
Academic Regulations for Undergraduate Students at the Universidad Anáhuac

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Anahuac Universities Network

Contents

Contents.....	3
Introduction	8
Academic Regulations for Undergraduate Students at the Universidad Anahuac. 2016 Model (RALUA 2016)	1
Chapter I. General Provisions.....	9
Chapter II. Admissions for Freshman Undergraduate Students	9
Chapter III. Readmission and Student’s Official Record	14
On Student’s Official Record.....	14
Chapter IV. Degree Change	15
Chapter V. Simultaneous Degrees	17
Chapter VI. Second Undergraduate Degree	18
Chapter VII. On Re-enrollment	18
Chapter VIII. Curricular Model	18
Curricular plans.....	19
Practicum 20	
Curricular Requirements	21
Languages.....	21
Chapter IX. On Social Service	23
Chapter X. Course Selection	23
Academic Load	23
Academic Status.....	23
Course Selection	25
Chapter XI. Accreditation.....	26
Learning Accreditation	26
Learning Assessment	27
Make-up Exams and Challenge Exams	29
General Grading Scale	31
Academic Recognitions	32
Academic Terms.....	32
Chapter XII. Permanence Requirements	33
Voluntary Withdrawal and Special Withdrawal	33

Academic, Administrative and Disciplinary Withdrawal	33
Chapter XIII. Certification	35
Chapter XIV. Disciplinary Provisions	36
Chapter XV. Financial Provisions	39
Enrollment, Re-enrollment, and Tuition Fees	39
Payment by Check.....	41
Refunds	41
Financial Aid Programs and Student Insurance	42
Chapter XVI. Special Programs.....	42
Remedial Education Programs and University Development Program.....	42
Supplementary Education Program	43
Academic Excellence and Leadership Programs	44
Advanced Placement Program	44
Chapter XVII. On the Student Society	44
Chapter XVIII. Application and Interpretation of the RALUA 2016	45
Provisional regulations.....	45
Academic Regulations for Undergraduate Students at the Universidad Anahuac. 2010 Model (RALUA 2010)	45
Chapter I. General Provisions.....	46
Chapter II. Admissions for Freshman Undergraduate Students	46
Chapter III. Readmission and Student’s Official Record	50
On Student’s Official Record.....	51
Chapter IV. Degree Change	52
Chapter V. Simultaneous Degrees	53
Chapter VI. Second Undergraduate Degree	54
Chapter VII. On Re-enrollment	55
Chapter VIII. Curricular Model	55
Curricular plans.....	55
Practicum 57	
Curricular Requirements	57
Languages.....	58
Chapter IX. On Social Service	59
Chapter X. Course Selection	59

Academic Load	59
Academic Status	60
Course Selection	61
Chapter XI. Accreditation.....	63
Learning Accreditation	63
Learning Assessment	64
Make-up Exams and Challenge Exams	65
General Grading Scale	67
Academic Recognitions	68
Academic Terms.....	68
Chapter XII. Permanence Requirements	69
Voluntary Withdrawal and Special Withdrawal	69
Academic, Administrative and Disciplinary Withdrawal	69
Chapter XIII. Certification	71
Chapter XIV. Disciplinary Provisions	72
Chapter XV. Financial Provisions	74
Enrollment, Re-enrollment, and Tuition Fees	75
Payment by Check.....	76
Refunds	77
Financial Aid Programs and Student Insurance	77
Chapter XVI. Special Programs.....	78
Remedial Education Programs and University Development Program.....	78
Supplementary Education Program	78
Academic Excellence and Leadership Programs	79
Advanced Placement Program	79
Chapter XVII. On the Student Society	80
Chapter XVIII. Application and Interpretation of the RALUA 2010	80
Provisional regulations.....	80
Regulations to obtain Undergraduate Degrees, Diplomas of Specialization and Academic Degrees (ROTDEG)	81
First Section. General provisions.....	81
Second Section. Obtaining an Undergraduate Degree	84
Special provisions for degree obtaining by students on transfer.....	85

Third Section. Obtaining a Diploma of Specialization and a Master’s or Doctorate Degree	85
Fourth Section. On the options	86
Chapter I. Thesis	86
Master’s	86
Doctorate	87
Chapter II. General Knowledge Exam.....	88
Chapter III. Additional Studies.....	88
Chapter IV. Applied work	90
Provisional regulations	91
Regulations for Mobility and Transfer for Undergraduate Students at the Universidad Anahuac (RMTUA)	91
Section I. General Provisions	92
Sole Chapter.....	92
Section II. Description of the mobility program for undergraduate students at the Universidad Anahuac.....	93
Chapter I. Description of the Mobility Program.....	93
Chapter II. On who can take part in the Mobility Program	93
Chapter III. Length of the Mobility Program.....	94
Chapter IV. Approval, modification, and withdrawal processes for the Mobility Program.....	94
Chapter V. Enrollment, course selection and learning assessment processes	95
Chapter VI. Financial provisions for the Mobility Program	96
Section III. Description of the Transfer Program for Undergraduate Students at Universidad Anahuac	97
Chapter I. Description of the Transfer Program.....	97
Chapter II. On who can participate in the Transfer Program.....	97
Chapter III. Approval processes for the Transfer Program	98
Chapter IV. Financial provisions for the Mobility Program	99
Chapter V. Special provisions for degree obtaining by students on transfer.....	99
Provisional regulations	100
Regulations for Exchange of Undergraduate Students at Universidad Anahuac (RIALUA) ¶	
Section I. General Provisions	101
Sole Chapter.....	101
Section II. On Anahuac Students.....	102

Chapter I. Description of Exchange Programs for Anahuac Students102

Chapter II. On eligibility for the Exchange Programs for Anahuac Students102

Chapter III. Content and length of Exchange Programs for Anahuac Students103

Chapter IV. Authorization, modification, and withdrawal from the Exchange Program for Anahuac Students 104

Chapter V. Processes of authorization, course selection and knowledge accreditation/approval for visiting students 104

Chapter VI. Penalties for infringement of regulations, and procedures for re-enrollment in exchanges for Anahuac students 105

Chapter VII. Official grade record for Anahuac Students in Exchange Programs105

Chapter VIII. Financial, scholarship, and funding provisions for Anahuac Students in Exchange Programs 106

Section III. On visiting students 106

Chapter I. Description of Exchange Programs for Visiting Students106

Chapter II. On eligibility for the Exchange Programs for Visiting Students.....107

Chapter III. Content and length of Exchange Programs for Anahuac Students107

Chapter IV. Authorization, modification, and withdrawal from Exchange Programs for Visiting Students108

Chapter V. Processes of authorization, course selection and knowledge accreditation/approval for visiting students 108

Chapter VI. Penalties for infringement of regulations, and procedures for re-enrollment in exchanges for visiting students 109

Chapter VII. Financial, scholarship, and funding provisions for Visiting Students in Exchange Programs 109

Section IV *Study Abroad* Program 109

Sole Chapter. Description of the *Study Abroad* Program109

Provisional regulations110

Introduction

The Universidad Anahuac is a Catholic higher education institution founded in 1964. As a university community, it strives for the truth, the good, and the comprehensive instruction of people through its Educational Model.

The mission of the Universidad Anahuac is to contribute to the comprehensive instruction of positive action leaders and to promote across the institution the development of the person and the society, encouraged by the values of Christian humanism.

Currently, the Universidad Anahuac provides high school, undergraduate, postgraduate, and continuous education at the following locations: State of Mexico, Mexico City, Merida, Xalapa, Cancun, Oaxaca, Puebla, Queretaro, Guadalajara, and Monterrey. The Universidad Anahuac is part of an international university network whose institutions have similar identity and missions.

The Universidad Anahuac has grouped the programs it offers, according to their nature, in Coordinations, Schools, and/or Faculties. In turn, they are grouped into five major academic divisions:

1. Health Science
2. Legal and Social Sciences
3. Communication, Architecture, Art, and Design
4. Engineering
5. Business

The Universidad Anahuac has Recognition of Official Validity of Studies at secondary and postsecondary level for the degrees offered throughout the Mexican Republic. The University is entitled to issue transcripts, diplomas, and undergraduate and postgraduate degrees. It can also make curricular plans and syllabuses after approval and authorization of the Secretariat of Public Education, as set out by Presidential Decree on November 22nd, 1982, and published in the Official Gazette of the Federation (DOF) on November 26, 1982.

Academic Regulations for Undergraduate Students at the Universidad Anahuac 2016 Model (RALUA 2016)

Chapter I. General Provisions

Art. 1. These Academic Regulations for Undergraduate Students at the Universidad Anahuac, under the Educational Model of Comprehensive Instruction, applicable to 2016 curricular plans and subsequent (RALUA 2016) have the objective of establishing general norms to regulate academic and instructional activities at undergraduate level and administrative activities resulting from it, as well as the relationships between the various members of the University community who participate at this degree level.

Undergraduate students are bound to know and comply with the provisions hereby specified, the norms and procedures resulted from it, and those established by the University. Consequently, the lack of awareness of these regulations shall not excuse anyone from their compliance.

When an undergraduate student covers the enrollment payment and starts the course selection process, he or she is voluntarily and implicitly accepting the content of each and every one of the regulations in force. The University publishes these regulations through printed and/or electronic means, along with all the other applicable standards and provisions of the Universidad Anahuac.

The standards for executive undergraduate students¹ and for undergraduate students in curricular plans before the 2016 model² are established in their specific regulations. Only in cases not considered in those regulations, this regulation shall be suppletory applied.

Art. 2. An undergraduate degree is understood as a level of study performed after the completion of secondary level education, in programs having Official Recognition of Valid Studies, and that lead to the conferment of the resultant professional degree. Their essential objective is the development of professional competencies, i.e. the acquisition and development of knowledge, skills, attitudes, and values required in the practice of a profession.

Chapter II. Admissions for Freshman Undergraduate Students

Art. 3. This chapter provides the foundations for university's student admissions process in undergraduate degree programs and refers to the administrative procedures to be followed in compliance with the provisions stated in the specific manuals and guides.

Art. 4. Admission is understood as the process carried out by any prospective undergraduate student at this University, and that allows the University to perform the selection process for those who shall become students in this University, according to the admission profile.

¹ Executive undergraduate is the one addressed to students with an admission profile different to the one required for traditional undergraduate degrees: over 23 years old and with work. Students of such degrees must abide to the Academic Regulations for Executive Undergraduate Students at the Universidad Anahuac.

² RALUA 2010 and RALUA PL.

Art. 5. For the purposes of this regulation, the following definitions shall be used:

- Prospect: Any person who has completed or is about to complete secondary education or its equivalent; who has the admission profile to register in this University; and who is interested in studying an undergraduate program offered by any of the Universidad Anahuac venues.
- Applicant: The person requesting admission for a given period in a specific degree, and who has been given the right to start the process by the institution.
- Examinee: The applicant who has completed the admission process for a given period in a specific degree, and who is waiting for the result.
- Admitted student: The examinee who obtained a favorable result in the admission process for a given period and degree (including all Anahuac high school students with a current Anahuac Admission letter).
- Not admitted student: Any examinee receiving a non-favorable resolution to the admission request for a given degree or period (cf. Art. 9).
- Enrolled student: Persons admitted and who have covered the enrollment fee to study the first period of the degree chosen, or another period if they come from another national or foreign higher education institution. For the latter, their courses must be accredited by equivalency or recognition of foreign studies, must not have an academic record or previous course selection in any of the Universidad Anahuac venues.
- Enrolled student with course selection: The person enrolled who has made the course selection for a given period.
- Re-enrolled student: Those students who have been enrolled in at least one previous period in this University, formalizing their entry to the next academic period as per the curricular plan of the degree chosen, and who have paid their re-enrollment fee (cf. Art. 41).
- Re-enrolled student with course selection: The person re-enrolled who has made the course selection for a given period (cf. Art. 41).
- Student: The person enrolled, with course selection, re-enrolled, or re-enrolled with with course selection in a specific period and degree.

Art. 6. The administrative structure responsible of the admission process involves the following areas: Pre-University Assistance, Admissions, and Vocational Guidance. The final decision on every application relies on the Admissions Committee.

Art. 7. The admission procedure consists of the following steps:

- a) Applicants must:
 - Submit the following documents to the University:
 - Copy of birth certificate
 - Copy of high school certificate (if not concluded yet, a certificate of partial studies or grade report up to the last period or term studied).
 - Four photographs
 - Self-description questionnaire

The University might require any further information, which shall be requested in due time.

- Pay the corresponding fee for the admission process, when applicable
 - Take the admission test determined by the University
 - Attend to an individual interview
 - Applicants coming from Anahuac secondary education who have the Anahuac admission distinction, must only submit a valid letter and the admission application, with the documents required.
 - For some degrees, applicants must approve the corresponding pre-medical program, the propaedeutic course or other additional requirements, as determined by the University.
 - In the case of BMBS, applicants must fulfill the requirements specified in the Academic Regulations for BMBS Students.
- b) The Admissions Committee provides a decision, which is not subject to appeal.
- c) The examinee receives an official written resolution.

Art. 8. The examinee who is admitted shall be able to enroll on, and start the degree studies of their choice, or any other degree under the Partial Program alternative.

Partial Program is the one in which students can start the degree of their choice in a campus of the Universidad Anahuac not offering it (campus of origin). Students enroll on a related degree, and take as many common modules as possible in the first periods, to later transfer to another campus (campus of destination) offering such degree, and where he or she shall complete the degree of choice (cf. Art. 33).

Students admitted to BMBS must start and complete their studies in the same campus.

If a student receives a scholarship in the campus of origin, he or she shall be subject to the application of Scholarships and Student Loans Regulations when transferring to the campus of destination.

Art. 9. The examinee who is not admitted shall be able to start the admission process again at any campus of the Universidad Anahuac six months after the resolution date. After that period of time, it is possible to apply for admission for the second and last time, being understood as a final decision.

Art. 10. A favorable admission resolution shall be valid for any campus of the Universidad Anahuac and shall remain valid for two ordinary semester terms (cf. Art. 112) following the academic period in which it was issued.

Should enrollment not be completed within the deadline indicated, the individual shall restart the admission process as applicant.

Based on early detection, the University shall offer the University Development Program (PDU) to maximize academic performance of students at risk of dropping out. Admitted students considered by the Admissions Committee as PDU candidates must compulsorily take the program during the first period studying in this University (cf. 160).

The University shall be able to request to the admitted student to take and approve the corresponding placement tests, as per indicated at the curricular plan of the chosen degree. If necessary, the admitted student

will have to take and approve the corresponding remedial courses.

Art. 11. Anahuac high school students with an Anahuac admission letter, and who meet the requirements established therein shall be admitted to any campus of the Universidad Anahuac, without following the ordinary admission process. Nevertheless, such students must submit the documents requested to create his or her record in due time and form, as established hereby.

The Anahuac admission letter shall remain valid for the next two ordinary semester terms (cf. Art. 112)

112) following the academic period in which it was issued.

This letter does not exempt admitted students, under this modality, from taking placement tests and/or passing the remediation courses mentioned in the above Article. BMBS students are not exempt from studying and passing the corresponding pre-medical program.

Art. 12. The University reserves the right to admit, enroll or re-enroll any examinee, or student, as applicable.

Art. 13. Students who interrupted their studies and are requesting re-enrollment (cf. Arts. 19 and 20) or degree change (cf. Chap. IV) do not need to undertake another admission process. If the re-entry or degree change need any further requirement, the admission shall be subject to the fulfillment of such requirement.

Students with academic withdrawal from a degree program shall not be admitted to the same program again, to an update nor to a derivation of such program. The same shall happen for another degree where the academic withdrawal reason remains valid (cf. Art. 126).

When disciplinary reasons were the cause of withdrawal, the student shall not be able to enroll on any campus of the Universidad Anahuac.

Art. 14. Students who have started their studies in a campus of the Universidad Anahuac, and who wants to continue studying in another campus, shall not have to start a new admission process. Notwithstanding, they shall abide to the provisions of the Mobility and Transfer Regulations at the Universidad Anahuac, as well as the Scholarships and Student Loans Regulations, where appropriate.

Art. 15. Applicants with higher education studies -undergraduate, higher technical, or associate professional at either a national or foreign institution- can request the accreditation by equivalency or recognition of foreign studies for the modules approved at the institution of origin (cf. Art. 17).

The equivalency is required when studies were made within the National Education System. The recognition of foreign studies is needed when studies were completed abroad.

Sometimes modules could be accredited without the equivalency procedure when the student approved it, and such module is common across other curricular programs of officially-recognized institutions within the National Education System, or programs of foreign institutions, according to the terms stated in the Agreement 286, Guideline no. 21, (published on the Official Gazette of the Federation on October 30th, 2000).

Art. 16. The recognition of foreign studies or the equivalency procedure shall be subject to approval of the preliminary professional opinion made following the criteria established by the Academic Vice-Rector or the equivalent body (cf. Art. 17). Such preliminary professional opinion is submitted to the Admissions Committee, and, where appropriate, to the Secretariat of Public Education, to issue the official professional opinion or resolution.

Students enrolling through recognition of foreign studies or equivalency procedure shall abide to the Admissions Committee provisions. He or she shall enroll the modules in accordance with the relevant professional placement opinion.

Even though the recognition of foreign studies or the equivalency is subject to a positive professional opinion or official resolution issued by the Secretariat of Public Education, such resolution is not binding for the University, neither in contents nor in consequences. In other words, the modules accredited through recognition of foreign studies or equivalency are subject to Art. 17 hereby.

When accepting the admission offer, the student shall express in writing his or her conformity to the proposal of equivalency or recognition of foreign studies made by the University.

Art. 17. The equivalency or recognition of foreign studies shall be made as per the following criteria:

- a) Only modules with a minimum grade of 8.0, or their equivalent in other grading scale, shall be considered. Should there be two or more prerequisite modules for equivalency, where the grade of the second or last prerequisite module is equal to or greater than 8.0, and the previous module(s) was approved but does not reach 8.0, the equivalency for all modules shall be accepted with their respective grades.
- b) There must be at least 60 percent match in the program content of the modules to get equivalency, and a similar number of credits or hours.
- c) The equivalency or recognition of foreign studies is topped in 40 percent of the modules and credits from the current curricular plan to which the applicant intends to enroll to. The Rector's Committee may approve a greater percentage of up to 80 percent, only for curricular plans studied within the Anahuac Universities Network, foreign institutions of the International Universities Network to which it belongs to, and national and foreign institutions with whom there are joint or double degree agreements. In such cases, students must comply with the graduation requirements, as specified in Art. 43 hereby.
- d) If the student submits two modules -studied and approved- for equivalency of one module, with contents corresponding to over 60 percent, the grade that shall be recorded for the module shall be the average of both accredited modules, provided that this average is 8.0 or greater, or its equivalent in other grading scale.
- e) If the student comes from an annual curricular plan, the modules studied and approved could correspond to two semester modules, which shall be assessed on a case-by-case basis.
- f) It shall not be possible to accredit Practicum modules, compulsory Anahuac Block modules, workshops or instructional activities within the same block through equivalency or recognition of foreign studies (cf. Art. 79).

Art. 18. All freshman students must attend the activities of the Comprehensive University Welcome program (BIU), including English language proficiency and placement test. Otherwise, they shall be subject to the sanctions established by the University and to the corresponding payments.

Chapter III. Readmission and Student's Official Record

Art. 19. Readmission is the process carried out by those who, having suspended their studies at the Universidad Anahuac due to dropping out or an administrative withdrawal, want to return to the same or any other institution in the Anahuac network.

Art. 20. In order to continue with their studies, readmitted students who interrupted their studies for a period not longer than 2 years should:

- a) Request readmission, in writing, at the Office of the University Registrar.
- b) Be subject to the existing curricular plan he or she was studying (former or updated) and, if necessary, request for an internal opinion on studies equivalency.
- c) Get the corresponding studies equivalency -on their own or through the University-, when appropriate, at the Secretariat of Public Education.
- d) Carry out the re-enrollment process (cf. Art. 41).

If the interruption in their studies is longer than two years, the readmission application shall be adjudicated by the Admissions Committee. If accepted, the student shall meet the conditions provided by the Committee as well as the requirements mentioned beforehand in this article. (cf. Art. 13).

If the student comes back willing to enroll to another degree, he or she shall abide to what is established in Chapter IV of this regulation.

On student's official record

Art. 21. For students to be fully enrolled in the University and registered in the Secretariat of Public Education, they shall fulfill the following within the established deadlines:

- a) Pay the enrollment fees, as well as all other procedures, and incorporation rights. Where appropriate, make their scholarship or funding effective.
- b) Carry out the selection process for courses in due time and form.
- c) Submit all required documentation to the Office of the University Registrar within the established deadlines.

Art. 22. Students in their first University period must submit the following documents in due time:

- Birth certificate in original and two letter-size copies
- High school certificate in original and two letter-size copies
- Secondary school certificate in original and two copies
- Official professional opinion of studies equivalency or recognition of foreign studies, where applicable
- Unique Population Registry Code (CURP) in copy
- Six 2.5 x 3.5cm, formal, matte finish, black and white photographs

Students coming from high schools affiliated with a state educational authority or from state Higher Education Institutions must submit the required academic documents, which should be certified by the state government where such studies were completed.

Art. 23. Foreign applicants admitted must prove their legal status in Mexico, and comply with the provisions stated by the relevant authorities in order to enroll as student. This process is carried out by submitting to the Office of the University Registrar, along with the documents mentioned above, a copy of the immigration document -certified by a notary public-, entitling the applicant to study at the Universidad Anahuac in the chosen program. The applicant is compelled to submit the copies, certified by a notary public, of the immigration document ratifications and/or changes made to it throughout their studies and up until their graduation. Failure to comply with this provision invalidates the studies taken by the student without any liability to the University.

Art. 24. Students who have completed their secondary, high school or higher education studies abroad must submit original and copy of the corresponding documents with the appropriate apostilles or certifications, along with the corresponding official resolution of the recognition of foreign studies, issued by the Secretariat of Public Education.

Art. 25. Students not submitting all documents before taking the final ordinary examinations for the first period must pay all cumulative tuition fees. They shall lose the right to take such final evaluations or examinations, and thus the chance to accredit the modules, workshops, and/or instructional activities he or she was enrolled. The University shall proceed with an automatic administrative withdrawal, and grades shall not be recorded in their academic record (cf. Arts. 127 to 129).

Art. 26. All undergraduate students must have a valid institutional ID, carry out the corresponding renewals or ratifications to it, show it when entering or leaving the campus, when requesting services or at any other moment that the University authorities require to do so. Students who have been withdrawn must return their ID to the University when collecting their documentation.

Chapter IV. Degree Change

Art. 27. Degree changes are understood as the process carried out by a student who wants to start a new Bachelor's degree, leaving uncompleted the one that had been studying.

The degree change request shall be carried out at least three weeks before the classes in the new degree program begin.

Art. 28. Students requesting a degree change must fulfill the admission requirements set by the degree program they are expecting to change to, take placement exams, and if required, approve the corresponding remedial courses (cf. Art. 10).

Art. 29. Degree change requests made by newly enrolled students shall be solved depending on the moment they request it to the Office of the University Registrar, as follows:

- Before the beginning of classes, if this occurs before the course selection process.
- In the first week of classes, if this occurs during the course selection process.

When degree change applications are submitted after the course selection, these shall be considered for the following regular term.

Degree changes apply only to regular terms - semesters.

Art. 30. To make a degree change, students must submit their application to the Registrar's Office and attend to an academic advising session in the relevant Division, Faculty or School.

When requested, they must attend to a personal interview to the Vocational Guidance area or equivalent, before completing the course selection process. Any degree change request shall be analyzed and resolved by the Admission's Committee.

Art. 31. If the Admission's Committee approves the degree change, the following academic and administrative aspects must be taken into account:

- a) The modules with passing grades that are *common* to both degrees (same name and code) shall be considered as accredited. Likewise, the modules with passing grades that are *similar* to both degrees (same name and different code) shall be considered as accredited after internal written validation by the director of the Division, Faculty or School of the new degree, along with the validation from the Academic Vice-Rector or equivalent area.
- b) Students may request that modules approved in their previous degree are taken as *equivalent*, even when they have a different name but their content is equivalent in more than 60 percent. For this purpose, it is required a written preliminary professional opinion report by the Director of the Division, Faculty or School the new degree belongs to, as well as the validation from the Academic Vice-Rector or its equivalent. Students shall then have to obtain the final professional opinion by the SEP. The Practicum modules from the previous program shall not be accredited for the new degree.
- c) If both degrees belong to the same Division, either the Faculty or School shall determine in the student request how many and which of the professionalizing modules that are neither common, similar nor equivalent, and that were accredited in the previous degree, can be considered as electives for the new degree, providing that the curricular plan allows for it.
- d) The accreditation opportunities taken for common and similar modules but not accredited yet shall be transferred to the new degree.
- e) Students must give up those modules not specified in the above sections, and that are not included in the curricular plan of the new degree.
- f) Students shall join the new degree with the same academic status obtained in the previous degree. (cf. Arts. 64 and 66).
- g) Students requesting a degree change in an executive program, shall be subject to the Academic Regulations for Executive Undergraduate Students.

Art. 32. Requested degree changes shall not be granted if the academic program in which the student intends to enroll, should there be or arise any cause for academic withdrawal (cf. Arts. 118 to 126).

Art. 33. Students may carry out two degree changes at most, taking into consideration the changes made at the University and at any of the institutions within the Anahuac Universities Network. Only in exceptional cases and through the approval of the Admission's Committee, a third degree change may be authorized.

When the students have started their degree studies under the Partial Program modality (cf. Art. 8), it shall not be considered as degree change when requesting their campus transfer with the degree change to the degree chosen in the first place.

When students migrate to an updated curricular plan of the same program, it shall not be considered as degree change, even if the name has been modified.

Chapter V. Simultaneous Degrees

Art. 34. Students may request to the Academic Vice-Rector, or its equivalent, authorization to simultaneously pursue two degrees or programs integrated as double degrees, provided that:

- Students have as total weighted GPA a minimum of 8.0 in their first degree, current on the date of their application.
- Students have earned at least 30% of credits in their first degree.

Once the request is accepted by the Academic Vice-Rector or equivalent area, the admission requirements for the second degree shall be met (cf. Arts. 7 and 10).

The maximum number of credits per ordinary semester period among both degrees shall not exceed 72, following the limits defined by the academic status of students in each degree (cf. Art. 66).

Art. 35. If the Admission's Committee approves a student to enroll to two degrees simultaneously, or programs integrated as double degree, the following aspects must be taken into consideration:

- a) The modules with passing grades that are *common* to both degrees (same name and code) shall be considered as accredited. Likewise, the modules with passing grades that are *similar* to both degrees (same name and different code) shall be considered as accredited after internal written validation by the director of the Division, Faculty or School of the degree the student wants to start, along with the validation from the Academic Vice-Rector or equivalent area.
- b) Students may request that modules approved in their previous degree are taken as *equivalent*, even when they have a different name but their content is equivalent in more than 60 percent. For this purpose, it is required a written preliminary professional opinion report by the Director of the Division, Faculty or School the degree the student wants to start, as well as the validation from the Academic Vice-Rector or its equivalent. Students shall then have to obtain the final professional opinion by the SEP. The Practicum modules from the previous program shall not be accredited for the new degree.
- c) If both degrees belong to the same Division, either the Faculty or School shall determine in the student request how many and which of the professionalizing modules that are neither common, similar nor equivalent, and that were accredited in the first degree, can be considered as electives for the degree the student wants to start, providing that the curricular plan allows for it.
- d) The accreditation opportunities taken for common and similar modules but not accredited yet shall be transferred to the simultaneous degree.

Art. 36. Students enrolled to simultaneous degrees shall only be required to pay one enrollment fee per period, based on the total credit sum of both degrees for such period.

In the event that the simultaneous degrees are taken in different campuses of the Universidad Anahuac, the re-enrollment fee shall be paid at the campus of the first degree. Once this degree is completed, the re-enrollment fee shall be paid at the campus of the second degree.

At the beginning of each period, students must pay the corresponding re-enrollment fee (cf. Art. 152), and at the moment of determining their final academic load, the difference resulting shall be refunded in the tuition fees.

In the case of credits, they must be covered by module, in the relevant campus, period, and fee.

In addition, students must comply with permanence and graduation requirements for each degree, and shall carry out the procedures and payments relevant to each of the degrees.

