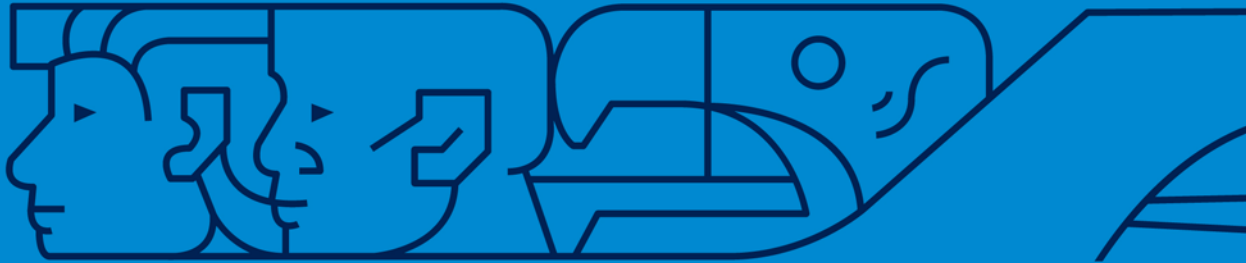


TECNOLÓGICO DE MONTERREY



# Academic Regulations for Undergraduate Students

For students enrolled in curricula for 2019 and subsequent years



# **ACADEMIC REGULATIONS FOR UNDERGRADUATE STUDENTS**

## **INSTITUTO TECNOLÓGICO Y DE ESTUDIOS SUPERIORES DE MONTERREY**

**THESE REGULATIONS APPLY TO STUDENTS ENROLLED IN THE CURRICULA FOR 2019  
AND SUBSEQUENT YEARS**

Promulgation date: May 2019

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### **Notice on the use of inclusive language**

The use of the generic masculine or masculine of a collective nature seeks to simplify communication in consideration of the principle of economy of language. Grammatical gender (masculine, feminine) is normally associated with biological sex; however, grammatically there is no intention to discriminate against anybody for their biological sex or sexual identity. In the Spanish language, the use of a mixed collective of the masculine grammatical gender is not a discriminatory practice, but- its use- avoids unnecessary repetitions, permitting the employment of plain language, characterized by conciseness and clarity.

At Tecnológico de Monterrey, the prescripts contained in its regulations are formulated in generic masculine or masculine of a collective nature; consequently, they do not refer only to the masculine gender, but to all the genders that form part of the community.



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# INTRODUCTION

These Academic Regulations were authorized by the undersigned and comply with the provisions and rules included in the **General Academic Policies and Regulations of Tecnológico de Monterrey**.

This academic legislation applies exclusively to undergraduate studies and contains the rules that must be fulfilled by students who are enrolled in the curricula for 2019 and subsequent years, in face- to-face and online educational units and in international programs, to support their academic activities, as well as the administrative provisions and procedures that Tecnológico de Monterrey deems to be optimal for the appropriate execution of the task of educating students.

The formulation of these regulations is the responsibility of the Academic Senate of Tecnológico de Monterrey. Therefore, any amendments to this document must be agreed upon by such senate, with the approval of the Office of the Academic and Educational Innovation Vice Rector and the Rector of Tecnológico de Monterrey.

David Alejandro Garza  
Rector of Tecnológico de Monterrey  
July 2019



# GENERAL DEFINITIONS

Students are classified on the basis of their prior academic relationship with Tecnológico de Monterrey:

1. **New students.** Students who are attending Tecnológico de Monterrey for the first time.
2. **Continuing students.** Students who are returning to Tecnológico de Monterrey and whose previous enrollment at Tecnológico de Monterrey was at the same level and at the same campus.
3. **Internal transfer students.** Students registered at a given Tecnológico de Monterrey campus who had previously been registered at a different Tecnológico de Monterrey campus.
4. **External transfer students.** Students who are normally registered at foreign universities and are taking courses at Tecnológico de Monterrey for a period of time that is less than the duration of an academic program.

For the purposes of these regulations, the following terms are also defined:

**Credit transfer.** The action by which the courses – passed and failed – completed by a student are recorded in the student’s transcript at:

- a. The same campus, but in a different curriculum, when the courses are equivalent in content.
- b. Another Tecnológico de Monterrey campus.
- c. A foreign university with which Tecnológico de Monterrey has entered into a collaboration agreement.

