

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 1/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

INDEX

Part I.	Admissions General Admission to bachelor or <i>licenciatura</i> Admission to master's program Admission to doctorate Re-entry Readmission
Part II.	Registration Regular and late registration Student ID and Reseal
Part III.	Accreditation and Course Comparison Internal Validation Equivalences and revalidations Credit transfer
Part IV.	Academic Changes Adding and dropping courses Temporary withdrawal and definitive withdrawal Change of <i>licenciatura</i> or graduate program
Part V.	Grade Registration Final evaluations Academic average and GPA Change of final grade Credit by examination Academic status
Part VI.	Graduation and Degree Diploma Graduation requirements Options for graduation Honors and awards
	Glossary
	Change History
	Transitory Articles
	Directly Related Documents

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 2/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

PART I. ADMISSIONS

GENERAL

1. Students enrolled at the “University” must meet the requirements established in this document and in the **General Student Bylaw**.
2. Students will have one semester or two trimester periods, depending on their study programs, to submit all the documents required for their definitive admission. Otherwise they will not be allowed to enroll in the following school period, until documents are delivered.
3. Students who enter any of the levels offered must have all the courses of the previous level accredited when they enroll at the “University”; otherwise, they will be withdrawn without refunds due to “breach of sequence.”
4. Foreign students enrolled at the “University” must prove at all times that they hold a regular residence status in Mexico; if not, they will be liable for sanctions imposed by the National Institute of Migration (*Instituto Nacional de Migración*) and any applicable regulation.
5. Students who have taken courses abroad, who for any reason decline to follow the procedure or expert opinion to validate their studies, will enroll in *bachelor, master* or *doctorate* level, as appropriate.
6. When enrolling in a study plan of any level at the University, all students must pay the single admission fee. Students graduated from a “University” study plan or high school candidates with an agreement will be exempt from this fee.

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 3/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

ADMISSION TO A *LICENCIATURA* OR BACHELOR

7. Persons interested in enrolling in “UDLAP’s” *licenciatura* or bachelor program should contact the Admissions Department to receive general information about the “University”.
8. Every prospective student must take the “University” admissions exam, showing a valid ID and study certificate with GPA. He/she must obtain a minimum of 900 points out of a total of 1600.

Applicants who demonstrate that they are enrolled in their final two semesters in “agreement high schools”, and who have a GPA of 8.0 or equivalent, will be exempted from this exam. Students who have already taken *licenciatura* courses at other universities will also be exempted.

The admissions exam may be substituted by handing in a “SAT”, “ACT” or equivalent exams’ scores to the Registrar’s Office, where the minimum score required will be informed.

9. Dates and places where the admissions exams may be taken are posted in the institutional website, or they may obtain through the Admissions Department and/or the Registrar’s Office.
10. Once the admissions exam has been taken and the “University” accepts the candidate, he/she will receive a ***Licenciatura Admissions Procedure*** and an ***Application for Licenciatura Admission***. This information will also be available at the institution’s webpage.
11. Candidates accepted by the “University” must submit the documents required by the ***Licenciatura Admissions Procedure*** to the Registrar’s Office in person, or else send them by courier or electronically to begin their admissions process.

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 4/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

12. Once all documents have been received by the Registrar's Office, the candidate will receive:

- a. A student number, "verifying number" and institutional e-mail address.
- b. A **Guide for Admission to Licenciatura**, specific to the program chosen and containing the information about complementary documentation to be delivered during the first semester.

If the documents are sent by courier, the Registrar's Office should send the candidate, via e-mail, this document.

- c. Copy of the **Liability Letter for Official Documents**. This letter will be delivered upon receipt of the complementary documentation that the student must deliver during their first semester.

Complementary documents include those issued by the official and / or competent educational authorities that truthfully and duly accredit the studies immediately preceding the current level. If they are not delivered during the first semester, it will be understood that the student has not completed the studies corresponding to the educational level prior to the current one; therefore, the educational service will be suspended.

- d. **Commitment letter for admission to bachelor level**. This letter is given exclusively to those candidates interested in a bachelor's degree program who have studied abroad and whose documents are not duly legalized by the national education system. In the event that the interested party wishes to change their studies from bachelor level to *licenciatura*, they must revalidate their upper-middle-level studies within a period that shall not exceed six months after admission to the University.

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 5/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

13. All interested parties must take the UDLAP English placement test on the dates established in the “school calendar”.

Students who do not wish to continue taking English courses must take a third language. This option is possible for students who meet any of the following requirements:

- a. Obtain at least 90 points in the English placement exam.
- b. Accredit English IV course at the “University”.
- c. Have a minimum score of 550 in the Institutional *TOEFL*, 79 in *TOEFL* IBT, 6 in *IELTS*, *Cambridge English Advanced (CAE)* or equivalent. The certificate shall have less than 2 years validity.

In case they have any knowledge about the third language, they can request a placement exam directly at the Language Learning Center of the “University”. The student must take all the foreign language subjects indicated in their study plan. Pre-university language courses will not be considered as foreign language courses.

14. In the first term enrollment, the academic department will register the subjects to be taken; For the following terms, the student may enroll remotely on the “University” website. Registration dates will be published in the “school calendar”
15. Students interested in taking two bachelor degrees and completing them within a maximum period of five years must enroll during the first semester at the University, and comply with the provisions of the *Enrollment Policy for Two Licenciatura or Bachelor Level Study Plans*.

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 6/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

ADMISSION TO A MAESTRÍA OR MASTER

15. Applicants interested in enrolling in a master program at the “University” should contact the Graduate Student Recruitment Office to receive general information.

16. The prospective student must take a “University” admissions exam, showing valid ID. To be accepted, he/she must obtain 700 points out of 1300 possible.

This exam will be waived for students who have graduated from the “University” with a *licenciatura* or bachelor’s degree.

Candidates should get an ***Application for Master’s Program Admissions*** from the “University’s” website, and attach the documents mentioned in the ***Master Admissions Procedure***.

17. The interested party must submit their degree and professional license in the School Services Department. If these documents are in process, the interested party must deliver the final degree certificate or “transcript” that guarantees 100% of the accredited subjects. Once they have the degree and professional license, they shall submit them to the School Services Department.

18. Once the candidate has filed their application for admission, the Registrar’s Office will give them:

- a. A student number, “verifying number” and institutional e-mail address.
- b. A ***Guide for Master’s Program Admissions*** containing instructions for additional documents to be delivered during their first trimester.

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 7/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

- c. **Copy of the Liability Letter for Official Documents.** This letter will be delivered upon receipt of the complementary documentation that the student must deliver during the first two trimesters.