Art. 37. English language accreditation, or second language when applicable, shall be valid for both degrees.

Chapter VI. Second Undergraduate Degree

Art. 38. When University students have earned the total number of credits in their curricular plan and intend to pursue another degree, they may submit a written request to the Office of the University Registrar for approval, provided that they have fulfilled all curricular requirements and have officially completed their social service requirement for the previous degree.

Students shall not be required to start the admission process again, and if applicable, they shall comply with the admission requirements for the second degree (cf. Arts. 7 and 10).

Art. 39. For accreditation of common and similar modules between both degrees, and the English language requirement, and second language when applicable, students shall be subject to the provisions in Arts. 35 and 37 respectively.

Chapter VII. On Re-enrollment

Art. 40. Re-enrollment is the process students must carry out to formalize their entry into the following academic term (regular semester or inter-semester) according to their curricular plan, and the calendar established by the University.

Art. 41. To be considered as re-enrolled student or re-enrolled student with course selection, the following criteria must be met:

- a) Not being on academic or disciplinary withdrawal (cf. Arts. 118 to 126 and 130).
- b) Not having outstanding financial debts, pending documents (cf. Arts. 21 c) and 22) nor University teaching materials.
- c) Having paid re-enrollment fees in due time. Afterwards, they shall be considered as re-enrolled students.
- d) Having chosen their modules in due time. Afterwards, they shall be considered as re-enrolled students with course selection.

Chapter VIII. Curricular Model

Art. 42. The Anahuac educational model for comprehensive education considers a credit-based curricular structure. Credit is the value unit of every module or academic activity. It equals the sum of contact hours-week-semester plus out-of-class student work hours-week-semester.

Curricular Plans

Art. 43. In order to pass a curricular plan, students must fulfill the admission and permanence requirements and earn all the credits in the curricular plan. Besides, for graduation purposes, they shall meet the graduation requirements: at least two curricular modules of professionalizing nature, delivered in English; two curricular modules of professionalizing nature, delivered online; and the relevant curricular requirements, according with the needs of the degree.

Art. 44. The modules are defined and grouped into three blocks:

- a) Professional Block. It includes compulsory modules that allow students to develop professional competencies, from the most common or general one within their area of expertise, up to the most specific ones.
- b) Anahuac Block. It includes compulsory modules that allow students to develop competencies that are common to all programs, and provide the essential humanistic instruction elements and general studies, distinguishing Anahuac graduates.
- c) Elective Block. It includes elective professionalizing modules, as well as humanistic and general instruction modules, workshops or activities. They complement and go in depth into students' comprehensive instruction and skills development in different areas. Students may choose these modules, workshops and/or instructional activities in accordance with their own interests.

Art. 45. For the Elective Block, students must comply with the following:

- a) Professional Elective

Students must earn at least twenty-four (24) credits in this block, as specified in the curricular plan of each degree, either elective modules of the degree or modules delivered in other degrees within the same division.

Some degrees have the option of earning those credits through modules grouped in a specific professional area, in order to go deeper in any study line of their interest.

Students shall not be able to enroll to elective modules from other degrees in the same division, with contents equivalent to the one in their own curricular plan, nor to undertake modules from previous curricular plans.

If students have completed the credits from the Professional Elective Block, they shall be able to study the modules of their choice in this block, abiding to the terms of this University, and without being able to take these credits for another block.

- b) General Elective Studies

Students must earn twelve (12) credits through the modules chosen from the general offer -defined as general elective modules-, and/or through the general instruction modules from the Anahuac Block.

In addition, students must earn nine (9) credits through workshops and/or instructional activities in the Anahuac Block:

- The workshops and instructional activities are assigned a value of three credits each.

- The workshops and instructional activities are graded numerically as per Article 104, section a. However, should the final grade be a failing grade, it shall not be considered for academic withdrawal under the circumstances specified in Article 119, but it shall be considered for the calculation of academic averages and status.
- In the case of sports activities, students shall have health insurance covering accidents. It can be purchased at the University when paying the enrollment fee. To be exempt from paying this insurance, students must provide -through the Intranet services portal- proof of having at least a similar and valid insurance (cf. Art 159). In this way, the institution shall not be liable for any accident occurring off campus, even in institutional representation activities.

If students have completed the credits from the General Elective Block, they shall be able to study the modules, workshops and/or instructional activities of their choice in this block, abiding to the terms of this University, and without being able to take these credits for another block.

Art. 46. If students have not approved an elective module, they shall be able to take it again, as per Article 80 hereby, or they can take another elective module instead. Should it be the latter case, the failing grade of the first module shall be considered for the total weighted average and shall be regarded as a failed module, as per Article 119. Once the total number of elective credits has been covered for the block to which the subject that was not approved belong to (either professional or Anahuac block), the students shall be able to request the Office of the University Registrar the non-accredited module to stop having effect in their academic record.

The same criteria shall apply for workshops and instructional activities refer to in the above article. However, they shall not be considered as academic withdrawal reasons (cf. Art. 119).

Art. 47. Credits from undergraduate curricular plans can be earned through the modules taken and approved at other national or foreign institutions as per this regulation (cf. Arts. 15 to 17) and/or the Regulations for Exchange of Undergraduate Students at Universidad Anahuac (RIALUA).

Practicum

Art. 48. The modules called Practicum are part of the curricular plan of every degree, and their purpose is to bring theory and practice together (knowing-making) through applied knowledge in a real or simulated professional work context, with individual monitoring from either academics and/or professional advisors. This lets us to clearly evaluate and make evident the progress in developing and/or achieving the professional competencies defined in the graduate profile of each degree.

The spaces assigned for the Practicum modules shall be approved by the University, in accordance with the logistical needs and possibilities of the University itself, and of the institutions involved, when applicable.

The number of credits for the Practicum modules in any degree shall be at least eighteen (18).

The Universidad Anahuac shall be in charge of monitoring and evaluating the Practicum.

Curricular Requirements

Art. 49. The curricular requirements are a set of educational experiences regarded as essential for the instruction of a professional. They are necessary to move on within the curricular plan and to graduate.

Art. 50. The curricular requirements do not grant academic credits. They are accredited through compliance, and its result is expressed as AC (Accredited) and AD (Not Accredited) (cf. Arts. 79 and 104).

Art. 51. The curricular requirements for all undergraduate students are:

- a) Languages (cf. Arts. 52 to 56).
- b) Social Service.
- c) Specific requirements set out in the curricular plan and its official appendices.
- d) Take, and where appropriate, approve midterm and/or graduation examinations, either internal and/or external (such as the General Exam for Undergraduate Certification by CENEVAL, for relevant degrees), for each degree, and following specific conditions, specified by the University.
- e) At the Bachelor in Medicine and Surgery, students will sit and approve the Integrated Summative Evaluation, in the terms defined by the Undergraduate, Specialization, and Postgraduate Degree-Granting Regulations (ROTDEG).

Languages

Art. 52. Students must take the placement exam for the English language curricular requirement during the Comprehensive University Welcome (BIU) sessions, before the beginning of the first studies period or by most during the first four weeks of said period of study, as established by this University. In the event that students did not take it, they shall be placed in level 0.

The placement exam made during the Comprehensive University Welcome (BIU) shall be free. At any other moment, the exam shall have a cost that shall be defined by the University, and that the student shall pay.

In accordance with the result of such test, the student shall accredit the English language curricular requirement, or shall be placed at any of the following proficiency levels:

- Level 0 (No knowledge of the language).
- Elementary A Propaedeutic.
- Elementary B Propaedeutic.
- Level 1.
- Level 2.
- Level 3.
- Level 4.
- Level 5.
- Level 6.

Art. 53. Once students have been placed in a language proficiency level, they shall approve the remaining levels.

Students placed in a level similar or lower than level 2 shall study all remaining levels within the University, starting during the first period of studies and continuously.

Students placed in a level similar or higher than level 3 shall approve the remaining levels, through the following options:

- a) Take the accreditation exams required by the University for such levels. Students shall be able to study and get proficient in the language by studying outside the University.
- b) Study and approve the remaining levels within the University.
- c) Submit the relevant certificates and/or examination results, certified by other authorized institutions. This University shall publish a list of such institutions.

The University Language Center is the body in charge of managing everything related to the accreditation of such requirement.

Art. 54. Language levels are accredited through compliance, and its result is expressed as AC (Accredited) and AD (Not Accredited) (cf. Arts. 79 and 104). Should any language be given in a degree as a module with curricular value, such module shall be graded numerically as any other module.

Art. 55. While moving on in the accreditation of the English language requirement, the following criteria shall be considered:

- a) Any student who, at the end of an academic period, has earned at least 30 percent of credits in the curricular plan, without having accredited level 3 of the English language, shall be on *Probation for English language* and can only enroll the minimum workload of 18 credits in the following academic periods until having covered this level (cf. Art. 66).
- b) Any student who, at the end of an academic period, has earned at least 60 percent of credits in the curricular plan, without having accredited level 6 of the English language, shall be on *Suspension for English language* and shall not enroll any subject until having met this requirement (cf. Art. 66).

Students enrolled via equivalency or recognition of foreign studies, whose placement exam did not meet the English levels referred to in previous paragraphs, and having reached the percentages of respective progress, may request to the Rector's Committee for an extension of up to two consecutive terms to regularize their situation. Such students shall take courses with a maximum of 36 credits until the English language levels required are met.

Art. 56. Proficiency of a third and/or fourth language is a curricular requirement for students of certain curricular plans to graduate. The Language Center shall have available the means to accredit this curricular requirement, being these courses, tests or studies certificates, and the results of certified tests by other approved institutions. The list of such means shall be published by the University.

Chapter IX. On Social Service

Art. 57. Universidad Anahuac students should render at least 480 hours of social service, in a minimum period of six months, as a graduation requirement, and as a complement to their professional instruction. The social service is required by law, by the university standards, along with the procedure for its accreditation.

Art. 58. Students may render social service once having earned 70 percent of credits in their curricular pan. The relevant official regulations shall be applied for Health Science students.

Chapter X. Course Selection

Academic Load

Art. 59. Academic load is the number of credits enrolled by a student in an academic term. In order to ensure an appropriate performance, such load must allow students to satisfactorily reach the learning outcomes defined for each course outline. It is linked with the academic status referred to in this chapter.

Art. 60. For freshman students, the academic load shall be determined by the set of modules recommended by the University for each curricular plan, up to 54 credits by most, corresponding to the academic status *Sufficient* (cf. Arts. 66 and 67).

Art. 61. The minimum academic load to a regular academic term - semester is eighteen (18) credits.

(18) It could be lower if the load corresponds to the remaining number of credits for the student to complete the degree.

Art. 62. The maximum academic load to a regular academic term - semester is sixty-six (66) credits. Academic authorities shall be give their approval for students who, taking this academic load, would complete their degree in that term, regardless of their academic status.

Art. 63. The maximum academic load to an inter-semester summer period is twenty-one (21) credits.

Academic Status

Art. 64. The academic status is the criteria used by the University to monitor the academic performance of students. They shall be assessed at the end of each regular academic term (including make-up exams), and based on their results, decisions shall be made about the relevant actions for permanence, the academic load, and academic recognition, as the case may be.

Art. 65. The following concepts are used in determining the academic status:

- Total credits attempted. It is the total number of credits that a student has enrolled throughout their studies at the University in one degree. If a student takes a module more than once, only the credits of the last chance shall be considered.
- Credits attempted in the term. It is the total number of credits that a student has enrolled in one academic term.

- Total credits earned. It is the total number of credits from the modules passed by a student throughout the curricular plan.
- Credits earned in the term. It is the total number of credits from the modules passed by a student in one academic term.
- Percentage of total attempted credits accredited: It is equal to the total credits earned divided by the total credits attempted, multiplied by 100.
- Percentage of credits earned in the term. It is equal to the credits earned in the term, divided by the credits attempted in the term, multiplied by 100.
- Total weighted GPA. It is the sum of the last final grade for each module, multiplied by their credits, divided by the sum of total credits attempted.

It is obtained by the following formulas:

Points obtained = sum (credits from each module x last grade obtained). Total

weighted GPA = points obtained / total credits attempted.

- Partial weighted GPA. It is the weighted GPA of final grades obtained in the attempted modules in a given academic term.

Both the total and the partial weighted GPA are used to define the students' academic status, to grant and renew scholarships, and to grant academic recognitions.

Art. 66. Academic status are established based on the partial weighted GPA obtained in the last regular academic semester term; on the number of modules failed up to that term; or on approving the English language requirement: They are controlled through the Integrated University System (SIU) and are defined as follows:

- Satisfactory. If the student gets a partial weighted GPA equal to or higher than 8.0. With this status, students are allowed to enroll a maximum of 66 credits.
- Sufficient. If the student gets a partial weighted GPA from 7.0 to 7.9. With this status, students are allowed to enroll a maximum of 54 credits.
- Probation. If the students gets a partial weighted GPA lower than 7.0 and/or fails the University Development Program (PDU) (cf. Art. 160). With this status, students are allowed to enroll a maximum of 36 credits.
- Academic withdrawal. If students meet any of the grounds for academic withdrawal (cf. Arts. 113, 118 to 126).
- Probation for English language. Students are allowed to enroll up to 18 credits (cf. Art. 55 a).
- Suspension for English language. Students shall not be able to enroll to any module, workshop, and/or instructional activity. They shall only be able to enroll to the relevant English module (cf. Art. 55 b.).
- Exemption. Students with academic exemption may enroll a maximum of 36 credits, being bound or not to take the Supplementary Education Program (cf. Arts. 120 to 125, and 161 to 165).

Art. 67. The academic status *Sufficient* also applies to all freshman students at the University.

Course Selection

Art. 68. Before the beginning of each regular or inter-semester terms, and on a date previously established, students shall individually choose their courses, workshops, and/or instructional activities for such term, through the Integrated University System (SIU).

Art. 69. For the course selection, students should consider their progress on the curricular plan, the minimum and maximum academic load according to their academic status, the institutional academic program options, and the recommendations from their academic advisor or tutor.

From the set of modules recommended by the University, freshman students shall choose up to 54 credits and at least 18 credits (cf. Arts. 60 and 61).

From the second term onwards, students shall enroll first the modules, workshops, and/or instructional activities he or she failed, and that are available in such term. Afterwards, they shall enroll to the other modules, workshops, and/or instructional activities. This course selection shall always be subject to prerequisites and/or concurrent requirements in the curricular plan.

Admitted students considered as candidates for the University Development Program (PDU) must compulsorily take the program during the first term they study in this University (cf. Art. 160).

Art. 70. If a student does not carry out the course selection in due time, he or she may do so during the first week of class (adjustment week), depending on seat availability.

After that time, if for any reason students who have made the enrollment payment do not carry out the course selection, they shall not be entitled to study any module during such term, nor to reimbursement.

If a student does not select courses for two consecutive regular semester terms, such action shall result in administrative withdrawal.

Art. 71. Students must respect the module sequence (prerequisites and concurring requirements) established in the curricular plan. Any violation to this sequence shall cancel the enrollment to the subsequent module.

Art. 72. Students may change their course selection in regular semester terms, in the following terms:

- a) During the first week of class (adjustment week), students shall be able to:
 - Add additional courses, workshops, and/or instructional activities, without exceeding the number of credits allowed according to their academic status and subject to seat availability (cf. Arts. 66 and 67).
 - Drop the modules, workshops, and/or instructional activities, always respecting the minimum academic load. This shall not be considered as an opportunity taken, and there is no payment obligation for the relevant credits (cf. Art. 61).
- b) After the first week of class (adjustment week):
 - Students shall not be able to add additional modules, workshops, and/or instructional activities.
 - They shall only be able to drop two modules, workshops, and/or instructional activities, taking the following into account:

- From the second week of classes and up to the sixth week (inclusive). This shall not be considered as an opportunity taken, and there is payment obligation for the relevant credits.
- From the seventh week of classes and up to the thirteenth week (inclusive). This shall be considered as an opportunity taken, and there is payment obligation for the relevant credits.
- It is compulsory for students with any percentage of scholarship to pay the total fee amount of the modules, workshops, and/or instructional activities dropped, once added again and studied.

Art. 73. Students may change their course selection in inter-semester summer terms, in the following terms:

- a) During the first week of class (adjustment week), students shall be able to:
 - Add additional courses, workshops, and/or instructional activities, without exceeding the maximum number of credits allowed for an inter-semester term, and subject to seat availability (cf. Art. 63).
 - Drop the modules, workshops, and/or instructional activities, always respecting the minimum academic load. This shall not be considered as an opportunity taken, and there is no payment obligation for the relevant credits (cf. Art. 61).
- b) After the first week of class (adjustment week):
 - Students shall not be able to add additional modules, workshops, and/or instructional activities.
 - They shall only be able to drop two modules, workshops, and/or instructional activities, taking the following into account:
 - During the second and third weeks of classes. This shall not be considered as an opportunity taken, and there is payment obligation for the relevant credits.
 - During the fourth week of classes. This shall be considered as an opportunity taken, and there is payment obligation for the relevant credits.
 - It is compulsory for students with any percentage of scholarship to pay the total fee amount of the modules, workshops, and/or instructional activities dropped, once added again and studied.

Art. 74. When dropping out concurrent modules where both the concurrent and the concurred subjects are defined, and studied in the same term, the student shall not be able to drop the concurrent subject without dropping the concurred subject as well.

Art. 75. The University shall establish the preferred order in which students can choose their courses, based on their degree, School, and progress in the curricular plan.

Art. 76. For any situation deserving explanation while choosing a course, students must turn to the Office of the University Registrar.

Chapter XI. Accreditation

Learning Accreditation

Art. 77. Accreditation is the process through which a student meets the requirements and provides evidence of his or her development and/or achievement of learning outcomes defined

for a module, workshop or instructional activity, or accomplishes the curricular requirements.

Art. 78. When students accredit a module, workshop or instructional activity, they shall get the corresponding curricular credits.

Art. 79. There are five accreditation ways, listed below:

- Final. Students undertake a course and earn a passing final grade.
- Make-up Exam. Students do not pass the final exam, and take and pass the relevant make-up exam (cf. Arts. 98, 99, and 100).
- Challenge Exam. Students, based on their previous knowledge and experiences, request earning accreditation for courses within the curricular plan, through challenge exams (cf. Arts. 101, 102, and 103), subject to the procedure established for such cases.
- Compliance. Students meet the curricular requirements (cf. Arts. 50 and 54), and complete the special and remedial education programs, when applicable.
- Equivalency or recognition of foreign studies. During their admission process, students from other institutions and/or other degrees may request accreditation through equivalency or recognition of foreign studies for subjects approved, and supported by a document legally issued by the institution and/or degree of origin, and, when applicable, recognized by the Secretariat of Public Education. It shall not be possible to accredit Practicum modules, compulsory Anahuac Block modules, workshops or instructional activities within the same block through equivalency or recognition of foreign studies (cf. Art. 17 f.).

Art. 80. Students shall have up to three opportunities to accredit a module before being in academic withdrawal (cf. Art. 119 b.). In the case of workshops and/or instructional activities, once these three opportunities are over, the student shall choose another workshop or instructional activity (cf. Art. 72 and 73).

Art. 81. Students can only attend classes or activities of the courses in which they are enrolled. Attendance to other courses does not have official recognition. It is not allowed to attend as auditing students.

Learning Assessment

Art. 82. Learning evaluation is understood as the assessment of the students' competencies in terms of knowledge, skills, attitudes and values acquired during the course, taking into account their performance throughout the academic term, based on the criteria and modalities set out in this regulation.

Art. 83. Learning assessment of each subject is carried out through at least two midterm exams and a final exam, aimed at assessing the learning process and outcomes.

Midterm exams make from 40 to 60 percent of the final grade of the course. Final examinations make up from 40 to 60 percent of the final grade of the course.

In regular semester and inter-semester courses, students must take the final exam of each subject in order to be entitled to accredit it. It is not allowed to exempt such final evaluation.

The student must conform to the evaluation criteria established by the professor in each course, including the minimum attendance percentage, with the approval of the Faculty or School.

Art. 84. Students who fail to take any midterm exam shall get zero in this exam, and it shall be taken into consideration as such for the final grade.

Art. 85. Students who fail to take a final, make-up or challenge exam shall get zero in such evaluation, and the final grade in the relevant subject shall be 5.0 (five) (cf. Arts. 98 and 101).

Art 86. It is the students' responsibility to verify the results of midterm and final exams published in the Integrated University System (SIU), and make the proper clarifications where appropriate, according to Art. 87.

Art. 87. Students shall have two working days from the publication of their midterm and final examination results for each subject to request to the relevant Division, Faculty or School the review or correction of the grade published. The grade shall be deemed as accepted if no request for correction is submitted in the specified time.

Art. 88. In some courses, departmental or second midterm exams, in addition to the aforementioned midterm exams, may be given. To be allowed to take any kind of exam, students must produce their University ID or a valid official ID.

Art. 89. Students are entitled to take the final examinations of each subject only when they have met the minimum attendance and academic requirements established by the teacher, in accordance with the Academic Vice-Rector, or its equivalent, and do not have any outstanding tuition fees or documentation.

Art. 90. All evaluations (midterm, final, second midterm, departmental, challenge, and make-up exams) shall be scheduled according to the existing academic calendar within official opening times. Exams shall compulsorily be given in the University premises in the days, hours, and classrooms defined by the Division, Faculty or School to the Registrar's Office. The University shall not recognize the examinations carried out outside the authorized academic premises or out of the established schedules.

Classes shall not be suspended in the dates of midterm, second midterm or departmental exams, unless there is an exceptional event or force majeure.

In the case of online courses, examinations shall be made following the criteria for such modality.

Art. 91. Students must be at the place and within the established schedule for any type of evaluation. They shall be allowed to start the evaluation at any time within the established schedule, provided that no student has already left the place.

Art. 92. In order to leave the place, students shall hand back the written exam when applicable, and shall be considered as completed, or ask for permission from the professor in any other type of evaluation.

Art. 93. When students, due to serious, force majeure, and not administrative reasons, are unable to attend any final or make-up exam, they shall immediately notify the Directorate of the Division, Faculty or School, and provide written evidence,

being subject to the authorization procedure provided for these situations.

Art. 94. To take final evaluations or make-up exams, students must not have outstanding payments or documents. Students shall have access to their grades through the Integrated University System (SIU). When required, they must participate in the various institutional assessment processes, such as the teaching practice evaluation (EPD), the student opinion survey (EOA), other surveys, focus groups, interviews, questionnaires for accreditation processes, etc.

Art. 95. As a result of the learning assessment, students shall receive a final grade for each subject.

Art. 96. The final course grade shall not be declined for any reason (cf. Art. 46).

Art. 97. The final grades of modules undertaken allow the calculation of two types of GPA: total (if all subjects studied are included) or partial (if only the subjects studied in given term are included):

- a) Arithmetic GPA. It is estimated by taking into account the last grade obtained in the subjects studied. It is the result of summing up the grades obtained divided by the number of subjects. This GPA is mainly used for certification purposes.
- b) Weighted GPA. It is estimated by considering the last grade obtained in the subjects studied and the number of credits for each one of them. It is the result of multiplying the last grade in each subject by their credits, and then summing up the results. This sum is divided by the sum of the credits from all the subjects considered. This weighted GPA is used for the renewal of scholarships, for the definition of academic status, and for academic distinctions. (cf. Art. 65).

Make-up and Challenge Exams

Art. 98. Make-up exams are to accredit only:

- a) Modules studied, failed, and not offered during the immediately following inter-semester - when applicable- or semester period, that are prerequisites or concurring requirements for other modules.
- b) Up to three subjects studied and failed, if they are the last ones in the students' curricular plan, in order to keep students from having to study an additional term to complete their studies.

In both cases, students must take the corresponding make-up exam during the same term in which the subject was failed. The Rector's Committee may grant the opportunity to take the exam in the immediately following regular term.

Students requesting to accredit a subject through make-up examination, and do not select the module enabled for such purpose in the Integrated University System (SIU), and/or do not take it, shall get a failing grade with all the associated consequences.

Art. 99. Make-up exams are not to accredit:

- The modules not complying with the specifications in the preceding article.
- From the Anahuac Block: neither the compulsory modules, workshops, instructional activities, nor the elective modules of practical nature.

- From the Professional Block neither the Practicum modules, the compulsory, nor the elective modules of practical nature.

The University has a descriptive module catalogue specifying the theoretical or practical nature of each module.

Art. 100. Regarding make-up examinations, students:

- a) will be allowed to accredit via make-up examination a maximum of 25% of the total credits in the curricular plan.
- b) will not be allowed to try accrediting via make-up examination more than three subjects per regular semester term.
- c) only have one chance to try accrediting via make-up exam a module undertook and failed.

Make-up examinations shall be given only during the days established in the academic calendar, and students must pay the corresponding fee.

Art. 101. To pass a subject via challenge exam, students shall document in advance that they have the knowledge, skills, attitudes, and values. In other words, students must prove they have achieved the learning outcomes expected from a given module. These outcomes could have been achieved through self-taught, in-class, or online studies offered by other higher education institutions either national or foreign, or through working experience.

The challenge exam shall be requested to the relevant Faculty or School as well as to the Office of the University Registrar, and shall be taken before completing the tenth week in case of a regular semester term, or the third week in case of an inter-semester period.

If students fail the challenge exam, it shall be considered as an opportunity taken, and they shall undertake the subject as a regular one. Students shall not be able to enroll such subject in the same term, nor take the make-up examination without having taken it before.

Students requesting to accredit a subject through challenge examination, and do not select the module enabled for such purpose in the Integrated University System (SIU), and/or do not take it, shall get a failing grade with all the associated consequences.

Art. 102. Students shall be allowed to accredit via challenge exam a maximum of 10% of the total credits in the curricular plan. This percentage could increase up to 20% with previous authorization from the Rector's Committee.

In order to accredit a subject through challenge examination, students should have not enrolled to and undertaken it before in a regular fashion, nor had withdrawn it after the first week of classes (cf. Art. 72 and 73). Students shall only have one chance per subject to accredit it via this modality.

It shall not be allowed to pass more than three subjects per term via challenge examination, nor subjects with an established sequence between them.

Challenge exams are not a means to accredit:

- From the Anahuac Block: neither the compulsory modules, workshops, instructional activities, nor the elective modules of practical nature.
- From the Professional Block neither the Practicum modules, the compulsory, nor the elective modules of practical nature.

The University has a descriptive module catalogue specifying the theoretical or practical nature of each module.

Art. 103. Anahuac high school students enrolled in the Advanced Placement Program may accredit via challenge exam the modules enabled for such purpose in the Integrated University System (SIU), in the terms established in the Advanced Placement Program, without affecting the percentage of credits and subjects as stated in the previous article. (cf. Art.167).

The same criteria shall apply for students coming from other high schools that have an academic agreement with the Universidad Anahuac, with similar Advanced Placement Programs, depending on the situation.

General Grading Scale

Art. 104. For accreditation, the general grading scale at the University is as follows:

a) Accreditation with numerical grading system:

Midterm and/or final examination grades.

- Midterm and/or final examination grades shall be expressed on a numerical scale from zero (0.0), with one decimal place, to ten (10).
- Midterm and/or final exams not taken shall be given a grade of zero (0.0).

Final grade for the module, workshop or instructional activity.

- Final failing grades shall be expressed in whole number five (5.0), even if they obtained 5.1 to 5.9.
- Final passing grades shall be expressed in a numerical scale from six (6.0), with one decimal place, to ten (10).
- Six (6.0) is the minimum final grade required to pass a subject.

b) Accreditation by fulfillment. This accreditation may have midterm and final examinations in numerical scale, although not necessarily from zero (0.0) to ten (10), nor with a passing grade equal or greater than six (6.0). However, the final grade will be expressed in letter grading scale as AC accredited, and AD owed/non-accredited (cf. Art. 79). This accreditation applies for curricular graduation requirements (cf. Art. 50 and 54), and for special and remedial education programs requiring it.

Art. 105. Final grades are understood as the grades obtained in a module, workshop or instructional activity, resulting from weighting midterm and final exams or from a make-up or challenge examination. These are the grades set in the academic record and in the official certification documents. When grades are in numerical scale, it is also taken into consideration to obtain the GPAs.

Art. 106. Students who pass the overall assessment and meet the corresponding requirements, earn the credits of the module, workshop or instructional activity as stated in the curricular plan, and will be included into their academic records.

