

MANUAL	Fundación Universidad de las Américas, Puebla	DATE: 12/23/2014	
MAN-016-01	STUDENT'S HANDBOOK ON ACADEMIC-ADMINISTRATIVE PROCEDURES	PG. 1/33	VER. 2.0
REVIEWED BY: Dr. Cecilia Anaya Berrios Academic Vice-President Mónica Ruiz Huerta Administrative Vice-President		APPROVED BY: Dr. Luis Ernesto Derbez Bautista President	

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PART I. ADMISSION

GENERAL REQUIREMENTS

1. Students enrolled at the “University” are required to comply with this document and the *Reglamento General de Estudiantes*.
2. Students will have only a six-months period or two three-months periods, according to their program, to deliver all the documents required for definitive admission. Otherwise, the student will not be permitted to register for the following academic period.
3. Students enrolling in any of the program levels offered must accredit completion of the previous academic level at the time of enrollment, otherwise they will be deregistered and not entitled to refund on having incurred in a “breach of cycle”.
4. Foreign students who are enrolled at the “University” must accredit their status in Mexico for the total duration of their stay in the country, otherwise they will be sanctioned by the Mexican Immigration Office and applicable law.
5. Students who have completed studies abroad who decline to have their studies validated, will be required to complete the corresponding bachelor, master’s or doctorate level studies.
6. Students who have completed a degree program at the “University” or applicants from partner high schools, will not be charged the admission fee when they enroll for any level of degree program.

ADMISSION TO BACHELOR DEGREE PROGRAMS

7. Persons interested in applying for a “UDLAP” bachelor program are invited to contact the Admissions Office for general information on the “University.”
8. All applicants are required to sit the “University” entrance examination. Identification and transcript showing cumulative average are required to sit the examination. A minimum score of 900 points out of a possible 1600 must be obtained for acceptance.

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The entrance examination will not be required of students who accredit to have graduated or their enrollment in the last two semesters of high school at a “partner high school” and who have an overall average of 8.0 or higher, or equivalent. This examination will also not be required of students who accredit to have completed bachelor level courses at another university.

The entrance examination may be substituted by delivering a “SAT” or “ACT” examination certificate, or equivalent, to the School Services Department Department.

9. The places and dates for the entrance examination are available on the school’s website, or can be provided by the Admissions Office and/or the School Services Department.
10. After sitting the entrance examination and on being accepted into the “University,” the applicant will receive the *Procedimiento de admisión a licenciatura* and the *Solicitud de admisión a licenciatura..* This information will also be available on the school’s website.
11. Applicants who are accepted into the “University” will submit the documentation required in the *Procedimiento de admisión a licenciatura* to the School Services Department Department in person, or they may send these documents by courier or electronically to start their admission process.
12. On receiving complete admission documents, the School Services Department Department will provide to the applicant:
 - a. Student number, “check digit” and university email account.
 - b. *Guía de admisión a licenciatura* according to the respective program, containing information on additional documentation required to be submitted during the first semester.

If documents are sent by courier or submitted electronically, the School Services Department will send the above document electronically.
 - c. Copy of the *Carta Responsiva de documentos oficiales..*

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d. *Carta compromiso de admisión a nivel bachelor*. This letter is issued only to applicants for bachelor degree programs and who have completed their prior studies abroad, as their documents are not officially certified for the purposes of the Mexican education system.

13. Students are required to do the “University” English placement test on the dates established in the “academic calendar.”

The placement test is not required when the applicant submits TOEFL certification to the School Services Department.

14. Students obtaining 80 points or more out of a total 100 on the placement test or 500 points or more on the TOEFL examination, will have the option to study a third language; if the student has any prior knowledge of the language, they may request a placement test directly with the “University’s” Languages Department.

15. The academic department will register the student in the courses for their first semester; for subsequent periods, the student may register remotely via the “University” website. The dates to register for courses will be published on the “academic calendar.”

16. Students wishing to study two bachelor degree programs will be subject to the *Política de Inscripción en Dos Planes de Estudio de Nivel Licenciatura o Bachelor*.

ADMISSION TO MASTER’S DEGREE PROGRAMS

17. Persons interested in applying to the “University” for a master’s degree program are invited to contact the Postgraduate Student Admissions Office for general information.

18. The applicant is required to sit the “University” entrance examination. Identification is required to sit the examination. A minimum score of 700 points out of a possible 1300 must be obtained for acceptance.

The entrance examination will not be required of students who have completed their bachelor degree at the “University.”

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EXADEP, EXANI III, ADEN or equivalent and/or TOEFL are valid for enrollment at the “University.”

