

<b>REGULATION</b>	Fundación Universidad de las Américas, Puebla	DATE:27/08/18	
REG-098-02	<b>DISCIPLINARY COMMISSION FOR STUDENT AFFAIRS</b>	P 1/29	ED. 2.0
REVIEWED BY: María del Carmen Palafox Ramos Vice President of Student Affairs		AUTHORIZED BY: Dr. Cecilia Anaya Berríos Interim President	

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### **Preamble**

*Fundación Universidad de las Américas, Puebla, incorporates in its mission to train professionals who are critical, creative, and innovative, who excel technically and possess a social conscience to demand the equal distribution of the benefits of globalization. Likewise, it promotes freedom of expression, access to all schools of thought, and respect for the rights of people as central elements in the teaching and learning process.*

*It is the duty of our institution to promote good conduct and behavior in our students, both in a professional capacity and in everyday life, as well as to implement the preventive and/or corrective actions that are deemed necessary.*

*Some of these actions are specified by the Disciplinary Commission for Student Affairs. This regulation establishes the Commission's configuration and operation, always considering that its objective is to educate the student.*

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## **TITLE I. GENERAL PROVISIONS**

**Article 1.** Fundación Universidad de la Américas, Puebla, through its Organic Statute, empowers the Disciplinary Commission for Student Affairs to oversee the students' disciplinary affairs, and to validate and/or determine the corresponding actions.

**Article 2.** This regulation will apply to all students of Fundación Universidad de las Américas, Puebla, in accordance with the definition established in the ***Fundación Universidad de las Américas, Puebla's Organic Statute***, regardless of their academic status, study program, or courses enrolled in the Registrar's Office.

**Article 3.** For this regulation, Fundación Universidad de las Américas, Puebla will be called University or Institution, and the Disciplinary Commission for Student Affairs will be named Commission.

**Article 4.** It is the student's obligation to know and comply with the ***General Student's Bylaw*** and all current institutional regulations.

**Article 5.** The Commission delegates the justified and immediate use of disciplinary actions to the different areas of the University, which contemplate sanctions in their current regulations. These areas will forward to the Commission the disciplinary cases not included in their corresponding guidelines or when those cases are considered moderate offenses or misconduct.

The Deans, Academic Directors, class, and lab professors are empowered to deal with academic offenses and can apply the corresponding sanctions according to what is established in their guidelines and/or institutional bylaws.

**Article 6.** The Commission cannot sanction a student twice for the same faults, except if indicated to do so by the Board of Student Affairs of the Ethics Committee to

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review some aspect of the procedure or to analyze new facts, evidence, or circumstances, especially when not doing so would harm other parties involved, including the University.

**Article 7.** Any situation not foreseen in this regulation will be analyzed and authorized by the President of the University or the person they appoint.

## **TITLE II. INTEGRATION AND OPERATION OF THE DISCIPLINARY COMMISSION FOR STUDENT AFFAIRS**

### **Chapter I: Integration**

**Article 8.** The Disciplinary Commission for Student Affairs is made up of the following participants, who will have a full say and a right to vote:

- a. Two representatives of the Vice Presidency of Student Affairs, who shall be at least directors, one of whom must be the Director of Student Development.
- b. A representative of the Registrar's Office.
- c. A representative of the Security Department.
- d. A representative of the Legal Department.
- e. Two full-time professors who represent the faculty.
- f. Two student representatives.

The members of the commission must sign the **Members Letter of Confidentiality (Annex 1)**, which will be filed by the Technical Secretary.

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The names of the area representatives, professors, and students must be informed in writing to the President of the Commission, in the first week of classes of each school term.

**Article 9.** Membership in the Commission will be forfeited in the following cases:

- a. Expiration of the term for which they were elected.
- b. Change in the administrative or academic function that grants them membership.
- c. Request of resignation from the Commission. The participation of the Director of Student Development is part of their job description.
- d. End of employment at the institution.
- e. In the cases referred to in article 18 of this Regulation.

**Article 10.** The Academic Vice President must name the professors who will represent the faculty for a one-year term, with a possibility of being re-elected for up to two additional periods. Five professors will be selected, one from each school and in accordance with the procedure established by the academic vice presidency. The Academic Vice President will notify the Commission's President and Technical Secretary the name of the two faculty representatives and their three alternate professors.