Art. 107. For every subject, workshop or academic activity accredited by a student, the result shall be stated in the official documentation, in accordance with the above-mentioned scale, using numbers, and stating the accreditation modality.

Art. 108. In the event of students missing their right to accredit the subject, workshop or instructional activity they enrolled to, the final grade shall be 5.0.

Academic Recognitions

Art. 109. The University recognizes and rewards the academic effort of students through the public recognition granted before the academic community. Decisions for granting the recognition referred to in this chapter are not subject to appeal.

Art. 110. The Academic Excellence recognition will be granted among the 5% top-scoring students from every degree in a given academic period. From this population, the University shall grant recognition only to those students meeting all the following requirements:

- a) They obtained a weighted GPA higher than 9.0 in the last term.
- b) They studied a minimum of 30 credits in the academic period.
- c) They did not fail any module during the term in which the recognition shall be granted.
- d) They passed all the subjects in the first opportunity or via challenge exam.
- e) They took the classes they enrolled to during the period for which the recognition is granted, in the University premises.

Art. 111. Honorific distinction is the recognition granted by the University to graduates who obtain at least a 9.5 total weighted GPA, having passed all their subjects in their first opportunity or via challenge examination.

Should there not be graduates with a minimum total average of 9.5, the honorific distinction will be granted to graduates with a final weighted GPA between 9.0 and 9.4 and within the top five percent of total weighted GPA among students graduating in such term.

Academic Terms

Art. 112. Academic terms can be:

- a) Regular semester academic period. Depending on the curricular plan, each year period shall be comprised by two terms: one between the months of August and December, and the other one between the months of January and May. Each of them shall have fifteen actual class weeks.
- b) Inter-semester academic period. Between the regular semester periods, an intensive five-week class period will be scheduled.

Chapter XII. Permanence Requirements

Art. 113. In order to continue studying at the Universidad Anahuac in the degree(s) undertaken, students must not incur in any reason for withdrawal (being it voluntary, special, administrative, academic or disciplinary withdrawal), in accordance with the hereby regulation.

Voluntary Withdrawal and Special Withdrawal

Art. 114. Voluntary withdrawal takes place when students want to interrupt the degree(s) studies they are enrolled to. Students request dropping all the enrolled subjects, workshops, and/or formative activities, carrying out the procedure in the Office of the University Registrar and paying for the relevant credits, as follows:

- a) If the withdrawal procedure is concluded before the end of the sixth week of actual classes in the regular term, or the first week of the inter-semester term, such withdrawal shall not be considered as an opportunity taken in any of the enrolled subjects, workshops, and/or formative activities.
- b) After the sixth, and until the thirteenth week inclusive of classes in the regular term, the withdrawal shall be considered as an opportunity taken, without grades in each and every one of the enrolled subjects, workshops, and/or formative activities.
- c) From the beginning of the fourteenth week onwards, voluntary withdrawal requests shall not proceed.

Art. 115. Special withdrawal occurs when -because of force majeure after assessment of the Rector's Committee, and for once in their entire degree- students are allowed to drop all the enrolled subjects, workshops, and/or formative activities. This is after the sixth week since the beginning of the term and until the last day of classes, should it be an ordinary semester period, and after the third week of starting the period, and up to the last day for an inter-semester period, without considering such drop as an opportunity taken for the subject, workshops and/or formative activity, provided the corresponding procedure is carried out in the Office of the University Registrar. In such case, the student will have to pay the relevant credits of the subject, workshop, and/or formative activity he or she is enrolling to.

Art. 116. After either a voluntary or a special withdrawal, students interested in retaking their studies must carry out the relevant re-enrollment procedure.

In case a student gets behind in the curricular plan, or changes the curricular plan, he or she shall get enrolled into the most updated existing plan.

Art. 117. Students who stop attending school without carrying out the withdrawal procedure are obliged to pay for the fees of the entire term of enrollment in order to be allowed to start the re-enrollment process for the following period. Each subject, workshop or instructional activity the student has stop attending to shall receive the corresponding failing grade.

Academic, Administrative and Disciplinary Withdrawal

Art. 118. Students must not pay for neither academic, administrative nor disciplinary withdrawal procedures. However, all following procedures require to demonstrate good financial standing with the University, with a certificate issued by the Bursar's Office.

Art. 119. Academic withdrawal from a degree shall come into effect when students:

- a) Accumulate four or more failed subjects at the end of a regular or inter-semester academic term, with the exception of what is stated in Article 120. Have accumulated failed subjects even since previous terms.
- b) Exhaust their three opportunities to pass a subject (cf. Arts. 80 and 120).
- c) Do not complete their degree in a maximum period of twice the time foreseen in its curriculum map, complying with the following criteria:
 - Degrees from 300 to 360 total credits shall be completed in 16 semester terms by most.
 - Degrees from 361 to 420 total credits shall be completed in 18 semester terms by most.
 - Degrees with 421 total credits or above shall be completed in 20 semester terms by most.

In the application of these criteria, all the studied subjects, workshops and instructional activities granting credits shall be taken into consideration uninterruptedly since the first enrollment of the student in the curricular plan. The Rector's Committee might authorize an additional term for completion, at the request by the student.

- d) After receiving academic exemption as per Arts. 122 and 123, have studied and failed the Supplementary Education Program (PCA) (cf. Art. 163).

Art. 120. Should a student be in academic withdrawal by the end of the January - May period, he or she shall enroll and study only the subjects causing the academic withdrawal (cf. Art. 119) and that are offered in the immediately following inter-semester period in order to solve the reason for withdrawal.

Art. 121. Academic withdrawal shall be final in the following cases:

- If students do not obtain approval or exemption to continue with their studies (cf. Arts. 122 and 123).
- If students obtain an exemption to continue with their studies, but do not accredit the Supplementary Education Program (cf. Art. 119 d and 163).
- If students obtain an exemption to continue with their studies, and meet any of the grounds for academic withdrawal again, with the exception of what is specified in Art. 120.

According to Arts. 122 and 123, students shall obtain a single exemption to continue their studies in the same degree, regardless of the grounds for withdrawal.

Art. 122. According to Art. 119 sections a and b, students in academic withdrawal for having failed four or more subjects or for having failed a single subject three times may submit written request for academic exemption to the Rector's Committee in order to continue studying the degree. This request can be made only once. The resolution for such request is not subject to appeal.

Art. 123. Should the academic exemption be granted, the student shall re-enroll to the following academic regular semester period, as well as to undertake and accredit the Supplementary Education Program (cf. Arts. 162 and 163), and take the academic load as specified in arts. 164 and 165 of this regulation.

Art. 124. Students with academic withdrawal who have studied more than 75% of degree credits and who have obtained an academic exemption in accordance to Arts. 121 to 123 shall not

be obliged to take the Supplementary Education Program, but shall solve any grounds for academic withdrawal (cf. Art. 165).

Art. 125. Students who have been granted academic exemption shall have the academic status of Exemption, and may enroll up to 36 credits in the following regular term (cf. Art. 66).

Art. 126. Final academic withdrawal prevents students of completing their degree at any venue of the Universidad Anahuac. Nevertheless, they may request a degree change in accordance with this regulation (cf. Arts. 27 to 33).

Art. 127. Administrative withdrawal is applied when students: do not submit all documents required to include in their records within the deadlines set for this (cf. Art. 25); provide invalid and/or false documents; do not pay the enrollment fees; or do not carry out the course selection procedure for two consecutive regular semesters. In all cases, students must pay for fees accrued up to the effective withdrawal date.

Art. 128. When administrative withdrawal is due to a lack of documentation, students shall have no right to sit any final examination, nor to receive any official record of the studies done at the University.

If students with administrative withdrawal due to lack of documents, collect and hand them in to the University, they may enroll to the same or another program (if accepted by the Admissions Committee), in the following term, as freshman student, and without recognition of the outcomes obtained or payments made in previous periods.

Art. 129. Administrative withdrawals as a result of handing in false documents are final and not dispensable in all Universidad Anahuac venues; all other administrative withdrawals are temporary.

Art. 130. Disciplinary withdrawals are determined by the Rector's Committee and may be temporary or permanent. These withdrawals will be effective in all venues of the Universidad Anahuac. Students must pay for fees accrued up to the moment of withdrawal. Temporary disciplinary withdrawals allow students to begin with the re-enrollment process at the end of it (cf. Chap. XIV).

Chapter XIII. Certification

Art. 131. The Office of the University Registrar is the only department authorized to issue academic records and transcripts holding official validity.

Art. 132. Students may request the following documents, on receipt of payment:

- a) Full and partial transcripts issued by the University (holding official validity)
- b) Full and partial transcripts issued by the University and certified by the Secretariat of Public Education (holding official validity)
- c) Translation into English of the documents referred to in this article.
- d) Degree certificate (holding official validity)
- e) Report cards of the term If requested in the term immediately following the one studied, it shall not require payment (without holding official validity)
- f) Different certificates (without holding official validity)

Art. 133. The University will grant the degree certificate when students have accredited all the credits listed in the curricular plan, have met all the graduation requirements (cf. Art. 43) and curricular requirements (cf. Art. 51), have carried out all the relevant administrative procedures, and do not have outstanding payments, documents nor didactic materials with the University.

Chapter XIV. Disciplinary Provisions

Art. 134. Any breach or violation of the Universidad Anahuac regulations for undergraduate students, of the healthy coexistence in the academic community, and, in general, of any behavior against the principles and values of this institution that could be subject to disciplinary sanction will be resolved by the Disciplinary Commission appointed by the Rector's Committee.

The Disciplinary Commission will have five members of the university community. Neither the Head of Area or the Director of the Division, Faculty or School affected by the disciplinary violation, nor any member of the Rector's Committee shall be part of the Disciplinary Commission.

Art. 135. It is responsibility of the Head of Area or the Director of the Division, Faculty or School affected by the alleged disciplinary violation, as specified in the previous article, to file the report of the event, submit the elements supporting such report, and a proposed sanction for the student, if applicable, in conformity with Art. 145 of this regulation.

The appointed Disciplinary Commission shall analyze the case and, when applicable, shall complete the following within ten working days:

- Assess the information about the event and the alleged violation to any Universidad Anahuac regulation, to the healthy coexistence in the university community, and/or to the principles and values of this institution in order to determine if the procedure to determine the relevant sanction shall start or not.
- Perform the relevant inquiries for such case and request the probative elements (testimonies, documents, etc.) among the parties involved.
- Determine the beginning of the sanction procedure, once the relevant inquiries were completed. In this case, the student shall be informed of the case against him or her so that within five working days, starting from the day after said notification, he or she provides relevant written statement and present exculpatory evidence.
- Present evidence as required.
- The Head of Area or Director of the Division, Faculty or School affected by the alleged violations, along with the student, may be summoned to expand testimony in personal appearance. Should it be the case, the University reserves the right to record in audio and/or video the relevant sessions.

The Disciplinary Commission shall analyze every element of the case, and issue the corresponding resolution to the Rector's Committee, which in turn shall have three working days to endorse it. After endorsement, the Disciplinary Commission shall notify the student about the resolution in person and written. Should the student not stand to hear the notification

or should he or she deny to sign reception of the resolution, a report shall be signed by two witnesses attesting the events.

After receiving the resolution, the student may request on good grounds its revision to the same Disciplinary Commission within three working days after the day he or she was notified. Once having solved the revision and having notified the outcome, should the student remain in disagreement, he or she may request on good grounds a last revision to the Rector's Committee within three working days after the day he or she was notified of the revision resolution. The resolution of the Rector's Committee shall be final and not subject to appeal.

Academic and administrative withdrawals defined in this regulation shall not be subject to this procedure (cf. Arts. 118 to 129).

Art. 136. The personal student's commitment within the University premises, and outside in activities officially organized by the University, or by other institutions the student attends to and/or represents this University must demonstrate the principles, values, and university ideas. In other words, all students must demonstrate a dignified and respectful behavior and attitude toward the University and other institutions, their authorities, faculty, classmates, and administrative and service staff. Any action contrary to the above statement shall be deemed as severe misconduct.

The University disclaims any liability resulted from the behavior or after-school activities others than the ones described in the above paragraph, demonstrated by any student related to this University.

Art. 137. Any action disrupting the development of university activities, damaging the patrimony of the institution or causing inconveniences to classmates or attendees at the premises of the institution, harming or jeopardizing the image of the University, or any of its venues, or contrary to the University regulations, and even if it impacts academic performance, shall be considered as severe misconduct.

Art. 138. Severe misconducts, applicable to all students and community members, include but are not limited to the following: to attend university under the influence of alcohol, with alcohol breath or under the influence of any narcotic drugs, psychotropic substances or inhalants; to consume, use, sell, provide or offer to others, at the University premises, any substances considered by law as narcotic or psychotropic, or any substances that produce similar effects in the behavior of the individual using them; to participate in acts of corruption, document forgery, and in general, to have behaviors typified as crime in Mexican law.

The University may randomly apply toxicological tests to students, and specifically to a given student, should there be a grounded suspicion that the student is under the influence of alcohol or any other narcotic, psychotropic or inhalant. Should the result be positive, the actions and sanctions established in this Regulation shall be taken (cf. Art. 130, 134, and 135).

For such purpose, every enrolled student accepts the terms and conditions of this Regulation, including this Article, without needing written consent for the application of the above-mentioned tests.

Art. 139. Forging documents before any authority shall result in final withdrawal from the University, without detriment to the penalty stated by the competent authorities. The University disclaims all responsibility regarding the origin

of any type of documentation issued by any other institution, presented by the applicant or student.

Art. 140. Students who commit or attempt to commit fraud in research projects, assignments, practices, tests, assessments or proof of absence, commit severe misconduct, such as including literal copies of books, websites, or any other ideas conveyed by individuals in any other way, without mentioning the source, thereby attempting on the respect and right to intellectual property of third parties.

In this case, students shall receive an academic dishonesty report that will be placed in their record, in addition to the relevant sanction, which could be from failing the corresponding examination, losing the right to accredit the course during the enrolled term, to expulsion from the University.

Relapsing in academic dishonesty results in definitive withdrawal from all venues of the Universidad Anahuac.

Art. 141. Any type of propaganda or advertising without authorization from the authorities of the University is forbidden.

Art. 142. University classrooms are intended primarily for teaching-learning processes, which is why students are forbidden from introducing and consuming food and beverages, introducing animals, smoking or using cell phones, radio or any Internet-access device, and making use of the Internet services for non-academic purposes. They may carry mobile communication devices as long as they are set in silence or vibrate mode.

Teachers may forbid the use of any electronic device during midterm or final examinations.

Art. 143. Only for academic purposes, and with the authorization of the subject teacher, and before their presence, students may use radio, television or electronic communication equipment, or change the distribution of the classroom furniture.

Art. 144. When any movable or material property of the University or in lawful possession of it gets damaged due to negligence, disorder or inadequate operation of a student, such property must be repaired or replaced with funds from the student accountable, within ten days or before graduating, in case of having completed their studies. The student accountable shall receive a sanction that could range from a reprimand to be included in his or her academic record, to withdrawal from the University, without prejudice to the legal actions the institution could start against the offender.

Art. 145. The sanctions the Disciplinary Commission recommends in its resolution, endorsed by the Rector's Committee, could be the following:

- a) Warning for disciplinary misconduct
- b) Written reprimand.
- c) Temporary suspension.
- d) Final withdrawal from the University

In addition, and in accordance with the severity of the events, the Rector's Committee may determine other sanctions. These sanctions are valid and effective in every venue of the Universidad Anahuac.

Chapter XV. Financial Provisions

Art. 146. The applicants or students must be up-to-date in their payments in order to be able to carry out any academic or administrative procedure. Payments of debts and services may be carried out in the Bursar's Office of the University in accordance with its requirements, and in the banking institutions accredited for this purpose through payment vouchers -that can be printed from the University Intranet- or through online transfers with authorized credit, debit or service cards.

Art. 147. Tuition fees accrued shall be paid timely and in full until students make their formal voluntary withdrawal at the Office of the University Registrar(cf. 114).

Art. 148. In the event that students require an invoice issued to a company or individual other than themselves, the change of the fiscal details through the online invoice module in the Intranet portal before making the payment. Likewise, students may also request the invoice for over-the-counter or online payments, carrying out the corresponding procedure. The invoice shall be issued on the relevant date within the same fiscal year it was requested; therefore, no request shall be received after the end of the corresponding fiscal year.

Art. 149. By the mere fact of enrolling, students acknowledge and agree that the University assumes no responsibility for damage, detriment or loss that may occur to the items or personal effects taken into the premises of the institution. Therefore, students shall be responsible for taking care of their own belongings and taking them in campus is under their own risk. The institution shall not be liable for any damage, detriment or loss that may occur to their items or personal effects such as jewelry, electronic equipment, computers, communication and photography equipment, pens, clothes, works of art, cash, marketable securities, cars and the belongings left inside, among others.

Art. 150. Repealed.

Art. 151. Payments made for any academic or administrative procedure (enrollment, re-enrollment, make-up examinations, tuition, issuance of documents, etc.) do not place any obligation on the University to deem the procedure as completed if either their academic or administrative situation contravenes the hereby provisions or the corresponding curricular plan provisions, or if the procedure is not properly completed.

Enrollment, Re-enrollment, and Tuition Fees

Art. 152. For the purposes of this regulation, the terms "enrollment payment" (made upon entering the first term of an undergraduate degree) and "re-enrollment payment" (made to enroll in subsequent terms) shall be used interchangeably. Both expressions shall have equal extent and scope, in a way that what is stated for any of them shall be applied to both.

All students must make their enrollment payment with the corresponding fees within the deadlines set for that purpose. In the case of full scholarship and/or renewal, verify that it has been renewed in the Bursar's Office of the University and make the relevant payments not covered by the scholarship in order to be officially enrolled.

The enrollment fee will not be refunded due to drop out, administrative or disciplinary withdrawal.

The University has determined three different enrollment fees according to the number of credits the student shall study in the relevant period:

- 18 credits or less
- 19 to 35 credits
- 36 credits or more

At the beginning of each term, students must make the enrollment payment corresponding to 36 credits or more, and at the moment of determining their final academic load the difference resulting shall be refunded in tuition fees.

Failure in making this enrollment payment within the specified deadlines shall prevent students to complete their enrollment, resulting in not being allowed to undertake that term, and thus the invalidity of the studies done during such term.

If the enrollment is paid after the deadline, students must bear the relevant costs for late payment, and pay directly at the Bursar's Office of the University.

Enrollment payments could be made at the banks determined by the University through payment vouchers that the student can print out from the Intranet, or through online payment from the same Intranet or at the Bursar's Office of the University. Students shall be up to date in their payments in order to carry out the re-enrollment procedure.

Art. 153. Tuition fees are due as per the payment calendar set by the institution, and students must settle the corresponding amount in due time.

Any tuition fees paid after the deadline shall cause the corresponding surcharge which shall be cumulative per expired term and/or delayed fraction. This surcharge shall remain in force until the amounts for tuition fees and surcharges are settled.

In case of overdue payments, it shall not be possible to carry out any additional (academic or administrative) procedure.

In certain cases, should students pay in advance, they shall get a discount as long as such fees are not due yet. Students may ask in the Bursar's Office or check in the Intranet the percentage of discount applicable to the relevant payment.

Students can make payments for concepts other than those mentioned above (courses, administrative procedures, among others) through payment vouchers they can get from the Intranet. Students can learn more about the options and/or services available in the tuition fee payments section. Students shall be up to date in their payments in order to carry out the payment for any other concept.

Art. 154. The fees for undergraduate degrees comprise one enrollment fee, and four or five monthly installments for regular semester terms, and two installments for inter-semester periods in accordance with the enrolled credits and the calendar determined by the University.

Art. 155. The fee for a subject accredited by challenge examination shall be equal to 30% of the fee for the credits of such subject when studied in regular modality, excluding the enrollment fee. The challenge exam for students in the Advanced Placement Program shall have no cost.

Art. 156. The payment for enrollment, re-enrollment or tuition fees without making the course selection and/or meeting the academic requirements does not grant the right to attend classes, to take midterm and/or final exams, nor to receive any other academic or administrative service.

Payment by Check

Art. 157. Any check payment shall only be made with crossed checks for the exact amount to be paid; the check must be made payable to the civil society operating the Universidad Anahuac venue where the student is undertaking his or her degree. At the back of the check it must be included the student's name, their file number, as well as the degree, and telephone number (landline and/or mobile).

If for any reason the check is not paid by the corresponding bank (insufficient funds, canceled account, etc.), it shall automatically generate the obligation to pay for a compensation of 20% over the amount in the document (Article 193 of the General Law of Titles and Credit Operations). The payment shall be taken as not made, thus it will cause surcharge for this debt, in accordance with Article 153 of this regulation. A returned check implies that students must pay the remaining installments by certified check for the following twelve months.

Enrollment payments made by check that cannot be cashed by the University, shall prevent students from choosing their courses, as per the above paragraph. In case they have already made the course selection, it shall be canceled without liability to the University.

Refunds

Art. 158. To carry out any refund of a payment made, it is necessary to produce the original payment receipt or its equivalent if it was an online payment. All refunds shall be requested in the University Bursar's Office, in the Controller's Office or in the Finance and Administration Vice-Rectory.

- For courses not taught, scheduling conflict or any other force majeure event, students shall request the relevant refund by most 30 calendar days after the beginning of classes to be approved by the Rector's Committee. If the refund request is applicable, the total amount paid shall be credited. This shall apply for regular semester terms as well as for inter-semester terms.
- Students who have made the enrollment and/or tuition payments and are granted a partial scholarship, the balance will be credited for the outstanding tuition fees. In case of full scholarships, the total amount paid for enrollment and/or tuition fees shall be refunded.
- Should the student had made advanced payments, and requests for academic withdrawal (cf. Art. 121) the total number of payments made for the term in which the student was not allowed to enroll shall be refunded, as long as the refund request is submitted during the first month of classes and the original receipts of payment get handed in, or its equivalent for online payments.

For tax reasons, after the month of December, the University may not make any refund for payments made during that year.

Except for the above-mentioned cases, students shall not be entitled to get the refund of any payment made for enrollment and/or tuition fees.

Financial Aid Programs and Student Insurance

Art. 159. The University shall comply with the provisions set by the Secretariat of Public Education regarding the percentage of scholarships to grant, through financial aid programs in accordance with the rules and procedures for scholarships, student loans, and provisional student loan issued for each academic year.

Students shall pay a health insurance along with the enrollment fee. Should students already have a similar insurance, they may pay the enrollment fee discounting the relevant amount. To be exempt from paying this insurance, students must provide -through the Intranet- proof of having at least a similar and valid insurance. This procedure must be done before printing the payment voucher at the bank or before making the online payment through the Intranet.

International exchange students shall have an international health insurance covering diseases and accidents abroad, and repatriation of remains in case of death.

As an optional service, the University provides a Guaranteed Education Service for undergraduate students, which covers their studies in the event of death of the parent or guardian in charge. In order to have access to this service, the student must pay for this service before the expiration of the first tuition fee. For further information on the conditions to apply to this insurance, please review the University website.

Chapter XVI. Special Programs

Remedial Education Programs and University Development Program

Art. 160. The University may give Spanish and mathematics placement examinations depending on the undergraduate curricular plan to study. The results of these examinations allow the University to identify if the student shall take a remedial education program to ensure his or her good performance in the university studies, and especially to undertake the courses requiring previous proficiency in such areas, when relevant.

The University may offer the University Development Program (PDU) to optimize the academic performance of students who are at risk of dropping out. It shall be done through early detection in order to keep them from academic withdrawal. The program could be comprised of several subjects that are not part of the curricular plan of the undergraduate chosen, but which have the appropriate content to achieve the desired goal. The PDU does not grant academic credits and its cost corresponds to a six-credit course.

Admitted students who are considered PDU candidates by the Admissions Committee, shall compulsorily study it during the first term at the University, in order to provide them with academic support tools to get out of their risk status. In addition, they shall only study the subjects recommended within their curricular plan in that same period.

PDU students who fail shall be under the academic status *Probation* and shall repeat it until they pass it (cf. Art. 66).

Supplementary Education Program

Art. 161. The University shall offer the Supplementary Education Program (PCA), specialization courses, remedial courses, academic tutoring, and, in general, any task to improve academic performance, avoid dropouts, and support students with academic problems or with a specific situation reflecting in low academic performance or in preventing them from satisfactorily completing their studies.

The Supplementary Education Program consists of several subjects that are not part of the curricular plan chosen by the student, but that have the appropriate content to achieve the desired goal. The PCA does not grant academic credits and its cost corresponds to a six-credit course. This program is not part of the curricular plan chosen by the student.

Art. 162. A student shall take the Supplementary Education Program in any of the following cases:

- a) If students have incurred in any reason for academic withdrawal and, to their request, have been granted an exemption to continue studying at the University (cf. Arts. 122 and 123).
- b) If, after the relevant analysis of the student's academic records, the Rector's Committee considers he or she to be at risk of academic withdrawal.

The enrollment to the Supplementary Education Program of a student under any of the assumptions stated above shall be registered at the Integrated University System (SIU).

Art. 163. Not passing the Supplementary Education Program under the assumption specified in Art. 162 a shall result in academic withdrawal for which the exemption was granted, and re-enrollment in the same undergraduate curricular plan shall not be allowed (cf. Arts. 119, 121, 122, and 123).

Art. 164. Students who are on academic withdrawal under the assumption of Art. 119 a - students who have failed four or more subjects-, who have completed at least 75% of the undergraduate credits, and who have requested the corresponding academic exemption (cf. 122 and 123), shall take the Supplementary Education Program in the following regular period, and shall only enroll to the subjects, workshops, and/or instructional activities they failed and are offered during such period, without exceeding the maximum of 36 credits.

Students who are on academic withdrawal under the assumption of Art. 119 b -students who have exhausted their three opportunities to pass a subject-, who have completed at least 75% of the undergraduate credits, and who have requested the corresponding academic exemption (cf. 122 and 123), shall take the Supplementary Education Program in the following regular period, and shall enroll to and pass the relevant subject. In Addition, they shall also enroll to priority subjects, workshops, and/or instructional activities they failed and are offered during such period. In the event that the student have not failed any subject, workshop, and/or instructional activity, he or she may enroll to other subjects without exceeding the maximum of 36 credits.

Art. 165. Students who have failed four or more subjects, or who have exhausted their three opportunities to pass a subject, who have completed at least 75% of the credits in the curricular plan, and who have requested the corresponding academic exemption (cf. 122 and 123) shall comply with Art. 164, as applicable, without obligation to take the Supplementary Education Program, but with the possibility of voluntarily taking it (cf. Art. 124).

According to Arts. 122, 123, 124, 164, and 165, students may request a single exemption to continue their studies in the same degree, depending on the reason for withdrawal and the progress of credits.

Academic Excellence and Leadership Programs

Art. 166. The University offers academic excellence and leadership programs to quickly encourage the development of the potential and qualities of students. Students are subject to the specific regulatory framework of each program.

Advanced Placement Program

Art. 167. Students at the Universidad Anahuac coming from the Anahuac high school, who have taken part and fulfill the requirements defined in the Advanced Placement Program, may accredit through challenge examination the subjects and/or workshops offered by the Universidad Anahuac, in accordance with the content and scope the program has at the moment of taking place (cf. Art. 103).

The same criteria shall apply for students coming from other high schools that have an academic agreement with the Universidad Anahuac, with similar Advanced Placement Programs, depending on the situation.

Chapter XVII. On the Associated Student Body

Art. 168. University students may organize and create student societies for each undergraduate degree, or for each Division, Faculty or School. Such societies shall have the purpose of strengthening their participation in different arenas within the university activities. They shall respect the identity, mission, and values of the Universidad Anahuac, and be recognized by the institution.

The objectives of the various student societies shall be: organize, do and/or assess academic, social, and sport activities and in general any other activity likely to develop in students a sense of belonging and solidarity ties within the University, according to the guidelines, regulations and purposes of the institution.

The members of each student society executive board shall supportively respond to the performance of its own functions.

Art. 169. In no way may the student society pursue political ends, neither belong to any political or religious organization, nor shall pursue profit purposes. Nonetheless, they may obtain the necessary funds for their maintenance and operation.

Art. 170. The various activities carried out by any student society shall be carried out in coordination with the dean of the corresponding Division, Faculty or School, with the Department of Student Relations and, where appropriate, with the Rector's Committee.

