



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

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

October 2005

**CHAPTER I
GENERAL REGULATIONS**

1st ARTICLE

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

2nd ARTICLE

The present rules and regulations will abide by the regulations that come out of the Education Department of the Southern State of Baja California through the Public Education Administration, and in the corresponding Directorates; this is why at the time there are changes in such regulations, we will make the modifications accordingly.

3rd ARTICLE

Every student is obligated to know the present Rules and Regulations, and the lack of knowledge thereof does not exclude the responsibilities by failing to comply with them.

The established norms by the present Rules and Regulations apply to all kinds of curricular and extracurricular activities that the Institution promotes or develops inside or outside of it.

4th ARTICLE

The Institution, through the Graduate College Admissions Committee, reserves the right to accept or reject the students' admission requests.

5th ARTICLE

The College Graduate Directorate of the CETYS System will solve the cases not foreseen by these Rules and Regulations.

6th ARTICLE

The present Rules and Regulations can be modified only by the Institution's Graduate

College.

7th ARTICLE

Every enrolled student must follow during his stay in CETYS University the current Study Plan at the time of admission, and should finish the program during the period that such program remains active. 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.

8th 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.

9th ARTICLE

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

10th ARTICLE

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.

11th ARTICLE

Every student should commit to comply with the independent working regulations that a professor establishes in the study program. A student will not fail by accumulating absents.

12th ARTICLE

It is strictly prohibited to smoke in the classroom.

**CHAPTER II
EDUCATIONAL EVALUATION**

13th ARTICLE

Considering the need to keep a permanent evaluation of the student's educational development in aspects such as knowledge, skills, and attitudes it is agreed that the professor should propose and come to a consensus with the group. The criterion and evaluation ways that in his judgment are considered the most appropriate for his course, and for the group of students he teaches; being careful that they don't go against what has been agreed in the

