

---

# Anahuac Regulatory Compendium

---

January 2024

---

Anahuac University Network

---

# Content

<b>Introduction</b> .....	10
<b>BOOK ONE. Regulations for Undergraduate Students of Anahuac University</b> .....	10
CHAPTER I. General Provisions. ....	11
CHAPTER II. Admission of incoming students.....	11
CHAPTER III. Returning Students and Official Student Registration.....	16
Official Student Registration.....	17
CHAPTER IV Change of Undergraduate Degree Program.....	18
CHAPTER V Simultaneous Undergraduate Degree Programs.....	19
CHAPTER VI Second Undergraduate Degree Program.....	20
CHAPTER VII Re-registration at Anahuac University.....	21
CHAPTER VIII Curricular Model.....	21
Study Programs.....	21
Practicum and integrative subjects.....	27
Graduation requirements.....	27
Language.....	28
CHAPTER IX Community Service.....	29
CHAPTER X Course Selection.....	30
Academic Course-load.....	30
Academic Status.....	30
Course Selection.....	32
CHAPTER XI Accreditation.....	34
Accreditation of Learning.....	34
Learning Assessment.....	34
Remediation and Academic Proficiency Exams.....	36
General Grading System.....	38
Academic recognition.....	40
Academic periods.....	40
CHAPTER XII Permanence requirements.....	41
Voluntary and special withdrawal.....	41
Academic, administrative and disciplinary withdrawal.....	42
CHAPTER XIII Certification.....	43

CHAPTER XIV Financial Provisions.....	44
First Payment (registration and re-registration) and tuition.....	45
Paying by check.....	46
Refunds.....	47
Financial aid and school insurance programs.....	47
CHAPTER XV Special Programs.....	48
Remedial programs and University Development Plan (PDU, as abbreviated in Spanish).....	48
Program of Academic Assistance (PCA, as abbreviated in Spanish) .....	49
Programs of Academic Excellence and Leadership.....	50
Advanced Placement Programs.....	50
CHAPTER XVI Student Societies.....	50
CHAPTER XVII Enactment, Modification, and Interpretation.....	51

**BOOK TWO. Regulation for Students of the Undergraduate Business Degree Program at Anahuac University.....** 52

CHAPTER I. General Provisions.....	52
CHAPTER II. Admission of Incoming Students of an Undergraduate Business Degree Program.....	52
CHAPTER III. Returning students and Official Student Registration.....	55
Official student registration.....	55
CHAPTER IV. Second Undergraduate Degree Program.....	57
CHAPTER V. Re-registration to University.....	57
CHAPTER VI. Curricular Model.....	57
Study Programs.....	57
Community Service.....	57
Graduation Requirements.....	58
CHAPTER VII. Course Selection.....	58
Academic Course-load.....	58
Course Selection.....	58
CHAPTER VIII. Accreditation.....	59
Accreditation of Learning.....	59
Learning assessment.....	60
General Grading System.....	61
Academic Recognition.....	62
Academic periods.....	62
CHAPTER IX. Permanence requirements.....	62
Voluntary and special withdrawal.....	62
Academic, administrative, and disciplinary withdrawals.....	63
CHAPTER X. Certification.....	64

Scholarships, educational financing, and provisional educational financing.....	64
CHAPTER XI. Financial Provisions.....	64
First Payment (registration, re-registration) and tuition.....	65
Paying by check.....	66
Refunds.....	67
CHAPTER XII. Enactment, modification and interpretation.....	67
<b>BOOK THREE. Regulation for Graduate Students of Anahuac University.....</b>	<b>68</b>
CHAPTER I. General Provisions.....	68
CHAPTER II. Graduate Educational Model.....	69
Requirements for advancement and obtaining a diploma or degree.....	70
CHAPTER III. Admission of Incoming students.....	71
Graduate registration.....	73
CHAPTER IV. Returning Students and Official Student Registration.....	77
Official student registration.....	77
CHAPTER V. Change of Graduate Program.....	78
CHAPTER VI. Simultaneous Programs.....	79
CHAPTER VII. Second Graduate Program.....	79
CHAPTER VIII. Course Selection.....	79
CHAPTER IX. Accreditation.....	80
Learning Assessment.....	81
General Grading System.....	84
CHAPTER X. Requirements of Permanence and Withdrawals.....	84
Voluntary and Special Withdrawal.....	85
Institutional Withdrawals.....	86
Academic Withdrawals.....	86
Administrative Withdrawals.....	86
Disciplinary Withdrawals.....	87
CHAPTER XI. Certification.....	87
CHAPTER XII. Financial Provision.....	88
First Payment (registration) and tuition.....	89
Paying by check.....	90
Refunds.....	90
Financial aid programs.....	91
Scholarships.....	91
CHAPTER XIII. Promulgation, modification and interpretation.....	91

<b>BOOK FOUR. Regulation for Graduate Students of the Online Route at the Anahuac University...</b>	<b>92</b>
PART I. General Provisions.....	92
CHAPTER I. Graduate Studies of the Modular Route.....	92
PART II. Incoming Students of Online Modular Graduate Program.....	93
CHAPTER I. Admission Application.....	93
CHAPTER II. The Student.....	96
CHAPTER III. Students' Rights.....	96
CHAPTER IV. Student Obligations.....	97
CHAPTER V. Re-registration, Withdrawals and Permanence.....	98
PART III. The Courses.....	100
CHAPTER I. Curricular Model.....	100
CHAPTER II. Course Selection and Registration.....	100
CHAPTER III. Learning Assessment and Grades.....	101
CHAPTER IV. Accreditation of Learning.....	102
PART IV. Certification and Graduation.....	102
PART V. Financial Provision.....	103
CHAPTER I. Single Payment per Registered Subject.....	104
CHAPTER II. Discounts and Scholarships.....	105
CHAPTER III. Refunds.....	105
PART VI. Enactment, modification and interpretation.....	105
<b>BOOK FIVE. Rights and Obligation.....</b>	<b>107</b>
CHAPTER I. General Rights.....	107
CHAPTER II. General Obligations.....	107
CHAPTER III. Enactment, modification and interpretation.....	108
<b>BOOK SIX. Regulation of Healthy Coexistence and Discipline.....</b>	<b>109</b>
Glossary of Terms.....	109
CHAPTER I. General.....	111
CHAPTER II. Disciplinary Misconduct and Sanctions.....	113
CHAPTER III. The Authorities.....	121
CHAPTER IV. Procedure.....	123
CHAPTER V. Enactment, modification and interpretation.....	125
<b>BOOK SEVEN. Regulation of scholarships and Educational Financing for students of the Anahuac</b>	

<b>University</b> .....	126
PART I. Scholarship.....	126
CHAPTER I. General Criteria for Scholarships.....	126
CHAPTER II. Requesting and Granting of Scholarships.....	129
CHAPTER III. Retaining the Scholarship.....	130
CHAPTER IV. Losing and Recovering a Scholarship.....	132
CHAPTER V. Transfer and Mobility with Scholarship and/or Educational Financing.....	133
CHAPTER VI. The Scholarship and Educational Financing Committee.....	133
PART II. Educational Financing for Undergraduate Programs.....	134
CHAPTER I. General Criteria for Educational Financing.....	134
CHAPTER II. Requesting and Granting of Educational Funding.....	134
CHAPTER III. Approval and Renewal of Educational Funding.....	136
CHAPTER IV. Obligations of the Student Receiving Financial Support.....	136
CHAPTER V. Payment of Educational Financing.....	137
CHAPTER VI. Losing and Recovering Educational Financing.....	137
PART III. Interim Financing for Undergraduate Programs.....	138
CHAPTER I. Provisional Educational Financing.....	138
PART IV. Enactment, modification and interpretation.....	138
<b>BOOK EIGHT. Regulations for obtaining Professional Degrees, Diplomas for Specializations and Academic Degrees</b> .....	139
PART I. General Provisions.....	139
PART II. Obtaining the Professional Degree.....	142
Special degree provisions for transfer students.....	142
PART III. Obtaining Diplomas for Specializations, Master or Doctorate Programs.....	142
PART IV. Options.....	144
CHAPTER I. Thesis.....	144
Master's Degree.....	144
Doctorate.....	145
CHAPTER II. General Knowledge Exam.....	147
CHAPTER III. Complementary Studies.....	148
CHAPTER IV. Applicative Assignment.....	149
PART V. Enactment, modification and interpretation.....	151
<b>BOOK NINE. Regulation of Mobility and Transfer for Students of Anahuac University</b> .....	152

PART I. General Provision.....	152
SINGLE CHAPTER. Mobility and transfer.....	152
PART II. Description of the Mobility Program for students of Anahuac University.....	153
CHAPTER I. Description of the Mobility Program.....	153
CHAPTER II. Who can participate in the Mobility Program.....	154
CHAPTER III. Duration of the Mobility Program.....	154
CHAPTER IV. Processes of authorization, modification and withdrawal from the Mobility Program.....	155
CHAPTER V. Registration, Course Selection and Learning Assessment Processes.....	156
CHAPTER VI. Financial provisions for the Mobility Program.....	157
PART III. Description of the Anahuac University Student Transfer Program.....	158
CHAPTER I. Description of the Transfer Program.....	158
CHAPTER II. Who can participate in the Transfer Program.....	158
CHAPTER III. Authorization Processes of the Transfer Program.....	159
CHAPTER IV. Financial provisions for the transfer program.....	159
CHAPTER V. Special Certification Provisions for transfer students.....	160
PART IV. Enactment, modification and interpretation.....	161
<b>BOOK TWELVE. Regulation for Academic Exchanges for Students of Anahuac University.....</b>	<b>162</b>
PART I. General Provisions.....	162
SINGLE CHAPTER. Academic Exchanges for Students.....	162
PART II. Anahuac Students.....	163
CHAPTER I. Description of the Outbound Academic Exchange.....	163
CHAPTER II. Who can participate in the Outbound Academic Exchange.....	163
CHAPTER III. Content and duration of the Outbound Academic Exchange.....	164
CHAPTER IV. Authorization, Modification and Withdrawal from the Outbound Academic Exchange.....	165
CHAPTER V. Processes of Authorization, Course Selection and Accreditation of Knowledge of the Outbound Academic Exchange.....	165
CHAPTER VI. Sanctions for Violation of Regulations and Re-registration Procedures of the Outbound Academic Exchanges.....	166
CHAPTER VII. Official Registration of grades for the Outbound Academic Exchange.....	167
CHAPTER VIII. Financial, Scholarship and Exchange Funding requirements for the Outbound Academic Exchange.....	167
PART III. Inbound Academic Exchange.....	168
CHAPTER I. Description of the Inbound Academic Exchange.....	168
CHAPTER II. Who can participate in the Inbound Academic Exchange.....	168
CHAPTER III. Content and duration of the Inbound Academic Exchange.....	169
CHAPTER IV. Authorization, Modification and Withdrawal from the Inbound Academic Exchange.....	169
CHAPTER V. Processes of Authorization of the Academic Exchange, Course Selection and Accreditation of Knowledge of Visiting Students.....	169

CHAPTER VI. Sanctions for Violation of Regulations and Re-registration Procedures of the Inbound Academic Exchange.....	170
CHAPTER VII. Financial, Scholarship and Exchange Funding Arrangements Inbound Academic Exchanges	170
PART IV. <i>Study Abroad</i> Student Program.....	171
CHAPTER I. Description of the <i>Study Abroad</i> Program.....	171
PART V. Enactment, modification and interpretation.....	171
<b>BOOK “ELEVEN”. Regulations for Online Business Degree Students of Anahuac University.....</b>	<b>172</b>
CHAPTER I. General Provisions.....	172
CHAPTER II. Admission for Incoming students of the Online Undergraduate Business Degree.....	172
CHAPTER III. Returning Students and Official Student Registration.....	175
Official Student Registration.....	175
CHAPTER IV. Second Undergraduate Degree Program.....	176
CHAPTER V. Re-registration to the University.....	177
CHAPTER VI. Curricular Model.....	177
Study Programs.....	177
Community Service.....	177
Graduation Requirements.....	177
CHAPTER VII. Course Selection.....	177
Academic Course-load.....	178
Course Selection.....	178
CHAPTER VIII. Accreditation.....	178
Accreditation of learning.....	178
Learning Assessment.....	179
General Grading System.....	180
Academic recognition.....	180
Academic Periods.....	180
CHAPTER IX. Requirements of Permanence.....	180
Voluntary Withdrawal.....	180
Academic, administrative and disciplinary withdrawal.....	181
CHAPTER X. Certification.....	182
CHAPTER XI. Financial Provisions.....	183
Subject Registration Fee.....	183
Discounts and scholarships.....	184
Refunds.....	184
CHAPTER XII. Enactment, modification and interpretation.....	184





## Introduction

Anahuac University is an institution of Higher Education founded in 1964 that, as a university community, seeks truth and good, and is committed to the comprehensive education of people through its educational model.

The mission of Anahuac University is to contribute to the comprehensive education of leaders of Positive Action and to institutionally promote the development of the person and society, inspired by the values of Christian humanism.

Currently, the Anahuac University offers Baccalaureate, Undergraduate Programs, Graduate Programs and of Continuous Education in the following campuses: State of Mexico, Mexico City, Mérida, Xalapa, Cancun, Oaxaca, Puebla, Querétaro, Guadalajara and Monterrey.

The Anahuac University incorporates all its institutions within a network of universities, and at the same time, it is part of an international network of universities with a similar identity and mission.

The highest authority of the Anahuac University is the governing board, in the terms established in the General Statute of the network of Anahuac Universities and the Organic Statute of each of its institutions.

The Anahuac University has grouped the programs it offers, according to their nature, into office, schools and/or faculties, which in turn are grouped into five major academic divisions:

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

The Anahuac University holds the Recognition of Official Validity of Studies of higher education for programs that are conducted throughout the Mexican Republic, and is empowered to issue certificates, diplomas, professional titles and academic degrees; may draw up plans and study programs which receive the approval and authorization of the Secretariat of Public Education, as established in the Presidential Decree dated on the twenty-second of November, in the year nineteen eighty-two, published in the Official Journal of the Federation on the twenty-sixth of November, in the year nineteen eighty-two.

# **BOOK ONE. Regulations for Undergraduate Students of Anahuac University**

## **Study Programs 2010 to 2015, 2016 to 2019 and 2020 to 2025**

### **CHAPTER I. General Provisions**

**Art. 1.** This regulation for undergraduate students of the Anahuac University under the educational model of Integral Formation, applicable to the study program 2010 to 2015, 2016 to 2019 and 2020 to 2025, aims to establish the general rules that regulate the academic-training activity of Undergraduate Programs and administrative activities derived therein, as well as the connections between the various members of the university community that participate in this level of studies.

The undergraduate students at the University are obliged to know and observe the provisions of this Book, the rules and procedures that derive therefrom and those established by the authorities of the university itself, so that the ignorance of the does not exempt them from the responsibilities of their breach.

When an Undergraduate student makes the first payment (registration) and carries out the course selection process, they are voluntarily and tacitly accepting the content of each and every one of the rules of the current Book, published by the university in printed and/or electronic form, as well as all other rules and provisions of the Anahuac University that are applicable to them.

The rules for students of business degrees are set out in its specific Book, and only for cases not covered therein, may this book additionally apply.

**Art. 2.** Undergraduate degree programs are those taken after completing Second Level Education, and hold Recognition of Official Validity of Studies, which lead to the receipt of the corresponding professional title and have whose fundamental objective is the achievement of professional competencies, that is, the acquisition and development of knowledge, skills, attitudes and values for the exercise of a profession.

### **CHAPTER II. Admission of Incoming Students**

**Art. 3.** This chapter establishes the basis for the admission process of students to the University to Undergraduate degree programs and refers to the administrative procedures that must be followed for compliance with these provisions and with the specific manuals and instructions.

**Art. 4.** Admission is understood as the process carried out by any person who aspires to be a student at the University at Undergraduate Level, and which allows the latter to select those who meet the profile for incoming students mandated by the University.

**Art. 5.** For the purposes of this Book, the following terms will be defined, as follows:

- a) **Prospect:** any person who has completed or is about to complete the baccalaureate or equivalent, who could meet the profile of incoming students for enrollment to the University and interested in studying an Undergraduate degree program offered at any campus of the Anahuac University.
- b) **Applicant:** the person who applies for admission to the University, for a determined period to a specific Undergraduate degree program and the institution grants them the right to initiate the process.
- c) **Examinee:** an applicant who has completed their admission process for a given period to a specific Undergraduate degree program and is awaiting the result.
- d) **Admitted:** the examinee who has obtained a favorable result in his admission process to a specific Undergraduate degree program (includes all students of Anahuac Highschool and Anahuac Baccalaureate with a valid Anahuac Admission Letter) for a given period.
- e) **Not admitted:** the examinee who receives an unfavorable response to their application for admission to a given undergraduate degree program and period (See. Art. 9).
- f) **Registration:** the admitted person who has paid their first payment (registration) or in the case of being in hold of a 100% scholarship, has made use of said payment to start the first period of the chosen Undergraduate Degree program, or an advanced period of the same if they come from another institution of higher education, either national or foreign, when they have accredited subjects by equivalence or revalidation, and do not have academic records or carried out course selection prior to the chosen Undergraduate Degree Program in any Anahuac University campus.
- g) **Registered with Course Selection:** those registered who have already made their course selection for a given academic period.
- h) **Re-registered:** said student who has already been enrolled in at least one previous semester at the University, who formalizes their advancement to the next academic period according to the study program of The Undergraduate Degree Program they are studying and who has paid their first payment (re-registration) (See. Art. 41).
- i) **Re-registered with course selection:** a re-enrolled student who has already made their f course selection for a given period (See. Art. 41).
- j) **Student:** those registered and carried out course selection, re-registered, or re-enrolled and carried out course selection, who has already selected their courses for a specific period and undergraduate degree program.
- k) **Graduated:** student who has completed 100% of the credits, subjects and workshops, where applicable, according to their study program, as well as fulfilled the graduation requirements stipulated in Article 43.
- l) **Graduate:** the graduate who has fulfilled the necessary graduation and qualification requirements, as stipulated in Article 51 and has carried out the corresponding procedure.

**Art. 6.** The administrative structure responsible for carrying out the admission process comprises of the following departments: Pre-University Care, Admissions and Vocational Guidance, the final decision on each application rests with the Admissions Committee.

**Art. 7.** The admission process includes the following steps:

The applicant must:

- i. Submit or send to the University the application for admission with the required documentation:
  - Copy of birth certificate.
  - Copy of high school certificate (if the baccalaureate has not been completed, partial certificate or proof of grades up until the last completed period or semester).
  - Digital photography.
  - Unique Code of Population Registration Registry.
  - Self-description questionnaire.

The university may require some additional information, which it may request in a timely manner.

- ii. Pay the admission process fee, when applicable.
- iii. Sit the entrance exams determined by the University.
- iv. Attend a personal interview.
- v. In the event that the applicant is from the Anahuac Highschool or an Anahuac Baccalaureate and holds an Anahuac distinction of admission, they are only required to present the valid letter proving such and submit or send the application for admission with the required documentation.
- vi. For some Undergraduate Degree Programs, as determined by the university, the student must pass a pre-medical program, the corresponding preparation course or other additional requirements. In the case of students admitted to Undergraduate degree programs in the area of Health Sciences who are not required to attend any of the programs previously stated and intend to change degree programs within the same group, to another that does holds such requirements, they must take and pass said course.
- vii. In the case of a Medical Surgeon Undergraduate Degree program, the student must comply with the requirements set out in the regulations for students of the Medical Surgeon degree program. Students who are admitted to this degree program may only carry out mobility or transfer to another Anahuac university campus, if the host campus has clinical fields available for such and in the terms of Book Nine of this Compendium.
  - a) The admissions committee issues the decision, which is indisputable
  - b) The examinee receives the official decision in writing.

**Art. 8.** The examinee who is admitted, may register and begin their studies in the Undergraduate Degree Program of their choice or in another under the Partial Program Scheme at any Anahuac University campus.

A partial program is understood to mean such that in which the student can start the undergraduate degree program of their choice at a Anahuac University campus that does not offer such (campus of origin), by enrolling in another related undergraduate degree program and coursing as many common subjects as possible in the first semesters, to subsequently carry out a transfer to another campus (host campus) that does offer it and where the initially chosen degree will conclude (See. Art. 33).

If the student was granted a scholarship at the home campus, they will be subject to the Scholarship Regulations and Educational Financing at the time of their transfer to the host campus.

**Art. 9.** The examinee who is not admitted, may start the admission process again at any Anahuac University campus after six months from the date of the final decision have passed. After that period, they may carry out the admission process for the second and last time, the decision of which shall be final.

**Art. 10.** The favorable decision of admission will be valid for any Anahuac University campus and will be valid for two additional regular semester periods (See. Art. 112) after the school period for which it was issued.

Should the registration to the university not be formalized within the indicated period, the interested party must start the admission process as an applicant from the beginning.

The university may offer the University Development Program (PDU, as abbreviated in Spanish) to optimize the academic performance of students who are at risk of withdrawal, starting from an early detection of the same. Those admitted who are considered candidates for the PDU by the Admissions Committee, must attend the program in a mandatory manner during the first period they study at the University (See. Art. 160).

The university may require the admitted student to submit and accredit the relevant placement exams, as indicated in the study program of their Undergraduate degree program. If the result of the placement exams merits such, the student must select and accredit the corresponding remedial courses.

Every student who has been admitted to the Anahuac University, will have a personal file number (ID) with which they can access the Integrated University System (SIU, as abbreviated in Spanish). It is the responsibility of the student to correctly manage the same as well as the access password, and the sharing of such with third parties must be avoided.

**Art. 11.** Students of the Anahuac Highschool or Anahuac Baccalaureate who are in hold of an Anahuac letter of admission and comply with what is established therein, will be admitted to any Anahuac University campus, without the need to carry out a regular admission process, but the student must complete and deliver the documentation to form their file in the time and manner established in this Book.

The Anahuac admission letter will be valid for two additional regular semester periods (See. Art. 112) after the school period for which it was issued.

This letter does not exempt the admitted, under this modality, from presenting the placement exams and/or accredit the remedial courses referred to in the previous article. In the case of the Medical Surgeon Undergraduate Degree program, it does not exempt the student from attending and accrediting the corresponding pre-medical program.

**Art. 12.** The Anahuac University shall exercise its right not to admit, register or re-register any examinee or student, when there are justified and proven causes for such, or, when they fail to comply with the applicable legal and administrative provisions.

**Art. 13.** The student who has suspended their studies, requests their re-entry to the University (See. Articles. 19 and 20), or applies for a change of Undergraduate degree program (See. Chapter IV), must not carry out a new admission process. If the re-entry or change of Undergraduate degree program demands any additional requirements, the entry will be subject to compliance with the same.

The student who has resulted in academic withdrawal from an undergraduate degree program may not be admitted again to the same, in any update or derivation of the same, or to another in which the cause of academic dismissal prevails (See. Art. 126).

When the withdrawal has been caused due to disciplinary reasons, based on Book Six of this Compendium, the student may not enroll in any Anahuac University campus.

**Art. 14.** Students who have started their studies at one Anahuac University campus, and wish to continue their studies at another, is not required to complete another admission process. However, they will be subject to the provisions of the regulations of mobility and transfer of the Anahuac University, as well as the Scholarship and Educational Financing regulations, where applicable.

**Art. 15.** The applicant who has completed higher education (Undergraduate degree, higher technical university or associate professional) in another institution, whether domestic or abroad, may request that the subjects accredited in the institution of origin be accredited by means of equivalence or revalidation (See. Art. 17).

Equivalence applies to studies with official validity carried out in the National Education System; revalidation applies to studies with official validity, carried out abroad.

The subjects of the study programs that have been accredited by the student and are common with those of other educational programs of institutions of the National Educational System of Recognition of Official Validity of Studies, or foreign institutions, shall be subject to accreditation, however not under the equivalence procedure, in terms of agreement 286, point No. 21 (D. O. F. October 30, 2000).

**Art. 16.** The revalidation or equivalence of studies is subject to the authorization of the judgment drawn up by the Academic Vice President or equivalent office in the university itself, (See Art. 17), in accordance with the applicable regulations.

This judgment is submitted to the Admissions Committee for consideration during the admission process.

The student who enters by means of revalidation or equivalence, will be subject to the provisions of the Admissions Committee and may only register the subjects according to the corresponding judgment.

The student will express in writing, at the time of accepting their admission, their agreement with the proposal of equivalence or revalidation of studies drafted by the University.

**Art. 17.** The equivalence or revalidation of subjects shall be carried out in accordance with the following criteria:

- a) Only subjects with a minimum grade of 8.0 or its equivalent on another Grade Scale shall be considered. If there are two or more prerequisite modules that require matching, if the grade of the second or last prerequisite module is equal to or greater than 8.0 and the previous have been passed, even if they do not accumulate to 8.0, the equivalence of all prerequisite modules with their respective grades shall be accepted.
- b) At least 60% of the syllabus content of the subjects match and hold a comparable course-load or schedule.
- c) A maximum of 40% of the subjects and credits from the current study program to which the applicant wishes to enter can be matched or revalidated. The Rectoral Committee may authorize a higher percentage, up to 80%, only for study programs taken in institutions of the network of Anahuac universities, foreign institutions of the International Network of Universities to which it belongs, and national and foreign institutions with which joint or double degree agreements have been signed. In such cases, the student must comply with the graduation requirements indicated in Article 43 of this Book.
- d) If the student presents two completed and passed subjects to be matched with one subject, with equivalent content greater than 60%, the determined grade for the subject

to be matched will be the average of the two passed subjects, provided that the average of both is equal to or greater than 8.0 or its equivalent on another grading scale.

- e) If the student comes from a study program structured in annual academic periods, the completed and passed subjects may be equivalent, as the case may be, to two from a study program structured in semesters.
- f) Compulsory subjects of the Anahuac Stream (with the exception of Communication Skills from Plans 2010 to 2015 and those subjects of this stream accredited in universities of the international network, to which the Anahuac University belongs), nor workshops and training activities shall be accredited by means of equivalence or revalidation (See. Art. 79).
- g) The Practicum or integrative subjects may be accredited by means of equivalence or revalidation, as long as they are taken and passed in national and foreign institutions with which exchange agreements; joint degree or double degree agreements have been signed; as an essential part of these agreements.

**Art. 18.** All incoming students must attend the activities of the University Welcome and Integration Program (BIU, as abbreviated in Spanish), as well as sitting the English language placement exam, according to Article 52 herein. Likewise, the incoming student must sit placement exams in mathematics, communication skills, digital skills, etc., as defined by the academic body that coordinates the corresponding Undergraduate degree program.

### **CHAPTER III. Returning Students and Official Student Registration**

**Art. 19.** Re-entry is the process carried out by those who, having suspended their studies at the Anahuac University, either by voluntary, special or administrative withdrawal, wish to rejoin the same or any other of the institutions of the Anahuac Network.

**Art. 20.** If a returning student interrupted their studies for a period not exceeding two years, in order to continue, they must:

- a) Request their return in writing to the school administration area.
- b) Be subject to the current study program of the undergraduate degree program they were studying (dated or updated) and, if necessary, request an internal judgment of equivalence of studies.
- c) Where appropriate, process by themselves or through the University, the corresponding equivalence of studies before the Secretariat of Public Education.
- d) Complete the re-registration process (See. Art. 41).

If the interruption is longer than two years, the application for re-entry will be decided by the Admissions Committee and, if accepted, must comply with the conditions established by the Committee and with the requirements mentioned herein (See. Art. 13).

If the student wishes to re-enter with a change of undergraduate degree program, they will also be subject to the provisions of Chapter IV of this Book.



## Official student registration

**Art. 21.** In order for the student to be permanently registered at the University and before the The Secretariat of Public Education, they must complete the following, within the established deadlines:

- a) Pay the university their first payment (registration) and the paperwork and incorporation rights or, where applicable, give effect to their scholarship or educational financing.
- b) Carry out the course selection process in time and due form.
- c) Submit all the required documentation to the school administration area within the stipulated timeframe.

**Art. 22.** Students in their first academic period at the university must deliver the following documentation, in physical and/or where appropriate, in digital format, if the required is an electronic file, within the established times:

- a) Original birth certificate and two copies in letter size format.
- b) Original certificate of baccalaureate or high school and two copies in letter size format.
- c) Original High School Certificate and two copies.
- d) Where appropriate, official judgment of equivalence or revalidation of studies.
- e) Copy of the Unique Code of Population Registry.

Students who come from state baccalaureates or high schools, with incorporation into state educational institutions, or state Higher Education Institutions, must submit the indicated school documentation, legalized by the government of the state where they have completed such studies.

**Art. 23.** A foreigner who is admitted must prove their legal stay in Mexico and comply with the provisions of the competent authority in order to be able to register as a student. The above is carried out by going to the school administration area and bringing, along with other documentation, a copy of the immigration document that authorizes them to study at the Anahuac University and in the specific program that they intend to pursue, and they must present copies of the endorsements and/or changes that are made to them during the course of the Undergraduate Program and continue to do so until they graduate. Failure to comply with this provision impedes the University from certifying the studies carried out by the student and does not claim responsibility for such.

**Art. 24.** Students who have completed studies abroad that correspond to the levels of secondary, Baccalaureate or high school, or higher education, must present a copy of the documents containing such studies, together with the original document and a copy of the official decision of corresponding revalidation of studies issued by the Secretariat of Public Education or, where appropriate, its equivalent in the states of the Mexican Republic.

**Art. 25.** The student who does not submit their complete documentation within six months of their admission must pay all of the tuition incurred up to that time, they will lose the right to sit such assessments or final exams and thus the possibility of accrediting the courses, workshops and/or training activities in which they were registered. The university will automatically de-register the student and they will not be awarded any grade in their academic records (See. Articles. 127-129).

**Art. 26.** All undergraduate students must be in hold of their current Anahuac University identification, make the corresponding renewals or endorsements, present it when entering or leaving the University and when requesting services or at any other time when the authorities require such. The student who is withdrawn must return their identification to the university when

collecting their documents.

## CHAPTER IV. Change of Undergraduate Degree Program

**Art. 27.** A change of undergraduate degree program is understood as the process carried out by a student who wishes to enter a new undergraduate degree program, withdrawing from the one they had been studying.

The application for a change of undergraduate degree program must be made at least three weeks before the start of classes of the undergraduate degree program to which they intend to change.

**Art. 28.** The student applying for a change of Undergraduate degree program must meet the admission requirements of the program they intend to enter, take the placement exams and, if required, pass the corresponding remedial courses (See. Art. 10).

**Art. 29.** The application for a change of undergraduate degree program of an incoming student, depending on when the student goes to the school administration, shall be resolved:

- a) Prior to the start of classes, if presented before the course selection process.
- b) In the first week of classes, if presented during the course selection.

An application for a change of Undergraduate degree program shall be considered for the next ordinary academic period when submitted after the course selection.

Changes in Undergraduate degree programs only apply for regular semester periods.

**Art. 30.** To carry out a change of undergraduate degree program, the student must submit their application to the school administration area and attend academic mentoring in the department, faculty or school to which they intend on entering and, when requested, attend a personal interview in the vocational guidance area or equivalent area before concluding the course selection process. Any application for a change of Undergraduate degree program will be analyzed and resolved by the University and informed to the student by the school administration area.

**Art. 31.** If the University authorizes the change of the Undergraduate degree program, the following academic and school administration aspects will be addressed:

- a) The subjects with a passing grade will be considered accredited when the subjects are common to both undergraduate degree programs (same name and same code). Likewise, the subjects with a passing grade, which are *similar* (same name, content and different code) shall be deemed accredited, after internal validation in writing by the president of the department, faculty or school to which the new degree program belongs, and the validation of the Academic Vice President or equivalent area.
- b) Students may request as *equivalents* subjects passed in their previous degree, even with different names, that have an equivalent content greater than 60%, for which a written judgment from the Dean of the department, faculty or school to which the new degree belongs, and the validation of the Academic Vice President or equivalent area, is required, in order to subsequently register the final judgment before the SEP. The Practicum subjects of the previous program will not be accredited in the new undergraduate degree program.
- c) If both degrees belong to the same Department, the Faculty or School shall determine in the student's application how many and which of the non-common professional subjects from the professional stream, neither similar, nor equivalent, accredited in the previous degree, can be considered as electives for the new undergraduate degree program, as

long as the study program allows it.

- d) Accreditation opportunities for non-accredited common and similar subjects will be transferred to the new Undergraduate degree program. In the case of subjects that may be electives in the new degree program, the student may renounce these subjects and the corresponding failing grade.
- e) The student must renounce subjects that are not contemplated in the previous paragraphs and that are outside the study program of the new Undergraduate Degree.
- f) The student shall enter the new undergraduate program with the academic status obtained in the previous Undergraduate Degree (See. Articles. 64 and 66).
- g) The student who requests a change of degree to a business degree, shall be subject to the provisions of the regulations for students of business degrees.

**Art. 32.** The change of degree program requested will not be granted if in the degree program to which the student intends to enter, causes or endures any cause of academic withdrawal (See. Articles. 118 to 126).

**Art. 33.** The student may carry out at most two changes in undergraduate degree programs, taking into consideration those made in the university itself and any other carried out in any of the institutions of the network of Anahuac universities. Exceptionally and at the judgment of the admissions committee, a third change of undergraduate degree program may be authorized

A change in undergraduate degree program will not be counted towards the opportunities to change degree programs when the student has started their studies in an undergraduate degree program under the modality of Partial Program (See. Art. 8) and applies for campus transfer along with a change in degree program to that which they had initially chosen.

It will not be considered a change of undergraduate degree program when a student changes to an updated study program of the same program, even if it has changed its name.

## CHAPTER V. Simultaneous Undergraduate Degree Programs

**Art. 34.** A student may request from the Academic Vice President's office or equivalent area, the authorization to take two degrees simultaneously, or integrated programs as a double degree, provided that:

- a) At the date of application, the student has a total weighted average, minimum of 8.0 in the first degree.
- b) The student has accredited at least 30% of the credits of the first degree.

Once the application has been accepted by the Academic Vice President or equivalent area, the admission requirements of the second degree must be met (See. Articles. 7 and 10).

The maximum number of credits to be taken in each regular semester period between both degrees may not exceed 72, respecting the limits defined by the academic status of the student in each degree (See. Art. 66).

**Art. 35.** If the Admissions Committee authorizes the student to pursue two degrees simultaneously, or integrated programs as a double degree, the following aspects will be addressed:

- a) The subjects with passing grades in both degrees shall be considered accredited, when they are *common* (same name and same code). Likewise, the subjects with passing

grades which are *similar* (same name and different code) shall be deemed accredited, after internal validation in writing is received from the Dean of the Department, Faculty or School to which the degree program that the student wishes to start and the validation of the Academic Vice President or equivalent area.

- b) Students may request as *equivalents*, subjects passed in their first degree, even under a different name, that have an equivalent content greater than 60%, for which a written judgment is required from the Dean of the Division, Faculty or School to which the degree that the student wishes to start, and the validation of the Academic Vice President's office or equivalent area, to subsequently process the final opinion before the SEP. The Practicum subjects of the previous program will not be accredited in the new undergraduate degree program.
- c) If both degrees belong to the same Department, the Faculty or School shall determine in the student's application how many and which of the non-common professional subjects from the professional stream, neither similar, nor equivalent, accredited in the first degree, can be considered as electives for the degree that the student wants to initiate, as long as the study program allows.
- d) Accreditation opportunities exercised in common and similar non-accredited subjects will be transferred to the simultaneous undergraduate degree program. In the case of subjects that could be electives for the simultaneous undergraduate degree program, the student may renounce these subjects and the corresponding failing grade.

**Art. 36.** The student taking simultaneous degrees will only be required to pay one re-registration per period based on the total amount of credits of both degrees for that period.

In the event that the simultaneous degrees are taken at different Anahuac University campuses, the re-registration will be carried out at the campus where the first degree takes place and once this is completed, the re-registration will be carried out at the campus where the second degree takes place.

At the beginning of each period, students who are pursuing simultaneous degrees must make the corresponding first payment (re-registration) (See. Art. 152) and once they determine their final academic course-load, the difference accrued will be credited towards their fees.

In the case of credits, these must be met per subject, at the corresponding campus, academic period and cost.

In addition, the student must meet the requirements of permanence and qualification of each undergraduate degree program and must carry out the graduation procedure and payment which corresponds to each of them.

**Art. 37.** The accreditation of the English language requirement, and if applicable the second language, will be valid for both undergraduate degree programs.

## **CHAPTER VI. Second Undergraduate Degree Program**

**Art. 38.** When a student at the university has completed one hundred percent of the credits of the study program of their undergraduate program and intends to pursue an additional undergraduate program, they may apply in writing to the School Administration Department seeking the corresponding authorization, provided that they have complied with all the corresponding curricular requirements and have officially complied with the community service requirements from the previous Undergraduate Program.

The student will not be required to complete the admission process again and, if applicable, must only meet the admission requirements of the second degree (See. Articles. 7 and 10).

**Art. 39.** For the purposes of accreditation of common and similar subjects between both degree programs and the requirement of the English language and where applicable second language, the student will be subject to the provisions of Articles 35 and 37, respectively.

## **CHAPTER VII. Re-registration at Anahuac University**

**Art. 40.** Re-registration is the process that the student must carry out to formalize their access to the next school period (ordinary semester or period between semesters) according to the study program being studied, in the timeframe established by the University.

**Art. 41.** Only the student who complies with the following is considered re-registered or re-registered with course selection:

- a) Not resulting in academic or disciplinary withdrawal (See. Articles. 118-126 and 130).
- b) Not being in hold of a financial, documentary (See. Articles. 21 (C) and 22) or didactic material debt with the University.
- c) A student is considered re-registered when the payment accrued by re-registration has been made, within the established deadlines.
- d) A student is considered re-registered with course selection, when they have carried out their course selection process within the established deadline for the same.

## **CHAPTER VIII. Curricular Model**

**Art. 42.** The educational model: Anahuac Integral Formation provides for a curriculum structure managed by credits. Credit is the unit of value of each subject or academic activity, which is equal to the result of the sum of the hours per week per semester with teacher and the hours per week per semester of study by the student.

### **Study Programs**

**Art. 43.** To accredit the study program, the student must meet the admission and permanence requirements, and pay for the entire credits of their study program. In addition to the above, for the purposes of graduation, the student must fulfill the graduation requirements:

- a) Study Programs 2010 to 2015: at least one curricular subject of a professional nature in the English language, at least one curricular subject of a professional nature taken by means of the online modality, at least two curricular subjects of a professional nature taken by means of the blended modality, and the corresponding curricular requirements, according to the needs of the undergraduate degree program.
- b) Study Program 2016 to 2019: at least two curricular subjects of a professional nature in English language, at least two curricular subjects of a professional nature taken by mean of the online modality and the corresponding curricular requirements according to the needs of the undergraduate degree program.

- c) Study Program 2020 to 2025: at least five curricular subjects in English language, at least five curricular subjects taken in the online modality and the corresponding curricular requirements according to the needs of the Undergraduate Degree Program.

The curricular subjects taken in English or in the online or blended modalities, must be accredited in an ordinary manner to be able to authorize the corresponding graduation requirement. If the student does not pass them, they may repeat them in a remediation examination, in accordance with articles 98 to 100 of this Book, but in such case, they will not fulfill the corresponding graduation requirement.

In the case of online subjects taken at a university other than their own, the student may sit the remediation exam at either of the two universities, under the criteria indicated in the previous paragraph.

**Art. 44.** The subjects are defined and grouped into three streams:

Study Program 2010-2015:

- a) Professional Stream.
  - i. Compulsory Professional Stream: includes the compulsory subjects that allow the student to develop the skills of each profession.
  - ii. Professional Elective Stream: includes elective subjects that allow students to strengthen their professional training within their own discipline or Academic Department.
- b) Anahuac Stream.
  - i. Obligatory Anahuac Stream: includes the obligatory subjects that allow the student to develop the competencies that are common to all programs and provides the essential elements of human development that characterize the Anahuac graduate.
  - ii. Anahuac Elective Stream: contains elective subjects of a humanistic nature and general studies that help to complement and deepen the comprehensive education of students and the development of competencies in different areas. It also contains workshops or elective training activities that help to complement and deepen the comprehensive education of students.

Study Program 2016 to 2019:

- a) Professional Stream.
  - i. Compulsory Professional Stream: includes the compulsory subjects that allow the student to develop the skills of each profession.
  - ii. Professional Elective Stream: includes elective subjects that allow students to strengthen their professional training within their own discipline or Academic Department.
- b) Anahuac Stream.
  - i. Obligatory Anahuac Stream: contains the obligatory subjects that allow the student to develop the competencies that are common to all programs and provide the essential elements of human development and general studies that characterize the Anahuac graduate.
  - ii. Anahuac Elective Stream: contains elective formative subjects of a humanistic character, general studies and subjects from the professional stream of other disciplines, which help to complement and deepen the students' comprehensive education and the development of competencies in different areas. It also contains workshops or elective training activities that help to complement and deepen the

students' comprehensive education.

#### Study Program 2020 to 2025

##### a) Professional Stream.

- i. Compulsory Professional Stream: includes the compulsory subjects that allow the student to develop the skills of each profession.
- ii. Professional Elective Stream: contains elective subjects that allow students to strengthen their professional training with contents from another professional field and with it the acquisition of knowledge, development of skills and aptitudes in other areas of interest. These subjects are mostly of a professional nature from other degrees, languages and/or general studies.

##### b) Anahuac Stream.

- i. Obligatory Anahuac Stream: contains the obligatory subjects that allow the student to develop the competencies that are common to all programs and provide the essential elements of human development and leadership that characterize the Anahuac graduate.
- ii. Anahuac Elective Stream: contains elective subjects of a humanistic nature, general studies and leadership that help to complement and deepen the comprehensive education of students and the development of competencies in different areas.

##### c) Interdisciplinary Stream.

- i. Obligatory interdisciplinary stream: contains the obligatory subjects that strengthen the areas of Social Responsibility and Entrepreneurship.
- ii. Elective Interdisciplinary Stream: contains elective subjects that allow our students to study various areas and realities of the current world. It also contains workshops or elective training activities that help to complement and deepen the comprehensive education of students.

**Art. 45.** For the elective stream, the student must comply with the following:

#### Study Program 2010-2015

##### a) Professional Elective Stream

The student must complete at least twenty-four (24) credits from this block, according to what is defined in the study program of each undergraduate degree program, either elective subjects specific to the degree program, or subjects in general that are taught in other degree programs of the same Academic Department.

In some undergraduate degree programs, it is possible to complete these credits through subjects grouped in a specific professional area to deepen in some area of study of interest.

The student must not enroll in elective subjects from other courses in their department with contents equivalent to those of their own study program, nor take subjects from previous plans.

If a student has already taken and completed the minimum credits of the Professional Elective Stream, they can continue taking the subjects that they wish from this stream, in the terms provided by the university, without being able to use these credits for any other stream.

**b) Anahuac Elective Stream**

The student must complete at least fifteen (15) credits by means of taking subjects, workshops and/or training activities that they shall choose freely within the following areas: Leadership, Art and Culture, Sport, Family, Spiritual and Apostolic Education, and Languages.

- i. The subjects have a value of three or six credits each.
- ii. The workshops and training activities have a value of three credits each.
- iii. The subjects are classified numerically according to article 104 (a). The final grade obtained shall be considered for the calculation of averages, for the determination of academic status and to determine the assumptions of academic withdrawal, as stated in Article 119.
- iv. Workshops and training activities are graded alphabetically in accordance with Article 104 (b). The final grade obtained will not be considered for the calculation of averages, nor for the determination of academic status, nor to determine the assumptions of academic withdrawal, as stated in Article 119.
- v. In the case of sports activities, students must be in hold of health insurance that covers accidents, which can be purchased at the University at the time of the first payment (registration or re-registration). To be exempt from the payment of this insurance, the student must provide, through the Intranet services portal, the verification that they are in hold of an insurance that is at least similar and in date (See. Art. 159). In this way, the institution will not be responsible for accidents that occur off campus, including activities carried out in the name of the institutional.

If a student has already taken and completed the minimum credits of the Anahuac Elective Stream, they can continue taking the courses, workshops and/or training activities that they wish from this stream, in the terms provided by the university, without being able to use these credits for any other stream.

**Study Program 2016 to 2019****a) Professional Elective Stream**

The student must complete at least twenty-four (24) credits from this block, according to what is defined in the study program of each undergraduate degree program, either elective subjects specific to the degree program or subjects in general that are taught in other degree programs in the same department.

In some undergraduate degree programs, it is possible to complete these credits through subjects grouped in a specific professional area to deepen in some area of study of interest.

The student must not enroll in elective subjects from other courses in their department with contents equivalent to those of their own study program, nor take subjects from previous plans.

If a student has already taken and completed the minimum credits of the Professional Elective Stream, they can continue taking the subjects that they wish from this stream, in the terms provided by the university, without being able to use these credits for any other stream.



**b) Anahuac Elective Stream**

The student must complete at least twelve (12) credits in subjects of a professional nature selected from the general offer of Undergraduate degree programs, defined as free electives, and/or through human development and general subjects of the Anahuac stream.

In addition, the student must complete nine (9) credits through workshops and/or educational activities of the Anahuac stream, in the following areas: Leadership, Art and Culture, Sport, Family, Spiritual and Apostolic Education, and Languages.

- i. The workshops and training activities hold a value of three credits each.
- ii. The workshops and training activities are classified numerically in accordance with Article 104, paragraph (a), however, in the event that the final grade is a fail, it will not count to the assumptions of academic withdrawal referred to in Article 119, but will count towards the calculation of averages and academic status.
- iii. Once the student has completed and passed their first nine (9) credits of workshops and training activities and wishes to attend additional workshops and training activities, the grades of the latter will not count for the purposes of calculating academic averages and status.
- iv. In the case of sports activities, students must be in hold of health insurance that covers accidents, which can be purchased at the University at the time of the first payment (registration or re-registration). To be exempt from the payment of this insurance, the student must provide, through the Intranet services portal, the verification that they are in hold of an insurance that is at least similar and in date (See. Art. 159). In this way, the institution will not be responsible for accidents that occur off campus, including activities carried out in the name of the institutional.