Complementary documents include those issued by the official and / or competent educational authorities that truthfully and duly accredit the studies immediately preceding the current level. If they are not delivered during the first semester, it will be understood that the student has not completed the studies corresponding to the educational level prior to the current one; therefore, the educational service will be suspended.

- d. **Commitment Letter for Admission to Master Level.** This letter is only for those students interested in entering a master's academic program, who have studied abroad and whose documents are not validated by the national education system. In the event that the interested party wishes to change their studies from the Master level to the *maestría* level, they must revalidate their studies of the immediately preceding level, within a period that shall not exceed six months from their admission to the University.

19. For the first enrollment period the academic department will register the students in the courses to be taken; for distance and online students, registration will be done by the Distance Education Department.

For subsequent periods, the student may register online on the "University's" webpage. Registration dates are published in the "school calendar."

20. For the study plans that allow for it, the student will be able to study and obtain the specialty degree or *advanced certificate*, which will be regulated under the same conditions indicated in this manual for *maestrías* or masters degrees.

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 8/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

ADMISSION TO A DOCTORADO OR DOCTORATE

21. Those interested in entering the *Doctorado* or Doctorate must comply with the stipulations of the ***UDLAP Bylaws for Face-to-Face Doctorates*** or the corresponding Bylaws.
22. Students enrolled at the *doctorado* or doctorate level will not be able to change the study plan.

RE-ENTRY

23. Re-entry is understood to be the procedure followed by students who have interrupted their studies in any of the *licenciatura*, bachelor, *maestría*, *doctorado*, master, doctorate programs for a period of one year or more; that is to say two consecutive semesters or four consecutive trimesters (considering only the Spring and Fall periods.)
24. Candidates for re-entry should contact the Registrar's Office to obtain an ***Application for Re-entry***, or request it via internet.
25. Once the candidate has the ***Application for Re-entry***, he/she should present it to the corresponding Academic Director, Graduate Program Coordinator or Dean who will indicate the corresponding study program and will sign the application to authorize it. For distance programs, the candidate should submit the application to the Distance Education Department, which will be in charge of presenting it to the proper authorities.
26. Mexican citizens should include a copy of their CURP to the ***Application for Re-entry***, whereas foreign candidates should attach a copy of their valid migratory

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 9/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

document. Those documents must be submitted at the Registrar's Office before the deadline indicated in the "school calendar".

27. When the **Application for Re-entry** is received, the candidate's account will be checked by the Registrar's Office to look for payments due, or accounts pending for tuition, Residential Colleges, Library or the UDLAP lottery and/or in any other area of the University. Likewise, the candidate's file will be reviewed to see that all requested documents have been delivered to begin the re-entry procedure.
28. If the candidate has overdue payments or his/her documents are not complete, the Registrar's Office will ask that the payments be covered and the missing documents delivered.
29. During the five business days following the **Application for Re-entry** submission, personnel of the Registrar's Office will contact the candidate to inform him/her via e-mail about:
 - a. Re-activation of enrollment.
 - b. Documents missing in his/her file and deadline to submit them.
 - c. Registration process.
30. Once the readmission notification is received, the student will be able to re-activate his/her institutional e-mail account through the Service Desk at the Information Technology Department.
31. It is the responsibility of the student to follow procedures and register on time.

READMISSION

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 10/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

32. Readmission is the process of accepting a student who withdrew from the “University” for academic and/or disciplinary causes from a *licenciatura*, bachelor, *maestría*, *doctorado*, master or doctorate.

33. Candidates at the *licenciatura* or bachelor level may request readmission up to three times. Graduate students (*maestría*, *doctorado*, master or doctorate) may request to be readmitted only twice.

If readmission is requested after academic withdrawal, the student must ask for information at the Registrar’s Office. If readmission is requested following disciplinary sanctions, the student must go to the Disciplinary Commission for Student Affairs.

The corresponding Academic Department or the Disciplinary Commission for Student Affairs will analyze the case and decide whether to accept or reject the application.

34. The readmission application may be handed in up to the last day of regular registration in the Spring, Summer, and Fall periods, according to the student’s academic study program.

35. If the person interested in being readmitted interrupted his/her studies for a period of a year or more, that is to say two consecutive semesters or four consecutive trimesters (considering only Spring and Fall), he/she should follow the procedure for re-entry first and then the readmission one.

36. If readmitted, the academic status of the student will be activated as:

- a. “Conditional”, for *licenciatura* or bachelor students.
- b. “Regular 2”, for graduate students (*maestría*, *doctorado*, master or doctorate).

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 11/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

37. If the student fails one or more courses in the school period when he/she was readmitted, he will be withdrawn from the study program he/she was enrolled in.

38. If the readmission is rejected, the Academic Director, Graduate Program Coordinator, or the Disciplinary Commission of Student Affairs will determine the time when the student may request it again, if applicable.

Readmission after Academic Withdrawal

39. The candidate who follows the “University’s” readmission process following academic withdrawal should go to his/her Academic Director or Graduate Program Coordinator to begin the process of readmission.

40. The Academic Director or Graduate Program Coordinator will ask the applicant to present a readmission application in writing to be analyzed.

41. When the candidate presents his/her readmission application , the Academic Director or Graduate Program Coordinator will analyze the case and resolve for or against it. In the case of a bachelor or *licenciatura* student, they will be referred to the Learning Resources Department to sign the commitment letter with recommendations.

42. The corresponding Academic Director or Graduate Program Coordinator will inform the candidate the acceptance or rejection of the readmission application.

43. The Academic Director or Graduate Program Coordinator will e-mail the Registrar’s Office informing them of the readmission’s acceptance or rejection.

44. When the readmission application is accepted, the Registrar’s Office will activate the student’s file in the corresponding computer systems and will notify the Academic Director, Graduate Program Coordinator, the Administrative Head of the

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 12/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

School, the Distance Education Department and/or the Academic Advisory Office, as appropriate.

45. Afterwards, the readmission will be ratified by the Dean at the School Board meeting and will be officially recorded in the meetings minute. A copy of this document must be sent to the Registrar's Office.
46. For *licenciatura* or bachelor students, the Academic Director, the Academic Tutor and the Academic Advisory Office will monitor the student's academic load and the recommendations specified in the commitment letter.

Readmission after Disciplinary Withdrawal

47. The person interested in being readmitted to the "University" after disciplinary withdrawal must request it in writing to the President of the Disciplinary Commission for Student Affairs. The President will analyze the readmission application, based on the Commission's current bylaws and on the sanction imposed to the student at the time, in order to verify that the sanction has been met.
48. If the readmission is approved, the Technical Secretary of the Disciplinary Commission for Student Affairs will send the resolution to the Registrar's Office to activate the school record of the applicant in the corresponding computer systems, and they will send a notice by institutional email, to the Academic Director, to the Graduate Program Coordinator, to the Administrative Head of the School, to the Distance Education Department, to the Academic Advisory Office and/or to the Academic Tutoring Department, as appropriate.