<p>guidelines that the Study Plan establishes within an area of evaluation criterion. The evaluation method used should be an outcome of agreement with the group of students, and be communicated in writing to the same group and to the Graduate College Directorate. The only restriction set in the criterion selection and ways of evaluation is that a student cannot fail by accumulating absents.</p> <p>14th ARTICLE The grades that we report to the Graduate College Directorate will be the result of the criterion and ways of evaluation agreed with the group.</p> <p>15th ARTICLE The scale of final grades in any of the courses will be of 5 failing, and 8, 9, or 10 passed.</p> <p>16th ARTICLE The evaluation has to be in a continuous way. Nonetheless, the professor will only report grades before the Graduate College Directorate according to the established dates in the school calendar.</p> <p>17th ARTICLE In case the student is not satisfied with the assigned grade by his professor, and considering the evaluation criterion agreed at the start of the course, he could request before the Graduate College Directorate a verification of the grade. If there is an appreciation error thereof, we will proceed according to the 18th article.</p> <p>18th ARTICLE In case a professor makes a mistake evaluating a student, he will be able to request its modification to the Graduate College Directorate in writing and in a personal way within the following five working days, and after it has been reported and published by the School Services Directorate.</p> <p>19th 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 0 (zero).</p> <p>20th ARTICLE CETYS University will not accredit the studies or the exams that are carried out without having a registration before the School Service Directorate, that are outside the</p>	<p>authorized Calendar, or that are outside the authorized facilities for such purposes.</p> <p>21st 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. 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.</p> <p style="text-align: center;">CHAPTER III ENROLLMENT AND SCHOOL PROMOTIONS</p> <p>22nd ARTICLE No student will be able to take a sequenced subject if he owes the corresponding requirement and/or co-requirement.</p> <p>23rd ARTICLE The students will be expelled from the programs they are studying if they find themselves on any of the following situations:</p> <ul style="list-style-type: none"> a) To fail the same subject twice. b) The ones that fail 40% of the subjects, rounding the lower number, of the study plans. c) The ones that break the conditions imposed by the Graduate College Admissions' Committee. <p>24th ARTICLE The Graduate College will establish in a common agreement with the School Services Directorate, the ordinary and extraordinary (late) enrollment date. It will also establish a date from which it will not allow enrollment to a subject, and losing the student the right of enrollment to the course.</p> <p>25th ARTICLE The student can drop a certain course only during the fixed period of the official school calendar. If it was dropped after this date, the subject will be considered as taken and failed.</p> <p>26th ARTICLE The student that has taken part of his studies in other Institutions, and that 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.</p>
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<p>27th ARTICLE The student that has been conditionally admitted because he did not comply with the admission requirements at the time of enrollment will be expelled if he does not comply with the period set by the School Services Directorate.</p> <p>28th ARTICLE The student that does not appear on the professor's attendance list must go to the School Services Directorate to clarify his situation. The student that does not do so runs the risk of losing the enrollment right to the course.</p> <p style="text-align: center;">CHAPTER IV DISCIPLINARY SANCTIONS</p> <p>29th ARTICLE The following are considered as punishable faults:</p> <ul style="list-style-type: none"> a) The faults that are committed inside or outside of the institution, and damage the honor and the good name thereof. b) The humiliations that one student inflicts upon the other. c) The lack of respect to any member of the institution or its visitors. d) To ignore orders, indications, instructions, preventive measure, etc. from any member of the institution. e) To carry out acts that jeopardizes the health of any member of the institution. f) The ones that hinder the academic activities. g) Personification. h) Substraction, destruction, or intentional damage to the goods that are owned by the Institution, to the personnel thereof, or to the students themselves. i) 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. j) To incite other persons to use illegal enervative drugs and to traffic with them. In such cases, there would be an immediate suspension from the institution. k) To engage in acts or manifest behaviors which are considered traditionally as abnormal. l) To do business or ask for things such as money under the institutions name, 	<p>without the previous and written authorization thereof.</p> <ul style="list-style-type: none"> m) To proselytize in a political or religious way inside the Institution. n) To carry firearms, knives and the like, or of any kind inside the Institution. <p>30th ARTICLE Every member of the institution, including students, will be able to report to the Graduate Directorate any fault sanctioned by the previous article, so it can carry out the corresponding action.</p> <p>31st ARTICLE The applicable sanctions according to the degree will be the following:</p> <ul style="list-style-type: none"> a) Private warning. b) Written warning. Noted on the file with a copy to the parent or tutor. c) To put the student on probation. d) Temporary suspension from the institution. e) Definitive suspension from the institution. <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 style="text-align: center;">CHAPTER V USE AND ABUSE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS</p> <p>32nd ARTICLE Every student will have to participate in the Addiction Prevention Institutional Program.</p> <p>33rd ARTICLE If the student would possess illegal drugs, would consume them, or would be under the influence of them inside the campus or any other Institutional activity outside the campus, he will be sanctioned according to clause "e" on article 31.</p> <p>34th ARTICLE If a CETYS University would sell, give away, distributed illegal drugs, or would incite other persons to do it, inside or outside of the Campus, he will be expelled definitely from the Institution, and would be reported to the corresponding authorities.</p> <p style="text-align: center;">CHAPTER VI MERITS AND RECOGNITIONS</p> <p>35th ARTICLE CETYS University will grant only one HONORIFIC MENTION per program to the</p>
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best student that has concluded his studies under the following conditions:

- a) Having reached the highest average of all the students that finish the study plan within the considered period, and that such average is at least 95 throughout his study plans.
- b) Not having failed one subject during the program.
- c) To be recommended by the corresponding Graduate Directorate.
- d) To be recommended by the faculty.
- e) The one that has studied the greater amount of courses in CETYS University.
- f) In case of a draw on all the previous conditions, the mention would be given to the student that has concluded his study plans in the least amount of time.
- g) If there draw still exists, the Academic Department Directorate will have the last word by using the instruments that they consider needed to break the draw.

**CHAPTER VIII
GETTING THE ACADEMIC DEGREE**

36th ARTICLE

CETYS University will grant the Specialty Diploma and the Master's and Doctorate's academic degrees to the students that having concluded with all the study program requirements, they have the undergraduate degree, and the professional certificate.

TRANSITIONAL ARTICLES

37th ARTICLE

These rules and regulations come into force starting on October 1st, 2005.

38th ARTICLE

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