Art. 171. Should any executive board breach the University regulations, it may be dissolved by the Rector's Committee.

Chapter XVIII. Application and Interpretation of the RALUA 2016

Art. 172. The Rector's Committee and/or the Universidad Anahuac Commission for University Regulations have the power to solve exceptional cases not covered by this regulation, provided that they do not infringe the provisions hereof or the provisions for the Anahuac Universities Network institutions. Exemptions and exceptions shall be carried out in accordance with the internal procedure authorized for this purpose.

Art. 173. The provisions in this regulation are complemented by the Interpretation and Application Criteria issued by the regulatory authorities, and by the comprehensive education model of the Universidad Anahuac.

Art. 174. The implementation of the RALUA 2016 is carried out in accordance with the Integrated University System (SIU), and its enforcement is responsibility of each venue of the Universidad Anahuac.

Provisional regulations

1°.- This Regulation shall enter into force from the August - December 2017 semester on, and revokes all previous provisions that contravene it.

Academic Regulations for Undergraduate Students at the Universidad Anahuac 2010 Model (RALUA 2010)

Chapter I. General Provisions

Art. 1. These Academic Regulations for Undergraduate Students at the Universidad Anahuac, under the Educational Model of Comprehensive Instruction, applicable to 2010-2015 (RALUA 2010) curricular plans and subsequent (RALUA 2010) have the objective of establishing general norms to regulate academic and instructional activities at undergraduate level and administrative activities resulting from it, as well as the relationships between the various members of the University community who participate at this degree level.

Undergraduate students are bound to know and comply with the provisions hereby specified, the norms and procedures resulted from it, and those established by the University. Consequently, the lack of awareness of these regulations shall not excuse anyone from their compliance.

When an undergraduate student covers the enrollment payment and starts the course selection process, he or she is voluntarily and implicitly accepting the content of each and every one of the regulations in force. The University publishes these regulations through printed and/or electronic means, along with all the other applicable standards and provisions of the Universidad Anahuac.

The standards for executive undergraduate students³ and for undergraduate students in curricular plans before the 2010 model⁴ are established in their specific regulations. Only in cases not considered in those regulations, this regulation shall be suppletorily applied.

Art. 2. An undergraduate degree is understood as a level of study performed after the completion of secondary level education, in programs having Official Recognition of Valid Studies, and that lead to the conferment of the resultant professional degree. Their essential objective is the development of professional competencies, i.e. the acquisition and development of knowledge, skills, attitudes, and values required in the practice of a profession.

Chapter II. Admissions for Freshman Undergraduate Students

Art. 3. This chapter provides the foundations for university's student admissions process in undergraduate degree programs and refers to the administrative procedures to be followed in compliance with the provisions stated in the specific manuals and guides.

Art. 4. Admission is understood as the process carried out by any prospective undergraduate student at this University, and that allows the University to perform the selection process for those who shall become students in this University, according to the admission profile.

Art. 5. For the purposes of this regulation, the following definitions shall be used:

³ Executive undergraduate is the one addressed to students with an admission profile different to the one required for traditional undergraduate degrees: over 23 years old and with work. Students of such degrees must abide to the Academic Regulations for Executive Undergraduate Students at the Universidad Anahuac.

⁴ RALUA PL.

- Prospect: Any person who has completed or is about to complete secondary education or its equivalent; who has the admission profile to register in this University; and who is interested in studying an undergraduate program offered by any of the Universidad Anahuac venues.
- Applicant: The person requesting admission for a given period in a specific degree, and who has been given the right to start the process by the institution.
- Examinee: The applicant who has completed the admission process for a given period in a specific degree, and who is waiting for the result.
- Admitted student: The examinee who obtained a favorable result in the admission process for a given period and degree (including all Anahuac high school students with a current Anahuac Admission letter).
- Not admitted student: Any examinee receiving a non-favorable resolution to the admission request for a given degree or period (cf. Art. 9).
- Enrolled student: Persons admitted and who have covered the enrollment fee to study the first period of the degree chosen, or another period if they come from another national or foreign higher education institution. For the latter, their courses must be accredited by equivalency or recognition of foreign studies, must not have an academic record or previous course selection in any of the Universidad Anahuac venues.
- Enrolled student with course selection: The person enrolled who has made the course selection for a given period.
- Re-enrolled student: Those students who have been enrolled in at least one previous period in this University, formalizing their entry to the next academic period as per the curricular plan of the degree chosen, and who have paid their re-enrollment fee (cf. Art. 41).
- Re-enrolled student with course selection: The person re-enrolled who has made the course selection for a given period (cf. Art. 41).
- Student: The person enrolled, with course selection, re-enrolled, or re-enrolled with with course selection in a specific period and degree.

Art. 6. The administrative structure responsible of the admission process involves the following areas: Pre-University Assistance, Admissions, and Vocational Guidance. The final decision on every application relies on the Admissions Committee.

Art. 7. The admission procedure consists of the following steps:

a) Applicants must:

- Submit the following documents to the University:
 - Copy of birth certificate
 - Copy of high school certificate (if not concluded yet, a certificate of partial studies or grade report up to the last period or term studied).
 - Four photographs
 - Self-description questionnaireThe University might require any further information, which shall be requested in due time.
- Pay the corresponding fee for the admission process, when applicable
- Take the admission test determined by the University
- Attend to an individual interview

- Applicants coming from Anahuac secondary education who have the Anahuac admission distinction, must only submit a valid letter and the admission application, with the documents required.
 - For some degrees, applicants must approve the corresponding pre-medical program, the propaedeutic course or other additional requirements, as determined by the University.
 - In the case of BMBS, applicants must fulfill the requirements specified in the Academic Regulations for BMBS Students.
- b) The Admissions Committee provides a decision, which is not subject to appeal.
- c) The examinee receives and official written resolution.

Art. 8. The examinee who is admitted shall be able to enroll on, and start the degree studies of their choice, or any other degree under the Partial Program alternative.

Partial Program is the one in which students can start the degree of their choice in a campus of the Universidad Anahuac not offering it (campus of origin). Students enroll on a related degree, and take as many common modules as possible in the first periods, to later transfer to another campus (campus of destination) offering such degree, and where he or she shall complete the degree of choice (cf. Art. 33).

Students admitted to BMBS must start and complete their studies in the same campus.

If a student receives a scholarship in the campus of origin, he or she shall be subject to the application of Scholarships and Student Loans Regulations when transferring to the campus of destination.

Art. 9. The examinee who is not admitted shall be able to start the admission process again at any campus of the Universidad Anahuac six months after the resolution date. After that period of time, it is possible to apply for admission for the second and last time, being understood as a final decision.

Art. 10. A favorable admission resolution shall be valid for any campus of the Universidad Anahuac and shall remain valid for two ordinary semester terms (cf. Art. 112) following the academic period in which it was issued.

Should enrollment not be completed within the deadline indicated, the individual shall restart the admission process as applicant.

Based on early detection, the University shall offer the University Development Program (PDU) to maximize academic performance of students at risk of dropping out. Admitted students considered by the Admissions Committee as PDU candidates must compulsorily take the program during the first period studying in this University (cf. 160).

The University shall be able to request to the admitted student to take and approve the corresponding placement tests, as per indicated at the curricular plan of the chosen degree. Should the placement test results prove it to be necessary, the student must take and pass the corresponding remedial courses.

Art. 11. Anahuac high school students with an Anahuac admission letter, and who meet the requirements established therein shall be admitted to any campus of the Universidad Anahuac, without following the ordinary admission process. Nevertheless, such students must submit the documents requested to create his or her record in due time and form, as established hereby.

The Anahuac admission letter shall remain valid for the next two ordinary semester terms (cf. Art. 112) following the academic period in which it was issued.

This letter does not exempt admitted students, under this modality, from taking placement tests and/or passing the remediation courses mentioned in the above Article. BMBS students are not exempt from studying and passing the corresponding pre-medical program.

Art. 12. The University reserves the right to admit, enroll or re-enroll any examinee, or student, as applicable.

Art. 13. Students who interrupted their studies and are requesting re-enrollment (cf. Arts. 19 and 20) or degree change (cf. Chap. IV) do not need to undertake another admission process. If the re-entry or degree change need any further requirement, the admission shall be subject to the fulfillment of such requirement.

Students with academic withdrawal from a degree program shall not be admitted to the same program again, to an update nor to a derivation of such program. The same shall happen for another degree where the academic withdrawal reason remains valid (cf. Art. 126).

When disciplinary reasons were the cause of withdrawal, the student shall not be able to enroll on any campus of the Universidad Anahuac.

Art. 14. Students who have started their studies in a campus of the Universidad Anahuac, and who wants to continue studying in another campus, shall not have to start a new admission process. Notwithstanding, they shall abide to the provisions of the Mobility and Transfer Regulations at the Universidad Anahuac, as well as the Scholarships and Student Loans Regulations, where appropriate.

Art. 15. Applicants with higher education studies -undergraduate, higher technical, or associate professional at either a national or foreign institution- can request the accreditation by equivalency or recognition of foreign studies for the modules approved at the institution of origin (cf. Art. 17).

The equivalency is required when studies were made within the National Education System. The recognition of foreign studies is needed when studies were completed abroad.

Sometimes modules could be accredited without the equivalency procedure when the student approved it, and such module is common across other curricular programs of officially-recognized institutions within the National Education System, or programs of foreign institutions, according to the terms stated in the Agreement 286, Guideline no. 21, (published on the Official Gazette of the Federation on October 30th, 2000).

Art. 16. The recognition of foreign studies or the equivalency procedure shall be subject to approval of the preliminary professional opinion made following the criteria established by the Academic Vice-Rector or the equivalent body (cf. Art. 17). Such preliminary professional opinion is submitted to the Admissions Committee, and, where appropriate, to the Secretariat of Public Education, to issue the official professional opinion or resolution.

Students enrolling through recognition of foreign studies or equivalency procedure shall abide to the Admissions Committee provisions. He or she shall enroll the modules in accordance with the relevant professional placement opinion.

Even though the recognition of foreign studies or the equivalency is subject to a positive professional opinion or official resolution issued by the Secretariat of Public Education, such resolution is not binding for the University, neither in contents nor in consequences. In other words, the modules accredited through recognition of foreign studies or equivalency are subject to Art. 17 hereby.

When accepting the admission offer, the student shall express in writing his or her conformity to the proposal of equivalency or recognition of foreign studies made by the University.

Art. 17. The equivalency or recognition of foreign studies shall be made as per the following criteria:

- a) Only modules with a minimum grade of 8.0, or their equivalent in other grading scale, shall be considered. Should there be two or more prerequisite modules for equivalency, where the grade of the second or last prerequisite module is equal to or greater than 8.0, and the previous module(s) was approved but does not reach 8.0, the equivalency for all modules shall be accepted with their respective grades.
- b) There must be at least 60 percent match in the program content of the modules to get equivalency, and a similar number of credits or hours.
- c) The equivalency or recognition of foreign studies is topped in 40 percent of the modules and credits from the current curricular plan to which the applicant intends to enroll to. The Rector's Committee may approve a greater percentage of up to 80 percent, only for curricular plans studied within the Anahuac Universities Network, foreign institutions of the International Universities Network to which it belongs to, and national and foreign institutions with whom there are joint or double degree agreements. In such cases, students must comply with the graduation requirements, as specified in Art. 43 hereby.
- d) If the student submits two modules -studied and approved- for equivalency of one module, with contents corresponding to over 60 percent, the grade that shall be recorded for the module shall be the average of both accredited modules, provided that this average is 8.0 or greater, or its equivalent in other grading scale.
- e) If the student comes from an annual curricular plan, the modules studied and approved could correspond to two semester modules, which shall be assessed on a case-by-case basis.
- f) It shall not be possible to accredit Practicum modules, compulsory Anahuac Block modules (except Communication Skills), workshops nor instructional activities within the same block through equivalency or recognition of foreign studies (cf. Art. 79).

Art. 18. All freshman students must attend the activities of the Comprehensive University Welcome program (BIU), including English language proficiency and placement test. Otherwise, they shall be subject to the sanctions established by the University and to the corresponding payments.

Chapter III. Readmission and Student's Official Record

Art. 19. Readmission is the process carried out by those who, having suspended their studies at the Universidad Anahuac due to dropping out or an administrative withdrawal, want to return to the same or any other institution in the Anahuac network.

Art. 20. In order to continue with their studies, readmitted students who interrupted their studies for a period not longer than 2 years should:

- a) Request readmission, in writing, at the Office of the University Registrar.
- b) Be subject to the existing curricular plan he or she was studying (former or updated) and, if necessary, request for an internal opinion on studies equivalency.
- c) Get the corresponding studies equivalency -on their own or through the University-, when appropriate, at the Secretariat of Public Education.
- d) Carry out the re-enrollment process (cf. Art. 41).

If the interruption in their studies is longer than two years, the readmission application shall be adjudicated by the Admissions Committee. If accepted, the student shall meet the conditions provided by the Committee as well as the requirements mentioned beforehand in this article. (cf. Art. 13).

If the student comes back willing to enroll to another degree, he or she shall abide to what is established in Chapter IV of this regulation.

On student's official record

Art. 21. For students to be fully enrolled in the University and registered in the Secretariat of Public Education, they shall fulfill the following within the established deadlines:

- a) Pay the enrollment fees, as well as all other procedures, and incorporation rights. Where appropriate, make their scholarship or funding effective.
- b) Carry out the selection process for courses in due time and form.
- c) Submit all required documentation to the Office of the University Registrar within the established deadlines.

Art. 22. Students in their first University period must submit the following documents in due time:

- Birth certificate in original and two letter-size copies
- High school certificate in original and two letter-size copies
- Secondary school certificate in original and two copies
- Official professional opinion of studies equivalency or recognition of foreign studies, where applicable
- Unique Population Registry Code (CURP) in copy
- Six 2.5 x 3.5cm, formal, matte finish, black and white photographs

Students coming from high schools affiliated with a state educational authority or from state Higher Education Institutions must submit the required academic documents, which should be certified by the state government where such studies were completed.

Art. 23. Foreign applicants admitted must prove their legal status in Mexico, and comply with the provisions stated by the relevant authorities in order to enroll as student. This process is carried out by submitting to the Office of the University Registrar, along with the documents mentioned above, a copy of the immigration document -certified by a notary public-, entitling the applicant to study at the Universidad Anahuac in the chosen program. The applicant is compelled to submit the copies, certified by a notary public, of the immigration document ratifications and/or changes made to it throughout their studies and up until their graduation. Failure to comply with this provision invalidates the studies taken by the student without any liability to the University.

Art. 24. Students who have completed their secondary, high school or higher education studies abroad must submit original and copy of the corresponding documents with the appropriate apostilles or certifications, along with the corresponding official resolution of the recognition of foreign studies, issued by the Secretariat of Public Education.

Art. 25. Students not submitting all documents before taking the final ordinary examinations for the first period must pay all cumulative tuition fees. They shall lose the right to take such final evaluations or examinations, and thus the chance to accredit the modules, workshops, and/or instructional activities he or she was enrolled. The University shall proceed with an

automatic administrative withdrawal, and grades shall not be recorded in their academic record (cf. Arts. 127 to 129).

Art. 26. All undergraduate students must have a valid institutional ID, carry out the corresponding renewals or ratifications to it, show it when entering or leaving the campus, when requesting services or at any other moment that the University authorities require to do so. Students who have been withdrawn must return their ID to the University when collecting their documentation.

Chapter IV. Degree Change

Art. 27. Degree changes are understood as the process carried out by a student who wants to start a new Bachelor's degree, leaving uncompleted the one that had been studying.

The degree change request shall be carried out at least three weeks before the classes in the new degree program begin.

Art. 28. Students requesting a degree change must fulfill the admission requirements set by the degree program they are expecting to change to, take placement exams, and if required, approve the corresponding remedial courses (cf. Art. 10).

Art. 29. Degree change requests made by newly enrolled students shall be solved depending on the moment they request it to the Office of the University Registrar, as follows:

- Before the beginning of classes, if this occurs before the course selection process.
- In the first week of classes, if this occurs during the course selection process.

When degree change applications are submitted after the course selection, these shall be considered for the following regular term.

Degree changes apply only to regular terms - semesters.

Art. 30. To carry out a degree change, students must submit their request in the University Registrar's Office and attend an academic consultancy session by the division, faculty, or school that they intend to enter, and if requested, go to an individual interview in the Vocational Orientation/Guidance area or its equivalent, before concluding the course selection process. Any degree change request shall be analyzed and resolved by the Admission's Committee.

Art. 31. If the Admission's Committee approves the degree change, the following academic and administrative aspects must be taken into account:

- a) The modules with passing grades that are *common* to both degrees (same name and code) shall be considered as accredited. Likewise, the modules with passing grades that are *similar* to both degrees (same name and different code) shall be considered as accredited after internal written validation by the director of the Division, Faculty or School of the new degree, along with the validation from the Academic Vice-Rector or equivalent area.
- b) Students may request that modules approved in their previous degree are taken as *equivalent*, even when they have a different name but their content is equivalent in more than 60 percent. For this purpose, it is required a written preliminary professional opinion report by the Director of the Division, Faculty or School the new degree belongs to, as well as the validation from the Academic Vice-Rector or its equivalent. Students shall then have to obtain the final professional opinion by the SEP. The Practicum modules from the previous program shall not be accredited for the new degree.
- c) If both degrees belong to the same Division, either the Faculty or School shall determine in the student request how many and which of the professionalizing modules that are neither common, similar nor equivalent, and that were accredited in

the previous degree, can be considered as electives for the new degree, providing that the curricular plan allows for it.

- d) The accreditation opportunities taken for common and similar modules but not accredited yet shall be transferred to the new degree.
- e) Students must give up those modules not specified in the above sections, and that are not included in the curricular plan of the new degree.
- f) Students shall join the new degree with the same academic status obtained in the previous degree. (cf. Arts. 64 and 66).
- g) Students requesting a degree change in an executive program, shall be subject to the Academic Regulations for Executive Undergraduate Students.

Art. 32. Requested degree changes shall not be granted if the academic program in which the student intends to enroll, should there be or arise any cause for academic withdrawal (cf. Arts. 118 to 126).

Art. 33. Students may carry out two degree changes at most, taking into consideration the changes made at the University and at any of the institutions within the Anahuac Universities Network. Only in exceptional cases and through the approval of the Admission's Committee, a third degree change may be authorized.

When the students have started their degree studies under the Partial Program modality (cf. Art. 8), it shall not be considered as degree change when requesting their campus transfer with the degree change to the degree chosen in the first place.

When students migrate to an updated curricular plan of the same program, it shall not be considered as degree change, even if the name has been modified.

Chapter V. Simultaneous Degrees

Art. 34. Students may request to the Academic Vice-Rector, or its equivalent, authorization to simultaneously pursue two degrees or programs integrated as double degrees, provided that:

- Students have as total weighted GPA a minimum of 8.0 in their first degree, current on the date of their application.
- Students have earned at least 30% of credits in their first degree.

Once the request is accepted by the Academic Vice-Rector or equivalent area, the admission requirements for the second degree shall be met (cf. Arts. 7 and 10).

The maximum number of credits per ordinary semester period among both degrees shall not exceed 72, following the limits defined by the academic status of students in each degree (cf. Art. 66).

Art. 35. If the Admission's Committee approves a student to enroll to two degrees simultaneously, or programs integrated as double degree, the following aspects must be taken into consideration:

- a) The modules with passing grades that are *common* to both degrees (same name and code) shall be considered as accredited. Likewise, the modules with passing grades that are *similar* to both degrees (same name and different code) shall be considered as accredited after internal written validation by the director of the Division, Faculty or School of the degree the student wants to start, along with the validation from the Academic Vice-Rector or equivalent area.

- b) Students may request that modules approved in their previous degree are taken as *equivalent*, even when they have a different name but their content is equivalent in more than 60 percent. For this purpose, it is required a written preliminary professional opinion report by the Director of the Division, Faculty or School the degree the student wants to start, as well as the validation from the Academic Vice-Rector or its equivalent. Students shall then have to obtain the final professional opinion by the SEP. The Practicum modules from the previous program shall not be accredited for the new degree.
- c) If both degrees belong to the same Division, either the Faculty or School shall determine in the student request how many and which of the professionalizing modules that are neither common, similar nor equivalent, and that were accredited in the first degree, can be considered as electives for the degree the student wants to start, providing that the curricular plan allows for it.
- d) The accreditation opportunities taken for common and similar modules but not accredited yet shall be transferred to the simultaneous degree.

Art. 36. Students enrolled to simultaneous degrees shall only be required to pay one enrollment fee per period, based on the total credit sum of both degrees for such period.

In the event that the simultaneous degrees are taken in different campuses of the Universidad Anahuac, the re-enrollment fee shall be paid at the campus of the first degree. Once this degree is completed, the re-enrollment fee shall be paid at the campus of the second degree.

At the beginning of each period, students must pay the corresponding re-enrollment fee (cf. Art. 152), and at the moment of determining their final academic load, the difference resulting shall be refunded in the tuition fees.

In the case of credits, they must be covered by module, in the relevant campus, period, and fee.

In addition, students must comply with permanence and graduation requirements for each degree, and shall carry out the procedures and payments relevant to each of the degrees.

Art. 37. English language accreditation, or second language when applicable, shall be valid for both degrees.

Chapter VI. Second Undergraduate Degree

Art. 38. When University students have earned the total number of credits in their curricular plan and intend to pursue another degree, they may submit a written request to the Office of the University Registrar for approval, provided that they have fulfilled all curricular requirements and have officially completed their social service requirement for the previous degree.

Students shall not be required to start the admission process again, and if applicable, they shall comply with the admission requirements for the second degree (cf. Arts. 7 and 10).

Art. 39. For accreditation of common and similar modules between both degrees, and the English language requirement, and second language when applicable, students shall be subject to the provisions in Arts. 35 and 37 respectively.

Chapter VII. On Re-enrollment

Art. 40. Re-enrollment is the process students must carry out to formalize their entry into the following academic term (regular semester or inter-semester) according to their curricular plan, and the calendar established by the University.

Art. 41. To be considered as re-enrolled student or re-enrolled student with course selection, the following criteria must be met:

- a) Not being on academic or disciplinary withdrawal (cf. Arts. 118 to 126 and 130).
- b) Not having outstanding financial debts, pending documents (cf. Arts. 21 c) and 22) nor University teaching materials.
- c) Having paid re-enrollment fees in due time. Afterwards, they shall be considered as re-enrolled students.
- d) Having chosen their modules in due time. Afterwards, they shall be considered as re-enrolled students with course selection.

Chapter VIII. Curricular Model

Art. 42. The Anahuac educational model for comprehensive education considers a credit-based curricular structure. Credit is the value unit of every module or academic activity. It equals the sum of contact hours-week-semester plus out-of-class student work hours-week-semester.

Curricular Plans

Art. 43. In order to pass a curricular plan, students must fulfill the admission and permanence requirements and earn all the credits in the curricular plan. Besides, for graduation purposes, students shall meet the graduation requirements: at least one curricular module of professionalizing nature, delivered in English; one curricular module of professionalizing nature, delivered online; two curricular modules of professionalizing nature, in blended modality, and the relevant curricular requirements, according with the needs of the degree.

Art. 44. The modules are defined and grouped into three blocks:

- a) Professional Block. It includes compulsory modules that allow students to develop professional competencies, from the most common or general one within their area of expertise, up to the most specific ones.
- b) Anahuac Block. It includes compulsory modules that allow students to develop competencies that are common to all programs, and provide the essential humanistic instruction elements and general studies, distinguishing Anahuac graduates.
- c) Elective Block. It includes elective professionalizing modules, as well as humanistic and general instruction modules, workshops or activities. They complement and go in depth into students' comprehensive instruction and skills development in different areas. Students may choose these modules, workshops and/or instructional activities in accordance with their own interests.

Art. 45. For the Elective Block, students must comply with the following:

- a) Professional Elective

Students must earn at least twenty-four (24) credits in this block, as specified in the curricular plan of each degree, either elective modules of the degree or modules delivered in other degrees within the same division.

Some degrees have the option of earning those credits through modules grouped in a specific professional area, in order to go deeper in any study line of their interest.

Students shall not be able to enroll to elective modules from other degrees in the same division, with contents equivalent to the one in their own curricular plan, nor to undertake modules from previous curricular plans.

If students have completed the credits from the Professional Elective Block, they shall be able to study the modules of their choice in this block, abiding to the terms of this University, and without being able to take these credits for another block.

b) Anahuac Elective

Students must earn at least fifteen (15) credits through the subjects, workshops, and/or instructional activities of their choice within the following areas: Leadership, Arts, and Cultures, Sports, Family, Spiritual and Apostolic Instruction, and Languages.

- The subjects are worth six credits each.
- The workshops and instructional activities are assigned a value of three credits each.
- Modules are number graded as per what is stated in Art. 104 section a. The final grade obtained shall be considered for average calculation, to determine the academic status and the academic withdrawal assumptions specified in Art. 119.
- Workshops and instructional activities are letter graded as per what is stated in Art. 104 section b. The final grade obtained shall neither be considered for average calculation, nor to determine the academic status, nor the academic withdrawal assumptions specified in Art. 119.
- In the case of sports activities, students shall have health insurance covering accidents. It can be purchased at the University when paying the enrollment fee. To be exempt from paying this insurance, students must provide -through the Intranet services portal- proof of having at least a similar and valid insurance (cf. Art 159). In this way, the institution shall not be liable for any accident occurring off campus, even in institutional representation activities.

If students have completed the credits from the Anahuac Elective Block, they shall be able to study the modules, workshops and/or instructional activities of their choice in this block, abiding to the terms of this University, and without being able to take these credits for another block.

Art. 46. If students have not approved an elective module, they shall be able to take it again, as per Article 80 hereby, or they can take another elective module instead. Should it be the latter case, the failing grade of the first module shall be considered for the total weighted average and shall be regarded as a failed module, as per Article 119. Once the total number of elective credits has been covered for the block to which the subject that was not approved belong to (either professional or Anahuac block), the students shall be able to request the Office of the University Registrar the non-accredited module to stop having effect in their academic record.

The same criteria shall apply for workshops and instructional activities refer to in the above article. However, since they are letter graded (cf. Art. 45) they shall not be considered for the average calculation, neither to determine the academic status, nor as academic withdrawal reasons (cf. Art. 119).

Art. 47. Credits from undergraduate curricular plans can be earned through the modules taken and approved at other national or foreign institutions as per this regulation (cf. Arts. 15 to 17) and/or the Regulations for Exchange of Undergraduate Students at Universidad Anahuac (RIALUA).

Practicum

Art. 48. The modules called Practicum are part of the curricular plan of every degree, and their purpose is to bring theory and practice together (knowing-making) through applied knowledge in a real or simulated professional work context, with individual monitoring from either academics and/or professional advisors. This lets us to clearly evaluate and make evident the progress in developing and/or achieving the professional competencies defined in the graduate profile of each degree.

The spaces assigned for the Practicum modules shall be approved by the University, in accordance with the logistical needs and possibilities of the University itself, and of the institutions involved, when applicable.

The number of credits for the Practicum modules in any degree shall be at least eighteen (18).

The Universidad Anahuac shall be in charge of monitoring and evaluating the Practicum.

Curricular Requirements

Art. 49. The curricular requirements are a set of educational experiences regarded as essential for the instruction of a professional. They are necessary to move on within the curricular plan and to graduate.

Art. 50. The curricular requirements do not grant academic credits. They are accredited through compliance, and its result is expressed as AC (Accredited) and AD (Not Accredited) (cf. Arts. 79 and 104).

Art. 51. The curricular requirements for all undergraduate students are:

- a) Languages (cf. Arts. 52 to 56).
- b) Social Service.
- c) Specific requirements set out in the curricular plan and its official appendices.
- d) Take, and where appropriate, approve midterm and/or graduation examinations, either internal and/or external (such as the General Exam for Undergraduate Certification by CENEVAL, for relevant degrees), for each degree, and following specific conditions, specified by the University.
- e) At the Bachelor in Medicine and Surgery, students will sit and approve the Integrated Summative Evaluation, in the terms defined by the Undergraduate, Specialization, and Postgraduate Degree-Granting Regulations (ROTDEG).

Languages

Art. 52. Students must take the placement exam for the English language curricular requirement during the Comprehensive University Welcome (BIU) sessions, before the beginning of the first studies period or by most during the first four weeks of said period of study, as established by this University. In the event that students did not take it, they shall be placed in level 0.