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 13/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

PART II. REGISTRATION

REGULAR AND LATE REGISTRATION

1. Registration consists in the students enrolling in the courses that they will take in a school period as part of their study program of *licenciatura*, bachelor, *maestría*, *doctorado*, master or doctorate at the “University”.
2. The period for regular registration and the one for late registration are indicated in the “school calendar”.
3. Students who enroll after the regular enrollment period shall pay the cost of the late fee, corresponding to one *licenciatura* level unit, regardless of the fact that they have made the advance payment for enrollment.
4. The students must meet the following requirements to register:
 - a. If new students, complete the admissions process indicated in this document.
 - b. Have an academic and disciplinary status that allows them to register. He/she should not have an academic withdrawal status or have been suspended or expelled by the Disciplinary Commission for Student Affairs.
 - c. Be current in all tuition fee payments, not have overdue documents or library materials, or an outstanding account with UDLAP’s Lottery and/or in any other area of the University.
 - d. Make the advance tuition payment established by the Chief Financial Office, as published on the “University” webpage.
 - e. In case the student has any type of scholarship, he/she must complete all the corresponding procedures at the Registrar’s Office, on the dates established

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 14/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

in the school calendar. The procedure will be subject to the Scholarship Committee's review and authorization.

5. The student will be able to register during the dates marked in the "school calendar", via internet in the registration page or in person at the "University", in the computer rooms or in his/her academic department.
6. When a student does not register during the regular registration period, he/she may do it later by contacting the corresponding Academic Director or Graduate Program Coordinator. For the online graduate programs, the student should contact the Distance Education Department.

The "University" will charge a late fee - published by the Chief Financial Office in their webpage - to the student's account statement.

7. During the regular registration period and before the first day of classes, the Registrar's Office will email each student his/her class schedule for the courses registered in that school period. The student may revise the schedule from the webpage and, in case an inconsistency is found, the student must clarify it with his/her Academic Director or Graduate Program Coordinator. For the online graduate programs, all clarifications should be conducted through the Distance Education Department.
8. For students at the *licenciatura* or bachelor level, a minimum of 30 units should be registered for each school period; if this is not the case, the student should pay the additional fee published by the Chief Financial Office on the institutional webpage.

This provision will not apply when:

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 15/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

- a. The courses offered do not permit completing the minimum number of units in the period; in this case, the Academic Director will email the Registrar's Office to validate this information.
 - b. There exists an agreement on this issue with other educational institutions.
 - c. The Academic Advisory Department recommends registration with fewer units.
 - d. The student has completed 90% or more of his/her study program.
 - e. Registration occurs in the Summer periods.
9. Students with institutional scholarships will follow the current guidelines for scholarships.
 10. All students enrolled at the *licenciatura*, *maestría*, or *doctorado* level, shall pay the corresponding SEP fee (Spring / Autumn). Such fee shall be paid on a yearly basis or on every school period, depending on the study plan in which the student is enrolled.

The Registrar's Office will send an institutional email to the student indicating the SEP fee charge on their account statement.

STUDENT ID AND RESEAL

11. Every student must carry an ID that identifies him/her as a member of the university community. This ID should have a sticker, known as reseal (*resello*), that shows current validity. Both the ID and the reseal may be obtained at the Registrar's Office during the dates indicated in the "school calendar".

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 16/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

In case of theft or loss the student must pay for an ID replacement, in accordance to the provisions of the Chief Financial Office as posted on the institutional website.

12. When a student is not registered for the current period, he/she may not obtain an ID replacement or reseal, unless he/she is taking courses via credit by exam.
13. The students enrolled in two *licenciaturas* will have only one ID and one reseal.
14. If a student enters the university with an ID lacking a valid reseal, the ID may be retained by personnel of the Security Office, to be safeguarded by the Registrar's Office. The student will have it back when he/she enrolls again.
15. When a student withdraws definitively from the "University" he/she must return the ID to the Registrar's Office.

PART III. ACCREDITATION AND COURSE COMPARISON

INTERNAL VALIDATION

1. Internal Validation is the accreditation of courses approved by the student in a "University" study program for a different study program taken at the same "University", in accordance with Agreement 02/04/17 establishing the guidelines that determine the general rules and criteria to which the revalidation of studies carried out abroad and the equivalence of studies will be adjusted.
2. The student may request the internal validation of *licenciatura* or graduate courses (*maestría*, master) whenever they are comparable and compatible in at least 60% of their academic content.
3. The student must go to the Academic Director or Graduate Program Coordinator, who will determine and approve the courses to be validated internally.

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 17/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

4. The grades registered in the “*transcript*” for the internally validated courses will be the same ones that the student obtained when they were taken, affecting the student’s GPA and academic status.
5. The student shall pay the corresponding cost according to the indicated by the Finance Office in the institutional web site.
6. Foreign exchange students who decide to enroll in a study plan at the University shall cover the cost of two units at the *licenciatura* level for each course that is validated. These students will be considered as new students.

EQUIVALENCES AND REVALIDATIONS

7. Equivalence is the administrative act through which the education authority declares that the studies done within the National Education System are comparable with the courses in the study programs of the “University” in which the student is enrolled.
8. Revalidation is the administrative act whereby the education authority grants official validity to studies done abroad, provided they are similar to those offered in the National Education System and that they correspond to those included in the study programs of the “University” where the student is enrolled.
9. Students may request the equivalence or revalidation of *licenciatura* or graduate studies (*maestría*) done in other universities, provided that the content is compatible and comparable in at least 60% with those of the “University”, in accordance with Agreement 02/04/17 of the Secretary of Public Education. The comparability study is used to determine the courses that will be accredited in the study plan by equivalence or revalidation. This study has a cost for the student, which is stated on the institutional website and authorized by the Chief Financial Office.

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 18/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

10. Courses with a passing grade may be accredited as indicated in such institution's document.
11. Selected Topics courses, Advanced Selected Topics, Integrating Project and languages are not subject to equivalency or revalidation.
12. The maximum limit of courses to be accredited by equivalency or revalidation shall not exceed 40% of the total number of courses in the study plan in which the student is enrolled in the "University".
13. Students will have up to 80 days after the beginning of their first term at the "University" to submit the required documents, the dates are posted in the "school calendar"; otherwise, the equivalence or revalidation cannot be made and the student will have to take the courses again.
14. Students must go to the Registrar's Office to begin the equivalence or revalidation process.