19. Applicants will complete the *Solicitud de admisión a maestría* on the “University” website, attaching the documentation required in the *Procedimiento de admisión a maestría*.
20. If an applicant’s degree or professional license is being processed, the applicant will provide a final bachelor degree transcript, completion of studies certificate, professional examination certificate, or transcript covering 100% of the credits completed.
21. Applicants from other universities who opt to receive their bachelor degree by master’s degree studies, will deliver a certification given on letterhead by the Academic Control Department of the originating Institution, indicating the student is authorized to take master’s degree studies at the “University.”
22. Once the applicant has completed the admission application process, the School Services Department will provide to the applicant:
 - a. Student number, “check digit” and university email account.
 - b. *Guía de admisión a maestría*, containing information on additional documentation required to be submitted during the first semester.
 - c. Copy of the *Carta responsiva de documentos oficiales*.
 - d. *Carta compromiso de admisión a nivel master*. This letter is issued only to applicants for master’s degree programs and who have completed their prior studies abroad, as their documents are not officially certified for the purposes of the Mexican education system.
23. The academic department will register the student in the courses for their first semester; the Remote Education Department will register students enrolled in the remote education modality.

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For the subsequent periods, the student may register remotely via the “University” website. The dates to register for courses will be published on the “academic calendar.”

24. For some degree programs at this level, the student may study for and receive an advanced certificate, which will be regulated according to the same conditions as indicated in this handbook for master’s degrees.

ADMISSION TO DOCTORATE DEGREE PROGRAMS

25. Applicants will arrange an interview with the corresponding postgraduate coordinator, through the Postgraduate Student Admissions Office.

26. The applicant will submit the following documents to the postgraduate coordinator:

- a. Letter of intention, giving the reasons the applicant should be granted admission to the “University” and the program they wish to study.
- b. Complete curriculum vitae with recent photograph.
- c. Official transcript for bachelor degree studies, or equivalent, showing a minimum average of 8.0 and the diploma received. If the applicant has completed other university studies, submit the documentation corresponding.

27. The postgraduate coordinator will assess the applicant and arrange an interview with the Postgraduate Selection Committee.

28. The Postgraduate Selection Committee will ask for the following documents:

- a. Copy of the EXANI III exam certificate (minimum score of 1050 on a scale from 700 to 1300), EXADEP (minimum score of 550 on a scale from 200 to 800), GMAT (minimum score of 550 on a scale from 200 to 800), or GRE (minimum score of 150 in verbal

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reasoning and quantitative reasoning on a scale from 130 to 170, and a minimum score of 3.5 on a scale from 0 to 6 in analytical writing).

- b. Copy of the TOEFL exam certificate (minimum score of 550), TOEFL PBT (minimum score of 550), TOEFL CBT (minimum score of 213), iBT (minimum score of 79-80), or IELTS (minimum score of 6). The certificate must have been issued within the last two years.
 - c. Three letters of recommendation given exclusively by professors or authorities associated with the academic or professional performance of the applicant. The “University’s” form letter will be used and these letters must bear the original signature of the referrer.
29. Based on the results of the interview, the Postgraduate Selection Committee may issue a letter of acceptance into the doctorate program to the Research and Postgraduate Department. This letter will be valid for one year.
30. Candidates accepted into the “University” will complete the *Solicitud de admisión a doctorado* and deliver the documentation required in the *Procedimiento de admisión a doctorado* to the Research and Postgraduate Department in person, or these documents may be sent by courier, to start the admission process.
31. On receiving the admission documents, the School Services Department will provide to the applicant:
- a. Student number, “check digit” and university email account.
 - b. *Guía de admisión a doctorado* with information on additional documentation required to be submitted during the first semester.
- When documents are submitted by courier, the School Services Department will send the above document electronically.
- c. Copy of the *Carta responsiva de documentos oficiales*.

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- d. *Carta compromiso de admisión a nivel doctorate*. This letter is issued only to applicants for doctorate programs and who completed their prior studies abroad , as their documents are not officially certified for the purposes of the Mexican education system.

RE-ENROLLMENT

32. Re-enrollment is understood as the process students are required to complete when they have interrupted their studies in any bachelor or postgraduate (master's, doctorate) program for one year or more, meaning two semesters or four consecutive quarters (considering only the Spring and Fall semesters).
33. Applicants for re-enrollment will collect the *Solicitud de Reingreso* from the School Services Department, or request this form by email.
34. The applicant will submit their completed *Solicitud de Reingreso* to the Academic Department Head, Postgraduate Coordinator, or Dean corresponding, who will provide the respective study plan and sign their approval of the *Solicitud de Reingreso*. Applicants for remote programs will send their completed applications to the Remote Education Department, which will deliver the application to the corresponding area.
35. Applicants who are Mexican nationals will attached to their *Solicitud de Reingreso* a copy of their identity card (*CURP*), while foreigners will provide a copy of their valid immigration document. These documents must be submitted to the School Services Department service desks according to the deadlines indicated in the “academic calendar.”
36. On receiving the *Solicitud de Reingreso* , the School Services Department service desk will check the applicant's account to ensure they have no debts outstanding or blocks for tuition, Residence, Library, and the *UDLAP Lottery*. The service desk will also check that all the documents required have been provided to start the re-enrollment process.