If a student has already taken and completed the minimum credits of the Anahuac Elective Stream, they can continue taking the courses, workshops and/or training activities that they wish from this stream, in the terms provided by the university, without being able to use these credits for any other stream.

**Study program 2020 to 2025****a) Professional Elective Stream**

The student must complete at least twenty-four (24) credits from this stream, according to what is defined in the study program of each undergraduate program, whether they are subjects contained in the Professional Elective Stream of their own undergraduate degree program or in the compulsory or professional elective stream of any other study program, 2020 or later.

The student must not register subjects of a professional nature of other undergraduate degree programs with contents equivalent to those of their own study program, nor take subjects from previous plans.

If a student has already taken and completed the minimum credits of the Professional Elective Stream, they can continue taking the subjects that they wish from this stream, in the terms provided by the university, without being able to use these credits for any other stream.

**b) Anahuac Elective Stream**

The student must complete a minimum of twelve (12) credits through subjects of the Anahuac Programs of Leadership and Excellence, and human development and general subjects of the Anahuac Stream.

If a student has already taken and completed the minimum credits of the Anahuac elective stream, they may continue to study the subjects of this stream that they wish, in the terms provided by the university, without being able to use these credits for any other stream.

**c) Elective Interdisciplinary Stream**

The student must complete a minimum of eighteen (18) credits through subjects with interdisciplinary content that allow our students to study various areas and realities of the current world.

Additionally, the student must complete nine (9) credits through workshops and/or training activities in the following areas: Leadership, Art, Culture, Sport and Social.

- i) The workshops and training activities hold a value of three credits each.
- ii) The workshops and training activities are classified numerically in accordance with Article 104, paragraph (a), however, in the event that the final grade is a fail, it will not count to the assumptions of academic withdrawal referred to in Article 119, but will count towards the calculation of averages and academic status.
- iii) Once the student has completed and passed their first nine (9) credits of workshops and training activities and wishes to attend additional workshops and training activities, the grades of the latter will not count for the purposes of calculating academic averages and status.
- iv) In the case of sports activities, students must be in hold of health insurance that covers accidents, which can be purchased at the University at the time of the first payment (registration or re-registration). To be exempt from the payment of this insurance, the student must provide, through the Intranet services portal, the verification that they are in hold of an insurance that is at least similar and in date (See. Art. 159). In this way, the institution will not be responsible for accidents that occur off campus, including activities carried out in the name of the institutional.

If a student has already taken and completed the minimum credits of the Interdisciplinary Elective Stream, they may continue to study the subjects, workshops and/or activities of this stream that they wish, in the terms provided by the university, without being able to use these credits for any other stream.

**Art. 46.** If the student does not accredit an elective subject, they may repeat it under the terms of Article 80 of this Book or take another elective subject instead. Once passed, either the same or the elective coursed instead, a request can be made to school administration so that the non-accredited subject no longer effects the academic records, nor the calculation of averages and academic status.

Should a change be made in the Undergraduate degree program, simultaneous undergraduate degree programs and second degree programs, the criterion applicable for elective non-accredited subjects will be in accordance with Articles 31 (d), 35 (d), and 39, respectively.

For the 2016 and later study programs, the same criteria will apply to the workshops and training activities referred to in the previous article; however, these will not count towards the reasons for academic withdrawal (See. Art. 119).

**Art. 47.** The credits of the study program of the undergraduate degree program are subject to accreditation through subjects taken and passed in other national or foreign institutions under the terms of this regulation (See Articles. 15 to 17) and/or the Regulations of Exchanges for Undergraduate Students of the Anahuac University.

## **Practicum and Integrative subjects**

### Study Programs 2010 to 2015, 2016 to 2019 and 2020 to 2025

**Art. 48.** Practicum are defined as subjects that are part of the curriculum of all undergraduate degree programs which seek the integration of theory and practice (know-how) through learning applied in a real or simulated context of professional work, with a personalized follow-up by the teacher and/or a professional advisor. This allows to clearly evaluate and demonstrate the progress in the development and/or achievement of the professional competencies established in the graduate profile of each undergraduate degree program.

The spaces allocated for the realization of the Practicum subjects will be those authorized by the University, according to the logistical needs and possibilities of the university itself and, where appropriate, of the participating institutions.

The Anahuac University will be in charge of the supervision and evaluation of the Practicum.

### Study program 2020 to 2025

For the 2020 to 2025 study program, there are integrative subjects that take into account the development of applicative projects, research projects, professional practices, among others, in addition to the Practicum subjects or in replacement of the same.

## **Graduation requirements**

**Art. 49.** The graduation requirements are a set of educational experiences that are considered indispensable for the education of the professional. They are necessary for the advancement within the study program and for the granting of the professional title.

**Art. 50.** The graduation requirements do not award academic credits. They are accredited by means of pass or fail and the result thereof is expressed as AC (accredited) and AD (not accredited) (See. Articles. 79 and 104).

**Art. 51.** The graduation requirements for all undergraduate students are:

### Study Programs 2010 to 2015, 2016 to 2019 and 2020 to 2025

- a) Languages (See. Articles. 52 to 56).
- b) Community Service.
- c) Particular requirements indicated in the study programs and in the internal regulations of each School or Faculty, which must be previously authorized by the Rectoral Committee of the university.

- d) The university may request its students to submit and pass General Undergraduate Degree examinations, either internal, applied by the university itself, or external, in which case they would be prepared and applied by recognized evaluating bodies.
- e) In the Medical Surgeon Undergraduate Degree program, students must sit and pass the Comprehensive Summative Evaluation, in the terms established in Book Seven of this Compendium.

### Study program 2020 to 2025

In addition to the above requirements, the following graduation requirements are established for the 2020 to 2025 curricula:

- a) Four hundred eighty (480) effective hours of professional practices, according to the criteria that are established for each undergraduate degree program. These hours may be fulfilled by performing the legal community service, provided that it is carried out by applying the knowledge acquired in the degree studied (See. Art 57).
- b) General digital skills and those defined for each undergraduate degree program.

## Language

**Art. 52.** The student must take the English language study program requirement placement exam during the University Welcome and Integration (BIU, as abbreviated in Spanish) sessions prior to the start of their first period of study or no later than the first four weeks of this period according to the calendar established by the University. If not sat, the student shall be placed at Level 0.

The placement exam conducted during the University Welcome and Integration (BIU, as abbreviated in Spanish) sessions will be free; outside of those sessions, the exam will have a cost that the university has defined for the corresponding period, and that the student must pay.

According to the result of this exam, the student will have accredited the study program requirement of English or will be assigned in one of the following levels of proficiency:

- Level 0 (null knowledge of the language).
- Elementary Preparation Course A.
- Elementary Preparation Course B.
- Level 1.
- Level 2.
- Level 3.
- Level 4.
- Level 5.
- Level 6.

**Art. 53.** Once the student has been placed at a language proficiency level, they will need to accredit the pending levels.

The student who is placed at a level equal to or lower than Level 2 will be obliged to course the pending levels within the University, from their first period of study and in an uninterrupted manner.

The student who is placed at a level equal to or higher than Level 3, can accredit the missing levels in accordance with the following options:

- a) Sitting the accreditation exams that the university has for these levels, being able to study and advance in their language proficiency through courses taught outside the University.
- b) Study and accredit the missing levels within the University.
- c) Present certificates of recognition of studies and/or results of certified examinations conducted by other authorized institutions, a list of which shall be published by the University.

The language center of the Anahuac University is responsible for managing everything related to the accreditation of this requirement.

**Art. 54.** The language levels are accredited by means of pass or fail and the result thereof is expressed as AC (Accredited) and AD (Not accredited) (See. Articles. 79 and 104). In the event that a language is taught in an undergraduate degree program as a subject with curricular value, that subject will be graded numerically as any other.

**Art. 55.** During the progress of accreditation of the English language requirement, and where applicable, a third language, the following criteria will be applied:

- a) Any student who at the end of an academic period reaches or exceeds 30% of the credits of their study program, without having accredited Level 3 of the English language, will be *Restricted by English* and can only enroll a total of 18 credits in the following academic periods until they have accredited that level (See. Art. 66).
- b) Any student who at the end of an academic period reaches or exceeds 60% of the credits of their study program, without having accredited Level 6 of the English language, will be *Suspended by English* and will not be able to register any subject, workshop and/or curricular training activity until they meet this requirement (See. Art. 66).
- c) In the case of those undergraduate degree programs that require proficiency in a third language, the student must reach the required level defined by the coordinator of that degree program in conjunction with The Language Center, before reaching or exceeding 90% progress in their curriculum. Otherwise, the student shall be *suspended by a third language* and may not register any subject, workshop and/or curricular training activity until this requirement is met. This provision is applicable exclusively in curricula 2020 to 2025 (See. Art. 66).

If a student has entered by means of equivalence or revalidation of studies and in their placement exam have not complied with the levels of English referred to in the previous paragraphs when reaching the respective percentages of progress, they may request a waiver of up to two consecutive academic periods from the Rectoral Committee to regularize their status, enrolling a maximum of 36 credits, as long as they have not complied with covered the English language levels requirements referred to in this article.

**Art. 56.** For undergraduate students whose study program establishes it, the mastery of a third and/or fourth language will be a curricular requirement for obtaining a professional degree. The Language Centre shall have the means to accredit this curricular requirement, either by means of courses, examinations or the recognition of studies and examination results certified by other authorized institutions, the list of which shall be published by the University.

## CHAPTER IX. Community Service

**Art. 57.** Students of the Anahuac University must provide at least 480 hours of Community Service, in a minimum period of six months, as a graduation requirement and as a complement to their professional training, in accordance with the options established by official provisions, university rules

and the procedure for accreditation thereof.

**Art. 58.** The student will be able to enroll in community service once they have completed 50% of the credits from their program. For students of The Undergraduate of Health Sciences, the corresponding official regulations will apply.

## **CHAPTER X. Course selection**

### **Academic course-load**

**Art. 59.** Academic course-load is the number of credits registered by a student in an academic period. To ensure adequate performance, this course-load should allow the student to successfully achieve the learning outcomes defined in each subject program. The academic course-load is linked to the academic status mentioned in this same chapter.

**Art. 60.** For students newly admitted to the first semester, the academic course-load will be determined by the group of subjects recommended by the University for each study program up to a maximum of 54 credits, corresponding to the *Sufficient* academic status (See. Articles. 66 and 67).

**Art. 61.** The minimum academic course-load for an ordinary semester academic period is eighteen (18) credits, which may be less if the course-load corresponds to the number of credits that the student has to complete the undergraduate degree program to which they are registered.

**Art. 62.** The maximum academic course-load for a regular semester academic period is sixty-six (66) credits. The academic authorities may authorize students to carry this maximum course-load, or even higher, if they conclude their undergraduate degree in the period for which this authorization is granted, regardless of their academic status (See. Art. 66).

**Art. 63.** The maximum academic course-load for the period between semesters is twenty-one (21) credits.

### **Academic status**

**Art. 64.** Academic status is the criteria used by the university to track a student's academic performance. They will be evaluated at the end of each ordinary academic period (including remediation exams) and based on such, the corresponding actions of permanence, definition of academic course-load and, where applicable, academic recognition will be taken.

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

- a) Total attempted credits. It is the total number of credits a student has enrolled in throughout their time at University in an undergraduate degree program. If a subject is taken more than once, only the credits of the last occasion in which it was taken will be considered.

- b) Credits attempted in the period. The total number of credits a student has registered in an academic period.
- c) Total passed credits. The total number of credits of the subjects passed by a student in their study program
- d) Passed credits during the academic period. The total number of credits of the subjects passed by a student in an academic period.
- e) Percentage of total attempted passed credits. Equal to the total passed credits, divided by the total attempted credits, multiplied by 100.
- f) Percentage of passed credits for the academic period. Equal to the credits passed in the academic period, divided by the attempted credits in the academic period, multiplied by 100.
- g) Total weighted average. The sum of the last final grade of each subject, multiplied by its credits, divided by the sum of the total attempted credits.

Obtained by means of the following formulas:

Points obtained = sum (credits of each subject multiplied by the last grade obtained).

Total weighted average = Points Earned /total attempted credits.

- h) Partial weighted average. The weighted average of the final grades obtained in the subjects that the student has attempted in a given academic period.

The weighted average, both partial and total, is used to define the academic status of the student, for the award and renewal of scholarships and for academic recognitions.

**Art. 66.** Academic standards are established based on the partial weighted average obtained in the last ordinary academic period or the number of subjects failed until that period or the accreditation of the English language requirement. Controlled through the Integral University System (SIU, as abbreviated in Spanish) and defined as follows:

- a) Satisfactory. If the student obtains a partial weighted average equal to or greater than 8.0. Allows student to register maximum of 66 credits.
- b) Sufficient If the student receives a partial weighted average between 7.0 and 7.9. It allows the student to register a maximum of 54 credits.
- c) Restricted. If the student received a partial weighted average of less than 7.0 and/or fails the University Development Program (PDU, as abbreviated in Spanish) (See. Art. 160). A maximum of 36 credits can be registered.
- d) Academic Withdrawal If the student incurs in any of the causes of academic withdrawal (See. Articles. 113, 118 to 126).
- e) Restricted by English. The student can only register up to 18 credits (See. Art. 55 (a)).
- f) Suspended by English and/or a third language. The student may not register subjects, workshops and/or curricular training activities. They can only register the corresponding English or third language courses (See. Art. 55 b and c.).
- g) Waiver. Students who have received an academic waiver may register a maximum of 36 credits, whether or not they are required to attend the Academic Complementation Program (See. Articles. 120-125, and 161-165).

**Art. 67.** The *Sufficient* academic status applies to all students in the first academic period attending the University.

## Course selection

**Art. 68.** Before the start of each regular semester or period between semesters and on the date established, the student will personally select the courses of the subjects, workshops and/or training activities that they will take in this period through the Integral University System (SIU, as abbreviated in Spanish).

**Art. 69.** For course selection, students should consider their progress in the study program, the minimum academic course-load and the maximum course-load, according to their academic status, the institutional academic offer and the recommendation of their academic advisor or tutor.

Incoming students will select up to a maximum of 54 credits and a minimum of 18 from the set of subjects recommended by the university (See. Articles. 60 and 61).

From their second period, the student must first register the failed subjects, workshops and/or training activities offered by the University in that period and then the other subjects, workshops and/or training activities, subject to the prerequisite subjects of the study program and considering those that are prerequisites and/or concurrent requirements.

Those admitted who are considered candidates to participate in the University Development Program (PDU, as abbreviated in Spanish) must attend the program during their first period at the University (See. Art. 160).

**Art. 70.** If a student fails to carry out course selection within the dates indicated, they may do so during the first week of classes (week of adjustments), subject to the quota availability of the groups.

Should the student fail to carry out the process of course selection, the university may de-register them (withdrawal due to non-registration), and in case of having made a payment for this, this balance will be kept as credit or may be effective for another academic period.

The student will result in administrative withdrawal if they fail to select courses for two consecutive regular semester period.

**Art. 71.** Students must respect the seriation (prerequisites and concurrent requirements) of the subjects established in the study program of their undergraduate degree program. Any violation of the seriation will void the registration to the consequent subject.

**Art. 72.** The student may modify their selection of courses in regular semester periods in the following terms:

- a) During the first week of classes (adjustment week):
  - i. They can register additional subjects, workshops and/or training activities, without exceeding the number of credits permitted according to the student's academic status and subject to the available quota (See. Articles. 66 and 67).
  - ii. They can de-register from subjects, workshops and/or training activities, respecting the minimum course-load, without this being counted as an opportunity and without obligation to pay the corresponding credits (See. Art. 61).
- b) After the first week of classes (week of adjustments):



- i. The student shall not register additional subjects, workshops and/or training activities.
- ii. The student can only de-register from two subjects, workshops and/or training activities, in the following occasions:
  - From the second week of school and up to the sixth inclusive, without this being counted as an opportunity and with obligation to pay the corresponding credits.
  - From the seventh week and up to the thirteenth inclusive, which will count as an opportunity and with obligation to pay the corresponding credits.
  - Students with some form of scholarship will be obliged to pay the total cost of the subject(s), workshops and/or training activities they are de-registering from, when they register and study them again.

**Art. 73.** The student may modify their selection of courses during the period between semesters in the following terms:

- a) During the first week of classes (adjustment week):
  - i. They may register additional subjects, workshops and/or training activities, without exceeding the maximum number of credits permitted for the period between semesters and subject to the available quota (See. Art. 63).
  - ii. They can de-register from subjects, workshops and/or training activities, respecting the minimum course-load, without this being counted as an opportunity and without obligation to pay the corresponding credits (See. Art. 61).
- b) After the first week of classes (week of adjustments):
  - i. The student shall not register additional subjects, workshops and/or training activities.
  - ii. The student can only de-register from two subjects, workshops and/or training activities, in the following occasions:
    - During the second and third week of classes, if not, this shall be counted as an opportunity and shall result in the obligation of paying the corresponding credits.
    - During the fourth week, being considered as an opportunity and with obligation to pay the corresponding credits.
    - Students with some form of scholarship will be obliged to pay the total cost of the subject(s), workshops and/or training activities they are de-registering from, when they register and study them again.

**Art. 74.** In the case of de-registering from subjects which hold a concurrent seriation, where the concurrent subject and the subject of popular demand are defined, which are taken in the same period, the student may not cancel the concurrent subject without withdrawing from the subject of popular demand.

**Art. 75.** The university will establish the preferential order of students for the selection of courses considering their undergraduate degree program, school and progress within the study program

**Art. 76.** For any situation that merits clarification in the selection of courses, the student must go to the school administration area.

## CHAPTER XI. Accreditation

### Accreditation of learning

**Art. 77.** Accreditation is the process through which a student meets the requirements and gives evidence of the development and/or achievement of the learning outcomes defined in a subject, workshop or training activity, or fulfills the graduation requirements.

**Art. 78.** When the student accredits a subject, workshop or training activity, they receive the corresponding curricular credits.

**Art. 79.** There are five forms of accreditation, which are indicated below:

- a) Ordinary. When a subject is taken, and its final grade is a passing grade
- b) Remediation. When a student does not pass the ordinary course and enrolls in the corresponding remediation exam, sit the exam and pass it (See. Articles. 98, 99 and 100).
- c) Examination of Academic Proficiency. When a student, based on previous knowledge and experience, requests to accredit subjects from their study program through academic proficiency exams (See. Articles. 101, 102 and 103), subject to the procedure and evaluation established for these cases.
- d) Pass Grade. When a student meets the graduation requirements (See. Articles. 50 and 54), as well as the special and remedial programs that so define it. For the 2010 to 2015 study programs, it also applies when a student accredits workshops and/or training activities of the Anahuac elective stream (See. Art. 45 (b)).
- e) Equivalence or revalidation. When a student from another institution and/or another undergraduate degree program requests, during the admission process, the accreditation, by means of equivalence or revalidation, of the courses passed that are supported by a legally issued document from an institution and/or undergraduate degree of origin, and, where applicable, supported by a judgment of the Secretariat of Public Education. Compulsory subjects of the Anahuac Stream (with the exception of Communication Skills for Plans 2010 to 2015 and the subjects of this stream, accredited in universities of the international network to which the Anahuac University belongs), nor workshops and training activities can be accredited by equivalence or revalidation of studies. The Practicum or integrative subjects may be accredited by means of equivalence or revalidation, as long as they are taken and passed in national and foreign institutions with which exchange agreements; joint degree or double degree agreements have been signed; as an essential part of these agreements. (See. Art. 17).

**Art. 80.** The student has up to three opportunities to accredit each subject so as not to be result in academic withdrawal (See. Art. 119 b.). In the case of workshops and/or training activities, once these three opportunities have been exhausted, the student must choose another workshop or training activity (See. Articles. 72 and 73).

**Art. 81.** Students can only attend classes or activities in the courses in which they are registered. Attendance to other courses is not officially valid. Attending as a listener is not permitted.

### Learning assessment

**Art. 82.** Student learning assessment is understood to mean the assessment of competencies in terms of knowledge, skills, attitudes and values acquired during the course, taking into account the

performance throughout the academic period and based on the criteria and modalities established in this Book.

**Art. 83.** The evaluation of learning in each subject is carried out through at least two partial evaluations and one final evaluation, aimed at evaluating the learning process and results.

Partial assessments comprise of between 40% and 60% of the final grade of the course.

The final assessment comprises of between 40% and 60% of the final grade of the course.

Students must complete the final assessment of each subject in order to be entitled to its accreditation. Exemption from the final evaluation is not permitted.

The student shall be subject to the evaluation criteria established in each course by the teacher of the same, among which will be the minimum percentage of attendance, with the approval of the School or Faculty.

**Art. 84.** The student who does not present a partial assessment will be assigned zero, which will count as such for the purposes of the final grade.

**Art. 85.** The student who does not sit a final assessment, a remediation exam or for academic proficiency, will be awarded zero in that assessment and the final grade of the course will be 5.0 (five) (See. Articles. 98 and 101).

**Art 86.** It is the responsibility of the student to consult the results of the partial and final evaluations published on the Integral University System (SIU, as abbreviated in Spanish) and, where appropriate, to make timely clarifications in accordance with Article 87.

**Art. 87.** The student will have two working days from the publication of the results of the partial and final evaluations of each course to request the corresponding Department, Faculty or School to review or correct, where appropriate, the published grade. Failure to do so within the specified period will be deemed as accepted.

**Art. 88.** In some courses, departmental or mid-term evaluations may be applied, in addition to the partial evaluations previously stated. To be able to present any type of assessment, the student must present a physical copy of their University identification or a valid official identification. No identification in digital image or photocopy will be valid.

**Art. 89.** The student is only entitled to submit the final assessment of each subject when they have met the academic and minimum attendance requirements established by the teacher, in accordance with the Academic Vice President's office or its equivalent, and has no financial debt or documentation not submitted.

**Art. 90.** All evaluations (partial, final, mid-term, departmental, for academic proficiency and remediation examinations) will be scheduled according to the current school calendar, within the official schedules of academic operation and will be carried out compulsorily in the school premises authorized by the University on the days, hours and rooms defined to the school administration area by The Department, Faculty or School. The university will not recognize assessments that are conducted outside of authorized school grounds or outside established hours.

Classes will not be suspended on the dates of application of partial evaluations, mid-term or departmental exams, unless there is, exceptionally, a case of force majeure, or so is expressly indicated in the school calendar published by the University and the official duration of the period is respected.

In the case of courses taught by means of the online modality, the evaluations will be carried out according to the criteria of this modality.

**Art. 91.** The student must be present at the location and within the established time for any type of evaluation. The assessment may be started at any time within the time set, provided that no student has previously left the exam.

**Art. 92.** In order to be able to withdraw from the place of the assessment, the student must submit the Written Exam in advance, if applicable, which will be considered completed; or, request permission from the teacher in the event of any other type of assessment.

**Art. 93.** When a student, for serious reasons, force majeure, and not of an administrative nature, is prevented from attending any final assessment or remediation examination, they must notify the Department, Faculty or School immediately and submit the corresponding written verification, subject to the authorization procedure established for such cases.

**Art. 94.** To sit final assessments or remediation exams, the student must not hold debts of a financial or documentation nature. Students will have access to their grades on the Integral University System (SIU, as abbreviated in Spanish), for which, when required, they must also participate in institutional evaluation processes such as the Evaluation of Teaching Practice (EPD, as abbreviated in Spanish), the Student Opinion Survey (EOA, as abbreviated in Spanish), other surveys, focus groups, interviews, questionnaires for accreditation processes, etc.

**Art. 95.** As a result of the learning assessment, the student shall receive a final grade in each subject, workshop or training activity.

When the student enrolls in the Anahuac University, they authorize the University to inform their parents, guardians or those responsible for them, of the grades obtained by them, as well as the statements of payments made during each academic period. Students may exercise their rights of access, rectification, cancellation or opposition (ARCO, as abbreviated in Spanish) under the terms of the federal law on the protection of personal data held by individuals.

**Art. 96.** The final grade of the course is not subject to waiver for any reason (See. Art. 46).

**Art. 97.** The final grades of the subjects studied allow for the calculation of two types of average, which can be the total average (if they account for all the subjects studied) or the partial average (if they only account for the subjects studied in a certain academic period):

- a) Arithmetic average. Calculated taking into account the final grade received in the subjects taken. The result of the sum of the grades obtained divided by the number of subjects. This average is mainly used for certification.
- b) Weighted average. Calculated, taking into consideration the final grade obtained in the subjects taken and the number of credits of each of them. The result of multiplying the final grade of each subject by the credits of the same and adding the results. This total is divided by the sum of the credits of all the subjects considered. The weighted average is used for scholarship renewal, determination of academic status, and for academic distinctions (See. Art. 65).

## **Remediation and academic proficiency exams**

**Art. 98.** The following can only be accredited in remediation examinations:

- a) The subjects taken and failed that are not offered in the period between semesters, if applicable, or per semester, immediately following and that are prerequisite or concurrent requirement of other subjects.
- b) Up to three subjects taken and failed if they are the last in the student's study program, in order to avoid the student having to study an additional period in order to complete their studies.

In both cases, the student must sit the corresponding remediation examination in the same period in which they failed the subject, and the Rectoral Committee may grant them the opportunity to present it in the immediate ordinary period following, provided that the subject in question is not in any of the stipulated cases stated in Article 99.

The student who requests to accredit a subject by remediation examination and does not sit it, will receive a failing grade, with all the effects that this entails.

**Art. 99.** The following may not be accredited in a remediation examination

- a) The compulsory subjects of the Anahuac Stream.
- b) Workshops and training activities.
- c) The Practicum subjects, nor the Integrative subjects.
- d) The subjects that due to their particularity are expressly restricted for this modality.

**Art. 100.** In the case of remediation examinations, the student:

- a) Can accredit a maximum of 25% of the total credits of the study program in this modality.
- b) May not attempt to accredit more than three subjects per regular semester period in this modality.
- c) Has only one opportunity to attempt to accredit a subject studied and failed in this modality.

The remediation exams are applied only during the days established in the school calendar and the student must cover the respective cost.

In the case of online subjects taken at a university other than their own, the remediation exam may be presented at either of the two universities, subject to the agreement of both, but in such case the corresponding graduation requirement will not be granted (See. Art. 43).

**Art. 101.** To accredit a course by Examination of Academic Proficiency, the student shall demonstrate with documentary evidence that they have previously acquired the knowledge, skills, attitudes and values, that is to say, that they have achieved the expected learning outcomes of the subject, whether self-taught, through classroom courses or online offered by other institutions or higher education institutions, national or foreign, or have been acquired through work experience.

The proficiency exam must be requested at the respective Faculty or School and in the School Administration Area and must be sat before the end of the tenth week within the ordinary semester period and where applicable, left to the judgment of the University, on the third week of the period between semesters.

If the student fails the Examination of Academic Proficiency, it shall be counted as an opportunity, and the student must take the subject in the regular modality and cannot enroll in the same in the same period, nor present it in remediation examination without having previously taken it.

The student who requests to accredit a subject by examination of proficiency and does not select the course released for this purpose in the Integral University System (SIU, as abbreviated in Spanish) and/or does not sit the examination, will receive a failing grade, with all the effects that this entails.

**Art. 102.** A student may accredit by Examination of Academic Proficiency, a maximum of 10% of the total credits of their study program and, upon authorization of the Rectoral Committee, may increase this percentage up to 20%.

In order to accredit a subject by means of proficiency, the student should not have enrolled in the subject and taken it previously in the standard modality, nor should they have de-registered from it after the first week of courses (See Articles. 72 and 73). The student will only have one opportunity to pass each subject that they attempt to accredit using this modality.

The accreditation of no more than 3 subjects can be attempted in the same period by Examination of Academic Proficiency, nor three subjects in the same period where a seriation of some sort has been established between them.

Accreditation by means of Examination of Academic Proficiency. does not apply to:

- a) The compulsory subjects of the Anahuac Stream.
- b) Workshops and training activities, with the exception of those that are part of the Advanced Placement Program.
- c) The Practicum subjects, nor the Integrative subjects.
- d) The subjects that due to their particularity are expressly restricted for this modality.

**Art. 103.** The students of the Bachillerato Anahuac enrolled in the Advanced Placement Program or the AP program (*Advanced Placement of the College Board*), can accredit by means of Examination of Academic Proficiency, the subjects and/or workshops that are available in the Integral University System (SIU, as abbreviated in Spanish) for this purpose, in the terms in which the Advanced Placement Program set, without impacting the percentage of credits and subjects, which are, as indicated in the previous article (See. Art.167).

The same criteria shall apply for students from other baccalaureates with similar Advanced Placement Programs, as the case may be.

## General grading system

**Art. 104.** For accreditation at the University the general grading system is as follows:

For study programs 2010 to 2015:

- a) Accreditation with numerical grades: partial and/or final assessments.
  - i. The grade of the partial and/or final evaluations will be expressed using a numerical scale starting from zero (0.0) with a decimal digit, to ten (10).
  - ii. Partial and/or final evaluations not submitted will be represented with a zero grade (0.0).

Final grade of the subject.

- i. The final failing grade will be expressed numerically with five (5.0), despite having obtained from 5.1 to 5.9.
  - ii. The final passing grade shall be expressed on a numerical scale starting from six (6.0) with a decimal digit, to ten (10).
  - iii. The minimum passing final grade is six (6.0).
- b) Accreditation by means of pass or fail. This accreditation may have partial and final evaluations of a numerical type, not necessarily on a scale of zero (0.0) to ten (10) and not necessarily with a pass grade equal to or greater than six (6.0). However, the final grade will be expressed alphabetically as AC, accredited; and AD, outstanding/not accredited (See. Art. 79). This accreditation applies to the study program requirements for graduation (See. Articles. 50 and 54), to the special and remedial programs that define it, and to the workshops and training activities of the Anahuac Elective Stream (See. Art. 45 (b)). Additionally, it may apply to subjects when they are the result of a revalidation judgment that is not expressed using a numerical grade, nor does an official grade conversion table exist, in which case they will not count towards the average.

For 2016 to 2019 and 2020 to 2025 study program:

- a) Accreditation with numerical grades: partial and/or final assessments.
- i. The grade of the partial and/or final evaluations will be expressed using a numerical scale starting from zero (0.0) with a decimal digit, to ten (10).
  - ii. Partial and/or final evaluations not submitted will be represented with a zero grade (0.0).

Final grade of the subject, workshop or training activity.

- i. The final failing grade will be expressed numerically with five (5.0), despite having obtained from 5.1 to 5.9.
  - ii. The final passing grade shall be expressed on a numerical scale starting from six (6.0) with a decimal digit, to ten (10).
  - iii. The minimum passing final grade is six (6.0).
- b) Accreditation by means of pass or fail. This accreditation may have partial and final evaluations of a numerical type, not necessarily on a scale of zero (0.0) to ten (10) and not necessarily with a pass grade equal to or greater than six (6.0). However, the final grade will be expressed alphabetically as AC, accredited; and AD, outstanding/not accredited (See. Art. 79). This accreditation applies to the graduation requirements (See. Articles. 50 and 54) and the special and remedial programs that so define it. Additionally, it may apply to subjects when they are the result of a revalidation judgment that is not expressed by a numerical grade, nor when an official grade conversion table exists, in which case they will not count towards the average.

**Art. 105.** A final grade is understood to be obtained for a subject, workshop or training activity as the result of the weighting of partial and final assessments, or as the result of a remediation examination or academic proficiency. The final grade shall appear on the academic records and official certification documents and, when it is numerical, shall also be taken into account when calculating averages.

**Art. 106.** The student who has passed the assessment as a whole and satisfied the corresponding requirements, will obtain the credits of the subject, workshop or training activity as indicated in the study program, which will be incorporated into their academic records.

**Art. 107.** For any subject, workshop or training activity accredited by a student, the official documentation must specify the result, according to the aforementioned scale, by number, or letter if applicable, as well as the accreditation modality.

**Art. 108.** Should the student lose the right to accredit a subject, workshop or training activity registered, their final grade will be 5.0., or AD, as applicable.

## **Academic recognition**

**Art. 109.** The university recognizes and rewards the academic effort of students by means of public recognition, granted to them in the presence of the university community. The decisions for the award of the recognitions referred to in this chapter are indisputable.

**Art. 110.** To award the recognition of Academic Excellence, 5% of the students who obtain the highest grades in a given school period will be selected from the total number of students enrolled per Undergraduate Degree Program. Of this population, the university shall grant recognition only to students who meet all of the following requirements:

- a) In hold of a weighted average above 9.0 (nine) in the last period.
- b) Enrolled in at least 30 credits during the academic period.
- c) Have not failed any subject in the period to which the recognition corresponds.
- d) All subjects have been passed at the first opportunity or by Examination of Academic Proficiency.
- e) Have completed the period, for which recognition is granted, within the campus of the Anahuac University in which they are enrolled.

**Art. 111.** Honorary mention is defined as the recognition that the university gives to graduates who obtain at least 9.5 (nine point five) of total weighted average, having accredited all their subjects at first opportunity or by means of academic proficiency.

If they have not graduated with at least a 9.5 (nine point five) total average, graduates who obtain a final weighted average in the range of 9.0 (nine) to 9.4 (nine point four) and are within five percent of the highest average of the total students graduating from the undergraduate degree program in question in that period will receive an honorary mention.

## **Academic periods**

**Art. 112.** Academic periods can be:

- a) Regular Semester periods. Depending on the study program, each annual cycle will have two semester periods: one between the months of August and December, and another between the months of January and May; each of them comprising of fifteen effective weeks of classes.
- b) Academic periods between semesters. An intensive period of five weeks of classes will be scheduled between the regular semester periods.



## CHAPTER XII. Permanence requirements

**Art. 113.** In order for a student to remain a student of Anahuac University in the degree they are pursuing, they must not be in a status of withdrawal (voluntary, special, administrative, academic or disciplinary), in accordance with this Book.

### Voluntary and special withdrawal

**Art. 114.** The voluntary withdrawal of the student takes place when they wish to interrupt the studies of the degree program or programs they are studying and request withdrawal from all subjects, workshops and/or training activities they are enrolled in, for which they carry out the procedure established by the school administration area and pay the corresponding credits, as follows:

- a) If the withdrawal process is completed before the end of the sixth effective week of classes of the regular period, or the first week in the case of the period between semesters, it shall not be counted as an opportunity used in any of the subjects, workshops and/or training activities in which the student has registered.
- b) After the sixth and up to the thirteenth week, inclusive, of classes of the ordinary academic period, it will be considered as an opportunity used without receiving a grade for each and every one of the subjects, workshops and/or training activities in which the student is registered.
- c) Requests for voluntary withdrawal shall not be accepted from the fourteenth week.

**Art. 115.** The special withdrawal is that in which a student, due to causes of force majeure, evaluated by the Rectoral Committee, the Chancellor, and for a single occasion during the entirety of their undergraduate degree, may withdraw from all of the courses, workshops and/or training activities that are registered after the sixth week to the beginning of the period and up to the last day of classes in the case of an regular academic semester, and after the third week of the beginning of the period and up to the last day of classes for an academic period between semesters, without being counted as an opportunity in the subjects, workshops and/or training activities in which they were enrolled, as long they carry out all the necessary formalities with the area of School Administration. In this case, the student must pay the corresponding credits for the subjects, workshops and/or training activities registered.

**Art. 116.** After a voluntary or a special withdrawal, the student who wishes to resume their studies must carry out the corresponding re-registration process.

Whenever a student falls behind in their study program or changes their study program, they must enroll in the most up-to-date current plan.

**Art. 117.** The student who stops attending classes without carrying out any formality of withdrawal, will be obliged to pay the fees of the full period in which they are enrolled in order to carry out the formality of re-registration to the next period. In each subject, workshop or training activity to which the student has stopped attending, they will receive the corresponding failing grade.

## **Academic, administrative, and disciplinary withdrawal**

**Art. 118.** Both academic, administrative and disciplinary withdrawals do not bear a cost to the student; however, any subsequent procedure requires proof of no debt with the university, issued by the Fees office.

**Art. 119.** The academic withdrawal from an undergraduate degree program applies to a student when they are found to be in one of the following cases:

- a) Having accumulated four or more failed subjects at the end of a regular or academic period between semesters, except as indicated in Article 120. The accumulated subjects could have been failed in previous periods.
- b) Having exhausted three opportunities to pass a subject (See. Articles. 80 and 120).
- c) Not having completed their undergraduate degree program in a maximum of two occasions more than the expected time frame provided in the reference curricular map of the same, according to the following criteria:
  - i. Undergraduate degree programs of 300 to 360 total credits can be completed in a maximum of 16 semester periods.
  - ii. Undergraduate degree programs of between 361 to 420 total credits can be completed in a maximum of 18 semester periods.
  - iii. Undergraduate degree programs of a total of 421 or more may be completed in a maximum of 20 semester periods.

For the application of this criterion, all subjects, workshops and training activities taken that grant credits will be considered, and the periods begin to count uninterruptedly from the student's first registration to the study program. The Rectoral Committee may authorize an additional term of termination, at the request of the student.

- d) Despite having received an academic waiver, under the terms of articles 122 and 123, has completed and failed the Academic Complementation Program (PCA, as abbreviated in Spanish) (See. Art. 163).

**Art. 120.** When a student incurs in a causal academic withdrawal at the end of the January–May period or a period between semesters, if applicable, they may enroll and take only those subjects that could lead to the academic withdrawal (See. Art. 119) and which are offered in the immediate period between semesters, so as to try to avoid withdrawal.

**Art. 121.** The academic withdrawal will be final in the following cases:

- a) If the student does not obtain an authorization or waiver to continue their undergraduate degree program (See. Articles. 122 and 123).
- b) If the student obtains a waiver to continue with their undergraduate degree program and having completed the Academic Complementation Program, they do not accredit the same (See. Articles. 119 d and 163).
- c) If the student obtains a waiver to continue with their undergraduate degree program and incurs again in some cause for academic withdrawal, with the exception of what is indicated in Article 120.

The student may obtain, in accordance with articles 122 and 123, only one waiver to continue their studies in the same degree program, regardless of the reason for the withdrawal.

**Art. 122.** The student withdrawn for having accumulated four or more failed subjects, or for having exhausted three opportunities to pass a subject, in accordance with Article 119 A and b, may request once in writing to the Rectoral Committee, an academic waiver to continue with their undergraduate degree program. The response to this request will be indisputable.

**Art. 123.** If the academic waiver is granted, the student must re-register in the following regular academic semester period, take and pass the Academic Complementation Program (See. Articles. 162 and 163) and be subject to the academic course-load as indicated for each case in Articles 164 and 165 of this Book.

**Art. 124.** A student in academic withdrawal and who has completed more than 75% of the credits of their undergraduate degree program and who has obtained the academic waiver according to Articles 121 to 123 will not be obliged to attend the Academic Complementation Program but must liberate themselves from any reason for academic withdrawal (See. Art. 165).

**Art. 125.** The student who has been granted an academic waiver will have an academic status of Waiver and can register up to 36 credits in their following regular academic period (See. Art. 66).

**Art. 126.** The final academic withdrawal prevents the student from being able to complete the undergraduate degree program they were studying at any Anahuac University campus, but they may request a change of Undergraduate degree program, in accordance with this Book (See. Articles. 27-33).

**Art. 127.** The administrative withdrawal is applied when the student does not compile the documentation required for the integration to their file within the established time limits (See. Art. 25); when the documentation is invalid and/or apocryphal; when the student does not make their first payment (registration or re-registration); or, the student does not carry out the process of selecting courses for two consecutive regular semester periods. In all cases, the student must cover the cost of the tuition accrued up until the date on which the withdrawal is effective.

**Art. 128.** When a student is withdrawn for not having compiled necessary documentation, they shall not be entitled to sit any final assessment nor shall they be entitled to be issued any official record of the studies carried out at the University.

If the student resulted in administrative withdrawal for not having compiled documentation, gathers and submits the same to the university, they may enroll in the same degree program or another one, if the university authorizes such, in the following period as an incoming student, and without recognition of the results obtained or payments made in previous periods.

**Art. 129.** The administrative withdrawal for submitting apocryphal documents is final for all the Anahuac University campuses and is irrevocable; other administrative withdrawals are of a temporary nature.

**Art. 130.** Disciplinary withdrawal is determined by the Rectoral Committee and can be temporary or definitive and has effect in all the Anahuac University campuses. The student must cover the costs of the tuition fees accrued up until the moment in which the withdrawal is determined. The temporary disciplinary withdrawal allows the student to start the re-registration process at the end of the same (See. Chapter XIV).

## **CHAPTER XIII. Certification**

**Art. 131.** The school administration area is the only area of the university authorized to issue official school records and certifications.

Since the educational authority (Secretariat of Public Education) has determined that certificates of study, specialist diplomas, academic degrees and professional certificates are issued electronically, the university will be subject to the provisions that the authority may designate for this purpose.

In light of the above, it will be necessary for each student to process and receive their institutional email from the Anahuac University (@anahuac.mx) and prior to graduation, process and obtain their e.signature from the Tax Administration Service (formerly known as electronic signature).

**Art. 132.** The student can, upon payment, request the following documents:

- a) Partial and total study certificates or academic records issued by the University.
- b) Certificates of partial and total studies issued by the University and legalized by the Secretariat of Public Education (with official validity).
- c) Professional degrees issued by the University.
- d) Professional degrees issued by the University and legalized and registered by the Secretariat of Public Education (with official validity).
- e) English translation of the documents issued by the University mentioned herein.
- f) Report card for the period. No payment will be required if requested in the period immediately after the subjects were taken (without official validity).
- g) Miscellaneous records (without official validity).

**Art. 133.** The university will award the professional degree when the student has passed all the credits indicated in the study program and when they have fulfilled the graduation (See. Art. 43), and qualification requirements (See. Art. 51), when they have carried out the necessary administrative procedures and have no debts with the university of a financial, documentary or teaching material nature.

**Art. 134-Art. 145.** Invalid.

## **CHAPTER XIV. Financial Provisions**

**Art. 146.** The applicant or student must have no outstanding payments in order to carry out any academic or administrative procedure. Payments for services and debts may be made at the University's fees office in accordance with the established provisions and at banking institutions accredited for this purpose, by means of payment slips that can be printed from the University's Intranet services portal, electronic transfers or by means of electronic payment with authorized credit, debit or service cards.

**Art. 147.** As long as the student does not formalize their voluntary withdrawal in the area of School Administration, they have the obligation to pay tuition in a timely and full manner (See. Art.114).

**Art. 148.** In the event that the student requires an invoice to be issued in the name of a company or physical person other than themselves, they must make the changes in tax information on the electronic billing tab found on the Intranet services portal, before making the payment. They can also request the invoice for payments made at the bank or through the Intranet services portal, by carrying out the corresponding procedure. The electronic invoice or digital online tax receipt (CFDI, as abbreviated in Spanish) will be issued on the appropriate date within the month and fiscal year of the request, resulting in no application being received after the month and the end of the fiscal year in question.

**Art. 149.** By merely registering, the student acknowledges and accepts that the university does not assume any responsibility for the damage, impairment or loss that the objects or personal belongings that they carry to the facilities of the institution may suffer. Therefore, the student shall be responsible for the care of their own property and agrees that they enter the campus under their own risk, holding the institution harmless of any damage, impairment or loss that may arise to their objects or personal belongings such as, among others, jewelry, electronic equipment, computers, equipment for communication and photography, stationery, clothes, works of art, cash, marketable securities, cars and their contents, as well as any other asset.

**Art. 150.** Void.

**Art. 151.** The payment made by the student to any pending academic or administrative (first payment of registration or re-registration, remediation exams and tuition fees, issuance of documents, etc.) does not oblige the university to consider the procedure as fulfilled if the student's academic or administrative status contravenes with the provisions of this Book or the study program, or if the student does not correctly complete the procedure.

### **First payment (registration or re-registration) and tuition**

**Art. 152.** For the purposes of this Book, the term “first payment” shall be used to refer to the student's first payment for each period of study (registration or re-registration).

All incoming students must make their first payment (registration or re-registration) covering the corresponding fee within the determined deadlines. In the case of a 100% scholarship and/or its renewal, the student must submit the documentation supporting the same, verify that it has been renewed at the University fee office and make the corresponding payments of the fees that the scholarship does not cover in order to be officially registered.

The first payment (registration or re-registration) will not be refunded in the case of voluntary withdrawal, administrative withdrawal or disciplinary withdrawal.

The university has determined three different types of first payment (registration or re-registration) in accordance with the number of credits that the student shall take in the corresponding period:

- a) 18 credits or less.
- b) 19 to 35 credits.
- c) 36 or more credits.

At the beginning of each period, students must make the first payment (registration or re-registration) corresponding to 36 or more credits and at the time of determining their final academic course-load they will be credited the difference accrued towards their tuition.

The omission of the first payment (registration or re-registration) within the dates indicated in the payment calendar prevents the student from completing registration, and as a consequence, prevents them from taking the period and implies the lack of validity of the studies carried out during the same.

If the student makes the first payment (registration or re-registration) outside the indicated deadline, they must cover the corresponding cost for extemporaneous payment and make payment directly at the university fees office.

The first payment (registration or re-registration) may be made in the banking institutions determined by the university by means of payment slips that can be printed from the Intranet services portal, electronic transfers or by means of direct payment online from said portal, or at the University's fee office in the campus where the fees office remains in operation. To be able to re-register, it is essential to be free of debts.

**Art. 153.** Tuition fees expire in line with the payment schedule established by the institution and the student must pay the corresponding amount within the indicated deadline.

Any payment of tuition made after the established deadline will incur a corresponding surcharge, which will be cumulative per overdue period and/or fraction of delay thereof. This surcharge will continue to be charged as long as the student does not pay or settle the amount of tuition and surcharges generated.