**Article 11.** The student representatives will be named according to the CEUDLAP guidelines and will be members of the Commission for the length of their term. The student representatives may be removed or substituted as requested by CEUDLAP. The head of the Student Leadership Department will notify the Commission's President and Technical Secretary, in writing, who will be the student representatives and alternates.

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**Article 12.** The representatives from other areas will be named by the corresponding directors and for the time they determine. The person responsible for naming the representatives must notify the name of their representatives, in writing, to the Commission's President and Technical Secretary.

**Article 13.** The Student Development Director will be the President of the Disciplinary Commission for Student Affairs. In case the President cannot attend the meeting, they will name a representative of the Student Development Department and the session will be presided by a representative of the Vice Presidency of Student Affairs.

**Article 14.** Membership in the Commission must be staggered, and substitutions can only be up to 50% of the total number of members of the Commission, to maintain a historical memory and give continuity to the cases.

**Article 15.** The President of the Commission will name the Technical Secretary. This position will be held by an employee of the Institution who can voice an opinion but may not vote.

**Article 16.** In case a professor or student member must be absent from the ordinary or extraordinary sessions, they must notify the Technical Secretary in writing to convene the corresponding alternate. Members from other areas who will be absent must notify the Technical Secretary in writing of the alternate's name. In every case, the notification will be through the University's email, at least one working day before the session.

**Article 17.** The principals and designated members of the Commission may not be absent from three consecutive sessions without justification. They may not have more than four justified absences from ordinary or extraordinary sessions in each Spring or Fall term, or more than two sessions in Summer term.

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**Article 18.** Once a member of the Commission is absent for more than the number of times allowed, the corresponding director, general director or vice President will be informed in writing, to take the appropriate actions.

## **Chapter II: Authority**

**Article 19.** The duties of the Disciplinary Commission for Student Affairs are:

- a. To support and promote the ethical and moral principles which are part of the philosophy of Fundación Universidad de las Américas, Puebla.
- b. To meet the needs of the University community regarding discipline, and issue resolutions to meet those needs.
- c. To analyze the available and related information for disciplinary offenses that is presented to the Commission, and to request the presence of guests or witnesses deemed necessary to analyze and review each case.
- d. To delegate to the appropriate University areas the power to apply sanctions once the Commission has analyzed the offenses.
- e. To request information from different University areas to have the necessary elements to analyze the issues that are brought before the Commission.
- f. To determine the type of offense committed and establish the corresponding sanctions, considering the context of each case.
- g. To request the support of different areas of the University to execute the proposed actions.
- h. To start a disciplinary procedure when they have knowledge of a student's moderate offenses or misconduct.

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- i. To review and make observations to the regulations proposed by different University areas regarding disciplinary sanctions and guarantee that they are imposed.
- j. To suggest modifications to the sanctions imposed by different University areas that are derived from disciplinary actions.

**Article 20.** The Commission members must notify the President of any real or potential conflict of interest.

Members who have a conflict of interest must notify it and recuse themselves from the session, which will be recorded in the corresponding session, and name an alternate in accordance with what is established in this guideline.

Also, every Commission member must disclose the possibility of a conflict of interest, and the Commission must determine if they should recuse themselves from participating in a session.

**Article 21.** All Commission's members and meeting's guests have the obligation to present the background of the case and the students involved that belong to their areas. When reviewing the cases presented, they must be impartial and observe and comply with the University's guidelines, maintaining confidentiality about discussions in the sessions and the decisions made.

The Technical Secretary must request that guests sign the ***Guest Letter of Confidentiality (Annex 2)*** before participating in the session.

**Article 22.** The President of the Disciplinary Commission for Student Affairs will have the following responsibilities:

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- a. To propose and coordinate the ordinary session calendar and convene the extraordinary sessions in accordance with what is established in this regulation.
- b. To preside over the sessions and strive to make them orderly, precise, and fluid.
- c. To make sure that the decisions are communicated to the students and the corresponding areas and that they are included in the case file. In case a sanction is temporary or definitive expulsion, they must notify this decision to parents, guardians, or person responsible for paying the tuition, according to what the student indicated in the University application form, complying with the institution's **Policy for Protection of Personal Data** and **Privacy Notice**. In case the student is a member of a representative team, the Sports Department or Cultural Activities Department will also be notified.
- d. To make sure to inform the areas involved of the decisions made when a written request, validated by the Legal Department, is sent to the President of the Commission.
- e. To inform the Academic Vice President and Student Affairs Vice President, in writing, about temporary and definitive expulsions.
- f. To give the Vice President of Student Affairs a report per school term (Spring, Summer, Fall) about the cases heard and their decisions.