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37. If the applicant has any outstanding debt or provides incomplete documentation, the School Services Department will ask the applicant to settle their debts and/or submit complete documentation.
38. The School Service Department will inform the applicant of the following electronically within five business days of receiving the *Solicitud de Reingreso* :
- a. The acceptance of the re-enrollment.
 - b. Missing documents and the deadline for these to be provided.
 - c. The registration process.
39. On receiving the notice of re-enrollment, the student may reactivate their university email account through the IT Department Service Desk.
40. The student is responsible for completing their registration on time.

READMISSION

41. Readmission is the process of re-accepting a student that was deregistered from any bachelor or postgraduate (master's or doctorate) program at the "University" due to academic and/or disciplinary reasons.
42. Bachelor degree program students may apply for readmission up to three times. Postgraduate (master's, doctorate) students may apply for readmission up to two times.

If the readmission is the result of an academic deregistration, the student will apply to the School Services Department for readmission. If the readmission is the result of disciplinary reasons, the student will apply to the Student Affairs Disciplinary Committee for readmission.

The Academic Department corresponding or the Student Affairs Disciplinary Committee will review the case and reach decision on whether to grant or deny the application.

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43. The application for readmission may be submitted up until the last day of regular registration for the Spring, Summer, and Fall semesters, according to the degree program in which the student is enrolled.
44. If the student interrupted their studies for a period of one year or more, meaning two semesters or four consecutive quarters (considering only the Spring and Fall semesters), they must first complete the re-enrollment process and then the readmission process.
45. If the readmission is granted, the student's academic status will be activated as:
- a. "Matrícula Condicional ", for bachelor program students.
 - b. "Regular 2", for postgraduate (master's or doctorate) program students.
46. The student will be deregistered if they fail one or more courses during the academic period for which they were readmitted.
47. If the readmission is not granted, the Academic Department Head, Postgraduate Coordinator, or the Student Affairs Disciplinary Committee will determine when the student can reapply for their readmission.

Readmission following academic deregistration

48. The student that applies for readmission to the "University" following deregistration due to academic reasons must apply directly to the Academic Department Head or Postgraduate Coordinator for the program from which they were deregistered.
49. The Academic Department Head or Postgraduate Coordinator will ask the student to submit their application for readmission in writing, for review.
50. When the student applies for readmission for the first time, the Academic Department Head or Postgraduate Coordinator will review the case and determine whether to grant or deny the application. If the application for readmission is the second or third presented by the student, the Academic

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Department Head or Postgraduate Coordinator will direct the student to the Learning Resources Department, which will perform the knowledge assessment corresponding. The Academic Department Head or Postgraduate Coordinator will use the recommendation issued by the Learning Resources Department to determine whether to grant or deny the application for readmission.

51. The Academic Department Head or Postgraduate Coordinator corresponding will inform the student whether their application for readmission has been granted or denied.
52. The Academic Department Head or Postgraduate Coordinator will send an email to the School Services Department to report whether the readmission was granted or denied.
53. If the application for readmission is granted, the School Services Department will activate the academic status for the student on the corresponding systems and will notify the Academic Department Head, the Postgraduate Coordinator, the Faculty Administrative Dean, the Remote Education Department and/or the Academic Tutoring Office, accordingly.
54. The readmission will then be ratified by the Dean before the Faculty Board and this will be officially documented in the minutes. A copy of this document will be provided to the School Services Department.

Readmission following disciplinary deregistration

55. Students applying for readmission to the “University” following deregistration due to disciplinary reasons will submit their application in writing to the Chairman of the Student Affairs Disciplinary Committee. The Chairman will review the application for readmission based on the regulations in effect for the Committee and the penalty given to the applicant to verify the satisfaction of same.
56. If the readmission is granted, the Technical Secretary for the Student Affairs Disciplinary Committee will email the decision to the School Services Department, which will active the academic status for the student on the corresponding systems.

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**PART II. REGISTRATION
REGULAR AND LATE REGISTRATION**

1. Registration consists of signing up for the courses that students will take during an academic period as part of their bachelor or postgraduate (master's or doctorate) program at the "University".
2. The period for regular registration and the period for late registration will be indicated in the "academic calendar."
3. The student must satisfy the following requirements register:
 - a. Completed admission process as laid out in this document, for new students.
 - b. Academic and disciplinary status that permits the student to register. The student will not have been deregistered or expelled by the Student Affairs Disciplinary Committee.
 - c. Current in payments and have no outstanding debts for documents, Library and/or the UDLAP Lottery.
 - d. Payment of the deposit for tuition set by the Finance Department and published on the school's website.
 - e. If receiving a scholarship, the student must complete the corresponding processes with the School Services Department within the time established.
4. The student may register online through the registration portal during the dates established in the "academic calendar." They may also register in person at the "University" campus in either the computer rooms or with their Department.
5. If the student fails to register during the regular registration period, they may do so during the late period with their Academic Department Head or Postgraduate Coordinator for in-person programs. Students enrolled in remote postgraduate programs will contact the Remote Education Department.

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The "University" will charge the late fee to the student's account, as published by the Finance Department on the school website.