In the case of an overdue debt, no additional formalities (academic or administrative) may be carried out.

In certain cases, if the student liquidates their payment commitments in advance, they could be granted a discount on those not yet due. The student will be able to consult the percentage of discount that applies according to the payment being made in the fees office, or in the Credit and Collection Area or on the Integral University System (SIU).

The student can make payments for other concepts to those previously indicated (courses, school administration procedures and others) by means of bank payment slips that can be obtained from the intranet services portal, and/or make payments directly online. The student will be able to consult the optional and/or available services within the tuition payments tab. To make any such payment, the student must not have any overdue debts.

**Art. 154.** The cost of the undergraduate degree programs is covered by making the first payment (registration or re-registration) and four or five tuition payments, in regular semester periods, and two in periods between semesters, according to the cost of the credits registered and the calendar defined by the University.

**Art. 155.** The cost of a subject accredited by examination of academic proficiency will be equivalent to 30% of the cost of credits of the subject taken in a regular modality, not including any cost of first payment (registration or re-registration). The Advanced Placement Program's Academic Proficiency Test will not incur any cost.

**Art. 156.** The first payment (registration or re-registration) or tuition do not grant the student the right to attend classes, present partial and/or final assessments, or any other academic or administrative service, if the selection of courses has not been made and/or the required academic requirements have not been fulfilled.

## **Paying by check**

**Art. 157.** Any payment made by cheque should be made in the form of crossed check for the exact amount payable and on behalf of the civil society operator of the Anahuac University campus in which the student is pursuing their undergraduate degree program, writing the following on the back: the student's name, their student identification number (ID), the undergraduate degree program they are coursing and phone number (land line and/or cell phone).

If for any reason the check is not paid by the corresponding banking institution (insufficient funds, account frozen, etc.), it will automatically generate the obligation to pay a compensation of 20% of the amount payable (article 193 of the General Law of Credit Instruments and Transactions) and the payment shall be determined as not made, so that, in addition, a surcharge will be payable on this tuition instalment, as referred to in article 153 of this Book. Therefore, the student in receipt of a bounced check must make the rest of their payments by certified check for the following twelve months.

The first payment (registration or re-registration) made with a check that cannot be cashed by the University, in terms of the previous paragraph, will prevent the student from selecting their courses, and in the event of having already carried out the course selection, the same shall be canceled, relieving the university of any responsibility.

## Refunds

**Art. 158.** To proceed with any refund of a payment made, it is essential that the original payment receipt, or its equivalent if carried out electronically, is presented. Any refund must be processed at the fee's office, or in the credit and collection area of the university, or in the Comptroller or the Office of the Vice President of Finance and Administration of the University.

- a) The student must request the corresponding refund no later than 30 calendar days after the course start date, for courses not taught or due to schedule incompatibility, or any other cause of force majeure, in order to be authorized by The Rectoral Committee. If the refund request is valid, 100% of the amount paid will be refunded. This applies for both regular semester periods and periods between semesters.
- b) The student who has made a first payment (registration or re-registration) and/or tuition fees and is awarded a scholarship less than 100% shall be credited the balance to be used against the outstanding tuition fees yet payable. In the case of 100% scholarships, the student will be refunded the full amount of the first payment (registration or re-registration) and/or tuition fees paid within thirty working days.
- c) In the case of having made any advance payment and the student is placed on final academic withdrawal (See. Art. 121), a refund shall be made for the total amount of the payments made for the period in which they were not permitted to enroll, if the refund request is submitted during the first month of classes along with the original copy of the payment receipts or its equivalent, if made by electronic means.

For fiscal reasons, after the month of December, the university will not be able to make any refund for payments made during that year.

Except in the cases referred to above, the student will not be entitled to the refund of any payment made for registrations and/or tuition fees, and insurance (medical expenses and guaranteed education) where applicable.

## Financial aid and school insurance programs

**Art. 159.** The university will apply the provisions established by the Secretariat of Public Education regarding the percentage of scholarships to be awarded, through financial aid programs in accordance with the rules and procedures of scholarships, educational financing and provisional educational financing issued for each school year.

Students must cover the cost of health insurance along with their first payment (registration and re-registration). In the event that they are already in hold of a similar insurance, they can cover the costs of the first payment (registration or re-registration) by deducting the corresponding amount. To be exempt from the payment of this insurance, the student must provide the verification that they have at least similar and valid insurance to the Intranet services portal. This procedure must be carried out before printing the payment form at the bank or before making the online payment through the portal.

Students on international exchange must have health insurance that covers diseases and accidents abroad, as well as the repatriation of their remains in the case of death.

The university offers undergraduate students, as an optional service, the Guaranteed Education Service, which consists of coverage of study fees in the event of the death of the father, mother or guardian responsible for their support. In order to have access to this service the student must cover the cost corresponding to this service together with the first payment (registration or re-registration). The conditions that apply for this protection can be consulted on the website of the University.

## **CHAPTER XV. Special Programs**

### **Remedial programs and University Development Program (PDU, as abbreviated in Spanish)**

**Art. 160.** The university will apply diagnostic assessments of communication skills, mathematics and digital competencies, depending on the study program of the undergraduate program being studied. The results of these evaluations will aid in determining if the student must participate in a remedial program that ensures a good performance in their university studies and also allows them to take the subjects that require a previous mastery in these areas, as the case may be.

The university may offer the University Development Program (PDU, as abbreviated in Spanish) to optimize the academic performance of students who are at risk of withdrawal, starting from an early detection, in order to prevent them from reaching the condition of academic withdrawal. The program can be composed of various subjects, which are not part of the student's undergraduate degree program, but which have the appropriate contents to achieve the desired goal. The PDU does not grant academic credits and its cost is that which corresponds to a subject of six credits.

Those admitted who are considered, by the Admissions Committee, candidates for the PDU must attend the program in a mandatory manner during their first academic period of study at the University, in order to provide them with tools of academic support to emerge from their condition of risk. In addition, they can only take the subjects of their study program that are recommended, in the same period.

The student who fails the PDU will remain under *Restricted* academic status and will be obliged to repeat it until they pass (See Art. 66).



## **Academic Complementation Program (PCA, as abbreviated in Spanish)**

**Art. 161.** The university will offer the Academic Complementation Program (PCA, as abbreviated in Spanish), regularization courses, academic tutoring and in general any help to improve academic performance, avoid dropout and support students with academic problems or who present a specific situation that is reflected in their low performance or that prevents them from completing their studies satisfactorily.

The Academic Complementation Program can be composed of various subjects, which are not part of the student's study program but have the appropriate contents to achieve the desired goal. The PCA does not grant academic credits and its cost is that corresponding to a subject of six credits. This program is not part of the student's study program.

**Art. 162.** A student must complete the Academic Complementation Program, in any of the following cases:

- a) If the student has incurred in any cause for academic withdrawal and upon their request has been granted an academic waiver to continue studying at the University (See. Articles. 122 and 123).
- b) If the Rectoral Committee considers that they are at risk of academic withdrawal, having previously carried out the respective analysis of their academic record.

Registration to the Academic Complementation Program of the student who is found to be in one of the indicated cases, shall be carried out on the Integral University System (SIU).

**Art. 163.** The student who does not accredit the Academic Complementation Program, under the stipulations determined in Article 162 a will be subject to academic withdrawal that gave rise to the academic waiver and may not re-register in the same undergraduate degree program (See. Articles. 119, 121, 122 and 123).

**Art. 164.** The student who has resulted in academic withdrawal under the stipulations of Article 119 a, that is, who has accumulated four or more failed subjects, has completed less than 75% of credits of their undergraduate degree program, and has applied for and received the respective academic waiver (See. Articles. 122 and 123), must in the following regular period, attend the Academic Complementation Program and register only the subjects, workshops and/or training activities that they have failed, and that the university offers in that period, without exceeding the maximum of 36 credits.

The student who has resulted in academic withdrawal under the stipulations of Article 119 b, that is, has exhausted three opportunities to pass a subject, has completed less than 75% of credits of their undergraduate degree program, and has applied for and received the respective academic waiver (See. Articles. 122 and 123), must, in the next regular period, enroll in the Academic Complementation Program and course and pass the subject in question; in addition, they must give priority to the enrollment of other subjects, workshops and/or training activities that they failed, and that the university offered in that period; and having not failed other courses, workshops and/or training activities, can register a maximum of 36 credits.

**Art. 165.** A student who has accumulated four or more failed subjects or who has exhausted three opportunities to pass a subject, has completed a minimum of 75% of credits from their study program, and has applied for and received the respective academic waiver (See. Articles. 122 and 123), must comply, as appropriate, with the provisions of Article 164, without being obliged to attend the Academic Complementation Program, but being open to attend it voluntarily (See. Art. 124).

The student may request, on one occasion, in accordance with articles 122, 123, 124, 164 and 165, a waiver to continue their studies in the same degree, depending on the reason for the withdrawal and their credit advancement.

## **Programs of academic excellence and leadership**

**Art. 166.** The university offers programs of academic excellence and leadership to project in a more accelerated manner the development of the potential and qualities of the students who participate in them.

These programs may offer subjects or workshops with curricular value, as follows:

- a) Study Program 2010 to 2015 and 2016 to 2019

The subjects and workshops are part of the offer from the Anahuac Elective Stream.

- b) Study program 2020 to 2025

The subjects are part of the Anahuac Elective Stream offer and the workshops are part of the Interdisciplinary Elective Stream offer.

Each program has its own regulations to which students who participate in them must be subject.

## **Advanced Placement programs**

**Art. 167.** The students of the Anahuac University from Anahuac High School or Anahuac Baccalaureate, who have participated and fulfilled the requirements set forth in the Advanced Placement Program or the AP program (*Advanced Placement of the College Board*), can by means of academic proficiency, accredit subjects and/or workshops that the University Anahuac offered, in accordance with the content and scope this program has at the time of their application (See. Art. 103).

The same criteria shall apply for students from other baccalaureates with similar Advanced Placement Programs, as the case may be.

## **CHAPTER XVI. Student Societies**

**Art. 168.** Students at the university may come together with the objective of creating student societies for each undergraduate degree program, or where appropriate, for each Department, Faculty or School. These societies will aim to strengthen their participation in the different areas of university work, respecting the identity, mission and values of the Anahuac University, and may be recognized by the institution.

The objectives of the different societies formed shall be: to organize, execute and/or evaluate activities of academic, social, sporting, and in general any other activity that aims to develop a sense of belonging and bonds of solidarity within the students at the university, in accordance with the guidelines, regulations and purposes of the institution itself. In addition, they can promote, organize and direct the participation of students in the activities of the undergraduate Degree programs, Schools and Faculties of the Anahuac University, through its members, with

the purpose of representing and functioning as partners of students to university authorities and to contribute to the comprehensive education of students, as well as the promotion of the university campus life.

The members of each board of directors of the student societies will respond in a solidarity manner to the performance of its own functions.

**Art. 169.** The student society which is formed, may in no way pursue political goals or be affiliated with any political or religious organization, nor pursue lucrative gain, although it may come into receipt of the funds necessary for its maintenance and operation.

Students who are part of these societies, will be subject to the regulations authorized by the University, which govern the management and operation of the same.

**Art. 170.** The various activities carried out by any student society shall be carried out in coordination with the Dean of the corresponding Department, Faculty or School, with the Department of Student Relations and, where appropriate, with the Rectoral Committee.

**Art. 171.** The board of directors that violates any aspect of the regulations of the university may be disintegrated by The Rectoral Committee.

## **CHAPTER XVII. Enactment, Modification and Interpretation**

**Art. 172.** For the purposes of the interpretation and application of the provisions contained in this Book and in the Anahuac Regulatory Compendium, it shall be borne in mind that, in the case of two incompatible rules, one being general and the other special, the latter prevails.

**Art. 173.** It is the responsibility of the Rectoral Committee and/or the university regulations committee of the Anahuac University to resolve extraordinary cases not accounted for in this Compendium, provided that they do not contravene with the provisions of the same or those issued for the Anahuac University campuses. Waivers and exceptions shall be processed in accordance with the approved internal procedure.

**Art. 174.** The enactment, modification and interpretation of this Book and the Anahuac Regulatory Compendium is an exclusive responsibility of the Governing Board of the Anahuac University.

# **BOOK TWO. Regulations for Students of the Undergraduate Business Degree Program at the Anahuac University**

## **CHAPTER I. General Provisions**

**Art. 1.** This Book aims to establish the general rules that regulate the academic activity of business degrees and the administrative activities derived therefrom, as well as the relations between the various members of the university community that participate in this level of studies and type of academic program.

**Art. 2.** Undergraduate business degree programs are defined as those studied after the conclusion of the second level education, that hold Official Recognition of Validity of Studies, and whose essential aim is the development of competencies (knowledge, skills, attitudes and values) and work practices for the activities of a profession with both work experience in companies or industries, carried out in periods or trimesters in a school or mixed modality, with a school schedule that allows for both work and study to be carried out, and demands a specific profile for incoming students.

**Art. 3.** The provisions of this Book and those contained in this Compendium apply to business degrees in a supplementary manner and without contradicting them.

**Art. 4.** Only those who, in addition to the documentary requirements indicated in this Book, have a minimum age of 21 years and are working in a formal manner can register as students of a business degree.

## **CHAPTER II. Admission of Incoming Students of a Undergraduate Business Degree Program**

**Art. 5.** This chapter establishes the basis for the process of admission of students to the University in business degree programs and refers the administrative procedures that must be followed for compliance with these provisions in the specific manuals and instructions.

**Art. 6.** Admission is understood as the process carried out by any person who aspires to be a student of a business degree in the Anahuac University, and which allows the latter to select who, based on the provisions in force, meets the conditions established to be considered as a student.

**Art. 7.** For the purposes of this regulation, the following terms will be understood as follows:

- a) Prospect: any person who has completed or is about to complete the baccalaureate or equivalent, who could meet the profile of incoming students to enroll in the University and is interested in studying a business degree that is offered at any Anahuac University campus.
- b) Applicant: a person who applies to the University for admission into a specific business degree for a given academic period and the institution grants them the right to start the process.

- c) **Examinee:** an applicant who has completed their admission process to a specific business degree for a given academic period and is awaiting the result.
- d) **Admitted:** an examinee who has obtained a favorable result to their admission process to a specific business degree for a given academic period.
- e) **Not admitted:** an examinee who receives an unfavorable response to their application for admission to a business degree and given academic period.
- f) **Registered:** an admitted person who has covered the costs of their first payment (registration) or in case of being in hold of a full scholarship, has used said payment, to take the first period of the chosen Undergraduate degree program, or an advanced period of the same if they come from another institution of higher education, either national or foreign, when they have accredited subjects by means of equivalence or revalidation, and who does not have academic records or selection of courses prior to the chosen business degree in any Anahuac University campus.
- g) **Registered with Course Selection:** those registered who have already made their course selection for a given academic period.
- h) **Re-registered:** a student who has already been enrolled in at least a previous period at the University, who formalizes their access to the next academic period according to the study program of the business degree they are studying and who has covered the cost of their first payment (re-registration).
- i) **Re-registered with course selection:** a re-registered student who has already made their course selection for a given period.
- j) **Student:** a registered student with a selection of courses, re-registered, with course selection, who has already made the selection of courses for a given period and in a business degree.
- k) **Graduated:** a student who has completed 100% of the credits, subjects, work experience and internships, where applicable, in accordance with their study program.
- l) **Qualified:** a graduate who has fulfilled the necessary qualification requirements, indicated in this Compendium and carried out the corresponding procedure.

**Art. 8.** The university has an administrative structure to carry out the admission process comprising of the Admissions Committee and the Admissions areas and the academic program office.

**Art. 9.** The admission procedure consists of the following steps:

- a) **Applicant:**
  - i. Submit the application for admission to the University with the required documentation, according to the profile for incoming students of an undergraduate business degree.
  - ii. Pay the fee for the admission process.
  - iii. Complete the exams and admission processes.
  - iv. Attend the personal interview with the program coordinator.
  - v. Provide evidence of formal work.
  - vi. If the student is under 21 years old, they must demonstrate two years of work experience.
- b) The Admissions Committee issues the decision, which is indisputable

- c) The applicant receives the official communication.

**Art. 10.** The applicant who is not admitted to a business degree, may not request readmission to the same program at any University campus within two periods following the final decision. After that period, they may carry out the admission process for the second and last time, the decision of which shall be final.

**Art. 11.** A student who has withdrawn from a business degree program may not be re-admitted to the same program. When the withdrawal has been caused due to disciplinary reasons, the student may not enroll in any academic program, in any University's campus.

**Art. 12.** The applicant who has completed higher education (an undergraduate degree program, higher technical university or associate professional) in another institution, whether national or foreign, can request to accredited he passed subjects by equivalence or revalidation in the institution of origin .

Equivalence applies to studies carried out in the National Education System; revalidation applies to studies carried out abroad.

The subjects of the study programs that have been accredited by the student and are common with those of other educational programs of institutions of the National Educational System of Recognition of Official Validity of Studies, or foreign institutions, shall be subject to accreditation, however not under the equivalence procedure, in terms of agreement 286, point No. 21 (D. O. F. October 30, 2000).

**Art. 13.** The revalidation or equivalence of studies is subject to the authorization of the opinion drawn up by the university itself through the Office of the Academic Vice President or the equivalence provision, in accordance with the current regulatory provisions.

The university may establish exceptions for admission of students by means of equivalence or revalidation in programs that justify such, which must be informed in publications and to the applicant during the admission process.

This judgment is submitted to the Admissions Committee for consideration during the admission process.

The student who enters by means of revalidation or equivalence, will be subject to the provisions of the Admissions Committee and may only register the subjects according to the corresponding judgment.

The student will express in writing, at the time of accepting their admission, their agreement with the proposal of equivalence or revalidation of studies drafted by the University.

**Art. 14.** The equivalence or revalidation of subjects shall be carried out in accordance with the following criteria:

- a) Only subjects with a minimum grade of 8.0 or its equivalent on another Grade Scale shall be considered. If there are two or more prerequisite modules that require matching, if the grade of the second or last prerequisite module is equal to or greater than 8.0 and the previous have been passed, even if they do not accumulate to 8.0, the equivalence of all prerequisite modules with their respective grades shall be accepted.
- b) At least 60% of the syllabus content of the subjects match and hold a comparable course-load or schedule.
- c) A maximum of 40% of the subjects and credits from the current study program to which the applicant wishes to enter can be matched or revalidated The Rectoral Committee may authorize a higher percentage, up to 80%, only for study programs taken in institutions of the network of Anahuac universities, foreign institutions of the network of International

universities to which it belongs, and national and foreign institutions with which joint or double degree agreements are signed. In such cases, the student must meet the graduation requirements indicated in this Book.

- d) If the student requests that two subjects studied and passed are to be matched as equivalent with one subject with an equivalent content of over 60%, the grade which shall be assigned to the subject to be matched shall be the average of the two subjects passed, provided the average of both is greater than or equal to 8.0 or its equivalent in another rating scale.
- e) If the student comes from a study program structured in annual academic periods, the taken and passed subjects may be equivalent, as the case may be, to two from a study program structured in semesters.
- f) Only the mandatory subjects of the Anahuac stream can be accredited by means of equivalence or revalidation of studies for students from the university or universities of the international network, to which the Anahuac University belongs.
- g) Subjects or work experience placements may be accredited by equivalence or revalidation, as long as they are taken and passed in national and foreign institutions with which agreements of exchange, joint degree or double degree agreements have been signed, as an integral part of these agreements.

**Art. 15.** The favorable decision for admission to a business degree will be valid for any Anahuac University campus that offers it and will have a validity of two additional ordinary periods from the school period in which it was issued.

In the event that the registration to the university is not formalized within this period, the interested party must restart the admission process as an applicant.

**Art. 16.** The Anahuac University shall exercise its right not to admit, register or re-register any examinee or student, when there are justified and proven causes for it, or, when they fail to comply with the applicable legal and administrative provisions.

### **CHAPTER III. Returning Students and Official Student Registration**

**Art. 17.** Re-entry is the process carried out by those who, having suspended their studies from a business degree program at the university, either by voluntary or administrative withdrawal, wish to rejoin the same in any Anahuac University campus which offer it. The same provisions of Book One apply in the case of Undergraduate Business degrees.

#### **Official student registration**

**Art. 18.** In order for the student to be permanently registered at the University and before the The Secretariat of Public Education, they must carry out the following, within the established deadlines:

- a) Pay their first payment (registration) and the paperwork and incorporation rights or, where applicable, give effect to their scholarship or educational financing.
- b) Carry out the course selection process in time and due form.

- c) Submit all the required documentation to the school administration area within the stipulated timeframe.

**Art. 19.** Applicants who come from official or incorporated baccalaureates, either with the Secretariat of Public Education or with the National Autonomous University of Mexico or other higher education institutions, must submit the following documentation:

- a) Original birth certificate or official digital versions and two copies.
- b) Proof of employment or proof of being considered as a professional or high performance athlete.
- c) Baccalaureate certificate (original and two copies).
- d) High School Certificate(original and two copies).
- e) Copy of the Unique Code of Population Registry.

Students who come from state baccalaureates or high schools, with incorporation into state educational institutions, or state Higher Education Institutions, must submit the indicated school documentation, legalized by the government of the state where they have completed such studies.

**Art. 20.** A foreigner who is admitted must prove their legal stay in Mexico and comply with the provisions of the competent authority in order to be able to register as a student. The above is done by going to the school administration area and bringing, along with other documentation, a copy of the immigration document that authorizes them to study at the Anahuac University and in the specific program that they intend to pursue, and they must present copies of the endorsements and/or changes that are made to them during the course of the Undergraduate Program and continue to do so until they graduate. Failure to comply with this provision invalidates the studies carried out by the student and shall relieve the university of any responsibility.

**Art. 21.** Students who have completed studies abroad that correspond to the levels of secondary, Baccalaureate or high school, or higher education, must present a copy of the documents containing such studies, together with the original document and a copy of the official decision of corresponding revalidation of studies issued by the Secretariat of Public Education or, where appropriate, its equivalent in the states of the Mexican Republic.

**Art. 22.** The student who does not submit complete documentation within six months of their admission will be automatically de-registered by the university and all grades will be removed and cancelled from their academic records.

**Art. 23.** All undergraduate students of a business degree must be in hold of their current Anahuac University credential, make the corresponding renewals or endorsements of the same and present it when entering or leaving the University and when requesting services or at any other time when the university authorities require such. The student who is withdrawn must return their identification to the university when collecting their documents.

**Art. 24** The student of a business degree program may not pursue another degree simultaneously, unless they have the express authorization of the Rectoral Committee, but may pursue a second degree.



## **CHAPTER IV. Second Undergraduate Degree Program**

**Art. 25.** When a student of the university has completed one hundred percent of the credits of the program and intends to pursue an additional undergraduate degree, they may apply in writing to the school administration department for the corresponding authorization, provided that they have accredited all the curricular requirements of the previous program and have officially fulfilled the corresponding community service of the previous degree.

**Art. 26.** If common subjects exist in the previous and additional degrees (same name and code), it will not be necessary to present an opinion of equivalence of studies to determine them as accredited.

## **CHAPTER V. Re-registration to University**

**Art. 27.** Re-registration is the process that the student must perform in order to formalize their access to the next school period according to the study program that they are studying, in the calendar established by the University.

**Art. 28.** Only the student who complies with the following is considered re-registered:

- a) Not having resulted in academic or disciplinary withdrawal.
- b) Not having a debt with the university of a financial, documentary, or didactic nature.
- c) Making the first payment (re-registration), within the established deadlines.
- d) Having carried out the process of course selection within the established deadline.

## **CHAPTER VI. Curricular Model**

**Art. 29.** The Anahuac Curricular Model is managed by credits. Credit is the unit of value or score of each subject or academic activity.

### **Study Programs**

**Art. 30.** According to the Anahuac curricular model for business degrees, the student must meet the entrance requirements, permanence requirements and complete all the subjects and credits of their study program. In addition to the above, for graduation purposes, the corresponding graduation requirements must be met.

**Art. 31.** Students will carry out compulsory business work experience placements, when they are part of their study program.

### **Community service**

**Art. 32.** Students of the Anahuac University must carry out community service as a graduation requirement, in the terms of the legal provisions and the applicable university rules.

## Graduation requirements

**Art. 33.** The graduation requirements are a set of educational experiences that are considered essential for the training of the professional, which are indicated in the study programs and are necessary for the advancement therein or in order to grant the professional qualification.

## CHAPTER VII. Course selection

### Academic course-load

**Art. 34.** Academic course-load is the number of credits registered by a student in an academic period. To ensure adequate performance, this academic course-load must allow the student to satisfactorily meet the academic requirements.

**Art. 35.** The academic course-load that the student will take must be such which is stipulated in the ideal map of the study program determined by the campus without the possibility of advancing modules.

### Course selection

**Art. 36.** Before the start of each trimester period, on the date established for this, the student will personally select their courses through the SIU (Integral University System).

**Art. 37.** The minimum academic course-load for a trimester school term is 12 credits or the number of credits left in order to complete the academic program the student is enrolled in. The maximum academic course-load for a trimester school period is 52 credits.

The normal credit course-load for each school period is 30 credits with the exception of the period in which the “business work experience” is carried out, where that subject can be added. In a normal period a student can add to their course-load a subject that they have not accredited from previous periods, but cannot take subjects from future periods.

**Art. 38.** If a student does not carry out their course selection on the dates indicated, they may do so during the following first week, subject to the availability of the quota of the groups and the payment of this extemporaneous procedure.

Should the student fail to carry out the process of course selection, the university may de-register them (withdrawal due to non-registration), and in case of having made a payment for this, this balance will be kept as credit or may be effective for another academic period.

If the student does not select courses for two consecutive regular periods, this will result in administrative withdrawal.

Students must respect the seriation of subjects established in the study program. Any violation of the seriation will void the registration to the consequent subject

**Art. 39.** The student may request the modification of their course selection in the following terms and complying with what is available in this Book:

- a) Registering additional subjects, subject to the corresponding authorization of the program coordinator and the available quota. Only during the first week of school.
- b) Withdrawal from subjects, subject to the corresponding authorization of the program coordinator:
  - i. During the first week of school, without this being counted as an opportunity and without having to pay for the corresponding credits.
  - ii. After the first week of classes and before the end of the fourth week, without this being counted as an opportunity and having to pay for the corresponding credits. The maximum number of subjects that a student can de-register from in a period is two.

In terms of this regulation, after the fourth week, only the voluntary withdrawal of all the selected subjects occurs.

**Art. 40.** For any situation that merits clarification in the selection of courses, the student must go to the school administration area.

## **CHAPTER VIII. Accreditation**

**Art. 41.** The student, subject to the guidelines set forth by the university, is academically obliged to comply with the requirements of the academic program to which they belong.

**Art. 42.** The provisions concerning the graduation from the business degree are set out in Book Eight of this Compendium.

### **Accreditation of learning**

**Art. 43.** Accreditation is the process through which a student meets the requirements and gives evidence of the development and/or achievement of learning outcomes defined in a subject, business work placement or internships, or fulfills the graduation requirements.

**Art. 44.** The student obtains the corresponding curricular credits when they accredit a subject, business work placement or internship.

**Art. 45.** There are three forms of accreditation, which are indicated below:

- a) Ordinary. When a subject is taken, and its final grade is a passing grade
- b) Examination of Academic Proficiency. When a student, based on previous knowledge and experience, requests to accredit subjects of their study program by means of examination of academic proficiency, subject to the procedure and evaluation established for these cases. The university may establish exceptions in the programs that justify such, which must be published and be informed to the applicant during the admission process.
- c) Equivalence or revalidation. When a student from another institution and/or another undergraduate degree program requests, during the admission process, the accreditation, by means of equivalence or revalidation, of the courses passed which are supported by a legally issued document from an institution and/or undergraduate degree of origin, and in their case supported by a resolution of the Secretariat of Public Education.

Only the mandatory subjects of the Anahuac stream can be accredited by means of equivalence or revalidation of studies for students from the university or universities of the international network to which the Anahuac University belongs.

Subjects or work experience placements may be accredited by equivalence or revalidation, as long as they are taken and passed in national and foreign institutions with which exchange, joint degree or double degree agreements have been signed, as an integral part of these agreements.

**Art. 46.** The student has up to three opportunities to accredit each subject so as not to be in a status of academic withdrawal.

**Art. 47.** Students can only attend classes in the courses in which they are enrolled. Attendance to other courses is not officially valid. Attending as a listener is not permitted.

## **Learning assessment**

**Art. 48.** Assessment of student learning is understood to mean the assessment of the knowledge, skills and aptitudes acquired during the course, taking into account their performance throughout the period and based on the criteria and modalities established in this Book.

**Art. 49.** The evaluation of learning in each subject is carried out through at least a partial evaluation and a final evaluation, which includes both the general objectives of the subject and its contents.

Partial assessments account for 60% of the final course grade. The final assessment accounts for the remaining 40%.

Students of a business degree must submit the final evaluation of all their subjects to accredit them, exemption from which is not permitted.

**Art. 50.** The student who does not present a partial assessment will be awarded a Grade Zero (0.0) in the same and which will affect the calculation of the average.

The student who does not attend any of the final assessments will be awarded a Grade Zero (0.0) therein and they will be awarded a final grade of 5.0 (five).

**Art. 51.** It is the responsibility of the student to consult the results of the partial evaluations published in the Integral University System (SIU) and, where appropriate, make timely clarifications.

**Art. 52.** The student will have two working days from each notification of the results of the partial and final assessments to request, from the school or faculty, the revision, addition or correction of a grade obtained. Failure to do so within the specified period will be deemed as accepted.

**Art. 53.** The student is only entitled to submit final assessment of each subject when they have met the academic and minimum attendance requirements established by the teacher and based on the authorized Magisterial Program of the subject.

**Art. 54.** All final evaluations will be scheduled according to the current school calendar, within the official schedules and must be held in the school premises of the University on the days, hours and locations reported by the school or faculty to the school administration area. The university will not recognize assessments that are conducted outside school premises or outside of established hours.

**Art. 55.** The student must be present at the place of the assessment and within the time set for any assessment; they will be allowed to start the assessment at any time within the timeframe set for it, provided that no student has previously left the place of the assessment.

**Art. 56.** To be able to withdraw from the place of the assessment, the student must previously submit the exam which will be considered as completed.

**Art. 57.** When a student, due to serious grounds, due to acts of god, force majeure, and not due to administrative grounds, is prevented from attending any final assessment, they must immediately notify the Academic Coordinator of their program at the Department, School or Faculty and submit a written verification, subject to the authorization procedure established for such cases.

**Art. 58.** As a result of the learning assessment, the student will be awarded a final grade in each subject.

**Art. 59.** The final grade of the course is not subject to waiver for any reason.

**Art. 60.** There are no remediation nor proficiency examinations for undergraduate business degrees or in the programs that establish such.

**Art. 61.** There are two types of averages in the curricular model which can be total (if accounting for all the subjects studied) or partial (if accounting only for the subjects studied in a given period):

- a) Arithmetic average: Calculated by taking into account the final grade awarded in subjects studied. The result of the sum of the grades obtained divided by the number of subjects. This average is mainly used for certification.
- b) Weighted average: Calculated by taking into account the final grade awarded in subjects taken and the number of credits of each of them. The result of multiplying the final grade of each subject by the credits of the same and adding the results. This total is divided by the sum of the credits of all the subjects considered. The average is used for scholarship renewal, and for academic distinctions.

## General grading system

**Art. 62.** For the purposes of accreditation in the University, the general grading system is as follows:

- a) Grades for Partial and final assessments.
  - i. The partial grade will be expressed on a numerical scale from zero (0.0) with a decimal digit up to ten (10).
  - ii. A partial evaluation that was not submitted will be awarded a grade of zero (0.0).
- b) Final Grade.
  - i. The final grade will be expressed on a numerical scale from five (5.0) as a failed subject, and six (6.0) with a decimal up to ten (10), as a passing grade.
  - ii. The minimum passing final grade is six (6.0).

**Art. 63.** The final grade awarded for a subject, business work placement or work experience is determined as a result of the weighting of the partial and final evaluation, which will appear on the academic records and official certification documentation, and shall account towards the average obtained when it is reflected in numerical form.

**Art. 64.** The student who has passed the assessment and satisfied the corresponding requirements, shall obtain the credits of the subject as indicated on the study program, which will be incorporated into their academic records.

All subjects or academic activity accredited by a student must be specified in the official documentation obtained, in accordance with the aforementioned scale, in numerical form, or by letter if applicable, as well as the accreditation modality.

**Art. 65.** Should the student lose their right to accreditation, their final grade will be 5.0 (five).

### **Academic recognition**

**Art. 66.** The University rewards the academic effort of students by means of public recognition, granted to them in the presence of the university community. For undergraduate business degrees, the corresponding chapter of Book One of this Compendium shall apply.

### **Academic periods**

**Art. 67.** The academic periods of a business degree are structured in quarters. Three per academic year.

## **CHAPTER IX. Permanence Requirements**

**Art. 68.** In order for a student to remain a student of Anahuac University in the degree they are pursuing, they must not be in a status of withdrawal (voluntary, special, administrative, academic or disciplinary), in accordance with this Book.

### **Voluntary and special withdrawal**

**Art. 69.** The voluntary withdrawal of the student takes place when they request the de-registration from the registered subjects, for which they carry out the procedure established in the school administration area and pays the debts accrued on the date on which the withdrawal is requested.

- a) If the de-registration process is completed before the end of the fourth effective week of classes of the semester, it will not be counted as an opportunity used in any of the subjects in which the student was registered.
- b) After the fourth week and up to the eleventh week of classes inclusive, it will be considered as an opportunity used (OU, as abbreviated in Spanish) without being awarded a grade in all registered subjects.
- c) From the twelfth week, a 5.0 (five) failing grade shall be awarded to each subject that is withdrawn, without conflicting with what is stipulated in the following article.

The special withdrawal occurs when a student, exceptionally and on a single occasion during their entire undergraduate degree may withdraw from all of the courses in which they are enrolled after the fourth week of the semester, and up until the last day of classes, without being counted as an opportunity towards the subjects that they were studying, as long as they carry out all the necessary formalities with the School Administration area. In this case, the student must pay the fees accrued up until the time they have processed their withdrawal at the Fees office.

**Art. 70.** After a voluntary withdrawal, the student who wishes to resume their studies must carry out the procedure of re-registration at the University.

The student who stops attending classes without carrying out any form of de-registration will be obliged to pay the fees for the entire period in order to carry out the re-registration process.

### **Academic, administrative and disciplinary withdrawal**

**Art. 71.** The student is not obliged to pay for the operation of procedures of academic, administrative or disciplinary withdrawal; however, all subsequent procedures require proof of no debt with the university, issued by the Fees Office.

**Art. 72.** The academic withdrawal from an undergraduate business degree program is applicable for a student found to be in one of the following cases:

- a) Having accumulated four or more failed subjects at the end of an academic period, that is, the subjects may have been failed in previous periods.
- b) Having exhausted three opportunities to pass a subject.

When a student interrupts their studies or delays the same and wishes to continue their studies, they must enroll in the most up-to-date current plan.

**Art. 73.** The student who has incurred in academic withdrawal in accordance with the previous article, can apply to the Rectoral Committee for an academic waiver using the established format. If such a waiver is granted, the student may not take any other subject until they have passed at least three of the failed subjects or, where appropriate, the failed subject on three occasions.

**Art. 74.** The final academic withdrawal prevents the student from completing the undergraduate business degree they were studying at any Anahuac University campus.

**Art. 75.** The administrative withdrawal applies when the student does not submit the required documentation for the completion of their file within the established time limits; when the documentation lacks validity, and/or is apocryphal; when the student does not make their first payment (registration or re-registration); or, the student does not carry out the process of course selection for two consecutive regular academic quarters. In all cases, the student must cover the cost of the tuition accrued up until the date on which the withdrawal is effective.

**Art. 76.** When a student is placed on administrative withdrawal due to lack of documentation, they will not be entitled to any official record of the studies carried out at the University.

**Art. 77.** The administrative withdrawal for having submitted false documents is final and irrevocable; other administrative withdrawals are of a temporary nature.

**Art. 78.** Disciplinary withdrawal is defined, as stipulated in Book Six of this Compendium and may be temporary or definitive. The student must cover the costs of the tuition fees accrued up until the moment in which the withdrawal is determined. The temporary disciplinary withdrawal permits the student to start the re-registration process at the end of the same

## CHAPTER X. Certification

**Art. 79.** The School Administration Area (School Services) is the only area of the university authorized to issue official school records and certifications.

Since the educational authority (Secretariat of Public Education) has determined that certificates of study, specialist diplomas, academic degrees and professional certificates are issued electronically, the university will be subject to the provisions that the authority may designate for this purpose.

In light of the above, it will be necessary for each student to process and receive their institutional email from the Anahuac University (@anahuac.mx) and prior to graduation, process and obtain their e.signature from the Tax Administration Service (formerly known as electronic signature).

**Art. 80.** The student can, upon payment, request the following documents:

- a) Partial and total study certificates or academic records issued by the University.
- b) Certificates of partial and total studies issued by the University and legalized by the Secretariat of Public Education (with official validity).
- c) Professional degrees issued by the University.
- d) Professional degrees issued by the University and legalized and registered by the Secretariat of Public Education (with official validity).
- e) English translation of the documents issued by the University mentioned herein.
- f) Report card for the period. No payment will be required if requested in the period immediately after the subjects were taken (without official validity).
- g) Miscellaneous records (without official validity).

**Art. 81.** The university will grant the professional title when the student has passed all the credits indicated in the study program; when all graduation and qualification requirements have been fulfilled, where appropriate; when the corresponding administrative procedures have been met; and when there are no outstanding financial, documentary or didactic material debts with the University.

## Scholarships, educational financing and interim educational financing

**Art. 82.** The general provisions on granting or renewing scholarships and educational credit are stipulated in Book Seven of this Compendium.

## CHAPTER XI. Financial Provisions

**Art. 83.** In order to carry out any academic or administrative procedure the applicant or student must have no outstanding payments. Payments for services and debts may be carried out at the University's fee office, in accordance with its requirements and at banking institutions accredited for this purpose, by means of payment slips that can be printed from the University's intranet or by electronic payment with authorized credit, debit or service cards.



**Art. 84.** Until the student formalizes their voluntary withdrawal in the Office of School Administration (School Services), they must fully pay their tuition in a complete and timely manner.

**Art. 85.** In the event that the student requires an invoice to be issued in the name of a company or person other than themselves, they must request the same at the fees office or on the university website, before making the payment and fulfilling the requirements established by the current tax provisions. Likewise, the invoice for payments made at the bank or online can be requested by carrying out the corresponding procedure within the same month in which the payment was made.

**Art. 86.** By merely registering, the student acknowledges and accepts that the university does not assume any responsibility for the damage, impairment or loss that the objects or personal belongings that they bring to the facilities of the institution. Therefore, the student shall be responsible for the care of their own property and agrees that they bring them to the campus under their own risk, holding the institution harmless of any damage, impairment or loss that may arise in their objects or personal belongings such as, among others, jewelry, electronic equipment, computers, equipment for communication and photography, stationery, clothes, works of art, cash and marketable securities.

**Art. 87.** The university is not responsible for the extracurricular activities carried out by the students of the institution, and therefore relieves itself from any responsibility outside the strictly academic or administrative field and will not be responsible for the conduct or extracurricular activities carried out by any person linked to the University. The Rectoral Committee reserves the right to sanction, in time and form, the student who contravenes this provision and puts the image of the University, of any other member of the network of Anahuac Universities, or of the network itself, and/or contradicts the values and mission of the University at risk.

**Art. 88.** The payment made by the student for any academic or administrative procedure (registration, re-registration, issuance of documents, etc.) does not oblige the university to consider the procedure completed if their academic or administrative status contravenes the provisions of the Anahuac Regulatory Compendium or the corresponding study program, and if the student does not correctly complete the procedure.

### **First payment (registration, re-registration) and tuition.**

**Art. 89.** For the purposes of this Book, the term “first payment” shall be used to refer to the student's first payment payable on each period of study (registration or re-registration).

**Art. 90.** All students must formalize their registration by paying the corresponding fee within the deadlines set for this; or, in the case of 100% scholarship renewal, verify that it has been renewed in the University's fees office and make the corresponding payments of the fees that the scholarship does not cover in order to be officially registered.

**Art. 91.** The fee of the first payment (registration or re-registration) will not be refunded as a result of voluntary withdrawal, administrative termination or disciplinary termination.

**Art. 92.** The omission of this procedure, within the dates indicated in the payment calendar, prevents the final registration of the student, and as a consequence, the lack of validity of the studies carried out during the period.

**Art. 93.** The first payment (registration or re-registration) must be made in the banking institutions determined by the university through the mechanisms that are issued for this purpose, exclusively to students who do not hold any debts; or by means of payment slips that the student can print directly from the system; in the cash desk; or online by means of credit or debit card or by bank transfer.

**Art. 94.** In order to re-register, the student must not hold any debt.

**Art. 95.** If the student makes their first payment (registration or re-registration) outside the indicated deadline, they must cover the corresponding cost for the extemporaneous first payment (registration or re-registration) ,and carry it out directly at the fees office by means of certified check or cash, or by credit or debit card.

**Art. 96.** Tuition fees expire on the first day of each month and the student must pay the corresponding amount within the deadline indicated in the payment calendar.

**Art. 97.** Any payment of tuition made after the established deadline will incur a corresponding surcharge, which will be cumulative per overdue period and/or delay thereof.

**Art. 98.** This surcharge will remain in force, until the student pays or settles the total amount of tuition, by means of a check or an immediate payment by credit or debit bank card.

**Art. 99.** In the event of an overdue debt, no additional paperwork (academic or administrative) may be carried out until the student has liquidated their payments.

**Art. 100.** Payments for other services. The university offers the service of carrying out other types of payments (courses, school services, etc.) through the Intranet or by online payment. The student will be able to consult the optional and/or available services within the tuition payments tab. To make any such payment, the student must not have any overdue debts.

**Art. 101.** The cost of the undergraduate business degree courses is covered by the payment of a first payment (registration or re-registration) and three-monthly fee installments, in accordance with the registered subjects and the university calendar.

**Art. 102.** Having covered the cost of the first payment (registration or re-registration) or tuition does not grant the student the right to attend classes, sit exams or any other academic or administrative service, if the course selection has not been carried out and the required academic requirements have been met.

## **Paying by check**

**Art. 103.** Payments by check will be carried out by means of crossed check for the exact amount payable and in the name of the operating civil society of the university, and writing the name of the student, their student number, undergraduate degree program and telephone number on the back.

**Art. 104.** Extemporaneous payments or those that are for an amount greater than two tuition fee instalments must also be made by certified check or by credit or debit card payment.

**Art. 105.** If for any reason the check is not paid by the corresponding banking institution (insufficient funds, account frozen, etc.), it will automatically generate the obligation to pay a compensation of 20% of the amount payable (article 193 of the General Law of Credit Instruments and Transactions) and the payment shall be determined as not made, so that, in addition Therefore, the student in receipt of a bounced check must make the rest of their payments by certified check for the following twelve months.

**Art. 106.** Payments made by cheque that cannot be cashed by the University for any reason (insufficient funds, canceled account, etc.) will not be considered valid.

**Art. 107.** The first payment (registration or re-registration) made by check that cannot be cashed by the university, will prevent the student from selecting their courses and will result in the same being determined invalid, should they have previously completed the same.

## **Refunds**

**Art. 108.** Any refund must be processed in the Fees office of the University, or in the Comptroller's Office or Administrative Vice President of the University.

**Art. 109.** Refunds are only granted in the case of academic withdrawal. The total of the payments made for the period in which registration was not permitted will be refunded, if the refund request is submitted during the first month of classes.

**Art. 110.** Once a scholarship of less than 100% is awarded, the balance will be credited towards outstanding tuition instalments. In the case of 100% scholarships, the entire amount of tuition or first payment (registration or re-registration) that would have been paid will be refunded.

**Art. 111.** If the refund request is valid (course not taught or schedule incompatibility), 100% of the amount paid will be refunded.

**Art. 112.** For fiscal reasons, after the month of December, the university will not be able to make any refund for payments made during that year.

**Art. 113.** The student will not be entitled to the refund of any payment made for first payment (registration or re-registration) or tuition, Except in the aforementioned cases

## **CHAPTER XII. Enactment, Modification and Interpretation**

**Art. 114.** For the purposes of the interpretation and application of the provisions contained in this Book and in the Anahuac Regulatory Compendium, it shall be borne in mind that, in the case of two incompatible rules, one being general and the other special, the latter prevails.

**Art. 115.** It is the responsibility of the Rectoral Committee and/or the university regulations committee of the Anahuac University to resolve extraordinary cases not provided for in this Compendium, provided that the provisions of the same or those that are issued for the Anahuac University campuses are not contravened. Waivers and exceptions shall be processed in accordance with the approved internal procedure.

**Art. 116.** The enactment, modification and interpretation of this Book and the Anahuac Regulatory Compendium is an exclusive responsibility of the Governing Board of the Anahuac University.

# **BOOK THREE. Regulations for Graduate students of the Anahuac University**

## **CHAPTER I. General Provisions**

**Art. 1.** This Book for Graduate Students of the Anahuac University aims to establish the general rules that regulate the academic-formative activity of graduate studies and the administrative activities derived therein, as well as the relations between the various members of the university community that participate in this level of studies.

Graduate students at the University are obliged to know and observe the provisions of this Book, the rules and procedures that derive therefrom and those established by the authorities of the university itself, so that ignorance thereof does not exempt them from responsibilities or of their non-compliance.

When an incoming graduate student carries out their first payment (registration) and carries out the process of course selection, they are voluntarily and tacitly accepting the content of each and every one of the rules of the current Book, published by the university in printed and/or electronic form, as well as all other rules and provisions the Anahuac University may apply.

The university is obliged to inform the members of the community of the changes to this Book, in the immediate period prior to its entry into operation through the physical or electronic mechanisms that it determines.