**Revalidation agreement.** A document issued by the Mexican Ministry of Public Education which validates for a Mexican educational institution the courses completed and passed by a specific student at a foreign educational institution.

**Equivalency agreement:** A document issued by the Mexican Ministry of Public Education which validates for a Mexican educational institution the courses completed and passed by a specific student at an Mexican educational institution.

**Advanced Placement Program.** Program created by the College Board, which offers standardized courses to high school students that, in general, are recognized as equivalent to college-level undergraduate courses. The

participating universities award credit to the students whose grade is high enough to receive credit for courses from the curricula of such universities.

**Exploration Area.** Academic program offered to students who have not decided on an undergraduate degree. To earn a bachelor's degree, students must apply to change to an undergraduate degree program.

**International Baccalaureate.** Program created by the International Baccalaureate, which offers standardized courses to high school students, generally recognized as equivalent to college-level undergraduate courses. The participating universities award credit to the students whose grade is high enough to receive credit for courses from the curricula of such universities.

**Grade:** Learning assessment record that reflects the student's level of achievement and can be either numerical or non-numerical.

**Syllabus.** List of educational units of a program that is registered with the Mexican Ministry of Public Education.

**Academic load.** The total number of units in which a student is enrolled during a specific academic period.

**Undergraduate degree.** Set of academic and professional strategies aimed at developing the knowledge, attitudes, aptitudes, skills and work methods to practice a profession.

**Force majeure.** An event beyond the control of the student and produced despite the same with an irresistible force, absolving the student from being held accountable for the nonfulfillment of an obligation. This must be provable.

**Clinics.** Educational units in which students devote time to patient-centered care in community, ambulatory or hospital settings.

**College Board.** The organization responsible for designing and managing the Academic Aptitude Test (PAA) used by Tecnológico de Monterrey as an criterion for entry to high school and undergraduate programs. It is also responsible for designing the Advanced Placement Program.

**Competency.** Integration of the knowledge, skills, attitudes and values that enable graduates to address both structured and uncertain situations successfully.

Sub-competencies are key components of competencies. Their development is established in the educational units as learning objectives. In these regulations, the term competency is used to refer to both concepts, according to their application.

**Professional concentration.** Set of educational units that seek to provide students with knowledge and skills in an area that complements their undergraduate degree or in areas relevant to the degree in order to study them in greater depth. The educational units that comprise the concentration provide credit for variable educational units from the curriculum. On fulfilling the requirements, students obtain a Professional Concentration Certificate.

**International academic collaboration agreement.** Document that establishes the collaboration commitments of Tecnológico de Monterrey with foreign universities.

**Academic credit.** Unit that represents the time students devote to a course or educational unit, in and out of class, to fulfill the learning objectives of the educational unit.

**Double degree.** An academic degree awarded by Tecnológico de Monterrey, associated with another degree from another university, under the conditions specified in a collaboration agreement.

**Evaluation.** Academic activity in which a grade is assigned to an activity included in an educational unit.

**Stage evaluation.** Comprehensive evaluation that takes into account the level of competency proficiency demonstrated in the educational units for which credit has been earned up to the educational stage being evaluated.

**Initial evaluation.** Mastery of knowledge in a discipline is evaluated and, based on the result, students are advised to study an introductory-level educational unit, if applicable. Examples of these tests are those administered in the areas of physics, mathematics and computer science, among others.

**External exam.** Integrating exam that seeks to measure the academic knowledge and skills acquired by students while studying an undergraduate degree. It is administered by an organization external to Tecnológico de Monterrey.

**Capstone exam.** Evaluation designed collegially by the disciplinary Academies of Tecnológico de Monterrey to measure in a comprehensive manner the knowledge and skills acquired in an undergraduate degree; it also refers to the external evaluations, designed by collegiate organizations, administered in some discipline.

**Regularization exam.** Exam that can be taken just once in a single educational unit, when passing the same is the only requirement pending for a student to have the right to be awarded the undergraduate degree corresponding to his/her academic program.

**Proficiency exam.** Exam for evaluating the knowledge that can support credit transfer for certain educational units. An example of these exams includes those administered to students who graduate from the Advanced Placement Program, managed by the College Board.

**Learning objectives.** Elements of an educational unit based on which its design and specific characteristics are defined and determining what students enrolled in that unit are expected to accomplish. They include the sub-competencies and levels of proficiency.