6. The School Services Department will send each student their course schedule for the academic period, by email to the student's university email address, during the regular registration period and before the first day of classes. The student will print out their course schedule from the school's website; any discrepancy should be rectified with the Academic Department Head or Postgraduate Coordinator. In the case of remote postgraduate programs, any such discrepancy will be handled by the Remote Education Department.
7. Students enrolled in bachelor degree programs are required to register for a minimum of 30 course credits for each academic period, otherwise the student will pay the differential fee as published by the Finance Department on the school website.

The above will not apply when:

- a. The course offerings are insufficient to cover the minimum number of course credits for the period; in this case the Academic Department Head will send an email to the School Services Department to confirm this situation.
 - b. There is an agreement held with other academic institutions.
 - c. The Academic Tutoring office recommends the student register for fewer course credits.
 - d. The student has completed 90% or more of their study plan.
 - e. The students registers for the Summer semester.
8. Students receiving institutional scholarships will be subject to the scholarship guidelines in effect.

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STUDENT CARD AND STAMP

9. Students are required to carry their student card, which identifies them as a member of the university community. The student card must have a validity sticker, known as the “stamp”. Both the student card and the “stamp” may be requested from the School Services Department during the dates indicated in the “academic calendar.”

In the event of theft or loss, the student will pay the student card replacement fee published by the Finance Department on the school website.

10. Only students registered for the current semester may request a replacement student card or “stamp”, or students taking courses by exam credit.
11. Students that are enrolled in two bachelor degree programs will be given only one student card and one “stamp.”
12. Students that access the “University” with a student card that does not have the current “stamp” will have their student card confiscated by security personnel and the student card will be remitted to the School Services Department. The student may retrieve their student card after they have registered.
13. The student that processes their definitive withdrawal from the “University” will be required to surrender their student card to the School Services Department.

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PART III. EQUIVALENCES AND VALIDATIONS

ACCREDITATION

1. Accreditation is the accreditation of courses a student has completed at the “University” towards a different program than the one in which they are enrolled at the “University”, in accordance with Ministry of Education Resolution 286, directive 21: *“Regarding higher education studies, with the exception of teacher education, the equivalency of studies will not be required for common courses, provided this circumstance is provided for in the academic programs of the national education system and the courses are delivered at the same educational institution, which may make the change in reference, according to the internal rules of procedure filed with the educational authorities.”*
2. The student may request the accreditation of bachelor or postgraduate (master’s or doctorate) program courses provided these courses are at least 60% equivalent or comparable in their academic content.
3. A maximum of 40% of the total courses for the new program in which the student is enrolled at the “University” may be accredited.
4. The student will ask their Academic Department Head or Postgraduate Coordinator to endorse and determine the courses that can be accredited.
5. The grade recorded in the transcript for accredited courses will be the same as the grade originally received for the course and will be included in the student’s average and academic status.
6. The student will cover the corresponding cost as indicated by the Finance Department on the school website.

EQUIVALENCIES AND VALIDATIONS

7. Equivalency is an administrative act by which the Ministry of Education declares as comparable, studies completed within the National Education System with the courses for the degree program at the “University” in which the student is enrolled.

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8. Validation is an administrative act by which the Ministry of Education grants official recognition to studies completed abroad, provided these are comparable to studies offered in the National Education System and they correspond to the courses for the degree program at the “University” in which the student is enrolled.
9. Students may request equivalency or validation for bachelor or postgraduate (master’s or doctorate) courses, provided the at least 60% of the content of the courses completed at the originating university is equivalent or comparable to those offered by the “University”, in accordance with Ministry of Education Resolution 286.
10. Credit may be given for courses completed at institutions that are members of the National Education System for which the minimum grade is 7.5 for bachelor level and 8.0 for postgraduate (master’s or doctorate) level. For foreign institutions, courses may be credited with passing grades as indicated in the documents of said institution.
11. The maximum number of courses that can be credited by equivalency or validation must not exceed 40% of the total courses for the degree program in which the student is enrolled at the “University”.
12. The student has 60 days from the start of their first semester at the “University” to submit the documentation required, according to the dates indicated in the “academic calendar”; otherwise, the student will not be permitted to seek equivalency or validation and will be required to complete the courses in question.
13. The student will submit their request for equivalency or validation to the School Services Department.

For equivalencies (Mexican institutions):

- a. Study plan for the bachelor or postgraduate program at the originating university, signed and sealed.

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- b. Syllabus for each course considered for equivalency, signed and sealed.
- c. Original partial transcript from the originating university, officially certified.

For validations (foreign institutions):

- a. Transcript from the originating university, certified with apostille. When the document is written in a language other than Spanish, a translation must be provided.
- b. Study plan from the originating university, signed and sealed. When the document is written in a language other than Spanish, a translation must be provided.
- c. Syllabus for each course considered for validation, signed and sealed. When the document is written in a language other than Spanish, a translation must be provided.
- d. Full transcript of the bachelor degree completed at the foreign university in the case of validation for postgraduate studies.