For equivalences (national institutions), at *licenciatura* level, the student will need the following documents:

- a. Study program for *licenciatura* studies at the former university, duly sealed.
- b. *Syllabus* of each of the courses to be considered for equivalence, duly sealed.
- c. Original of the partial transcript of the former university, legalized.

For equivalencies (national institutions) at the *maestría* level, the student will submit the following documentation:

- a. Postgraduate study plan of the university of origin, duly sealed
- b. *Syllabus* of each one of the courses considered for equivalency, duly sealed

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 19/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

- c. original of the partial certificate of studies of the university of origin, legalized
- d. Notarized degree certificate.
- e. Certificate of undergraduate studies.

For revalidations (foreign institutions), at *licenciatura* level, the student must submit the following documents:

- a. “*Transcript*” of the university of origin, hard copy or electronic version, duly sealed.
- b. Study program at the university of origin, duly sealed.
- c. *Syllabus* for each course to be considered for revalidation, duly sealed.

In the event that the documents are issued in a language other than Spanish, they must also submit a simple translation thereof.

For revalidations (foreign institutions) at the *maestría* level, the student will submit the following documentation:

- a. “*Transcript*” or certificate from the university of origin, hard copy or electronic version, duly sealed. In the event that it is issued in a language other than Spanish, a translation thereof must also be delivered.
- b. Study plan of the university of origin, duly sealed.
- c. *Syllabus* of each of the courses considered for revalidation, duly sealed.
- d. Notarized degree certificate.
- e. Certificate of undergraduate studies.

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 20/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

In the event that the documents are issued in a language other than Spanish, they must also submit a simple translation thereof.

- Once the documentation is complete, the Academic Director or Graduate Program Coordinator will evaluate it to determine and approve the courses to be accredited.

The Registrar's Office, through the School Processes Department, will notify the student to come to the office and sign for the amount due to be charged to his/her account.

The accreditation of these studies will be carried out by the Registrar's Office through the School Processes Department, which shall be in charge of issuing the accreditation report of the courses requested.

- The grade registered in the student's "*transcript*" for the equivalent courses will be EQV; for the revalidated courses will be REV. These grades will not affect the GPA or academic status of the student.

TRANSFER OF CREDITS

- Transfer of credits is the academic registration of courses or internships done abroad in the study program of a student enrolled at the "University."
- To carry out the credit transfer, the student should follow the indications contained in the ***Policy for Credit Transfer of Studies or Internships Done Abroad***.
- For University students who accredit courses on their own account in other national institutions, such courses will not be subject to recognition in the UDLAP study plan.

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 21/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

PART IV. ACADEMIC CHANGES

ADDING AND DROPPING COURSES

Adding courses

1. After the end of regular registration students may add one or more courses during the period for late registration indicated in the “school calendar”.
2. Students should contact the corresponding Academic Director or Graduate Program Coordinator. The addition is subject to space availability in the courses desired. If space is available, the student may add the course(s).
3. Students enrolled in online courses should contact the Distance Education Department.
4. These changes will appear in the student’s class schedule and the corresponding charges will be reflected in the student’s account.

Dropping courses

5. Once the student is enrolled in the courses for the school period, he/she may request to drop one or more of them. This may be done through a voluntary withdrawal within the periods marked in the “school calendar”, without the possibility of refunds or cancelled charges.
6. A student may drop five courses during his/her *licenciatura* o bachelor studies, or three courses at the graduate level (*maestría*, master), during their whole stay at the “University”.
7. The same course can only be dropped twice. When a student tries to do it for the third time the change will not be accepted.

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 22/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

8. Students who want to drop a course should go to the Registrar's Office and fill the ***Voluntary Withdrawal*** form, showing an official ID or their current student ID.
9. Students who cannot go to the Registrar's Office in person may authorize a person to do it in his/her name, through a power of attorney. Whoever has this document must present original and copy of the student's official ID and his/her own as well.
10. Students enrolled in distance courses should e-mail the Registrar's Office requesting voluntary withdrawal.
11. The Registrar's Office will give the student, or the person representing him/her, a copy of the form as evidence of the requested change.

Students enrolled in distance programs will be dropped from the technological platform associated with the Distance Education Department.

12. Students who have an institutional scholarship must follow the current guidelines.

Administrative Withdrawal

13. If through any reason attributable to the Academic Department a student has been mistakenly registered in a course during the current period, the student should request his/her withdrawal from it.
14. The student must present his/her case to the Academic Director or Graduate Program Coordinator, who will send, when appropriate, an application for administrative withdrawal in writing to the Registrar's Office, before the last day of final exams of the current period.
15. Students enrolled in distance programs should contact the Distance Education Department to request the administrative withdrawal from the Registrar's Office, when appropriate.

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 23/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

16. The changes will be done by the Registrar's Office, provided they are authorized by the corresponding School's Dean, the Academic Vice President, the Chief Financial Office and the Administrative Vice President.

17. If the change is approved, the charge for the dropped course will be cancelled from the student's account.

Students enrolled in distance programs will be dropped from the technological platform associated with the Distance Education Department.

18. When the administrative withdrawal is not approved, the Academic Department will be informed so they in turn can inform the student.

19. Students enrolled in two study programs must follow the guidelines of the ***Policy for Registration in Two Licenciatura or Bachelor Study Programs.***

TEMPORARY AND DEFINITIVE WITHDRAWALS

20. Temporary withdrawal is the interruption of studies at the "University", requested by the student, with intention to return at a later time.

Temporary withdrawal implies the cancellation of all courses registered by the student in the school period when the withdrawal takes place.

A student may withdraw temporarily at most twice at the *licenciatura* or bachelor level, and only once at the graduate level.

21. Definitive withdrawal is the voluntary dropping out of the student from his/her study program at the "University", therefore losing his student character.

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 24/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

22. Students interested in withdrawing temporarily or permanently must request a **Withdrawal** form at the Registrar's Office and collect the approval from the following:
- a. Insurance and Fixed Assets Office.
 - b. Credit and Collection Department.
 - c. Academic Director or Graduate Program Coordinator; or Distance Education Department for the students in this modality.
 - d. Student Counseling Office.
 - e. Head of the corresponding Residential College, when a resident.
 - f. UDLAP's Lottery Office, when the withdrawal is definitive.
 - g. Library Office, when the withdrawal is definitive.
 - h. Scholarships Office.
 - i. Registrar's Office.
23. When a student has not registered in the "University" for over a year and wishes to withdraw permanently, he/she should fill a **Withdrawal** form and ask for approval from the:
- a. Credit and Collection Office.
 - b. UDLAP's Lottery Office.
 - c. Library Office.
 - d. Head of the corresponding Residential College, if the student was a resident.