**Article 23.** The responsibilities of the Technical Secretary are:

- a. To write and issue the summons to the students involved in the cases heard by the Commission in their ordinary and extraordinary sessions.

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- b. To convene the Commission members, and those required as guests or witnesses, to the ordinary or extraordinary sessions.
- c. To take attendance at each meeting and make sure that the quorum required by this regulation is met.
- d. To count the votes.
- e. To record minutes of each meeting and file them.
- f. To deliver a physical copy of the decisions to the Registrar's Office and receive a signed receipt.
- g. To safeguard the members and guests' Confidentiality Letters.
- h. To safeguard the files of the cases brought before the Commission and any related information.
- i. To verify that the substitution of members is staggered, according to what is established in this regulation.
- j. All others entrusted by the Commission or its President in this regulation.

### **Chapter III: Meetings**

**Article 24.** The Commission's meetings may be:

- a. *Ordinary:* The Commission will hold meetings weekly when there are cases to be analyzed, and the members will be informed at least two working days before the date and time of the session.
- b. *Extraordinary:* The Commission will hold extraordinary meetings when the President or a member of the Commission requests it. They

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will be convened when at least two thirds of the members can participate and agree to hold the meeting.

**Article 25.** The quorum for the Disciplinary Commission for Student Affairs' sessions must include the President or their alternate, the representative of the Legal Department and five members who can vote. These five additional members must comprise at least one student and one professor.

**Article 26.** The decisions that the Disciplinary Commission for Student Affairs make will be through simple majority, with an open vote, and the President will be the last to vote. In case of a tie, the President will cast the deciding vote.

### **TITLE III. STUDENT DISCIPLINARY OFFENSES**

#### **Chapter I: Misdemeanors**

**Article 27.** Misdemeanors are defined as

- a. Those that imply violations to University guidelines that are not expressly defined in this regulation as moderate offenses or misconduct.
- b. Those that do not put at risk or are harmful regarding the fundamental rights of other members of the University community.

**Article 28.** Disciplinary offenses considered minor include but are not limited to:

- a. Introducing food and/or beverages to restricted areas.
- b. Disrespecting fellow classmates, or any member of the University community or visitor.
- c. Causing damages due to misuse of facilities and/or equipment.

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- d. Non-compliance with the University guidelines and/or regulations if they are not considered moderate offenses or misconduct.

**Article 29.** These offenses will not be submitted to the Disciplinary Commission for Student Affairs according to what is indicated in article 5 of this regulation.

## **Chapter II: Moderate Offenses**

**Article 30.** Moderate offenses are those that voluntarily or without intent result in violations of the **General Student Bylaw** and other current University regulations, which are not considered minor and do not put at risk the physical or moral integrity of the offender or other member of the University community, including property and real estate.

**Article 31.** Moderate disciplinary offenses include but are not limited to those mentioned below. They consider both the offense as well as the intent, which is understood to be as the execution of actions directly and immediately taken to commit an offense, regardless of whether the offense is completed.

- a. Repeat misdemeanors, for which the Commission requires written proof and records from the areas or people involved.
- b. To threaten or abuse verbally or in writing any member of the University community or visitors.
- c. Enter the campus under the effects of alcohol. If the student lives at the Residential Colleges, they will be allowed to enter, followed by actions in accordance with the **Residential Colleges Regulation**.
- d. To own, consume or sell alcoholic beverages inside the campus without authorization from the corresponding area.

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- e. Refuse to give their name or show their UDLAP ID when requested by any institutional authority.
- f. Transfer and/or misuse of the UDLAP Access Control.

### **Chapter III: Misconduct**

**Article 32.** Misconduct is a serious action that willfully or without intent results in violations to the **General Student Bylaw** and other current University regulations that, in the Disciplinary Commission's opinion, put at risk the physical or moral integrity of the student or any member of the University community, including its property and real estate.

**Article 33.** Misconduct includes but is not limited to those listed below; it considers both the action and the intent, which is understood as the execution of actions directly and immediately taken to commit an offense, regardless of whether it is completed.