**Art. 2.** Graduate studies are considered those specialty, master's and doctoral programs that are carried out after Undergraduate studies and whose purpose is the education of academics and professionals of the highest level, who, by their professional and human preparation, are committed to the authentic development of the human being and society.

Graduate studies, according to their level, aim to:

**a) Specialty**

Educate specialists for the study and treatment of problems specific to a particular area of a profession, being able to refer to competencies (knowledge and skills) of a basic discipline or to specific activities of a given profession.

**b) Master's degree**

Educate professionals, teachers and researchers trained to participate in the analysis, adaptation and putting the advances of a specific area of a profession or discipline into practice.

**c) Doctorate**

Educate professionals trained for teaching, research and bridging them with productive sectors, capable of generating and/or applying knowledge in an original and innovative manner.

## CHAPTER II. Graduate Educational Model

**Art. 3.** The educational model of the Anahuac Comprehensive Graduate Education Program provides for a curricular structure in streams and managed by credits. Credit is the unit of value of each subject or academic activity, estimated based on current regulations.

**Art. 4.** The study program shall be taught in minimum periods of 11-12 weeks for trimester programs and 15-16 weeks for semester programs.

The subjects within a period of study can be taught completely, in part of or in an intensive manner.

**Art. 5.** To accredit the study program, the student must fulfill the entrance and permanence requirements, and complete all the subjects and credits of their study program.

**Art. 6.** The study program prior to the 2017 curriculum model is governed by the study program structure contained therein.

In the study program of the 2017 curricular model, the subjects are defined and grouped as follows:

- a) **Mandatory Professional Stream.** Contains the mandatory subjects that allow the student to develop the skills of their program.
- b) **Elective Stream.** Contains the elective subjects of a professional nature, as well as subjects, workshops or training activities of a humanistic nature and general training, which help to complement and deepen the comprehensive education of students and the development of competencies in different areas. These subjects, workshops and/or training activities may be chosen by the student in accordance with their own interests.

**Art. 7.** For the elective stream of the study program of the 2017 curricular model, the student must fulfill the credits specified in their study program in accordance with the following:

- a) **Focused Area of Study**

If a study program includes focused areas of study, the student must select one of these and take all the subjects included therein, until the corresponding number of credits is completed.

- b) **Professional Elective**

The student must at least complete the credits specified in their study program from the following:

- i. The list of elective professional subjects of their study program.
- ii. Professional subjects (compulsory or elective) from other study programs of distinct graduate programs of the same School or Faculty.

All subjects listed as compulsory or professional electives of a study program count towards the professional elective stream of all plans of the same School/Faculty.

The Graduate Model grants credits to various academic training activities, focused on the autonomous, theoretical and/or practical work of the student, in support of the program they are studying. Students interested in carrying out academic training activities must request prior authorization of the same from the Academic Coordinator so that the Graduate Academic Committee may make the corresponding judgment and determine whether the authorization to obtain credits through these activities and the corresponding weighting is granted.

The credits awarded for academic training activities will be registered by The Graduate Academic Committee and, at the time the student seeks to register them in their academic records, they must add the corresponding code to the accumulated credits and pay for such credits in the following academic period. These activities will not have a numerical grade.

Students must not register elective subjects from other programs with contents equivalent to those of their own study program, nor take subjects from plans prior to the 2017 curricular model.

If a student has already taken and completed the credits of the professional elective stream, they can continue to study the subjects they wish from this stream, in the terms stipulated by the university.

**a) Anahuac Training Elective**

Graduate programs seek to strengthen the integral formation of the person from subjects that permit them to develop a humanistic vision of the phenomena of study and of reality. This is why the student must take subjects defined as Anahuac Training in order to at least comply with the number of credits specified in this section of the elective stream.

If a student has already taken and completed the Anahuac Training credits specified in the study program, they may continue to study the subjects that they wish from this stream, in the terms stipulated by the university.

**b) Multidisciplinary Training Elective**

In order to enrich the vocational training of students and promote the development of a multidisciplinary and comprehensive perspective of the phenomena of study, some study programs require students to complete credits through subjects from study programs of other Schools or Faculties which complement their vocational training and link their interests with other disciplines. The student may enroll in the subjects that have been offered for all students at the university identified as Multidisciplinary Training.

It will be the responsibility of the student to verify their progress in fulfilling all the credits of each section of the professional elective stream in accordance with what is defined in their study program.

**Art. 8.** If the student does not accredit an elective subject, they may repeat it, or, renounce it and carry out the corresponding procedure in the School Administration Area of the University.

**Art. 9.** The credits of the study program are may be accredited by means of subjects taken and passed in other national or foreign institutions in the terms of this Book and in the normative provisions of exchanges for graduate students of the Anahuac University.

## **Requirements for advancement and obtaining a diploma or degree**

**Art. 10.** The requirements for advancement and obtaining a diploma or degree are a set of academic activities that are considered indispensable for the advancement in some study programs and for the award of the specialist diploma or academic degree. They can be determined in the study program or defined by the School or Faculty and informed to the student since starting the program

**Art. 11.** The requirements for advancement and obtaining a diploma or degree do not award academic credits and are accredited by means of pass or fail.

**Art. 12.** The student must meet the language requirements requested by the program in which they are enrolled, within the established time.

## CHAPTER III. Admission of Incoming Students

**Art. 13.** This chapter establishes the basis for the process of admission of students to the University in graduate programs and refers to the administrative procedures that must be followed for compliance with these provisions and to the specific manuals and instructions.

**Art. 14.** Admission is understood as the process carried out by any person who aspires to be a student at the university at graduate level and allows the university to select those who shall form their student body, according to the profile of incoming students of each program and the admission requirements of the program to which the student intends on entering.

**Art. 15.** For the purposes of this Book, the following terms will be defined as follows:

- a) Prospect: any person who has completed or is about to complete the undergraduate degree, master's, or equivalent, who could meet the profile of incoming students for enrolment to the University and is interested in studying a graduate program offered at an Anahuac University campus.
- b) Applicant: the person who applies for admission to the University for a given period in a specific graduate program and the institution gives him the right to start the process.
- c) Interviewee: the applicant who attended an interview with the Academic Coordinator of the program.
- d) Admitted: the person who, after having carried out the interview and obtained the opinion of personal and academic background in the school area, has obtained a favorable response to their admission process by the admissions committee, to enter a graduate program at a given academic period.
- e) Not admitted: the interviewee who receives an unfavorable response to their admission application.
- f) Registered: the person admitted who has covered the cost of their first payment (registration) or if in hold of a 100% scholarship, has credited said payment, to attend the chosen graduate program.
- g) Registered with course selection: the person who has selected their courses for a given school period.
- h) Re-registered: the student who has already been registered in at least a previous period at the University, who formalizes their access to the next academic period according to the study program of the current program.
- i) Re-registered with course selection: a re-registered student who has already made their course selection for a given period.
- j) Re-entry: the student who, having suspended their studies, carries out the corresponding administrative procedure to continue them.

- k) Student: the person registered with a selection of courses to a specific graduate program.
- l) Graduated: the student who has completed 100% of their credits, subjects and progress requirements in accordance with their study program.
- m) Diploma or graduate: the graduate who has fulfilled the requirements for obtaining the necessary diploma or degree and carried out the corresponding procedure.

**Art. 16.** The bodies responsible for carrying out the admission process include the academic Program Office, the School Administration Area and the Admissions Committee, on whom the final resolution depends.

**Art. 17.** The applicant admitted to a graduate program can be registered under the categories of: intern, graduation option or graduated.

**Art. 18.** The admission process includes the following steps:

- a) The applicant must:
  - i. Attend the personal interview and, where appropriate, comply with the specific admission procedure determined by the program.
  - ii. Submit the application for admission to the University, along with the required documentation, in accordance with the program they are interested in pursuing and meet the admission requirements of the program to which they intend on pursuing. The university may require some additional information, which it may request in a timely manner.
- b) The interviewee receives, in writing, the official response from the Academic Program Office to which he intends to enter.

**Art. 19.** To enter the specialty and master's programs, the following documents must be submitted to the School Administrative Area in printed and/or digital formats:

- a) Birth certificate or official digital versions (original and two copies).
- b) Original of the official certificate of the studies determined a school records for the program they wish to pursue.
- c) Photocopy (both sides) or digital file of the title, diploma and/or degree indicated as school records for the program they wish to pursue.
- d) Photocopy (both sides) or digital file of the professional card issued by the Secretariat of Public Education as a school record. If the card was issued at state level, the student must obtain the federal professional card as school records.
- e) Official printed copy of the CURP.

#### Foreigners

- f) Photocopy of the valid migration document.
- g) Apostilled or legalized original birth certificate; or a certified copy of original apostille or legalization carried out before a Mexican notary public or Mexican Embassy or consulate abroad; and the translation of the same if written in another language.
- h) Revalidation of studies SEP or technical opinion of studies previously processed in the School Administration Department of the University.

**Art. 20.** To start doctoral studies, the entry procedures must be carried out in the Program Office and the Area of School administration or Equivalent Area at the University and the following



, documents must be submitted:

- a) Original birth certificate and photocopy.
- b) Copy of the CURP (Copy of the Unique Code of Population Registry.).
- c) Certified or collated copy of the degree and the Professional Certificate of the Undergraduate degree and, where appropriate, those of specialty. For studies abroad, the official revalidation of the SEP or its equivalent.
- d) Certified or collated copy of the Certificate of Master's studies with official validity and copy of the academic degree and the corresponding certificate. In case of programs that allow admission without a master's degree, the student must deliver a judgment of academic proficiency issued by the Office of the Faculty and endorsed by the Academic Board.

Foreigners

- e) Photocopy of the valid migration document.
- f) Apostilled or legalized original birth certificate; or a certified copy of original apostille or legalization carried out before a Mexican notary public or Mexican Embassy or consulate abroad; and the translation of the same if written in another language.
- g) Revalidation of studies SEP or technical opinion of studies previously processed in the School Administration Department of the University.

**Art. 21.** The student who has not submitted the indicated documentation within the deadline established on the basis of the admission decision:

- a) Shall lose your right to accredit the subjects in which they were registered.
- b) Shall be withdrawn and must cover the outstanding tuition fees to date.
- c) If the student incurs in academic withdrawal, this shall prevail over the withdrawal result from not having submitted documentation and the student will not be able to re-enter the program.

## Graduate registration

**Art. 22.** When the specialty or Master's degree student does not have a professional undergraduate degree and is registered as an intern (100% of credits completed by the undergraduate degree program), a period may be granted to present the professional degree, which keeps the student in a restricted status, the term of compliance being six months from the time the student starts the program.

In the event that the student does not comply with the submission of the document in the indicated case, the service will be suspended and a maximum period of two years must pass before re-entry, before the previously required document is permitted.

Failure to comply with this provision:

- a) Shall cause the suspension of the student or the administrative withdrawal, in case of non-rectification.
- b) Shall prevent the student from obtaining official certification of the studies carried out as long as the required official documentation is not submitted.
- c) Shall not result in the student being exempt from the obligation of paying the tuition accrued up until the moment of withdrawal.

**Art. 23.** The student can pursue a graduate program (specialty or Master degree) as a graduation option when it has been authorized by their home educational institution as such, for which he or she must submit:

- a) An official letter from the home institution in which the specialty or Master program to which the student will be enrolled is accepted as a graduation option.
- b) The certificate of undergraduate with official validity. In the absence of such, providing proof that 100% of credits of the degree have been completed, and being restricted by the submission of the official document.

**Art. 24.** The student from another institution that takes a graduate program as a graduation option from their undergraduate degree program, shall adhere to the provisions of their home university and shall submit the corresponding documentation to the school administration area.

With respect to doctoral studies as a graduation option from a master's degree, this shall only apply to graduates of Master degrees studied at the same university or educational institutions under a double degree agreement.

**Art. 25.** To continue the studies of specialty or master, the student must obtain an extension for a period not exceeding four months from the date on which they passed the required credits in order to submit the degree, or where appropriate, the proof of degree. This extension will be granted by the school administration area, according to the particular situation of the student.

Failure to comply with this provision:

- a) Shall result in administrative withdrawal.
- b) Shall render the grades obtained in the extension period void.
- c) Shall prevent the student from obtaining official certification of the studies carried out as long as the required official documentation is not submitted.
- d) Does not exempt the student from the obligation of paying the fees accrued up until the time of withdrawal.

In the event that the program ends before the extension granted, the student can only obtain the corresponding degree and the official certificate of studies when they present the degree and the professional certificate of the undergraduate degree program.

**Art. 26.** In order to process the request to issue the corresponding diploma or academic degree, the student must have completed the submission of the required documents, have completed the graduation process from their undergraduate degree and the resulting institutional payments.

**Art. 27.** To be registered in graduate programs, the documents listed below must be submitted to the program office during the first school period:

Specialty and Master degree:

- a) Original birth certificate or digital file.
- b) CURP
- c) Original copy of the official certificate of studies or digital file of the undergraduate degree.
- d) Photocopy (both sides) or digital file of the professional undergraduate degree.
- e) Photocopy (both sides) or digital file of the professional undergraduate license.

**Doctorate:**

- a) Original birth certificate or official digital archive.
- b) CURP
- c) Original copy of the official certificate of studies or digital file of the school records of entry indicated in the study program of the doctorate to which the student intends on entering (Undergraduate Degree or Master).
- d) Photocopy (both sides) or digital file of the professional title or teacher degree of the indicated school records.
- e) Photocopy (both sides) or digital file of the professional card from the previous education level.

**Foreigners**

- a) Valid migration document.
- b) Apostilled or legalized original birth certificate; or a certified copy of original apostille or legalization carried out before a Mexican notary public or Mexican Embassy or consulate abroad; and the translation of the same if written in another language.

**Any person who has pursued studies abroad**

- a) Revalidation of studies or Technical Judgment from the SEP, previously processed in the school administration area of the University.

Students of foreign nationality enrolled in an academic or mixed program modality must prove their legal stay in the country, submitting a photostatic copy of the immigration document authorizing such to the area of School Administration; Submitting the endorsements made, from the first registration up until the receipt of the specialist diploma, or academic degree is also necessary. Failure to comply with this provision invalidates the studies carried out by the student.

**Art. 28.** Documents for processing the technical judgment:

- a) Original birth certificate (must contain an apostille or be legalized, or copy of the original apostille or legalization, certified before Mexican notary or Mexican Embassy or consulate abroad, if the student is of foreign nationality).
- b) Photocopy or digital file of the baccalaureate or high school diploma (only for those entering a specialty or Master's degree).
- c) Certificate of grades from the Undergraduate program (original and photocopy or digital file, if the student is starting a specialty or Master's degree, and only a copy or digital file if student is starting a doctorate program).
- d) Diploma or professional degree (original and photocopy or digital file, if the student is starting a specialty or Master's degree and only digital copies or files if the student is starting a doctorate program).
- e) Certificate of grades from the master's degree (original and photocopy or digital file, only for those who enter a doctorate program).
- f) Master's degree (original and photocopy or digital archive, only for those entering a doctorate program).
- g) Photocopy or digital file of the valid migration document.

Points to consider on the documents for the preparation of the technical judgment.

- h) Documents may or may not be legalized or apostilled (with the exception of the birth certificate). If they are not, they will be verified with the university that issued them, and the student must provide the contact details for this.
- i) Documents in another language will have to be translated into Spanish; this translation can be done by the student or an official expert registered in Mexico, respecting the formats of the documentation submitted.
- j) Originals are only used for collation and are returned as soon as they are being validated; digital copies or files must be complete on both sides and legible.
- k) The judgment is free of charge and is delivered as soon as the complete documentation is submitted.
- l) The university will have ten working days for the issuance of the corresponding technical opinion.

**Art. 29.** The registered student who has not delivered the required documentation for registration within the established deadline:

- a) Shall lose your right to accredit the subjects in which they were registered.
- b) Shall be withdrawn and must cover the outstanding tuition fees to date.

If the student incurs in academic withdrawal, this shall prevail over the withdrawal result from not having submitted documentation and the student will not be able to re-enter the program.

**Art. 30.** Students who, having started their studies at one campus of the Anahuac University and wish to continue in another, do not have to restart the admission process. However, the student will be subject to the provisions of mobility, transfer, scholarships and educational credit where applicable.

**Art. 31.** The applicant who has completed higher studies at graduate level in another institution, either national or Foreign, can request to be accredited by equivalence or revalidation for the subjects passed at the home institution for a maximum of 40% of the university program.

The maximum percentage of revalidation or equivalence may be reduced in academic programs that are accredited by national or foreign bodies that establish it.

The Rectoral Committee may authorize a higher percentage, up to 80%, only for study programs taken in institutions of the network of Anahuac universities, foreign institutions of the International Network of Universities to which it belongs, and national and foreign institutions with which joint or double degree agreements have been signed.

Equivalence applies to studies carried out in the National Education System; revalidation applies to studies with official validity abroad.

**Art. 32.** The revalidation or equivalence of studies is subject to the authorization of the judgment drawn up with the criteria established by the current educational legislation and the institutional criteria.

The student who enters by means of revalidation or equivalence, will be subject to the provisions of the Admissions Committee and may only register the subjects according to the corresponding judgment.

The student shall manifest, in writing, their agreement with the equivalence proposal or

revalidation of studies formulated by the University.

**Art. 33.** The equivalence or revalidation of subjects shall be carried out in accordance with the following criteria:

- a) Only subjects with a minimum grade of 8.0 or its equivalent on another Grade Scale shall be considered. If there are two or more prerequisite modules that require matching, if the grade of the second or last prerequisite module is equal to or greater than 8.0 and the previous have been passed, even if they do not accumulate to 8.0, the equivalence of all prerequisite modules with their respective grades shall be accepted.
- b) At least 60% of the syllabus content of the subjects match and hold a comparable course-load or schedule.
- c) If the student presents two subjects taken and passed to be matched with one subject, with an equivalent content of over 60%, the final grade of the subject to be matched will be the average of the two passed subjects, as long as the average of both is greater than or equal to 8.0 or its equivalent in another rating scale.

## **CHAPTER IV. Returning Students and Official Student Registration**

**Art. 34.** A returning student is considered to be anyone who has carried out, at least once, the process of selecting courses for a graduate program and voluntarily interrupted their studies or resulted in administrative withdrawal and is accepted again to continue them.

In this case, the student who requests their re-entry to the university, must go to the school administration area to process such, or if they request a change of program, they must go to the academic program office for the interview and complete the new application. If re-entry or program change requires any additional requirements, the entry will be subject to compliance with the same.

The student who has resulted in academic withdrawal from a program may not be re-admitted to the same, or any update or derivation of the same, or in another in which the cause of academic withdrawal prevails.

When the withdrawal has been caused due to disciplinary reasons, the student may not enroll in any other program, or at any Anahuac University campus.

**Art. 35.** The returning student who has not incurred in academic withdrawal may continue their studies, for which they must:

- a) Request the application in the school administration area.
- b) Not be in financial and/or documentary debt with the University.
- c) Be subject to the current study program or the one determined by the University.
- d) Process the corresponding equivalence of studies in the event of a change of study program,.
- e) Be in agreement with the academic offer upon re-entry.

### **Official student registration**

**Art. 36.** To be registered at the University and before the SEP within the established deadlines, it is essential to:

- a) Submit all required documentation.
- b) Make the first payment (registration) or equivalent or use the scholarship or funding in the university fees office.
- c) Make the selection of courses in time and form.

In academic or mixed program modalities, foreign students must have the immigration authorization that allows them to generate their CURP.

**Art. 37.** All graduate students must have their current Anahuac University identification, carry out the corresponding renewals or endorsements, present it when entering or leaving the University, when requesting services or at any other time when the university authorities require it. The student who is withdrawn must return their identification to the University when compiled their documents.

## CHAPTER V. Change of Graduate Program

**Art. 38.** Program change is understood to mean the process carried out by a student who wishes to enter another graduate program, different from the one they originally enrolled in.

The application for a change of graduate program must be made at least one week before the commencement of classes of the graduate program to which the change is intended.

**Art. 39.** The student applying for a change of graduate program must meet the admission requirements and the profile of incoming students of the program they intend to enter.

Program changes only apply for regular periods, not for the periods between semesters.

**Art. 40.** Once the change in program is authorized, the following academic and administrative aspects will be managed:

- a) The subjects with passing grade for both programs will be considered accredited, when they are *common* (same name and same code).
- b) Students may request that passed subjects from their previous program be considered as *equivalents*, even if named differently, with an equivalent content greater than 60%, for which a written opinion from the Dean of the Division, Faculty or School to which the new program belongs, and the validation of the Academic Vice President or equivalent area, is required, in order to subsequently register the final opinion before the SEP.
- c) Accreditation opportunities for non-accredited common and equivalent subjects will be transferred to the new program. In the case of subjects that may be electives for the new program, the student may renounce these subjects and the corresponding failing grade.
- d) The student must renounce subjects that are not contemplated in the previous paragraphs and that are outside the study program of the new program.
- e) The subjects accredited in the first program, which meet the conditions to be considered electives, may be accredited as subjects of the new program.

**Art. 41.** The requested program change will not be granted if the graduate course to which the student intends to enter leads to some cause of academic withdrawal

## CHAPTER VI. Simultaneous Programs

**Art. 42.** A student may apply to the Academic Coordinator of the program and the School Administration area for authorization to enroll in two graduate programs simultaneously, provided that:

- a) At the date of the application, the student has a total arithmetic average, of at least 8.0 in the first program.
- b) When there are common or equivalent subjects between the two programs, the student can start the second program when 50% of the first has been accredited with a minimum average of 8.0 (eight). The maximum of common or equivalent subjects from the second program's study program that can be accredited will be 60%.
- c) It will be essential to fulfill the profile of incoming students of the second program.

Once the application has been accepted by the admissions committee, the admission requirements of the second program must be fulfilled, where appropriate.

**Art. 43.** Once authorized, the second graduate program must comply with the provisions of Article 39 of this Book.

**Art. 44.** In the event that the simultaneous programs are taken at different Anahuac University campuses, the corresponding payments shall be made in each of the campuses where the student is enrolled.

In addition, the student must meet the requirements of permanence and graduation of each program and must carry out the graduation procedure and payment which corresponds to each of them.

Any request for an exception to the above will be submitted to the school administration area and will be resolved by the Admissions Committee.

If the student is in hold of a scholarship for the first program, this will not apply to the second program.

The student must comply with the rules and the corresponding payments of each of the programs in order to obtain the diplomas or degrees of the two programs according to Book Eight of this Compendium.

## CHAPTER VII. Second Graduate Program

**Art. 45.** When a student at the university has completed one hundred percent of the credits of the study program of their graduate program and intends to study an additional one, they must go to the program office to begin the process of admission.

**Art. 46.** For the purposes of accreditation of common and equivalent subjects between both programs, the student will be subject to the provisions of Article 39 of this Book.

## CHAPTER VIII. Course selection

**Art. 47.** Before the start of each regular trimester, semester, or period between semesters, on the date established in the official calendar, the student will select and register, according to the corresponding academic offer, the courses or academic development activities that they will take in that period using the Integral University System (SIU).

Should the student fail to carry out the process of course selection, the university may de-register them (withdrawal due to non-registration), and in case of having made a payment for this, this balance will be kept as credit or may be effective for another academic period.

**Art. 48.** For the selection of courses, students should consider the institutional academic offer of the period, their progress in the study program, and the recommendations of their academic coordinator or tutor.

The Program Office recommends an academic course-load, according to the ideal duration of the program, which the student will confirm or modify during the selection of courses.

**Art. 49.** In the selection of courses, the student must respect the seriation of subjects and the compatibility of schedule. Any violation of seriation will nullify the registration of the consequent subject.

**Art. 50.** The student can modify the selection of courses (registration or de-registration of subjects) until the second week of classes (week of adjustments) from the beginning of the trimester or semester period according to the school calendar. The final selection will determine the amount payable, and consideration should be given to the possibility of enrolling subjects with a different cost to the subjects of the program in which the student is enrolled.

**Art. 51.** The student can only modify their selection of courses during the period between semesters during the first week of classes.

**Art. 52.** If the student does not select courses in the corresponding period, it will lead to administrative withdrawal and the student must carry out the re-entry process within the time established in the Graduate calendar.

**Art. 53.** The student may withdraw from selected subjects without them counting towards an opportunity if requested between the third week of classes and up until the last day of the sixth week, with regards to trimester periods and the eighth week for semester periods. In the case of periods between semesters, the student must request this during the second and third week of classes. In the event that the teaching of the subject is given in an intensive or modular form, the period to de-register said subject without counting it as an opportunity, will be at most during the week following the start of classes.

In all cases, the total amount payable for the period will not decrease.

**Art. 54.** For any situation that merits clarification in the selection of courses, the student must go to the school administration area.

## **CHAPTER IX. Accreditation**

**Art. 55.** Accreditation is the process through which a student meets the requirements and gives evidence of the achievement of the learning outcomes defined in a subject or training activity or fulfills the curricular requirements.

**Art. 56.** When the student accredits a subject or training activity, they receive the corresponding curricular credits.



**Art. 57.** There are four forms of accreditation:

- a) Ordinary. When a subject is taken in an ordinary period or in an intensive period between semesters and a final passing grade is awarded.
- b) Examination of Academic Proficiency. When a student, based on previous knowledge and experience, requests to accredit subjects of their study program by means of examinations of academic proficiency, subject to the procedure established for these instances and their final grade is a passing grade.
- c) Conducting academic training activities. When a student, after authorization from the Academic Committee, presents the necessary evidence of the realization and fulfillment of the academic activities, and as a result obtains and makes payment for the corresponding credits, in accordance with the current institutional procedure.
- d) Equivalence or revalidation. When a student from another graduate program of equal or higher level, either national or foreign, whose contents are comparable, in at least 60%, and with a minimum grade of 8.0 or its equivalent, can apply to accredit up to 40% of the subjects of the program they intend to enter or are enrolled in. The integrative or professional practice subjects may be accredited by equivalence or revalidation, as long as they are taken and passed in national and foreign institutions with which they have signed exchange agreements, joint degree or double degree, as an integral part of these agreements.

For study programs of the 2017 model, the application for equivalence or revalidation of subjects classified as “Anahuac training” (with the exception of those subjects accredited in universities of the international network to which the Anahuac University belongs) does not apply.

**Art. 58.** The student has up to two opportunities to accredit each subject; otherwise, it will result in academic withdrawal.

**Art. 59.** Students may only attend classes or activities in the courses in which they are enrolled; they are not allowed to attend as a listener. Teachers must not add names to the official lists, any addition to them, as well as the student's attendance at a course in which they are not registered, will lack official validity. The student who is registered in a course and whose name does not appear on the official list, must go to the school administration area to clarify their status, no later than the week following the start of classes of the subject. After this period no registration will be validated.

**Art. 60.** The student who intends to accredit subjects by examination of academic proficiency, must request it in accordance with the institutional procedure established for it. In this manner, the student can accredit up to a maximum of 15% of the credits of their study program and can only opt for this form of accreditation on a single occasion, in each subject and those that they have never registered in ordinary mode:

- a) The student shall apply, in accordance with the established procedure, for authorization at their Faculty or School to sit the exam and cover the costs of the corresponding payment. Once authorized, the student must submit it on the established date.
- b) To accredit a subject by examination of academic proficiency, the student must previously document that they have acquired the knowledge, skills, attitudes and values, that is, that they have achieved the expected learning outcomes of the subject, either in a self-taught manner, through face-to-face or online courses offered by other national or foreign instances or higher education institutions or have acquired them through work experience.

- c) If the student fails the exam of academic proficiency, this will count as an opportunity, and they must take the subject in ordinary mode, not being able to enroll in the same period.
- d) The student who pays the exam to accredit a subject by examination of proficiency and does not attend the sitting, will be awarded a failing grade, with all the effects that this entails.

The nature of the subject must be in accordance with this type of accreditation and it is up to the management of the school or faculty to decide.

To accredit a subject by means of proficiency, the student should not have registered and attended in ordinary mode previously, nor should they have de-registered after the first week of the course. The student will only have one opportunity to pass each subject that they attempt to accredit using this modality.

Attempting to accredit more than two subjects in the same period by examination of academic proficiency, nor two subjects in the same period that have established some seriation between them is not permitted.

Accreditation through the academic proficiency exam does not apply to Anahuac training subjects.

## Learning assessment

**Art. 61.** Evaluation of student learning is understood as the assessment of the objectives or competencies in terms of knowledge, skills, attitudes and values acquired during the course, taking into account their performance throughout the academic period and based on the criteria and modalities laid down in the program teaching.

**Art. 62.** The teacher will inform the students of the magisterial program of the subject on the first day of classes, which will contain the evaluation criteria, percentages, modalities to be applied and calendar of evaluations. The evaluation criteria established in the magisterial program may not be modified during the period without the authorization of the program coordinator.

It is the obligation of the teacher to provide feedback to the student on their progress or results of their partial evaluations.

The final grade will be published on the Integral University System and it is the responsibility of the student to consult it and, where appropriate, request the review of the same, for which they will have two working days from its publication to do so. Failure to do so within the specified period will be deemed as accepted and the omission or error may not be pleaded at a future date.

**Art. 63.** The review will be decided by the academic committee appointed by the Dean of the school or faculty, and composed of three members, preferably by the subject head, the coordinator of the program and a teacher of a related area and will deal with the final grade established in the School Record and the Final Grade Certificate. The review of partial grades, if any, is ruled out.

The school or faculty shall notify the student, who may be present, of the date and time. The school audit area will verify compliance with the process in accordance with the regulations.

Where appropriate, the grade shall be modified which may be equal, higher or lower than the one originally stated in the school Record and Final Grade Certificate.

**Art. 64.** When a student is prevented from attending any evaluation for serious reasons, they must immediately notify the program office, subject to the procedure determined in these occasions.

**Art. 65.** In the event that the student abandons the subject without carrying out the withdrawal from the same with the School Administration area, their final grade will be 5.0 (five), without the possibility of change.

It will be considered that the student has deserted a subject, when they:

- a) Do not comply with the required attendance, as stipulated by the teacher.
- b) Do not attend the final evaluation.
- c) Submit an extemporaneous request of withdrawal.
- d) Do not submit any assessment.

**Art. 66.** No final grade obtained by a student and recorded in the School Record and Final Grade Certificate is revocable.

**Art. 67.** The school performance average is obtained from the final grades of the enrolled subjects.

The partial average refers to a given period and the total is cumulative of all the subjects taken in a program.

**Art. 68.** The evaluation of learning in each subject is carried out through at least a partial evaluation and a final evaluation, aimed at evaluating the learning process and results.

The teacher will establish the weighting of the evaluations in the magisterial program. The student must be subject to the evaluation criteria established in the magisterial program of each course.

Students must present the final assessment of each subject in regular courses during the following periods: trimester, semester, and periods between semester in order to have the right to accredit them. Exemption from the final evaluation is not permitted.

**Art. 69.** The student who does not present a partial assessment will be assigned zero and will be count as such for the purposes of the final grade.

**Art. 70.** The student who does not attend any final assessment or academic proficiency, will be awarded zero in said assessment and the final grade of the course will be 5.0 (five).

**Art. 71.** The student is only entitled to submit the final assessment of each subject when they have met the academic and minimum attendance requirements established in the Magisterial Program of each subject, in the event that the teacher has established it as mandatory.

**Art. 72.** All evaluations will be scheduled according to the current school calendar, within the official schedules of academic operation and must be held in the facilities or digital platforms authorized by the University, in the days, hours and rooms defined by the school or faculty. The university will not recognize assessments conducted outside authorized school facilities or outside established times.

In the case of online courses, evaluations will be carried out according to the criteria specific to such courses.

**Art. 73.** The student must be present at the location and within the established time for any type of evaluation.

**Art. 74.** In order to be able to withdraw from the place of the assessment, the student must previously submit the written exam, if applicable, which shall be deemed as complete.

**Art. 75.** The final grades of the subjects studied allow the arithmetic calculation of two types of average, which can be total (if they account for all the subjects studied) or partial (if they only account for the subjects studied in a certain period).

## **General grading system**

The final grade for each subject is stated in the school record and Final Grades Certificate.

**Art. 76.** A final grade is understood as the result obtained for a subject as the result of the weighting of partial and final assessments, or as the result of an Examination of Academic Proficiency. The final grade shall appear on the academic records and official certification documents and, when it is numerical, shall also be taken into account when calculating averages.

**Art. 77.** For accreditation at the University the general grading system is as follows:

a) Accreditation with numerical grade.

- i. The grade of the partial and/or final evaluations will be expressed using a numerical scale starting from zero (0.0) with a decimal digit, up to ten (10).
- ii. Partial and/or final evaluations not submitted will have a rating of Zero (0).
- iii. If the final grade of the subject is a passing grade, it will be expressed on a numerical scale with a decimal number on a scale of 6.0 (six) to 10 (ten).
- iv. If the final grade of the subject is a fail, it shall be expressed as 5.0 (five).

b) Accreditation with alphabetical rating. In the case of academic development activities, the final grade will be expressed alphabetically as accredited (AC) or non-accredited (AD).

**Art. 78.** The student who has passed the assessment as a whole and satisfied the corresponding requirements will obtain the credits of the subject or activity of academic development as marked by the study program, which will be incorporated into their academic records.

**Art. 79.** For any subject or activity of academic development accredited by a student, the official documentation must specify the result, according to the aforementioned scale by means of number or letter, as well as the accreditation modality.

## **CHAPTER X. Requirements of Permanence and Withdrawals**

**Art. 80.** To begin the process of a student's withdrawal, they must first meet with the Academic Coordinator of the program, who must perform the analysis that motivates the student's request in order to seek alternative solutions other than withdrawal.

**Art. 81.** In order for a student to remain enrolled at Anahuac University in the program(s) they are studying, they must not incur in any of the reasons for withdrawal (voluntary, special, administrative, academic or disciplinary), in accordance with this Book.

In all cases, the student must cover the costs of tuition accrued up until the date on which the withdrawal is effective and will not be entitled to a refund of the payment for any reason.

**Art. 82.** The graduate studies that the student carries out at the university can be interrupted temporarily or permanently. Temporary withdrawals are subject to the corresponding re-entry process.

The student who stops attending classes without making any form of withdrawal, will be obliged to cover the fees of the full period in which they are enrolled in order to carry out the procedure of re-entry to the next period.

The student can request a voluntary or special withdrawal.

**Art. 83.** In any type of withdrawal, the student must cover debts for accrued tuition, library, laboratories, transport, etc., since any procedure subsequent to it requires proof of no debt.

### **Voluntary and special withdrawal**

**Art. 84.** The voluntary withdrawal takes place when the student wishes, as long as it is subject to the deadlines and conditions established in the regulations of the University.

**Art. 85.** To process the voluntary withdrawal from all the subjects selected for a period, the student must carry out the corresponding procedure in the school administration area in order to start the process of withdrawal.

If the procedure is carried out between the third and sixth week of classes for quarterly periods, or between the third and eighth week of classes for semester periods and until the end of the second last week of classes, the registered subjects will not count as an opportunity for the student.

For programs that are taught in a modular or intensive manner, if the student has already taken a subject and has a final grade, it shall be maintained.

For the period between semesters, any withdrawal will count as an opportunity used.

If the procedure is carried out from the seventh week for trimester periods and ninth for semester periods, the subjects that are de-registered shall appear in the student's academic history with the acronyms OU (opportunity used) and one of the two opportunities that they have to accredit the subject will be exhausted.

Only the fees or monthly payments that are not pending on the date on which the withdrawal is processed will be removed.

In the period between semesters, the student must request the withdrawal in the first week of classes and this will not be counted as an opportunity used in any of the subjects or activities of academic development in which they have enrolled.

**Art. 86.** A student, exceptionally and on one single occasion during their graduate program can withdraw from all the subjects in which they are enrolled, during the last two weeks of the school period, without being counted as an opportunity in the subjects they were studying, as long as they carry out the corresponding procedure in the school administration area. In this case, the student must pay the fees accrued up until the time they have processed their withdrawal at the fees office.

In programs that are taught in a modular or intensive manner, if the student had already taken one or more subjects and has a finalized final grade, these will be canceled.

**Art. 87.** After a voluntary or special withdrawal, in order to re-register, the student must carry out the corresponding procedure in the school administration area.

### **Institutional withdrawals**

**Art. 88.** Institutional withdrawals are classified into: academic, administrative and disciplinary. This type of withdrawal is applied by the institution when the student incurs one of the causes indicated in this Book.

### **Academic withdrawal**

**Art. 89.** The academic withdrawal from a graduate program applies to a student when they are found to be in one of the following situations:

- a) Having failed two subjects in the same period.
- b) Having accumulated three failed subjects between the current period studied and the previous.
- c) Having exhausted the two opportunities to which a student is entitled to accredit a subject.
- d) Not completing the accreditation of all required subjects and credits in their study program, as follows:

Specialty: 3 calendar years from the first period enrolled.

Master's degree: 5 calendar years from the first registration in this level and 4 years if the student started in a specialty that is part of it

PhD: 6 calendar years from the first registration.

**Art. 90.** All academic withdrawals are final and the student shall not be able to complete the studies of the graduate program that they were studying at the University.

**Art. 91.** The final academic withdrawal prevents the student from being able to complete the program they were studying at any Anahuac University campus, but they may request a change of program according to this Book, as long as they provide reasoning for the academic withdrawal.

### **Administrative withdrawal**

**Art. 92.** Administrative withdrawal applies when:

- a) The student does not submit the necessary documentation for the integration with their file within established time limits or when the documentation is invalid and/or apocryphal.
- b) The student does not carry out the process of selecting courses for an ordinary consecutive period in a timely manner.
- c) The student has debts and has not settled them.

**Art. 93.** When a student is assigned administrative withdrawal for lack of documentation, they shall not have the right to be issued any official record of the studies carried out at the University.

**Art. 94.** If the student who resulted in administrative withdrawal due to lack of documentation, gathers them and delivers them to the University, they may re-enter the same program, or another (if permitted by the Admissions Committee), in the following academic period and without the results obtained or the payments made in the previous periods being recognized.

**Art. 95.** The administrative withdrawal for delivering apocryphal documents is final for all programs at all Anahuac University campuses and is irrevocable; the other administrative withdrawals are of a temporary nature.

### **Disciplinary withdrawal**

**Art. 96.** The disciplinary withdrawal is determined by the higher university authority based on the provisions of Book Six of this Compendium and can be temporary or definitive and has effect in all Anahuac University campuses. The student must cover the costs of the tuition fees accrued up until the moment in which the withdrawal is determined. The temporary disciplinary withdrawal permits the student to start the re-registration process at the end of the same.

## **CHAPTER XI. Certification**

**Art. 97.** The school administration area is the only area of the university authorized to issue official school records and certifications.

Since the educational authority (Secretariat of Public Education) has determined that certificates of study, specialist diplomas, academic degrees and professional certificates are issued electronically, the university will be subject to the provisions that the authority may designate for this purpose.

In light of the above, it will be necessary for each student to process and obtain their institutional email from the Anahuac University (@anahuac.mx) and prior to obtaining a diploma or academic degree, process and obtain their e.signature from the Tax Administration Service (formerly known as electronic signature).

**Art. 98.** The student can, upon payment, request the following documents:

- a) Partial and total study certificates or academic records issued by the University.
- b) Certificates of partial and total studies issued by the University and legalized by the Secretariat of Public Education (with official validity).

- c) Specialist Diplomas and academic degrees issued by the University.
- d) Specialist Diplomas and academic degrees issued by the University and legalized and registered by the Secretariat of Public Education (with official validity).
- e) English translation of the documents issued by the University mentioned herein.
- f) Report card for the period. No payment will be required if requested in the period immediately after the subjects were taken (without official validity).
- g) Miscellaneous records (without official validity).

**Art. 99.** To obtain a proof of studies, the student must have submitted all the documentation required for their admission process. If the student has outstanding payments, they will not be able to carry out procedures for issuing official documents.

A partial certificate will be issued to students from another institution, who are pursuing a graduate program as a graduation option for their undergraduate degree program, in order to check the studies carried out at their institution of origin. The correct use, academic and/or legal, of this document is the responsibility of the student.

**Art. 100.** To obtain the diploma or academic degree of the program studied, the student must comply with the provisions of Book Eight of this Compendium.

## **CHAPTER XII. Financial provisions**

**Art. 101.** The student must have no outstanding payments in order to carry out any academic or administrative procedure. Payments for services and debts may be made at the University's fees office in accordance with the established provisions and at banking institutions accredited for this purpose, by means of payment slips that can be printed from the University's intranet services portal or by electronic payment with authorized credit, debit or service cards.

**Art. 102.** As long as the student does not formalize their voluntary withdrawal, they must fully cover the costs of the accrued tuition.

**Art. 103.** In the event that the student requires an invoice to be issued in the name of a company or person other than themselves, they must make the changes in tax information on the electronic billing tab found on the Intranet services portal, before making the payment. Likewise, an invoice or CFDI for payments made at the bank or through the Intranet services portal can be requested by carrying out the corresponding procedure. The invoice or CFDI will be issued on the appropriate date within the month and fiscal year of the request, therefore, no request shall be received after the month and the close of the fiscal year in question.

**Art. 104.** By merely registering, the student acknowledges and accepts that the university does not assume any responsibility for the damage, impairment or loss that the objects or personal belongings that they bring to the facilities of the institution may suffer. Therefore, the student shall be responsible for the care of their own property and agrees that they enter the campus under their own risk, holding the institution harmless of any damage, impairment or loss that may arise in their objects or personal belongings such as, among others, jewelry, electronic equipment, computers, equipment for communication and photography, stationery, clothes, works of art, cash, marketable securities, cars and their contents, as well as any other asset.

**Art. 105.** The payment made by the student for any academic or administrative procedure (payment



or re-registration, proficiency exams, tuition fees, issuance of documents, etc.) does not oblige the university to consider the procedure as completed if their academic or administrative status contravenes the provisions of this Book or the corresponding curriculum or if the student does not correctly complete the procedure.

## **First payment (registration) and tuition**

**Art. 106.** For the purposes of this Book, the term “first payment” will be used to refer to the first payment payable by the student in each period to be taken (registration).

In order to be officially registered, all new students must make their first payment (registration) covering the corresponding fee within the deadlines set for it. In the case of a 100% scholarship and/or its renewal, the student must submit the documentation supporting the same, verify that it has been renewed at the University fees office and make the corresponding payments of the fees that the scholarship does not cover.

The first payment (registration) will not be subject to refund when it is due to a voluntary withdrawal, administrative withdrawal or disciplinary withdrawal.

The omission of the first payment (registration), for incoming students, within the date indicated in the payment calendar prevents the final registration of the student, and as a consequence, they will not be able to attend classes during the period and leads to a lack of validity of the studies carried out during it.

The first payment (registration) may be made in the banking institutions determined by the university or through the authorized electronic mechanisms in force. It is essential to be free of debt in order to re-register.

**Art. 107.** The tuition fees expire on the dates established in the payment calendar of the institution and the student must pay the corresponding amount within the indicated period. The calendar will be duly disseminated in advance of the start of the courses.

Any payment of tuition made after the established deadline will incur a corresponding surcharge, which will be cumulative per overdue period and/or fraction of delay thereof. This surcharge will continue in force until the student settles the pending tuition and surcharges generated.

In the event of an overdue debt, no additional process or procedure (academic or administrative) may be carried out.

If the student wishes to liquidate their payment commitments in advance, they could be granted a discount on the same. The student will be able to consult the percentage and discount conditions that apply according to the payment that is being made at the fees office, or in the Intranet services portal.

The student can make payments for other concepts to those previously indicated (courses, School Administration procedures and others) through the authorized electronic mechanisms in force. The student will be able to consult the optional and/or available services within the tuition payments tab. To make any such payment, the student must not have any overdue debts.

**Art. 108.** The cost of a subject accredited by Examination of Academic Proficiency will be equal to 30% of the cost of the subject taken in ordinary mode, not including any cost of first payment (registration).

The benefits of this will not apply to any student who is in hold of some percentage of any type of scholarship to cover this cost.

**Art. 109.** If the selection of courses has not been made and/or the required academic requirements have not been met, the first payment (registration) or tuitions do not grant the student the right to attend classes, present partial and/or final assessments, nor the accreditation of the intended subjects.

## **Paying by check**

**Art. 110.** Any payment made by check must be made in the form of cross check for the exact amount to be paid and in the name of civil society indicated.

If for any reason the check is not paid by the corresponding banking institution (insufficient funds, frozen accounts, etc.), it will automatically generate the obligation to pay a compensation of 20% of the amount payable, in accordance with the General Law of Credit Instruments and Transactions and the payment shall be determined as not made, so that, in addition, a surcharge will be payable on this debt. Therefore, the student in receipt of a bounced check must make the rest of their payments by certified check for the following twelve months.

The first payment (registration) made with a check that cannot be cashed by the University, in terms of the previous paragraph, will prevent the student from selecting their courses, and in case of already having carried out the selection of courses, the same will be canceled, relieving the university of any responsibility.

## **Refunds**

**Art. 111.** To proceed with any refund of a payment made, it is essential that the original payment receipt, or its equivalent if carried out electronically, is presented. All returns must be processed in the area of finance and administration of the University.

- a) If for any reason attributable to the University, a course to which the student had enrolled is not taught, the student may request its refund or payment in account of the corresponding amount and must be authorized by the corresponding instances within a maximum of 30 calendar days.
- b) The student who has made the first payment (registration) and/or tuition and is awarded a scholarship of less than 100%, will be refunded or credited the balance to use towards the outstanding tuition fees, exclusively for the cycle in which it was awarded. In the case of 100% scholarships, the student will be refunded the full amount of the first payment (registration) and/or tuition that was paid.
- c) In the event that the student has made any advance payment and the student incurs in final academic withdrawal, they will be refunded the total of the payments made not accrued for the period in which they were not allowed to enroll. The refund request must be submitted in the first month of classes, for the purposes of which, the original of the payment receipts or its equivalent if it was made by electronic means must be presented.

