

<b>BYLAW</b>	Fundación Universidad de las Américas, Puebla	DATE:02/09/11	
REG-098-01	<b>STUDENT'S GENERAL BYLAW</b>	P. 1/13	ED. 2.0
REVIEWED: Dr. José Francisco Tamborero Arnal Vice President of Student Affairs		AUTHORIZED: Dr. Luis Ernesto Derbez Bautista President	

## INDEX

Preamble

**Title I                                    General Provisions**

**Title II                                    Student Rights and Obligations**

**Title III                                   Academic Provisions**

    Chapter I                            University Admission

    Chapter II                           Admission Process

    Chapter III                         Permanence at UDLAP

    Chapter IV                         Certification and Graduation

**Title IV                                   Student Life**

    Chapter I                            Student Participation

    Chapter II                          Discipline and Sanctions

**Transitory Articles**

**Related Documents**

**Change History**

<b>BYLAW</b>	Fundación Universidad de las Américas, Puebla	DATE:02/09/11	
REG-098-01	<b>STUDENT'S GENERAL BYLAW</b>	P. 2/13	ED. 2.0
REVIEWED: Dr. José Francisco Tamborero Arnal Vice President of Student Affairs		AUTHORIZED: Dr. Luis Ernesto Derbez Bautista President	

### ***Preamble***

*The following bylaw establishes the main guidelines that every student must follow at Fundación Universidad de las Américas, Puebla in order to create an environment of healthy living, respect and collaboration that benefits your personal and professional growth in accordance with the institutional mission.*

*The students at Fundación Universidad de las Américas, Puebla have the obligation to carry out all actions with responsibility in order to attain an integral and academically excellent formation.*

<b>BYLAW</b>	Fundación Universidad de las Américas, Puebla	DATE:02/09/11	
REG-098-01	<b>STUDENT'S GENERAL BYLAW</b>	P. 3/13	ED. 2.0
REVIEWED: Dr. José Francisco Tamborero Arnal Vice President of Student Affairs		AUTHORIZED: Dr. Luis Ernesto Derbez Bautista President	

## TITLE I. GENERAL PROVISIONS

**Article 1:** For the purposes of this bylaw, a student is a person who is enrolled in one of the academic programs of bachelor, *licenciatura*, master, *maestría*, Ph.D, as well as in international exchange programs offered by Fundación de las Américas, Puebla, and who is registered in courses in the current academic period.

**Article 2:** For the purposes of this bylaw, Fundación Universidad de las Américas, Puebla will be known as University or UDLAP.

**Article 3:** By belonging to the University community, students agree to follow the UDLAP ***Código de Ética (Ethics Code)***, Mexican laws, the current institutional policies and the international agreements that the University has with other institutions.

**Article 4:** The University forbids any type of action that promotes, allows or exerts verbal, psychological, physical, or any kind of violence.

**Article 5:** The University will ensure compliance with the principles of protection of students' personal data, such as transcripts, conduct, and physical and mental health, among others, conforming to the stipulations established by national legislation and the internal institution bylaws.

Therefore, this information will only be provided:

- a. Per a student's request.
- b. To parents or guardians, as well as to any individual or corporation that the student has previously authorized.
- c. With the objective of meeting obligations derived from the existing judicial relationship between the University and the student with regards to the provision of education services.
- d. To comply with covenants and/or contracts related to a student's interests.
- e. In cases when a student's life or physical or psychological integrity is at risk, as well as in emergency cases that could potentially harm the student's person or belongings.
- f. To cover the operative needs of information in the institution according to what is stated in the ***Política de Privacidad, Confidencialidad y Seguridad de la Información de Estudiantes (Policy for Privacy, Confidentiality and Security of Student's Information)***.

<b>BYLAW</b>	Fundación Universidad de las Américas, Puebla	DATE:02/09/11	
REG-098-01	<b>STUDENT'S GENERAL BYLAW</b>	P. 4/13	ED. 2.0
REVIEWED: Dr. José Francisco Tamborero Arnal Vice President of Student Affairs		AUTHORIZED: Dr. Luis Ernesto Derbez Bautista President	

- g. In cases where it is legally required to safeguard the public interest, as well as for the recognition, exercise or defense of a right in a judicial process.
- h. By resolution of a competent authority.
- i. In cases foreseen by the Law.

**Article 6:** Inspections of a student's belongings, documents or possessions can be carried out by personnel expressly authorized to do so, when there are grounds to presume circumstances that put the security and/or health of a community member at risk. This disposition will apply in all University facilities, except the residential area.