- a. Repeat moderate offenses, for which the commission requires written proof and antecedents from the areas or people involved.
- b. Contempt of the resolutions or sanctions imposed by the Disciplinary Commission for Student Affairs.
- c. Disrespect of any University authority.
- d. Academic fraud in academic projects, theses, graduation projects or anything similar that affects the intellectual property of others or puts the University's prestige at risk. Academic fraud in cases of Master or Doctorate students will be considered more serious.
- e. Any type of financial fraud.

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- f. Steal exams using any method.
- g. Falsification or alteration of documents delivered to the University and presented as originals.
- h. Provide false information to the Institution with the intention to defraud.
- i. Identify under a false name or giving false information of other members of the community, having full knowledge that it is false.
- j. Falsify, alter, or unduly use University documents, such as exams, files, ID cards, tickets, checks, stamps, UDLAP Access Control, letters of recommendation, transcripts, and other.
- k. Use the password for any institutional technology without the corresponding authorization, as well as providing this information to third parties.
- l. Use the University logos, insignias, and social media without authorization to obtain a personal benefit of any type, with full knowledge (such as promoting businesses or parties, among others).
- m. Broadcasting, using any media, information to slander or discredit a member of the University community or the University itself.
- n. Intentionally damage the University facilities or furnishings, as well as the belongings of another member of the University or a visitor.
- o. Mutilate or steal material from the library, lab, or any other University area.
- p. Physically assault any member of the University community.
- q. Promote and/or participate in fights on campus, or outside campus during events or activities organized on behalf of the institution.

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- r. Bully, harass, or sexually abuse according to what is established in the ***Protocol in Situations of Bullying, Harassment, and/or Gender-Based Violence.***
- s. Enter the campus under the influence of illegal drugs.
- t. Commit any type of offense while under the effects of alcohol or illegal drugs.
- u. Consume any tobacco or nicotine product that is combustible, or generates heat or emissions on campus, in other university installations or in activities that are organized, directly or indirectly, by the University. The use of e-cigarettes (vapers, e-cigs, ENDS, ANDS, e-hookahs, mods or any other) is strictly prohibited, regardless of the substance used.
- v. Possess, consume, hold, or distribute - either commercially or for personal use - illegal or psychotropic drugs. These cases will be treated in accordance with what is established in the ***General Student Bylaw.***
- w. Commit any crime on campus. These cases will be sent to the Legal Department to be processed.

**Article 34.** Lying, omissions, and/or slander are considered aggravating circumstances in all cases heard by the Disciplinary Commission for Student Affairs.

#### **TITLE IV. DISCIPLINARY SANCTIONS**

##### **Chapter I: Sanctions for Misdemeanors**

**Article 35.** The Disciplinary Commission for Student Affairs delegates the application of sanctions for minor offenses, according to what is established in Article 5

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of this regulation; the corresponding areas of the University must elaborate and document each of the sanctions they apply, considering their context in each case.

**Article 36.** The sanctions for misdemeanors could be, among others:

- a. Request a student to leave the classroom or area where the misdemeanor is committed.
- b. Suspend or annul homework, projects, or exams.
- c. Give a written warning, which must describe the misdemeanor and its consequences.

**Article 37.** In case of recurrence, the area responsible for applying the sanctions must notify the Disciplinary Commission and provide the precedent and evidence available.

## **Chapter II: Sanctions for Moderate Offenses**

**Article 38.** The Disciplinary Commission for Student Affairs establishes the sanctions for moderate offenses so that the students reflect on the behavior that drove them to commit the offense, as well as on its consequences and resulting circumstances.

**Article 39.** The sanctions for moderate offenses are notified in writing to the offending student and will be recorded in the Registrar's Office file. These will be classified as disciplinary, warning, or double warning.

**Article 40.** A disciplinary report will be written when infringing institutional regulations that, in the opinion of the Commission, only require reflecting on the offense.

**Article 41.** The warning will have the following implications:

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- a. The student will not be able to receive letters of good conduct.
- b. The student will lose the right to be a part of or run for office at CEUDLAP, or belong to any commission, committee, or organization at the University.

**Article 42.** The double warning will have the following implications:

- a. The student will not be able to receive letters of good conduct.
- b. The student will lose the right to be a part of or run for office at CEUDLAP, or belong to any commission, committee, or organization at the University.
- c. The student will not be able to participate in exchange programs or dual academic programs. In the case of students who are enrolled in programs that require exchanges or who are in dual programs, the Commission and the Academic Vice Presidency will evaluate their participation.