The student will not be entitled to the refund of any payment made for the first payment (registration) and/or tuition, except in the cases referred to above,.

## **Financial aid programs**

### **Scholarship**

**Art. 112.** The general provisions on the granting or renewal of scholarships are contained in Book Seven of this Compendium.

**Art. 113.** Students on scholarships are required to cover the cost of all payments for academic-administrative formalities.

**Art. 114.** In the event that scholarship candidates having been notified of the inadmissibility of the scholarship application, they must immediately pay the accrued payments.

**Art. 115.** The student applying for a scholarship, with a percentage less than 100% must carry out the first payment (registration) to have the right to be registered in the first period.

## **CHAPTER XIII. Enactment, Modification and Interpretation**

**Art. 116.** For the purposes of the interpretation and application of the provisions contained in this Book and in the Anahuac Regulatory Compendium, it shall be borne in mind that, in the case of two incompatible rules, one being general and the other special, the latter prevails.

**Art. 117.** It is the responsibility of the Rectoral Committee and/or the university regulations committee of the Anahuac University to resolve extraordinary cases not provided for in this Compendium, provided that the provisions of the same or those that are issued for the Anahuac University campuses are not contravened. Waivers and exceptions shall be processed in accordance with the approved internal procedure.

**Art. 118.** The enactment, modification and interpretation of this Book and the Anahuac Regulatory Compendium is an exclusive responsibility of the Governing Board of the Anahuac University.

# **BOOK FOUR. Regulation for modular Online Graduate Students of the Anahuac University**

## **PART I. General Provisions**

### **SINGLE CHAPTER. Online Modular Graduate Studies**

**Art. 1.** This Regulation for Online Modular Graduate Students of the Anahuac University aims to establish the general rules that regulate the academic-formative activity and the administrative activities derived therefrom, as well as the relations between the various members of the university community that participate in this level of studies.

The students of Online Modular Graduate studies of the university are obliged to know and observe the provisions of this regulation, the rules and procedures that derive therefrom, and those established by the authorities of the university itself, so that ignorance of them does not exempt them from the responsibilities or from their non-compliance.

When an incoming student of an Online Modular Graduate covers the costs of their first payment and carries out the course selection process, they are voluntarily and tacitly accepting the content of each and every rule in this Book and the Anahuac Regulatory Compendium, published by the University in printed and/or electronic formats, as well as all other rules and provisions of the Anahuac University applicable to them.

The university is obliged to inform the members of the community of the changes to this Book, in the immediate period prior to its entry into operation through the physical or electronic mechanisms that it determines.

**Art. 2.** Graduate studies are considered those specialty, master's and doctoral programs that are carried out after Undergraduate studies and whose purpose is the education of academics and professionals of the highest level, who, by their professional and human preparation, are committed to the authentic development of the human being and society.

Graduate studies, according to their level, aim to:

**a) Specialty**

Educate specialists for the study and treatment of problems specific to a particular area of a profession, being able to refer to competencies (knowledge and skills) of a basic discipline or to specific activities of a given profession.

**b) Master's degree**

Educate professionals, teachers and researchers trained to participate in the analysis, adaptation and putting the advances of a specific area of a profession or discipline into practice.

**c) Doctorate**

Educate professionals trained for teaching, research and bridging them with productive sectors, capable of generating and/or applying knowledge in an original and innovative manner.

Graduate studies are considered, according to their purpose, the following:

- a) Specialty: these studies seek to complement the training of individuals, training them in the application of knowledge to solve specific problems in a professional field.
- b) Master's degree: its purpose is to expand the training of individuals in a specific field of knowledge, in order to raise their level of competitiveness in the labor market.
- c) PhD: its purpose is to train individuals who have a high degree of profound knowledge in a certain area of knowledge, able to spread the knowledge of the discipline through teaching, as well as generate new knowledge, through the design and implementation of research projects.

**Art. 3.** For modular online graduate academic programs, the University grants:

- a) Specialist Diploma
- b) Academic Master Degree
- c) Academic Doctorate Degree

**Art. 4.** Modular online graduate studies are those that incorporate the intentional use of information and communication technologies in the educational process, to carry out synchronous as well as asynchronous teaching and develop learning activities.

**Art. 5.** Online graduate studies are based on the use of an educational technological platform, which is the didactic resource through which the student develops their learning process.

**Art. 6.** The regular academic periods of a Modular Online Graduate Program are by modules, and their duration is 5 weeks, during which the student will be able to take one subject and exceptionally two.

## **PART II. Incoming Students of an Online Modular Graduate Program**

### **CHAPTER I. Admission application**

**Art. 7.** An applicant is considered to become an Online Modular Graduate student at the University, when they have successfully completed the admission process and have been accepted by the institution.

To be registered at the University and before the SEP, the student must, within the established deadlines:

- a) Submit all required original documentation.
- b) Cover the cost of the corresponding payment.
- c) Make the selection of courses.
- d) Obtain the identification for accreditation as a student.

**Art. 8.** The administrative structure to carry out the admission and the process of validation of documents, consists of the Admissions Committee and the school administration area.

**Art. 9.** Admission to the online modular graduate courses of the university, by means of revalidation or equivalence of studies, is subject to the regulations, procedures and documentation indicated for this purpose in Book Three of this Compendium.

**Art. 10.** In the event that the previous academic program was studied in other institutions of Higher Education, National or foreign, the equivalence or revalidation of these studies could be requested, as the case may be. This request must be made during the first 3 periods of the program.

**Art. 11.** The applicant who intends to enter the online modular graduate courses at the university, by means of revalidation or equivalence of studies carried out at the university or at other universities in the country or abroad, is subject to the provisions of the Admissions Committee.

**Art. 12.** Anyone interested in pursuing Online Modular Online Graduate studies at Anahuac University must submit an application for registration with the Integral University System (SIU, as abbreviated in Spanish).

**Art. 13.** Once the application is registered with the SIU, the prospect receives a personal identification number (ID).

**Art. 14.** With this number, the institutional admission process begins, which must be carried out by any applicant who aspires to pursue any of the online modular programs offered by the University, in order for the institution to select who meets the profile of incoming students indicated in the study program and the conditions established for this purpose.

**Art. 15.** Once the selection has been made by the University and it is favorable, the applicant is admitted to the institution. If the decision is negative the applicant will be considered not admitted.

**Art. 16.** The favorable decision of admission to an online Modular Graduate Program will have a validity of 5 Ordinary periods, starting from the period in which it was issued.

**Art. 17.** In the event that the registration to the university is not formalized within the period indicated in the previous article, the applicant must restart the admission process.

**Art. 18.** The University reserves the right to admit any applicant who does not meet the previous academic level, stated in the corresponding study program and profile of incoming students .

**Art. 19.** For the final registration of the admitted to the university, the following must occur:

- a) All documentation required by the school administration area within the established deadline must be submitted.
- b) The total cost of the subjects to be taken must be paid.
- c) Having carried out the process of course selection within the established deadline.

**Art. 20.** The documents that the applicant must submit prior to their admission in electronic format, and subsequently in the school administration area, are:

- a) Original birth certificate or official digital versions and two copies.
- b) Printed copy or digital file of the professional license for Undergraduate or Master degree programs
- c) Original certificate of studies of Undergraduate or Master Degree in printed or digital format.
- d) Printed copy or digital file of the professional undergraduate or Master Degree or, where appropriate, official opinion of equivalence or revalidation of studies.
- e) Unique population register key (CURP).

The applicant will have a period of no more than 30 calendar days, starting from the date of notification of their admission, to deliver or send this documentation to the school administration area.

**Art. 21.** The applicant who has completed studies abroad that correspond to the levels of baccalaureate, preparatory or higher education, must provide a copy or digital file of the documents endorsing such studies.

**Art. 22.** Foreign applicants residing in Mexico must present, in addition to the documents mentioned in Article 21 of this Book, a copy of the document proving their legal stay, as well as the endorsements that are issued during the duration of the online program and until the award of their specialist diploma and/or academic degree.

**Art. 23.** Failure to comply with Articles 21 and 22 does not permit certification of the studies carried out by the student, relieving the university of any responsibility.

**Art. 24.** The student who does not deliver in time and form the documentation required for registration, will result in “Administrative Withdrawal” and loses the right to accredit the subjects in which he was enrolled or would have accredited.

**Art. 25.** To attend a second online modular academic program, the student must have completed 100% of the credits of the previous program and request written authorization from the School Administration Department.

**Art. 26.** The applicant admitted to an Online modular Graduate Program may be registered with the category “intern”, “graduation option” or “graduate”.

**Art. 27.** When the student of a specialty or Master degree does not have an undergraduate degree and is registered as an intern (100% of credits covered by the undergraduate degree), the school administration area may grant a period to present the professional degree, which keeps the student in a “restricted” status and the term of compliance will be nine months, in specialty programs, and one calendar year, in Master's studies, from the time the student starts the program.

When, due to circumstances justifying such, an extension is granted, but in no case may it exceed one calendar year, for specialty programs, and 16 months, for Master programs, from the date of first registration.

Failure to comply with this provision:

- a) Shall result in administrative withdrawal.
- b) Shall render the grades obtained in the extension period void.
- c) Shall prevent the student from obtaining official certification of the studies carried out as long as the required official documentation is not submitted.
- d) Does not result in an exemption from the obligation to cover the contributions due up to the time of withdrawal.

**Art. 28.** The student can enroll in a graduate program (specialty or Master degree) as a graduation option from the undergraduate degree when this has been authorized as such, based on Book Eight and if the institution of Origin allows it, for which he must deliver:

- a) Official letter from the home institution in which the specialty or Master program to which the student will be enrolled is accepted as a graduation option.
- b) Copy of the certificate of undergraduate studies with official validity. In the absence of such, providing proof that 100% of credits of the degree have been completed, and being restricted by the submission of the official document.

**Art. 29.** The student coming from another institution that pursues a graduate program as a graduation option, will adhere to the provisions of their home university and will submit the corresponding document to the school administration area.

## **CHAPTER II. The Student**

**Art. 30.** Any applicant who has fully fulfilled with the requirements for registration to online modular graduate programs, requested by the university, will be considered as an online modular graduate student of the institution, with the rights and obligations established by these regulations.

**Art. 31.** The student will lose their status as such when they incur in in voluntary, academic, administrative and/or disciplinary withdrawal from the university, without this exempting them from the academic, administrative and financial responsibilities that they had until that moment.

**Art. 32.** The student who has completed their online modular graduate studies and has fulfilled all the academic and administrative requirements, acquires the status of "graduate".

## **CHAPTER III. Students' Rights**

**Art. 33.** The student has the right to receive from the university the academic on-line training, corresponding to the existing study program of the modular program in which they are registered, for which, the institution shall provide the identification, accesses and passwords for access to the educational platform that develops the plan and to the Comprehensive System University (SIU), which are non-transferable.

**Art. 34.** The student may, at any time, contact the coordinator of the program that they are studying to express their concerns and suggestions, as well as to request the clarifications and the guidance that they require.

**Art. 35.** The student of an Online Modular Graduate Programs has the following rights:

- a) To be informed in a timely manner of the requirements of equipment and devices necessary to access the educational platform and the contents of the subjects of the study program of the program being studied.
- b) The technological resources and the delivery of contents of the subjects of the study program being studied, are available and can be accessed, in accordance with the academic provisions of use.
- c) To specify the conditions under which each course will be taught, as well as the objectives and requirements to be met in order to achieve the planned learning and accredit them.
- d) To attend a university that has qualified personnel who guides students during the course and responds to their questions or comments (academic, administrative or technical) which, as the case may be, as established as follows:
  - i. Teacher/Tutor: questions or comments related to the contents of the subject.



- ii. Technical personnel: technological aspects of the tools used for the delivery of the online program being taken.
  - iii. Administrative staff: aspects related to payments, formalities and school administration processes.
- e) For queries and questions presented to be responded to in a timely manner by the tutor of the subject in question, in order to maintain continuity in the development of academic activities.
  - f) For the implementation of communication mechanisms between the Program Office and the student to report on the progress, achievements, failures and areas of opportunity presented by the student.
  - g) That, in case of disagreement with the results of the evaluation of a course, the student can request the review of the same before the Program Office so that it examines their case and issues the conducive resolution, in accordance with the norms and institutional policies established in this Book.
  - h) To request an official and valid identification of the institution is issued.
  - i) To request change from the online modular program that they are studying, clarifying that they may not attend another program of the same modality simultaneously.
  - j) That their personal data and academic results, are handled with due confidentiality and in accordance with the provisions of the Privacy Notice of the institution, whereby they are the only interested party who authorizes with whom the information is shared.

## **CHAPTER IV. Student Obligations**

**Art. 36.** The obligations of the Online Modular Graduate student:

- a) Enter the educational technological platform, in order to study and cover the contents, activities and academic requirements in the deadlines and periods established in each subject in which they are enrolled.
- b) Notify immediately, the program office, in case there is problem with the access to the contents of the subjects being studied, since, if not, the impossibility of access does not exempt them from compliance with the activities and other requirements to accredit the courses, nor from the payment of the respective fees.
- c) Use the forums and email on the educational technology platform, in accordance with the coexistence policies for this purpose. In no way may it violate, deteriorate or impede its operation, which will otherwise lead to projected penalties.
- d) Cover the fees of the subjects to be taken, in time and form, in order to have access to the platform.
- e) Treat the teachers, tutors, peers and, in general, the staff of the institution with respect.

**Art. 37.** Any violation of the articles of this chapter will make the student liable to a sanction under the terms of the Chapter Seven of this Book and the Book Six of this Anahuac Regulatory Compendium.

## CHAPTER V. Re-registration, withdrawals and permanence

**Art. 38.** Re-registration refers to the process that the student of online modular programs must carry out, in order to formalize their access to the next school period, in accordance with the study program of the course being studied and with the schedule established by the institution.

**Art. 39.** Only the student who complies with the following will be considered “re-registered” :

- a) Not having caused academic, administrative or disciplinary withdrawal.
- b) Not having financial or documentary debt with the University.
- c) Having made the corresponding payments of the subjects to be taken within the established deadlines.
- d) Having carried out the process of courses selection within the established deadline.

**Art. 40.** Withdrawals from the Online Modular Graduate programs can be:

- a) Voluntary.
- b) Academic.
- c) Administrative.
- d) Disciplinary.

**Art. 41.** The voluntary withdrawal shall take place when the student decides to interrupt the studies of the program they are studying and requests de-registration from the registered subjects. This procedure must be carried out with the school administration area. For such purposes, the student must pay the debts incurred up to that time, including payments for the subjects being taken, as well as observing the following:

- a) If the withdrawal process ends before the end of the first effective week of class of the ordinary period, it will not be counted as an “opportunity used” in any of the subjects enrolled
- b) During the second and third effective week of class of the regular period, it will be counted as “opportunity used” in the subjects enrolled
- c) During the fourth and fifth effective week of class of the regular period, it will be considered as a failed subject with a score of five (5.0).

**Art. 42.** After a voluntary withdrawal, the student who wishes to resume their studies, within a period not exceeding two years, must carry out the appropriate re-registration procedure.

The student must enroll in the current study program of the program they were studying and carry out the procedures for equivalence, that were necessary.

If the interruption is longer than two years, the application for re-entry will be decided by the Admissions Committee and, if accepted, the student must comply with the conditions established by the committee and with the requirements mentioned in the previous paragraph.

**Art. 43.** The academic withdrawal is such which applies to a student who:

- a) Accumulates three failed subjects during the program.

- b) Exhausts two opportunities to pass a subject.
- c) Repeats two subjects in the same period.
- d) Does not finish the program in a maximum period of two opportunities, which is the maximum time established for the same, the latter being the result of taking one subject of the program for each period, in continuous uninterrupted periods.

**Art. 44.** In order to continue with their program, the student withdrawn from studies may request in writing, on a single occasion, an academic waiver, to the Rectoral Committee. The response to this request will be indisputable.

**Art. 45.** If the academic waiver is granted, the student will not be able to register new subjects until they have passed all the subjects they have failed.

**Art. 46.** The academic withdrawal prevents the student from being able to complete the online program to which they were enrolled, but they can apply for a change of program in the same online modular system, as long as in the new program the condition of withdrawal does not persist.

**Art. 47.** The administrative withdrawal applies when the student has not submitted, in time or form, the necessary documentation to be added to their file; when any of these documents lack official validity; or when they do not carry out the process of course selection for four consecutive ordinary periods.

**Art. 48.** When a student incurs in administrative withdrawal due to pending documentation, they are not entitled to any official record of the studies carried out at the University.

**Art. 49.** The administrative withdrawal for submitting apocryphal documents is final, other administrative withdrawals are of a temporary nature.

**Art. 50.** Disciplinary withdrawal is determined by the advisory and Disciplinary Committee, it may be temporary or final in accordance with the provisions of Book Six of this Compendium.

- a) The temporary withdrawal allows the student to start the re-registration process at the end of the sanction or suspension that has been imposed on them.
- b) When the disciplinary withdrawal is the consequence of academic dishonesty, it will be final when the student is a repeat offender.

**Art. 51. – Art. 66.** Invalid.

## **PART III. The courses**

### **CHAPTER I. Curricular Model**

**Art. 67.** The Anahuac Integral Formation educational model of Online Graduate Modular programs provides for a study program structure managed by credits. Credit is the unit of value of each subject or academic activity.

**Art. 68.** The study program of Online Modular Graduate programs include:

- a) Academic records for admission.
- b) General objectives.
- c) Graduate Profile.
- d) List of subjects.
- e) Proposal for evaluation and periodic updating.

**Art. 69.** The study program of the online modular programs consists of a single block of subjects that the student must cover and accredit in order to achieve the general objectives provided for in each plan.

**Art. 70.** To accredit the study program, the student must meet the academic records of admission, as well as accredit all the subjects of said plan.

In order to obtain the corresponding academic degree, the student must also meet the requirements indicated in the Fifth section of this book and in Book Eight of this Compendium.

### **CHAPTER II. Course selection and registration**

**Art. 71.** “Academic course-load” is considered to be the number of subjects and credits that the student enrolls in a school period.

**Art. 72.** The maximum academic course-load permitted for online modular programs is two subjects and the minimum is one per period, this in order for the student to be able to satisfactorily meet the academic requirements requested.

**Art. 73.** The student must select the courses of the subjects through the Integral University System (SIU, as abbreviated in Spanish), on the dates established for this at the beginning of each school period, if not done on the date indicated, they will lose the right to take the subject and the payment will be applied to the immediate subsequent course.

**Art. 74.** The student must make the payment which corresponds to the number of subjects that they will take in time and form. Once the payment has been made, the student can make the selection of courses.

**Art. 75.** To select the subjects the student must consider the seriation established in the study program and the recommendation of the coordinator of the program that teaches.

**Art. 76.** The student must respect the seriation of subjects established in the study program. Any violation of the seriation will cancel the registration of the consequent subject.

**Art. 77.** If the student does not select subjects for four consecutive regular periods, this shall result in administrative withdrawal.

**Art. 78.** For any situation that merits clarification in the selection of courses, the student should contact the coordinator of the program they are studying.

**Art. 79.** If a student does not make the selection of courses on the dates indicated, they lose the opportunity to study subjects in that period.

## **CHAPTER III. Learning Assessment and Grades**

**Art. 80.** Evaluation of the student's learning is understood to be the assessment of the competencies, that is, of the knowledge, skills, attitudes and values acquired during the course, taking into account their performance throughout the period and through the fulfillment of the academic requirements established in each of the subjects.

**Art. 81.** Evaluation in online modular programs is:

- a) Continuous-during the five weeks of each academic period.
- b) Summative-the score obtained in all activities is added up to accumulate 100 points.

**Art. 82.** As a result of the learning assessment, the student will be awarded grades in each subject.

- a) Assessment Grades - expressed on the educational technology platform on a numerical scale of 100 points.
- b) Official grades - the 100-point numerical scale of the educational technology platform is expressed on the SIU on a numerical scale as follows:
  - i. From 0 to 59 points, the grade will be 5.0 for failed subject.
  - ii. From 60 to 100 points, the grade will be from 6.0 to 10 for a passed subject.

**Art. 83.** Grades are the numerical value that is awarded as a result of a learning assessment of a subject.

**Art. 84.** The results of the evaluation of academic requirements will be published in the educational technology platform and the official grades will be registered in the Integral University System (SIU, as abbreviated in Spanish). It is the responsibility of the student to consult them and, where appropriate, make timely clarifications.

**Art. 85.** The student has two calendar days, from the notification of the results of the evaluations, to request the Program Office, the review and where appropriate, correction of a grade obtained that may be higher or lower than it. Failure to do so within the specified period will be deemed accepted.

**Art. 86.** The final grade of the course is not subject to waiver for any reason.

**Art. 87.** The final grades of the subjects studied allow for the calculation of two types of average, which can be the total average (if they account for all the subjects studied) or the partial average (if they only account for the subjects studied in a certain academic period):

- a) Arithmetic average. Calculated taking into account the final grade received in the subjects taken. The result of the sum of the grades obtained divided by the number of subjects. This average is mainly used for certification.
- b) Weighted average. Calculated, taking into consideration the final grade obtained in the subjects taken and the number of credits of each of them. The result of multiplying the final grade of each subject by the credits of the same and adding the results. This total is divided by the sum of the credits of all the subjects considered.

**Art. 88.** The student is only entitled to final grades in each subject when they have met the academic requirements and have no financial or documentary debt.

**Art. 89.** There are no extraordinary or academic proficiency assessments for online modular graduate students.

**Art. 90.** The university does not recognize assessments that are carried out outside the educational technology platform or outside the established times and dates.

## **CHAPTER IV. Accreditation of learning**

**Art. 91.** Accreditation is the process through which a student meets the requirements and gives evidence of the development and/or achievement of learning outcomes defined in a subject.

**Art. 92.** To accredit a subject there are two modalities:

- a) Ordinary: when a subject is taken, and its final grade is passed
- b) Equivalence or revalidation: when a student from another university or institution requests, during his admission process, to accredit by equivalence or revalidation, the subjects passed in the home institution.

**Art. 93.** The student has up to two opportunities to accredit each subject.

**Art. 94.** The student who has passed the course and satisfied the corresponding requirements, will obtain the credits of the subject as indicated in the study program, which will be incorporated into their academic records.

## **PART IV. Certification and graduation**

**Art. 95.** The school administration area is the only office of the university authorized to issue official proof and school certifications.

Since the educational authority (Secretariat of Public Education) has determined that certificates of study, specialist diplomas, academic degrees and professional certificates are issued electronically, the university will be subject to the provisions that the authority may designate for this purpose.

In light of the above, it will be necessary for each student to process and obtain their institutional email from the Anahuac University (@anahuac.mx) and prior to obtaining a diploma or academic degree, process and obtain their e.signature from the Tax Administration Service (formerly known as electronic signature).

**Art. 96.** The student can, upon payment, request the following documents:

- a) Partial and total study certificates or academic records issued by the University.
- b) Certificates of partial and total studies issued by the University and legalized by the Secretariat of Public Education (with official validity).
- c) Specialist Diplomas and academic degrees issued by the University.
- d) Specialist Diplomas and academic degrees issued by the University and legalized and registered by the Secretariat of Public Education (with official validity).
- e) English translation of the documents issued by the University mentioned herein.
- f) Report card for the period. No payment will be required if requested in the immediate period after which the subjects were taken (not containing official validity).
- g) Miscellaneous records (without official validity).

To carry out these procedures, the student must:

- a) Have no debt for any reason.
- b) Cover the cost of the fee that the University determines
- c) Fill out and sign the corresponding applications.

**Art. 97.** The university also awards the Specialist Diploma, Degree of Master or Doctor, online modular programs that support the academic training, in line with the graduate profile of each program and allows, in terms of national education laws, the official record and, where applicable, issues the professional certificate, and part of the SEP, the student who meets the administrative, academic and financial requirements for this.

**Art. 98.** The specialty student of online modular programs who have accredited all the subjects and credits indicated in the study program and have met, where appropriate, the specific requirements established therein, may obtain the corresponding diploma. To carry out the above, the student must carry out the procedures and make the payments that the University indicates.

**Art. 99.** Direct receipt of an academic master's degree: when the student has passed all the credits indicated in the study program; when they have complied with the applicable graduation requirements; when they have met all the applicable curricular requirements; when they have carried out the corresponding administrative procedures and have no financial or documentary debts with the University.

**Art. 100.** Void.

**Art. 101.** To obtain the doctorate degree for online modular programs, only the realization and defense of the corresponding doctoral thesis is required.

**Art. 102.** The honorary recognition does not apply to graduates of the online modular specialty and master's degrees of the Anahuac University.

## **PART V. Financial provisions**

**Art. 103.** In order to carry out any academic or administrative procedure, the student must have no outstanding payments

**Art. 104.** Payments can be made by means of:

- a) Electronic payment with authorized credit, debit or service cards.
- b) Aforementioned payment slips, which can be printed from the intranet services portal of the University and paid at branches of authorized banks in the national territory.
- c) Bank transfers.

**Art. 105.** In case the student requires the issuance of an invoice, they can request it once they have made the corresponding payment, by entering the tax data in the intranet services portal of the University and the same will be sent to the registered email.

**Art. 106.** The invoice will be issued within the month in which the payment is made, otherwise payment shall be reflected in the complete invoice.

**Art. 107.** The payment made by the student for any procedure does not oblige the university to consider the procedure as fulfilled if their academic or administrative status violates the provisions of these regulations.

**Art. 108.** Payments made by Check are made in the form of crossed check for the exact amount to be paid and in the name of the civil society operating in the University, writing the name of the student, their student number, the program they are studying and telephone number on the back.

**Art. 109.** If for any reason the check is not paid by the corresponding banking institution, it will automatically generate the obligation to pay a compensation of 20% of the amount payable (article 193 of the General Law of Credit Instruments and Transactions) and the payment shall be made, so that, in addition, it will accumulate a surcharge on this debt.

**Art. 110.** The student in receipt of a bounced check must pay the rest of their payments by certified check for the following twelve months.

**Art. 111.** Payments made by cheque that cannot be cashed by the University for any reason (insufficient funds, cancelled account, etc.) are not considered valid.

**Art. 112.** To proceed with any refund of a payment made, it shall be subject to the applicable guidelines.

## **CHAPTER I. Single Payment Per Registered Subject**

**Art. 113.** For the purpose of this regulation the student of Online Modular Graduate programs of the Anahuac University, the term "subject registration payment" will be used to refer to the single payment that the student makes to be able to take a subject in a period.

**Art. 114.** A student must be free of debts and cover the costs of the registration payment to select a subject.

**Art. 115.** In the event of an overdue debt, no additional academic or administrative procedure may be carried out, until the student has liquidated all payments to date.

**Art. 116.** The payment for the registration of subjects does not grant the student the right to enter the educational technological platform; to present assessments; or access to any other



academic or administrative service, if they have not met the administrative requirements, if they have not delivered the documents indicated in Article 20, or if they have not passed the preceding subjects in accordance with the seriation indicated in the corresponding study program.

**Art. 117.** Payments for subjects made with a check that cannot be cashed by the university, will result in the selection of courses being cancelled.

## **CHAPTER II. Discounts and scholarships**

**Art. 118.** The general provisions on the granting or renewal of discounts will be in accordance with the opinion of the Rectoral Committee.

Scholarships shall be awarded in accordance with the provisions of Book Seven of this Compendium.

**Art. 119.** Discounts and scholarships only cover subject enrollment payments in the allotted percentage.

The percentages of scholarship or discount assigned do not apply in the procedures of issuing documents and other services.

## **CHAPTER III. Refunds**

**Art. 120.** To proceed with any refund of a payment made, presenting the original copy of the payment document or its equivalent if it was made by electronic means is essential.

Any refund must be processed at the university's fees office, or in the Finance and Administration area of the University.

The refund only applies when:

- a) The course or academic program to which the student enrolls has been canceled by the University.
- b) When the student making the payment is in a status of academic withdrawal and this prevents them from carrying out their re-registration.
- c) When an incoming student has made a first payment or full payment for a program and has not selected courses.

**Art. 121.** For fiscal reasons, the university will not be able to make any refund after the month of December, for payments made during that year.

## **PART VI. Enactment, Modification and Interpretation**

**Art. 122.** For the purposes of the interpretation and application of the provisions contained in this Book and in the Anahuac Regulatory Compendium, it shall be borne in mind that, in the case of two incompatible rules, one being general and the other special, the latter prevails.

**Art. 123.** It is the responsibility of the Rectoral Committee and/or the university regulations committee of the Anahuac University to resolve extraordinary cases not accounted for in this Compendium, provided that they do not contravene with the provisions of the same or those issued for the Anahuac University campuses. Waivers and exceptions shall be processed in accordance with the approved internal procedure.

**Art. 124.** The enactment, modification and interpretation of this Book and the Anahuac Regulatory Compendium is an exclusive responsibility of the Governing Board of the Anahuac University.

# BOOK FIVE. Rights and obligations

## CHAPTER I. General Rights

**Art. 1.** Right to receive comprehensive training. Through the Anahuac Educational Model of Integral Formation, the harmonious development of the different personal facets of the students is sought: intellectual, professional, human, spiritual and social.

**Art. 2.** Respect and defense of human rights. The university authorities shall ensure respect, promotion and defense of the inherent rights of the human person recognized in the Universal Declaration of Human Rights.

**Art. 3.** Right to have personal dignity, physical and moral integrity, as well as their material assets respected. University authorities shall ensure that this right is respected at all levels of the university community.

**Art. 4.** Right to freedom of opinion and expression. Members of the university community have the right to freely express their own ideas in writing, orally or by any other means, provided that the identity, principles and Disciplinary Regulations of the University are respected and the rights of other members of the university community are not infringed.

**Art. 5.** Equal treatment, without any discrimination. The authorities of the university shall ensure that equal conditions are granted without distinction to the members of the university community.

**Art. 6.** Right to associate freely and peacefully for the purposes that meet their status as students, professors and university staff in the following fields: academic and formative, spiritual and pastoral, cultural and artistic, sports and social commitment. The university authorities will provide the bases that will govern the right of association to guarantee the harmonious participation of its members in complete respect for the identity and institutional mission.

**Art. 7.** Right to be recognized in accordance with institutional processes based on their academic, sporting, cultural, social, spiritual, apostolic and professional merits.

**Art. 8.** Right to enjoy a safe, harmonious and favorable environment and space. University authorities will have policies and protocols of action that favor the safety and development of a healthy and safe university and work environment, in accordance with official rules and current institutional policies.

## CHAPTER II. General Obligations

**Art. 9.** Members of the university community recognize their obligation to:

- a) Know and comply with the University Compendium, current regulations, as well as institutional criteria, policies and procedures.
- b) Fully respect all the people who make up the university community and those who come to the university campus because of their work, studies, invitations, and participation in any type of events.

- c) Make good use, care and upkeep of the facilities, material resources and property of the institution or third parties, respecting the provisions of each university campus regarding the limited and adequate use of the designated smoking areas.
- d) Fulfill and develop the activities of their responsibility as members of the university community in the terms of the provisions of the University compendium, current rules, as well as institutional criteria and policies.
- e) Collaborate with the competent authorities, both official and institutional, in the effort to enforce what is established by public and institutional rules.
- f) Know and fully respect the institutional identity and mission.

### **CHAPTER III. Enactment, Modification and Interpretation**

**Art. 10.** For the purposes of the interpretation and application of the provisions contained in this Book and in the Anahuac Regulatory Compendium, it shall be borne in mind that, in the case of two incompatible rules, one being general and the other special, the latter prevails.

**Art. 11.** The enactment, modification and interpretation of this Book and the Anahuac Regulatory Compendium is an exclusive responsibility of the Governing Board of the Anahuac University.

# BOOK SIX. Regulation of Healthy Coexistence and Discipline

## Glossary of terms

For the purposes of this regulation:

**Academic:** person who is engaged in teaching and/or research.

**Student:** person registered in any type of program or course of the Anahuac University, regardless of their level and duration.

**Aggression:** the act by which the physical or moral integrity or property of persons or institutions is threatened.

**Caution:** a call for attention indicating the consequences that may arise from certain attitudes or actions, and the sanctions that may be incurred by those who fail to comply with what is demanded.

**Warning:** Counterclaim.

**Areas:** administrative and academic offices that are not included within the schools and faculties of the Anahuac University.

**Authority:** any person who exercises powers derived from their position or from the regulations of the Anahuac University. This term includes academics, both subject and full time; coordinators/heads of administrative or academic areas; Deans of schools, faculties and areas; Advisory and Disciplinary Committee; Vice Presidents; the President and the Rectoral Committee.

**Public authority:** Departments of the federal, state and municipal governments that exercise powers in the educational field or in everything related to the operation of the Anahuac University.

**Campus:** physical space where university activities are carried out.

**Commission:** refers to the Advisory and Disciplinary Committee of Anahuac University.

**Committee:** refers to the Rectoral Committee. Collegiate body responsible for guiding decisions in academic, operational and administrative matters of the Anahuac University.

**Anahuac University Community:** a group of people made up of students, no matter their academic and administrative status, subject and full-time teachers, researchers and administrative staff working at the Anahuac University. Graduates are also considered members of the Anahuac University community, but who are not subject to the disciplinary rules of this regulation, except in cases when a different criterion is expressly stated.

**Academic Coordinator:** full time teacher who performs functions of coordination and academic and administrative supervision of the teaching faculty, with specific appointment or functions.

**Opportunity criteria:** the power of the Deans of schools, faculties and areas of the Anahuac University to determine that conduct is not brought to the attention of the commission or is not sanctioned.

**Dean:** a person appointed by the university authorities to direct a school, faculty or academic or administrative area of the Anahuac University.

**Academic Status:** academic status of students registered or enrolled in the Anahuac University.

**Evaluation:** academic instrument to measure or demonstrate leverage in studies.

**Disciplinary misconduct:** any action or omission that contravenes the rules and principles of the Anahuac University, as well as the duties that correspond to the status of student, teacher, or administrative which are classified or recognized in this Book.

**FESAL:** Federation of Student Societies of the Anahuac University.

**Academic degree ( level of study):** legal document that is granted to those who meet the requirements for graduation and qualification OR Graduation from an undergraduate, specialty, master's, and doctoral program.

**Institution:** refers to the Anahuac University.

**Book:** refers to the regulation of healthy coexistence and discipline of the Anahuac University.

**Minor:** any person under the age of eighteen.

**Mobbing:** a term in English that is usually translated into Spanish as "*acoso laboral*". It consists of the hostile or vexatious treatment to which a person is subjected in the workplace in a systematic way.

**Obscene:** that which offends modesty, especially in relation to sex.

**Mistreated:** a person who, without directly resenting the effects of the disciplinary misconduct, suffers an affectation in his property or in the legal property that protects the law.

**The alleged perpetrator:** member of the Anahuac University community who is presumed, by the existing indications, to have committed a disciplinary offense in accordance with the provisions of this Book.

**Full time teacher:** person who performs an academic role based on a permanent employment relationship with the Anahuac University.

**Subject teacher:** person hired for a certain period to develop professional activities at the Anahuac University.

**Vulnerable person:** any person in a state of illness, of physical or psychological deficiency, or of deprivation of personal liberty who, in fact, even occasionally limits his ability to understand or to want or, in any case, to resist the offense.

**Administrative and support staff:** people who perform non-academic work at Anahuac University.

**Seasonal staff:** people who carry out activities for the Anahuac University on a sporadic and transient basis.

**Plagiarism:** an individual or collective act consisting in presenting as one's own texts, data, images, designs, audio recordings, information systems, and any other type of intellectual creation produced and/or legally acquired by other individuals or legal entities, omitting to cite the credits and academic and/or legally necessary references.

**Responsible (offender):** member of the Anahuac University community who has been accused of committing a disciplinary offense in accordance with the provisions of this Book.

**Responsible for safe environments:** person responsible for the training and implementation of processes related to the protection of minors and adults in a state of vulnerability and attention to cases of violation of the corresponding regulations; presentation of cases to the commission and their follow-up.

**Sanction:** disciplinary measure expressly provided for in this Book as a consequence of the carrying out an act of misconduct.

**Bound parties:** refers to the members of the Anahuac University community to whom the provisions of this Book are applicable.

**University:** Anahuac University.

**Victim:** a natural or legal person who directly suffers the effects of disciplinary misconduct.

## **CHAPTER I. General**

### **Art. 1. Subject matter and scope**

This Book aims to prevent, investigate and, if appropriate, punish behaviors that affect healthy University coexistence.

This Book establishes the actions and omissions that are considered to violate the healthy University coexistence in the academic and extra-academic fields that take place both inside the University's facilities and in any external activity promoted by the institution or in which it participates or is represented. The provisions herein are mandatory and binding for the entire Anahuac University community, are inelible and cannot be the subject of any covenant, exception, agreement, exemption or modification. The aim is to safeguard human dignity, freedom, justice, honesty and the values promoted by the University.

The university will not be responsible for the acts, situations or behaviors that come to be generated between people considered as members of the University community, when they are not carried out in its facilities or are consented to by the University.

The acts of action and omission that are considered disciplinary misconduct in this Book do not exclude the possibility of facing civil or criminal liability that eventually results. A double penalty is not considered to exist if sanctions are imposed on the offender on the basis of this regulation and the competent authority applies those that proceed in accordance with the law.

Ignorance of the provisions of this regulation does not exempt from compliance. The mere circumstance of belonging to the Anahuac University community results in an obligation of knowledge and observance of its provisions.

### **Art. 2. Mandatory**

All members of the Anahuac University community are subject to the provisions of this regulation:

- a) Subject teachers, from the moment they agree to teach the corresponding subject, regardless of their registration as Professor. It is the obligation of these teachers to know the content of this regulation before starting their teaching role. It will be the responsibility of the academic coordinators to ensure compliance with this provision.
- b) The full-time administrative and academic staff, as well as the support and seasonal staff, from the moment of signing the corresponding contract. It shall be the responsibility of the deans of the schools and faculties, and of the deans of the administrative areas, to ensure compliance with this provision.
- c) Students expressly accept the effects and conditions of these rules by enrolling in any program or course of the university, regardless of their academic status. It shall be the responsibility of the Office of School Services to ensure compliance with this provision.

### **Art. 3. Respect for Human Rights**

The provisions of this Book are strictly applied and do not allow for interpretation by analogy or majority of reason. In case of contradiction with any other code or regulation of the University, the application of this regulation will prevail and always based on good faith and the maintenance of a healthy University coexistence. In case of doubt, it shall always be resolved in favor of the investigated. The interpretation of these rules and their scope shall be the responsibility of the Advisory and Disciplinary Committee and, where appropriate, the Rectoral Committee.

Ensures to the entire University Community of Anahuac, in the application of this regulation, that it shall respect the dignity of persons; due process; presumption of innocence; the right to testify or remain silent; the right to be informed of the start of an investigation; the right to be heard in a free and spontaneous manner; the right to know the charges leading to the investigation; the right to provide and request evidence that are relevant and conducive; the right to examine the record and to request, at their expense, a copy of the same; and the right to have an advocate or person of their trust to help them.

### **Art. 4. Minors and vulnerable adults**

The Anahuac University recognizes the value and importance of the participation of minors, people with disabilities and older adults in various curricular and extracurricular activities, as well as the need to generate safe environments for them.

In order to safeguard their physical, psychological, emotional, sexual and spiritual integrity, the person responsible for safe environments is constituted and specific causes of disciplinary misconduct related to minors and adults in vulnerable situations are incorporated in articles 12 and 13 of this regulation.

The offences committed against a minor or an adult in a vulnerable situation will be reported, in accordance with the provisions of this Book, both to the person responsible for safe environments and to the Advisory and Disciplinary Committee regarding their competence.



## **CHAPTER II. Disciplinary misconduct and sanctions**

### **Art. 5. General provisions**

Disciplinary misconduct are all behaviors and omissions committed by the bound parties to respect this Book and that are expressly described therein.

When the bound parties commit any conduct deemed a crime by federal or local laws, or administrative offenses provided for in the official provisions, the University bodies responsible for the application of this regulation shall act with the competent authorities and implement all preventive and corrective measures that they indicate or that prudently prove relevant.

When any of the bound parties are the subject of an investigation by the competent public authorities or an order linking them to proceedings is made, a university disciplinary procedure will be unofficially initiated and precautionary and provisional measures that are relevant may be adopted.

This Book considers three types of university disciplinary misconduct, classified according to their severity. Minor faults will be those that affect order and discipline, but without significantly altering the institutional environment and respect for the dignity of the person and therefore will be punished with less rigor. Serious and severe misconducts are those that significantly affect the institutional environment and respect for the dignity of the person and therefore deserve more rigorous sanctions.

### **Art. 6. Catalogue of sanctions and disciplinary measures**

The following are considered sanctions and disciplinary measures, applicable to members of the Anahuac University community:

- a) Caution
- b) Private caution, in writing and filed in their respective file.
- c) Public caution, in writing and filed in their respective file.
- d) Removal from the premises where the class is taught or from a specific academic activity.
- e) Removal from the exam, where copying took place, of both the person that copied and the person that permitted being copied from. Those who commit this conduct for the first time will be given, in the exam but not in the subject, a fail grade of zero, with record of the same reflected in the student's file, resulting from having copied or having allowed to be copied from. When this conduct is repeated it will be punished by a fail grade in the subject.
- f) Carrying out an additional task or training activity.
- g) Carrying out unpaid work or activities for the benefit of the community.
- h) Suspension of participation in leadership groups, student representation, representative teams, both sports and academic.
- i) Suspension from academic, cultural or recreational activities.
- j) Failing the subject.

- k) Inability to register a specific subject.
- l) Inability to carry out exchange or mobility activities.
- m) The payment of reparation for any damage that, if any, would have been caused to the property of the university or of third parties.
- n) Conditional registration, consisting of requiring the student to observe good behavior during a specific probationary period determined by the University, on pain of incurring temporary suspension or definitive expulsion.
- o) Reduction of credits, limiting the number of credits to be enrolled in the subsequent academic period to 18 (eighteen) .
- p) Inability to access the qualification or degree that the student is pursuing.
- q) Suspension of one to two periods.
- r) Definite expulsion from the University.
- s) Suspension or termination of contract for subject teachers.
- t) Suspension or termination of contract for full time administrative and teaching staff.
- u) Incorporation into a special program or internal specialized care in the recommended field.
- v) Limitation of recognitions of any nature.
- w) Revocation of academic degree or qualifications.

Sanctions other than those provided for in this article may not be imposed.

### **Art. 7. Scale of the sanction**

When imposing sanctions, the following aspects will be taken into account:

- a) The severity of the fault.
- b) The effect on the common good of the Anahuac University community.
- c) The personal, academic and work history of the person responsible, if applicable.
- d) Commitment to redress the misconduct and improve conduct.
- e) Annul, diminish or compensate, spontaneously, the consequences of the misconduct.
- f) Sincere remorse.
- g) Whether it is a first offense or there are previous disciplinary violations.
- h) Repeated violation of disciplinary rules.
- i) The intentionality in the commission of disciplinary misconduct.
- j) Recognize before the university authority, spontaneously and in a smooth and plain manner, having committed a disciplinary misconduct.
- k) The circumstances in which the misconduct has occurred.

### **Art. 8. Complaints**

Any person, whether or not a member of the Anahuac University community, may report to the authorities, referred to in Article 17 of this Book, the facts and/or omissions that they consider contrary to the discipline and healthy coexistence. Complaints may be made orally, in writing or

by electronic means. The authorities aware of these complaints will be responsible for channeling them adequately, as indicated in this Book.

The Rectoral Committee and the Advisory and Disciplinary Committee shall define the strategies they deem appropriate to encourage the reporting of facts that warrant investigation. University authorities may informally initiate investigations.

### **Art. 9. Prescription**

The possibility of initiating disciplinary proceedings shall be prescribed within two years of becoming aware of the conduct and its likely perpetrator, and within four years regardless of such circumstance, unless a different term is indicated in this Book.

Behaviors associated with sexual harassment and harassment will not have a limitation.

### **Art. 10. Minor misconducts**

Minor misconducts shall be defined as follows:

#### **Related to academic honesty**

- a) Copy or attempt to copy in an evaluation. Both the student who copies and those who permit the same are punished for a misconduct of this nature. The Academic Office of the school or faculty will be informed of this conduct in order to keep a record of those involved. This conduct must be recorded in the student's file. In addition, the student will be warned not to repeat, and if they do so, they will be subject to serious sanctions.
- b) Commercialize teaching material, questionnaires, articles or any other information used by a teacher, without their prior authorization.
- c) Film, record or photograph the class sessions, without the prior authorization of the teacher.

#### **Those related to healthy coexistence**

- d) Conduct that involves indiscipline in the classroom or in any other place where academic, administrative, artistic, sports, training and social activities of the University are carried out.
- e) The lack of respect, for the first time, to any member of the community that does not constitute physical or verbal aggression. Those transmitted through social networks and electronic media will also be considered disrespectful.
- f) Disobey or incite to disobey orders of whoever is empowered to impart them, whether of a labor, academic or administrative nature.
- g) Interfere with the development of university activities.
- h) Introduce and consume food and/or beverages in restricted areas.
- i) Introduce animals to the university premises without the corresponding permission.
- j) Smoking or inhaling vaporizers in unauthorized areas.
- k) Disseminate any type of propaganda or publicity without express authorization from the university authorities.

- l) Enter or remain in any university facility without appropriate authorization.
- m) Not respecting speed limits or traffic rules, as well as parking vehicles improperly or in unauthorized places.
- n) The use the classrooms for non-academic activities, without the appropriate permission.
- o) Behave in an obscene or indecent manner, at the discretion of the university authority.