**Semester academic period in curricula for 2019 and subsequent years.** The academic year is divided into two semester of equal duration, each one comprised of 90 business days. Undergraduate educational units are offered in semester periods, with the exception of programs from the area of Health that include clinical activities, which can be taught in semester or trimester periods.

**Intensive period.** Summer or winter academic period with a minimum duration of five weeks of classes.

**Curriculum.** List of educational units that comprise an academic program. Curricula are made up of three educational stages.

**Evaluation plan.** Evaluation system defined by the professor in an educational unit. Faculty must publish and make known, at the start of the period, the evaluation policies and criteria for the educational unit, and the possible impact of absences and nonfulfillment.

**International program.** Academic program that seeks to strengthen students' global leadership and intercultural communication skills through international learning experiences, consolidate communication skills in several languages,

and develop their capacity to collaborate and lead multicultural groups in an international setting. The educational units that comprise this program are additional to the undergraduate program curriculum. On fulfilling the program requirements, students obtain an International Diploma.

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**Certificate of studies average.** Weighted average of academic credits that considers the final grades of the curriculum educational units passed and recorded on the certificate of studies. This average is printed on the total certificates of studies with the caption "Average that covers the courses of this certificate."

**Academic period average.** Weighted average of academic credits that considers the final grades of all the educational units completed, including those passed and failed, during the academic semester period. The calculation of the average of introductory-level educational units is not included.

**Curriculum average.** Weighted average of academic credits that considers the final grades of all the curriculum educational units completed, including those passed and failed. It is also used for assigning honors and highest honors and for considering the minimum average required for earning graduate degrees. This average does not consider the introductory-level educational units and is used to calculate academic standing, assign honors and highest honors, and consider the minimum average required for obtaining graduate degrees.

**Undergraduate degree certificate.** Document issued by Tecnológico de Monterrey stating that a student completed undergraduate degree studies by fulfilling the graduation requirements.

**Undergraduate degree certificate for academic purposes.** Diploma with the same curricular value as an undergraduate degree certificate, but which cannot be used to issue a professional license in Mexico.

**Educational units.** Defined by the learning activities completed by students under the guidance of an academic and those completed independently.

Educational units can be: Blocks, Tec21 Courses and Tec Weeks.

- **Blocks.** Educational unit made up of a challenge and learning modules that together guide students towards developing competencies aligned with the exit profile.
- **Tec21 Courses.** Educational unit with conceptual, procedural and attitudinal content associated with an academic discipline that contributes to competency development.
- **Tec Week.** Educational unit aimed at consolidating competency development.

Classification of educational units:

- **Introductory level.** The objective of these units is to ensure that students have the knowledge required to study an undergraduate degree at Tecnológico de Monterrey, among students from different high schools.
- **Obligatory curricular educational units.** The objective of these learning units is to develop the student exit profiles
- **Professional electives.** Students are required to select educational units from the list of options defined in their curriculum in order to broaden their professional vision.
- **Topics.** Students are required to select educational units from Tecnológico de Monterrey's official catalogue or educational units with academic credit from the official catalogue of foreign universities with which Tecnológico de Monterrey has entered into a collaboration agreement.





# CHAPTER I



# CHAPTER I

## Admissions

### Article 1.1

Individuals who wish to be admitted to Tecnológico de Monterrey as students must be able to demonstrate a high probability of academic success. The following criteria are taken into account for this purpose:

1. Result of the admission exam
2. Prior academic background
3. Achievements (academic, leadership, cultural, sports, pers

In the case of students who participate in double-degree or dual-degree programs established with foreign universities, the admissions processes of each of these foreign institutions will be considered equivalent for foreign students participating in the program. This consideration is also valid for external transfer students in accordance with the definition set forth in the general definitions section.

### Article 1.2

In order to be admitted to an undergraduate program at Tecnológico de Monterrey, all students must submit the documentation required by the Institution, meet the requirements established to study the degree of their choice and comply with the legal requirements in effect in Mexico. Applicants who completed high school abroad must comply with the corresponding legal requirements for the recognition of these studies in Mexico.

### Article 1.3

The deadline for submitting the documentation required by the institution, including the documents that certify complete studies in the previous academic level, is sixty calendar days after the first day of classes of the first academic period in which students register as such. If these documents are not submitted by the aforementioned deadline, Tecnológico de Monterrey will deregister the student.

**Article 1.4**

Students who postpone their academic enrollment for more than one semester or trimester academic period and reapply for admission will be subject to the admission regulations in effect.