### **Chapter III: Sanctions for Misconduct**

**Article 43.** The sanctions for misconduct will be notified in writing to the offending student and will be recorded in the Registrar's Office file. These will be classified as disciplinary correction, disciplinary condition, temporary expulsion, and definitive expulsion.

**Article 44.** The disciplinary correction will have the following implications:

- a. The student will not be able to receive letters of good conduct.
- b. The student will lose the right to be a part of or run for office at CEUDLAP, or belong to any commission, committee, or organization at the University.
- c. The student will not be able to participate in exchange programs or dual academic programs. In the case of students who are enrolled in programs

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that require exchanges or who are in dual programs, the Commission and the Academic Vice Presidency will evaluate their participation.

- d. The student will lose the right to an honorary mention or any other type of academic award.
- e. The student will not be able to receive a University scholarship and/or financial aid.

**Article 45.** The disciplinary condition will have the following implications:

- a. The student will not be able to receive letters of good conduct.
- b. The student will lose the right to be a part of or run for office at CEUDLAP, or belong to any commission, committee, or organization at the University.
- c. The student will not be able to participate in exchange programs or dual academic programs. In the case of students who are enrolled in programs that require exchanges or who are in dual programs, the Commission and the Academic Vice Presidency will evaluate their participation.
- d. The student will lose the right to an honorary mention or any other type of academic award.
- e. The student will not be able to receive a University scholarship and/or financial aid.
- f. The student who already has a University scholarship and/or financial aid will lose it immediately and must follow the guidelines established by the Finance Department.

**Article 46.** Temporary expulsion will have the following implications:

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- a. The student will not be able to receive letters of good conduct.
- b. The student will lose the right to be a part of or run for office at CEUDLAP, or belong to any commission, committee, or organization at the University.
- c. The student will not be able to participate in exchange programs or dual academic programs. In the case of students who are enrolled in programs that require exchanges or who are in dual programs, their possible participation will be evaluated by the Commission and the Academic Vice Presidency.
- d. The student will lose the right to an honorary mention or any other type of academic award.
- e. The student will not be able to receive a University scholarship and/or financial aid.
- f. The student who already has a University scholarship and/or financial aid will lose it immediately and must follow the guidelines established by the Finance Department.
- g. Suspension to enroll in the following terms, as determined by the Commission.
- h. In case the student lives at the Residential Colleges, they will be immediately expelled in the terms established in the **Regulation of College Residences** and will not be readmitted.
- i. Restricted access to campus, and prohibition to use its computer resources or any other University area (sports facilities, study areas, etc.) while expelled.

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- j. The student will not be allowed to enter the Residential Colleges during the expulsion period.

**Article 47.** Once the expulsion period is over, and the conditions determined by the Commission have been met, the student must request in writing their readmission to the University. The Commission will answer the request depending on what is discussed and resolved in an ordinary session.

**Article 48.** Definitive expulsion will have the following implications:

- a. The student will have restricted access to campus.
- b. The student will not be allowed to enter the Residential Colleges.
- c. In case the student lives in the Residential Colleges, they will be immediately expelled in the terms established in the **Regulation of Residential Colleges** and will not be readmitted.
- d. The University will reserve the right to report the case to the relevant authorities.

**Article 49.** Students who are definitively expelled will not be readmitted to the University, regardless of the time elapsed.

#### **Chapter IV: Other Sanctions**

**Article 50.** The Disciplinary Commission for Student Affairs is empowered to impose other actions, restrictions, or conditions to an offending student, in addition to the sanctions mentioned above for misdemeanors, moderate offenses, and misconduct. The sanctions that may apply include, but are not limited to:

- a. Reparation of damages caused to University facilities or furnishings or to any member of the university community, including returning money or

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replacing objects removed by theft or fraud from the University or any of its members, in accordance with what is established by the Legal Department.

- b. To participate in an institutional program or an outside entity determined by a University area. The student must present the corresponding reports of compliance to the Disciplinary Commission for Student Affairs, in the terms that they establish.
- c. Offer a public apology to any member of the University community that has been aggrieved, according to what is established by the Commission.

**Article 51.** In case of theft, fraud and/or damages to assets of the University or any of its members, no University authority will provide any documentation in favor of the expelled person until the damage has been repaired to the entire satisfaction of the Institution.

