, during his stay at CETYS University, the involved student will be expelled from the institution in a definitive way.

**28<sup>th</sup> ARTICLE**

Any kind of internal exam will not exceed three hours, nor it will not be scheduled on Sundays or holidays. The professor, at the time that notifies or agrees on the time of the exam, should let the group know the margin of time he will give the student to arrive to the exam, and the time that the student will have to solve it.

**29<sup>th</sup> ARTICLE**

In case the student is not satisfied with the assigned grade by his professor in any kind of grade's list established on article 17, he could request before the corresponding School's Directorate a verification of the grade. If there is an appreciation error thereof, the professor will request the modification before such School in a personal and written way during the following three working days and after it was published by the School Services' Directorate.

**CHAPTER III  
ENROLLMENT, DROP-OUT, AND  
SCHOOL PROMOTION**

**30<sup>th</sup> ARTICLE**

No student could enroll if he is studying subjects from more than four consecutive semesters; starting from the lowest semester of his study plan where there are pending subjects to accredit. The exception of the application of this norm will be for the students that have enrolled with an equivalence procedure or study revalidations coming from other institutions, from other undergraduate degrees from the CETYS University, or for students whose situation merits so in the School's Technical Board judgment.

**31<sup>st</sup> ARTICLE**

No student will be able to take a sequenced subject if he owes the corresponding requirement and/or co-requirement.

**32<sup>nd</sup> ARTICLE**

The students that have been admitted on a conditioned basis because they didn't reach the required score on the admission's exam will be obligated to comply with the following regulations:

- a) Attend, participate, and pass the Ability Study Enrichment Workshop during his first semester at CETYS.
- b) Take only the subjects from his study plans that have been authorized by his program coordinator.

**33<sup>rd</sup> ARTICLE**

The student that has been admitted on a conditional basis because he did not comply with the entire enrollment requirements at the time of registration, will be Expelled from the institution if he doesn't meet with the requirements in the period set by the School Services' Directorate.

**34<sup>th</sup> ARTICLE**

The students will be expelled from the programs they are studying if they find themselves on any of the following situations:

- a) To fail the same subject three times under any modality.
- b) The ones that fail 70% or more of the subjects taken on one semester in an ordinary way.
- c) The ones that break the conditions imposed by the institution.
- d) The ones indicated on chapter IV.

**35<sup>th</sup> ARTICLE**

Every student that fails between 49% and 70% of his semester academic load will be accepted in the next cycle in a conditional way. His School's Technical Board will determine the acceptance conditions by taking care of his individual problem.

**36<sup>th</sup> ARTICLE**

Every student that has been expelled for any reason whatsoever has the appeal resource before the School's Directorate or before the Institutional Educational Board, and it will be responsible to give a definitive answer. The students expelled because of the drug test as well as the ones that have been expelled from CETYS University, can't use the appeal resource. In these two cases, the decision taken is not open to appeal.

**37<sup>th</sup> ARTICLE**

A student can drop a certain course only during the fixed period of the Official School Calendar. The exception will be those students that by extraordinary causes not attributable to themselves were prevented from continuing the course.

**38<sup>th</sup> ARTICLE**

The student that has been admitted with a revalidation or equivalence project will be subject to the decision taken by the Higher Education and Research Directorate of the Education and Social Welfare of the State of Baja California.

**39<sup>th</sup> ARTICLE**

The student that has taken part of his studies in other Institutions, and has been admitted with a revalidation or equivalence status, can be credited up to a maximum of 50% of the CETYS University study plan subjects.

**40<sup>th</sup> ARTICLE**

A student Expelled from a program for the conditions established in article 35 could request enrollment to another program as long as CETYS University authorizes it.

**CHAPTER IV  
DISCIPLINARY SANCTIONS**

**41<sup>st</sup> ARTICLE**

The following are considered as punishable faults:

- p) The faults that are committed inside or outside of the institution, and damage the honor and the good name thereof.
- q) The humiliations that one student inflicts upon the other.
- r) The fights inside the Institutions or events organized by CETYS inside or outside the Institution.
- s) The lack of respect to any member of the institution or its visitors.
- t) To ignore orders, indications, instructions, preventive measures, etc. from any teacher, manager, or employee of the institution.
- u) To carry out acts that jeopardizes the health of any member of the institution.
- v) The ones that hinder the academic activities (class suspension, use of cell phones in class, etc).
- w) Personification.