Any person who fails to comply with the provisions of this article will be subject to one or more of the following sanctions:

- a) Caution
- b) Private caution, in writing and filed in their respective file.
- c) Public caution, in writing and filed in their respective file.
- d) Removal from the premises where the class is taught or from a specific academic activity.
- e) Removal from the exam, where copying took place, of both the person that copied and the person that permitted being copied from. Those who commit this conduct for the first time will be given, in the exam but not in the subject, a fail grade of zero, with record of the same reflected in the student's file, resulting from having copied or having allowed to be copied from. When this conduct is repeated it will be punished by a fail grade in the subject.
- f) Carrying out an additional task or training activity.
- g) Carrying out unpaid work or activities for the benefit of the community.
- h) Suspension of sports teams, academic, cultural or recreational activities.

Two or more measures may be imposed where this is compatible, which will not be considered as a double sanction as these are minor disciplinary measures.

### **Art. 11. Direct and indisputable imposition of disciplinary sanctions on minor offences**

Teachers, both subject and full-time staff, administrative coordinators, academic coordinators, heads of area, deans of schools and faculties, as well as deans of areas, may directly impose on students, under their strictest responsibility, the sanctions established for misconduct with minor sanctions.

The imposition of such sanctions shall be made directly, shall be indisputable and shall not be subject to any appeal.

### **Art. 12. Serious misconduct**

Serious misconduct shall be defined as follows:

#### **Those related to ethical and academic honesty**

- a) Defame or slander any member of the Anahuac University community, people close to or related to them or the University.
- b) The consistent lack of respect to any member of the Anahuac University community.
- c) Recur in copying or attempted copying in an assessment.

### **Those related to healthy coexistence**

- d) Threaten or intimidate any member of the Anahuac University community.
- e) Discriminate against anyone based on their gender, race, color, political opinion, religion, age, disabilities, sexual beliefs and preferences or any other that affects the dignity of individuals.
- f) Misuse property owned by the university, including computing resources.
- g) Impinge, in any way, the good name of the University.
- h) Introduce substances prohibited by the General Health Law to the University campuses. The conduct commission does not pardon the fact that the narcotic introduced to the campus falls within the ranges permitted by the General Health Act for immediate, personal and direct consumption. The same prohibition extends to any other activity organized by the university, even if it takes place outside its facilities.
- i) Attending university while intoxicated or under the influence of prohibited substances, thus considered by the General Health Law.
- j) Misuse of the name, symbols, logos of the University and the trademark Anahuac.
- k) Not complying with the sanctions imposed by the university authorities.
- l) Willfully interfering with or impeding investigations or any other proceedings arising from the application of this Book, any other book of the University's Compendium of Regulations or any legal provision.
- m) Consuming or inducing the consumption of alcoholic beverages. The consumption of alcohol that is carried out in an activity promoted by the university authorities or authorized by them will not be sanctioned.
- n) Consuming or inducing the consumption of substances prohibited by the General Health Law.

### **Those related to vulnerable minors and adults**

- o) Not treating vulnerable minors or adult with due respect and prudence, in a way that puts their physical, psychological, sexual, emotional or spiritual integrity at risk.
- p) Any negligence in safeguarding the physical, psychological, sexual, emotional or spiritual integrity of vulnerable minors or adults.
- q) Smoking or using tobacco in the presence of minors; using, possessing or being under the influence of alcohol or any narcotic while participating in the care of vulnerable minors and adults.
- r) Not providing equal treatment to all vulnerable minors or adults, making distinctions or showing favoritism to the group in the application of the rules, except for the purpose of safeguarding their personal integrity.
- s) Giving or accepting particular and/or special gifts from minors or their parents without prior permission of the directly responsible of the corresponding university authorities.
- t) Using corrective or pedagogical methods that may endanger the physical or psychological health of minors.
- u) Not immediately reporting to the person responsible for safe environments and/or to the Advisory and Disciplinary Committee, any conduct that could be linked to the commission of a transgression against vulnerable minors or persons,

particularly in those cases in which the psycho-sexual integrity of vulnerable minors or adults is put at risk or has been violated.

- v) Not completely cooperating in the event of an investigation, when having committed an act of disciplinary misconduct or an offence against vulnerable minors or adults.
- w) Maintain inappropriate physical contact (prolonged hugs, sitting on one's lap, carrying the minor or vulnerable adult on one's shoulders, amongst other similar behaviors. This list is not exhaustive but simply illustrative).

Any person who fails to comply with the provisions of this article will be subject to one or more of the following sanctions:

- a) Carrying out unpaid work or activities for the benefit of the community.
- b) Suspension of sports teams, academic, cultural or recreational activities.
- c) Failing the subject.
- d) Inability to register a specific subject.
- e) Impossibility to carry out exchange activities.
- f) The payment of reparation for any damage that, if any, would have been caused to the property of the university or of third parties.
- g) Restricted registration, consisting in requiring the student to observe good behavior during a specific probationary period that may not exceed an academic period, so not to incur in temporary suspension or definitive expulsion.
- h) Reduction of credits, limiting the number of credits to be enrolled in the subsequent academic period to 18 (eighteen) .
- i) Inability to access the qualification or degree that the student is pursuing.
- j) Suspension of one to two periods.
- k) Suspension for subject teachers.

### **Art. 13. Severe absences**

Severe faults shall be defined as follows:

#### **Those related to ethical and academic honesty**

- a) Engaging in behaviors of sexual harassment, meaning any manifestation or act of an erotic or lubricious nature, regardless of physical contact.
- b) Engaging in workplace harassment, consisting of abusing the hierarchical relationship of subordination with the purpose of imposing one's own authority in an inadequate and disproportionate manner, either by demanding a work result, or by means of offensive and humiliating treatment of the subordinate (*mobbing*). Peer harassment is also considered to be a serious offence.
- c) Using documents, credentials, stamps, qualifications, professional certificates, certificates, academic records or any other document accrediting academic degrees or distinctions awarded, knowing that they are false, or without having ascertained their authenticity.

- d) Falsifying, altering or modifying any credential or document issued by the University.
- e) Falsifying or altering the signatures of professors, administrative staff or university authorities.
- f) Using false medical certificates.
- g) Simulating administrative or academic acts to acquire a personal benefit or comply with a requirement that the university requires. Anyone who uses documents, certificates or records of public or private institutions to pass subjects or requirements for admission, permanence or graduation from the University, knowing that they are false or without having ascertained their authenticity, will also be punished.
- h) Impersonating students or teachers to sit any type of exam or academic assessment. In this case, both the impersonated student or teacher and the impersonator will be punished. In the event that the latter is not a member of the Anahuac University community, this conduct will be immediately reported to the office of the competent Public Prosecutor.
- i) Plagiarizing or passing any work information, quote, or research as their own when it is not, whether partially or totally. In the case of final assignments required for obtaining any academic degree such as theses, dissertations, case studies, and the like, this conduct will merit expulsion, the impossibility of obtaining the degree, or the withdrawal from the same. The term for exercising this action before the Advisory and Disciplinary Committee, which would eventually result in applying the sanction, shall be one year from the date the plagiarism is discovered, or twenty years from the date on which the act took place, whichever occurs first. Anyone who engages in self-plagiarism or duplication of academic assignments will also be punished.
- j) The negligence of thesis advisors as well as members of the revising synod or of professors who serve as evaluators regarding the verification or approval of the content of a thesis, research project, case study, application case, or similar work.
- k) A teacher demanding their students to carry out assignments or research for their own use or benefit.
- l) Acquiring, selling or disclosing the contents of academic assessments or exams prior to their completion. Any person who discloses or sells the contents of academic assessments or exams after their application and without the express authorization of the teacher will also be sanctioned.
- m) Bribing to receive favors in academic or administrative matters or accepting a bribe, whether as an attempt (offering or asking) or as an act (giving or receiving) both for the person who offers it and for the person who accepts it.

### **Those related to healthy coexistence**

- l) Distributing, even free of charge, buying or selling substances prohibited under the General Health Law, on university campuses or in activities promoted by the University.
- m) Intentionally causing a false alarm or reporting non-existent emergencies or situations of danger.
- n) Introducing any type of explosive or weapon prohibited by law to college campuses. The security and custody personnel of students or teachers or those who legitimately carry a firearm shall not be punished, provided that the university authority is informed of this circumstance and has its express written consent to do so.
- o) Physically threatening any member of the University community or visitors.



- p) Threatening anyone verbally, violently and repeatedly.
- q) Promoting, encouraging or adhering to disorders that alter university activities.

- r) Committing any conduct that the Mexican legal system considers as an offense or as an administrative misconduct, without prejudice to the corresponding ministerial or judicial investigation.
- s) Accessing or manipulating the computer systems of the university without authorization. Any person who alters the academic and grade records without following the procedures established by the university will also be punished.
- t) Violating the copyright and intellectual property regime to the detriment of the authors or affecting the good name of the University.
- u) Failure to establish and/or comply with academic and/or labor measures and controls aimed at preventing and/or punishing facts constituting crimes or disciplinary misconduct as established in this Book.

### **Those related to vulnerable minors and adults**

- v) Remain in any closed and isolated place (bathrooms, dressing rooms, bedrooms, etc.)..) in the company of a vulnerable minor or adult, except in emergency situations that involve preserving their life and integrity.
- w) Using degrading or unhealthy language, telling jokes with sexual or sexist content to vulnerable minors or adults; making comments about their body or physiognomy; criticizing or comparing them in a derogatory manner. Inviting, motivating or sharing pornographic material.
- x) Physically or verbally threatening (lexicon, tone of voice, personal or family criticism) vulnerable minors or adults.
- y) Touching, in any way, vulnerable minors or adults, especially in the chest, legs, buttocks or genitals.
- z) Taking photographs of minors or adults in a vulnerable situation when they are in situations of privacy or in private areas such as bathrooms, showers or bedrooms. The publication of photographs of minors may only be carried out if the consent of the parents or guardians has been obtained.
- aa) Holding any type of communication or participation with minors or adults in a state of vulnerability on social media platforms.

Any person who fails to comply with the provisions of this article will be subject to one or more of the following sanctions:

- a) Definite expulsion from the University.
- b) Termination of contract for subject teachers.
- c) Termination of contract for permanent administrative and adjunct teaching staff.

### **Art. 14. Academic and professional relations**

Students, academics, administrative staff and authorities must conduct themselves within the framework of respect, tolerance, understanding, mutual aid and solidarity, as stated in the principles and values promoted by the University.

Relations between administrators, teachers and students must be strictly academic and professional. An academic who does not comply with this provision may be suspended or removed from the academic program by determination of the Dean of the school or corresponding faculty. Both the subject teacher, the permanent teacher or administrative staff I

who does not comply with this provision, may additionally terminate their employment contract with the University, upon request of the dean of the corresponding school or faculty.

### **Art. 15. Conduct determined as criminal offences or administrative misconduct**

Where the conduct committed by the bound parties constitutes an offence punishable by lawsuit or complaint of an aggrieved party, but this is not formulated, regardless of the reason for such determination, the disciplinary procedure shall informally be initiated and shall be punished as misconduct with a severe sanction. This includes conduct under federal or local criminal law, such as theft, fraud, breach of trust, damage to property, sexual abuse, sexual harassment, discrimination, office or workplace break-ins, and workplace or academic harassment. Similarly, it will proceed when the conduct committed is considered as administrative misconduct in the official provisions.

### **Art. 16. Alcohol and toxicology tests**

The university may apply alcohol and toxicology tests to members of the Anahuac University community. It may also do so when there is a well-founded presumption that the person is under the influence of alcohol or some prohibited substance.

## **CHAPTER III. The Authorities**

### **Art. 17. The authorities**

For the purposes of the interpretation and application of this regulation, the authorities are as follows:

- a) The teachers, both subject and permanent, are the direct disciplinary authority and their determinations must be respected by the students. Their authority can be exercised within the classroom or outside of the same in academic, sports or social activities promoted by the University of which the professor is in charge.
- b) Administrative coordinators, academics and area leaders.
- c) Deans of schools, faculties and areas.
- d) The Advisory and Disciplinary Committee.
- e) The Vice Presidents
- f) The Rectoral Committee.
- g) The President.

### **Art. 18. Authorities competent of initiating the investigation**

In the case of facts that are likely to be considered serious or severe misconduct, it will be the responsibility of the vice presidents, school deans, faculty deans or heads of areas, to initiate the disciplinary investigation as indicated in Article 20 of this regulation and as deemed appropriate, refer the matter to the Advisory and Disciplinary Committee in due course.

The aforementioned authorities may act ex officio or by complaint filed as established in the terms of this Book. This power may be delegated to one of the coordinators of the school or faculty.

In any case, the aforementioned university authorities may apply criteria of opportunity, under their strictest responsibility.

### **Art. 19. The Advisory and Disciplinary Committee**

The members of the Commission will be appointed by The Rectoral Committee. It will be composed of three commissioners appointed for annual periods with the possibility of being re-elected. They may not be removed from office, except for serious reasons determined by the committee.

It shall be the responsibility of the commission to process the disciplinary procedure and to impose the sanctions provided for serious and severe misconduct.

Decisions shall be taken by a majority vote. Only in the event that the sanction consists of the expulsion or termination of the employment relationship of the person responsible, it must be adopted unanimously by the members of the commission.

Their hearings shall be public, except as provided for in the last paragraph of Article 20 (g) of these rules.

The commission shall have the power to request the participation of specialists, with the right to a voice, but without a vote, both in its ordinary and extraordinary sessions and in the hearings provided for in Article 20 of these rules, where the nature of the cases so warrants.

All members of the commission, specialists and in general anyone who attends the hearings, or has knowledge of the cases, must keep absolute confidentiality of the information they know, as well as the personal data of those involved in disciplinary proceedings.

There will be a Technical Secretary responsible for drawing up draft agreements, resolutions and precautionary measures, keeping certificates and records, providing legal advice to the commission and supporting administrative work. The Technical Secretary will also be responsible for leading the training processes on healthy coexistence and discipline at all levels, areas, schools and faculties of the university, as well as managing the communications of the commission. Said function shall be the responsibility of the person or persons to be determined by the committee.

The commission shall also be the authority responsible for managing the consultations submitted in relation to these rules and for making recommendations to the committee arising from the disciplinary procedures dealt with by the commission.

The Anahuac University shall internally regulate the composition and functioning of its corresponding Advisory and Disciplinary Committee.

## CHAPTER IV. Procedure

### Art. 20. Disciplinary procedure

Disciplinary sanctions established for cases of serious and severe misconduct may only be imposed after the following procedure has been exhausted:

- a) Knowledge: the deans of schools and faculties of the university, either informally or by means of a complaint filed by any member of the Anahuac University community, may initiate an investigation and, if deemed relevant, request the commission to initiate disciplinary proceedings. In any case, the corresponding vice-rectory must be notified, which is empowered to order the initiation of disciplinary proceedings, regardless of the determination adopted by the dean.
- b) Preliminary investigation: at this stage, information and evidence will be collected on the facts under investigation. The dean of each school or faculty shall designate the Coordinator responsible for conducting the investigations. If the preliminary investigation has concluded that there is a likelihood of serious or severe misconduct, a written judgment shall be filed with the Commission and shall accompany the evidence collected. Under its strictest responsibility it may apply the opportunity criteria.
- c) Precautionary measures: if necessary and to preserve the integrity of the members of the University community and maintain healthy coexistence, any authority may issue the following as interim measures:
  - i. Suspension from participating in any sporting, cultural or recreational activity.
  - ii. Restricting participation in certain academic activities.
  - iii. Restricting contact with certain people or certain places on campus.

The imposition of these measures must be immediately notified to the corresponding Vice President and what is carried out must be recorded in the proceedings, for the purposes of the investigation.

- d) Conciliation and mediation: the commission may call on the parties involved for conciliation and, if necessary, appoint a mediator to facilitate the conclusion of an agreement. In this case, the agreement must be approved by the commission.
- e) Commencement: Upon receipt of the file, the commission shall give its opinion on its provenance. They may dismiss the charge outright, explaining the reasons for their determination. The plaintiff may also be prevented from clarifying or supplementing their indictment. If they proceed, they could deem this file acceptable.
- f) Preliminary hearing: the disciplinary procedure shall begin with the summons of the alleged perpetrator to a preliminary hearing. The student shall be informed of the charge against them, their provisional grade, the possible sanction, the supporting evidence and their right to appoint a defender or person they trust to advise them. If they fail to do so, the commission shall appoint an ombudsman.
- g) Hearing: in accordance with the principles of procedural speed and economy, the hearing may be held immediately, once the preliminary hearing has been completed, provided that the investigated expressly accepts the same. Otherwise, the alleged perpetrator, the related school or faculty, or the Department of Human Capital, as appropriate, will be informed by subpoena of the date and time of the hearing.

If deemed appropriate, this date and time may also be communicated to FESAL. The hearing will unfold as follows:

- h) It will be developed as follows:
  - i. The coordinator of the commission shall read to the accused the indictment against them. They shall be asked if they wish to comment or to reserve that right. It shall be allowed to provide such evidence as deemed relevant, the admission of which shall be qualified by the commission.
  - ii. The formulation of closing arguments will be permitted after the release of the evidence, and the hearing will be terminated and the investigation period closed.
- i) Where the commission deems relevant, it may order that both preliminary hearings and hearings be reserved and not public, and that only the parties involved should attend, in order to safeguard and protect the identity of the victims or offended.
- j) Judgment: within a reasonable time, the commission shall issue its judgment in writing. It shall establish the true fact that constitutes the disciplinary misconduct attributed, the relationship of the evidence released and the points of judgment. It must substantiate and express the reasons and reasons for the determination made.
- k) Irrevocability of judgments: the judgments of the commission are unassailable, with the exception of those where the final expulsion is imposed as a sanction. In this case, the Rectoral Committee shall review the proceedings and confirm or modify the sanction.
- l) Public and oral proceedings: all hearings will be public and oral. A record of all proceedings will be drawn up, a copy of which will be delivered to the investigated person.

## **Art. 21. Notification**

Notifications of the different actions in the disciplinary procedure will be made personally. If it is not possible to notify in this way, or the person investigated refuses to receive them, they will be made by email to the last address that is registered in the corresponding academic or work record.

If, after notification, the person under investigation does not show up to the disciplinary proceedings or is absent in the course of the disciplinary proceedings, the commission will continue its proceedings in spite of this, until the judgment is issued.

## **Art. 22. Competence to investigate**

When students from different schools or faculties are involved in the same event under investigation, the dean of the area involving the largest number of students will be competent to conduct the process. In the event that this rule cannot be applied, the dean will decide by mutual agreement, with the approval of the Academic Vice President.

**Art. 23. Judgments and implementation of relevant measures.**

The judgments issued by the Commission shall be notified to the Rectoral Committee which may, in all cases and at any stage of the investigation or procedure, exercise their power of appeal for the purposes of analyzing, reviewing, confirming, modifying or revoking the decisions and judgments issued by the commission.

In the event that the committee does not make use of this attribution, the resolution will be final and will be given to the President for execution through the competent bodies under his authority.

**CHAPTER V. Enactment, Modification and Interpretation**

**Art. 24.** For the purposes of the interpretation and application of the provisions contained in this Book and in the Anahuac Regulatory Compendium, it shall be borne in mind that, in the case of two incompatible rules, one being general and the other special, the latter prevails.

**Art. 25.** The enactment, modification and interpretation of this Book and the Anahuac Regulatory Compendium is an exclusive responsibility of the Governing Board of the Anahuac University.

# **BOOK SEVEN. Regulation of scholarships and Educational Financing for students of the Anahuac University**

## **PART I. Scholarship**

### **CHAPTER I. General criteria for scholarships**

**Art. 1.** The scholarship consists of the exemption of full or partial payment, of the fees for the first payment (registration or re-registration) and tuition for those interested in studying, or students who are already studying a program at the Anahuac University. All scholarships may be supplemented with educational funding when the person concerned so requests, their socio-economic status warrants so and the university has the financial resources available to grant this additional support.

Scholarships are awarded under various modalities due to academic, sporting, cultural or human talent and/or the socio-economic condition of those who require them. Scholarships are not transferable.

This regulation defines the different types of scholarships, as well as the requirements for obtaining and renewing them.

**Art. 2.** There are four types of scholarships at the Anahuac University:

- a) **SEP Scholarship.** Scholarships that the Anahuac University offers with its own funds, in compliance with what the Secretariat of Public Education (SEP) indicates and the applicable laws in the matter, based on the following provisions:
  - a) For the equivalent of 5% of the total enrolment registered in the period at each level of studies (Undergraduate, specialty, master and doctorate), as 100% full scholarships, being able to be distributed partially to a greater percentage of students until the amount provided is exhausted.
  - b) For incoming students, they must hold an average equal to or greater than 9.0 (nine point zero) at the prior required educational level, and for students already pursuing a program at the university, they must also hold and maintain the minimum average of 9.0 (nine point zero).
  - c) Students currently pursuing a program at the University, who meet the following two criteria:
    - i. They do not have failed subjects at the time of application and/or renewal of the scholarship.
    - ii. That have not been sanctioned or are subject to a sanction procedure for disciplinary offences in accordance with the provisions of this Regulatory Compendium.
  - d) Those who, according to a socio-economic study, are unable to cover the fees of the first payment (registration or re-registration) and tuition installments, in part or completely.



- e) The renewal of the SEP scholarships shall be granted automatically and in a preferential way, however, if a student loses their scholarship, they must re-apply fulfilling the conditions for its award, and will be subject to the availability of the same in accordance with the aforementioned.
  - f) SEP scholarship students will not be required to comply with the Scholarship Development Program (described below), but will be able to participate on a voluntary basis in the activities of that program.
- b) **Scholarship agreement with governmental entities.** Scholarships that the Anahuac University finances and awards in compliance with agreements made with federal, state or municipal authorities, or with various public bodies, which shall be governed and granted under the guidelines and requirements provided for in these agreements.

If the respective agreement indicates special conditions for its competition and award, for its maintenance and renewal, and/or for its cancellation, the above will be informed to the applicants and students who benefit from such scholarships, as the case may be. Students benefiting from these scholarships may be exempt from the Scholarship Development Program, at the decision of the Scholarship and Educational Financing Committee.

- c) **Sponsored Scholarship.** These are scholarships funded by an external organization and granted by the Anahuac University, which will be governed by the guidelines and requirements provided for in the agreements that are formulated for this purpose. The name of the funding organization or the name determined by the same may be provided.

If the respective agreement indicates special conditions for its competition and receipt, for its maintenance and renewal, and/or for its cancellation, the above will be made known to the students benefited from these scholarships, as the case may be. Students benefiting from these scholarships may be exempt from the Scholarship Development Program, at the decision of the Scholarship and Educational Financing Committee.

- d) **Anahuac Scholarship.** Scholarships that the Anahuac University funds and grants, freely and at their discretion, in order to reward and promote comprehensive education of high academic performance and/or high-skills and personal talents in the various aspects and dimensions of development and formation of the person, as well as to promote and develop programs of their academic offer at all levels. Students eligible for these scholarships must, as the case may be, participate in the Scholarship Development Program and/or devote a certain number of hours per week to special activities: academic, research, practice or training, training, and in general to the development of their personal skills and talents. They must also collaborate in the tasks related to the Anahuac Raffle, as defined. These scholarships will be awarded under the name and requirements described below:

- i. *Excellence Scholarship*: for incoming students with an overall average between 9.0 (nine point zero) and 10 (ten) at the prior required educational level. This amount of the first payment (registration or re-registration) and tuition for each period to be awarded in the form of a scholarship can range from 5% to 90% .
- ii. *Anahuac Baccalaureate Scholarship*: awarded to students of Anahuac Baccalaureate institutions. The university through the Executive Secretary of the Anahuac Universities Network (SERUA, as abbreviated in Spanish) shall award these scholarships. The scholarship may be used up to one year after the student has graduated from high school, after such time the scholarship will lose all validity

- iii. Anahuac Scholarship Agreement (with other Baccalaureate): this scholarship is awarded to the schools with which the university has made an agreement. The university will award the scholarship(s) on the terms thereof. The scholarship may be used within up to one year after the student has graduated from high school, after that time the scholarship will lose all validity.
- iv. Academic scholarship: for incoming students who have an overall average of between 8 (eight point zero) and 8.99 (eight point ninety-nine) at the previous required educational level. This scholarship can award between 5% and up to 50% off the amount of the first payment (registration or re-registration) and tuition for each period.
- v. Scholarship Competition: For students who have participated in academic competitions organized by the Anahuac University, whose prize was a scholarship to study a program, subject to the rules of the competition, with the percentages provided and authorized for each of them, and the requirements to maintain such, and that can range between 10% and 90% of the amount of the first payment (registration or re-registration) and tuition of each period.
- vi. Anahuac Lidera International Baccalaureate Award Scholarship( PIBA-LiderA): for students of the high schools incorporated into the Anahuac Baccalaureate who obtain the first place in the different categories that make up the event called "The International Baccalaureate Anahuac leader Prize" (PIBA-leader). The percentage of scholarship to be awarded to the winners for each category shall be 30%. In the event of winning several categories in the same year or in the different years of the baccalaureate, the percentages can be accumulated up to a maximum of 90%. This scholarship is not cumulative with any other type of scholarship awarded by any University of the Anahuac network of universities. In the event of having processed or obtained another type of scholarship other than that of the PIBA, the student will have to opt for the scholarship that best suits. The scholarship may be used within up to one year after the student has graduated from high school, after that time the scholarship will lose all validity.
- vii. Sports scholarship: for students with sports talent, with an overall average of 8.0 (eight point zero) or higher in the previous required educational level, being awarded a scholarship percentage between 10% and 90%. Carrying out a sports assessment test is a requirement when applying for this scholarship. In addition to the general criteria for maintaining the scholarship, the student must successfully, responsibly, and actively participate in the representative teams of the university, or provide documentary proof that they are a high-performance athlete and regularly participate in high-level competitions at national and international level.
- viii. Artistic scholarship: for students with artistic talent, with an overall average of 8.0 (eight zero points) or higher in the previous required educational level, being awarded with a scholarship percentage of between 10% and 90%. Carrying out an artistic assessment test is a requirement when applying for this scholarship. In addition to the general criteria, to retain the scholarship the student must successfully, responsibly, and actively participate in the artistic and cultural events and workshops of the university or demonstrate that they are a high-performing artist or exponent and regularly participate in presentations and high-level events, at national and international level.
- ix. Mano Amiga Scholarship - Culver Academy: for students from Mano Amiga schools who have successfully completed high school at Culver Academy (Indiana, USA),

and have obtained from both institutions the formal recommendation to obtain these scholarships, and which are awarded as follows:

- Two 100% scholarships will be awarded annually, valid at any institution in the network of Anahuac universities.
  - The Offices of Mano Amiga Schools will formally submit each year to the Anahuac network of universities, candidates to receive these scholarships along with proof of grades that endorse an average of 9.0 (nine point zero) or higher and academic documentation and recommendation from Culver Academy.
  - The Anahuac network of universities shall issue an acceptance judgment, once the requirements are met, and shall formally communicate the response to the offices of Mano Amiga Schools and at the same time to the member institutions of the Anahuac network of universities.
- e) **Scholarship of Business Connections:** only applicable for the Graduate, being awarded by private companies or social organizations and the Anahuac University, under agreement, for its employees or persons related to these entities and who are directly oriented to the professionalization of the labor processes they develop.
- f) **Scholarships to support the operation of the program:** only applicable for the graduate student and is awarded to one student per program to serve as an administrative fellow of the same; it is a scholarship of 100% and the obligations of the student are detailed in the letter of acceptance.

## CHAPTER II. Requesting and Granting Scholarship

**Art. 3.** Each institution of the network of Anahuac universities shall publish the dates on which interested parties must submit scholarship applications and the required documentation, both for incoming students and for those re-enrolled with previous progress in their study program, at the Anahuac University campus.

**Art. 4.** The only applications that will be considered are those that have been submitted on time, that contain the required complete documentation, whereby the data provided is true and meets the specific requirements of each case. Any type of false information is identified shall provide the grounds for cancellation of the scholarship.

**Art. 5.** Once the scholarship has been awarded, the student must register within the deadline set out by the University. Failure to do so will result in the student losing the scholarship and it may be assigned to another student.

**Art. 6.** In the event that the interested party is carrying out the relevant procedures to obtain a scholarship and/or education financing, and the deadline arrives to make the first payment (registration or re-registration), without having received a response, the interested party should fully cover the costs of the fee of the first payment (registration or re-registration) and/or tuition of the course, regardless of the resolution of the Scholarship and Educational Financing Committee.

Once the scholarship and/or the educational financing is awarded, the payment of the difference that results shall be automatically deposited in the student's account, and they may request, where appropriate, the refund of the excess amount that corresponds. In case the judgement from The Scholarship and Educational Financing Committee, is negative or insufficient for the student, they may request the refund of the fees paid, and withdraw from the University.

If at the end of the baccalaureate or at the end of the last period studied at the university, there is no average required to retain the scholarship previously awarded, the Scholarship and Educational Financing Committee may modify the type of scholarship, the percentage or even withdraw the scholarship.

**Art. 7.** The scholarship percentages will be set in multiples of 5, which can be from 5% (five percent) to 100% (one hundred percent), based on the type of scholarship received and the determination of the Scholarship and Educational Financing Committee

**Art. 8.** The percentages of scholarship or educational financing will be applied only to the fees of the first payment (registration or re-registration) and tuition installments, requiring the student to pay for in time and form, any other charge such as: preparatory courses, remedial or regularization courses, language courses, community service, amongst others. In the case of scholarships with a percentage of less than 100%, the payment of the percentage not covered, for the first payment (registration or re-registration) and tuition fees must be made, within the period stipulated in the school calendar.

The scholarship or educational funding awarded will only apply in ordinary periods. In the event that the student intends to apply for a period between semesters, they must request such in writing to the financial area of the University at least fifteen days before the start of the course, being subject to the corresponding response.

**Art. 9.** In the case of students in mobility, transfer and academic exchange, the provisions of Chapter V of this regulation will be taken into account for the maintenance of scholarships.

### **CHAPTER III. Retaining the scholarship**

**Art. 10.** To retain the scholarship for each academic period, be it of any ordinary period including summer courses, the student must:

- a) Have passed all the subjects taken in the last period and have obtained a weighted average of 9.0 for the SEP scholarship and 8.0 for the rest of the various types of scholarships.
- b) To have successfully participated in the scholarship Development Program, in the case of the Anahuac scholarships.
- c) Have no outstanding payments for all fees, both the amount not covered by scholarship, the first payment (registration or re-registration) and tuition fees, as well as other fees other than these concepts, which are not covered by the scholarship.
- d) Not have incurred in any of the causes of withdrawal provided for in the regulations for students of the Anahuac University.
- e) Enroll within the deadlines set by the University.
- f) Collaborate with the sale of Anahuac Raffle tickets or dedicate a certain number of hours to various activities that the University assigns, except for SEP scholarships and sponsored scholarships.
- g) Continue under the conditions that motivated the award and maintenance of the scholarship.
- h) The scholarship must be renewed with the same average with which it was awarded, as the case may be. Any exception to this provision shall be decided by The Rectoral Committee.

**Art. 11.** The Development Program of Scholarship holders does not apply for graduate and must adhere to the following criteria:

- a) The beneficiary student, at the time of receiving their proof of scholarship, must accept the commitment they acquire, as well as have a clear understanding of the number of hours of support that they must comply within various projects of the university, based on the following table:

According to the percentage of scholarship awarded, the minimum hours with which a student must comply as a scholarship holder are:

Scholarship percentage	Hours per period
10% scholarship	10 hours per period.
20% scholarship	20 hours per period.
30% scholarship	30 hours per period.
40% scholarship	40 hours per period.
50% scholarship	50 hours per period.
60% scholarship	60 hours per period.
70% scholarship	70 hours per period.
80% scholarship	80 hours per period.
90% scholarship	90 hours per period.
100% scholarship	100 hours per period.

- b) Every scholarship holder that is required to participate in the Development Program of Scholarship holders will be assigned to one or more departments of the university, in which they must collaborate in working the number of hours that correspond for the number of periods in which to hold a scholarship.
- c) The head of the department will endeavor to provide scholarship holders with the necessary flexibility to fulfill their academic, sporting, artistic and cultural duties, as a support to retain their scholarship, but this does not exempt them from fulfilling their due hours.
- d) All scholarship holders under this program must participate in the activities or integration and promotion organized by the University, among which are:
  - i. Participate as helpers and promoters of their program on vocational guidance day, OV.
  - ii. Participate as assistants on the defined dates for the Integral University welcome, BIU.
  - iii. Collaborate in the sale of Anahuac Raffle tickets.
- e) At the end of each period:
  - i. The head of the department to which each scholarship holder has been assigned, will evaluate their participation and performance, as well as their skills and qualities.
  - ii. The Department of Scholarships and Educational Financing will evaluate the student in the Development Program of Scholarship holders and their performance in the different areas of the university, to know their compliance and to propose initiatives to achieve continuous improvement of the program

- f) Students who do not comply satisfactorily with the Development Program of Scholarship holders, at the discretion of the Scholarship and Educational Financing Committee, may be limited for a period, have their scholarship reduced or even lose it for a period or permanently.
- g) At the end of the Development Program of Scholarship holders, the university shall give the student a certificate for each of the areas in which they have successfully collaborated.

**Art. 12.** As long as the student meets the requirements to retain the scholarship, it will remain valid until the end of the program.

## **CHAPTER IV. Losing and Recovering the Scholarship**

**Art. 13.** In the event that a student loses the scholarship, they may apply to the Department of scholarships and Educational Financing for reconsideration for the recovery of the same. To do this, they must complete their next period without the support of the scholarship, in which they must review the causes for which it was lost or suspended.

The student who has lost the scholarship, may apply for provisional educational financing for a quantity up to the percentage of the scholarship lost, either additional to the financing that they already have or with a new financing, the above will proceed as long as the university is in the possibility of granting said financing.

The response and percentage of both the provisional educational financing and the subsequent recovery of the scholarship, will be at the discretion of the Scholarship and Educational Financing Committee.

**Art. 14.** The student who has lost the scholarship during an academic period, for failing one or more subjects, without having resulted in academic withdrawal, may present remediation exams in accordance with the provisions of the Anahuac regulatory Compendium, covering the cost of them, or repeating the subjects in their next period.

If they accredit the failed subjects by means of remediation examination and maintain the average referred to in Article 10 (a), they may apply to the Scholarship and Educational Financing Committee for the refund of the scholarship, the resolution of the same and the determination of the percentage allocated being at the discretion of the Committee, depending on the financial resources available at the University for such purposes.

In case of exceptionally studying subjects with a course-load less than 18 (eighteen) credits in any period, the grades obtained, will be averaged with the previous ordinary period for the purposes of calculating the academic weighted average.

The second time the student loses the scholarship, the resolution of their case shall remain for consideration by the Scholarship Committee.

## **CHAPTER V. Transfer and mobility with scholarship and/or Educational Financing**

**Art. 15.** Students who want to transfer to another University of the Anahuac Network of Universities and who have a scholarship awarded by the home university, will keep it at the same percentage at the host university of destination, provided that they comply with the requirements established in this Book and in the Anahuac Regulatory Compendium.

**Art. 16.** Students who transfer to another university of the Anahuac network of universities, whose fees are higher than those of the home university, and that do not hold any percentage of scholarship, may apply for educational funding for the difference, a scholarship or a combination of both, subject to resolution of the relevant committee in the host university.

**Art. 17.** In the event of transfer, the student with educational financing must go to the administration and finance area to negotiate or, where appropriate, settle the amount of financing that was granted to them, for the credits that they studied at the home university. In case of not settling the previous financing, the student must continue to pay the interest that is generated each period, and at the end of 100% of the credits, must schedule the payments of the amount owed with the home university. In case of requiring anew financial support at the host university, the student must carry out the process established in articles 28 to 33 of this Book, at the host university.

**Art. 18.** Students who have started a program of the common core or as part of a university, and are to be transferred to another university of the Anahuac University network in order to complete their program, will after their transfer, cover the cost of the fees of the host university, having at least a 15% discount or a bonus when the host university has higher fees than the home university, provided that this percentage does not lead them to pay less than in the home university and complies with the requirements of the present Book.

If students have a scholarship awarded by the home university, they will retain the percentage that has been awarded by the same, if it exceeds 15%. In the event that a student does not have a scholarship at the home university and the 15% mentioned is not sufficient, they may apply for Educational Financing, scholarship or the combination of both, subject to the response of the corresponding committee at host university.

**Art. 19.** The student transferred to another university of the network must submit proof of scholarship issued by the home university to validate the percentage and type of scholarship that they received in the last period and confirming they complied with the conditions to retain it in the host university.

## **CHAPTER VI. The Scholarship and Educational Financing Committee**

**Art. 20.** In accordance with this regulation, the University's Scholarship and Educational Financing Committee is one which:

- a) Grants, renews, ratifies, cancels, revokes and restores scholarships and educational funding to interested students or beneficiaries thereof.

- b) Assigns the percentages of scholarship support and educational funding.
- c) Complies and enforces this regulation.

**Art. 21.** The resolution of the University's Scholarship and Educational Financing Committee is indisputable and the interested parties will be made known through the Department of scholarships and Educational Financing or its equivalent for graduate programs. In the case of incoming students who consider that the decision issued is not sufficient to enter the university, may request, exceptionally, the reconsideration of the same by means of a letter setting out the reasons, by which the university has within ten working days, from the presentation of the same, to respond to the request and give a definitive answer.

**Art. 22.** The Scholarship and Educational Financing Committee may cancel, revoke or modify the percentage of scholarship and/or educational funding if one or more of the assumptions for which it was awarded have changed.

**Art. 23.** For scholarships awarded to graduate programs, the applicable rules and practices established for Undergraduate degree programs will be observed.

## **PART II. Educational financing for Undergraduate degree programs**

### **CHAPTER I. General Criteria for Educational Financing**

**Art. 24.** Education financing is a financial support for students who have an economic limitation that prevents them from covering the entire first payment (registration or re-registration) and tuition fees for each period. It is awarded on the basis of a legal commitment of payment and is subject to an interest rate.

**Art. 25.** Education financing may provide finance of up to 50% of the first payment (registration or re-registration) and tuition. It will be awarded in multiples of 5% (five percent), starting from a minimum of 10% and may or may not be supplemented by a scholarship. Exceptionally it may be higher in cases of provisional educational funding (See. Title III interim financing).

**Art. 26.** The educational financing, in Undergraduate degree programs, will be valid for an ordinary school period, whatever its duration, with the exception of the period between semesters (summer), with the possibility of renewing consecutively, until the end of its program, provided that the corresponding requirements are met.

**Art. 27.** If the Scholarship Committee so determines that in the periods between semesters (summer) that the student may take subjects where educational funding is provided, in the terms of the second paragraph of Article 8 of this Book.

### **CHAPTER II. Requesting and Granting Educational Funding**

**Art. 28.** Applications for educational financing shall be received on the dates established by the Anahuac University.



**Art. 29.** In the event that the student is carrying out the corresponding procedures to obtain the educational financing and the deadline for the first payment (registration or re-registration) arrives, and they have not yet received a response to their request, they must fully cover the first payment (registration or re-registration) and tuition in progress, regardless of the resolution of the Scholarship and Educational Financing Committee. The resolution must be given before the start of classes and shall be issued only when the procedure and file is complete and correct, .

Once the financial support is granted, the payment of the resulting difference will be automatically made in the student's account. In the event that the response to the Scholarship and Educational Financing Committee is negative or insufficient for the student, they may request the refund of the fees paid if they wish to de-register from the University.

**Art. 30.** The only applications that will be considered are those that have been submitted on time, containing the required complete documentation and in which the data provided are true and meet the specific requirements of each case. The presentation of any type of false or apocryphal information will be grounds for cancellation of educational funding.

**Art. 31.** In case of academic, national and/or international exchange, the student shall retain the educational financing while in the exchange and shall pay the fees that the financing does not cover to the home university, as well as the interest generated, according to the provisions of the regulations of exchanges of the network of Anahuac universities.

**Art. 32.** Obtaining and renewal of educational financing is subject, at all times, to the student, under their strict responsibility, timely submission of all the requested documentation and complying with the corresponding requirements. The application and renewal in the educational financing, should the student have lost or require some adjustment, must be submitted to the Department of scholarships and Educational Financing.

**Art. 33.** The following are requirements for the granting of educational funding:

- a) Being of Mexican nationality or demonstrating their permanent legal residence in Mexico and being of sound mind.
- b) Submitting in a timely manner, on the established dates, the application for financing to the Department of Scholarships and Educational Financing, correctly requested and with all the documents that are stipulated in said application.
- c) Holding a minimum general average of 7.5 in the previous required educational level, for incoming students, and 7.5 with no failed subjects in the immediately preceding period for other students. However, educational funding may be granted with a lower overall average, upon the authorization of the Rectoral Committee of the university.
- d) Demonstrate in a reliable way that tuition cannot be paid in whole or in part by presenting a socio-economic study that may be ordered by the University.
- e) Presenting a guarantor, no older than 65 years that proves economic solvency (other than the parents or guardians of the student), owner of a lien-free property, verify that they have income and that they deliver an updated and favorable report from the credit bureau, that guarantees the recovery of the loan and, that signs the application and the corresponding documents together with the student. The guarantor will be jointly responsible with the student for the funding received.

## **CHAPTER III. Approval and renewal of educational financing**

**Art. 34.** For approval and renewal of educational financing that comply with the conditions stipulated in Article 32 of this regulation and the Scholarship those that the Educational Financing Committee deem appropriate, taking into account the information registered in the application, the information resulting from the socio-economic study and the limit of resources available by the university for these purposes.

The educational funding awarded will be calculated based on the amount of the first payment (registration or re-registration) and current tuition and does not include any other type of charge or fee that the student must cover at the university, such as remedial or leveling courses, English, third language, among others.

The university, the student and their guarantor will sign the corresponding agreement for the award of the requested Educational Financing, specifying the terms and conditions of the same, as well as information associated with payments, documentation, conditions of compliance, deadlines, etc.

## **CHAPTER IV. Obligations of the student receiving financial support**

**Art. 35.** The following are obligations of the student receiving financial support:

- a) Deliver the duly requested application form, with the required documents.
- b) Deliver in a timely manner, on the dates indicated by the university, either when applying for and/or renewing the financial support, the documents thereof (application and a promissory note) signed by the student and their guarantor.
- c) Be aware of the balance of their debt at all times.
- d) Make payments at the University's fees office or at the banking institution determined by the University determines.
- e) Comply with the provisions of these regulations and the current regulations for students of the Anahuac University.
- f) Give notice to the University's administration and Finance Department of any of the following modifications:
  - i. Change of address.
  - ii. Change in Program.
  - iii. Withdrawal from studies
  - iv. Change of guarantor.

- g) Award, modification or extension of the type of scholarship listed in Art. 2 of this regulation.
- h) Advance payment of educational financing.
- i) Updated report of the credit bureau when there is a change in guarantor.
- j) In the event of non-compliance with the obligations contracted by the student derived from the granting of Educational Financing, the university may proceed with the cancellation or non-renewal of the same.

## **CHAPTER V. Payment of educational funding**

**Art. 36.** The financing granted will generate interest for each funded period, in accordance with the rate determined by the Anahuac University for each period. The interest generated must be paid at the end of the period for which the financing was granted.

**Art. 37.** The interest generated for the period, from the educational financing granted, will be determined for each regular period, based on official annual inflation, plus three points.

**Art. 38.** The student who receives financial support may make full or partial advance payment of the debt, without penalty or additional charge.

**Art. 39.** The payment of the educational financing will begin after having passed 100% of the academic credits of the program and/or carrying out the first payment six months after having passed 100% of the academic credits of the program. paying in addition, the corresponding interest. If the student leaves the University before the end of the program, they must pay the financing immediately, being permitted to request deadlines of up to a number of periods equal to those that they were granted the financing.

**Art. 40.** The maximum time to cover the cost of the payment of the financing shall be equal to the same period for which the financing was granted, plus the first six months of grace referred to in Article 39; the form of payment shall be monthly.

**Art. 41.** The debt for the financing and its interest will be canceled in the event of the death of the student in receipt of financial support.

## **CHAPTER VI. Losing and recovering the educational financing**

**Art. 42.** At the end of the period, if a student with educational financing ceases to pay the interest generated in the immediate previous period and/or ceases to cover the percentage of first payment (registration or re-registration) and tuition that was due to be paid, they will automatically lose the financing, without exemption from the fact that they must cover the full amount of the fees corresponding to the studies of that same period.

**Art. 43.** In the event that a student loses the educational financing for having completed a period with an average of less than 7.5 and/or having failed a subject and/or for failing to pay the corresponding amount of tuition, fees or interest, they may request the reconsideration of the same from the Scholarship and Educational Financing Committee. To do this, the student must.

complete the following period without financial support, during which they must reverse the causes for which they lost or suspended their educational funding

**Art. 44.** The student must carry out in a timely manner, according to the dates established by the University, the process of renewal of the financing. In the event that the specifications of Article 35 f) have not undergone changes, they student must only deliver, in the administration and finance area of the University, before starting each period, the new promissory note signed by the student receiving the financial support and the guarantor, containing the amount financed at that date.

## **PART III. Interim financing for Undergraduate Programs**

### **CHAPTER I. Provisional educational funding**

**Art. 45.** The following are general conditions of provisional educational financing:

- a) It shall only be granted only in the case provided for in Art. 13 of this regulation.
- b) This financing is solely and exclusively for the immediate period following the loss of the scholarship and for no reason will it be extendable in its provisional form.
- c) Should the student not reach the minimum conditions or requirements for the recovery of the scholarship, the student may request the educational financing referred to in Title II, the recovery and the percentage of support of which shall be at the discretion of the Scholarship and Educational Financing Committee
- d) This event may be presented and authorized on a maximum of two non-continuous occasions, during the time in which the program is run, at the discretion of the Scholarship and Educational Financing Committee.

## **PART IV. Enactment, Modification and Interpretation**

**Art. 46.** For the purposes of the interpretation and application of the provisions contained in this Book and in the Anahuac Regulatory Compendium, it shall be borne in mind that, in the case of two incompatible rules, one being general and the other special, the latter prevails.