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 25/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

- e. Scholarship Office.
 - f. Registrar's Office.
24. Students enrolled in distance education programs should e-mail the Registrar's Office requesting their withdrawal.
 25. The student must hand in his/her withdrawal form and student ID at the Registrar's Office on the dates established in the "school calendar".
 26. A student who is unable to process his withdrawal in person may authorize a person to represent him/her through a power of attorney. Whoever has the power must show a copy and original of the student's ID as well as his/her own.
 27. All students who withdraw definitively will receive their official documents on the date determined by the Registrar's Office.
 28. Temporary or definitive withdrawal in a given period may be done from the first day of classes; the refund or tuition credit will be adjusted by the percentages indicated in the "school calendar". Distance education students will be dropped from the technological platform associated with the Distance Education Department.
 29. When a student is expelled from the "University", the Registrar's Office will carry out the temporary or definitive withdrawal process, as it may apply, and will inform the student of the applicable terms and conditions.

CHANGE OF STUDY PROGRAM

30. *Licenciatura* or bachelor's level students may make a maximum of two changes to their study plan during their stay at the University.

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 26/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

Students at the *maestría* or master's level will only be able to make a change in the study plan during their stay at the University.

Doctorado or doctorate students will not be able to change the study plan.

31. The change of study plan generates a cost for the administrative procedure authorized by the Chief Financial Office. The change of specialty in a study plan will have no cost.

The student may make the change of study plan on the dates indicated in the "school calendar". The change in the study plan will be recorded in the student's record, which will include the academic movements and the accumulated average.

32. Students who have the benefit of a scholarship shall contact the Scholarship Department to review the respective guidelines.
33. The student interested in carrying out this procedure must go to the Registrar's Office to obtain the Career Change form; or, request it to this area through the institutional email. Subsequently, they shall consult with the Academic Director or Graduate Program Coordinator of the new academic program.
34. The Academic Director or Graduate Program Coordinator will sign the Career Change form. Subsequently, the student must go to the Academic Advisory Department to request their approval and deliver such document to the Registrar's Office
35. The Registrar's Office will transfer the former study program "*transcript*" to the "*transcript*" of the new program, leaving the former program inactive.
36. The Academic Director or Graduate Program Coordinator of the new study program will determine the internally validated courses, based on the guidelines established in a previous section of this manual. The courses that are not internally validated will remain as extra courses in the new student's "*transcript*".

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 27/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

PART V. GRADE RECORDING

FINAL EVALUATIONS

1. For the school periods of Spring and Fall, the final evaluations will begin on the day following the last day of classes, as indicated in the “school calendar”. For the Summer period, the evaluations will be carried out during the period of classes.
2. The grade obtained in the final evaluation will be entered in the corresponding school system by the professor who taught the course, and recorded in an act to make the results official. This document must be handed in at the Registrar’s Office by the corresponding Academic Department, signed by both the course professor and the Academic Director.
3. Students have the right to ask the professor to review the results of their final grade by the last day of grade reporting at the latest, as indicated on the “school calendar”.
4. Students may check their “*transcript*” in the “University’s” Intranet to know the grades obtained in the courses taken, their GPA and their academic status.

ACADEMIC AVERAGE

5. The minimum score to approve a course taken at the “University” is 7.5 for *licenciatura* o bachelor and 8.0 for graduate programs (*maestría, doctorado* master and doctorate). The grade scale is from 0.0 to 10.0 for all levels.
6. A student may find letter grades for some courses, which are not considered to compute his/her academic average. Letter grades are as follows:

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 28/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

- a. No grade (SC). For control courses, as those taken abroad, Social Service and Ongoing Project.
 - b. Accredited (AC) and Not Accredited (NA). For pre-requisite courses of the study program, courses taken during exchanges abroad, Social Responsibility courses and First Year Program.
 - c. Pending Evaluation (EP): For thesis courses or their equivalent, without grade.
 - d. Re-validation (REV): For courses accredited by revalidation.
 - e. Equivalence (EQV): For courses accredited by equivalence.
 - f. Pending Grade (CP): For courses remaining without grade during the period established to record final grades. This is for the exclusive use of the Registrar's Office.
7. Points obtained for a course are the result of multiplying the number grade times the number of units of the course.
 8. To determine the grade average of a school period, the points obtained for each course are added and the result is divided by the total number of units taken in that period.
 9. To determine the GPA of the student, the points obtained for all courses taken are added and the result is divided by the total units attempted during their stay at the "University".

CHANGE OF FINAL GRADE

10. The student may request that his/her professor review the final grade, thus automatically renouncing the original grade in favor of the one he/she may obtain.

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 29/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

11. The professor will consult with the Academic Director or Graduate Program Coordinator to review the case.
12. If the student cannot contact the professor, they may contact his/her Academic Director or Graduate Program Coordinator to request the review of the final grade.
13. The Academic Director or Graduate Program Coordinator will present the revision to the corresponding Dean. The answer about changing a grade should be given in three working days after the student's request, at the latest.
14. The Academic Director or Graduate Program Coordinator will follow the procedure to change the grade at the Registrar's Office, using the **Change of Grade** form, during the dates marked on the "school calendar".

CREDIT BY EXAMINATION

15. A student may earn credit in a course through an exam or unique project. The Academic Director or Graduate Program Coordinator will be in charge of advising students during this process.
16. Students may request credit by examination when enrolled in the last semester or trimester of the study program, and when the "University" does not offer the course.
17. Students may request a maximum of three credits by exam during their entire study program.
18. The student will pay for the corresponding charge for exam indicated by the Chief Financial Office and published on the website.

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 30/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

19. It is the responsibility of the Academic Department to inform the Registrar's Office of the grade obtained in the course at the end of the school period, during the dates established in the "school calendar".
20. If the student fails the credit by examination, he/she will have to take the course in the following period it is offered, with the exception of those courses that are no longer offered at the "University", in which case he/she may choose this option again without exceeding the credits by examination indicated in this manual.
21. Students may not withdraw voluntarily or undergo an administrative withdrawal, nor temporarily or permanently drop the requested courses to be accredited by examination.

ACADEMIC STATUS

22. The academic status of a student is defined in terms of the GPA in his/her "transcript".
23. The possible academic status for a *licenciatura* or bachelor student are:
 - a. Regular: academic situation of a student who has approved or accumulated at least 75% of the units attempted.
 - b. Warning: academic situation of a student who, having been in a regular academic status at the beginning of a given period, has fallen below 75% of accumulated units approved by its end.
 - c. Conditional: academic status of students who having been in a warning status have approved less than 75% of the units taken during the school period.
 - d. Suspension: academic situation of a student who, being on conditional status, fails a course. In this academic status the students will undergo

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 31/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

academic withdrawal from the “University”, having the opportunity to apply for readmission following the guidelines of this document. If his/her application is accepted, the student will return on conditional status.