<p>i) Substraction, destruction, or intentional damage to the goods that are owned by the Institution, to the personnel thereof, or to the students themselves.</p> <p>j) To consume alcoholic beverages inside of the institution's facilities, the use or possession of illegal enervating drugs, and to show up in the Institution under the influence of the above indicated cases.</p> <p>k) To incite other person(s) to use illegal enervative drugs and to traffic with them.</p> <p>l) To engage in acts or manifest behaviors which are considered traditionally as abnormal.</p> <p>m) To do business and ask for things, such as money or help under the Institution's name, without the previous and written authorization thereof.</p> <p>n) To proselytize in a political or religious way inside the Institution.</p> <p>o) To carry firearms, knives and the like, or of any kind inside the Institution. When the case merits so, it will be reported to the corresponding authorities.</p> <p><b>42<sup>nd</sup> ARTICLE</b> Every member of the institution, including students, will be able to report to the School's Directorate any fault sanctioned by the previous article, so it can carry out the corresponding action.</p> <p><b>43<sup>rd</sup> ARTICLE</b> The applicable sanctions according to the degree will be the following:</p> <ul style="list-style-type: none"> <li>a) Private warning.</li> <li>b) Written warning. Noted on the file with a copy to the parent or tutor.</li> <li>c) To put the student on probation.</li> <li>d) Temporary suspension from the institution.</li> <li>e) Definitive suspension from the institution.</li> </ul> <p>Its application will not necessarily be in the order that is showed in this article. Besides, no passed judgment will be open to appeal.</p>	<p><b>44<sup>th</sup> ARTICLE</b> The damages done by the student in an intentional or in a negligent way to the facilities, real estate, or equipment of the Institution will be his responsibility to cover the expenses for the repairs. If the damage is intentional, it will also be considered as a disciplinary sanction.</p> <p style="text-align: center;"><b>CHAPTER V USE OF ILLEGAL SUBSTANCES AND ALCOHOLIC BEVERAGES</b></p> <p>For the purposes of the present Rules and Regulations, all the controlled medicine, narcotic, and psychotropic substances that the General Health Law establishes are considered illegal. Also the ones determined by General Public Health agreements or international treaties by which Mexico is part of, and the rest of the legal regulations applicable to the subject.</p> <p>Medicine prescribed by a doctor will not be considered as part of the regulations of these Rules and Regulations as long as they comply with the requirements that the General Health Law is talking about.</p> <p>The detection of the use of illegal substances and alcoholic beverages, as well as the application of the corresponding sanctions, will abide by these Rules and Regulations and by the operational guidelines in the "Yes to life" program.</p> <p><b>45<sup>th</sup> ARTICLE</b> All students will have to participate in the Institutional Program Yes to Life that includes a group of activities oriented to promote healthy life styles. In case you refuse to participate in the indicated program, the student will be sanctioned according to the present Rules and Regulations.</p> <p><b>46<sup>th</sup> ARTICLE</b> Drug tests will be applied to the students that are selected. In case of denial or evade the application, he will be temporary expelled until the current semester period ends. His re-admission will be conditioned on submitting to the</p>
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application of a test that detects the use of drugs with the laboratory and the date the institution assigns.

#### **47<sup>th</sup> ARTICLE**

If the drug test's result is positive, the student will be able to continue his studies at CETYS, but only if he complies with the following conditions:

- a) To have the support of his parents or tutors who must attend the interviews that are required by the Technical Board of the Yes to Life Program.
- b) Comply with a psychiatric and/or psychological exam that assures that his mental condition and his personality is not a hindrance for his academic and personal development inside the school atmosphere from CETYS.
- c) Based on the results from the previous clause, the student will be subject to a therapeutic process, or a rehabilitation program against drug consumption with a legally accredited professional.
- d) Be subject to the drug test as many times as the institution considers it appropriate. In case of denial or to get a positive result, he will be definitively expelled from the CETYS System.