**Article 7:** UDLAP's Medical Service can establish pertinent actions to call to attention those students that manifest health, psychological or emotional conditions that may put the student or other members of the community at risk.

Students that know the conditions to which the previous paragraph refer to, and do not inform the authorities, or decide not to comply with the actions of the Medical Service, exempt the University from any medical, penal, civil and administrative responsibility for any damages or harm to their person, third parties, their belongings or those of a third party that may occur as a result of the state of health in the present or future during their stay at the University.

**Article 8:** Any student who has problems with alcohol, illegal drugs and/or prohibited substances abuse that affect his/her health may request assistance from the Office of Student Programs. This situation will not influence the academic or disciplinary status of the student, as long as no misdemeanor, aggression or damage to third parties has been committed.

## **TITLE II: STUDENT'S RIGHTS AND OBLIGATIONS**

**Article 9:** An UDLAP student will have the following rights:

- a. To receive an integral education and high quality professional training, according to the academic program registered before the higher education authorities.
- b. To be informed at the start of every course of its objectives, content, material, evaluation method and, in the case of on campus programs, the minimum required attendance.
- c. To be evaluated in a just, impartial, professional and competent manner by the corresponding academic authorities.

<b>BYLAW</b>	Fundación Universidad de las Américas, Puebla	DATE:02/09/11	
REG-098-01	<b>STUDENT'S GENERAL BYLAW</b>	P. 5/13	ED. 2.0
REVIEWED: Dr. José Francisco Tamborero Arnal Vice President of Student Affairs		AUTHORIZED: Dr. Luis Ernesto Derbez Bautista President	

- d. To request a review of evaluations and receive clarification, as indicated in ***Manual del Estudiante (Student Manual)***.
- e. To receive academic and/or psychological advising as support for their academic and personal improvement.
- f. To evaluate academic and non-academic services used.
- g. To enjoy an orderly, healthy and safe University environment that promotes learning and personal growth.
- h. To be respected by other members of the University community in their physical, moral, psychological and intellectual integrity.
- i. To be heard and have a fair, impartial and dignified process in cases where disciplinary action is required, or when the student perceives that his/her rights have been questioned.
- j. To receive primary care through the Medical Service, subjected to the guidelines established by the Service.
- k. To make use of the University installations and facilities in accordance with the guidelines established by each of the managing areas.
- l. To present academic or non-academic complaints or requests according to what is indicated in Article 30 of this document, and to be informed of the resolution once it is reached.
- m. To have a University ID that allows him/her access to and use of the facilities and services provided. This ID will be University property.

**Article 10:** UDLAP students have the following obligations:

- a. To understand and obey institutional bylaws, as well as be aware of information published through University communication media that may affect their activities as students. Ignorance of these bylaws does not exempt students from compliance.
- b. To contribute to generate an environment of participation, reflection and respect that facilitates creativity and learning.
- c. To sign the ***Contrato de Prestación de Servicios Educativos (Education Services Contract)*** during their first semester.

<b>BYLAW</b>	Fundación Universidad de las Américas, Puebla	DATE:02/09/11	
REG-098-01	<b>STUDENT'S GENERAL BYLAW</b>	P. 6/13	ED. 2.0
REVIEWED: Dr. José Francisco Tamborero Arnal Vice President of Student Affairs		AUTHORIZED: Dr. Luis Ernesto Derbez Bautista President	

- d. To agree to the University medical exam during their first semester at UDLAP so the institution may know the health status of new students and be able to take preventive measures, or provide medical attention. This obligation does not apply to students studying off-campus.
- e. To know and follow the calendar published on the University's website.
- f. To attend class in on-campus courses.
- g. To respect intellectual property, always avoiding all dishonest conducts, such as plagiarism, fraud, lying, falsification or any other behavior that goes against UDLAP's **Código de Ética (Ethics Code)** and the intellectual property guidelines established by the University.
- h. To maintain confidentiality of institutional and third party information, according to Mexican laws and current University guidelines.
- i. To respect third parties' privacy and belongings.
- j. To contribute in keeping a clean and orderly campus, using installations, equipment and infrastructure responsibly and respecting the environment.
- k. To show, and when required hand in, a valid University ID card. Also, provide name and student number when a University authority or security personnel requests it.
- l. In the case of University Colleges or representative University teams, to permit and collaborate with security checks of personal belongings carried out on campus by security personnel and/or personnel authorized by the Student Affairs Vice Presidency.
- m. To collaborate in drug or alcohol testing supervised by the Medical Service when requested by the University.
- n. To update his/her general data in the Registrar's Office.
- o. To have a valid health insurance plan.
- p. To answer for the behavior of people who are visiting him/her on campus.