24. The possible academic status for graduate students (*maestría, doctorado*, master and doctorate) are:
- a. Regular: academic situation where the student has received credit for all courses taken.
 - b. Regular 1: academic situation of the student who fails one course during his/her study program.
 - c. Regular 2: academic situation of the student who fails two courses during his/her study program.
 - d. Suspension: academic situation of a student who fails three or more courses during his/her study program. This academic status will cause the student to withdraw from the “University”, having the opportunity to apply for readmission following the guidelines of this document. If the application is accepted, the student will return to school in the Regular 2 status.

PART VI. GRADUATION AND DEGREE DIPLOMA

GRADUATION

1. Graduation is the process by which a student accredits and meets the established academic and administrative requirements to earn, as appropriate:
 - a. A Bachelor’s degree
 - b. A Specialty Diploma

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 32/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

c. A *Maestría* or *Doctorado* Degree

d. A Bachelor, Advanced Certificated, Master or Doctorate Diploma

- The official periods for the semester plans graduation process are: Spring, Summer I and Autumn.

For the trimestral study plans, the official periods for the graduation process are: Spring I, Spring II, Summer, Autumn I and Autumn II.

- To carry out the graduation process, the student shall register the corresponding application on the web portal indicated by the Registrar's Office , and they shall also pay the graduation fee authorized by the Chief Financial Office published on the institutional web portal.
- The student enrolled in a semester study plan will have a maximum of 10 years to complete the program in which he/she is enrolled; in the case of students in trimester study plans, the maximum term will be 5 years. If for any reason the student exceeds this time, they must go to the Registrar's Office to analyze their re-entry into the active study plan more in accordance with the studies carried out, together with the corresponding Academic Director or Graduate Program Coordinator.
- For undergraduate students with outstanding academic performance who are enrolled in the "Honors Program" must be subject to the provisions of the **Honors Program Policy**.

DEGREE DIPLOMA OPTIONS

- The electronic Degree Diploma is the document issued by the educational institution, with recognition of official validity of studies (RVOE) issued on behalf

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 33/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

of the person who has completed the corresponding studies, in accordance with the Regulatory Law of Article 5. of the Constitution.

7. The “University” offers *licenciatura* or bachelor students with state RVOE the following options to obtain a degree, depending on the study program in which they are enrolled:
 - a. Degree by GPA.
 - b. Degree by thesis.
8. In the case of Bachelor’s and Postgraduate degrees with federal RVOE, the Degree Diploma process is Automatic.
9. The student must abide by the provisions of the Institutional Bylaws on the corresponding degree diploma process.
10. The student must personally carry out the process of his/her professional license towards the General Directorate of Professions.

HONORS AND AWARDS

1. Students graduating in a determined period may receive the following academic awards:
 - a. *Cum Laude*.
 - b. *Magna Cum Laude*.
 - c. *Summa Cum Laude*.
 - d. Medal for highest GPA.

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 34/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

2. The awards are granted for each school cycle, either trimester or semester, except for the medal for highest GPA, which is granted annually in the graduation ceremony.
3. The requirements and overview for students to obtain these awards are detailed in the ***Policy for Graduate Awards***.
4. Any situation not foreseen in this manual will be analyzed by the President or the person he/she appoints.

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 35/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

GLOSSARY

ACT: *American College Testing.* Admissions exam for *licenciatura* studies which is valid in the United States and other countries.

School Calendar: Yearly calendar of Fundación Universidad de las Américas, Puebla, published on its website (Intranet), where the school, academic and administrative activities are specified.

Verifying Number: Number that assures that payments made in banks are reflected on the student's account. It is generated by the Academic Management System of Fundación Universidad de las Américas, and the Credit and Collection Office provides it to the student.

Comparability study: Document that indicates the courses that will be equivalent or subject to revalidation in the student's study plan.

Agreement High School: High schools that sign an agreement with admissions benefits with Fundación Universidad de las Américas, Puebla due to their high academic status. The benefits may vary according to the institution.

Honors Program: Independent award given to graduates in accordance to what is stipulated in the ***Policy for Graduate Awards*** in which the student must request enrollment.

Reseal: UDLAP's sticker that has the effective date for the school period and certifies that the person is a current student.

SAT: *Scholastic Assessment Test.* An admissions exam for university studies given by the *College Board*, valid in the US and other countries.

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 36/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

Transcript: Total or partial record of grades, where the courses taken by the student are detailed (both passed and failed) by period and cumulatively.

UDLAP: Fundación Universidad de las Américas, Puebla.

University: Fundación Universidad de las Américas, Puebla.

Breach of Sequence: Invasion of the academic level generated when the pedagogical sequence of educational levels is not followed, as established in article 37 of the General Education Law; that is to say, when a student carries out studies of an educational level without having finished the previous one.

CHANGE HISTORY

Edition Number	Change Description	Change Date
1.0	New document with antecedents	August, 2012
2.0	The admissions fee will be waived for University alumni and students from agreement high schools. It was indicated that the student enrolled must have all their subjects accredited when classes begin and not upon registration, because there are early registrations and they may not have completed their preparatory school level at that time. It includes the required score for the admission exam and the delivery of the guide for the admission exam for new students. Students with over 80 points in the placement test, or 500 points in the <i>TOEFL</i> , will have the option to take a third language. The admissions to graduate studies was separated into <i>maestría</i> or master admissions and <i>doctorado</i> or doctorate admissions. It was clarified that when the interested party takes the admission exam at the University facilities, they shall submit an identification. The requirement to submit a certificate of completion of studies, and a record of professional examination was removed. Reference to the Enrollment Policy in two <i>licenciatura</i> or bachelor level study plans. In the academic movements, Distance Education Department procedures that will be carried out in the Registrar's Office were removed. The discount for surplus units was eliminated.	December, 2014

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 37/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