#### **48<sup>th</sup> ARTICLE**

When the institution considers it appropriate, there will be verification of belongings with the purpose to detect the possession of illegal drugs.

#### **49<sup>th</sup> ARTICLE**

If a student is surprised with the possession, illegal drug consumption, inciting others to use them, or that deals with drugs inside or outside the Campus, will be definitively expelled from the CETYS System. If the student is surprised inside the institution, will be handed to the corresponding authorities.

#### **50<sup>th</sup> ARTICLE**

The student that is surprised supplying alcoholic beverages inside the institution's facilities could be expelled in a temporary

or definitive way from the CETYS University System.

### **CHAPTER VI MERIT RECOGNITION**

#### **51<sup>st</sup> ARTICLE**

CETYS University will give a recognition diploma for ACADEMIC MERIT to the students that having concluded their study plan have a general average equal or greater to 95.

#### **52<sup>nd</sup> ARTICLE**

The Northwestern Educational Institute, Civil Partnership, that sponsors CETYS, will grant in an annual basis the MEDAL OF HONOR to the best student on each undergraduate program that complies with the following requirements:

- a) Having taken one year of study with a full load or its equivalent (in case of the students with study validation or exchange status, the corresponding School's Director will analyze their situation.
- b) To have a general average equal to or greater than 90 (ninety) in every semester of the last year in school.
- c) Not to fail any subject during the year in question.
- d) No report on breaking the Rules and Regulations.
- e) To excel in extra curricular activities; this is why he must give a report of the last year of activities to the Program Coordinator.
- f) To be recommended by the Program Coordinator and endorsed by the corresponding School's Director.

The designation of the recognition is definitive and non-appealing. Is up to the corresponding School's Directorate to announce the student that becomes selected to receive this recognition.

#### **53<sup>rd</sup> ARTICLE**

CETYS University will grant the HONORIFIC MENTION to the best student of each program that has

concluded his university studies on the following way:

- a) A general average equal or higher to 90 (ninety) in all the semesters of the degree.
- b) Not to fail any subject in the undergraduate level.
- c) To excel in extra curricular activities; this is why he must give a report of activities developed during all the undergraduate degree periods to the Program Coordinator.
- d) To be recommended by the Program Coordinator and endorsed by the corresponding School's Director.

In case of a draw, after considering all the previous clauses, we can grant more than one mention. The designation of this recognition is definitive and non-appealing. It is the responsibility of the corresponding School's Directorate to communicate the decision to the assigned student that is going to receive this recognition.

## **CHAPTER VII EXAM AND PROFESSIONAL DEGREE**

### **54<sup>th</sup> ARTICLE**

The student that will have the right to present the professional degree exam will be the one that has passed all the corresponding subjects of his study plan program, and satisfies the requirements that are set by the School Services' Directorate through the Undergraduate Degree Rules and Regulations and the Finance and Administration Directorate.

### **55<sup>th</sup> ARTICLE**

Every student from any degree will have to show as an undergraduate degree requirement the General Exam Graduation Degree (EGEL) of the National Evaluation Center for Higher Education, Civil Partnership (CENEVAL).

The presentation of this exam will be according to the established specifications in the Undergraduate Degree Rules and Regulations, and under the procedures specified by the Undergraduate's Degree Coordination of his respective School. In case that CENEVAL doesn't have an exam for some of the CETYS' degrees, the student should present an exam designed in this Institution.

### **56<sup>th</sup> ARTICLE**

The students that have satisfied all the indicated requirements in the current undergraduate degree rules and requirements will have the right to receive the Professional Undergraduate Degree.

### **57<sup>th</sup> ARTICLE**

The dates of the professional exam and the procedures to carry it out will be jointly determined by the School Service's Directorate and the Academic Directorate in accordance with the Undergraduate Degree Rules and Regulations.

## **TRANSITIONAL ARTICLES**

### **58<sup>th</sup> ARTICLE**

These rules and regulations will be valid from August 1, 2006 to July 31, 2007.

### **59<sup>th</sup> ARTICLE**

These rules and regulations and regulations will have full force in all the Campuses of the CETYS University System.