<b>BYLAW</b>	Fundación Universidad de las Américas, Puebla	DATE:02/09/11	
REG-098-01	<b>STUDENT'S GENERAL BYLAW</b>	P. 7/13	ED. 2.0
REVIEWED: Dr. José Francisco Tamborero Arnal Vice President of Student Affairs		AUTHORIZED: Dr. Luis Ernesto Derbez Bautista President	

### **TITLE III: ACADEMIC PROVISIONS**

#### **CHAPTER I: UNIVERSITY ADMISSIONS**

**Article 11:** Every candidate who wants to enter the *bachelor*, *licenciatura* or postgraduate programs at UDLAP must go through the admission process at the Registrar's Office, meeting the requirements indicated in the ***Manual del Estudiante (Student Manual)***. For distance learning programs, admissions will be carried out through the Office of Distance Education.

**Article 12:** Any student who interrupts his/her studies for a period equal to or less than a year will have a valid school record and will be able to register in accordance to the established procedures. In case registration occurs after being absent for more than a year, the student must apply for readmission through the Registrar's Office. In the case of distance learning programs, the readmission will be through the Office of Distance Education.

#### **CHAPTER II: ADMISSIONS PROCESS**

**Article 13:** Registration is an administrative process that must be carried out by the student every school period to enroll in the courses that will be taken at the University, in accordance with the dates established in the school calendar on the University's website.

**Article 14:** The student will be able to register after the following:

- a. Having paid at least the advance tuition payment, established by the Office of General Finance and published on the University website.
- b. Have a debt-free account at the University.
- c. If the student has a scholarship, he/she must have filled out the required documentation at the Registrar's Office.
- d. Have an academic and disciplinary status that allows registration. The student's status must not be of suspension or expulsion by the Disciplinary Commission of Student Affairs.

**Article 15:** Students in the *licenciatura* or bachelor program must enroll in the minimum amount of units determined by the University for each school session, or they must pay the tuition difference. This rule will not apply when the courses offered do not allow the student to complete the minimum required, when there is an agreement with other education institutions, or when the Student Affairs Vice Presidency or Office of Academic Advising recommends that the student enroll in fewer units.

<b>BYLAW</b>	Fundación Universidad de las Américas, Puebla	DATE:02/09/11	
REG-098-01	<b>STUDENT'S GENERAL BYLAW</b>	P. 8/13	ED. 2.0
REVIEWED: Dr. José Francisco Tamborero Arnal Vice President of Student Affairs		AUTHORIZED: Dr. Luis Ernesto Derbez Bautista President	

**Article 16:** The student must check his/her class schedule at the end of the regular registration period and before classes start; in case there are any inconsistencies, he/she must clarify them with their Academic Dean. For distance graduate students, this revision must be carried out with the Office of Distance Learning.

### **CHAPTER III: PERMANENCE AT UDLAP**

**Article 17:** School periods are determined by the type of academic program and the duration of classes. According to these criteria, the periods will be:

- a. Spring, Summer I, Summer II and Fall for academic programs offered on a semester basis.
- b. Spring I, Spring II, Summer I, Summer II, Fall I and Fall II, for academic programs offered on a trimester basis. Distance programs do not have a Summer II period.

**Article 18:** Students may only attend the courses they have registered for in the current school period. Students may not audit classes they are not registered for.

**Article 19:** The minimum passing grade in all courses at the University is 7.5 on a scale of 0 to 10 for bachelor or *licenciatura*, and 8.0 for graduate studies.

**Article 20:** At the end of the school period each student has two academic averages:

- a. Average for the period: determined as a weighted average based on the grades and the total number of units taken in the school period.
- b. GPA: determined as a weighted average based on grades and the total number of units taken from the start of the academic program until the last school period taken.

**Article 21:** The relationship between units taken, approved and accumulated per school term determines the academic status of a student.

For bachelor or *licenciatura* students the academic status may be:

- a. Regular: academic situation where the student has passed at least 75% of units tried and accumulated.
- b. Warning: student's academic situation that finds him/her in a regular academic status at the start of the school term, but has not passed at least 75% of the units tried and accumulated at the end of that school term.