**Article 1.5**

Admitted applicants must prove the knowledge required for the exploration area of degree of their choice. The Institution stipulates the initial evaluation procedures and defines the external exams or alternative criteria to prove such knowledge.

Students who do not demonstrate this knowledge will receive a recommendation on the actions to be taken to strengthen the knowledge required and, if they so decide, can enroll in the introductory-level educational units offered by the Institution for this purpose. As of that moment, such introductory-level educational units will form part of the student's curriculum.

**Article 1.6**

Students who have been required to withdraw definitively for unsatisfactory academic performance at any of the Tecnológico de Monterrey campuses cannot be readmitted to the same academic level at the institution.

Students who have been dismissed definitively for academic integrity violations cannot be readmitted to Tecnológico de Monterrey.



## CHAPTER II



## CHAPTER II

# Academic Periods

### Article 2.1

Undergraduate educational units are taught in semester periods, with the exception of programs from the area of Health that include clinical activities which can be taught in semester or trimestral periods.

### Article 2.2

Some of the educational units from the current curricula are offered during summer or winter intensive periods. These educational units must consist of a total number of hours of academic work equal to that of an educational unit offered in semester periods.

### Article 2.3

Educational units from Tec Week in undergraduate degrees consist of one week within the regular semester of classes, in which students complete academic activities to develop or strengthen competencies. Students enrolled in the semester academic period must complete three Tec Weeks.







## CHAPTER III



## CHAPTER III

# Revalidations, Award of Credit, Equivalencies and Transfers

### Article 3.1

In order to validate, at Tecnológico de Monterrey, the courses passed at an institution other than Tecnológico de Monterrey by a specific student, the legal terms for revalidation of studies completed at a foreign university; equivalency of studies completed at a Mexican institution other than Tecnológico de Monterrey; and the credit transfer of educational units passed and failed at Tecnológico or at universities with which it has entered into a collaboration agreement are used.

Tecnológico de Monterrey, at the request of the applicant, will process the revalidation and equivalency proposals (for partial studies) with the Mexican Ministry of Public Education. Applications will be subject to assessment and –where appropriate– authorization. These procedures can also be carried out directly by the applicant with the Mexican Ministry of Public Education. In this case, the educational units to be revalidated or made equivalent will be determined by Tecnológico de Monterrey.

In the case of revalidation and equivalency of complete studies, the procedure and decision is effected solely by the Mexican Ministry of Public Education.

The decision or resolution for the revalidation or equivalency of studies cannot be modified once the first semester of the student's enrollment in an exploration area or degree at Tecnológico de Monterrey has finished. The revalidation or equivalency resolution can only be reviewed and, where appropriate, modified in changes of exploration area or degree.

### Article 3.2

The educational units recorded on a student's transcript as having earned credit or been passed by revalidation or equivalency must be similar to those offered by Tecnológico de Monterrey with regard to their content and duration.

Revalidation and equivalency agreements must meet the following requirements in order to be processed:

1. Only courses completed at institutions recognized by the Mexican Ministry of Public Education can be revalidated or subject to equivalency.
2. Courses completed at another institution must have a grade of at least 80/100 or the equivalent on another grade scale.
3. At least 80% of the course content and academic load completed at the other institution and the educational units for which the transfer credit or equivalency agreement is being requested at Tecnológico de Monterrey must be similar
4. Revalidation or equivalency cannot be accepted for educational units if credit has not been earned for their academic prerequisite

Tecnológico de Monterrey can require the evaluation of the competencies associated with the educational unit.

A grade A (passed) will be assigned in the educational units for which students have obtained a revalidation or equivalency agreement for studies completed at another university, including credit for one Tec Week for each six academic credits.

Credit can be awarded for additional Tec Weeks through the procedure established by the Office of the Academic and Educational Innovation Vice Rector for this purpose.

### **Article 3.3**

Up to 50% of the academic credits that comprise the curriculum of an undergraduate degree can be recorded on a student's transcript, as the result of a revalidation or equivalency process for studies at other institutions.

### **Article 3.4**

No more than the equivalent of 75% of the total number of academic credits can be included in the student's transcript for double-degree undergraduate programs established in conjunction with foreign universities, as a result of revalidation, credit transfer or equivalency procedures.

### **Article 3.5**

Students who wish to study an additional undergraduate degree at Tecnológico de Monterrey can only be awarded credit for up to 75% of the academic credits completed previously in another undergraduate degree.