## **TITLE V. DISCIPLINARY PROCEDURE**

**Article 52.** The procedure for the Disciplinary Commission for Student Affairs in the case of moderate offenses or misconduct is the following:

- a. Any member of the University community who feels an offense has been committed by a student must present a written and signed complaint, either in person or using the University email, to the President or Technical Secretary of the Disciplinary Commission for Student Affairs.
- b. The accuser must present the documents available to support the complaint.

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- c. In case there are witnesses, they must deliver - either in person or using the university email - their written and signed testimony, including a copy of their valid UDLAP ID card or official ID.
- d. The President or Technical Secretary will convene the Disciplinary Commission for Student Affairs via email, attaching the documentation regarding the case.
- e. If the accuser is a University department, the head of that area may be convened for the Commission meeting in which the case is analyzed. If the accuser is a student, they may be summoned to participate in the session, when the Commission deems their presence necessary.
- f. The Technical Secretary is responsible for delivering the summons to the offender in person and obtaining signed proof of receipt. The summons must include the accusation and the student may consult the file in person before the day they must appear before the Disciplinary Commission for Student Affairs.
- g. If the student is not found or refuses to receive the summons, it will be sent via university email, which is a communication method that the student must review to be up to date in published information, according to what is established in the **General Student Bylaw**.
- h. In case the student does not appear before the Commission on the date of the summons, the Commission will deliver a second summons. If the student again does not attend, the meeting will take place and the decision will be taken in the student's absence, based on the evidence provided. The Technical Secretary will be responsible for delivering the decision to the student in person and obtain signed proof of receipt. If the student is not found or does not want to sign the proof of receipt, it will be sent using

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University email to the student and the corresponding areas, according to the type of sanction, to take the necessary actions.

- i. The meetings will include the members of the Commission and the implicated students, as well as the witnesses and/or guests that the Commission deems necessary to analyze and review each case.
- j. The Commission will hear the version of the students or witnesses and will ask the questions deemed necessary to gather information about the case. Additionally, they may request data, testimony, or other information.
- k. The Commission may request assistance from other University areas to obtain relevant or necessary information to analyze the disciplinary case.
- l. Once the case has been discussed, the accused will be asked to leave the meeting while the Commission deliberates. Once a decision has been made, the student will be asked to return to learn the verdict. At that time, the accused will be handed the decision in writing in front of the entire Commission, with a request to sign proof of receipt.
- m. If the conditions of a specific case require further investigation to reach a decision, it can be examined in two sessions.
- n. Once the Commission determines the corresponding sanction, the Technical Secretary must write two original reports and one copy, which must be signed by the President. One of the reports is for the student and the other for the Registrar's Office, and the copy is for the Commission's files. The decision will be informed to the student, and it will not be open for debate or acceptance.

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- o. Every case presented before the Commission will result in a physical file that will be safeguarded by the Technical Secretary, and will include the accusation, all records, minutes of the meeting, and final decision.
- p. The disciplinary cases that end in expulsion, either temporary or definitive, will be notified by the Technical Secretary to the Academic Vice Presidency, the Student Affairs Vice Presidency, the Security Department, Credit and Collections Department, and to the Residential Colleges Department, and if applicable to the International Affairs Department.

**Article 53.** If a student does not follow the requirements of the Commission’s decision, they will be held in contempt and further actions will be taken.

**Article 54.** Students have three working days after the date of official notification of the Commission’s decision to appeal their case before the Student Affairs Board, in accordance with the ***Student Appeal Procedure***. This Board will receive and analyze all appeal requests, reviewing whether there are new elements, all proof was presented, or this regulation was applied. Based on this analysis, they will decide to either confirm the Commission’s actions or instruct the Commission on the actions to take.

The sanction cannot be applied while the student appeals until there is a new decision, except for the decisions that imply temporary or definitive expulsion from the University, in which case the student will be suspended until the Student Affairs Board decides.

### **TRANSITORY ARTICLE**

This regulation repeals all previous regulations on the topic and is valid the day after its publication on the Intranet.