<b>BYLAW</b>	Fundación Universidad de las Américas, Puebla	DATE:02/09/11	
REG-098-01	<b>STUDENT'S GENERAL BYLAW</b>	P. 9/13	ED. 2.0
REVIEWED: Dr. José Francisco Tamborero Arnal Vice President of Student Affairs		AUTHORIZED: Dr. Luis Ernesto Derbez Bautista President	

- c. Probation: student's academic situation of warning, where the student has passed less than 75% of the units taken during the school term.
- d. Dismissal: student's academic situation whereby a student on probation fails a class. In this academic status the student will be dismissed from the University, and will have the opportunity to reapply according to the current policy and procedure. If the application is accepted, the student will be on probation.

For graduate students the academic status may be:

- a. Regular: student's academic status whereby the student passes all the units tried and accumulated of his/her academic program.
- b. Regular 1: student's academic status whereby the student takes and fails one course of his/her academic program.
- c. Regular 2: student's academic status whereby the student takes and fails two courses of his/her academic program.
- d. Dismissal: student's academic status whereby the student takes and fails three or more courses of his/her academic program. In this academic status the student will be withdrawn from the University, and will have the opportunity to reapply according to the current policy and procedure. If the application is accepted, the student will be on a Regular 2 status.

The ***Manual del Estudiante (Student Manual)*** explains in detail the calculation and characteristics of each academic status.

**Article 22:** During their first year at UDLAP, bachelor or *licenciatura* students must participate in compulsory programs offered by the Student Affairs Vice Presidency to aid them in the social and academic transition from high school to University life.

**Article 23:** Once a student has registered in a school term, he/she may add, drop or withdraw courses. These changes, as well as switching programs and equivalent studies are subject to the guidelines established in ***Manual del Estudiante (Student Manual)*** and must be carried out by the Registrar's Office.

**Article 24:** Students interested in international exchange programs must follow the procedures established by the Office of Special Projects and International Coordination. These exchanges may be only for one or two school terms.

<b>BYLAW</b>	Fundación Universidad de las Américas, Puebla	DATE:02/09/11	
REG-098-01	<b>STUDENT'S GENERAL BYLAW</b>	P. 10/13	ED. 2.0
REVIEWED: Dr. José Francisco Tamborero Arnal Vice President of Student Affairs		AUTHORIZED: Dr. Luis Ernesto Derbez Bautista President	

## CHAPTER IV: CERTIFICATION AND GRADUATION

**Article 25:** A bachelor, *licenciatura* or postgraduate degree will be granted to UDLAP students who approve their corresponding academic programs, and who meet the administrative and academic requirements indicated in the ***Manual del Estudiante (Student Manual)***.

**Article 26:** University students who receive a diploma at the end of a bachelor, *licenciatura* or postgraduate academic program will be considered UDLAP alumni.

**Article 27:** *Licenciatura* students must complete their social service on the dates indicated in the current school calendar as a requirement for graduation, according to the guidelines established by the Office of Social Service and Professional Practices.

**Article 28:** Outstanding academic students who have finished a bachelor, *licenciatura* or postgraduate program may receive academic honors according to what is established in the ***Política de Reconocimientos para Graduandos (Graduate Honors Policy)***.

## TITLE IV: STUDENT LIFE

### CHAPTER I: STUDENT PARTICIPATION

**Article 29:** The University acknowledges the representation of students through student organizations that are legitimately constituted before the Student Affairs Vice Presidency, and that are composed and directed exclusively by registered students.

**Article 30:** Student complaints and suggestions must be presented:

- a. Before the corresponding Dean and/or the Academic Vice President, personally or through the student representative in the Student Council of the Universidad de las Américas Puebla, for academic issues.
- b. Before the Vice President of Student Affairs, personally or through their student representative in the Student Council of the Universidad de las Américas Puebla, for non-academic issues.
- c. Before the Disciplinary Commission of Student Affairs, for complaints or requests of a disciplinary nature.
- d. Through UDLAP's complaints and suggestions mailbox for all issues. There are physical mailboxes installed in various parts of the campus or, alternatively, the electronic version can be used.

<b>BYLAW</b>	Fundación Universidad de las Américas, Puebla	DATE:02/09/11	
REG-098-01	<b>STUDENT'S GENERAL BYLAW</b>	P. 11/13	ED. 2.0
REVIEWED: Dr. José Francisco Tamborero Arnal Vice President of Student Affairs		AUTHORIZED: Dr. Luis Ernesto Derbez Bautista President	

- e. Through the Student Council of the Universidad de las Américas Puebla (CEUDLAP), for all cases.

**Article 31:** The use of the name, abbreviation, logos, seal, brand or other distinctive insignia of the University is subject to the *Política de Propiedad Intelectual (Intellectual Property Policy)*, which, in a general way, prohibits the use of distinctive insignia without authorization of the Intellectual Property Committee, except in the instances specified in this policy.