**Article 3.6**

Undergraduate students can study courses at a foreign university with which Tecnológico de Monterrey has signed a cooperation agreement and be awarded credit for educational units, as long as the established requirements are met and for no more than 50% of the academic credits.

**Article 3.7**

Students who wish to transfer to another campus must comply with the requirements and procedures established by the Office of the Registrar for this purpose.

**Article 3.8**

On entering Tecnológico de Monterrey, students who graduated from the Advanced Placement Program, managed by the College Board, and students who graduate from the International Baccalaureate can be awarded credit for educational units from their exploration area or curriculum without having to take a proficiency exam, as long as the academic criteria defined for this purpose are met.

**Article 3.9**

The educational units that are recorded as passed at the Institution or at foreign universities with which Tecnológico de Monterrey has signed a collaboration agreement can earn credit for educational units that are similar in content and duration, from a curriculum.

**Article 3.10**

Variable educational units called Topics I, Topics II, Topics III, Topics IV, Topics V, Topics VI can earn credit from the educational units with academic credit from the official catalogue of Tecnológico de Monterrey or from courses with credit from the official catalogue of foreign universities with which Tecnológico de Monterrey has signed a collaboration agreement, through the procedure authorized by the Office of the Academic and Educational Innovation Vice Rector.





## CHAPTER IV





# CHAPTER IV

## Registration

### Article 4.1

The academic credits of an educational unit are defined as the time that a student devotes to a class, inside and outside the classroom, in order to meet its learning objectives.

Academic load is the total number of academic credits in which a student has enrolled in a specific academic period. For full-time students, the academic load per semester is 18 academic credits.

### Article 4.2

The following have the right to register:

1. Those who have been admitted or readmitted by the Admissions Office for the period corresponding to the registration.
2. Those who were students in the preceding semester period and completed it without being required to withdraw definitively for academic or disciplinary reasons.
3. In trimester educational units, those who as students in the area of Health, completed the semester educational units of their program and fulfilled the graduation requirement related to English language proficiency.

It is understood that students who do not complete the enrollment procedures by the deadlines stipulated for this purpose by the Office of the Registrar renounce the right to enroll. These students must apply for readmission when they wish to enter Tecnológico de Monterrey again, in accordance with the regulations and procedures provided.

### Article 4.3

All students must follow the curriculum that is current at the time of their enrollment. Students who fall behind in their curriculum will be subject to the modifications and academic implications that may have been adopted in the corresponding curriculum.

**Article 4.4**

In order to enroll in any educational unit, students must comply with the academic requirements established for the same.

**Article 4.5**

The maximum academic overload for students in a semester is 3 academic credits, considering that in a 5-week period, they cannot exceed 7 academic credits.

**Article 4.6**

The academic load in trimester periods for clinical practice in the Health Sciences degrees is governed by its own internal regulations authorized by the Office of the Academic and Educational Innovation Vice Rector.

**Article 4.7**

The maximum academic load in which a student can enroll in intensive periods is 7 academic credits.

**Article 4.8**

Students can drop one or several educational units in which they are enrolled during semester academic periods or intensive periods, as long as the final grade for the educational unit has not been recorded. Dropped educational units will not be recorded as failed. If students apply to drop all their educational units, they must carry out an admission process again, in which their academic records will be taken into consideration for the decision. The process related to dropping educational units will be executed in accordance with the administrative policies and procedures defined by the Office of the Registrar for this purpose.

**Article 4.9**

For students enrolled in an exploration area to be considered an undergraduate degree students, they must apply for registration in accordance with the procedure established by the Office of the Registrar. In addition, in order to be considered as a concentration students, defined as an option in their undergraduate degree, students must submit their application in the semester prior to the one in which it starts to the Office of the Registrar.

**Article 4.10**

Tecnológico de Monterrey can issue, at the request of the student, partial certificates of studies. Partial certificates include the educational units passed by students up to the semester, trimester, summer or winter they officially completed.





## CHAPTER V



# CHAPTER V

## Learning Assessment

### Article 5.1

The assessment of students' academic performance must be effected according to the learning objectives of the educational unit and carried out in each of the educational units continuously during the development of the learning activities. Both the content of the educational units and competency proficiency are included in these evaluations. The results of the evaluations in the learning activities of the educational unit will lead to a final grade.