The placement exam made during the Comprehensive University Welcome (BIU) shall be free. At any other moment, the exam shall have a cost that shall be defined by the University, and that the student shall pay.

In accordance with the result of such test, the student shall accredit the English language curricular requirement, or shall be placed at any of the following proficiency levels:

- Level 0 (No knowledge of the language).
- Elementary A Propaedeutic.
- Elementary B Propaedeutic.
- Level 1.
- Level 2.
- Level 3.
- Level 4.
- Level 5.
- Level 6.

Art. 53. Once students have been placed in a language proficiency level, they shall approve the remaining levels.

Students placed in a level similar or lower than level 2 shall study all remaining levels within the University, starting during the first period of studies and continuously.

Students placed in a level similar or higher than level 3 shall approve the remaining levels, through the following options:

- a) Take the accreditation exams required by the University for such levels. Students shall be able to study and get proficient in the language by studying outside the University.
- b) Study and approve the remaining levels within the University.
- c) Submit the relevant certificates and/or examination results, certified by other authorized institutions. This University shall publish a list of such institutions.

The University Language Center is the body in charge of managing everything related to the accreditation of such requirement.

Art. 54. Language levels are accredited through compliance, and its result is expressed as AC (Accredited) and AD (Not Accredited) (cf. Arts. 79 and 104). Should any language be given in a degree as a module with curricular value, such module shall be graded numerically as any other module.

Art. 55. While moving on in the accreditation of the English language requirement, the following criteria shall be considered:

- a) Any student who, at the end of an academic period, has earned at least 30 percent of credits in the curricular plan, without having accredited level 3 of the English language, shall be on *Probation for English language* and can only enroll the minimum workload of 18 credits in the following academic periods until having covered this level (cf. Art. 66).
- b) Any student who, at the end of an academic period, has earned at least 60 percent of credits in the curricular plan, without having accredited level 6 of the English language, shall be on *Suspension for English language* and shall not enroll any subject until having met this requirement (cf. Art. 66).

Students enrolled via equivalency or recognition of foreign studies, whose placement exam did not meet the English levels referred to in previous paragraphs, and having reached the percentages of respective progress, may request to the Rector's Committee for an extension of up to two consecutive terms to regularize their situation. Such students shall take courses with a maximum of 36 credits until the English language levels required are met.

Art. 56. Proficiency of a third and/or fourth language is a curricular requirement for students of certain curricular plans to graduate. The Language Center shall have available the means to accredit this curricular requirement, being these courses, tests or studies certificates, and the results of certified tests by other approved institutions. The list of such means shall be published by the University.

Chapter IX. On Social Service

Art. 57. Universidad Anahuac students should render at least 480 hours of social service, in a minimum period of six months, as a graduation requirement, and as a complement to their professional instruction. The social service is required by law, by the university standards, along with the procedure for its accreditation.

Art. 58. Students may render social service once having earned 70 percent of credits in their curricular pan. The relevant official regulations shall be applied for Health Science students.

Chapter X. Course Selection

Academic Load

Art. 59. Academic load is the number of credits enrolled by a student in an academic term. In order to ensure an appropriate performance, such load must allow students to satisfactorily reach the learning outcomes defined for each course outline. It is linked with the academic status referred to in this chapter.

Art. 60. For freshman students, the academic load shall be determined by the set of modules recommended by the University for each curricular plan, up to 54 credits by most, corresponding to the academic status *Sufficient* (cf. Arts. 66 and 67).

Art. 61. The minimum academic load to a regular school term; semester is eighteen (18) credits, or it could be less if the load belongs to the number of credits the student is still missing to complete the undergraduate program in which the student is enrolled.

Art. 62. The maximum academic load to a regular academic term - semester is sixty-six (66) credits. Academic authorities shall be give their approval for students who, taking this academic load, would complete their degree in that term, regardless of their academic status.

Art. 63. The maximum academic load to an inter-semester summer period is twenty-one (21) credits.

Academic Status

Art. 64. The academic status is the criteria used by the University to monitor the academic performance of students. They shall be assessed at the end of each regular academic term (including make-up exams), and based on their results, decisions shall be made about the relevant actions for permanence, the academic load, and academic recognition, as the case may be.

Art. 65. The following concepts are used in determining the academic status:

- Total credits attempted. It is the total number of credits that a student has enrolled throughout their studies at the University in one degree. If a student takes a module more than once, only the credits of the last chance shall be considered.
- Credits attempted in the term. It is the total number of credits that a student has enrolled in one academic term.
- Total credits earned. It is the total number of credits from the modules passed by a student throughout the curricular plan.
- Credits earned in the term. It is the total number of credits from the modules passed by a student in one academic term.
- Percentage of total attempted credits earned. It is equal to the total credits earned divided by the total credits attempted, multiplied by 100.
- Percentage of credits earned in the term. It is equal to the credits earned in the term, divided by the credits attempted in the term, multiplied by 100.
- Total weighted GPA. It is the sum of the last final grade for each module, multiplied by their credits, divided by the sum of total credits attempted.

It is obtained by the following formulas:

Points obtained = sum (credits from each module x last grade obtained). Total weighted GPA = points obtained / total credits attempted.

- Partial weighted GPA. It is the weighted GPA of final grades obtained in the attempted modules in a given academic term.

Both the total and the partial weighted GPA are used to define the students' academic status, to grant and renew scholarships, and to grant academic recognitions.

Art. 66. Academic status are established based on the partial weighted GPA obtained in the last regular academic semester term; on the number of modules failed up to that term; or on approving the English language requirement: They are controlled through the Integrated University System (SIU) and are defined as follows:

- Satisfactory. If the student gets a partial weighted GPA equal to or higher than 8.0. With this status, students are allowed to enroll a maximum of 66 credits.
- Sufficient. If the student gets a partial weighted GPA from 7.0 to 7.9. With this status, students are allowed to enroll a maximum of 54 credits.

- Probation. If the students gets a partial weighted GPA lower than 7.0 and/or fails the University Development Program (PDU) (cf. Art. 160). With this status, students are allowed to enroll a maximum of 36 credits.
- Academic withdrawal. If students meet any of the grounds for academic withdrawal (cf. Arts. 113, 118 to 126).
- Probation for English language. Students are allowed to enroll up to 18 credits (cf. Art. 55 a).
- Suspension for English language. Students shall not be able to enroll to any module, workshop, and/or instructional activity. They shall only be able to enroll to the relevant English module (cf. Art. 55 b.).
- Exemption. Students with academic exemption may enroll a maximum of 36 credits, being bound or not to take the Supplementary Education Program (cf. Arts. 120 to 125, and 161 to 165).

Art. 67. The academic status *Sufficient* also applies to all freshman students at the University.

Course Selection

Art. 68. Before the beginning of each regular or inter-semester terms, and on a date previously established, students shall individually choose their courses, workshops, and/or instructional activities for such term, through the Integrated University System (SIU).

Art. 69. For the course selection, students should consider their progress on the curricular plan, the minimum and maximum academic load according to their academic status, the institutional academic program options, and the recommendations from their academic advisor or tutor.

From the set of modules recommended by the University, freshman students shall choose up to 54 credits and at least 18 credits (cf. Arts. 60 and 61).

From the second term onwards, students shall enroll first the modules, workshops, and/or instructional activities he or she failed, and that are available in such term. Afterwards, they shall enroll to the other modules, workshops, and/or instructional activities. This course selection shall always be subject to prerequisites and/or concurrent requirements in the curricular plan.

Admitted students considered as candidates for the University Development Program (PDU) must compulsorily take the program during the first term they study in this University (cf. Art. 160).

Art. 70. If a student does not carry out the course selection in due time, he or she may do so during the first week of class (adjustment week), depending on seat availability.

After that time, if for any reason students who have made the enrollment payment do not carry out the course selection, they shall not be entitled to study any module during such term, nor to reimbursement.

If a student does not select courses for two consecutive regular semester terms, such action shall result in administrative withdrawal.

Art. 71. Students must respect the module sequence (prerequisites and concurring requirements) established in the curricular plan. Any violation to this sequence shall cancel the enrollment to the subsequent module.

Art. 72. Students may change their course selection in regular semester terms, in the following terms:

- a) During the first week of class (adjustment week), students shall be able to:
 - Add additional courses, workshops, and/or instructional activities, without exceeding the number of credits allowed according to their academic status and subject to seat availability (cf. Arts. 66 and 67).
 - Drop the modules, workshops, and/or instructional activities, always respecting the minimum academic load. This shall not be considered as an opportunity taken, and there is no payment obligation for the relevant credits (cf. Art. 61).
- b) After the first week of class (adjustment week):
 - Students shall not be able to add additional modules, workshops, and/or instructional activities.
 - They shall only be able to drop two modules, workshops, and/or instructional activities, taking the following into account:
 - From the second week of classes and up to the sixth week (inclusive). This shall not be considered as an opportunity taken, and there is payment obligation for the relevant credits.
 - From the seventh week of classes and up to the thirteenth week (inclusive). This shall be considered as an opportunity taken, and there is payment obligation for the relevant credits.
 - It is compulsory for students with any percentage of scholarship to pay the total fee amount of the modules, workshops, and/or instructional activities dropped, once added again and studied.

Art. 73. Students may change their course selection in inter-semester summer terms, in the following terms:

- a) During the first week of class (adjustment week), students shall be able to:
 - Add additional courses, workshops, and/or instructional activities, without exceeding the maximum number of credits allowed for an inter-semester term, and subject to seat availability (cf. Art. 63).
 - Drop the modules, workshops, and/or instructional activities, always respecting the minimum academic load. This shall not be considered as an opportunity taken, and there is no payment obligation for the relevant credits (cf. Art. 61).
- b) After the first week of class (adjustment week):
 - Students shall not be able to add additional modules, workshops, and/or instructional activities.
 - They shall only be able to drop two modules, workshops, and/or instructional activities, taking the following into account:
 - During the second and third weeks of classes. This shall not be considered as an opportunity taken, and there is payment obligation for the relevant credits.
 - During the fourth week of classes. This shall be considered as an opportunity taken, and there is payment obligation for the relevant credits.
 - It is compulsory for students with any percentage of scholarship to pay the total fee amount of the modules, workshops, and/or instructional activities dropped, once added again and studied.

Art. 74. When dropping out concurrent modules where both the concurrent and the concurred subjects are defined, and studied in the same term, the

student shall not be able to drop the concurrent subject without dropping the concurred subject as well.

Art. 75. The University shall establish the preferred order in which students can choose their courses, based on their degree, School, and progress in the curricular plan.

Art. 76. For any situation deserving explanation while choosing a course, students must turn to the Office of the University Registrar.

Chapter XI. Accreditation

Learning Accreditation

Art. 77. Accreditation is the process through which a student meets the requirements and provides evidence of his or her development and/or achievement of learning outcomes defined for a module, workshop or instructional activity, or accomplishes the curricular requirements.

Art. 78. When students accredit a module, workshop or instructional activity, they shall get the corresponding curricular credits.

Art. 79. There are five accreditation ways, listed below:

- Final. Students undertake a course and earn a passing final grade.
- Make-up Exam. Students do not pass the final exam, and take and pass the relevant make-up exam (cf. Arts. 98, 99, and 100).
- Challenge Exam. Students, based on their previous knowledge and experiences, request earning accreditation for courses within the curricular plan, through challenge exams (cf. Arts. 101, 102, and 103), subject to the procedure established for such cases.
- Compliance. Students meet the curricular requirements (cf. Arts. 50 and 54), and complete the special and remedial education programs, when applicable. It also applies when a student accredits workshops and/or instructional activities in the Anahuac Elective Block (cf. Art. 45 section b).
- Equivalency or recognition of foreign studies. During their admission process, students from other institutions and/or other degrees may request accreditation through equivalency or recognition of foreign studies for subjects approved, and supported by a document legally issued by the institution and/or degree of origin, and, when applicable, recognized by the Secretariat of Public Education. It shall not be possible to accredit Practicum modules, compulsory Anahuac Block modules (except Communication Skills), workshops nor instructional activities within the same block through equivalency or recognition of foreign studies (cf. Art. 17 f).

Art. 80. Students shall have up to three opportunities to accredit a module before being in academic withdrawal (cf. Art. 119 b.). In the case of workshops and/or instructional activities, once these three opportunities are over, the student shall choose another workshop or instructional activity (cf. Art. 72 and 73).

Art. 81. Students can only attend classes or activities of the courses in which they are enrolled. Attendance to other courses does not have official recognition. It is not allowed to attend as auditing students.

Learning Assessment

Art. 82. Learning evaluation is understood as the assessment of the students' competencies in terms of knowledge, skills, attitudes and values acquired during the course, taking into account their performance throughout the academic term, based on the criteria and modalities set out in this regulation.

Art. 83. Learning assessment of each subject is carried out through at least two midterm exams and a final exam, aimed at assessing the learning process and outcomes.

Midterm exams make from 40 to 60 percent of the final grade of the course. Final examinations make up from 40 to 60 percent of the final grade of the course.

In regular semester and inter-semester courses, students must take the final exam of each subject in order to be entitled to accredit it. It is not allowed to exempt such final evaluation.

The student must conform to the evaluation criteria established by the professor in each course, including the minimum attendance percentage, with the approval of the Faculty or School.

Art. 84. Students who fail to take any midterm exam shall get zero in this exam, and it shall be taken into consideration as such for the final grade.

Art. 85. Students who fail to take a final, make-up or challenge exam shall get zero in such evaluation, and the final grade in the relevant subject shall be 5.0 (five) (cf. Arts. 98 and 101).

Art. 86. It is the students' responsibility to verify the results of midterm and final exams published in the Integrated University System (SIU), and make the proper clarifications where appropriate, according to Art. 87.

Art. 87. Students shall have two working days from the publication of their midterm and final examination results for each subject to request to the relevant Division, Faculty or School the review or correction of the grade published. The grade shall be deemed as accepted if no request for correction is submitted in the specified time.

Art. 88. In some courses, departmental or second midterm exams, in addition to the aforementioned midterm exams, may be given. To be allowed to take any kind of exam, students must produce their University ID or a valid official ID.

Art. 89. Students are entitled to take the final examinations of each subject only when they have met the minimum attendance and academic requirements established by the teacher, in accordance with the Academic Vice-Rector, or its equivalent, and do not have any outstanding tuition fees or documentation.

Art. 90. All evaluations (midterm, final, second midterm, departmental, challenge, and make-up exams) shall be scheduled according to the existing academic calendar within official opening times. Exams shall compulsorily be given in the University premises in the days, hours, and classrooms defined by the Division, Faculty or School to the Registrar's Office. The University shall not recognize the examinations carried out outside the authorized academic premises or out of the established schedules.

Classes shall not be suspended in the dates of midterm, second midterm or departmental exams, unless there is an exceptional event or force majeure.

In the case of online courses, examinations shall be made following the criteria for such modality.

Art. 91. Students must be at the place and within the established schedule for any type of evaluation. They shall be allowed to start the evaluation at any time within the established schedule, provided that no student has already left the place.

Art. 92. In order to leave the place, students shall hand back the written exam when applicable, and shall be considered as completed, or ask for permission from the professor in any other type of evaluation.

Art. 93. When students, due to serious, force majeure, and not administrative reasons, are unable to attend any final or make-up exam, they shall immediately notify the Directorate of the Division, Faculty or School, and provide written evidence, being subject to the authorization procedure provided for these situations.

Art. 94. To take final evaluations or make-up exams, students must not have outstanding payments or documents. Students shall have access to their grades through the Integrated University System (SIU). When required, they must participate in the various institutional assessment processes, such as the teaching practice evaluation (EPD), the student opinion survey (EOA), other surveys, focus groups, interviews, questionnaires for accreditation processes, etc.

Art. 95. As a result of the learning assessment, students shall receive a final grade for each subject.

Art. 96. The final course grade shall not be declined for any reason (cf. Art. 46).

Art. 97. The final grades of modules undertaken allow the calculation of two types of GPA: total (if all subjects studied are included) or partial (if only the subjects studied in given term are included):

- a) Arithmetic GPA. It is estimated by taking into account the last grade obtained in the subjects studied. It is the result of summing up the grades obtained divided by the number of subjects. This GPA is mainly used for certification purposes.
- b) Weighted GPA. It is estimated by considering the last grade obtained in the subjects studied and the number of credits for each one of them. It is the result of multiplying the last grade in each subject by their credits, and then summing up the results. This sum is divided by the sum of the credits from all the subjects considered. This weighted GPA is used for the renewal of scholarships, for the definition of academic status, and for academic distinctions. (cf. Art. 65).

Make-up and Challenge Exams

Art. 98. Make-up exams are to accredit only:

- a) Modules studied, failed, and not offered during the immediately following inter-semester -when applicable- or semester period, that are prerequisites or concurring requirements for other modules.
- b) Up to three subjects studied and failed, if they are the last ones in the students' curricular plan, in order to keep students from having to study an additional term to complete their studies.

In both cases, students must take the corresponding make-up exam during the same term in which the subject was failed. The Rector's Committee may grant the opportunity to take the exam in the immediately following regular term.

Students requesting to accredit a subject through make-up examination, and do not select the module enabled for such purpose in the Integrated University System (SIU), and/or do not take it, shall get a failing grade with all the associated consequences.

Art. 99. Make-up exams are not to accredit:

- The modules not complying with the specifications in the preceding article.
- From the Anahuac Block: neither the compulsory modules, workshops, instructional activities, nor the elective modules of practical nature.
- From the Professional Block: neither the Practicum modules, the compulsory, nor the elective modules of practical nature.

The University has a descriptive module catalogue specifying the theoretical or practical nature of each module.

Art. 100. Regarding make-up examinations, students:

- a) will be allowed to accredit via make-up examination a maximum of 25% of the total credits in the curricular plan.
- b) will not be allowed to try accrediting via make-up examination more than three subjects per regular semester term.
- c) only have one chance to try accrediting via make-up exam a module undertook and failed.

Make-up examinations shall be given only during the days established in the academic calendar, and students must pay the corresponding fee.

Art. 101. To pass a subject via challenge exam, students shall document in advance that they have the knowledge, skills, attitudes, and values. In other words, students must prove they have achieved the learning outcomes expected from a given module. These outcomes could have been achieved through self-taught, in-class, or online studies offered by other higher education institutions either national or foreign, or through working experience.

The challenge exam shall be requested to the relevant Faculty or School as well as to the Office of the University Registrar, and shall be taken before completing the tenth week in case of a regular semester term, or the third week in case of an inter-semester period.

If students fail the challenge exam, it shall be considered as an opportunity taken, and they shall undertake the subject as a regular one. Students shall not be able to enroll such subject in the same term, nor take the make-up examination without having taken it before.

Students requesting to accredit a subject through challenge examination, and do not select the module enabled for such purpose in the Integrated University System (SIU), and/or do not take it, shall get a failing grade with all the associated consequences.

Art. 102. Students shall be allowed to accredit via challenge exam a maximum of 10% of the total credits in the curricular plan. This percentage could increase up to 20% with previous authorization from the Rector's Committee.

In order to accredit a subject through challenge examination, students should have not enrolled to and undertaken it before in a regular fashion, nor had withdrawn it after the first week of classes (cf. Art. 72 and 73). Students shall only have one chance per subject to accredit it via this modality.

It shall not be allowed to pass more than three subjects per term via challenge examination, nor subjects with an established sequence between them.

Challenge exams are not a means to accredit:

- From the Anahuac Block: neither the compulsory modules, workshops, instructional activities, nor the elective modules of practical nature.
- From the Professional Block: neither the Practicum modules, the compulsory, nor the elective modules of practical nature.

The University has a descriptive module catalogue specifying the theoretical or practical nature of each module.

Art. 103. Anahuac high school students enrolled in the Advanced Placement Program may accredit via challenge examination the elective subjects and/or workshops available in the Integrated University System (SIU) for this purpose, in the terms established by the Advanced Placement Program, without affecting the percentage of credits and subjects as stated in the previous article (cf. Art.167).

The same criteria shall apply for students coming from other high schools that have an academic agreement with the Universidad Anahuac, with similar Advanced Placement Programs, depending on the situation.

General Grading Scale

Art. 104. For accreditation purposes, the general grading scale at the University is as follows:

a) Accreditation with numerical grading system:

Midterm and/or final examination grades.

- Midterm and/or final examination grades shall be expressed on a numerical scale from zero (0.0), with one decimal place, to ten (10).
- Midterm and/or final exams not taken shall be given a grade of zero (0.0).

Final module grade:

- Final failing grades shall be expressed in whole number five (5.0), even if they obtained 5.1 to 5.9.
- Final passing grades shall be expressed in a numerical scale from six (6.0), with one decimal place, to ten (10).
- Six (6.0) is the minimum final grade required to pass a subject.

b) Accreditation by fulfillment. This accreditation may have midterm and final examinations in numerical scale, although not necessarily from zero (0.0) to ten (10), nor with a passing grade equal or greater than six (6.0). However, the final grade will be expressed in letter grading scale as AC accredited, and AD owed/non-accredited (cf. Art. 79). This accreditation applies for curricular graduation requirements (cf. Arts. 50 and 54) of special and developmental programs requiring it, and to the workshops and instructional activities of the Anahuac Elective Block (cf. Art. 45 section b).

Art. 105. Final grades are understood as the grades obtained in a module, workshop or instructional activity, resulting from weighting midterm and final exams or from a make-up or challenge examination. These are the grades set in the

academic record and in the official certification documents. When grades are in numerical scale, it is also taken into consideration to obtain the GPAs.

Art. 106. Students who pass the overall assessment and meet the corresponding requirements, earn the credits of the module, workshop or instructional activity as stated in the curricular plan, and will be included into their academic records.

Art. 107. For every course, workshop or instructional activity accredited by a student, the result shall be stated in the official documentation, in accordance with the above mentioned scale, using numbers, or letters if required, and stating the modality of accreditation.

Art. 108. In the event of students missing their right to accredit the course, workshop or instructional activity they enrolled to, their final grade shall be 5.0., or AD, depending on the case.

Academic Recognitions

Art. 109. The University recognizes and rewards the academic effort of students through the public recognition granted before the academic community. Decisions for granting the recognition referred to in this chapter are not subject to appeal.

Art. 110. The Academic Excellence recognition will be granted among the 5% top-scoring students from every degree in a given academic period. From this population, the University shall grant recognition only to those students meeting all the following requirements:

- a) They obtained a weighted GPA higher than 9.0 in the last term.
- b) They studied a minimum of 30 credits in the academic period.
- c) They did not fail any module during the term in which the recognition shall be granted.
- d) They passed all the subjects in the first opportunity or via challenge exam.
- e) They took the classes they enrolled to during the period for which the recognition is granted, in the University premises.

Art. 111. Honorific distinction is the recognition granted by the University to graduates who obtain at least a 9.5 total weighted GPA, having passed all their subjects in their first opportunity or via challenge examination.

Should there not be graduates with a minimum total average of 9.5, the honorific distinction will be granted to graduates with a final weighted GPA between 9.0 and 9.4 and within the top five percent of total weighted GPA among students graduating in such term.

Academic Terms

Art. 112. Academic terms can be:

- a) Regular semester academic period. Depending on the curricular plan, each year period shall be comprised by two terms: one between the months of August and December, and the other one between the months of January and May. Each of them shall have fifteen actual class weeks.
- b) Inter-semester academic period. Between the regular semester periods, an intensive five-week class period will be scheduled.

Chapter XII. Permanence Requirements

Art. 113. In order to continue studying at the Universidad Anahuac in the degree(s) undertook, students must not incur in any reason for withdrawal (being it voluntary, special, administrative, academic or disciplinary withdrawal), in accordance with the hereby regulation.

Voluntary Withdrawal and Special Withdrawal

Art. 114. Voluntary withdrawal takes place when students want to interrupt the degree(s) studies they are enrolled to. Students request dropping all the enrolled subjects, workshops, and/or formative activities, carrying out the procedure in the Office of the University Registrar and paying for the relevant credits, as follows:

- a) If the withdrawal procedure is concluded before the end of the sixth week of actual classes in the regular term, or the first week of the inter-semester term, such withdrawal shall not be considered as an opportunity taken in any of the enrolled subjects, workshops, and/or formative activities.
- b) After the sixth, and until the thirteenth week inclusive of classes in the regular term, the withdrawal shall be considered as an opportunity taken, without grades in each and every one of the enrolled subjects, workshops, and/or formative activities.
- c) From the beginning of the fourteenth week onwards, voluntary withdrawal requests shall not proceed.

Art. 115. Special withdrawal occurs when -because of force majeure after assessment of the Rector's Committee, and for once in their entire degree- students are allowed to drop all the enrolled subjects, workshops, and/or formative activities. This is after the sixth week since the beginning of the term and until the last day of classes, should it be an ordinary semester period, and after the third week of starting the period, and up to the last day for an inter-semester period, without considering such drop as an opportunity taken for the subject, workshops and/or formative activity, provided the corresponding procedure is carried out in the Office of the University Registrar. In such case, the student will have to pay the relevant credits of the subject, workshop, and/or formative activity he or she is enrolling to.

Art. 116. After either a voluntary or a special withdrawal, students interested in retaking their studies must carry out the relevant re-enrollment procedure.

In case a student gets behind in the curricular plan, or changes the curricular plan, he or she shall get enrolled into the most updated existing plan.

Art. 117. Students who stop attending school without carrying out the withdrawal procedure are obliged to pay for the fees of the entire term of enrollment in order to be allowed to start the re-enrollment process for the following period. Each subject, workshop or instructional activity the student has stop attending to shall receive the corresponding failing grade.

Academic, Administrative and Disciplinary Withdrawal

Art. 118. Students must not pay for neither academic, administrative nor disciplinary withdrawal procedures. However, all following procedures require to demonstrate good financial standing with the University, with a certificate issued by the Bursar's Office.

Art. 119. Academic withdrawal from a degree shall come into effect when students:

- a) Accumulate four or more failed subjects at the end of a regular or inter-semester academic term, with the exception of what is stated in Article 120. Have accumulated failed subjects even since previous terms.
- b) Exhaust their three opportunities to pass a subject (cf. Arts. 80 and 120).
- c) Do not complete their degree in a maximum period of twice the time foreseen in its curriculum map, complying with the following criteria:
 - Degrees from 300 to 360 total credits shall be completed in 16 semester terms by most.
 - Degrees from 361 to 420 total credits shall be completed in 18 semester terms by most.
 - Degrees with 421 total credits or above shall be completed in 20 semester terms by most.

In the application of these criteria, all the studied subjects, workshops and instructional activities granting credits shall be taken into consideration uninterruptedly since the first enrollment of the student in the curricular plan. The Rector's Committee might authorize an additional term for completion, at the request by the student.

- d) After receiving academic exemption as per Arts. 122 and 123, have studied and failed the Supplementary Education Program (PCA) (cf. Art. 163).

Art. 120. Should a student be in academic withdrawal by the end of the January - May period, he or she shall enroll and study only the subjects causing the academic withdrawal (cf. Art. 119) and that are offered in the immediately following inter-semester period in order to solve the reason for withdrawal.

Art. 121. Academic withdrawal shall be final in the following cases:

- If students do not obtain approval or exemption to continue with their studies (cf. Arts. 122 and 123).
- If students obtain an exemption to continue with their studies, but do not accredit the Supplementary Education Program (cf. Art. 119 d and 163).
- If students obtain an exemption to continue with their studies, and meet any of the grounds for academic withdrawal again, with the exception of what is specified in Art. 120.

According to Arts. 122 and 123, students shall obtain a single exemption to continue their studies in the same degree, regardless of the grounds for withdrawal.

Art. 122. According to Art. 119 sections a and b, students in academic withdrawal for having failed four or more subjects or for having failed a single subject three times may submit written request for academic exemption to the Rector's Committee in order to continue studying the degree. This request can be made only once. The resolution for such request is not subject to appeal.

Art. 123. Should the academic exemption be granted, the student shall re-enroll to the following academic regular semester period, as well as to undertake and accredit the Supplementary Education Program (cf. Arts. 162 and 163), and take the academic load as specified in arts. 164 and 165 of this regulation.

Art. 124. Students with academic withdrawal who have studied more than 75% of degree credits and who have obtained an academic exemption in accordance to Arts. 121 to 123 shall not be obliged to take the Supplementary Education Program, but shall solve any grounds for academic withdrawal (cf. Art. 165).