The translations mentioned above must be prepared by a certified translator.

- 14. The Academic Department Head or Postgraduate Coordinator will review the documentation received from the student and determine the courses that can be credited.

The Registrar's Office, through the Study Plans and Graduation Office, will ask the student to sign the form authorizing the corresponding charge to their account. This charge will be made in two installments, one at the beginning of the process and another at the end.

The Registrar's Office will process the credits for these studies with the Ministry of Education.

- 15. The student's transcript will record the grade for equivalent courses as EQV, and for validated courses, REV. This grade will not affect the average or the academic status of the student.

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TRANSFERRING CREDITS

16. Transferring credits is the academic record of courses or professional internships completed abroad, for a student's degree program at the "University."
17. To transfer credits, the student will adhere to *the Política de Transferencia de Créditos por Estudios o Prácticas en el Extranjero* .

PART IV. ACADEMIC MOVEMENTS

ADDING AND DROPPING COURSES

Voluntary additions

1. After the regular registration period, the student may register for one or more additional courses during the late registration period indicated in the "academic calendar."
2. The student will see the Academic Department Head or Postgraduate Coordinator corresponding for their degree program. This movement will be subject to the availability of space in the course in question.
3. Students enrolled in remote study programs will contact the Remote Education Department.
4. The student's course schedule will be modified accordingly and the corresponding tuition charge for the course units will be applied to the student's account.

Voluntary drops

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5. Once the student is enrolled, they can request to drop one or more courses. Courses can be dropped through the voluntary dropping process during the dates indicated in the “academic calendar.” No reimbursement will be given.
6. The student will be permitted a maximum of five voluntary drops for bachelor level courses and three voluntary drops for postgraduate (master’s or doctorate) level courses, during their time at the “University”.
7. The student will only be permitted to voluntarily drop the same course two times. This movement will not be permitted a third time.
8. The student will see the School Services Department and complete a *Baja Voluntaria* form, providing a government issued id or valid student card.
9. The student who is unable to process the voluntary drop in person may authorize another person to do so on their behalf, providing a proxy letter. The person carrying this letter will be required to present original and copy of their government issued id and of the student.
10. Students enrolled in remote study programs will send an email to the School Services Department requesting the voluntary drop.
11. The School Services Department will deliver a copy of the form as receipt for the movement to the student or their proxy.

Students enrolled in remote programs will be removed from the technological platform associated with the Remote Education Department.
12. Students receiving institutional scholarships will be subject to the scholarship guidelines in effect.

Administrative drop

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13. If for any reason caused by the Academic Department, a student has been erroneously registered for a course, the student will request the administrative drop of the course in question.
14. The student will present their case to the Academic Department Head or Postgraduate Coordinator, who will, when such is the case, send the administrative drop request to the School Services Department in writing before the last day of the final examination period for the current semester.
15. Students enrolled in remote study programs will contact the Remote Education Department, which will review the case and ask the Registrar's Office to process the administrative drop, when such is the case.
16. The Registrar's Office will process the movement, provided the Faculty Dean corresponding has signed off on the request, and also the Academic Vice-President, the head of the Finance Department and the Administrative Vice-President.
17. The amount corresponding for the course will be cancelled on the student's account.

Students enrolled in remote programs will be removed from the technological platform associated with the Remote Education Department.
18. If the administrative drop is not accepted, the Academic Department will be notified to then notify the student.
19. Students enrolled in two degree programs will be subject to the *Política de Inscripción en Dos Planes de Estudio a Nivel Licenciatura o Bachelor*.

TEMPORARY WITHDRAWAL AND DEFINITIVE WITHDRAWAL

20. Temporary withdrawal is the interruption of studies at the "University" at a student's request, with the intention of returning at a later time.

Temporary withdrawal requires the cancellation of the courses for which the student has registered for the academic period in which they request the withdrawal.

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Students may request a maximum of two temporary withdrawal at the bachelor level and one at the postgraduate level (master's or doctorate).

21. Definitive withdrawal is the voluntary resignation by a student from their respective degree program at the "University", with which they lose their student status.

22. To request a temporary withdrawal or definitive withdrawal, the student will collect the **Retiro** form from the School Services Department and they will need to collect the following signatures:
 - a. Insurance and Fixed Assets Department.
 - b. Credit and collection
 - c. Academic Department Head or Postgraduate Coordinator, or Remote Education Department, accordingly.
 - d. Student Guidance Office.
 - e. Head of Residence, in the case of residents.
 - f. *UDLAP Lottery* Office, in the case of definitive withdrawal.
 - g. Library Department, in the case of definitive withdrawal.
 - h. Scholarship Office.
 - i. School Services Department.

23. If the student has not registered at the "University" for more than one year and they wish to process their definitive withdrawal, the student will complete the **Retiro** form and collect the following signatures:
 - a. Credit and Collection Department.
 - b. *UDLAP Lottery* Office.
 - c. Library Department.
 - d. Head of Residence, in the case of residents.
 - e. Scholarship Department.
 - f. School Services Department.