**Art. 47.** It is the responsibility of the Rectoral Committee and/or the university regulations committee of the Anahuac University to resolve extraordinary cases not accounted for in this Compendium, provided that they do not contravene with the provisions of the same or those issued for the Anahuac University campuses. Waivers and exceptions shall be processed in accordance with the approved internal procedure.

**Art. 48.** The enactment, modification and interpretation of this Book and the Anahuac Regulatory Compendium is an exclusive responsibility of the Governing Board of the Anahuac University.

# **BOOK EIGHT. Regulations for obtaining Specialist Diplomas and academic degrees**

## **PART I. General Provisions**

**Art. 1.** This book establishes the rules regarding the academic and administrative processes of the Anahuac University to award professional degrees, specialist Diplomas and academic degrees of Master and Doctorate Degrees.

**Art. 2.** The Anahuac University will award the Professional Degree, the Specialist Diploma and the Academic Degree of Master and Doctor, when the student has passed all the credits indicated in the study program; covered the applicable requirements for graduation; complied with all the curricular requirements as applicable; carried out the administrative procedures that apply; and do not have financial, document and educational materials debts with the university, and in the case of master's degree, satisfied in addition to the requirements corresponding to the chosen option for obtaining this degree.

**Art. 3.** The Anahuac University will determine the modalities and requirements that are required for obtaining professional degrees, specialist Diplomas or academic degrees of Master and Doctor. These documents will be issued by the University and authenticated by the Secretariat of Public Education (SEP).

**Art. 4.** The student who studied an academic program incorporated into the National Autonomous University of Mexico (UNAM) at the Anahuac University, must adhere to the modalities and requirements that said authority determines for these purposes, and the Anahuac University may add those that it considers convenient and that must be detailed in the specific regulations of these programs. The issuance of the corresponding title will be the responsibility of the UNAM.

The student who studied an academic program with Recognition of Official Validity of Studies at the Anahuac University granted by some state educational authority, will adhere to the modalities and requirements that said authorities determine for these purposes, and the Anahuac University may add those that it considers convenient and that must be detailed in the specific regulations of these programs. The issuance of the corresponding title, Diploma or degree will be the responsibility of the Anahuac University.

**Art. 5.** It is the responsibility of the school administration area to:

- a) Define and operate the institutional administrative procedures for the issuance of professional degrees, specialist Diplomas and academic degrees of Master and Doctor, and in the case of Master's, coordinate with the Faculty or School for the authorization and execution of the option selected for obtaining the degree.
- b) Verify and validate that the certificates contain the signatures of those authorized to integrate to the respective Examiner.
- c) Verify and validate the origin of Honorary Mentions.

**Art. 6.** It is the responsibility of the Academic Vice President (Office), through the direction in charge of Academic and Research Matters:

- a) Establish quality standards for the definition and operation of the granting of professional degrees, specialist Diplomas and academic degrees of Master and Doctor, as well as to define the integration, functions, responsibilities and performance of the Synodal members of The Examining Synod, in cases where there is a dissertation, examination or thesis defense.
- b) Authorize the teaching staff to act as thesis, assignment, applicative project advisor, and/or synodal. For such purposes, said staff may be both full-time or adjunct professors; they must have at least the academic degree to which the student who advises or evaluates, aspires; and must be an expert in the area in which the thesis or the assignment/applicative project is developed.
- c) Create and maintain an updated list of authorized teachers for these purposes, as well as their signature record.
- d) Authorize, exceptionally, external advisors when there are no academics specialized in the subject of thesis or assignment/applicative project; or, that they are part of a project outside of the University.
- e) Verify that the performance of faculties and schools, their deans and academics, as well as the synodals appointed by them, is in accordance with the established rules and procedures.

**Art. 7.** It is the responsibility of the faculty or school management to:

- a) Designate, in cases of grade examination, the synodal members of The Examining synod from amongst the authorized teachers.
- b) Ensure, within the scope of its competence, strict compliance with academic and administrative rules and procedures.
- c) Ensure that, in the response of the grade exam, the decorum, dignity and institutional representativeness that this act deserves is maintained.

**Art. 8.** The student will have a maximum of three opportunities to present and pass the corresponding grade exam in order to obtain the academic degree.

**Art. 9.** In Master's programs, in the options where there is a synod responsible for examining the student, the synod will be composed of three full members and two alternates authorized by the University; in doctoral programs, The Examining Synod will be composed of five full members and two alternates.

**Art. 10.** In all options in which there is the presentation of a case or written academic project, the student must sustain an oral response, or grade examination, before the designated examining Synod. In master's programs, in the event that the student obtained a suspended grade to a response or the graduation exam, another graduation option may be chosen.

**Art. 11.** The result of the grade examination may be: passed with Honorary Mention, passed or suspended.

- a) It is considered approved with honorary mention when the examining Synod, unanimously, determines that the student has met the established academic and curricular requirements and has the knowledge and skills of the graduation profile established in the program. Additionally, the student must comply with the provisions of Art. 15 of this Book.
- b) It is considered passed when the examining Synod determines, unanimously or by majority, that the student has met the academic and curricular requirements established and has the knowledge and skills of the graduate profile established in the program.

- c) It is considered Suspended when:
- i. In the opinion of The Examining Synod, the student has not met the established academic and curricular requirements, nor has the knowledge and skills of the graduate profile established in the program.
  - ii. The student does not attend the response or grade exam, the day and time determined for such purposes.

The university may grant additional awards to the student with a passing grade, the grounds for which are provided for in these regulations.

**Art. 12.** The student whose reply or grade examination has been suspended, may request a new date to be examined, after six months from the date of suspension.

**Art. 13.** When for reasons not attributable to the student, the exam cannot be held on the day and time indicated, it must be rescheduled as soon as possible at no cost to the student.

**Art. 14.** The result of the grade examination shall be recorded in a certificate signed by the relevant examining Synod and/or the authorities empowered to do so.

The issuance of professional degrees, specialist Diplomas and academic degrees of Master and Doctor will be recorded in the official books and/or electronic files.

**Art. 15.** The university may grant an Honorary Mention in obtaining the Professional Degree and in the academic degree, as the case may be, when the following conditions are met:

- a) The student has obtained, at least, an average of 9.5 (nine point five) at the end of their studies. the total weighted average will be considered for undergraduate degree programs, and for graduate degree programs, the total arithmetic average. In the case of undergraduate degree programs, if there were no graduates who reached this average, the graduates who obtain a final average in the range of 9.0 to 9.4 and are within the highest five percent of the total average of the group of students who graduate in that period will receive an Honorary Mention.
- b) The student has passed all the subjects on the first opportunity in which they enrolled them or by means of academic proficiency.
- c) In the case of graduate studies, the student gave an outstanding response in the grade examination, and the examining Synod takes this decision, unanimously.

In the grade examination, this decision should be based on the following aspects:

- d) Academic Rigor in the approaches to the work carried out by the student.
- e) Importance of the subject for the academic discipline.
- f) Clarity of student exposure during oral response; and
- g) Solid theoretical and methodological basis of reasoning presented by the student, both in the written work and during the response, as well as in the answers to the questions of The Examining Synod.

The Examining Synod must justify this decision in writing to the faculty or school, with a copy to the School Administration area.

The achievement of the Honorary Mention shall be recorded in the response or examination certificate and in the same title or grade.

**Art. 16.** The student, in accordance with the institutional administrative procedures, before starting the formalities for the Degree Examination and for the issuance of the title, Diploma or Degree, must:

- a) Register the chosen option at the faculty or school (in the case of Master's degree).
- b) Have delivered the complete documentation required by the School Administration area.
- c) Not have any debt.
- d) Apply for and receive a study review.
- e) Make the corresponding payments for this procedure.

**Art. 17.** For foreign students, the authorities empowered, shall carry out the registration of the title, diploma or degree, as well as issuing the Professional Certificate or equivalent, which shall be subject to the migration and administrative provisions issued by the competent authority.

**Art. 18.** The president is the authority empowered to sign the professional degrees, Diplomas of specialist and academic degrees of Master and Doctor on behalf of the University. In the case of institutes and centers of studies and research which are part of the Anahuac University, such authority may be delegated, by agreement, to the dean of the determined institute or center.

## **PART II. Obtaining the Professional Degree**

**Art. 19.** The Anahuac University will award the Professional Title supported by the education, in accordance with the graduate profile of each degree program that it offers, and allows, in terms of state of national educational legislation, the official record of that title, and, in their case, issuing the student with the corresponding professional certificate, on behalf of the Secretariat of Public Education, when they meets the requirements set out in its corresponding Educational Model and study program.

**Art. 20.** The student of an undergraduate degree program shall receive their Professional Diploma once they have accredited all the courses and credits listed in their study program and met the requirements set forth in articles 43 and 51 of Book One of this Compendium: entry requirements; the requirements of permanence; passing professional courses through the English language and those taken through on-line/blended learning modalities; the domain of the English language and, where applicable, a third language; Community Service; the specific requirements listed in their program and official appendices, having completed, and if applicable, having passed mid-term and/or graduation assessments, internal and/or external (in the case of the Overall Review of Graduation of Undergraduate degree CENEVAL, for those programs that require such a review), with reference to each degree program, and under the specific conditions stipulated by the university.

In some undergraduate degree programs, the Anahuac University may require, within one or more terminal subjects, the elaboration and defense of a Final/integrative project, applicative assignment, or research, according to the nature of each program.

The student must carry out the procedures that the University indicates for this and cover the fees that are determined for the review of studies, the issuance of the degree, the registration of the same before the General Office of professions and, where appropriate, the issuance of the corresponding Professional Certificate.

**Art. 21.** The students of The Medical Surgeon Undergraduate Degree program must present and pass, as part of their qualification requirements, the summative integral evaluation, which consists of three parts: the general examination of Undergraduate degrees, EGEL of CENEVAL,



which the student will have passed upon obtaining a satisfactory or outstanding result; A Practical Examination; and an Oral examination with synodals appointed by the Direction of the Faculty or School, at the facilities of the University on the dates assigned by the same.

The results of these assessments will be graded in blocks of accredited or non-accredited.

### **Special degree provisions for transferred students**

**Art. 22.** The Professional Degree of a student who has transferred from another Anahuac university campus will be awarded by the University in which they have taken most of the credits (at least 35%), and that offers the complete undergraduate degree, fulfilling the requirements established in this Book.

**Art. 23.** In the event that a transfer student has completed and passed the same number of credits at two Anahuac University campuses (at least 35% in each), the Professional Degree will be issued by the last institution in which they were enrolled.

**Art. 24.** In the case that a transfer student has studied and passed the highest number of credits at a university that does not offer the complete undergraduate degree, the university which will award the Professional Title shall be the one that will follow in number of credits accredited and in which the student has registered the complete undergraduate degree program.

Regardless of the determination of the university that awarded the Degree, the student who has completed elective courses integrated into a professional area, the corresponding recognition (the Diploma) shall be awarded by the university that has issued the largest number of these subjects.

## **PART III. Obtaining Diplomas for Specializations, Master's or Doctorate degrees**

**Art. 25.** The specialty student who has accredited all the subjects and credits indicated in the study program, and has met, where appropriate, the specific requirements established therein, may obtain the corresponding Diploma. To carry out the above, the student must carry out the procedures and make the payments that the University indicates.

**Art. 26.** To university provides the following options to obtain the Academic Title of Master Degree:

- a) Thesis
- b) General Knowledge Exam
- c) Complementary Studies
- d) Applicative Assignment

The options indicated above will be available to the student, according to the specific characteristics of the programs, and their application will be determined by the Faculty or Schools and the Academic Program Office, prior authorization of the Academic Vice President (Dean or Coordinator).

**Art. 27.** In the case of Master's programs that have special graduation requirements, by virtue of the requirements of national or international accreditation bodies of the study program, or by agreements of academic collaboration with educational institutions or business entities, the University, after justification and subject to the authorization of the Academic Vice President (Office), may proceed in issuing the Master degree without the need to carry out any of the following options described herein:

- a) Research or applicative projects are developed within the program, whose characteristics allow the student to demonstrate that they have met the objectives and/or acquired the competencies indicated in the study program.
- b) The student has passed all the credits of the master's program.
- c) The student has met the graduation requirements set out in the program; and
- d) The student has no outstanding payments.

When a master's program is taught jointly with another educational institution that establishes in its regulations that the degree is awarded when all subjects, the totality of credits of the curriculum and the graduation and curricular requirements indicated therein have been met, the issuance of the academic degree of the Anahuac University will proceed in the same terms.

**Art. 28.** To obtain the degree of Doctor, only the realization and defense of the corresponding Doctoral thesis is required.

## **PART IV. Options**

### **CHAPTER I. Thesis**

#### **Master's degree**

**Art. 29.** The Master's degree thesis consists of an original paper developed with methodological rigor that contributes to the generation of new knowledge, or expands, perfects or applies existing knowledge in an area of the academic program.

**Art. 30.** The university, through the authorities listed in articles 5, 6 and 7 of this Book, shall monitor that the thesis prepared by the student complies with the provisions of the previous article. In the case that the student does not comply, that stated in subsection i) of Article 13 of Book VI of the Regulation of Healthy Coexistence and Discipline shall be applied.

**Art. 31.** The thesis can be individual or collective. It is the responsibility of the Faculty or School to authorize its preparation by two people, and of the Academic Vice President (Dean or Coordinator) to authorize a team of more participants or belonging to more than one program, if the thesis activity meets all the following requirements:

- a) The topic to be developed covers several aspects of the discipline.
- b) The collective contribution represents an original contribution to the theme addressed in the thesis.
- c) The methodology to be used is complex or diverse.
- d) The candidates, in the opinion of the Faculty or School, have demonstrated ability to work as a team, work discipline and methodological rigor in their studies.

**Art. 32.** It is up to the Faculty or School to assign the advisor to each student who starts their thesis project.

The master's student will have the right to have a thesis advisor and, in the absence of an express definition, will be entitled to mentoring for a period of six months, starting from the period immediately after the conclusion of their studies.

If the thesis is not completed within the indicated deadline, the student must cover the institutional costs of subsequent mentoring.

**Art. 33.** Once the approval vote of the thesis advisor is obtained, the student will make a presentation of their paper reviewed by an examining Synod, with the aim that the designated synodals shall ultimately pass the thesis prepared, or request modifications to the same.

In the event that modifications are indicated, these must be made within a period not exceeding six months, or in a time which the examining Synod determines together with the student.

If the modifications are not fulfilled within the established deadline, the advisor must verify the update of the paper presented and authorize the student to carry out a second presentation of the same, in which the modifications indicated are integrated.

In the event that the thesis is rejected by The Examining Synod, the student must opt for another modality or submit a new thesis.

**Art. 34.** To process the examination of the Master's degree, it is necessary to have the approval of the Synod examining the thesis, which appears on the respective document and which will have a maximum validity of six months.

**Art. 35.** In the case of a group thesis, the reply must be made individually, so that each student can be evaluated, and the result is individual, or even different for each participant.

## **Doctorate**

**Art. 36.** The PhD thesis consists of an original paper that is an example of intellectual honesty, developed with broad methodological rigor and that contributes to the generation of new knowledge.

**Art. 37.** The university, through the authorities listed in articles 5, 6 and 7 of this Book, shall monitor that the thesis prepared by the doctoral student complies with the provisions of the previous article. In the case that the student does not comply, that stated in subsection i) of Article 13 of Book VI of the Regulation of Healthy Coexistence and Discipline shall be applied.

**Art. 38.** The Faculty or School is responsible for the authorization of the Director of the Thesis Project, as well as the integration of The Examining Synod, which will be preferably composed of synodals of different institutions.

If the thesis Director has to refrain from the management of the same, they must communicate this in writing to the Dean of the Faculty or School, who will appoint a new director. If the student requests a change of thesis Director for well-founded reasons, the Faculty or School will decide, after consultation with said academic, and shall communicate its decision to the student.

**Art. 39.** The doctoral student will be entitled to advice at no cost for a period of one year, starting from the period immediately after the conclusion of their studies.

If the thesis is not completed within the indicated deadline, the student must cover the institutional costs of subsequent mentoring.

**Art. 40.** The student must present the thesis to the five members of The Examining Synod and to the two alternates, accompanied by the letter of termination granted by the thesis Director.

Within a maximum period of forty working days, starting from the date of receipt of the thesis, the designated synodals must provide their reasoned vote in writing, including the requested modifications.

**Art. 41.** In the event that there are opposing positions, an academic committee composed of the Dean of the Faculty or School, the Program Coordinator and the Thesis Director shall decide on the matter.

**Art. 42.** In the event that modifications are required, these must be made within a period not exceeding six months, or in a time which the Academic Committee determines. If it is not fulfilled, the Thesis Director must verify the authorization of the paper presented and authorize the student the ability to carry out a second presentation of the same, in which the identified modifications are integrated.

**Art. 43.** The degree examination must be sat, along with the passing grade of the synodals or the resolution of the Academic Committee. The Examining Synod shall refrain from signing the proof of having passed the thesis until the student has made the identified modifications.

If the thesis is rejected by The Examining Synod, the student must submit a new thesis.

**Art. 44.** To process the examination of the Doctorate degree, the student must have the approval of the Synod examining the thesis or the resolution of the Academic Committee, which appears in the restrictive document and holds with a maximum validity of six months.

**Art. 45.** At least five of the seven synodals that reviewed the thesis must participate in the grade examination.

**Art. 46.** The PhD candidate will defend their thesis during the degree exam.

**Art. 47.** The Doctoral thesis may only be individual. It cannot be carried out in a group.

**Art. 48.** The degree examinations panel shall be composed of three synodals and two alternates for the master's degree, and five synodals and two alternates for the doctorate.

The result of the grade examination may be a pass, pass with honorary mention or suspended.

The result of the examination shall be recorded in the Book of graduate examinations acts and, the act, to be drawn up for that purpose, shall be signed by the synodals and the dean of the school or faculty.

**Art. 49.** The university may grant Honorary Mention in graduate programs when the student has chosen an option for obtaining an academic degree in which an oral or degree examination must be carried out before a designated examining Synod, in accordance with the provisions of this Book.

In master's programs, in the event that the student obtained a suspended grade to a response or the graduation exam, another graduation option may be chosen.

- a) Having obtained a minimum academic average of 9.5 (nine point five) at the end of their studies.
- b) Having passed all the subjects on the first occasion in which they were enrolled.
- c) Having had outstanding participation in their graduation examination, and
- d) The panel has made this unanimous decision.

**Art. 50.** The panel may award Honorary Mention to the student in cases which, in regulatory terms, it is not appropriate to award Honorary Mention, but the following conditions are met:

- a) The thesis is of high quality or presents an outstanding contribution; and
- b) The student has made an outstanding defense of the same.

## **CHAPTER II. General Knowledge Exam**

**Art. 51.** The master's student may opt for the presentation of the General Knowledge Exam, which will embark the general learning results of the academic program studied and, in general, the knowledge, attitudes, values and skills development achieved.

**Art. 52.** The exam includes:

- a) A written section, which must be passed in order to continue with the oral section, the result of which will be submitted to the Examining Synod on the day of the response.
- b) An oral section, in which the student must solve a practical case, status or problem (real or hypothetical) that is assigned to them.

**Art. 53.** The program office shall design a bank of questions, from which the Written Exam will be formed, which shall be validated by the Faculty, School or Area in charge of academic and Research Affairs, to ensure that:

- a) The questions are methodologically appropriate, and
- b) The topics addressed correspond to the set of areas and subjects of the academic program.

**Art. 54.** The program office shall also design a bank of practical cases, from which one will be selected to be resolved and defended in the oral section by the student.

**Art. 55.** The examining Synod shall consist of three synodals, who will decide at the end of the response whether the candidate is deserving of receiving the Master degree title, and shall draft the act which corresponding to the decision.

## CHAPTER III. Complementary Studies

**Art. 56.** The student may choose the option of complimentary studies to obtain the Master degree, when they have completed all the credits of the program they have taken.

These are studies in accordance with the graduate profile of the master's programs, designed or approved by the faculty or school, whose purpose is to deepen or add knowledge and/or techniques to the training acquired in the master's program.

The conformation of complementary studies depends directly on the Academic Coordinator of the program and must be approved by the Faculty or School and authorized by the Academic Vice President (Office).

**Art. 57.** Complementary studies can be:

Courses designed to complement the master's program.

- a) Subjects previously selected from the different master's programs offered at the Anahuac University and that, in the opinion of the Academic Coordinator of the Program, are considered complementary and meet the requirements established for it.
- b) Subjects of a Doctoral program, as long as the student is enrolled in that program.
- c) Courses or subjects of the same or higher level, taught by another national or foreign higher education institution.

The student shall suggest the complementary studies to be taken which must be approved by the Academic Coordinator of the Program, the Dean of the Faculty or School and the area designated by the Academic Vice President (Office).

**Art. 58.** For the option of Complementary Studies, the Anahuac University establishes the following guidelines:

- a) The student will not be able to access this option until the total credits of the Master program have been completed.
- b) The student must accredit each subject with a 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 will be subject to authorization by the Academic Vice President (office) and must have a minimum duration of one hundred hours or a value of twelve credits.

**Art. 59.** If the complementary studies were carried out at the Anahuac University:

- a) The student can obtain the degree automatically, without the possibility of receiving an Honorary Mention, if the following requirements are met:
  - i. Academic Records of the Master's program with minimum total 9.5 (nine point five) arithmetic average.
  - ii. Minimum arithmetic average grade of 9.5 (nine point five) in the courses or subjects taken of the complementary studies.
- b) If the arithmetic average attained by the student, relative to the courses or subjects of the complementary studies, is less than 9.5 (nine point five) but greater than 8 (eight), the student must carry out a case study or academic assignment assigned by the Faculty or School responsible for the program and sit the oral response with the designated examining Synod.

- c) To obtain an Honorary Mention in this option, the student must meet the following requirements:
- i. Academic Records of the Master program with minimum total 9.5 (nine point five) arithmetic average.
  - ii. Minimum arithmetic average grade of 9.5 (nine point five) in the courses or subjects of the complementary studies taken.
  - iii. Carry out a case study or academic assignment assigned by the faculty or school responsible for the program.
  - iv. Sit the oral reply with The Examining Synod appointed by the faculty or school and endorsed by the Vice President (Office), and
  - v. The oral reply should be of high quality and passed by unanimous vote of the synodals.

**Art. 60.** If the complementary studies were completed in an institution other than the Anahuac University, the student must carry out a case study or academic assignment and sit the oral response of the same before an examining Synod appointed by the faculty or school and endorsed by the Academic Vice President (Office). In this situation, the award of Honorary Mention shall not be awarded.

**Art. 61.** Once the Complementary Studies are accredited, when having completed a case study or academic assignment, the Synod designated Examiner shall review the assignment carried out, giving the student up to a maximum of one month to make the suggested modifications, if this is not carried out, a new case study or academic work must be presented.

**Art. 62.** The School administration area will validate the official endorsements of the Complementary Studies that must be submitted by the faculty or school, through the institutional notification and, if appropriate, will schedule the oral response.

The Examining Synod shall decide at the end of the response whether the candidate is deserving of receiving the degree and fill out the corresponding act.

## **CHAPTER IV. Applicative Assignment**

**Art. 63.** In Master's programs, students may choose to obtain the degree by presenting an applicative assignment in which they propose a practical solution to a specific problem of the professional field in which they work, applying the knowledge acquired in the program studied. The scope of the assignment should be defined jointly by the program advisor and the Program Coordinator.

The Faculty or School shall assign an advisor to each student who starts their applicative assignment.

The master's student will have the right to an advisor for their applicative assignment and, shall have the right to access mentoring for a period of six months, from the period immediately after the conclusion of their studies.

If the applicative assignment is not completed within the indicated deadline, the student must cover the institutional costs of subsequent mentoring.

**Art. 64.** The process for the development and passing of the applicative assignment shall be as follows:

- a) The student shall present their applicative assignment proposal to the academic program office. This proposal will include a brief description of the problem to be solved, the reasons for choosing it (the needs for resolution) and an outline of the methodology to be used for its resolution.
- b) Once the proposal of the assignment has been authorized by the academic program office (including the modifications suggested by the advisor, if necessary), the student shall present the applicative assignment whose final report must include a detailed and sufficient description of the following aspects:
  - i. A description of the problem to be resolved, including background and relevant contextual information.
  - ii. A justification of the choice based on the relevance it has for the profession today.
  - iii. A description of the stages of the applicative assignment, from the detection of needs to the evaluation of the expected achievements.
  - iv. A description of the human and material resources required for the implementation of the proposal, indicating when they would intervene or be used.
  - v. Where appropriate, a comprehensive description of the achievements attained after implementing the proposal. It is recommended the student include a space which describes the possibilities of generalizing the findings and of employing the methodology used to solve other similar problems.
  - vi. Conclusions about the project and the usefulness that its implementation has for a professional in their academic discipline.

The report must contain theoretical aspects of the discipline, necessary to give a solid foundation and that serve as the basis for the evaluation to be made by The Examining Synod, in addition to having an extension of no less than sixty paragraphs.

- c) Once the advisor approves the report, they will provide this to an examining Synod composed of three synodals, who will read the report.
- d) The student will carry out the corresponding procedures in the School Administration area to schedule the date for the oral response.

**Art. 65.** Once the report is approved and concluded under which the applicative assignment is presented, according to the specific requirements regarding methodological rigor of each Faculty or School, the student will be subject to oral response before the examining Synod that is appointed for it.

**Art. 66.** Oral submission and response shall be carried out no later than three months after the advisor has authorized the report. In the event that the exam is not carried out in this period, the student must, within a period not exceeding six months, update the project and request the reschedule of the exam; otherwise, they must restart the process.

The Examining Synod shall decide, at the end of the presentation and oral response, whether the candidate is deserving of receiving the degree and fill out the corresponding act.



## **PART V. Enactment, Modification and Interpretation**

**Art. 67.** For the purposes of the interpretation and application of the provisions contained in this Book and in the Anahuac Regulatory Compendium, it shall be borne in mind that, in the case of two incompatible rules, one being general and the other special, the latter prevails.

**Art. 68.** It is the responsibility of the Rectoral Committee and/or the university regulations committee of the Anahuac University to resolve extraordinary cases not accounted for in this Compendium, provided that they do not contravene with the provisions of the same or those issued for the Anahuac University campuses. Waivers and exceptions shall be processed in accordance with the approved internal procedure.

**Art. 69.** The enactment, modification and interpretation of this Book and the Anahuac Regulatory Compendium is an exclusive responsibility of the Governing Board of the Anahuac University.

# **BOOK NINE. Regulation of Mobility and Transfer for Students of the Anahuac University**

## **PART I. General Provisions**

### **SINGLE CHAPTER. Mobility and Transfer**

**Art. 1.** This Book establishes the bases for the mobility and transfer of students of the Anahuac University in its different campuses, with the purpose of favoring and enriching the comprehensive education and academic excellence of its students. This Book does not take into account exchange with institutions outside of Mexico.

**Art. 2.** The mobility and transfer of a student to a foreign institution of the international network of universities to which the Anahuac University belongs will be established in accordance with the specific agreement that has been signed with that institution, as well as the regulations of each university and the legal provisions applicable in both countries. In the particular case of mobility, it will be treated as an International Exchange, under the terms of the regulations of exchanges for students of the Anahuac University.

**Art. 3.** The Student of The Anahuac University in mobility or transfer, shall safeguard, at all times, their identification number (ID) and the academic records of their program, on the Integral University System (SIU, as abbreviated in Spanish).

Students coming from the Tamaulipas Institute of Higher Education (IEST), a member of the network of Anahuac universities, in the case of mobility, shall be assigned a provisional ID, and in the case of transfer, a definitive ID.

**Art. 4.** In each Anahuac University campus, each institution shall determine the area responsible for mobility, and the area that will be responsible for transfer shall be the Department, or Office of the School Administration, hereinafter School Administration.

**Art. 5.** Students at Tamaulipas Institute of Higher Education (IEST), a member of the network of Anahuac universities will be subject, as far as possible, to their own regulation as long as it does not contradict this book, nor the Book One of the Anahuac Regulatory Compendium.

**Art. 6.** Students in mobility or transfer are obliged to know and observe the provisions of this Book, the provisions and procedures that derive therefrom, and those provisions of the university itself and the network of Anahuac universities, whereby ignorance of the same shall not excuse their non-compliance.

**Art. 7.** The acts and omissions of a student in mobility or transfer, as well as the consequences that result, whether within an educational institution or outside of it, whether academic or not, whether arising or not from the student, are the sole responsibility of the latter, whereby the Anahuac University, and any natural or legal person linked to the same, shall not assume responsibility for any civil, administrative, criminal, fiscal, labor, or arising from, the acts or omissions of the student.

## **PART II. Description of the Mobility program for students of the Anahuac University**

### **CHAPTER I. Description of the Mobility Program**

**Art. 8.** Mobility is understood as the process by which a student enrolled in a university of the Anahuac Network, defined as the home university, is enrolled in one or more periods of school in another university of the same Network, defined as the host university, with the intention of returning to finish their studies at the home university.

This mobility may occur repeatedly throughout a program, respecting the minimum and maximum duration of each occasion, as stipulated in Article 17 herein.

Virtual mobility means the process by which a student enrolled in their home university enrolls in one or more courses online, in one or more of the Anahuac University campuses, during one or more school periods. This mobility is not subject to the rules and procedures indicated for face-to-face mobility.

Within virtual mobility there are two types of courses:

- a) Multicampus courses. - those expressly designed online by an Anahuac University campus, to receive students from all other campuses for a given academic period, and in which the student may enroll, subject to the existing quota.
- b) Courses offered to two/three campuses. - those designed online initially only for one campus and which, at the express request of the interested party(s), receive one or more students from one or more University campuses, with the prior agreement of the academic coordinators of the programs of the campuses involved.

**Art. 9.** To carry out the mobility process, students must take into account the following: their academic status, the minimum and maximum academic course-load permitted, the academic offer of the host university, the recommendation of the academic advisor or tutor, and their administrative, financial and disciplinary status at the home university.

In addition, in the case of students who request mobility to another campus to enroll in subjects of Clinical Practice in the Medical Surgeon Undergraduate Degree program in one of the Faculties or Medical Schools of the Anahuac Network, they must do so at least six months in advance, and may or may not be accepted to the University of their interest, depending on the Clinical Fields available. In the case of acceptance, students must cover the cost of the balance for the health institutions in which they will study their mobility period(s).

It is the responsibility of the area in charge of mobility at the home University to request and give notice to their counterparts at the host University of the movement to be made, at least six months in advance, by sending the academic records of the student applying.

**Art. 10.** The home university, through the area responsible for mobility, must initiate the mobility process of each student, on the dates arranged for this purpose in each campus, and authorize it once the academic status has been verified, as well as its administrative, financial and disciplinary status. Without such authorization, the host university will not be able to continue the process and give the final authorization to officially receive the student.

**Art. 11.** Students on mobility are subject to this regulation, the agreements signed in a particular manner, and/or by program between the home university and the host university, and to the particular provisions of the home and host universities, provided that these do not contravene with the present Book or Book One of the Anahuac Regulatory Compendium.

**Art. 12.** In the event that the host university detects a student's failure to comply with the regulations or particular provisions, it shall sanction the student in accordance with the procedures of each institution and give notice to the home university.

**Art. 13.** When at the host university, the student must go to the area responsible for mobility for any situation that warrants clarification for the process.

## **CHAPTER II. Who can participate in the Mobility Program**

**Art. 14.** Students from any Anahuac University campus can participate in the Mobility program, who:

- a) Have studied 20% of credits of their program at the home university; at least two ordinary periods; and have a Sufficient or Satisfactory academic status<sup>1</sup>.
- b) Have accredited the required level of English language, as per the study program corresponding to the percentage of credits covered at the time of mobility.
- c) They do not hold any outstanding payments with the home university and do not have any administrative debts (See Art 35).
- d) Have private health insurance with coverage in Mexico.

Only students who are enrolled and with at least one course selected at their home university can participate in virtual mobility, except in the summer academic period between semesters, in accordance with their academic status and regardless of their percentage of progress.

**Art. 15.** The student who completes the credits of their program during mobility must carry out the graduation formalities at their home university.

**Art. 16.** The student who has received a sanction for a disciplinary misconduct, such as those referred to in Art. 145 of Book One, may not be eligible for mobility. If the student has withdrawn and changed their program, they can only be eligible for mobility if they have advanced 20% in the credits of the new program at the home university.

## **CHAPTER III. Duration of the Mobility Program**

**Art. 17.** The duration of mobility may not be less than one school period (ordinary semester or periods between semesters). The student may carry out mobility at the same host university for up to two regular semester periods and one period between semesters This duration is per event and per campus.

**Art. 18.** If the student in mobility loses their Sufficient or Satisfactory academic status at the host university (by falling into a restricted academic standard, or restricted by English or suspended by English), they must return to their home university. If the student in mobility results in academic withdrawal they must return to their home university if they wish to apply for a waiver or make a change of program, as stipulated in Book One.

---

<sup>1</sup> See. Art. 66, Book One.

At the end of each period of mobility, both home and host universities must verify the academic status of the student after the closure of the academic period, to identify if it falls into any of the assumptions of the previous paragraph and thus notify the student.

## **CHAPTER IV. Processes of Authorization, Modification and Withdrawal from the Mobility Program**

**Art. 19.** The procedure for the mobility procedure is as follows:

- a) The student shall submit the corresponding request for verification, in the area responsible for mobilization at the home university, within the deadlines established for this (See. Art. 22).
- b) The area responsible for mobility shall inform the student and the host university's approval procedure, so that the student can make their selection of courses at the host university, or, otherwise, request manual registration of the courses, workshops and/or training activities they wish to study. Otherwise, they shall notify the student of the inadmissibility of his application.
- c) The student in mobility will be subject to the offer and quotas of the academic program of the host university and must have fulfilled the prerequisites and/or concurrent requirements of the subjects that they intend to take, according to their study program.
- d) The respective correspondence tables will be used for the programs that are not recognized at a network level, or when the study program belongs to an educational model of a different date.

In the case of virtual mobility, it is a condition that the student is enrolled and with at least one selected course at their home university, with the exception of the summer period between semesters.

**Art. 20.** The mobility will be valid only for the period and the subjects, workshops and/or training activities registered. The student must renew their stay at the host university for each period, by means of a request for renewal at the area responsible for mobility in the home university, at and with the support of the area responsible for mobility at the host university, in the terms of this regulation.

**Art. 21.** The area responsible for mobility at the home university may authorize mobility each period, up to a maximum of ten percent of the total students of each educational level of the home university, without exceeding twenty percent of the total students of each academic program. Students enrolled in virtual mobility will not be accounted for in the aforementioned percentages.

**Art. 22.** The application for mobility must be submitted at least thirty days before the selection of courses for the period in which participation in the mobility program is intended; the application must be agreed and documented between the universities and the applicant, no later than two weeks before the start of the respective course.

In the case of virtual mobility, the academic course-load of the courses must be carried out, at the latest, in the first week of classes of the school period in which it is intended to take place (week of adjustments).

**Art. 23.** The home university will establish the preferential order of students for mobility, taking into account the percentage of progress of credits of the study program and the weighted academic average, considered at the time of submission of the application.

**Art. 24.** If a student wishes to withdraw from the mobility program prior to the start of the period in which they are authorized, they must notify both the home university and the host university in writing, so that the process is reversed, and they can make their course selection at their home university on a regular basis. Once the course selection has been carried out and the period for which the mobility was authorized has started, the student can only de-register by requesting voluntary or special withdrawal at the host university, in the terms and with the effects indicated in Book One.

## **CHAPTER V. Registration, Course Selection and Learning Assessment Processes**

**Art. 25.** Once the mobility is authorized, the student must carry out the formalities and the payment of re-registration for the period of mobility, in their home university, for which they shall be subject to the provisions of Book One.

**Art. 26.** The student must make the selection of courses according to the calendar of the host university, subject to the availability of quota that may offer it.

If the student does not make their selection of courses on the dates indicated, they will lose their right to mobility for that period, and must remain at their home university, or return to it in case they are already on mobility.

**Art. 27.** For any situation that merits an adjustment in the course selection, the student must go to the area responsible for mobility at the host university, which will be in coordination with the respective area at the home university.

**Art. 28.** Students in mobility shall select up to the maximum academic course-load according to their academic status, according to the subjects, workshops and/or training activities that are offered at the host university.

**Art. 29.** In the mobility, for periods between semesters, the student can take up to the maximum number of credits that Book One establishes for this period.

**Art. 30.** Taking subjects from the study program in which the student has not fulfilled the respective prerequisites or concurrent requirements will not be permitted during mobility (See. Art. 19 (c)).

**Art. 31.** In mobility, academic exchanges that are available at the host university may be requested and carried out, complying with the requirements set out in the respective regulations, although for these purposes the students at the host university will be given preference, always.

**Art. 32.** In accordance with Book One and this Book, students in mobility may take/present the following:

- a) Subjects in English.
- b) The subjects in online modality.
- c) The subjects in online modality - in English.
- d) The subjects in blended modality (when applicable).

- e) The Practicum subjects.
- f) The subjects of Clinical Practice of Medical Surgeon Undergraduate Degree program (See Art. 9).
- g) The subjects in the modality of academic proficiency.
- h) The mid-term and/or graduation evaluations, referred to in Article 51 (d) of Book One.

Additionally, and covering the respective costs at the host university, students in mobility can attend/present the following:

- i) The levels that permit the student to advance in the English and/or third language requirement.
- j) Community Service.
- k) The subjects and activities from the leadership and excellence programs.
- l) Any other non-curricular course or activity offered by the host university and that the student wishes to attend.

**Art. 33.** The host university will record the grades on the SIU, which shall be recorded in the student's academic records, to which the student and the home and host universities will have access at all times.

## **CHAPTER VI. Financial provisions for the Mobility Program**

**Art. 34.** In mobility, the student must pay the re-registration and the corresponding tuition fees at the home university in accordance with the current fees for the given period, according to the academic course-load chosen and the calendar issuing the same. In the case of courses, programs and requirements that do not award academic credits, the cost of these must be paid at the host university in accordance with the fees established by the latter and will not be covered, where appropriate, by the scholarship that the student may have (See Art. 32).

In the case of virtual mobility, the student must cover the cost of the course(s) carried out under this scheme in other campuses of the Anahuac University and with the current fees in force at their home campus.

**Art. 35.** For no reason may a host university receive a student who has any financial and/or administrative debt (payments, books, documents, equipment, etc.) with the home university or with any university of the international network of universities to which the Anahuac University belongs.

**Art. 36.** In the case of Educational Financing, the student must register their status in the Office of the Vice President or the Department for finance and Administration at the home university.

The home university must register the payment of the financing that has been granted to the student and cash it in the agreed terms.

**Art. 37.** The scholarships awarded by the home university will only be valid, for the purposes of mobility, up to two ordinary semester periods and periods between semesters, in each mobility occasion.

## **PART III. Description of the Anahuac University Student Transfer Program**

### **CHAPTER I. Description of the Transfer Program**

**Art. 38.** Transfer is understood to mean the process by which a student enrolled in a University of the Anahuac Network, defined as the home university, formally continues their studies at another University of the Anahuac network, defined as the host university, with the intention of completing the studies of their program at the latter.

This regulation does not provide for the transfer of students to the universities of the International Network to which the Anahuac University belongs, which shall be processed directly by the student with the host university, whereby the student shall count on the support of the School Administration area and the area responsible for the exchange at the home university.

Students registered in a home university under the modality of Partial Program (common stream), in the terms of Article 8 of Book One, will be able to access, under this transfer mechanism, the program of their choice in the host university of their choosing, where the complete program is offered.

**Art. 39.** Transfer students are subject to Book One, of this regulation, and the given provisions of the host university and to the agreements that would have been signed between both universities.

**Art. 40.** Students who have transferred cannot transfer back to their home university, unless they have the approval of both universities and that such exception has its origin in causes justified in the judgment of both universities.

### **CHAPTER II. Who can participate in the Transfer Program**

**Art. 41.** Students from any campus can participate in the Anahuac University Transfer Program when:

- a) They have studied 20% of credits from their program and at least two ordinary periods at the home university. The Rectoral Committee of the home and host universities involved may authorize exceptions to this provision, in cases of force majeure.
- b) They are not in a status of academic withdrawal, in accordance with Book One.
- c) They do not hold any outstanding payments with the home university and do not have any administrative debts (See Art. 47).
- d) They are in hold of valid private health insurance, with coverage in Mexico, or otherwise purchase one at the time of enrolling in the host university.



The student who intends to transfer from one university to another in the Network must submit the transfer request to the area of School Administration for internal processing which would permit their enrollment in the host university, without having to engage in a new admission process.

**Art. 42.** The student who has received a sanction for a disciplinary misconduct, such as those referred to in Art. 145 of Book One, may not be eligible to transfer.

**Art. 43.** The student who has incurred in academic withdrawal from the program at the home university will not be able to transfer to another university in such a condition; however, they can request a change from a program in their home university to any other program that is offered in the host university, where the causes for withdrawal do not prevail, and they have progressed to 20% of the credits in said program, in order to perform the transfer process, in accordance with the terms of Art. 41 (a) of these regulation.

### **CHAPTER III. Authorization Processes of the Transfer Program**

**Art. 44.** The procedure for the transfer process is as follows:

- a) The student shall submit the transfer request along with the required documentation to the School Administration area of the home university.
- b) The school administration area will verify the origin of the application and verify that the student does not have financial or administrative debts with the home university and shall issue its approval for the transfer and shall request confirmation from the host university accepting the requested transfer.
- c) The student shall receive the official communication, collect their school documents and the approval from the home university, and shall attend the host university to carry out the corresponding administrative and school procedures there, in a period of up to two weeks before the start of classes.

**Art. 45.** Students on transfer will retain the same academic status they had at the home university at the time of transfer, as well as their full academic records.

### **CHAPTER IV. Financial provisions for the Transfer Program**

**Art. 46.** The transfer student shall cover in full the first payment (re-registration) and tuition at the host university, according to the payment schedule in force, from the period in which they transfer.

**Art. 47.** For no reason may a host university receive students who do not present the proof of no financial and administrative debt issued by the home university.

**Art. 48.** The transfer student who is in hold of a scholarship and/or educational financing granted by the home university, shall retain the same percentage of the same at the host university, provided that they meet the requirements established in the respective regulations in terms of average, subjects, workshops and/or training activities passed.

To do this, the student must make record of and agree to the terms and payment term of said credit in the Office of the Vice President or Office of Finance and Administration of the home university and carry out the scholarship and/or educational financing application at the host university.

**Art. 49.** The student who does not hold any percentage of scholarship and transfers to a host university whose fees are higher than those of the home university, may request educational financing or funding for the difference in fees, provided that they comply with the necessary requirements, and may apply for an additional scholarship in the host university, subject to the resolution of the relevant committee.

**Art. 50.** The student who studies a program under the Partial Program (common stream) modality and who must transfer to another University of the Anahuac network to conclude their program, for which their transfer is formalized, must cover the fees of the host university. A student will be granted a scholarship of at least 15% when they are not in hold of any scholarship and the host university's tuition fees are higher than those of the home university, provided that this percentage does not result in the student paying less than they would have at the home university; or they shall retain the scholarship percentage that they have been awarded by the home university, if it exceeds 15%.

If a student is not awarded a scholarship from their home university for having to transfer in order to complete a program that they started as a Partial Program (common stream) at their home university, and the 15% mentioned is not sufficient, they may apply for educational financing, a scholarship increase or a combination of both, subject to the resolution of the corresponding committee at the host university.

When the transfer is required as a student of a program that is offered at their home university of origin, but for various circumstances not all the professional areas indicated in the study program are offered, and whereby the student must study them at another University of the network (host), with the agreement between both institutions, the same percentage of scholarship that they hold shall be respected, enforcing the conditions stipulated by the applicable regulations of the Anahuac University shall be withheld.

## **CHAPTER V. Special certification provisions for transferred students**

**Art. 51.** The professional title, Diploma or degree of a student who has transferred, will be awarded by the university in which they have taken most of the credits (at least 35%), and which offers the complete program, fulfilling the corresponding requirements, in accordance with Book Eight of this Anahuac Regulatory Compendium.

If the transfer student has completed and passed the same number of credits in two universities of the Anahuac network (at least 35% in each), the professional title, Diploma or degree will be issued by the final institution in which they were enrolled.

In the event that the transfer student has studied and passed the highest number of credits in a university that does not offer the complete program, the university that will grant the Professional Title, Diploma or Degree shall be the one that follows in number of credits studied and that has registered the complete program.

For students who have taken elective subjects integrated in a professional area, regardless of which university is to award the professional title, Diploma or degree, the corresponding recognition (Diploma) shall be awarded by the University

in which the student has taken the largest number of these subjects.

## **PART IV. Enactment, Modification, and Interpretation**

**Art. 52.** For the purposes of the interpretation and application of the provisions contained in this Book and in the Anahuac Regulatory Compendium, it shall be borne in mind that, in the case of two incompatible rules, one being general and the other special, the latter prevails.

**Art. 53.** It is the responsibility of the Rectoral Committee and/or the university regulations committee of the Anahuac University to resolve extraordinary cases not accounted for in this Compendium, provided that they do not contravene with the provisions of the same or those issued for the Anahuac University campuses. Waivers and exceptions shall be processed in accordance with the approved internal procedure.

**Art. 54.** The enactment, modification and interpretation of this Book and the Anahuac Regulatory Compendium is an exclusive responsibility of the Governing Board of the Anahuac University.

# **BOOK TWELVE. Regulation for Academic Exchanges for Students of the Anahuac University.**

## **PART I. General Provisions**

### **SINGLE CHAPTER. Student Academic Exchanges**

**Art. 1.** This regulation establishes the foundation for the academic exchange of students of the Anahuac University and higher education institutions, national or foreign, that are not part of the Network of Universities of Anahuac, for periods pre-established as regular semester or those between semesters, to pursue subjects from their own study program or subjects comparable, and with curricular value; and for students from other institutions who wish to study courses at the Anahuac University, to help meet the academic and training objectives of the Anahuac University and of the institutions with which they conduct exchanges of this nature.