Art. 125. Students who have been granted academic exemption shall have the academic status of Exemption, and may enroll up to 36 credits in the following regular term (cf. Art. 66).

Art. 126. Final academic withdrawal prevents students of completing their degree at any venue of the Universidad Anahuac. Nevertheless, they may request a degree change in accordance with this regulation (cf. Arts. 27 to 33).

Art. 127. Administrative withdrawal is applied when students: do not submit all documents required to include in their records within the deadlines set for this (cf. Art. 25); provide invalid and/or false documents; do not pay the enrollment fees; or do not carry out the course selection procedure for two consecutive regular semesters. In all cases, students must pay for fees accrued up to the effective withdrawal date.

Art. 128. When administrative withdrawal is due to a lack of documentation, students shall have no right to sit any final examination, nor to receive any official record of the studies done at the University.

If students with administrative withdrawal due to lack of documents, collect and hand them in to the University, they may enroll to the same or another program (if accepted by the Admissions Committee), in the following term, as freshman student, and without recognition of the outcomes obtained or payments made in previous periods.

Art. 129. Administrative withdrawals as a result of handing in false documents are final and not dispensable in all Universidad Anahuac venues; all other administrative withdrawals are temporary.

Art. 130. Disciplinary withdrawals are determined by the Rector's Committee and may be temporary or permanent. These withdrawals will be effective in all venues of the Universidad Anahuac. Students must pay for fees accrued up to the moment of withdrawal. Temporary disciplinary withdrawals allow students to begin with the re-enrollment process at the end of it (cf. Chap. XIV).

Chapter XIII. Certification

Art. 131. The Office of the University Registrar is the only department authorized to issue academic records and transcripts holding official validity.

Art. 132. Students may request the following documents, on receipt of payment:

- a) Full and partial transcripts issued by the University (holding official validity)
- b) Full and partial transcripts issued by the University and certified by the Secretariat of Public Education (holding official validity)
- c) Translation into English of the documents referred to in this article.
- d) Degree certificate (holding official validity)
- e) Report cards of the term If requested in the term immediately following the one studied, it shall not require payment (without holding official validity)
- f) Different certificates (without holding official validity)

Art. 133. The University will grant the degree certificate when students have accredited all the credits listed in the curricular plan, have met all the graduation requirements (cf. Art. 43) and curricular requirements (cf. Art. 51), have carried out all the relevant administrative procedures, and do not have outstanding payments, documents nor didactic materials with the University.

Chapter XIV. Disciplinary Provisions

Art. 134. Any breach or violation of the Universidad Anahuac regulations for undergraduate students, of the healthy coexistence in the academic community, and, in general, of any behavior against the principles and values of this institution that could be subject to disciplinary sanction will be resolved by the Disciplinary Commission appointed by the Rector's Committee.

The Disciplinary Commission will have five members of the university community. Neither the Head of Area or the Director of the Division, Faculty or School affected by the disciplinary violation, nor any member of the Rector's Committee shall be part of the Disciplinary Commission.

Art. 135. It is responsibility of the Head of Area or the Director of the Division, Faculty or School affected by the alleged disciplinary violation, as specified in the previous article, to file the report of the event, submit the elements supporting such report, and a proposed sanction for the student, if applicable, in conformity with Art. 145 of this regulation.

The appointed Disciplinary Commission shall analyze the case and, when applicable, shall complete the following within ten working days:

- Assess the information about the event and the alleged violation to any Universidad Anahuac regulation, to the healthy coexistence in the university community, and/or to the principles and values of this institution in order to determine if the procedure to determine the relevant sanction shall start or not.
- Perform the relevant inquiries for such case and request the probative elements (testimonies, documents, etc.) among the parties involved.
- Determine the beginning of the sanction procedure, once the relevant inquiries were completed. In this case, the student shall be informed of the case against him or her so that within five working days, starting from the day after said notification, he or she provides relevant written statement and present exculpatory evidence.
- Present evidence as required.
- The Head of Area or Director of the Division, Faculty or School affected by the alleged violations, along with the student, may be summoned to expand testimony in personal appearance. Should it be the case, the University reserves the right to record in audio and/or video the relevant sessions.

The Disciplinary Commission shall analyze every element of the case, and issue the corresponding resolution to the Rector's Committee, which in turn shall have three working days to endorse it. After endorsement, the Disciplinary Commission shall notify the student about the resolution in person and written. Should the student not stand to hear the notification or should he or she deny to sign reception of the resolution, a report shall be signed by two witnesses attesting the events.

After receiving the resolution, the student may request on good grounds its revision to the same Disciplinary Commission within three working days after the day he or she was notified. Once having solved the revision and having notified the outcome, should the student remain in disagreement, he or she may request on good grounds a last revision to the Rector's Committee within three working days after the day he or she was notified of the revision resolution. The resolution of the Rector's Committee shall be final and not subject to appeal.

Academic and administrative withdrawals defined in this regulation shall not be subject to this procedure (cf. Arts. 118 to 129).

Art. 136. The personal student's commitment within the University premises, and outside in activities officially organized by the University, or by other institutions the student attends to and/or represents this University must demonstrate the principles, values, and university ideas. In other words, all students must demonstrate a dignified and respectful behavior and attitude toward the University and other institutions, their authorities, faculty, classmates, and administrative and service staff. Any action contrary to the above statement shall be deemed as severe misconduct.

The University disclaims any liability resulted from the behavior or after-school activities others than the ones described in the above paragraph, demonstrated by any student related to this University.

Art. 137. Any action disrupting the development of university activities, damaging the patrimony of the institution or causing inconveniences to classmates or attendees at the premises of the institution, harming or jeopardizing the image of the University, or any of its venues, or contrary to the University regulations, and even if it impacts academic performance, shall be considered as severe misconduct.

Art. 138. Severe misconducts, applicable to all students and community members, include but are not limited to the following: to attend university under the influence of alcohol, with alcohol breath or under the influence of any narcotic drugs, psychotropic substances or inhalants; to consume, use, sell, provide or offer to others, at the University premises, any substances considered by law as narcotic or psychotropic, or any substances that produce similar effects in the behavior of the individual using them; to participate in acts of corruption, document forgery, and in general, to have behaviors typified as crime in Mexican law.

The University may randomly apply toxicological tests to students, and specifically to a given student, should there be a grounded suspicion that the student is under the influence of alcohol or any other narcotic, psychotropic or inhalant. Should the result be positive, the actions and sanctions established in this Regulation shall be taken (cf. Art. 130, 134, and 135).

For such purpose, every enrolled student accepts the terms and conditions of this Regulation, including this Article, without needing written consent for the application of the above-mentioned tests.

Art. 139. Forging documents before any authority shall result in final withdrawal from the University, without detriment to the penalty stated by the competent authorities. The University disclaims any liability regarding the origin of any type of documentation issued by any other institution and presented by the applicant or student.

Art. 140. Students who commit or attempt to commit fraud in research projects, assignments, practices, tests, assessments or proof of absence, commit severe misconduct, such as including literal copies of books, websites, or any other ideas conveyed by individuals in any other way, without mentioning the source, thereby attempting on the respect and right to intellectual property of third parties.

In this case, students shall receive an academic dishonesty report that will be placed in their record, in addition to the relevant sanction, which could be from failing the corresponding examination, losing the right to accredit

the course during the enrolled term, to expulsion from the University.

Relapsing in academic dishonesty results in definitive withdrawal from all venues of the Universidad Anahuac.

Art. 141. Any type of propaganda or advertising without authorization from the authorities of the University is forbidden.

Art. 142. University classrooms are intended primarily for teaching-learning processes, which is why students are forbidden from introducing and consuming food and beverages, introducing animals, smoking or using cell phones, radio or any Internet-access device, and making use of the Internet services for non-academic purposes. They may carry mobile communication devices as long as they are set in silence or vibrate mode.

Teachers may forbid the use of any electronic device during midterm or final examinations.

Art. 143. Only for academic purposes, and with the authorization of the subject teacher, and before their presence, students may use radio, television or electronic communication equipment, or change the distribution of the classroom furniture.

Art. 144. When any movable or material property of the University or in lawful possession of it gets damaged due to negligence, disorder or inadequate operation of a student, such property must be repaired or replaced with funds from the student accountable, within ten days or before graduating, in case of having completed their studies. The student accountable shall receive a sanction that could range from a reprimand to be included in his or her academic record, to withdrawal from the University, without prejudice to the legal actions the institution could start against the offender.

Art. 145. The sanctions the Disciplinary Commission recommends in its resolution, endorsed by the Rector's Committee, could be the following:

- a) Warning for disciplinary misconduct
- b) Written reprimand.
- c) Temporary suspension.
- d) Final withdrawal from the University

In addition, and in accordance with the severity of the events, the Rector's Committee may determine other sanctions. These sanctions are valid and effective in every venue of the Universidad Anahuac.

Chapter XV. Financial Provisions

Art. 146. The applicants or students shall be up to date in their payments in order to carry out any academic or administrative procedure. Payments of debts and services may be carried out in the Bursar's Office of the University in accordance with its requirements, and in the banking institutions accredited for this purpose through payment vouchers -that can be printed from the University Intranet- or through online transfers with authorized credit, debit or service cards.

Art. 147. Tuition fees accrued shall be paid timely and in full until students make their formal voluntary withdrawal at the Office of the University Registrar(cf. 114).

Art. 148. In the event that students require an invoice issued to a company or individual other than themselves, the change of the fiscal details through the online invoice module in the Intranet portal before making the payment. Likewise, students may also request the invoice for over-the-counter or online payments, carrying out the corresponding procedure. The invoice shall be issued on the relevant date within the same fiscal year it was requested; therefore, no request shall be received after the end of the corresponding fiscal year.

Art. 149. By the mere fact of enrolling, students acknowledge and agree that the University assumes no responsibility for damage, detriment or loss that may occur to the items or personal effects taken into the premises of the institution. Therefore, students shall be responsible for taking care of their own belongings and taking them in campus is under their own risk. The institution shall not be liable for any damage, detriment or loss that may occur to their items or personal effects such as jewelry, electronic equipment, computers, communication and photography equipment, pens, clothes, works of art, cash, marketable securities, cars and the belongings left inside, among others.

Art. 150. Repealed.

Art. 151. Payments made for any academic or administrative procedure (enrollment, re-enrollment, make-up examinations, tuition, issuance of documents, etc.) do not place any obligation on the University to deem the procedure as completed if either their academic or administrative situation contravenes the hereby provisions or the corresponding curricular plan provisions, or if the procedure is not properly completed.

Enrollment, Re-enrollment, and Tuition Fees

Art. 152. For the purposes of this regulation, the terms “enrollment payment” (made upon entering the first term of an undergraduate degree) and “re-enrollment payment” (made to enroll in subsequent terms) shall be used interchangeably. Both expressions shall have equal extent and scope, in a way that what is stated for any of them shall be applied to both.

All students must make their enrollment payment with the corresponding fees within the deadlines set for that purpose. In the case of full scholarship and/or renewal, verify that it has been renewed in the Bursar’s Office of the University and make the relevant payments not covered by the scholarship in order to be officially enrolled.

Enrollment fees shall not be refunded in case of voluntary, administrative or disciplinary withdrawal.

The University has determined three different enrollment fees according to the number of credits the student shall study in the relevant period:

- 18 credits or less
- 19 to 35 credits
- 36 credits or more

At the beginning of each term, students must make the enrollment payment corresponding to 36 credits or more, and at the moment of determining their final academic load the difference resulting shall be refunded in tuition fees.

Failure in making this enrollment payment within the specified deadlines shall prevent students to complete their enrollment, resulting in not being allowed to undertake that term, and thus the invalidity of the studies done during such term.

If the enrollment is paid after the deadline, students must bear the relevant costs for late payment, and pay directly at the Bursar's Office of the University.

Enrollment payments could be made at the banks determined by the University through payment vouchers that the student can print out from the Intranet, or through online payment from the same Intranet or at the Bursar's Office of the University. Students shall be up to date in their payments in order to carry out the re-enrollment procedure.

Art. 153. Tuition fees are due as per the payment calendar set by the institution, and students must settle the corresponding amount in due time.

Any tuition fees paid after the deadline shall cause the corresponding surcharge which shall be cumulative per expired term and/or delayed fraction. This surcharge shall remain in force until the amounts for tuition fees and surcharges are settled.

In case of overdue payments, it shall not be possible to carry out any additional (academic or administrative) procedure.

In certain cases, should students pay in advance, they shall get a discount as long as such fees are not due yet. Students may ask in the Bursar's Office or check in the Intranet the percentage of discount applicable to the relevant payment.

Students can make payments for concepts other than those mentioned above (courses, administrative procedures, among others) through payment vouchers they can get from the Intranet. Students can learn more about the options and/or services available in the tuition fee payments section. Students shall be up to date in their payments in order to carry out the payment for any other concept.

Art. 154. The fees for undergraduate degrees comprise one enrollment fee, and four or five monthly installments for regular semester terms, and two installments for inter-semester periods in accordance with the enrolled credits and the calendar determined by the University.

Art. 155. The fee for a subject accredited by challenge examination shall be equal to 30% of the fee for the credits of such subject when studied in regular modality, excluding the enrollment fee. The challenge exam for students in the Advanced Placement Program shall have no cost.

Art. 156. The payment for enrollment, re-enrollment or tuition fees without making the course selection and/or meeting the academic requirements does not grant the right to attend classes, to take midterm and/or final exams, nor to receive any other academic or administrative service.

Payment by Check

Art. 157. Any check payment shall only be made with crossed checks for the exact amount to be paid; the check must be made payable to the civil society operating the Universidad Anahuac venue where the student is undertaking his or her degree. At the back of the check it must be included the student's name, their file number, as well as the degree, and telephone number (landline and/or mobile).

If for any reason the check is not paid by the corresponding bank (insufficient funds, canceled account, etc.), it shall automatically generate the obligation to pay for a compensation of 20% over the amount in the document (Article 193 of the General Law of Titles and Credit Operations). The payment shall be taken as not made, thus it will cause surcharge for this debt, in accordance with Article

153 of this regulation. A returned check implies that students must pay the remaining installments by certified check for the following twelve months.

Enrollment payments made by check that cannot be cashed by the University, shall prevent students from choosing their courses, as per the above paragraph. In case they have already made the course selection, it shall be canceled without liability to the University.

Refunds

Art. 158. To carry out any refund of a payment made, it is necessary to produce the original payment receipt or its equivalent if it was an online payment. All refunds shall be requested in the University Bursar's Office, in the Controller's Office or in the Finance and Administration Vice-Rectorcy.

- For courses not taught, scheduling conflict or any other force majeure event, students shall request the relevant refund by most 30 calendar days after the beginning of classes to be approved by the Rector's Committee. If the refund request is applicable, the total amount paid shall be credited. This shall apply for regular semester terms as well as for inter-semester terms.
- Students who have made the enrollment and/or tuition payments and are granted a partial scholarship, the balance will be credited for the outstanding tuition fees. In case of full scholarships, the total amount paid for enrollment and/or tuition fees shall be refunded.
- Should the student had made advanced payments, and requests for academic withdrawal (cf. Art. 121) the total number of payments made for the term in which the student was not allowed to enroll shall be refunded, as long as the refund request is submitted during the first month of classes and the original receipts of payment get handed in, or its equivalent for online payments.

For tax reasons, after the month of December, the University may not make any refund for payments made during that year.

Except for the above-mentioned cases, students shall not be entitled to get the refund of any payment made for enrollment and/or tuition fees.

Financial Aid Programs and Student Insurance

Art. 159. The University shall comply with the provisions set by the Secretariat of Public Education regarding the percentage of scholarships to grant, through financial aid programs in accordance with the rules and procedures for scholarships, student loans, and provisional student loan issued for each academic year.

Students shall pay a health insurance along with the enrollment fee. Should students already have a similar insurance, they may pay the enrollment fee discounting the relevant amount. To be exempt from paying this insurance, students must provide -through the Intranet- proof of having at least a similar and valid insurance. This procedure must be done before printing the payment voucher at the bank or before making the online payment through the Intranet.

International exchange students shall have an international health insurance covering diseases and accidents abroad, and repatriation of remains in case of death.

As an optional service, the University provides a Guaranteed Education Service for undergraduate students, which covers their studies in the event of death of the parent or guardian in charge. In order to have access to this service, the student must pay for this service before the expiration of the first tuition fee. For further information on the conditions to apply to this insurance, please review the University website.

Chapter XVI. Special Programs

Remedial Education Programs and University Development Program

Art. 160. The University may give Spanish and mathematics placement examinations depending on the undergraduate curricular plan to study. The results of these examinations allow the University to identify if the student shall take a remedial education program to ensure his or her good performance in the university studies, and especially to undertake the courses requiring previous proficiency in such areas, when relevant.

The University may offer the University Development Program (PDU) to optimize the academic performance of students who are at risk of dropping out. It shall be done through early detection in order to keep them from academic withdrawal. The program could be comprised of several subjects that are not part of the curricular plan of the undergraduate chosen, but which have the appropriate content to achieve the desired goal. The PDU does not grant academic credits and its cost corresponds to a six-credit course.

Admitted students who are considered PDU candidates by the Admissions Committee, shall compulsorily study it during the first term at the University, in order to provide them with academic support tools to get out of their risk status. In addition, they shall only study the subjects recommended within their curricular plan in that same period.

PDU students who fail shall be under the academic status *Probation* and shall repeat it until they pass it (cf. Art. 66).

Supplementary Education Program

Art. 161. The University shall offer the Supplementary Education Program (PCA), specialization courses, remedial courses, academic tutoring, and, in general, any task to improve academic performance, avoid dropouts, and support students with academic problems or with a specific situation reflecting in low academic performance or in preventing them from satisfactorily completing their studies.

The Supplementary Education Program consists of several subjects that are not part of the curricular plan chosen by the student, but that have the appropriate content to achieve the desired goal. The PCA does not grant academic credits and its cost corresponds to a six-credit course. This program is not part of the curricular plan chosen by the student.

Art. 162. A student shall take the Supplementary Education Program in any of the following cases:

- a) If students have incurred in any reason for academic withdrawal and, to their request, have been granted an exemption to continue studying at the University (cf. Arts. 122 and 123).
- b) If, after the relevant analysis of the student's academic records, the Rector's Committee considers he or she to be at risk of academic withdrawal.

The enrollment to the Supplementary Education Program of a student under any of the assumptions stated above shall be registered at the Integrated University System (SIU).

Art. 163. Not passing the Supplementary Education Program under the assumption specified in Art. 162 a shall result in academic withdrawal for which the exemption was granted, and re-enrollment in the same undergraduate curricular plan shall not be allowed (cf. Arts. 119, 121, 122, and 123).

Art. 164. Students who are on academic withdrawal under the assumption of Art. 119 a -students who have failed four or more subjects-, who have completed at least 75% of the undergraduate credits, and who have requested the corresponding academic exemption (cf. 122 and 123), shall take the Supplementary Education Program in the following regular period, and shall only enroll to the subjects, workshops, and/or instructional activities they failed and are offered during such period, without exceeding the maximum of 36 credits.

Students who are on academic withdrawal under the assumption of Art. 119 b -students who have exhausted their three opportunities to pass a subject-, who have completed at least 75% of the undergraduate credits, and who have requested the corresponding academic exemption (cf. 122 and 123), shall take the Supplementary Education Program in the following regular period, and shall enroll to and pass the relevant subject. In Addition, they shall also enroll to priority subjects, workshops, and/or instructional activities they failed and are offered during such period. In the event that the student have not failed any subject, workshop, and/or instructional activity, he or she may enroll to other subjects without exceeding the maximum of 36 credits.

Art. 165. Students who have failed four or more subjects, or who have exhausted their three opportunities to pass a subject, who have completed at least 75% of the credits in the curricular plan, and who have requested the corresponding academic exemption (cf. 122 and 123) shall comply with Art. 164, as applicable, without obligation to take the Supplementary Education Program, but with the possibility of voluntarily taking it (cf. Art. 124).

According to Arts. 122, 123, 124, 164, and 165, students may request a single exemption to continue their studies in the same degree, depending on the reason for withdrawal and the progress of credits.

Academic Excellence and Leadership Programs

Art. 166. The University offers academic excellence and leadership programs to quickly encourage the development of the potential and qualities of students. Students are subject to the specific regulatory framework of each program.

Advanced Placement Program

Art. 167. Students at the Universidad Anahuac coming from the Anahuac high school, who have taken part and fulfill the requirements defined in the Advanced Placement Program, may accredit through challenge examination the subjects and/or workshops offered by the Universidad Anahuac, in accordance with the content and scope the program has at the moment of taking place (cf. Art. 103).

The same criteria shall apply for students coming from other high schools that have an academic agreement with the Universidad Anahuac, with similar Advanced Placement Programs, depending on the situation.

Chapter XVII. On the Associated Student Body

Art. 168. University students may organize and create student societies for each undergraduate degree, or for each Division, Faculty or School. Such societies shall have the purpose of strengthening their participation in different arenas within the university activities. They shall respect the identity, mission, and values of the Universidad Anahuac, and be recognized by the institution.

The objectives of the various student societies shall be: organize, do and/or assess academic, social, and sport activities and in general any other activity likely to develop in students a sense of belonging and solidarity ties within the University, according to the guidelines, regulations and purposes of the institution.

The members of each student society executive board shall supportively respond to the performance of its own functions.

Art. 169. In no way may the student society pursue political ends, neither belong to any political or religious organization, nor shall pursue profit purposes. Nonetheless, they may obtain the necessary funds for their maintenance and operation.

Art. 170. The various activities carried out by any student society shall be carried out in coordination with the dean of the corresponding Division, Faculty or School, with the Department of Student Relations and, where appropriate, with the Rector's Committee.

Art. 171. Should any executive board breach the University regulations, it may be dissolved by the Rector's Committee.

Chapter XVIII. Application and Interpretation of the RALUA 2010

Art. 172. The Rector's Committee and/or the Universidad Anahuac Commission for University Regulations have the power to solve exceptional cases not covered by this regulation, provided that they do not infringe the provisions hereof or the provisions for the Anahuac Universities Network institutions. Exemptions and exceptions shall be carried out in accordance with the internal procedure authorized for this purpose.

Art. 173. The provisions in this regulation are complemented by the Interpretation and Application Criteria issued by the regulatory authorities, and by the comprehensive education model of the Universidad Anahuac.

Art. 174. The implementation of the RALUA 2010 is carried out in accordance with the Integrated University System (SIU), and its enforcement is responsibility of each venue of the Universidad Anahuac.

Provisional regulations

1º.- This Regulation shall enter into force from the August - December 2017 semester on, and revokes all previous provisions that contravene it.

Regulations to obtain Undergraduate Degrees, Diplomas of Specialization and Academic Degrees (ROTDEG)

First Section. General provisions

Art. 1. This regulation provides the rules relating to the academic and administrative processes of the Anahuac University to grant professional degrees, graduate diplomas, specialization diplomas, and academic, Master's, and Doctoral degrees.

Art. 2. The Universidad Anahuac will provide a professional degree, specialization diploma, and Master's or Doctorate degrees, once the student has approved all credits in the curricular plan, has met the relevant graduation and curriculum requirements, made all the administrative procedures, and has no pending payments, documents or didactic materials. For Master's level, the student should also meet the requirements relevant to the graduation option chosen.

Art. 3. The Universidad Anahuac will determine the terms and conditions required for obtaining professional degrees, specialist diplomas, or academic, Master's, and Doctoral degrees. This documents will be issued by the University and certified by the Public Education Secretariat.

Art. 4. Students who studied at the Universidad Anahuac an academic program incorporated to the Autonomous National University of Mexico (UNAM) will be subject to the modalities and requirements that such institution determine for these purposes, being able, the Universidad Anahuac, to add those deemed as desirable and which must be stated in the specific regulations of such programs. The issuance of the corresponding degree will be in charge of the UNAM.

Students who studied an academic program official valid recognition from another state will be subject to the modalities and requirements that this institution determine for these purposes, being able, the Universidad Anahuac, to add those deemed as desirable and which must be stated in the specific regulations of such programs. The issuance of the corresponding degree or diploma will be in charge of the Universidad Anahuac.

Art. 5. It is responsibility of the University Registrar Office area:

- a) Define and operate the institutional administrative procedures for the issuance of professional degrees, specialization diplomas, and Master's and Doctorate degrees. For Master's degrees, it will have to coordinate with the Faculty or School for the approval and execution of the chosen graduation option.
- b) Verify and validate that the records have the signatures of the approved examiners integrating the Examination Committee.
- c) Verify and validate if Honorable Mentions should proceed.

Art. 6. It is responsibility of the Academic Vice Rector (Directorate or Coordination), through the Directorate in charge of the academic and research affairs:

- a) Define the quality standards to grant professional degrees, specialization diplomas, and Master's and Doctorate degrees, as well as to define the integration, functions, responsibilities, and

performance of the Examination Committee members, in the case of dissertation, examination or Thesis defense.

- b) To allow faculty to serve as Thesis or applicative work/project supervisor, and/or examiners. For such purposes, this staff could be either full- or part-time; they should have at least the same academic level as the student they are supervising or examining is applying to; and they should be experts in the area in which the Thesis or applicative work/project is developed.
- c) Create and maintain an updated register of approved faculty members for such purposes, including their signatures.
- d) Exceptionally, to authorize external advisers where do not exist in our own faculty scholars specialized in the subject of the Thesis or applicative work/project; alternatively, they will be part of a project external to the University.
- e) To verify that the performance of Faculties and Schools, directors, and academics, as well as the Examination Committee appointed by them, follow the rules and procedures.

Art. 7. It is responsibility of the Directorate of the Faculty or School:

- a) For Degree Examinations, assign the Examination Committee members from the approved faculty members.
- b) To ensure, in the area of competence, strict adherence to standards and academic and administrative procedures.
- c) Watch the preservation of decency, dignity, and institutional representativity worth of a Degree Exam.

Art. 8. The student, to obtain an Academic Degree will have at least three opportunities to sit and pass the relevant Degree Exam.

Art. 9. At the Master's degrees, in the options where there is an examination committee responsible for examining the student, there will be three primary examiners and two substitute examiners authorized by the University, in doctoral programs, the examination committee will be comprised by five primary examiners and two substitutes.

Art. 10. In all of the options, a written academic work must be submitted and students must sustain an oral defense or Degree Exam before the appointed examination committee. For Master's programs, should the defense or Degree Exam be suspended, another Graduation option could be chosen.

Art. 11. The result of the Degree Exam could be: Approved with Honorific Distinction, Approved, or Suspended.

- a) It is considered to be Approved with Honorific Distinction when the Examination Committee unanimously determines the student has fulfilled the academic and curricular requirements and has the knowledge and skills described in the graduation profile of the relevant program. In addition, the student shall meet what is specified in Art. 15 in this Regulation.
- b) It is considered to be Approved when the Examination Committee unanimously, or by majority determines the student has fulfilled the academic and curricular requirements and has the knowledge and skills described in the graduation profile of the relevant program.
- c) It is considered to be Suspended when:
 - 1. According to the Examination Committee, the student has not fulfilled the academic and curricular requirements nor he or she has the knowledge and skills described in the graduation profile of the relevant program.

2. The student does not attend the defense or Degree Exam at the specified day and time.

The University may grant recognition additional to what is provided in this regulation, to students who obtain Approved results.

Art. 12. The student whose defense or Degree Exam has been suspended could request a new examination date, after six months of the date suspended.

Art. 13. When for reasons not attributable to the student, the Exam cannot take place in the date and time indicated, this must be rescheduled as soon as possible without cost to the student.

Art. 14. The result of the Degree Exam will include a record signed by the relevant Examination Committee and/or the authorities entitled for that.

The issuance of Professional Degrees, Specialization Diplomas, and Master's and Doctorate Academic Degrees will be recorded in the official books and/or electronic files.

Art. 15. The University could grant an Honorific Distinction for Professional and Academic degrees, accordingly, when the following conditions are met:

- a) The student has obtained a minimum GPA of 9.5 (nine point five) at the end of their studies. For Undergraduate they will consider the total weighted average and for Graduate studies, the total arithmetic average. In the case of Bachelor's degrees, if there were no graduates with such average, the graduates with a final average between 9.0 and 9.4 and who are at the highest five percent total average in the group will obtain Honorific Distinction.
- b) The student has passed all the enrolled subjects at the first opportunity or through academic sufficiency.
- c) For Graduate studies, the student has had an outstanding defense in the Degree Exam, and the Examination committee has unanimously made this decision.