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24. Students enrolled in remote programs will send an email to the School Services Department requesting their withdrawal.
25. The student will submit the withdrawal from to the School Services Department together with their student card, during the dates indicated in the “academic calendar.”
26. Any student unable to complete this process in person may authorize, through a proxy letter, another person to do so in their name and representation. Such person must provide original and copy of their government issued id and for the student.
27. Students who process their definitive withdrawal will receive their official documents on the date determined by the School Services Department.
28. Students registered for the current semester may process their temporary withdrawal or definitive withdrawal after the first day of classes and the corresponding reimbursement will be subject to the percentages established in the “academic calendar.” Students enrolled in remote programs will be removed from the technological platform associated with the Remote Education Department.
29. When a student is expelled from the “University,” the School Services Department will process the temporary withdrawal or definitive withdrawal, depending on the case, and will inform the student of the terms and conditions that apply.

CHANGING BACHELOR OR POSTGRADUATE DEGREE PROGRAMS

30. Students may change bachelor or postgraduate (master’s or doctorate) degree programs on the dates indicated in the “academic calendar.” A maximum of two changes will be permitted at the bachelor level and one at the postgraduate level (master’s or doctorate). These movements will be registered in the student’s file.

Students receiving scholarship should contact the Scholarship Department to check the guidelines applicable.

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31. The student will collect a ***Cambio de Carrera*** form from the School Services Department and will then see the Academic Department Head or Postgraduate Coordinator of the new academic program.
32. The Academic Department Head or Postgraduate Coordinator will sign the ***Cambio de Carrera*** form, then the student will see the Academic Tutoring Department to request their approval and deliver this form to the School Services Department.
33. Changing bachelor or postgraduate (master's or doctorate) programs generates an administrative cost. There will be no charge for changes within the same degree program. Changes to study plans will be charged the fee set by the Finance Department.
34. The Registrar's Office will register the transcript for the prior degree program as inactive.
35. The Academic Department Head or Postgraduate Coordinator for the new degree program will determine the equivalent courses, based on the validations section in this manual. Courses that are not validated will be recorded on the student's new transcript as extra courses.
36. The change of bachelor or postgraduate (master's or doctorate) program will retain the student's history and academic movements.

PART V. GRADES AND ACADEMIC STATUS

FINAL EXAMINATIONS

1. Final examinations for the Spring and Fall semesters will start the day after the last day of classes as indicated in the "academic calendar." Summer semester examinations will be held during the class schedule.
2. The course professor will register the grade received on the final examination in the corresponding system and issue the official results. This document will be delivered to the Registrar's Office by the corresponding Academic Department, signed by the course professor and the Academic Department Head.

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3. Students may ask course professors to review their final grade up until the deadline for the submission of grades, as indicated in the “academic calendar.”
4. Students may consult their transcript for the grades received for courses completed, their academic average by period and cumulative, and their academic status. These transcripts are available on the “University’s” Intranet.

ACADEMIC AVERAGE

5. The minimum passing grade for courses offered at the “University” is 7.5 for bachelor programs and 8.0 for postgraduate (master’s or doctorate) programs. The total grading scale is from 0.0 to 10.0 for all program levels.
6. Students may receive a letter grade for certain courses. These grades will not be considered for the calculation of the average. Letter grades are:
 - a. No grade (SC). For control courses, such as studies abroad, Community Service, and Ongoing Projects.
 - b. Credit (AC) and Not Credited (NA). For prerequisite courses for the degree program, courses completed through exchange abroad, Social Responsibility courses and First Year Program courses.
 - c. Evaluation Pending (EP): For thesis or equivalent courses not graded.
 - d. Validation (REV): For courses that have been validated.
 - e. Equivalency (EQV): For courses that have been credited as equivalents.
 - f. Grade Pending (CP): For courses that have not been graded during the period for the submission of grades. For the exclusive use of the Registrar’s Office.

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7. The points given for a course are the result of multiplying the numerical grade by the number of units for the course.
8. The grade average for an academic period is calculated by adding the points given for each course and dividing the result by the total number of course units attempted that period.
9. The student's cumulative average is calculated by adding the points given for all the courses taken and dividing the result by the total number of course units attempted during the student's time at the "University".

CHANGING FINAL GRADES

10. Students may ask the professor that taught the course to review their final grade, automatically forfeiting the original grade to receive whatever grade results.

Students enrolled in remote study programs will contact the professor by email and notify the Remote Education Department.

11. For all modalities, the professor will review the case with the Academic Department Head or Postgraduate Coordinator.
12. The Academic Department Head or Postgraduate Coordinator will present the review to the corresponding Dean. The decision on the change of grade will be reported within three business days following the date on which the student requested the review.
13. The Academic Department Head or Postgraduate Coordinator for the course will complete the change of grade processes with the School Services Department, using the *Cambio de calificación* form, on the dates indicated in the "academic calendar."