In each campus of the Anahuac University the area responsible for exchanges shall be the International Area, Academic Relations or the department that each institution designates.

**Art. 2.** For the purposes of this Book, the following terms and definitions are considered:

- a) Academic exchange (hereinafter exchange): is when a student of an educational institution carries out part of their studies in another institution, national or foreign, and vice versa; studies which hold official curricular value; and where there is a student exchange between both institutions.
- b) Home University: the national or foreign university or institution that sends exchange students to another institution with which an exchange agreement is held.
- c) Host university: the national or foreign university or institution that receives exchange students from another institution with which an exchange agreement is held.
- d) Anahuac students: students formally enrolled in the Anahuac University.
- e) Visiting students: students from other institutions, of foreign nationality, temporarily enrolled in the Anahuac University, who study subjects on exchange that hold curricular value at this university.
- f) Exchange students: Anahuac students or visiting students, under an exchange agreement, whose registration and tuition fees are paid at their home university.
- g) *Study Abroad* Students: Anahuac Students or Visiting Students, who may or may not be covered by an agreement for this purpose, whose registration and tuition fees at both the home and host university are covered, and who attend courses at the host university with curricular value for their home university. The fees listed may be subject to some form of discount, both at the home and host university, as stipulated, in each case, in the same *Study Abroad* or exchange agreement, the quantity of which are exhaustive.

**Art. 3.** For the purposes of equivalence or revalidation, the subjects that an Anahuac student wishes to study at any host university will have to be of equal educational level as their home university and must have the authorization of the corresponding academic authorities. In institutions in Mexico, the study program to which the subjects to be studied belong must have the official recognition of validity of studies by the state or federal authorities of our country.

**Art. 4.** Students participating in an exchange or a *Study Abroad* program, are subject to this Book; the proceedings authorized governing institutions of the Network of Anahuac Universities; and in a complimentary or subsidiary manner, to both the special rules of the host university which may be applicable, and that do not contradict the Book First, as to the specific agreements of exchange concluded between the home and host universities.

**Art. 5.** The students at the Tamaulipas Institute of Higher Education (IEST) shall be bound to their own regulation as long as this does not contradict this Book or Book One of the Anahuac Regulatory Compendium.

**Art. 6.** The exchange of students between institutions of the International Network of Anahuac Universities shall be subject to the conditions set forth in specific agreements signed for that purpose, in accordance with the present regulation, with the regulations of each university in this matter, and with the applicable legal provisions in both countries.

**Art. 7.** The acts and omissions of an Anahuac Student, Pupil, Visitor or *Study Abroad* student during the exchange, as well as the consequences that result therefrom, whether within an educational institution or outside of it, whether academic or not, those made in Mexico or abroad, whether generated or not by the student, are the sole responsibility of the latter, so that the Anahuac University, and any natural or legal person linked to the same, assume no civil, administrative, criminal, fiscal work responsibility, or arising from, the acts or omissions of the student.

## **PART II. Anahuac students**

### **CHAPTER I. Description of the Outbound Academic Exchange**

**Art. 8.** Outbound Academic Exchange is understood to mean the process by which a student formally enrolled in an institution of the Anahuac network, as their home university, studies part of their academic program in another higher education institution that is not part of the Anahuac network, as a host university, with the intention of returning to the home university to complete their studies.

### **CHAPTER II. Who can participate in the Outbound Academic Exchange**

**Art. 9.** The exchange is aimed at Anahuac students who wish to take subjects in regular semesters or periods between semesters in a national or foreign institution not belonging to the Anahuac Network.

**Art. 10.** Those who can participate in the Outbound Academic Exchange, are those who:

- a) Have paid the corresponding procedure.
- b) Have accredited a minimum of 35% of the credits of the program in which they are enrolled and have completed a minimum of three regular periods, if they plan to study in a regular period; or have accredited a minimum of 20% of the credits of their program and have completed a minimum of two regular periods, if they are going to study in a period between semesters.
- c) Have a minimum arithmetic average of 7.5 (seven point five) or that indicated by the exchange agreement.
- d) Do not have any of the following academic standards: Restricted, Academic Withdrawal, Restricted due to English, Suspended due to English, or on Waiver, in accordance with the terms of Article 66 of Book One.
- e) Have completed Level 5 of the English language and as stated in the Integral University System (SIU), if they attend an English-speaking host university, or any other language, but their university courses are taught through English. In the event that the exchange is made with a Spanish-speaking university, having fulfilled the level of English language indicated by the regulations for students of the Anahuac University shall be sufficient, as stated in article. 55. If the student carries out their exchange with an institution whose courses are taught in any other language, they must have the necessary level of that language requested by the institution.
- f) Have international health insurance covering the death, transfer and repatriation of remains.
- g) Have a valid passport valid for up to six months after their stay and have obtained a student visa that permits them to legally stay in the country where they will study, in case the exchange is made with an institution abroad.
- h) The exchange is accepted by both by the home and host university.

### **CHAPTER III. Content and duration of Outbound Academic Exchange**

**Art. 11.** The duration of Outbound Academic Exchange may not be less than an ordinary semester or period between semesters, nor longer than two ordinary semester periods and one period between semesters, with the exception of double degree programs, in which case it will be resolved according to the nature of the programs studied, and those that by their nature require such (research placements, rotations, academic placements, etc.).

**Art. 12.** The Outbound Academic Exchange during the periods between semesters will be subject to the temporality and characteristics established in Book One and in the official school calendar of the network of Anahuac Universities and particularly of the home university. In the case of universities located in the southern hemisphere or in countries whose school calendars present a significant gap with respect to the official academic calendar of the Anahuac University, the arrangement of the periods and the duration of the exchange may vary for the benefit of the student.

**Art. 13.** If the outbound academic exchange is requested after having accredited more than 85% of the credits of the academic program, the student must, on their return, comply with the curricular and graduation requirements indicated in Articles 51 and 43 of Book One respectively, and the degree procedures at the home university, in the terms indicated in that same book and in Book Eight of this Anahuac Regulatory Compendium.

## **CHAPTER IV. Authorization, Modification and Withdrawal from the Outbound Academic Exchange**

**Art. 14.** The responsible area will authorize the outbound academic exchange in ordinary semesters and periods between semesters, as well as the modification or withdrawal from the same, prior approval of the competent academic authorities and, where necessary, school administration.

If a student is withdrawn from the program, the student must cover all the expenses incurred up until the moment of withdrawal and carry out and complete the re-registration procedures at their home university.

## **CHAPTER V. Processes of Authorization, Course Selection and Accreditation of Knowledge of the Outbound Academic Exchange**

**Art. 15.** The Outbound Academic Exchange process must begin at least in the ordinary semester period prior to the date on which it is planned to do the same. Students must go to the area responsible for exchanges to receive guidance at the beginning of this period.

The student in mobility may request an Exchange at a host university of the Anahuac network in which they are, as long as they meet the requirements of this regulation, although for these purposes the students at the university that managed the agreement will always be given preference.

The student, who is not in mobility at another campus other than their home university may request and take advantage of the exchange places not in use by other universities of the Anahuac network, when this availability exists.

**Art. 16.** The student must submit the request for an opinion of correspondence of the subjects they intend to take at the host university to their faculty or school, accompanied by the respective programs or topics.

The faculties or schools shall issue the opinion of academic correspondence between the subjects to be studied at the hosts university, and the subjects of the study program that the student studies at the Anahuac University.

Once the student obtains the corresponding opinion, they must, within the established deadlines, present the necessary documentation to obtain the authorization of the exchange to the area responsible for exchanges, upon presentation of the receipt for the payment of the corresponding procedures.

Studying mandatory subjects of the Anahuac stream (including humanities subjects) will not be permitted whilst on exchange, except when the student carries out their exchange with a University

of the International Network of Universities to which the Anahuac University belongs and said subjects are equivalent by 80% to the program or curriculum.

In the case of Practicum subjects, the opinion shall ensure that the expected learning outcomes for these subjects are obtained in each program.

**Art. 17.** The area responsible for exchanges will analyze the file and the corresponding academic opinion and issue a resolution. If approved:

- a) It shall inform the student of payments to be made; in case of any change in the academic course-load of subjects that have a financial consequence, the student must cover the amount corresponding to an increase in the number of credits, or the student shall be credited for the amount corresponding to a decrease in the number of credits, according to the final academic equivalence or revalidation judgment.
- b) It shall provide the student with the documentation required for admission to the institution where the exchange will take place.

**Art. 18.** Students who wish to modify their academic course-load, must notify the area responsible for exchanges in writing, subject to the provisions of Book One.

**Art. 19.** Once the student has started courses at the host university in the period for which the exchange was authorized, they can only make adjustments to the subjects already authorized during the first week of classes, in accordance with the provisions of Book One.

Once the courses are started at the host university, if the student wishes to de-register from the exchange in which they are enrolled, they may apply for voluntary or special withdrawal at the home university, in the terms indicated in Book One.

The student will be responsible for carrying out the established procedure, as the case may be, in the area responsible for exchanges of the home university.

**Art. 20.** The exchange of Anahuac students in the period between semesters, will be carried out by means of the *Study Abroad* modality, when this type of exchange is not specified in the respective agreement with the host university.

**Art. 21.** Once the Outbound Academic Exchange is authorized, the responsible area will register the subject "Academic Exchange Subject" (MIA, as abbreviated in Spanish) on the SIU, with the estimated number of credits that the student will study at the host university, for school, administrative and payment purposes.

## **CHAPTER VI. Sanctions for Violations of the Regulations and Re-registration Procedures for Outbound Academic Exchanges**

**Art. 22.** In the event that the host university reports violations, made by the student, to its regulations or to the specific agreement, should there be one, they may be sanctioned, notifying the home university. If the misconduct also violates any regulation of the Anahuac University, the corresponding sanction shall be applied.

**Art. 23.** The re-registration procedures for the next period at the Anahuac University shall be the sole responsibility of the student.



## **CHAPTER VII. Official Registration of Grades during the Outbound Academic Exchange**

**Art. 24.** The area responsible for exchanges at the student's home university shall receive the original certificate of grades obtained by the student from the host university and shall prepare and verify the opinion and profession of academic correspondence, in accordance with the subjects that the student has actually studied, and that are comparable with their study program. This opinion shall be delivered to the School Administration area. The opinion shall account for both passed and failed subjects.

**Art. 25.** The school administration area will update the student's academic records based on the official documents of the grades that endorse the studies carried out, according to the corresponding scale and the passing minimums, and will record the grades on the SIU, including subjects failed.

## **CHAPTER VIII. Financial, Scholarship and Exchange Funding requirements for the Outbound Academic Exchange**

**Art. 26.** All students who formally begin their formalities to carry out an exchange must pay a processing fee, which will not be refundable in case of cancellation, modification, approval or rejection of the application.

**Art. 27.** When there is an exchange agreement with the host university, and the student was granted an available place, the student is exempt from making payments there, but must pay the re-registration and the corresponding tuition fees at the Anahuac home university, according to the academic course-load chosen (See. Art. 21).

**Art. 28.** Students who wish to study at a university with which there is no exchange agreement, shall be responsible for the payments they must make to the host university, in addition to the fees they must pay at the Anahuac University, according to the existing exchange fees (See. Part IV).

**Art. 29.** If the student must make any payment at the host university, they must make such in addition to the payments that he must make to the Anahuac University.

**Art. 30.** The percentage granted to Anahuac students by the Department of scholarships for the first payment (registration or re-registration) and tuition fees, that must be made at the Anahuac University for the subjects to be taken is normally respected; however, the scholarship does not apply to payments for other services that the student must carry out at the host university.

The Anahuac University shall inform students, in time and form, about the universities with which an agreement is held, where they must pay the full registration and tuition fees, despite being in hold of a scholarship or where they will receive a lower percentage of scholarship.

**Art. 31.** Students are subject at all times to the corresponding obligations of the General Regulation of Scholarships of the Anahuac University, and where appropriate, to the agreement signed between the home and host university. The percentage of scholarship awarded to Anahuac students will be ratified taking into account the grades from the given period reported by the host university

## **PART III. Inbound Academic Exchange**

### **CHAPTER I. Description of the Inbound Academic Exchange**

**Art. 32.-** Inbound Academic Exchange is understood to mean the process by which a visiting student, enrolled in an institution that is not a member of the Network of Anahuac Universities, as a home university, takes subjects with curricular value in some institution of the network, as a host university.

### **CHAPTER II. Who can participate in the Inbound Academic Exchange**

**Art. 33.** The Inbound Academic Exchange is aimed at students from any national or foreign institution not belonging to the network, who wish to attend courses at any institution of the Network of Anahuac universities.

**Art. 34.** The student who has met the requirements with the home university, and verify the following with the Anahuac University can participate in the Inbound Academic Exchange:

- a) Those with a minimum arithmetic average of 7.5 (seven point five) or its equivalent, or such that which the exchange agreement indicates.
- b) The fees have been paid in due time at the Anahuac University campus where the student shall study, in accordance with the agreement signed between the home and host universities in light of this regulation and other provisions of the Anahuac University.
- c) Being in hold of health insurance with coverage in Mexico, which includes costs for the transfer and repatriation of remains in the case of foreigners or residents abroad.
- d) In the case of foreigners who are in hold of a passport valid up to six months after the dates provided for their exchange, and who have obtained the student visa in their country of origin that proves their legal stay in Mexico, and where appropriate the National Register of Foreigners, in accordance with current legislation.
- e) Having been expressly accepted by the area responsible for exchanges of the host Anahuac University.

The visiting student must submit the necessary documentation to the area responsible for exchanges in order to be dealt with in the case of emergency.

## **CHAPTER III. Content and Duration of the Inbound Academic Exchange**

**Art. 35.** The duration of the Inbound Academic Exchange must not be less than one ordinary semester or periods between semesters, nor longer than two ordinary semester periods and one period between semesters, with the exception of double degree programs, in which case it will be decided according to the nature of the programs studied, and those that by their nature require it (research stays, rotations, academic stays, etc.).

**Art. 36.** The visiting exchange student must meet the curricular requirements and community service, if applicable, at their home university, and will not be able to obtain their Professional Title, Diploma or Degree at the Anahuac University, even if they complete their or her program during the exchange.

If the visiting student wishes to complete their studies and obtain their Professional Title, Diploma or Degree at the Anahuac University, they must comply with the terms established in Book One with regards to the admission procedure for equivalence and revalidation of studies, and in the Anahuac University Regulation of Qualifications and Obtaining Degrees.

**Art. 37.** The Inbound Academic Exchange during the periods between semesters will be subject to the temporality and characteristics established in Book One, and in the official academic calendar of the network of Anahuac universities. In the case of universities located in the southern hemisphere or in countries whose school calendars have a significant gap with the official academic calendar of the Anahuac University, the arrangement of the periods and the duration of the exchange may vary for the benefit of the student.

## **CHAPTER IV. Authorization, Modification and Withdrawal from the Inbound Academic Exchange**

**Art. 38.** The area responsible for exchanges in the home university will authorize the exchange in ordinary semesters or periods between semesters, as well as the modification or withdrawal from the same for visiting students at the Anahuac University, in accordance with the agreement or particular agreement between both institutions, prior approval of the Faculty or School in which they are enrolled during the exchange and the school Administration Area of the host institution.

In the case of withdrawal from the exchange, the visiting student must cover all the expenses incurred up until the moment of withdrawal and make and carry out and complete the re-registration procedures at their home university.

## **CHAPTER V. Processes of the Academic Exchange, Course Selection and Accreditation of Knowledge of Visiting Students**

**Art. 39.** The home university must authorize its Inbound Academic Exchange request, and this authorization must be confirmed, by means of an acceptance letter, issued by the Anahuac host University, through the area responsible for exchanges.

**Art. 40.** The home university must send a proposal of the opinion of correspondence of subjects that the visiting student wishes to take to the area responsible for exchanges of the Anahuac host University. The area responsible for exchanges at the Anahuac host University shall consult the case with the corresponding Faculty or School, and, once the agreement of the latter has been obtained, shall authorize the exchange and shall issue and send the letter of acceptance of the exchange to the visiting students and the home university.

**Art. 41.** Once the exchange has been authorized for a visiting student, they shall carry out the registration procedures for the previously authorized courses, with the area responsible for exchanges of the Anahuac host University, with the support of the school Administration Area, with adherence to the provisions of Book One.

**Art. 42.** The visiting student who wishes to modify their academic course-load, must notify the area responsible for exchanges of such, subject to the provisions of Book One.

**Art. 43.** In the event that the visiting student wishes to de-register from the exchange in which they are enrolled, the same provisions and times as established in Book One shall apply. The visiting student shall be responsible for carrying out the procedure established at the home university.

**Art. 44.** The Anahuac University, as host, shall send the original documentation with the grades obtained in the courses of the Anahuac University to the student and the home university, within three weeks following the end of courses at the host university.

**Art. 45.** In an exchange during a period between semesters, the visiting student can only take the maximum number of subjects or credits that Book One establishes for this period.

## **CHAPTER VI. Sanctions for Violation of Regulations and Re-registration Procedures of the Inbound Academic Exchange**

**Art. 46.** In the event that the Anahuac host University reports violations of its regulations, it may sanction the visiting student and must give notice to the home university.

**Art. 47.** The procedures for re-registration to the next period at the home university shall be the sole responsibility of the visiting student.

## **CHAPTER VII. Financial, Scholarship and Exchange Funding Arrangements Inbound Academic Exchanges**

**Art. 48.** When there is an exchange agreement, the visiting student will be exempt from making payments to the Anahuac University that are expressly indicated in the reference agreement but must cover all other fees and expenses that apply for their stay and activity at the Anahuac University.

**Art. 49.** The visiting students whose home university has no agreement with the Anahuac University, shall be responsible for the payments incurred, in accordance with Book One and with the applicable financial provisions, as well as additional services such as language courses, cost, credentials, fines, and surcharges, fees and social programs of leadership, personal expenses or any services provided within the university.

**Art. 50.** If a visiting exchange student held a scholarship or financial aid at their home university, this shall not apply to payments that must be made to the host Anahuac University.

**Art. 51.** Visiting students who participate in the Anahuac University exchange program, with an institution with which the Anahuac University does not hold an agreement, must pay the registration fees and full tuition at this university.

## **PART IV. *Study Abroad* Student Program**

### **CHAPTER I. Description of the *Study Abroad* Program for Students**

**Art. 52.** *Study Abroad* student program refers to a program in which Anahuac students or visiting students may or may not be accounted for by an agreement for this purpose, whereby they must cover the costs of their registration and tuition fees, both at the home university and at the host university, taking courses at the host university with curricular value for their home university.

**Art. 53.** The aforementioned registration and tuition fees could be subject to some kind of discount, both at the home and host university, as stipulated, as the case may be, in the same *Study Abroad* or exchange agreement, the quantity of which are exhaustive.

**Art. 54.** The courses taken by the Anahuac Student at the host university, similarly to the *Study Abroad* student, will be accredited in the same way as the exchange process; by means of an opinion and subsequent final judgment, in accordance with the provisions of this regulation and the applicable provisions and agreements of the Secretariat of Public Education.

**Art. 55.** The provisions of Sections I and II of this regulation shall apply to *Study abroad students*.

## **PART V. Enactment, Modification and Interpretation**

**Art. 56.** For the purposes of the interpretation and application of the provisions contained in this Book and in the Anahuac Regulatory Compendium, it shall be borne in mind that, in the case of two incompatible rules, one being general and the other special, the latter prevails.

**Art. 57.** It is the responsibility of the Rectoral Committee and/or the university regulations committee of the Anahuac University to resolve extraordinary cases not accounted for in this Compendium, provided that they do not contravene with the provisions of the same or those issued for the Anahuac University campuses. Waivers and exceptions shall be processed in accordance with the approved internal procedure.

**Art. 58.** The enactment, modification and interpretation of this Book and the Anahuac Regulatory Compendium is an exclusive responsibility of the Governing Board of the Anahuac University.

# **BOOK "ELEVEN". Regulation for Online Business Degree Students of the Anahuac University**

## **CHAPTER I. General provisions**

**Art. 1.** This Book aims to establish the general rules governing the academic activity of online undergraduate business degrees and the administrative activities derived therefrom, as well as the relations between the various members of the university community participating in this level of studies and type of academic program.

**Art. 2.** An Online Undergraduate Business Degree are those that are taken after the conclusion of the second level education, with Recognition of Official Validity of Studies, and whose essential aim is the development of competencies (knowledge, skills, attitudes and values) and practices for the exercise of a profession, carried out through school periods of five weeks, where one subject and in exception cases, two are studied, in a modality that is mainly characterized in educational processes as virtual, so that there are no spatial overlap between educational parties, although there may be a temporal overlap, through synchronic means, and with a specific incoming student profile.

**Art. 3.** The provisions of this Book and, in addition to and without contradicting them, those contained in this Compendium apply to online business degrees.

**Art. 4.** The Anahuac University shall establish the specific profile for incoming students for each of the study programs that are taught in this modality. The admissions committee shall monitor that this provision is complied with, and in case of possible exceptions, these must be resolved by the University Regulations Committee.

## **CHAPTER II. Admission for Incoming Students of the Online Undergraduate Business Degree**

**Art. 5.** This chapter establishes the basis for the process of admission of students to the University in the online business degree programs and refers the administrative procedures that must be followed for compliance with the provisions of the specific manuals and instructions.

**Art. 6.** Admission is understood as the process carried out by any person who aspires to be a student of an online business degree at the Anahuac University, and which allows the latter to select who, based on the current provisions, meets the conditions established to be considered as a student.

**Art. 7.** For the purposes of this regulation, the following terms will be understood as follows:

- a) Prospect: any person who has completed or is about to complete the baccalaureate or equivalent, who could meet the coming student profile, in order to enroll in the University and

- who is interested in studying a business degree offered at an Anahuac University campus.
- b) Applicant: a person who applies to the University for admission into a specific business degree for a given academic period and the institution grants them the right to start the process.
  - c) Examinee: an applicant who has completed their admission process to a specific business degree for a given academic period and is awaiting the result.
  - d) Admitted: an examinee who has obtained a favorable result to their admission process to a specific business degree for a given academic period.
  - e) Not admitted: an examinee who receives an unfavorable response to their application for admission to a business degree and given academic period.
  - f) Registered: an admitted person who has covered the costs of their first payment (registration) or if the student is in hold of a full scholarship, has used said payment, to take the first period of the chosen Undergraduate degree program, or an advanced period of the same if they come from another institution of higher education, either national or foreign, when they have accredited subjects by means of equivalence or revalidation, and who does not have academic records or selection of courses prior to the chosen business degree in any Anahuac University's campus.
  - g) Registered with Course Selection: those registered who have already made their course selection for a given academic period.
  - h) Re-enrolled: a student who has already enrolled at least a previous period at the University, who formalizes their access to the next academic period in accordance with the study program of the business degree they are studying and who has covered the cost of amount of their first payment (re-registration).
  - i) Re-registered with course selection: a re-registered student who has already made their course selection for a given period.
  - j) Student: a registered student with a selection of courses, re-registered, with a selection of courses, who has already made the selection of courses for a given period and in a business degree.
  - k) Graduated: a student who has completed 100% of the credits, subjects, work experience and internships, where applicable, in accordance with their study program.
  - l) Qualified: a graduate who has fulfilled the necessary qualification requirements, indicated in this Compendium and carried out the corresponding procedure.

**Art. 8.** The university has an administrative structure to carry out the admission process comprising the Admissions Committee and the academic program office

**Art. 9.** The admission procedure consists of the following steps:

- a) Applicant:
  - i. Submit the application for admission with the required documentation to the University, in accordance with the incoming student profile of an online undergraduate business program.
  - ii. Pay the fee for the admission process.
  - iii. Carry out the stated admission process.
- b) The Admissions Committee issues the decision, which is indisputable

- c) The applicant receives the official communication.

**Art. 10.** The applicant who is not admitted to an online business degree may not apply for readmission to the same program at any University campus during the two periods following the resolution. After that period, they may carry out the admission process for the second and last time, the decision of which shall be final.

**Art. 11.** A student who has withdrawn from an online undergraduate business degree program may not be re-admitted to the same. When the withdrawal has been caused due to disciplinary reasons, the student may not enroll in any undergraduate academic degree program, business or not, at any University campus.

**Art. 12.** The applicant who has completed higher education (Undergraduate degree, higher technical university or associate professional) in another institution, whether national or Foreign, can request to the accreditation by equivalence or revalidation of the subjects passed at the home institution.

Equivalence applies to studies carried out in the National Education System; revalidation applies to studies carried out abroad.

The subjects of the study programs that have been accredited by the student and are common with those of other educational programs of institutions of the National Educational System of Recognition of Official Validity of Studies, or foreign institutions, shall be subject to accreditation, however not under the equivalence procedure, in terms of agreement 286, point No. 21 (D. O. F. October 30, 2000).

The equivalence or revalidation of subjects shall be carried out in accordance with the following criteria:

- a) Only subjects with a minimum grade of 8.0 or its equivalent on another Grade Scale shall be considered. If there are two or more prerequisite modules that require matching, if the grade of the second or last prerequisite module is equal to or greater than 8.0 and the previous have been passed, even if they do not accumulate to 8.0, the equivalence of all prerequisite modules with their respective grades shall be accepted.
- b) At least 60% of the syllabus content of the subjects match and hold a comparable course-load or schedule.
- c) A maximum of 40% of the subjects and credits from the current study program to which the applicant wishes to enter can be matched or revalidated. The Rectoral Committee may authorize a higher percentage, up to 80%, only for study programs taken in institutions of the network of Anahuac universities, foreign institutions of the International Network of Universities to which it belongs, and national and foreign institutions with which joint or double degree agreements have been signed. In these cases, the student must meet the graduation requirements indicated in this Book.
- d) If the student requests that two subjects studied and passed are to be matched as equivalent with one subject, with equivalent content of over 60%, the grade which shall be assigned to the subject to be matched shall be the average of the two subjects passed, provided the average of both is greater than or equal to 8.0 or its equivalent in another rating scale.
- e) If the student comes from a study program based on annual or semester academic periods, the subjects taken and passed may be equivalent in accordance with the opinion drawn up by the corresponding academic authority.
- f) The business placement subjects nor the subjects of the Anahuac stream can be accredited by equivalence or revalidation of studies.



**Art. 13.** The favorable decision for admission to an online business degree will have a validity of two additional ordinary periods from the school period in which it was issued.

In the event that the registration to the university is not formalized within this period, the interested party must restart the admission process as an applicant.

**Art. 14.** The Anahuac University shall exercise its right not to admit, register or re-register any examinee or student, when there are justified and proven causes for such, or, when they fail to comply with the applicable legal and administrative provisions.

## **CHAPTER III. Returning Students and Official Student Registration**

**Art. 15.** Re-entry is the process carried out by those who, having suspended their studies from an online undergraduate business degree program at the university, either by voluntary withdrawal or administrative withdrawal, wish to resume the same. The same provisions of Book One shall apply to Online Undergraduate Business degrees.

### **Official student registration**

**Art. 16.** In order for the student to be formally registered at the University and before the Secretariat of Public Education, they must, within the established deadlines:

- a) Pay the University the full amount of their first payment (registration), the formalities and the rights of incorporation and social action or, where appropriate, make use of their scholarship or educational financing.
- b) Carry out the course selection process in due time and form.
- c) Deliver or send all the required documentation to the school administration area within the deadline indicated for the same.

**Art. 17.** Applicants who come from official or incorporated Baccalaureate, either to the Secretariat of Public Education or to the National Autonomous University of Mexico or other higher education institutions, must submit or send the following documentation:

- a) Birth certificate or official digital versions (original and two copies).
- b) Proof of employment or proof of being considered as a professional or high-performance athlete.
- c) Baccalaureate certificate (original and two copies).
- d) High School Certificate and (original and two copies).
- e) Copy of the Unique Code of Population Registry.
- f) Six formal, black and white, and matte finish photographs of the following dimensions: 2.5 x 3 cm.

Applicants from high schools, baccalaureates, or higher education institutions with incorporation into a state educational authority, must submit the indicated school documentation, legalized by the government of the state where they have completed such studies.

**Art. 18.** The foreign applicant who resides in Mexico and is admitted must provide proof of their legal stay in Mexico and comply with the provisions of the competent authority in order to register

as a student. The above is carried out by submitting to the school administration area, along with other documents, a simple copy legalized before a notary public, of the immigration document that authorizes the student to study the specific program that they intend to study, at the Anahuac University, and is obliged to present simple copies, legalized before a notary public, of the endorsements that are made during the course of the online business degree and until graduation from the same. Failure to comply with this provision invalidates the studies carried out by the student shall relieve the university of any responsibility.

Students who take this program from abroad, may revalidate their prior school records or obtain a technical opinion that allows them to enter the program; these students will not be worthy of the issuance of the corresponding professional card, in terms of the provisions that have been issued for this by the Mexican educational and migration authorities.

**Art. 19.** The applicant who has completed studies abroad that correspond to the levels of secondary, Baccalaureate, high school, or higher education must submit duly apostilled or legalized documents containing these studies together with the official judgment of revalidation of corresponding studies issued by the Secretariat of Public Education.

**Art. 20.** The university shall apply an automatic administrative withdrawal to students who do not submit complete documentation within six months from their admission and the grades from their academic records shall not be registered and shall be cancelled; however, this shall not be considered as one of the three opportunities of accreditation, outlined in this regulation. This situation does not exempt students from covering the fees accrued so far, and they will not be entitled to a refund of the payments made.

**Art. 21.** Every online undergraduate business student must have their valid official identification, make the corresponding renewals or endorsements of the same, and present it when entering or leaving the Anahuac University campus, when requesting services or at any other time when the authorities of the Anahuac University require it. The student who is withdrawn must return their identification to the university when compiled their documents.

**Art. 22.** A student of an online business degree program may not simultaneously pursue another degree at the university, unless expressly authorized by The Rectoral Committee, and under the terms of this Book, but may pursue a second degree.

If a student intends on transferring to a face-to-face modality for a semester or business degree, the subjects that they have accredited in their original program will not be validated.

## **CHAPTER IV. Second Undergraduate Degree Program**

**Art. 23.** When a student of the Online undergraduate Business Degree has completed one hundred percent of the credits of the study program and intends on pursuing an additional Undergraduate degree, they may apply in writing to the School Administration area for the corresponding authorization, provided that they have accredited all the graduation requirements and have officially complied with the corresponding community service.

**Art. 24.** If common subjects exist in the previous and additional degrees (same name and code), it will not be necessary to present an opinion of equivalence of studies to determine them as accredited.

## CHAPTER V. Re-registration to University

**Art. 25.** Re-registration is the process that the student must perform in order to formalize their access to the next school period according to the study program that they are studying, in the calendar established by the University.

**Art. 26.** Only the student who complies with the following is considered re-registered:

- a) Not having resulted in academic or disciplinary withdrawal.
- b) Not having a debt with the university of a financial, documentary, or didactic nature.
- c) Making the first payment (re-registration), within the established deadlines.
- d) Having carried out the process of selecting courses within the established deadline.

## CHAPTER VI. Curricular Model

**Art. 27.** The Anahuac Curricular Model is managed by credits. Credit is the unit of value or score of each subject or academic activity.

### Study Programs

**Art. 28.** According to the Anahuac Curricular Model for online business degrees, the student must meet the entrance requirements, permanence requirements and complete the entirety of the subjects and credits of their curriculum. In addition to the above, for qualification purposes, the graduation requirements indicated by each program must be fulfilled.

### Community service

**Art. 29.** Anahuac University students must provide community service as a graduation requirement and as a complement to their professional training, required by legal provisions, university rules and the procedure for accreditation thereof.

### Graduation requirements

**Art. 30.** The graduation requirements are a set of educational experiences that are considered indispensable for the training of the professional, indicated in the study program, necessary for the advancement within the study program and/or for the granting of the professional title.

## CHAPTER VII. Course selection

## Academic course-load

**Art. 31.** Academic course-load is the number of credits registered by a student in an academic period. To ensure adequate performance, this academic course-load must allow the student to satisfactorily meet the academic requirements. The criterion of academic status does not apply to the online business degree.

**Art. 32.** The academic course-load that the student will carry out must be that which is stipulated in the study program, without the possibility of advancing courses. It is considered appropriate to take 16 credits for each period of 5 weeks, which is equivalent to two subjects of the study program.

## Course selection

**Art. 33.** Before the start of each five-week period, on the date set for it, the student will personally select their courses on the SIU (Integral University System).

**Art. 34.** The minimum academic course-load for a five-week school term is 8 credits. The maximum academic course-load for a five-week school term is 16 credits.

Students must respect the seriation of subjects established in the study program  
Any violation of the seriation will void the registration to the consequent subject.

**Art. 35.** Should the student fail to carry out the process of course selection, the university may de-register them (withdrawal due to non-registration), and in case of having made a payment for this, this balance will be kept as credit or may be effective for another academic period.

If the student does not select courses for two consecutive regular periods, this will result in administrative withdrawal.

**Art. 36.** For any situation that deserves clarification in the selection of courses, the student must contact the coordinator of the program that they are studying.

## CHAPTER VIII. Accreditation

**Art. 37.** The student, subject to the guidelines set forth by the university, is academically obliged to comply with the requirements of the academic program to which they belong.

### Accreditation of learning

**Art. 38.** Accreditation is the process through which a student meets the requirements and gives evidence of the development and/or achievement of learning outcomes defined in a subject, business work placement or internships, or fulfills the graduation requirements.

**Art. 39.** There are three different forms of accreditation, as indicated below:

- a) Ordinary. When a subject is taken, and its final grade is a passing grade
- b) Equivalence, when a student comes from a National Higher Education Institution.
- c) Revalidation, if the studies the student intends on validating as accredited subjects come from higher education institutions abroad.

The student has up to three opportunities to accredit each subject.

## Learning assessment

**Art. 40.** Assessment of student learning is understood to mean the assessment of the knowledge, skills and aptitudes acquired during the course, taking into account their performance throughout the period and based on the criteria and modalities established in this Book.

**Art. 41.** Evaluation in online modular programs is:

- a) Continuous-during the five weeks of each academic period.
- b) Summative-the score obtained in all activities is added up to accumulate 100 points.

**Art. 42.** The student who does not present any activity, evaluation and/or deliverable will have zero and will count for the purposes of their grade.

**Art. 43.** It is the responsibility of the student to consult the results of the partial evaluations published on the SIU and, where appropriate, to make timely clarifications.

**Art. 44.** The student will have two calendar days from each notification of the results of the partial and final evaluations, to request the Academic Management to review, add or correct a grade obtained. Failure to do so within the specified period will be deemed accepted.

**Art. 45.** As a result of the learning assessment, the student will be awarded a final grade in each subject.

- a) Assessment Grades - expressed on the educational technology platform on a numerical scale of 100 points.
- b) Official grades - the 100-point numerical scale of the educational technology platform is expressed on the SIU on a numerical scale as follows:
  - i. From 0 to 59 - 5.0 for failed subject.
  - ii. From 60 to 100 – 6.0 to 10 for passed subject

**Art. 46.** The final grade of the course is not subject to waiver for any reason.

**Art. 47.** Remediation examinations or assessments for academic proficiency do not apply to Online Undergraduate Business Degrees.

**Art. 48.** The final grades of the subjects studied allow for the calculation of two types of average, which can be the total average (if they account for all the subjects studied) or the partial average (if they only account for the subjects studied in a certain academic period):

- a) Arithmetic average: Calculated by taking into account the final grade awarded in subjects studied. The result of the sum of the grades obtained divided by the number of subjects. This average is mainly used for certification.

- b) Weighted average: Calculated by taking into account the final grade awarded in subjects taken and the number of credits of each of them. The result of multiplying the final grade of each subject by the credits of the same and adding the results. This total is divided by the sum of the credits of all the subjects considered. The average is used for scholarship renewal, and for academic distinctions.

## General grading system

**Art. 49.** As a result of the learning assessment, the student will be awarded grades in each subject.

- a) Assessment Grades - expressed on the educational technology platform on a numerical scale of 100 points.
- b) Official grades - the 100-point numerical scale of the educational technology platform is expressed on the SIU on a numerical scale, as follows:
  - i. From 0 to 59 - 5.0 for failed subject.
  - ii. From 60 to 100 – 6.0 to 10 for passed subject

**Art. 50.** The student who has passed the assessment and satisfied the corresponding requirements, shall obtain the credits of the subject as indicated on the study program, which will be incorporated into their academic records.

**Art. 51.** Should the student lose their right to accreditation their final grade will be 5.0 (five).

## Academic recognition

**Art. 52.** The recognition of Honorary Mention does not apply to graduates of the online undergraduate business degrees of the Anahuac University.

## Academic periods

**Art. 53.** The academic periods of an online undergraduate business degree are five weeks, eight per school year.

## CHAPTER IX. Requirements for permanence

**Art. 54.** In order for a student to remain an Anahuac University student in the degree they are pursuing, they must not be in a status of withdrawal (voluntary, special, administrative, academic or disciplinary), in accordance with this Book.

## Voluntary withdrawal

**Art. 55.** The voluntary withdrawal shall take place when the student decides to interrupt the studies of the program they are studying and requests withdrawal from all the registered subjects. This procedure must be carried out before the Office of School Administration. For these purposes, the student must pay the debts incurred up to that time, including payments for the subjects being taken, as well as observing the following:

- a) If the withdrawal process ends before the end of the first effective week of class of the ordinary period, it will not be counted as an “opportunity used” in any of the subjects enrolled
- b) It shall be counted as an opportunity used (OU) for the subjects in which the student was registered if carried out during the second and third effective week of class of the regular period, .
- c) It shall be considered as a failed subject during the fourth and fifth effective week of class of the ordinary period.

**Art. 56.** After a voluntary withdrawal, the student who wishes to resume their studies, within a period not exceeding two years, must carry out the appropriate re-registration procedure in a timely manner.

The student must enroll in the current study program of the program they were studying and carry out the procedures for equivalence that were necessary.

If the interruption is longer than two years, the application for re-entry will be decided by the Admissions Committee and, if accepted, the student must comply with the conditions established by the committee and with the requirements mentioned in the previous paragraph.

### **Academic, administrative, and disciplinary withdrawal**

**Art. 57.** The student is not obliged to pay for the operation of procedures of academic, administrative, or disciplinary withdrawal; however, all subsequent procedure requires proof of no debt with the university, issued by the Fees Office.

**Art. 58.** The academic withdrawal is such which applies to a student who:

- a) Accumulates three failed subjects during the program.
- b) Exhausts two opportunities to pass a subject.
- c) Repeats two subjects in the same period.
- d) Does not finish the program in a maximum period of two opportunities, which is the maximum time established for the same, the latter being the result of taking one subject of the program for each period, in continuous uninterrupted periods.

**Art. 59.** In order to continue with their program, the student withdrawn from studies may request in writing, on a single occasion, an academic waiver, to the Rectoral Committee. The response to this request will be indisputable.

**Art. 60.** If the academic waiver is granted, the student will not be able to register new subjects until they have passed all the subjects, they have failed

**Art. 61.** Academic withdrawal prevents the student from being able to complete the online program they were enrolled in, but they can apply for a program change in the same modular online system.

**Art. 62.** The administrative withdrawal applies when the student does not compile the required documentation for the integration of their file within the time limits laid out for it; when the documentation lacks validity, and/or is apocryphal; when the student does not make their first payment (registration or re-registration); or, when the student does not perform the process of course selection for two consecutive ordinary quarterly periods. In all cases, the student must cover the cost of the tuition accrued up until the date on which the withdrawal is effective.

**Art. 63.** When a student incurs in administrative withdrawal due to pending documentation, they are not entitled to any official record of the studies carried out at the University.

**Art. 64.** The administrative withdrawal for submitting apocryphal documents is final, other administrative withdrawals are of a temporary nature.

**Art. 65.** Disciplinary withdrawal is defined, as stipulated in Book Six of this Compendium and may be temporary or definitive. The student must cover the costs of the tuition fees accrued up until the moment in which the withdrawal is determined. The temporary disciplinary withdrawal permits the student to start the re-registration process at the end of the same.

## CHAPTER X. Certification

**Art. 66.** The School Administration Area (School Services) is the only area of the university authorized to issue official school records and certifications.

Since the educational authority (Secretariat of Public Education) has determined that certificates of study, specialist diplomas, academic degrees and professional certificates are issued electronically, the university will be subject to the provisions that the authority may designate for this purpose.

In light of the above, it will be necessary for each student to process and obtain their institutional email from the Anahuac University (@anahuac.mx), and prior to graduation, process and obtain their *e.firma* from the Tax Administration Service (formerly known as electronic signature).

**Art. 67.** The student can, upon payment, request the following documents:

- a) Partial and total study certificates or academic records issued by the University.
- b) Certificates of partial and total studies issued by the University and legalized by the Secretariat of Public Education (with official validity).
- c) Professional degrees issued by the University.
- d) Professional degrees issued by the University and legalized and registered by the Secretariat of Public Education (with official validity).
- e) English translation of the documents issued by the University mentioned herein.
- f) Report card for the period. No payment will be required if requested in the period immediately after the subjects were taken (without official validity).
- g) Miscellaneous records (without official validity).

**Art. 68.** The university shall award the professional title when the student has passed all the subjects and credits stated in the study program; has met all the graduation and qualification requirements; has completed the administrative procedures; and does not have financial, documentary, or educational material debts with the University.



## CHAPTER XI. Financial Provisions

**Art. 69.** The student must have no outstanding payments in order to carry out any academic or administrative procedure.

**Art. 70.** Payments can be made by means of:

- a) Electronic payment with authorized credit, debit or service cards.
- b) Aforementioned payment slips, which can be printed from the intranet services portal of the University and paid at branches of authorized banks in the national territory.
- c) Bank transfers.

**Art. 71.** Should the student require an invoice to be issued, they can request the same once they have completed the payment, by entering the tax information into the tax portal of University's Intranet services. The payment made by the student for any procedure does not oblige the university to consider the procedure as fulfilled if their academic or administrative status violates the provisions of these regulations, this shall be communicated to the registered e-mail.

**Art. 72.** The invoice will be issued within the month in which the payment is made, otherwise payment shall be reflected in the total invoice.

**Art. 73.** The payment made by the student for any procedure does not oblige the university to consider the procedure as fulfilled if their academic or administrative status violates the provisions of these regulations.

**Art. 74.** Payments made by Check are made in the form of crossed check for the exact amount to be paid and in the name of the civil society operating in the University, writing the name of the student, their student number, the program they are studying and telephone number on the back.

**Art. 75.** If for any reason the check is not paid by the corresponding banking institution, it will automatically generate the obligation to pay a compensation of 20% of the amount payable (article 193 of the General Law of Credit Instruments and Transactions) and the payment shall be made, so that, in addition, it will accumulate a surcharge on this debt.

**Art. 76.** The student in receipt of a bounced check must pay the rest of their payments by certified check for the following twelve months.

**Art. 77.** Payments made by cheque that cannot be cashed by the University for any reason (insufficient funds, cancelled account, etc.) are not considered valid.

**Art. 78.** To proceed with any refund of a payment made, it will be subject to the guidelines, rules and sanctions of the university's fees office.

### Subject registration fee

**Art. 79.** The term "subject registration payment" shall be used for the purpose of this regulation, the student of Modular Online Graduate Programs at the Anahuac University.

**Art. 80.** A student must be free of debts and cover the costs of the registration payment to select a subject.

**Art. 81.** In the event of an overdue debt, no additional formalities –academic or administrative - can be carried out until the student is has settled their outstanding payments.

**Art. 82.** If the student has not submitted the documents referred to in article 20, nor passed the aforementioned subjects, in accordance with the sequence indicated in the corresponding study program, the payment for registration of courses does not grant the student the right of admission to the Educational Technology Platform; to present assessments or any other academic service or administrative, if they have not exhausted the administrative requirements.

**Art. 83.** Payments for subjects made by check that cannot be cashed by the university, shall cancel the selection of courses, relieving the university from any responsibility.

### **Discounts and scholarships**

**Art. 84.** The general provisions on the granting or renewal of discounts shall be in accordance with the opinion of the Rectoral Committee.

Scholarships shall be awarded in accordance with the provisions of Book Seven of this Compendium.

**Art. 85.** Discounts only cover subject enrollment payments in accordance with the assigned percentage.

The percentages of scholarship or discount assigned do not apply in the procedures of issuing documents and other services.

### **Refunds**

**Art. 86.** To proceed with any refund of a payment made, it is essential that the original payment receipt, or its equivalent if carried out electronically, is presented.

Any refund must be processed at the fee's office, or in the Comptroller or the Office of the Vice President of Finance and Administration of the University.

The refund only applies when:

- a) The course or academic program to which the student enrolls has been canceled by the University.
- b) When the student making the payment is in a status of academic withdrawal and this prevents them from carrying out their re-registration.
- c) When an incoming student has made a first payment or full payment for a program and has not selected courses.

## **CHAPTER XII. Enactment, Modification and Interpretation**

**Art. 87.** For the purposes of the interpretation and application of the provisions contained in this Book and in the Anahuac Regulatory Compendium, it shall be borne in mind that, in the case of two incompatible rules, one being general and the other special, the latter prevails.

**Art. 88.** It is the responsibility of the Rectoral Committee and/or the university regulations committee of the Anahuac University to resolve extraordinary cases not accounted for in this Compendium, provided that they do not contravene with the provisions of the same or those issued for the Anahuac University campuses. Waivers and exceptions shall be processed in accordance with the approved internal procedure.

**Art. 89.** The enactment, modification and interpretation of this Book and the Anahuac Regulatory Compendium is an exclusive responsibility of the Governing Board of the Anahuac University.

## **GENERAL TRANSIENTS**

**FIRST.** This Compendium shall enter into force on August 10, 2020 and repeals all previous provisions which contravene it.

**SECOND.** Any dispute resulting from the interpretation of this Compendium shall be resolved by the University Regulations Commission of the Anahuac University