### **DIRECTLY RELATED DOCUMENTS**

<b>REGULATION</b>	Fundación Universidad de las Américas, Puebla	DATE:27/08/18	
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- UDLAP-01      Organic Statutes of Fundación Universidad de las Américas, Puebla
- UDLAP-02      UDLAP Code of Ethics
- POL-006-03    Policy for the Protection of Personal Data and its Corresponding Privacy Notice
- PRO-098-01    Procedure for Student Appeals
- REG-099-01    Residential Colleges Regulation
- REG-098-01    General Student Bylaw

### CHANGE HISTORY

<b>Edition</b>	<b>Change Description</b>	<b>Date of Change</b>
1.0	New Document	May, 2009
2.0	<p>Update the area names based on the Human Resources Department's records. The Commission's membership was modified, as well as the voting rights. The President of the Disciplinary Commission will be the head of the Student Development Department.</p> <p>The participation of faculty was changed from 3 to 5, with two principals and three alternates.</p> <p>The participation of the director of Residential Colleges was changed from member of the Commission to a director of the Student Affairs Vice Presidency. Members of the Commission are areas' representatives and can be named and removed by their corresponding areas.</p> <p>The role of the President and Technical Secretary were reviewed.</p> <p>Signature of letters of confidentiality for members of the Disciplinary Commission and guests were added.</p> <p>The required quorum was modified.</p> <p>Notification of absence is requested in writing from members of the Commission; otherwise, the corresponding notification will be given.</p> <p>The members of the Commission who have conflicts of interest must notify it and recuse themselves from the meeting, giving written evidence.</p> <p>The definition of misdemeanor, moderate offenses, and misconduct were modified, as well as the offenses and sanctions.</p> <p>The specification of the areas that may apply sanctions was eliminated, indicating that the disciplinary sanctions may be taken according to the authorized guidelines. Academic offenses will have sanctions applied according to guidelines by the dean, academic directors, or faculty.</p> <p>Relevant cases are forwarded to the Ethics Committee, based on the University's code of ethics.</p> <p>The Commission cannot sanction a student twice for the same offense.</p> <p>Contempt of the misconduct decisions or sanctions and academic fraud were included.</p>	August, 2018

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	A new chapter was created for other sanctions. A three-working-day limit for appeals to temporary and definitive expulsion was established. The sanctions procedure was defined as a disciplinary procedure and was updated.	
2.1	In compliance with Article 26 of the General Law for the Control of Tobacco and other applicable regulations of said law and its regulation, through UDLAP Informa the university community was advised that as of January 15, 2023, no person may consume or light any tobacco or nicotine products on campus or in university extensions. Therefore, section “u” was added to Article 33 to indicate this restriction, which includes the use of electronic cigarettes or any similar products, regardless of the substance used. School Services is now the Registrar’s Office. The Department of Security and Civil Protection is now the Department of Security. The Diffusion Department is now the Cultural Activities Department. The Protocol for Bullying, Harassment and/or Gender-Based Violence was added in article 33 section “r” and “within campus” was eliminated. Article 16 added the word “at least” to indicate that an email must be sent at least one working day before the meeting. Article 34 added “omission”. Article 50 added “as the ones mentioned below” and eliminated “the sanctions that may be applied”.	April, 2023

## ANNEX

<b>Annex Number</b>	<b>Annex Name</b>	<b>Code</b>	<b>Editable?</b>	<b>Published on the Intranet?</b>
1.	Member Letter of Confidentiality	FMT-098-02	YES	NO
2.	Guest Letter of Confidentiality	FMT-098-03	YES	NO

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**Annex 1.**

**Comisión Disciplinaria de Asuntos Estudiantiles**

Carta de Confidencialidad de Integrantes

San Andrés Cholula, Puebla a \_\_\_ de \_\_\_\_\_ de 20\_\_.

**FUNDACIÓN UNIVERSIDAD DE LAS AMÉRICAS, PUEBLA.**

**P R E S E N T E:**

El suscrito \_\_\_\_\_, con ID \_\_\_\_\_, con motivo de mi participación en la Comisión Disciplinaria de Asuntos Estudiantiles (en adelante la Comisión) de la Fundación Universidad de las Américas, Puebla, (en adelante la UDLAP), por medio de la presente reconozco que tendré acceso a información personal de terceros, misma que se considera información confidencial, por lo que respecto a la misma me obligo a no revelarla, publicarla, enseñarla, darla a conocer, compartirla, cederla, transmitirla o de alguna otra forma divulgarla o proporcionarla a cualquier persona física o moral, ya sea nacional o extranjera, pública o privada, presentes o futuras.