### Article 5.2

The assessment of students' academic performance is effected continuously during the development of the learning activities. There are also initial evaluations, comprehensive competency evaluations, make-up exams, institutional exams, regularization exams and evaluations by external organizations determined by Tecnológico de Monterrey, which have been established to assess the level of student learning.

### Article 5.3

At the beginning of the period, faculty must post and inform students of the assessment plan for the educational unit and of the possible impact of absences and infringements..

The results of the evaluations must be supported by evidence defined by faculty.

If students have a query about a final grade or level of competency proficiency, they must first consult with their professor and, if necessary, request clarification according to the procedure defined for this purpose by the Office of the Registrar.

### Article 5.4

Student learning assessment must consider the content and competencies of the educational unit and have the following characteristics:

1. It must be performed for each educational unit.

2. It is performed through diverse evaluation instruments, applied to learning evidence, such as: projects, challenges or activities designed by faculty to evaluate student performance in the educational unit.
3. The evaluation grade from the evaluation must be supported by physical and digital evidence.

### **Article 5.5**

Faculty must report the students' educational unit grades and absences, in accordance with the procedures established by the Office of the Registrar within the periods set by this Office, and report in the official systems students' level of proficiency in the competencies associated with the educational unit.

### **Article 5.6**

Curricula are defined in three stages. A competency assessment is performed in each stage and has the following characteristics:

1. It is compulsory, with no exemptions for any student.
2. It is performed according to the levels of competency proficiency that should have been achieved, by the student in the corresponding stage.
3. The result of the assessment for each stage takes into account the level of competency proficiency demonstrated in the educational units for which credit has been awarded, up to the educational level being evaluated. .
4. The result of the assessment performed in the third stage shows the students' level of proficiency in the disciplinary competencies in their curriculum and, where appropriate, fulfillment of the graduation requirement for their program.

### **Article 5.7**

The grade scale is in whole numbers from one to one hundred and must be used for all assessments of student performance in the educational units and in the final grade for the educational unit. The following non-numerical grades can also be assigned:

1. **IN Grade (Incomplete).** The final evaluation of an educational unit can be left pending and the provisional grade IN will be reported to the Office of the Registrar for educational units in which:
  - a. Research work is conducted and progress in this work's schedule is incomplete given the nature of the work or owing to causes beyond the student's control.



- b. Work is conducted with physical resources whose availability is limited or beyond the control of the student.
- c. Students' progress is determined by a comprehensive evaluation by a School.

The IN grade must be modified by the professor responsible for the educational unit at the end of the semester or trimester. In the case of points a and b, the IN grade must be modified by the professor responsible for the educational unit no later than the last day of classes of the following semester or trimester, assigning a numerical grade.

In order to assign this grade, the professor needs the endorsement of his/her Department Director. The IN grade is not considered a failing grade for the purposes of grade average calculation or for the student's academic standing.

2. **SC Grade (No Grade).** The SC grade (No grade) will be used by the Office of the Registrar when, due to reasons of force majeure, the professor does not submit the final grades by the deadline. The educational unit professor must assign a numerical grade no later than 48 hours after the final grade submission deadline. The SC grade is not taken into consideration for grade average calculation purposes.
3. **NP Grade (Absent from Exam).** The NP grade must be assigned as a final grade by the educational unit professor when a student has failed to complete an element declared to be relevant in the evaluation plan of the educational unit. This grade will be equivalent to a numerical grade of 1 (one) on a scale of 1 to 100, for grade average calculation purposes. The NP grade can be replaced by a numerical grade in accordance with the final grade review policies provided herein.
4. **A Grade (Passing Grade).** A grade A (Passing Grade) is assigned in the following cases:
  1. In the educational units in which students have obtained a revalidation or equivalency agreement for studies completed at another university.
  2. In the educational units in which they enrolled as a result of a credit transfer process, as stipulated in article 3.1.
  3. In the educational units for which credit has been earned by means of proficiency exams, as stipulated in article 3.8.
  4. In the introductory educational units for which credit has been earned by means of the procedures stipulated in article 1.5.

The A grade is not taken into consideration for grade average calculation purposes.

5. **SA Grade (Tec Week Passing Grade).** The SA grade (Tec Week Passing Grade) is assigned in the Tec Week educational units in which students are enrolled, as long as they meet the pass requirements established in their evaluation.

The SA grade is not taken into consideration for grade average calculation purposes.