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EXAM CREDITS

14. Students may credit a course with an exam or assignment on the course content. The Academic Department Head or Postgraduate Coordinator will advise the student on this process.
15. Students may request exam credit when they are in the last semester or quarter for their degree program and the “University” does not offer the course.
16. Students may request a maximum of three exam credits during the whole of their degree program.
17. The student will pay the corresponding exam credit fee set by the Finance Department and published on the school website.
18. The Academic Department will inform the Registrar’s Office of the grade received for the course at the end of the semester, according to the dates in the “academic calendar.”
19. If the student fails the exam credit, they will be required to take the course the next period in which it is offered, with the exception of those courses no longer offered by the “University”, in which case the student may opt for this type of credit a second time, without exceeding the number of exam credits established in this document.
20. The student may not process a voluntary drop, administrative drop, temporary withdrawal or definitive withdrawal for exam credit courses.

ACADEMIC STATUS

21. The academic status of a student is defined according to the cumulative average reported on their transcript.
22. The possible academic status for students enrolled in bachelor degree programs are:

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- a. Regular: academic situation of the student who has historically credited or completed at least 75% of the course units attempted.
 - b. Advertencia: academic situation of the student whose status was regular at the start of an academic period, at the end of this period their cumulative course unit percentage, in terms of the course units attempted, has fallen below 75%.
 - c. Matrícula Condicional: academic situation of the student who being on warning status, passes less than 75% of the course units attempted during the academic period.
 - d. Baja: academic situation of the student who being on warning status, fails a course. The student will be deregistered from the “University” and will be permitted to apply for readmission according to that established in this document. If their application is accepted, the student will return on Matrícula Condicional status.
23. The possible academic status for students enrolled in postgraduate (master’s or doctorate) degree programs are:
- a. Regular: academic situation of the student who passes all courses attempted.
 - b. Regular 1: academic situation of the student that fails one course during the whole of their degree program.
 - c. Regular 2: academic situation of the student that fails two courses during the whole of their degree program.
 - d. Baja: academic situation of the student that fails three or more courses during the whole of their degree program. The student will be deregistered from the “University” and will be permitted to apply for readmission according to that established in this document. If their application is accepted, the student will return on Regular 2 status.

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PART VI. GRADUATION

GRADUATION

1. The graduation of a student will be subject to the satisfaction of the requisites established in the *Política de Opciones de Titulación para Licenciatura, Política de Titulación Automática, Política de Opciones de Titulación para Estudios de Posgrado*, or the *Política de Titulación Automática para Especialidades y Maestrías Profesionalizantes*, accordingly, and also *the Reglamento de Servicio Social para Estudiantes de la UDLAP, the Política de Prácticas en la Profesión*, , and the administrative requisites set by the Registrar's Office.
2. The student enrolled in a semester-long program will have 10 years to complete their studies; while the student enrolled in a quarterly program will complete their studies in a maximum of 5 years. If for any reason the student exceeds this time, they must present their case to the School Services Department for review together with the Academic Department Head or Postgraduate Coordinator corresponding.
3. Bachelor program students with outstanding academic performance enrolled in the "Honors Program" will be subject to the *Política de Programa de Honores*.
4. Students enrolled in a degree program that requires a thesis course or equivalent must register for this course regardless of the graduation option selected. If at the end of the academic period this course is graded EP, the student will register for the ongoing project control course the next academic period.

The student may register for a maximum of three ongoing project control courses per degree program at the "University;" if after this the student is not able to graduate, the Academic Department will change the grade on the thesis course or equivalent to fail.

OPTIONS FOR GRADUATION

5. The "University" offers bachelor program students the following options for graduation, depending on their degree program:
 - a. Graduation on average
 - b. Graduation on master's studies

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- c. Graduation on final assignment
- d. Graduation on integral project
- e. Graduation by thesis
- f. Automatic graduation

Postgraduate (master's or doctorate) program students are offered the following options for graduation, depending on their degree program:

- a. Graduation on average
- b. Graduation on final assignment
- c. Graduation on integral project
- d. Graduation on thesis
- e. Automatic graduation

MENTIONS AND AWARDS

- 6. Graduating students may receive the following academic awards:
 - a. Cum Laude
 - b. Magna Cum Laude
 - c. Summa Cum Laude
 - d. Medal for the highest average

- 7. Awards are given for each academic period, whether quarterly or semester-long, with the exception of the medal for the highest average, which is given annually at the graduation ceremony.

- 8. General information and the requisites for these awards are detailed in the *Política de Reconocimientos para Graduandos* .

- 9. Any situation not covered in this handbook will be analyzed and authorized by the University President or the person they designate.

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GLOSSARY

ACT: American College Testing. Admission examination for studies above the bachelor degree level, valid in the United States and abroad.

Academic calendar: Annual calendar for Fundación Universidad de las Américas, Puebla, published on the school website (intranet), indicating the dates for academic and administrative activities.

Breach of Cycle: When the learning sequence between educational levels is not met, as established in article 37 of the Education Law; meaning when a student completes studies at a certain educational level without having accredited completion in full of the previous level.