**Article 32:** Students may publish their work as a way to stimulate intellectual, free and responsible development within the institution. The Academic Vice Presidency must authorize publication of academic works, while the Student Affairs Vice Presidency must approve publications derived from student organizations.

**Article 33:** Students may host events through the student organizations, on condition that they do not disturb the order and normal operation of the University. The corresponding School Board and Academic Board must authorize academic events, while the Student Affairs Vice Presidency must authorize non-academic events.

**Article 34:** In the case of events that require sponsorship, students will follow the guidelines established by the Office of Institutional Development.

**Article 35:** No student or student organization may carry out events or publicity, promotion or sale of goods or services, directly or indirectly within the campus and University facilities, without the prior written authorization of the Student Affairs Vice Presidency.

**Article 36:** Placement of any type of ads, announcements, pamphlets, brochures, posters, promotional banners, invitations or any other kind of propaganda, within the campus, will be carried out with prior written authorization from the Office of Social Communications.

## CHAPTER II: DISCIPLINE AND SANCTIONS

**Article 37:** The Disciplinary Commission of Student Affairs is the entity responsible for hearing students' disciplinary offenses, as well as to determine the corresponding sanctions.

**Article 38:** Sanctions will be applied according to the guidelines established in the *Reglamento de la Comisión Disciplinaria de Asuntos Estudiantiles (Disciplinary Commission of Student Affairs Bylaw)*.

<b>BYLAW</b>	Fundación Universidad de las Américas, Puebla	DATE:02/09/11	
REG-098-01	<b>STUDENT'S GENERAL BYLAW</b>	P. 12/13	ED. 2.0
REVIEWED: Dr. José Francisco Tamborero Arnal Vice President of Student Affairs		AUTHORIZED: Dr. Luis Ernesto Derbez Bautista President	

**Article 39:** UDLAP reserves the right to deny the entry to campus to students who are drunk. The introduction and/or consumption of alcohol in University installations are forbidden. The offenses derived from the consumption of alcohol may be considered as serious and sanctioned according to the guidelines established in the ***Reglamento de la Comisión Disciplinaria de Asuntos Estudiantiles (Disciplinary Commission of Student Affairs Bylaw)***.

**Article 40:** Possession, storage, consumption or distribution – commercial or non-commercial – of illegal drugs and psychotropic substances, as well as carrying and possessing guns, on campus or on other University facilities and in events organized, directly or indirectly by the University within or outside campus are strictly prohibited. These actions will have as a consequence the immediate expulsion of the student involved, with notification to the student's parents or guardians. The University will present the corresponding report to the authorities.

### **TRANSITORY ARTICLES**

**FIRST:** The Academic Board, Administrative Board and/or Student Affairs Board, depending on the issue, will be responsible for resolving matters not considered in this bylaw which are against the law, institutional guidelines and University life.

**SECOND:** This document will be reviewed by the Student Affairs Vice Presidency on a yearly basis in order to renew and update it. The modifications that result from these reviews will be submitted to the corresponding authorization process and distribution channels.

**THIRD:** This bylaw will come into effect on the day following its publication on the Intranet and nulls the previous bylaw.

### **DIRECTLY RELATED DOCUMENTS**

- Código de Ética (Ethics Code).
- Manual del Estudiante (Student Manual)
- Contrato de Prestación de Servicios Educativos (Contract for Education Services).
- PA001000-7.5.5-007 Política de Privacidad, Confidencialidad y Seguridad de la Información de Estudiantes (Policy for Privacy, Confidentiality and Security of Students' Data).

<b>BYLAW</b>	Fundación Universidad de las Américas, Puebla	DATE:02/09/11	
REG-098-01	<b>STUDENT'S GENERAL BYLAW</b>	P. 13/13	ED. 2.0
REVIEWED: Dr. José Francisco Tamborero Arnal Vice President of Student Affairs		AUTHORIZED: Dr. Luis Ernesto Derbez Bautista President	

- Política de Propiedad Intelectual (Intellectual Property Policy).
- POL-003-01 Política de Reconocimientos para Graduandos (Graduate Honors Policy).
- REG-113-03 Reglamento de la Comisión Disciplinaria de Asuntos Estudiantiles (Disciplinary Commission of Student Affairs Bylaw).

### CHANGE HISTORY

<b>Edition No.</b>	<b>Change Description</b>	<b>Change Date</b>
1	Newly created document with precedents	August 11, 2005
2	Updated document, content and structure modified.	February 9, 2011