6. **SN Grade (Tec Week Failing Grade).** The SN grade (Tec Week Failing Grade) is assigned in the Tec Week educational units in which students are enrolled and do not meet the pass requirements established in their evaluation. The SN grade is not taken into consideration for grade average calculation purposes.

### **Article 5.8**

The level of competency proficiency defined in the educational units and in the curriculum exit competencies is evaluated using the standards established for this purpose at the Institution: A, B, C, with C being the highest level of proficiency.

The level obtained in the program competencies will be included in the student's transcript. When students do not obtain the level of competency proficiency established in each educational unit, the level of proficiency included in the student's transcript will be N (Competency Not Observed).

The levels of proficiency in a language are evaluated using the standards established by the Common European Framework of Reference for Languages: A1 (Beginner); A2 (Elementary); B1 (Pre-intermediate); B2 (Intermediate); C1 (Advanced); C2 (Expert).

The level of proficiency obtained in the English language tests authorized by the Institution will be included in the student's transcript.

### **Article 5.9**

In order to pass an educational unit, students must complete it, comply with the evaluation plan and obtain a final passing grade, which must be equal to or higher than seventy. Students can also pass the educational units if:

1. They have obtained a revalidation or equivalency agreement for studies completed at another university, in which case an “A” grade (Passing Grade) will be assigned.
2. They have enrolled by means of a credit transfer process.
3. The curriculum stipulates that they can earn credit by means of proficiency exams, in which case an “A” grade (Passing Grade) will be assigned.
4. They take a regularization exam, for which they will be assigned the grade obtained as long as it is greater than or equal to seventy.

Any educational unit is deemed failed if the student:

1. Obtains a grade lower than 70.
2. Commits a violation of academic integrity, under the terms defined in Chapter IX herein, in which case the professor can assign a failing grade for the activity or final evaluation.
3. Obtains NP as a final grade.

### **Article 5.10**

Students can request a review of the final grade or level of competency proficiency in the educational units or level of competency proficiency in the stages, by means of the procedure defined for this purpose by the Office of the Registrar. The request must be made in writing.

The right to request a review expires five business days after the last day established on the academic calendar for reporting final grades or level of competency proficiency. In the case of the level of competency proficiency evaluated in the stages, the right to request a review expires five business days after the result was reported. The final grade or level of competency proficiency are final and cannot be appealed after being reviewed.

### **Article 5.11**

A regularization exam is offered only once, in a single educational unit, when passing the same is the only academic requirement pending for a student to have the right to be awarded the corresponding undergraduate degree.

In addition, students lose the right to a regularization exam if they have been sanctioned with “Conditional Standing for Academic Integrity Violations”, in the educational unit in question.

Students can take this exam as of the last day of the final exams of the academic period in which they satisfactorily completed the educational units included in the degree's curriculum, except for the educational unit for which the regularization exam is being requested, up to the last day of classes of the following semester. If students do not take the evaluation within this period, they must study the last educational unit of their curriculum.

The regularization exam will be designed and graded by a committee made up of at least two faculty members, designated by the corresponding academic department director, and will include all the learning objectives of the educational unit in question.

The Office of the Registrar will issue the authorization for the regularization exam at the request of the interested student, and will indicate the date and time set for taking the exam.

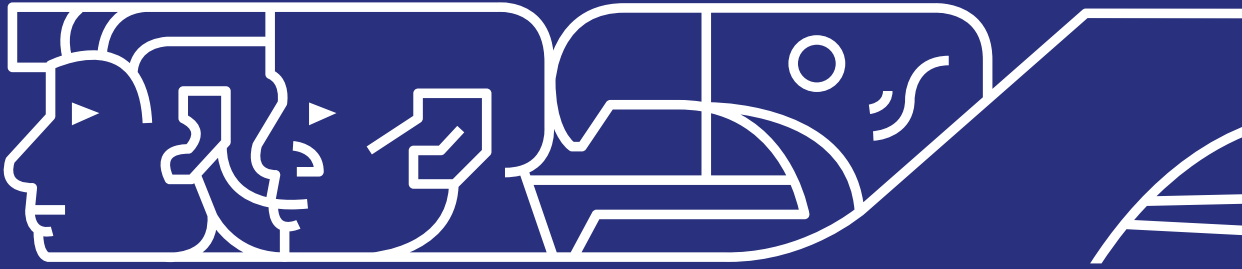
If students fail the regularization exam, they must study the last educational unit of their curriculum.