Check digit: Number that ensures payments made at banks are reflected on the student's account statement. Generated with the Fundación Universidad de las Américas, Puebla Academic Management System. This digit is assigned by the Credit and Collection Department.

Honors Program: Independent recognition awarded to graduates according to the *Política de Reconocimiento para Graduandos*. The student applies for consideration.

Partner high schools: Schools who, given their educational quality, have signed an agreement for admission benefits with Fundación Universidad de las Américas, Puebla. Benefits may vary from school to school.

SAT: Scholastic Assessment Test. A college admission examination administered by the College Board, valid in the United States and abroad.

Stamp: Label printed with the validity for the academic period at Fundación Universidad de las Américas, Puebla, accrediting the student as being currently enrolled.

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Transcript: Partial or full record of grades, detailing the courses the student has studied (passed or failed) by period and cumulative.

UDLAP: Fundación Universidad de las Américas, Puebla.

University: Fundación Universidad de las Américas, Puebla.

VERSION CONTROL

Version No.	Change	Date of the change
1	Newly created document with background	August 2012
2	<p>University graduates and students from partner high schools will not be charged the admission fee.</p> <p>Added, the scoring required for the admission examination and the providing of the admission exam guide.</p> <p>Students receiving more than 80 points on the placement test or 500 points or more on the TOEFL will have the option to take a third language.</p> <p>Postgraduate admission is separated into master's admission and doctorate admission.</p> <p>Reference to the Política de inscripción en dos planes de estudio de nivel licenciatura o <i>bachelor</i>.</p> <p>Regarding academic movements, formalities previously processed by the Remote Education Department will now be processed by the School Services Department.</p> <p>Discount for extra course units is eliminated.</p> <p>Added, items related to the student card and stamp, that it can be confiscated, only one per student, that it must be surrendered when the student is no longer enrolled.</p> <p>Added, the process for validation and transferring credits. Added, reference to Ministry of Education Resolution 286, which allows the University to validate courses.</p> <p>Eliminated, the international baccalaureate.</p> <p>The term academic cancellation is replaced with administrative drop.</p> <p>Regarding changing degree programs, course will be transferred from the previous to the new program, registered the former as inactive.</p> <p>Added, course credit on equivalency in the section on academic average.</p> <p>Eliminated, virtual exam credits, meaning from other institutions that cannot be credited directly with the SEP. Also, international exchange exam credits are eliminated.</p> <p>Regarding withdrawal, added is the procedure when the student has not registered for over one year.</p>	December 2014

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	<p>Students that process a temporary withdrawal or definitive withdrawal in the remote modality will be removed from the technological platform associated with the Remote Education Department.</p> <p>Added, the option of automatic graduation.</p> <p>Added, that the student enrolled in a semester-long program will have 10 years to complete their degree, while students enrolled in semester programs will complete their degrees in a maximum of 5 years.</p> <p>Reference is made to the Reglamento de Servicio Social, the Política de Prácticas en la Profesión and the different rules and regulations on graduation, such as the Política de Titulación Automática, Política de Titulación Automática para Especialidades y Maestrías Profesionalizantes</p> <p>Reference is made to the Política de Programas de Honores.</p> <p>On graduation, the manner in which the ongoing project course is recorded is indicated.</p> <p>Changes in wording and department names.</p> <p>The terms academic calendar and honors program are added to the glossary.</p>	
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TRANSITORY ARTICLES

Transitory Article 1. This handbook enters into effect the day following its publication on the school intranet and replaces the previous document on this subject.

Transitory Article 2. In accordance with PART VI. GRADUATION, provision 4 of the Student's Handbook, students that have registered for one or more ongoing project control courses prior to this provision taking effect, may register for up to an addition three ongoing project control courses. If after these courses the student has not graduated, the Academic Department will change the grade on the thesis course or equivalent to fail.

RELEVANT DOCUMENTS

REG-098-01	Reglamento General de Estudiantes
POL-003-15	Política de Inscripción en Dos Planes de Estudio de Nivel Licenciatura o <i>Bachelor</i>
POL-003-01	Política de Reconocimientos para Graduandos
POL-003-02	Política de Opciones de Titulación para Licenciatura
POL-003-12	Política de Titulación Automática
POL-003-13	Política de Titulación Automática para Especialidades y Maestrías Profesionalizantes
POL-003-10	Política de Programa de Honores

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- POL-003-03 Opciones de Titulación para Estudios de Posgrado
- POL-016-01 Política de Transferencia de Créditos por Estudios o Prácticas en el Extranjero
- REG-120-01 Reglamento de Servicio Social para Estudiantes de la UDLAP
- POL-003-16 Política de Prácticas en la Profesión

I, María Elena Cruces Ramírez, certify that I am fluent in the English and Spanish languages, that I am competent to perform the translation, and that the above translation is the complete and accurate translation of the document entitled "Manual del Estudiante para trámites Académico-Administrativos".