Para los efectos de la presente, se entenderá como Información Confidencial, toda aquella información que me sea proporcionada para los casos que serán tratados por la Comisión y que me sea proporcionada de manera escrita, oral, magnética, electrónica, o aquella a la que tenga acceso por cualquier motivo y en virtud de mi participación en la Comisión, comprometiéndome a no divulgarla a terceras personas, salvo previa autorización por escrito por parte de los titulares de dicha información.

Asimismo, manifiesto expresamente que asumo la obligación de no revelar la información confidencial en ningún momento, inclusive al término de la relación que guardo con la Fundación Universidad de las Américas, Puebla, obligándome además a no realizar acto alguno que pueda perjudicar el prestigio, la imagen o el patrimonio de la UDLAP, con el uso, disposición, revelación, transmisión, por cualquier medio, de la Información Confidencial señalada en el presente documento.

En caso de cualquier omisión a lo estipulado en el presente documento, reconozco que la UDLAP tendrá la facultad de participar a la autoridad investigadora competente, con base en el Artículo 209 del Código Penal del Estado Libre y Soberano de Puebla. Se impondrá, de quince días a dos años de prisión, i. al que no procure por los medios lícitos que tenga a su alcance, impedir la consumación de los delitos que sepa van a cometerse o se estén cometiendo, si son de los que se persiguen de oficio; ii. Al que no de auxilio para la investigación de los delitos o para la persecución de los sujetos activos; u oculte al responsable de un delito o los efectos, objetos o instrumentos del mismo o impida se averigüe; y iii. Al que preste auxilio o cooperación de cualquier especie al autor de un delito por acuerdo posterior a la ejecución de este.

Manifiesto que la firma de la presente es bajo mi voluntad y consciente de sus alcances, por lo que no media error, dolo, mala fe, ni cualquier otro vicio del consentimiento con el que se suscribe.

**A T E N T A M E N T E**

\_\_\_\_\_  
ID, nombre y firma

FMT-098-02

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## Annex 2.

### **Comisión Disciplinaria de Asuntos Estudiantiles**

Carta de Confidencialidad de Invitados

San Andrés Cholula, Puebla a \_\_\_ de \_\_\_\_\_ de 20\_\_.

### **FUNDACIÓN UNIVERSIDAD DE LAS AMÉRICAS, PUEBLA.**

#### **P R E S E N T E:**

El suscrito \_\_\_\_\_, con ID \_\_\_\_\_, con motivo de mi participación en la sesión de la Comisión Disciplinaria de Asuntos Estudiantiles (en adelante la Comisión) de la Fundación Universidad de las Américas, Puebla, (en adelante la UDLAP) celebrada en la fecha aquí referida, por medio de la presente reconozco que tendré acceso a información personal de terceros, misma que se considera información confidencial, por lo que respecto a la misma me obligo a no revelarla, publicarla, enseñarla, darla a conocer, compartirla, cederla, transmitirla o de alguna otra forma divulgarla o proporcionarla a cualquier persona física o moral, ya sea nacional o extranjera, pública o privada, presentes o futuras.

Para los efectos de la presente, se entenderá como Información Confidencial, toda aquella información que me sea proporcionada durante el desarrollo de la sesión de la Comisión celebrada en ésta fecha, o que se encuentre relacionada con el caso que se analice en la misma y que me sea proporcionada de manera escrita, oral, magnética, electrónica, o aquella a la que tenga acceso por cualquier motivo y en virtud de mi participación en la sesión de la Comisión, comprometiéndome a no divulgarla a terceras personas, salvo previa autorización por escrito por parte de los titulares de dicha información.

Asimismo, manifiesto expresamente que asumo la obligación de no revelar la información confidencial en ningún momento, inclusive al término de la relación que guardo con la Fundación Universidad de las Américas, Puebla, obligándome además a no realizar acto alguno que pueda perjudicar el prestigio, la imagen o el patrimonio de la UDLAP, con el uso, disposición, revelación, transmisión, por cualquier medio, de la Información Confidencial señalada en el presente documento.

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Manifiesto que la firma de la presente es bajo mi voluntad y consciente de sus alcances, por lo que no media error, dolo, mala fe, ni cualquier otro vicio del consentimiento con el que se suscribe.

#### **A T E N T A M E N T E**

\_\_\_\_\_  
ID, nombre y firma

FMT-098-03