	<p>The concepts related to the Student ID and resale thereof were expanded; since it can be retained, only one is issued per student, it must be delivered when the student ceases to be an active student.</p> <p>The process of validation and transfer of credits was included. Reference to Agreement 286 of the Secretary of Public Education that allows the University to carry out validations was indicated.</p> <p>The international baccalaureate procedure was eliminated.</p> <p>The term academic withdrawal changes to administrative withdrawal.</p> <p>In the process for changing the study plan, the transfer of courses from the previous plan to the new plan will be carried out, and the first one shall be canceled.</p> <p>In the transfer of credits, it was indicated that the courses that the UDLAP students take on their own account in other national institutions will not be recognized in their study plan.</p> <p>The accreditation of equivalency courses in the academic average section was increased.</p> <p>The definition of equivalence and revalidation was updated.</p> <p>It was added that a comparison study is carried out, paid by the student, through which the courses that will be accredited in the study plan by equivalence or revalidation are determined.</p> <p>Virtual exam credits were eliminated, that is, credits that come from other institutions that cannot be directly accredited to the SEP. Likewise, the credits for the international exchange exam were eliminated.</p> <p>The accreditation of the courses is carried out in the School Procedures Department, which is in charge of issuing the report; it is no longer carried out before the Secretary of Public Education.</p> <p>In case of withdrawal, the procedure was included when the student has not been registered for more than a year at the University.</p> <p>Students who do temporary or permanent distance learning will unsubscribe from the technological platform associated with the Distance Education Department.</p> <p>The automatic degree diploma option was expanded.</p> <p>It was indicated that the student enrolled in a semester study plan will have a maximum of 10 years to complete the program in which they are enrolled; in the case of students in trimester study plans, the maximum term will be 5 years</p> <p>Reference is made to the Social Service Bylaws, Professional Practice Policy and the different Bylaws regarding degrees such as the Automatic Degree Diploma Policy, the Automatic Degree Diploma Policy for Specializations and Professional Master's Degrees.</p> <p>Reference is made to the Policy for Honors Programs.</p> <p>In the section on graduation, the way that the ongoing control project course is registered was specified.</p> <p>Changes in wording and update of area names.</p> <p>The terms "school calendar" and "honors program" were added to the glossary.</p>	
--	--	--

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 38/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

3.0	<p>The Academic Department changes to Academic Director. School Director is modified by Registrar's Office. The name of the Academic Preceptorship and Tutoring Department was updated to Academic Preceptorship Department.</p> <p>The validity of the EXADEP, EXANI III, ADEN or equivalent and / or TOEFL exams to enter the "University" is eliminated. It is indicated that the required score of the "SAT" and the "ACT" will be released by the Department of School Services.</p> <p>It was added in the admission section to <i>licenciatura</i> or bachelor's degree, that the student must take all the foreign language subjects indicated in their study plan. Pre-university language courses will not be considered as foreign language courses.</p> <p>In Part I. Admission to <i>licenciatura</i> and bachelor's degrees, it was indicated that for those interested who come from abroad and who wish to change their studies from bachelor level to <i>licenciatura</i> level, they must revalidate their higher middle level studies in a period that shall not exceed six months from their admission to the University.</p> <p>In the application for admission to a <i>maestría</i> or master's degree, it was added that the interested party must attach the total certificate of undergraduate studies and that in case of opting for a <i>licenciatura</i> degree, they must register it on the institutional web portal indicated by the Registrar's Office.</p> <p>In Part I. Admission to <i>maestría</i> and master's degrees, it was indicated that for those interested who come from abroad and want to change their studies from master level to <i>maestría</i> level, they must revalidate their studies from the immediately preceding level within a period that shall not exceed six months from their admission to the University.</p> <p>Re-entry and readmission for doctorate or <i>doctorado</i> are eliminated since their studies must be uninterrupted.</p> <p>In the admission for bachelor's, <i>licenciatura</i>, master's or <i>maestría</i> degrees, in the liability letter of official documents it was added that this letter will be delivered upon receipt of the complementary documentation that the student must submit during the first 6 months. Among the complementary documents are those issued by the competent official and / or educational authorities that truthfully and immediately accredit the immediate studies prior to the level being taken. If such documents are not delivered during the first two quarters, it will be understood that the student does not have the studies corresponding to the educational level prior to the one being taken; therefore, the educational service will be suspended.</p> <p>In case of readmission, it was added that the Academic Director will channel only <i>licenciatura</i> or bachelor students to the Academic Advisory Department to guide them on their academic situation and review alternatives.</p> <p>In the readmission for disciplinary reasons, the responsibility of the Registrar's Office was added to give notice by institutional email, to the Academic Director, the Graduate Program Coordinator, the Administrative Head of the School, the Distance Education Department, and the Academic Advisory Department.</p> <p>In the readmission procedure, it was added that for <i>licenciatura</i> or bachelor students, the Academic Director, the Academic Tutor and the</p>	December 2019
-----	---	---------------

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 39/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

	<p>Academic Advisory Department will monitor the student's academic load and the recommendations specified in the commitment letter. The option of <i>licenciatura</i> for <i>maestría</i> studies is eliminated for students from another University; this will only be valid for UDLAP undergraduate students.</p> <p>The following provisions in the Admission to <i>Doctorado</i> or Doctorate section are eliminated:</p> <ul style="list-style-type: none"> • The interested party must request an interview with the corresponding postgraduate coordinator, through the Postgraduate Student Incorporation Department. • The interested party must deliver the following documents to the postgraduate coordinator: <ul style="list-style-type: none"> a. Letter of intent, stating the reasons for their choice of "University" and study plan. b. Comprehensive curriculum vitae with recent photography. c. Official certificate of <i>licenciatura</i> studies or equivalent with a minimum average of 8.0 and degree certificate. If they have other university studies, they may submit the corresponding documentation. • The graduate coordinator will assess the candidate's skills and will arrange an interview with the Graduate Selection Committee. • The Graduate Selection Committee will request the following documents: <ul style="list-style-type: none"> to. Copy of EXANI III exam certificate (minimum score 1050 on a scale of 700-1300), EXADEP (minimum score of 550 on a scale of 200-800), GMAT (minimum score of 550 on a scale of 200-800), or GRE (minimum score of 150 in verbal reasoning and quantitative reasoning on a scale of 130-170, and analytical writing with a minimum score of 3.5 on a scale of 0-6). b. Copy of Institutional TOEFL Test Certificate (minimum score of 550, TOEFL PBT (minimum score of 550), TOEFL CBCBT (minimum score of 213), IBT (minimum score 79-80) or IELTS (minimum score 6). The validity of the certificate must not exceed two years. c. Three letters of recommendation issued exclusively by professors or authorities related to the academic or professional performance of the applicant. The form established by the "University" will be used and it must have the autograph signature of the referring party to validate each one of them. • As a result of the interview with the Graduate Selection Committee, a letter of acceptance to the <i>doctorado</i> will be issued with a validity of one year, addressed to the Research and Graduate Directorate. • Candidates accepted to the "University" must fill out the Application for admission to a <i>doctorado</i> and submit the required documentation in the Procedure for admission to a doctorate at the Research and Graduate Directorate, in person; or it may be sent by courier to start the admission process. • Once the Department of School Services receives the admission documents, it will deliver the following to the interested party: <ul style="list-style-type: none"> d. Student's number, "verification number" and institutional email. e. Admission guide to a <i>doctorado</i> with information on additional data they must submit during their first semester. 	
--	---	--