In the Degree Exam, this decision should be based on the following aspects:

- Academic rigor in the approaches of the work done by the student.
- Importance of the subject for the academic discipline.
- Clarity of the student's presentation during the defense, and
- Solid theoretical and methodological basis for the reasoning stated by the students, through both their written work and during their defense, as well as in the answers to the questions of the Examination committee.

The Examination committee will have to justify in writing the decision made and submit it to the Faculty or School, with a copy to the University Registrar Office.

Obtaining an honorific distinction will be stated in the defense record or Exam and in the Diploma or Degree.

Art. 16. The student, in accordance with the institutional administrative procedures, before starting the procedures for the Undergraduate or degree exam, and for the issuance of the graduate degree, diploma or degree, must be:

- a) In the case of Master's, record the chosen option in the relevant Faculty of School.
- b) Have submitted the complete documentation required by the University Registrar Office.
- c) Do not have debts with the University.

- d) Request for and obtain their review of studies.
- e) Pay the relevant fees for this procedure.

Art. 17. For foreign students the register of Undergraduate degree, diploma or degree, as well as the issuance of the Undergraduate license or equivalent by the authorities approved for this will be subject to migration and administrative provisions issued by the competent authority.

Art. 18. The Rector is the authority empowered to sign the University Degrees, Specialization Diplomas and Master's and Doctorate Academic Degrees on behalf of the University. In the case of Studies and Research Institutes and Centers that are part of the Universidad Anahuac, this authority can be delegated -under agreement- to the Institute or Center director as determined.

Second Section. Obtaining a Undergraduate Degree

Art. 19. The Universidad Anahuac grants the Professional Degree endorsing the education according to the graduation profile of each Bachelor's degree offered. In terms of national or state education legislation, this allows the Secretariat of Public Education to make the official registration of such Degree, and the issuance of the Professional Registration Number when relevant for students satisfying the requirements defined in the Education Model and the relevant curricular plan.

Art. 20. The Bachelor's student will obtain the Professional Degree once he or she has accredited the total of subjects and credits specified in their curricular plan, and met the requirements specified in Arts. 43 and 51 of the Academic Regulations for Undergraduate Students at the Universidad Anahuac (RALUA): entry requirements; permanence requirements; approval of professionalizing subjects in English language and in online/blended modality; proficiency of English language, and a third language when applicable; Social Service; specific requirements of the curricular plan; sitting and approving -when applicable- midterm exams, and/or graduation exams, internal and/or external, such as National Evaluation Center for Higher Education (CENEVAL) for the applicable degrees, under the specific conditions of the University.

For some degrees, the Universidad Anahuac could require -within one or several final subjects- the preparation and defense of a Final/Integrating Project, Applicative or Research Work, according to the nature of each program.

The student will have to make all the procedures the University specifies for that and to cover the proper payments for the review of studies, the issuance of the diploma, the register of it in the General Directorate of Professions and, where appropriate, the issuance of the corresponding Undergraduate license.

Art. 21. As part of the curricular requirements, BMBS students shall sit and pass the Integrated Summative Assessment, comprised of three parts: the General Exams for Undergraduate Certification (EGEL), by CENEVAL -it is a passing grade when the student obtains a Satisfactory or Outstanding result; a Practical Exam; and an Oral Exam with and examination committee -appointed by the Director of the Faculty or School- at the University facilities in the dates it determines.

The evaluation results will be graded as a whole with either Accredited or Not Accredited.

Chapter V. Special provisions for degree obtaining by students on transfer

Art. 22. The Professional Degree for a student who has transferred from another university of the Anahuac Universities Network (cf. Regulations for Mobility and Transfer for Undergraduate Students at the Universidad Anahuac RMTUA), will be granted by the university where the student received the highest number of credits (at least 35%), and that fully delivers the degree, fulfilling the requirements determined in this Regulation.

Art. 23. Has the student on transfer completed and earned the same number of credits in two universities of the Anahuac Network (at least 35% each), the Degree will be granted by the institution in which the studies took place at last.

Art. 24. Has a student on transfer completed and earned the highest number of credits in a institution that does not offer the complete degree, the University that will grant the Professional Degree will be the one that has the highest number of studied credits and has the complete degree registered.

Regardless of what is determined by the university granting the Professional Degree, the relevant recognition (Diploma) will be granted by the university where more of the elective subjects of the professional area were taken by the student.

Third Section. Obtaining a Diploma of Specialization and a Master's or Doctorate Degree

Art. 25. Specialization students who have accredited all of the subjects and credits listed in the curricular plan, and fulfilled the specific requirements listed in the same, will be able to get the corresponding Diploma. To do this, the student must carry out the procedures and payments stated by the University.

Art. 26. To obtain a Master's Degree, the University establishes the following options:

- a) Thesis
- b) General Knowledge Exam
- c) Additional Studies
- d) Applied work

The options outlined above will be available for the student, according to the specific characteristics of the programs, and their application will be determined by the Directorate of Faculties or Schools and the Academic Coordination of the program, prior authorization of the (Directorate or Coordination) Academic Vice Rector.

Art. 27. In the case of Master's degrees that have special requirements of graduation due to requirements of the national or international bodies for the accreditation of curricular plans, or due to agreements of academic collaboration with educational institutions or organizations, the University, prior justification and subject to the authorization of the Academic Vice-Rector, Directorate or Coordination, can proceed with the issuance of the Master's degree, without having to carry out some of the options described in this regulation, under the following premises:

- a) Within the program, research or applied projects are developed and whose characteristics allow the student to demonstrate that it has achieved the objectives and/or acquired the competencies required by the curricular plan.
- b) The student should have earned the total credits of the Master's.

- c) The student has met all graduation requirements specified in the program, and
- d) The student is up to date in their payments.

When a Master's degree is conducted jointly with another educational institution that establishes in its normativity that the degree is awarded once the subjects have been passed, all credits of the curricular plan have been earned and the graduation and curricular requirements thereby specified have been met, the Universidad Anahuac will proceed in the same terms regarding the issuance of the academic degree.

Art. 28. To obtain a Doctor's Degree, it only applies the creation and defense of the corresponding doctoral thesis.

Fourth Section. On the options Chapter I. Thesis

Master's

Art. 29. The Master's thesis consists of an original work developed with methodological rigor that will contribute to the generation of new knowledge, or to extend, refine or implement the existing knowledge in an area of the academic program.

Art. 30. The University -through the authorities specified in the Arts. 5, 6, and 7 of this regulation, will watch that the Thesis made by the student fulfills with the provisions in the previous article. Thus, any attempt of plagiarism will be enough to annul the Thesis work and the right of the student to obtain the relevant Degree, through the defense of the relevant Thesis work.

Art. 31. The Thesis can be individual or collective. It is authority of the Directorate of the Faculty or School to authorize the thesis to be created by two people, and of the Academic Vice Rector (Directorate or Coordination) to authorize a team of more participants or that belong to more than one program, provided that the Thesis work covers all the following requirements:

- a) The theme to develop covers various aspects of the discipline.
- b) The collective contribution represents an original contribution to the subject studied in the Thesis.
- c) The methodology used is complex or diverse.
- d) The students, in the opinion of the Directorate of the Faculty or School, have demonstrated ability to work as part of a team, discipline at work and methodological rigour in their studies.

Art. 32. The Directorate of the Faculty or School will assign the Supervisor for each student starting a Thesis project.

Students at Master's degrees are entitled to have a Thesis Supervisor and, in the absence of stated definition, will have supervision for a term of six months, from the following term immediately after the completion of their studies.

If the thesis is not concluded in due time, the student must cover the institutional costs of further advice.

Art. 33. Once the approval vote of the thesis advisor has been obtained, students will make a presentation of the work before a Examination Committee to have it reviewed, so that the examiners either approve the thesis definitively, or request for modifications.

In the event of having to modify the thesis, such modifications will have to be made in no more than six months, or in the time determined by the Examination Committee together with the student.

If the modifications are not met within the established time, the adviser must verify the updating of the work presented and authorize the student to carry out a second presentation of their work, which must include the modifications.

Where the thesis is rejected by the Examination Committee, the student must choose another modality or submit a new thesis.

Art. 34. To carry out the process of the Master's Degree examination, it is necessary to have the Examination Committee approval of the thesis review, recorded in the restrictive document, which is valid for a maximum of six months.

Art. 35. In the event of collective thesis, the defense will be carried out individually, so that each student can be evaluated and the result be individual, or even different among the examinees.

Doctorate

Art. 36. The thesis of Doctor's Degree consists of an original work that is example of intellectual honesty, developed with methodological rigor that will contribute to the generation of new knowledge.

Art. 37. The University -through the authorities specified in the Arts. 5, 6, and 7 of this regulation, will watch that the Thesis made by the Doctorate student fulfills with the provisions in the previous article. Thus, any attempt of plagiarism will be enough to annul the Thesis work and the right of the student to obtain the relevant Degree, through the defense of the relevant Thesis work.

Art. 38. It is responsibility of the Directorate of the Faculty or School to appoint the Supervisor of the thesis project, as well as to integrate the Examination Committee, which preferably will be comprised by examiners of different institutions.

In case the thesis Supervisor had to stop with the appointment, he will have to inform the dean of the Faculty or School in writing, who will appoint a new Supervisor. If the student requests a change of thesis Supervisor, based on well-founded reasons, the Directorate of the Faculty or School will resolve, after consultation with the professor, and communicate his decision to the student.

Art. 39. Students at PhD degrees are entitled to receive advice at no cost for a year, starting the following term immediately after the completion of their studies.

If the thesis is not concluded in due time, the student must cover the institutional costs of further advice.

Art. 40. The thesis will have to be presented by the student before the five members of the Examination Committee and two substitutes, along with the letter of termination given by the thesis Supervisor.

Within 40 working days, starting when the appointed examiners receive the thesis, they must provide their well-founded vote in writing, including the request for modifications.

Art. 41. Where there are conflicting positions, an Academic Committee comprised by the dean of the Faculty or School, the program coordinator and the thesis Supervisor will decide how to proceed.

Art. 42. In the event of having to modify the thesis, such modifications will have to be made in no more than six months, or the time determined by the Academic Committee. If not met, the Thesis Supervisor will verify the approval of the work presented and approve that

the student delivers a second presentation of the same work, in which all changes noted are included.

Art. 43. To take the Degree Exam, it is a requirement to present the approving vote of the examiners, or the resolution of the Academic Committee. The Examination Committee will refrain from signing the Proof of the Thesis Approval until the student has made the modifications requested.

Where the thesis is rejected by the Examination Committee, the student must submit a new thesis.

Art. 44. To carry out the process of PhD examination, it is necessary to have the approval of the thesis review of the Examination Committee, recorded in the restrictive document, which is valid for a maximum of six months.

Art. 45. During the degree examination will have to participate, at least, five out of the seven examiners who reviewed the thesis.

Art. 46. The PhD candidate will defend his thesis during the degree examination.

Art. 47. The Doctoral Thesis can only be individual. It could not be collective.

Chapter II. General Knowledge Exam

Art. 48. Master's degree students may choose to take the General knowledge test, which focuses on the general learning outcomes of the academic program studied and, in general, the knowledge, attitudes, values, and skills achieved.

Art. 49. The exam includes:

- a) A written section, which shall be approved to continue with the oral section, which result will be submitted to the Examination Committee the day of the defense.
- b) An oral section, in which the candidate must solve a practical case, situation or problem (real or hypothetical).

Art. 50. The coordination of the program will design an exam question bank, from which the written examination will be taken, which will be validated by the Directorate in charge of the academic and research affairs to ensure that:

- a) The questions are methodologically appropriate, and
- b) The topics chosen are part of the set of areas and subjects of the academic program.

Art. 51. The coordination of the program will also design a collection of practical cases, of which one will be chosen to be resolved by the candidate and defended in the oral examination.

Art. 52. The Examination Committee will consist of three examiners, who will decide at the end of the defense if the candidate is worthy of receiving the Master's degree and will make the findings report regarding the decision.

Chapter III. Additional Studies

Art. 53. To obtain the Master's degree, the student who has earned all the credits of the program may choose the option of Complementary Studies.

These are studies in accordance with the graduation profile of Master's degree programs designed or standardized by the Faculty or School, whose purpose is to deepen or add knowledge and/or techniques to the training acquired in the Master's degree program.

The conformation of the Complementary Studies directly depends on the Academic Coordinator of the program and must be approved by the Directorate of the Faculty or School and approved by the Academic Vice-Rector (Directorate or Coordination).

Art. 54. Complementary Studies can be:

- a) Courses designed expressly to complement the Master's degree program.
- b) Previously selected subjects of the various programs of Master's degree offered at the Universidad Anahuac which, according to the Academic Program Coordinator, are considered as complementary and fulfill the requirements for this.
- c) Subjects of a doctorate program, provided the student is enrolled in this program.
- d) Courses or subjects at the same level or higher, taught by other national or foreign higher education institution.

The student will propose Complementary Studies which shall be approved by the Program's Academic Coordinator, the Director of the Faculty or School and the area assigned by the Academic Vice-Rector (Directorate or Coordination).

Art. 55. For the option of Complementary Studies the Universidad Anahuac establishes the following guidelines:

- a) The student can access this option until completion of the total credits of the Master's program.
- b) The student must pass all subjects with minimum final grade of 8 (eight), or its equivalent in the case of other institutions.
- c) The courses or subjects proposed for this option by the Faculty or School shall be subject to authorization by the Academic Vice-Rector (Directorate or Coordination) and they must be at least 100 hours or 12 credits.

Art. 56. If the Complementary Studies were carried out in the Universidad Anahuac:

- a) The student can obtain the degree automatically, without having the possibility of obtaining an honorific distinction, provided the following requirements are met:
 - Academic record of the Master's program with a minimum total arithmetic average of 9.5 (nine point five).
 - Minimum grade of 9.5 (nine point five) in arithmetic average relative to the courses or subjects of the Complementary Studies made.
- b) If the arithmetic average achieved by the student in the courses or subjects of Complementary Studies is lower than 9.5 (nine point five) but higher than 8 (eight), then he or she will have to make a case or academic work assigned by the Faculty or School responsible of the program and present the oral defense before the Examination Committee assigned.
- c) To obtain the honorific distinction with this option, the student will have to fulfill the following requirements:
 - Academic record of the Master's program with a minimum total arithmetic average of 9.5 (nine point five).

- Minimum grade of 9.5 (nine point five) in arithmetic average relative to the courses or subjects of the Complementary Studies made.
- To do a case or academic work assigned by the Faculty or School responsible for the program.
- To present the oral defense before the Examination Committee appointed by the Faculty or School and endorsed by the Academic Vice-Rector (Directorate or Coordination), and
- The oral defense is of high quality and approved by unanimous vote of the examiners.

Art. 57. If the Complementary Studies were studied in an institution other than the Universidad Anahuac, the student will have to work on a case or do academic work assigned by the Faculty or School responsible for the program and present the oral defense before the Examination Committee appointed by the Faculty or School and endorsed by the Academic Vice-Rector (Directorate or Coordination). The granting of honorific distinction will not proceed in this situation.

Art. 58. Once the Complementary Studies have been approved, in situations where a case or academic work was done, the appointed Examination Committee will review the work produced, having the student a month to make the modifications suggested. Should these modifications not be presented, the student will have to submit a new case or academic work.

Art. 59. The University Registrar Office will validate the official records of the Complementary Studies to be submitted by the Faculty or School, through institutional notification, and where appropriate, will schedule the oral defense.

The Examination Committee, at the end of the defense, will make the findings report if the candidate is worthy of receiving the Graduate Degree and will complete the corresponding act.

Chapter IV. Applied work

Art. 60. In Master's degree programs, students may choose to get their degree through the presentation of applied work that proposes a practical solution to a specific problem of a Undergraduate field, by applying the knowledge acquired in the program studied. The scope of work will be delimited jointly by the Advisor and Program Coordinator.

The Directorate of the Faculty or School will assign the Supervisor for each student starting an Applicative Work.

Students at Master's degrees are entitled to have a Supervisor for their Applicative Work, and will have it for a term of six months, from the following term immediately after the completion of their credits.

If the Applicative Work is not concluded in due time, the student must cover the institutional costs of further advice.

Art. 61. The development and approval process for the Applicative Work will be as follows:

- a) The student will present a proposal for an Applicative Work to the Academic Coordination of the program. Such proposal will have to include a brief description of the problem to be resolved, the reasons to choose it (the needs to be solved) and an outline of the methodology that will be used to resolve it.
- b) Once the proposal has been authorized by the Academic Coordination of the program (including the modifications suggested by the Adviser, if necessary), the student will submit the Applied Work, whose final report shall include a detailed description and of the following aspects:

- A description of the problem to be resolved, including background and contextual information.
- A justification of the choice based on the relevance of the profession at present.
- A description of the stages of the Applied Work, from the detection of the needs to the evaluation of the expected accomplishments.
- A description of the human and material resources necessary for the implementation of the proposal, stating the time in which they would be involved or would be used.
- Where appropriate, a comprehensive description of their achievements after implementing the proposal. It is recommended to include a section in which the student describes the possibilities to generalize the findings and use the methodology used to solve similar problems.
- Conclusions on the project and the usefulness that its implementation has for a Undergraduate in their academic discipline.

The report should be framed with theoretical aspects of the discipline necessary to give a solid foundation and to serve as a basis for the evaluation of the Examination Committee, as well as having no less than sixty pages.

- c) Once the Supervisor approves the report, it will be sent to the three members of the Examination Committee, who will read it.
- d) The student will carry out the corresponding procedures in the University Registrar Office to set the date for the oral defense.

Art. 62. Once the report on the Applicative Work has been approved and completed, according to the specific requirements in terms of methodological rigor of each Faculty or School, the student will be subject to oral defense before the Examination Committee appointed to do so.

Art. 63. The presentation and oral defense will be carried out in no longer than three months after the Adviser has authorized the report. In case of not carrying out the examination within the deadline, the student will have to, within not more than six months, update the project and request for rescheduling of the exam; otherwise, the process must be carried out again.

The Examination Committee will decide, at the end of the presentation and oral defense, if the candidate is worthy of receiving the Postgraduate Degree and will complete the corresponding act.

Provisional regulations

First. - The Rector's Committee, and -when necessary- the University Regulations Commission, will solve, after express request, on any interpretation of the regulation or any aspect not considered in it, as long as it does not go against the provisions of this regulation and the institutional normativity.

Second. - Students in the process of obtaining their Professional Degree, Specialization Diploma or Master's or PhD Degree may qualify for these new provisions, if it is for their benefit, and must conclude such process in a maximum of six months.

Third. - This regulation derogates all previous provisions, norms, and regulations contravening the obtainment of Professional Degrees, Specialization Diplomas and Master's and Doctors Academic Degrees, since the 2017-2018 academic year.

Regulations for Mobility and Transfer for Undergraduate Students at the Universidad Anahuac (RMTUA)

Section I. General Provisions

Sole Chapter

Art. 1. The current regulation defines the bases for the Mobility and Transfer of undergraduate students at the Universidad Anahuac in its different venues, with the purpose of favoring and enriching comprehensive instruction and academic excellence of its students. Neither Mobility and Transfer regulations for executive undergraduate students (four-month terms), nor for institutions abroad are in the scope of this regulation.

Art. 2. The Mobility and Transfer of Undergraduate Students to a foreign institution of the International Anahuac Universities Network, of which the Universidad Anahuac is part, shall be subject to the specific agreement arranged between those institutions, as well as to the regulations of each university and the legal provisions applicable in both countries. In the specific case of Mobility, it will be treated as International Exchange in the terms of the Regulations for Exchange of Undergraduate Students at Universidad Anahuac (RIALUA).

Art. 3. Anahuac Students in a Mobility or Transfer program keep at all times their ID number (ID) and their undergraduate academic record, through the Integrated University System (SIU).

For students coming from the Instituto de Estudios Superiores de Tamaulipas (IEST) -member of the Anahuac Universities Network-, they will obtain a provisional ID in case of Mobility, and a definitive ID in case of Transfer.

Art. 4. The area in charge of Mobility will be the department assigned by each institution, and Transfer respectively shall be assigned by each institution within the Anahuac Universities Network. Otherwise, it shall be the University Registrar Office department, coordination, hereinafter the University Registrar Office.

Art. 5. In the case of students from the Instituto de Estudios Superiores de Tamaulipas (IEST) -member of the Anahuac Universities Network-, their own regulation will apply as long as it does not contravene this regulation, nor the Academic Regulations for Undergraduate Students at the Universidad Anahuac (RALUA).

Art. 6. Mobility or Transfer students are required to know and comply with the provisions stated in this regulation, the provisions and procedures resulting from it, as well as the University and the Anahuac Universities Network provisions. Therefore ignoring the law will not be an excuse for its compliance.

Art. 7. The acts and omissions of a Mobility or Transfer student during the Mobility or Transfer program, as well as the consequences that may result, either in or out the educational institution, academic activities or not, intentionally or not, are the sole responsibility of the student. Therefore, the Universidad Anahuac, and any other natural or legal person related to the University, is not liable for any civil, administrative, criminal, fiscal or labor responsibilities that may arise from the acts or omissions of the student.

Section II. Description of the Mobility program for undergraduate students at the Universidad Anahuac

Chapter I. Description of the Mobility Program

Art. 8. Mobility is the process by which a student enrolled in an University within the Anahuac Network (called home university), attends one or more academic terms in another University in the same Network called host university, with the intention of returning to complete his or her studies at their home university.

This Mobility could occur recurrently during the undergraduate studies, respecting the minimum and maximum lengths for each event, as specified in Article 17 of this regulation.

Art. 9. In order to carry out the Mobility process, students shall take into account the following: the academic status, the minimum and maximum academic load allowed, the academic offer at the host university, the recommendation from the academic advisor or tutor, the administrative, financial, and discipline status at the home university.

In addition, for students requesting Mobility to another venue in order to take subjects of Clinical Cycles for the Bachelor in Medicine and Surgery at any of the Faculties or Schools of Medicine in the Anahuac Network, they will make this at least six months in advance. They could be or not accepted to the university of their interest based on the availability of the Clinical Fields. In case of being accepted, the students shall cover the difference in the payment for the rights to Health Institutions where they will take their Mobility term(s).

It is the responsibility of the area in charge of the Mobility program at the home university to request and notify their counterparts at the host university of the movements to be made, at least six months in advance by sending the Academic Record of the student interested.

Art. 10. The home university, through the Mobility area, shall start the Mobility process for each student -in the dates assigned for this purpose in each venue- and approve it once it has verified the academic, administrative, financial, and discipline status of the student. Without such approval, the host university will not be able to continue with the process and give its final approval to officially accept the student.

Art. 11. Students in a Mobility program are subject to the Academic Regulations for Undergraduate Students at the Universidad Anahuac (RALUA), to the regulation hereby, and to the agreements signed between home and host universities either privately and/or by the bachelor, and to the specific provisions of home and host universities, provided that they do not go contravene this regulation nor the RALUA.

Art. 12. In the event that the host university found infringements to its regulations or to the specific provisions, the student shall be sanctioned in accordance with the procedures of each institution, and shall notify the home university.

Art. 13. During their stay at the host university, the student shall go to the Mobility area for any situation regarding the process.

Chapter II. On who can take part in the Mobility Program

Art. 14. Undergraduate students at any university within the Anahuac Universities Network can take part in the Universidad Anahuac Mobility program, as long as they:

- a) They have completed 20% of their undergraduate credits, at least two regular semester periods at the home University, and hold an academic status of Sufficient or Satisfactory.⁵
- b) Have accredited the curricular requirement level of the English language corresponding to the percentage of credits earned at the moment of Mobility.
- c) Be fully up to date in their payments to the home university and do not have any pending administrative matter (cf. Art 35).
- d) have a major medical insurance with coverage in Mexico.

Art. 15. Students completing their degree credits during the Mobility program shall carry out the graduation procedures at their home university.

Art. 16. The student who received a sanction for any disciplinary infringement stated in Art. 145 of the RALUA could not be subject to Mobility. If students are under academic withdrawal and change their degree, they will only be subject to Mobility if they have a 20% of progress in the credits of the new program at the home university.

Chapter III. Length of the Mobility Program

Art. 17. The length of the Mobility Program shall not be less than one (regular semester or inter-semester) academic term. The student may take part in the Mobility Program at the same host university for up to two regular semester terms and one inter-semester term. This length is by event and by venue.

Art. 18. If Mobility students lose their Sufficient or Satisfactory academic status at the host university (by getting a Probation academic status or Probation for English language or On Suspension for English language), they shall return to their home university. If the student in Mobility were in academic withdrawal, he or she will have to come back to their home university in case of pursuing an exemption or a change of degree, in accordance to the RALUA.

By the end of each Mobility term, both home and host universities will verify the academic status of the student after the period closure processes to identify if this student is in any of the cases in the above paragraph, and notify him or her.

Chapter IV. Approval, modification, and withdrawal processes for the Mobility Program

Art. 19. The Mobility procedure is as follows:

- a) Students shall submit their application to the Mobility area in the home university for verification, within the deadlines established for this (cf. Art. 22).

⁵ Cf. Art. 66, RALUA.

- b) The area in charge of Mobility will communicate the student and the host university about the approval of their procedure for the student to make their selection of courses at the host university or otherwise request the manual enrollment of their subjects, workshops and/or formative activities to undertake. On the contrary, students shall be notified that their application did not proceed.
- c) The student in Mobility will be subject to the offer and quota of the host university academic program. They will need to meet the pre-requirements and/or concurring requirements for the subjects to enroll, in accordance with the curricular plan.
- d) In those programs without homologation at Network level, or where the curricular plan belongs to the Education Model with a different date, the relevant charts shall be reviewed.

Art. 20. The Mobility Program shall be valid only for the period and subjects, workshops, and/or formative activities enrolled. Students shall renew their stay at the host university every term by submitting a renewal request in the Mobility area at the home university through and with the support of the Mobility area at the host university, under the terms provided in this regulation.

Art. 21. The area responsible for the Mobility at the University of origin may authorize the Mobility, each term, up to a maximum of ten percent the total number of undergraduate students at the University of origin, without exceeding twenty percent of the total number of students in each academic program.

Art. 22. The Mobility application shall be submitted at least thirty days prior to the course selection for the Mobility term, at the latest. The application shall be agreed and documented between the universities and the applicant two weeks before the course starts, by most.

Art. 23. The home university shall establish the order of preference for Mobility applications. It must take into account the progress of credits percentage in the curricular plan, and the academic weighted GPA, considered at the moment of submitting the application.

Art. 24. If the student wants to withdraw in advance from a Mobility program at the beginning of the term that has been approved, he or she will have to notify it in written to both the home and host universities in order to revoke the process and choose their subjects at the host university. Once the courses have been chosen and the term for which the Mobility has started, the student could withdraw only through voluntary or special withdrawal at the host university, under the terms and effects specified at the RALUA.

Chapter V. Enrollment, course selection and learning assessment processes

Art. 25. Once the Mobility is approved, the student will have to work on the paperwork and re-enrollment for the mobility term, in the home university, in accordance with the RALUA provisions.

Art. 26. The student shall make the course selection in accordance with the calendar of the host university, subject to the availability offered by such university.

If the student did not make the course selection on the specified dates, they will lose their Mobility right for such term and will have to stay at the home university or return to it if they are in Mobility Program already.

Art. 27. For any situation to be adjusted regarding course selection, the student shall go to the Mobility area at the host university, which shall be working in coordination with the relevant area at home university.

Art. 28. Mobility students shall be allowed to choose the maximum academic load according to their academic status according to the subjects, workshops, and/or formative activities offered at the host university.

Art. 29. During inter-semester Mobility, the student may enroll up to the maximum number of credits established by the RALUA.

Art. 30. During the Mobility Program, students shall not be allowed to study subjects of the curricular plan if they have not met the relevant pre-requirements or concurring requirements (cf. Art. 19 c).

Art. 31. At the Mobility area, the Academic Exchanges available at the host university can be requested and attained, meeting the requirements in the relevant regulation. However, students from the host university will always have preference.