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 40/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

	<p>If documents are sent by courier, the Registrar's Office must send the interested party the aforementioned document by email.</p> <p>F. Copy of the Liability Letter from official documents.</p> <p>g. Commitment letter of admission to doctorate level. This letter will be delivered only to those interested in being admitted to a doctorate level academic program and who have previously studied abroad, because their documents are not duly legalized for the purposes of the national educational system.</p> <p>It is indicated that these <i>doctorado</i> or doctorate level students will not be able to make a change in the study plan. Likewise, there may be no equivalences, validations or revalidations for this academic level.</p> <p>In Part II. Regular and Late Registration, it was added that all <i>licenciatura</i>, <i>maestría</i> and <i>doctorado</i> level students must pay the corresponding SEP fee (Spring / Autumn). Said fee must be covered annually or per school period, depending on the study plan in which the student is enrolled.</p> <p>The Registrar's Office will send an institutional email to the student indicating the charge of the SEP fee on their account statement.</p> <p>In this same Part II, provision 3, subsection "e" was added that the scholarship process must be carried out on the dates established in the school calendar and that said process will be subject to the review and authorization of the Scholarship Committee.</p> <p>It was added that Students who enroll after the regular enrollment period must cover the cost of the late fee, corresponding to a <i>licenciatura</i> level unit.</p> <p>In the Admission to <i>Licenciatura</i> or Bachelor section it was added that students interested in taking two degrees and completing them in five years, must be enrolled during the first semester at the University.</p> <p>In the equivalences and revalidations section, it was added that the courses on select subjects, select advanced subjects, integrative project and languages are not subject to equivalence or revalidation. The period was extended from 60 to 80 days for the interested party to carry out the equivalence or revalidation procedure, as from their first period at the University.</p> <p>The reference to agreement 286 was removed and it is updated by Agreement 02/04/17;</p> <p>In the validation section, it was added that foreign exchange students who decide to enroll in a study plan at the University must cover the cost of two <i>licenciatura</i> level units for each course that is validated. These students will be considered as new students. The following was eliminated from validations procedure: "The maximum limit of courses to be validated must not exceed 40% of the total number of courses in the new study plan in which the student is enrolled at the University".</p> <p>The documentation to be delivered by the students was updated in the case of equivalences and revalidations for <i>licenciatura</i> and <i>maestría</i> level studies. The temporary withdrawal does not apply to <i>doctorado</i> or doctorate, so they were eliminated.</p> <p>The following was removed: the courses of institutions that are part of the National Educational System whose minimum grade is 7.5 based on 10 at the undergraduate level, and 8.0 based on 10 at the postgraduate</p>	
--	--	--

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 41/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

	<p>level (master), because the courses with a passing grade as indicated in the document of said institution can be accredited.</p> <p>It was added in credits by exam that it is the responsibility of the Academic Department to assign the professor who will advise the student in the requested subject as credit by exam.</p> <p>Change of grades was removed for students enrolled in distance learning programs, the interested party should contact the professor through the institutional email and notify the Distance Education Department. It was added that, if the student cannot contact the professor, they may contact their Academic Director or Graduate Program Coordinator to request the review of the final grade.</p> <p>The area that carries out the equivalences and revalidations has been updated, it changes from the Study Plans, Graduations and Degrees to Department of School Procedures.</p> <p>It was indicated that there is no change in the <i>doctorado</i> level study plan.</p> <p>It was clarified that the change of study plan will be recorded in the student's academic record.</p> <p>It was added that when a student is expelled from the "University", the tuition refund or exempt percentages will be applied according to the percentages established in the school calendar.</p> <p>Graduation periods clarified for semester curricula and quarterly curricula.</p> <p>It was added that the degree has a cost.</p> <p>The thesis is only a degree option for certain degrees; therefore, the following provisions were eliminated:</p> <ul style="list-style-type: none"> • Students enrolled in a study plan that has the thesis course or its equivalent must necessarily register in it, regardless of the degree option selected. If at the end of the school term the aforementioned course is evaluated with an alphabetic EP grade, the student must register in the following school period the project control course in process. • The student may register a maximum of three project control courses in process per study plan at the "University", if after this they do not achieve their graduation, the Academic Department will change the grade of the thesis course or its equivalent to fail. <p>The following degree diploma options are removed:</p> <ul style="list-style-type: none"> • Degree by <i>maestría</i> studies. • Degree by final project. • Degree by integrative project • Automatic degree <p>The following are eliminated as graduate degree options (<i>maestría</i>, <i>doctorado</i>, master or doctorate) with federal RVOES:</p> <ul style="list-style-type: none"> • Degree by average. • Degree by final project. • Degree by integrative project. • Degree by thesis. • Automatic degree. <p>It was added that the student must comply with the provisions of the Institutional Bylaws on the corresponding degree. It was added that the</p>	
--	---	--

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 42/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	
	student must personally review the process of their professional certificate before the General Directorate of Professions.		

TRANSITORY ARTICLES

Transitory Article 1. This manual annuls all previous Bylaws on this subject and will become valid the day after its publication on Intranet.

Transitory Article 2. According to what is established in provision 4 of PART VI. GRADUATION AND DEGREE DIPLOMA of the Student Manual, students who have enrolled in one or more ongoing control projects courses before this provision enters into effect, may also enroll in a maximum of three of these courses. If after exhausting three enrollments the student does not graduate, the Academic Department will change the grade for the thesis course or its equivalent to a failing grade.

DIRECTLY RELATED DOCUMENTS

- REG-098-01 Student's General Bylaw
- POL-003-15 Policy for Registration in Two *Licenciatura* or Bachelor Study Programs.
- POL-003-01 Policy for Graduate Awards
- POL-003-02 Policy for Degree Options for *Licenciatura*
- POL-003-12 Policy for Automatic Degree
- REG-249-02 Bylaws for Face to Face UDLAP Doctorates

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 11/12/19	
MAN-016-01	STUDENT MANUAL FOR ACADEMIC-ADMINISTRATIVE PROCEDURES	P. 43/43	ED. 3.0
REVIEWED BY: Dr Cecilia Anaya Berríos Academic Vice President Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr Luis Ernesto Derbez Bautista President	

POL-003-13 Automatic Degree Policy for Professional Specializations and Master's Degrees

POL-003-10 Honors Program Policy

POL-003-03 Degree Options for Graduate Studies

POL-016-01 Credit Transfer Policy for Studies or Internships Abroad