Art. 32. In accordance with the RALUA and the current regulation, Mobility students could take the following:

- Subjects in English language.
- Subjects in online modality.
- Subjects in blended modality (when applicable).
- Practicum subjects.
- Clinical Cycle subjects at the Bachelor in Surgery and Medicine (cf. Art. 9).
- Subjects through challenge examination modality.
- Mid-term and/or graduation examinations, as specified in Art. 51 paragraph d) of RALUA.

In addition, and covering the relevant fees at the host university, Mobility students could take the following:

- The levels needed to move forward in the English language and/or third language requirement.
- Social Service.
- The subjects or activities that are part of the Leadership and Excellence Programs.
- Any other non-curricular course or activity offered by the host university that the student would like to take.

Art. 33. The host university will register the grades in the SIU, which shall be recorded in the student's academic record, to which the student and the home and host universities shall have access at all times.

Chapter VI. Financial provisions for the Mobility Program

Art. 34. During Mobility, students shall pay for the re-enrollment and tuition fees at the home university, depending on the chosen academic load and the calendar. In the case of courses, programs, and requirements not granting academic credits, the cost shall be covered at the host university in accordance to their rates

and will not be covered by the scholarship that the student might have (cf. Art. 32).

Art. 35. Under no circumstances, the host university could receive a student with financial and/or administrative debt (payments, books, documents, equipment, etc.) either at the home university or at any university of the International Anahuac Universities Network.

Art. 36. In the case of student loans, students shall document their situation in the Vice-Rectorcy or Directorate at the home university.

The home university shall document the payment of the loan granted to the student and charge it in the agreed terms.

Art. 37. For Mobility purposes, scholarships granted by the home university will only be valid until two ordinary semester terms and one inter-semester term.

Section III. Description of the Transfer Program for Undergraduate Students at Universidad Anahuac

Chapter I. Description of the Transfer Program

Art. 38. Transfer is the process by which a student enrolled in a University within the Anahuac Network (called home university), officially continues his or her studies at another University in the Anahuac Network (called host university), with the intention of completing their studies at the latter.

This regulation does not consider the Transfer of students to the universities in the International Network to which the Universidad Anahuac belongs. This Transfer will have to be processed by the student directly with the host university, for which they will have the support of the University Registrar Office, along with the Exchange area at the home university.

Students enrolled at a host university under the Partial Program modality (common core) in the terms of Art. 8 of RALUA could have access under this mechanism of Transfer to the undergraduate degree of their choice at the host university chosen by them and where such program is fully offered.

Art. 39. Transfer students are subject to the RALUA, to the hereby document, to the specific provisions of the host university, and to the agreements signed between both universities.

Art. 40. Transfer students may not transfer again once back to their home university, unless they have the approval from both universities, and that such exception is due to circumstances that for both universities are justifies.

Chapter II. On who can participate in the Transfer Program

Art. 41. Undergraduate students at institutions of the Anahuac Universities Network can take part in the Universidad Anahuac Transfer program, as long as they:

- a) They have completed 20% of their bachelor credits, at least two regular semester periods at the home University. The Rector's Committee of both home and host universities involved could approve exemptions to this provision, in case of force majeure.
- b) They are not in a situation of academic withdrawal in accordance with the RALUA.
- c) Be fully up to date in their payments to the home university and do not have any pending administrative matter (cf. Art. 47).
- d) Have a valid major medical insurance, with coverage in the entire country, or they should get one by the moment of enrolling at the host university.

Students intending to transfer to another Anahuac Network university shall submit their Transfer application to the University Registrar Office to carry out the internal process that allows them to enroll at the host university, without having to carry out a new admission process.

Art. 42. The student who received a sanction for any disciplinary infringement stated in Art. 145 of the RALUA could not be subject to Transfer.

Art. 43. The student in academic withdrawal at a program in the home university will not be able to Transfer to another university under such condition. However, the student could request a degree change at the home university, to any other program offered in it -where the withdrawal reasons do not endure- and have 20% of credits in such degree in order to make the Transfer process in accordance with Art. 41, paragraph a) of this regulation.

Chapter III. Approval processes for the Transfer Program

Art. 44. The Transfer procedure is as follows:

- a) Students will submit the Transfer application along with the documents required to the University Registrar Office at the home university.
- b) The University Registrar Office will review the application and verify that the student has no document or economic debts with the university. It will provide its approval for the transfer and will request confirmation from the host university accepting the transfer requested.
- c) Students will receive official communication, will collect their academic documents and the approval of the home university, and will carry out the corresponding academic and administrative procedures at the host university two weeks before the beginning of the course.

Art. 45. Transfer students will maintain the same academic status they had at the home university at the time of the Transfer, as well as their full academic record.

Chapter IV. Financial provisions for the Mobility Program

Art. 46. Transfer students will be fully accountable for the re-enrollment and tuition fees at the host university, in accordance with the valid payments calendar, starting from the term of transfer.

Art. 47. In no event, a host university could receive students without the certificate of no outstanding debts or pending documents, issued by the home university.

Art. 48. Transfer students who have been granted scholarship and/or student loan granted by the home university, will keep the same percentage at the Destination University, provided that they comply with the requirements provided in the respective regulations in terms of GPA, not failed subjects, workshops, and/or formative activities and service as a scholarship holder.

For this, the student should document and agree on the payment terms and periods for such loan in the Finance and Administration Directorate or Vice-Rectorcy at the home university, and apply for scholarship and/or student loan at the host university.

Art. 49. The student transferred to a host university where fees are higher than at the home university, and who do not have any scholarship, could request financial aid or a student loan for the difference in fees, as long as they meet the relevant requirements. The student could also apply for a scholarship at the host university, subject to the resolution of the corresponding Committee.

Art. 50. The student taking a degree under the Partial Program (common core) modality who has to transfer to another university in the Anahuac Network to complete their degree will cover the fees at the host university once the transfer is official. If the student had no scholarship, he or she will have at least 15 percent of scholarship when the host university has highest fees than the home university, as long as this percentage does not imply paying less than at the home university. The student could also keep the scholarship percentage granted by the home university if it is more than 15 percent.

In the case that students transferred because of completing a degree that started as a partial program (common core) at the home university, have no scholarship granted by this, and the 15% referred to above is not enough, they can request an educational credit, an increase in the scholarship or a combination of both, subject to the resolution of the Committee at the host university.

When the Transfer occurs because the student of a degree that is offered at the home university, but -due to different circumstances- not all professional output areas are offered as specified in the curricular plan, and therefore has to study them at another (host) university of the Network, with an agreement from both institutions, the scholarship percentage will remain the same, under the conditions specified in the relevant regulations of the Universidad Anahuac.

Chapter V. Special provisions for degree obtaining by students on transfer

Art. 51. The Professional Degree of a student who has been transferred, will be awarded by the University in which earned most credits (at least 35 %), and the complete degree is offered, complying with the relevant requirements, in accordance with the

General Regulation for obtaining Undergraduate Degrees, Diplomas of Specialization and Academic Degrees, at the Universidad Anahuac (ROTDEG).

Has the student on transfer completed and earned the same number of credits in two institutions of the RUA (at least 35% each), the degree will be granted by the institution in which the studies took place at last.

Has the student on transfer completed and earned the highest number of credits in a institution that does not offer the complete degree, the University that will grant the degree will be the one that has the highest number of studied credits (at least 30%), and has the complete degree registered.

Regardless of what is determined by the university granting the Professional Degree, the relevant recognition (Diploma) will be granted by the university where more of the elective subjects of the professional area were taken by the student.

Provisional regulations

First. - Mobility or Transfer undergraduate students are required to know and comply with the provisions hereby specified, the provisions and procedures resulting from it, as well as the University and the Anahuac Universities Network provisions. Therefore the lack of awareness of these regulations shall not excuse anyone from compliance therewith.

Second. - The Rector's Committee of the home and host Universities have the authority to solve -after explicit request- exceptional cases not covered by this regulation, provided that they do not infringe the provisions hereof or the provisions from the Anahuac Universities Network institutions. The Universities Regulations Commission will be in charge of solving those disagreements involving two or more institutions.

Third. - This Regulation shall come into force from the academic term 2017-2018, revoking any provision contravening it.

Regulations for Exchange of Undergraduate Students at Universidad Anahuac (RIALUA)

Section I. General Provisions

Sole Chapter

Art. 1. The current regulation defines the conditions for the Academic Exchange of undergraduate students

at the Universidad Anahuac at national and foreign higher education institutions that are not part of the Anahuac Universities Network, for pre-established ordinary semester or inter-semester terms to take the subjects proper of the curricular plan or comparable subjects and with curricular value. It is also for students from other institutions willing to study subjects at the Universidad Anahuac, to help achieve their academic and formative goals at the Universidad Anahuac and at the institutions they make exchanges of f this nature.

In every venue of the Universidad Anahuac, the area responsible of Exchange programs will be the International area, of Academic Relations or the area assigned by each institution.

Art. 2. For the purposes of this regulation, the following terms and definitions apply:

- Academic Exchange (hereinafter referred to as Exchange): it is when the student of an education institution makes part of their studies at another institution, either domestic or foreign, and the other way around. These studies have official curricular value and there is a student Exchange agreement between both institutions.
- Home University: it is the national or international university or institution that sends Exchange students to another institution with which there is an Exchange agreement.
- Host University: it is the national or international university or institution that receives Exchange students from another institution with which there is an Exchange agreement.
- Anahuac Students: these are the students formally enrolled in the Universidad Anahuac.
- Visiting Students: these are the students from other institutions, either national and foreign, temporarily enrolled in the Universidad Anahuac, who are studying subjects with curricular value in this university under an Exchange program.
- Exchange Students: these are the Anahuac Students or Visiting Students, who are backed by an Exchange agreement, thus covering the respective enrollment and tuition fees at their home university.
- Study Abroad Students: these are the Anahuac Students or Visiting Students who can or not be protected by an agreement for such purpose, who have covered their enrollment and tuition fees in both home and host universities, and who have studied subjects at the host university with curricular value for their home university. The fees mentioned could be subject to a given type of discount, at both the home and host universities, as specified in the Study Abroad agreement, if applicable, or in the Exchange agreement where all places have been granted.

Art. 3. The subjects Anahuac students are willing to study at any host university shall be of undergraduate level, and shall have the recognition by the relevant academic

authorities for the equivalency or realidation purposes. In the case of Mexican institutions, the subjects must be part of a curriculum plan with Recognition of Official Validity of Studies from the state or federal authorities of our country.

Art. 4. Students participating in the *Exchange* or Study Abroad Students program, are subject to this regulation, the Regulations for Undergraduate Students at Universidad Anahuac (RALUA), the authorized procedures regulating it in the institutions of the Anahuac Universities Network and in a complementary or subsidiary way, the regulations of the university of destination that may be applicable and which do not contravene the RALUA, and the specific agreements of Exchange between the universities of origin and destination.

Art. 5. In the case of the Instituto de Estudios Superiores de Tamaulipas (IEST) students, their own regulation shall be applicable as long as it does not go against this regulation or the RALUA.

Art. 6. The Exchange of students between institutions of the International Anahuac Universities Network will be done in accordance with the conditions defined in the specific agreements executed for such purpose in accordance with this regulation, with the regulations of each University in this matter, and the legal provisions that are applicable in both countries.

Art. 7. The acts and omissions, as well as the consequences resulting from such acts or omissions, of an Anahuac Student, a Visiting Student, or a Study Abroad Student during their Exchange program are the sole responsibility of the student, regardless if such acts, omissions or their consequences occur within or outside an educational institution, academic or non-academic activities, in Mexico or abroad, whether caused or not by the student. Therefore, the Universidad Anahuac, and any natural or moral person linked with the university, will not assume liable for any civil, administrative, criminal, fiscal or labor responsibility that may arise from the acts or omissions of the student.

Section II. On Anahuac Students

Chapter I. Description of Exchanges for Anahuac Students.

Art. 8. Exchange program for Anahuac Students is the process by which a student, officially enrolled in an institution of the Anahuac network, as home university, studies part of the academic program in another higher education institution not being part of the Anahuac network, as host university, with the intention of returning to the home university to complete their studies.

Chapter II. On who can participate in the exchanges for Anahuac Students

Art. 9. The Exchange program is aimed at Anahuac Students willing to attend subjects during regular semester or inter-semester terms in a national or foreign institution not belonging to the Anahuac Network.

Art. 10. The following students can take part in the Exchange program for Anahuac students:

- a) Students who have paid for the relevant procedure.

- b) Students who have earned a minimum of 35% of credits of their undergraduate program, and who have studied at least three regular semester terms it they will study a semester term. Or students who have earned a minimum of 25% of credits of their undergraduate program, and who have studied at least two regular semester terms it they will study an inter-semester term.
- c) Students with a minimum arithmetic average of 7.5 (seven point five) or the average specified in the exchange agreement.
- d) Not having any of the following academic status: Probation, Academic withdrawal, Probation for English language, Suspension for English language or Exemption, in the terms of Art. 66 of the RALUA.
- e) Have covered the level 5 of English language as recorded in the Integrated University System (SIU) in case of attending an English-spoken host university, or any other language but where the university courses are delivered in English. Should the Exchange program occur at a Spanish-spoken university, it will be enough to have the English language level required in the Art. 55 of the Academic Regulations for Undergraduate Students at the Universidad Anahuac (RALUA). If the student makes an exchange with an institution where the courses are delivered in any other language, he or she will have to have the language level required by such institution.
- f) Have international health insurance, covering death, removal and repatriation of remains.
- g) Have a valid passport for at least six months after their stay and have obtained the student visa that will allow them a legal stay in the host country, when the Exchange occurs in an institution abroad.
- h) Be accepted by the home and host university to have this Exchange.

Chapter III. Content and duration of Exchanges for Anahuac Students

Art. 11. The duration of Exchanges for Anahuac Students could not be less than a regular semester or inter-semester term, nor more than two semester or one inter-semester regular term, except for double-degree programs, in which case will be solved according to the nature of the programs studied, and those requiring it given its nature (research stays, rotational internships, academic stays, etc.).

Art. 12. The Exchange for Anahuac Students during the inter-semester terms will be subject to a temporality and features established in the RALUA and in the official academic calendar of the Anahuac Universities Network, especially in the home university. In the case of Universities in the Southern hemisphere or in countries where the academic calendars are significantly different regarding the official academic calendar of the Universidad Anahuac, the exchange terms and duration could vary in benefit of the student.

Art. 13. If the Exchange for Anahuac Students is requested after having earned more than 85% of the credits of the academic program, students -upon return- shall meet the curricular and graduation requirements as specified in Art. 51 and 43 of the RALUA, respectively, and the graduation procedures at the home university, in the terms

specified in that same regulation and in the Regulation for obtaining Undergraduate Degrees, Diplomas of Specialization and Academic Degrees, at the Universidad Anahuac (ROTDEG).

Chapter IV. Authorization, modification, and withdrawal of the Exchange program for Anahuac Students

Art. 14. The area responsible for the Exchange Programs shall authorize the Exchange for Anahuac Students, at regular semester and inter-semester terms, as well as the changes or withdrawal from the program, prior approval from the relevant academic authorities, and -where appropriate- from the University Registrar Office.

In the case of withdrawal from the program, the student will cover all the expenses until the moment of withdrawal, and make and pay for all re-enrollment procedures at the home university.

Chapter V. Processes of authorization, course selection and knowledge accreditation/approval of the Exchange program for Anahuac Students

Art. 15. The Exchange Program procedure for Anahuac Students should start at least in the regular semester term prior to the date it is expected to be done. At the beginning of the semester, students shall go to the Exchanges area to get guidance.

Students in Mobility could request an Exchange place in the host university of the Anahuac Network where they are, as long as they meet all requirements in this regulation. However, the students from that university will have preference in this matter.

The student who is not in Mobility at a venue other than the host university could request and take advantage of the Exchange places not used by other universities of the Anahuac Network, whenever it is available.

Art. 16. Undergraduate students could present to their Faculty or School the request of preliminary professional opinion relevant to the subjects willing to study at the host university, along with the relevant programs or syllabuses.

The Faculties or Schools will issue the pre-findings report on the academic correspondence between the subjects to study at the Destination University, and the subjects of the curricular plan of any bachelor that the Universidad Anahuac student is taking.

Once having the preliminary professional opinion report, the student shall submit to the area responsible for the Exchange Programs, within the established timelines, the documents needed for the approval of the Exchange Program, upon presentation of the payment receipt for the relevant formalities.

Compulsory subjects of the Anahuac Block (including the Humanities subjects) will not be taken under an Exchange program, except when the student makes an Exchange with another university in the International Universities Network to which the Universidad Anahuac belongs, and the subjects are equivalent in an 80% to the program or syllabus.

In the case of Practicum subjects, the preliminary professional opinion will have to ensure that the learning outcomes are obtained for the subjects in each program.

Art. 17. The area responsible for the Exchange Programs will analyze the application and the relevant academic preliminary professional opinion to make a decision. In case of approval, this Department shall:

- a) Inform the student about the payments to be made; should there be any change in the academic load affecting the fees, the student must pay the relevant amount as per the increase in the number of credits, or he or she shall receive a credit equal to the corresponding amount as per the decrease in the number of credits in accordance with the final academic professional opinion of equivalency or revalidation.
- b) Provide the student with the documents required for their enrollment to the institution where the Exchange Program shall take place.

Art. 18. Students willing to modify their academic load must notify it in writing to the area responsible for the Exchange Program, being subject to the provisions of the RALUA.

Art. 19. Once the student has started his or her courses at the host university in the term in which the Exchange was approved, adjustments could only be made in the subjects already approved during the first week of classes, according with the RALUA provisions.

If the student wants to withdraw from the Exchange program in which he or she is enrolled, once the courses at the host university have started, he or she could request the voluntary withdrawal or special withdrawal at the host university in terms specified at the RALUA.

The student will be responsible for carrying out the relevant procedure established by the area responsible for the Exchange at the home university.

Art. 20. Exchanges for Anahuac Students in inter-semester terms will be carried out through the Study Abroad modality when this type of Exchange is not specified in the relevant agreement with the host university.

Art. 21. Once the Exchange for Anahuac Students has been approved, the area responsible will register the subject "Academic Exchange Subject" (MIA) at the SIU, with the estimated number of credits that the student shall earn at the Host University, for academic, administrative, and payment purposes.

Chapter VI. Penalties for infringement of regulations, and procedures for re-enrollment in exchanges for Anahuac Students

Art. 22. In the event that the host university identifies the student has infringed its regulations or a specific agreement -if any-, then the student could be sanctioned, and the host university will notify the home university. If the infringement also contravenes any regulation of the Universidad Anahuac, the corresponding sanction shall be applied.

Art. 23. The procedures for re-enrollment in the following term at the Universidad Anahuac, will be the responsibility of the student solely.

Chapter VII. Official record of grades of Anahuac Students on exchange programs

Art. 24. The Exchange area at the home university shall receive from the host university the original academic grade record of the student. It shall also create and audit the professional opinion of the document of academic correspondence, in accordance to the

subjects that the student has taken, and that are comparable to the curricular plan. This professional opinion will be submitted to the University Registrar Office. The professional opinion must include both the subjects approved and those not approved.

Art. 25. The University Registrar Office shall update the academic record of the student based on the official documents, in accordance with the grading scale, and the minimum passing grades, and shall record the grades in the SIU, including the subjects not approved.

Chapter VIII. Financial provisions, scholarships and exchange financing for Anahuac Students

Art. 26. All students formally starting procedures to go on Exchange must pay a processing fee, that will be non-refundable in the event of cancellation, modification, approval or rejection of application.

Art. 27. Where there is an Exchange Program agreement with the host university and the student has gained an available place, he or she will be exempt of payments at the host university. However the re-enrollment and tuition fees shall be paid at the home Universidad Anahuac as per the chosen academic load (cf. Art. 21).

Art. 28. Students willing to study at a university with which there is no Exchange agreement shall take full responsibility for payments to the host university in addition to the fees to the Universidad Anahuac, according to the valid Exchange fees (cf. Section IV).

Art. 29. If the student must make any payment at the host university, he or she shall cover it in addition to the payments made to the Universidad Anahuac.

Art. 30. The percentage granted by the Scholarships Department for enrollment and tuition fees at the Universidad Anahuac for the subjects to study will usually be respected for Anahuac Students. The scholarship does not apply for payments of other services to the host university.

The Universidad Anahuac will inform students in due time and form, regarding the universities with agreement where the student will have to pay full enrollment and tuition fees -even having scholarship- or with a lower scholarship percentage.

Art. 31. Students are subject at all times to the General Regulations for Universidad Anahuac Scholarships, and where appropriate, to the agreements signed between the home university and the host university. The percentage of scholarship granted to Anahuac Students shall be ratified considering the grades of the relevant term reported by the host university.

Section III. On Visiting Students

Chapter I. Description of Exchange for Visiting Students

Art. 32.- Exchange Programs for Visiting Students is understood as the process by which a Visiting Student enrolled in a home university that is not part of the Anahuac Universities Network attends subjects with curricular value at any Network institution as a host university.

Chapter II. On who can participate in exchanges for Visiting Students

Art. 33. The Exchange Program for Visiting Students is aimed at undergraduate students, from any national or foreign institution not belonging to our Network, who would like to attend courses at any institution of the Anahuac Universities Network.

Art. 34. Students fulfilling the requirements agreed with the home university can take part in the Exchange Program for Visiting Students, as long as they can provide proof of the following to the Universidad Anahuac:

- a) Students with a minimum arithmetic average of 7.5 (seven point five) or the equivalent, or the average specified in the exchange agreement.
- b) Students who have covered in due time the relevant fees to the Universidad Anahuac venue where they will study, as per the agreement between home and host universities, as per this regulation and other Universidad Anahuac provisions.
- c) Students who have health insurance with coverage in Mexico and removal and repatriation of remains for foreigners or expatriates.
- d) Foreign students who have a passport valid at least six months after the dates considered for the Exchange, and who have obtained their student visa at the country of their citizenship, as valid certificates of their legal stay in Mexico. The National Register of Foreigners will also be required where appropriate, according to the legislation in force.
- e) Students who have been expressly accepted by the area responsible of the Exchanges at the host Universidad Anahuac.

Visiting Students are obliged to submit to the area responsible of the Exchange the documentation required to be assisted in case of emergency.

Chapter III. Content and duration of Exchanges for Anahuac Students

Art. 35. The duration of Exchanges for Visiting Students could not be less than a regular semester or inter-semester term, nor more than two semester or one inter-semester regular term, except for double-degree programs, in which case will be solved according to the nature of the programs studied, and those requiring it given its nature (research stays, rotational internships, academic stays, etc.).

Art. 36. Visiting Students in Exchange Programs must comply with the curriculum requirements and the social service -when applicable- in their home university, and shall not obtain their Bachelor Degree at the Universidad Anahuac even if they had completed their degree during the Exchange.

If the Visiting Student would like to complete their studies and get their Bachelor Degree from the Universidad Anahuac, they must comply with the provisions of the RALUA, regarding the entry by equivalency procedure and the studies revalidation and the Degree-Granting Regulations at the Universidad Anahuac.

Art. 37. The Exchange for Visiting Students during the inter-semester terms will be subject to a temporality and features established in the RALUA and in the official academic calendar of the Anahuac Universities Network. In the case of Universities in the Southern hemisphere or in countries where the academic calendars are significantly different regarding the official academic calendar of the Universidad Anahuac, the Exchange terms and duration could vary in benefit of the student.

Chapter IV. Authorization, modification, and drop out of Exchanges for Visiting Students

Art. 38. The area responsible for the Exchanges at the host university will approve the Exchange, at regular semester and inter-semester terms, as well as the modification or drop out from the program for Visiting Students at Universidad Anahuac, prior approval of the Faculty or School in which they are enrolled during the Exchange, and the Registrar Office of the host institution.

In the case of withdrawal from the Exchange, the Visiting Student will cover all the expenses until the moment of withdrawal, and make and pay for all re-enrollment procedures at the home university.

Chapter V. Processes of authorization, course selection and knowledge accreditation/approval for Visiting Students

Art. 39. The home university shall approve their students' application for Exchange Programs for Visiting Students and such approval shall be confirmed through an acceptance letter issued by the host Universidad Anahuac, through the area responsible for Exchanges.

Art. 40. The host university will send to the area responsible of Exchanges at the host Universidad Anahuac a proposal of preliminary professional opinion of correspondence for the subjects that the Visiting Student wants to take. The area responsible of Exchanges at the host Universidad Anahuac to inquire about the case with the corresponding Faculty or School, and once there is an agreement, the Exchange will be approved, and the Exchange acceptance letter will be issued and sent to the Visiting Student and the home university.

Art. 41. Once the Exchange Program is approved for a given Visiting Student, he or she will carry out the enrollment procedure to the courses that were previously approved. These procedure shall be done through the area responsible of Exchanges at the host Universidad Anahuac, with the support of the Registrar Office area, in accordance with the RALUA provisions.

Art. 42. Visiting Students willing to change their academic load must notify in writing to the Exchange Programs area, being subject to the RALUA provisions.

Art. 43. In case of withdrawal of the Visiting Student from the Exchange Program, the RALUA provisions and deadlines shall be applicable. The Visiting Student shall be accountable for carrying out the procedure established at his or her home university.

Art. 44. The Universidad Anahuac of destination will give to the Visiting Student and send to the home university, within three weeks following the end of the course at

the host university, the original documents with the grades obtained in the courses at the Universidad Anahuac.

Art. 45. For Exchange Programs in inter-semester terms, the Visiting Student may only enroll the maximum number of subjects or credits established by the RALUA for such term.

Chapter VI. Penalties for infringement of regulations, and procedures for re-enrollment in exchanges for Visiting Students

Art. 46. In the event that the host Universidad Anahuac found infringements to its regulations, the Visiting Student shall be sanctioned and shall give notice to the home university.

Art. 47. The re-enrollment procedures in the following term at the home university shall be the sole responsibility of the Visiting Student.

Chapter VII. Financial provisions, scholarships and exchange financing for Visiting Students

Art. 48. When there is an agreement for the Exchange of places, the Visiting Student will be free of charges at the Universidad Anahuac expressly indicated in the agreement of reference, but should cover all fees and charges that apply for his stay and activity at the Universidad Anahuac.

Art. 49. Visiting Students whose home university has no agreement of places with the Universidad Anahuac will be accountable for the payments to be made to this university, as per the RALUA and the applicable financial provisions, such as additional services as language courses, fees for IDs, fines and surcharges, fees for social and leadership programs, personal expenses or concessionaire services within the University.

Art. 50. If Visiting Students in Exchange have a scholarship or financial support at their University of origin, it will not apply to the payments be made to the host Universidad Anahuac.

Art. 51. Those Visiting Students who take part in the Exchange program at the Universidad Anahuac, without previous agreement, will have to pay for the full enrollment and tuition fees in this university.

Section IV. Study Abroad Program

Sole Chapter. Study Abroad Program Description

Art. 52. Study Abroad Students is the program where Anahuac Students or Visiting Students who can or not be protected by an agreement for such purpose, who have covered their enrollment and tuition fees in both home and host universities, and who have studied subjects at the host university with curricular value for their home university.

Art. 53. The mentioned enrollment and tuition fees could be subject to any type of discount in both the home university and host university.

If applicable, in the Study Abroad agreement or in the Exchange agreement where all places have been granted.

Art. 54. All subjects studied by the Anahuac Student at the host university as part of the Study Abroad Program will be accredited in the same way as in the Exchange Program process. This is through a preliminary and subsequent final professional opinions and in accordance with the provisions in this regulation and the applicable provisions and agreements of the Public Education Secretariat.

Art. 55. The provisions of Titles I and II of this Regulation will be applicable to the Study Abroad Students.

Provisional regulations

First. - Students in either the Exchange or the Study Abroad Programs are required to know and comply with the provisions stated in this regulation, the resulting standards and procedures, and the ones from University, and from the Anahuac Universities Network, as well as the provisions provided in the Exchange Program agreements. Therefore, ignoring those regulations shall excuse no one from compliance therewith.

Second. - The University Rector's Committee of each university in the Anahuac Network, and the University Regulations Commission -when relevant- has the power -after specific request of the interested party- to resolve extraordinary cases that are not addressed in these regulations, provided that they do not contravene the provisions hereof, those provided for the Anahuac Universities Network institutions, or those that are agreed upon with other universities.

Third. - This Regulation shall come into force from the academic term 2017-2010, revoking any provision contravening it.