The Schools can establish educational units, which include learning activities in laboratories, workshops, clinics, projects or seminars, for which regularization exams cannot be granted. This information will be communicated to students in writing at the start of the educational unit.

Students who have completed an academic program and wish to obtain an undergraduate degree in another program can take the regularization exam for each academic program in which they enroll, as long as they fully comply with the provisions of this article for each program.

### **Article 5.12**

Students with an NP grade can request a make-up exam by means of the procedure defined by the Office of the Registrar for this purpose. The request must be made in writing, explaining the reasons for this petition, no later than the third business day after completion of the learning activities of the educational unit. If the make-up exam is authorized, the right to take this exam expires one week before the first day of classes of the following semester. The final grade, which includes the result of the make-up exam, must be recorded before the first day of classes of the following semester.



## CHAPTER VI



# CHAPTER VI

## Graduation Requirements

### Article 6.2

In order to obtain an undergraduate degree at Tecnológico de Monterrey, students are required to have:

1. Fulfilled, in accordance with the effective regulations, the academic prerequisites of the corresponding curriculum, by means of the initial evaluation or the introductory-level units.
2. Completed all the educational units in the corresponding curriculum, either by passing all of them at Tecnológico de Monterrey, or by obtaining revalidation or equivalency agreements, in conformity with the corresponding regulations, for some of the educational units with studies completed at other institutions and passing the remaining educational units at Tecnológico de Monterrey.
3. Demonstrated the level of proficiency established by the Institution in the competencies defined in their curriculum.
4. Completed and passed at Tecnológico de Monterrey at least 50% of the academic credits that comprise the curriculum. This rule can be flexible for programs that, through an agreement, are created in conjunction with other universities.
5. Completed their social service in compliance with the legal precepts in force and the corresponding social service regulations.
6. Taken the external exam authorized by the Office of the Academic and Educational Innovation Vice Rector, to evaluate the knowledge and skills acquired during their undergraduate program. This requirement applies solely to students from the undergraduate programs for which these exams exist. The result of this exam will be recorded on the student's transcript. Students from the undergraduate programs for which this exam does not exist must take the capstone exams designed for this purpose. This requirement applies only to students from the undergraduate degrees for which these exams exist.
7. Demonstrated a B2 level of proficiency in the English language according to the Common European Framework of References for Languages (CEFR) in one of the tests authorized by the Office of the Academic and Educational Innovation Vice Rector.

8. Fulfilled any additional requirements established in their program and authorized by the Office of the Academic and Educational Innovation Vice Rector.

Graduates can register their undergraduate degree with the Mexican Ministry of Public Education and apply for their professional license for professional practice in Mexico. The degree or professional license must meet additional government or institutional requirements in order to be valid in other countries.

### **Article 6.2**

Internal transfer students will have the option of choosing whichever campus is most convenient for them to issue their undergraduate degree, and must have studied at such campus at least 36 academic credits from their curriculum. In every case, all the graduation requirements stipulated to issue the degree must have been met.

### **Article 6.3**

In the case of double-degree academic programs offered by means of agreements with foreign universities, students can obtain an undergraduate degree certificate from Tecnológico de Monterrey and another one from the participating foreign institutions, as long as the legal and academic requirements stipulated for double degrees by the participating institutions are met. The undergraduate degree certificate from Tecnológico de Monterrey received by students from the participating foreign university will serve only for academic purposes and, therefore, they cannot apply for the registration or issue of a professional license in Mexico.

### **Article 6.4**

To obtain an undergraduate concentration certificate, students must:

1. Fulfill all the graduation requirements.
2. Not have incurred in a disciplinary violation, the result of which explicitly indicates the loss of the distinction..
3. Fulfill all the requirements of the corresponding undergraduate concentration program.



## **Article 6.5**

To obtain an international diploma, students must:

1. Fulfill all the graduation requirements.
2. Not have incurred in a disciplinary violation, the result of which explicitly indicates the loss of the distinction.
3. Fulfill all the requirements established in the International Program.





## CHAPTER VII



# CHAPTER VII

## Academic Distinctions

### Article 7.1

Tecnológico de Monterrey confers the following distinctions to students whose academic performance is excellent:

1. “Honors” to the top 10% of students from each class of each program, as long as they have obtained a final grade average equal to or higher than 90 in their curriculum educational units and are not being awarded Highest Honors.
2. “Highest Honors” to a subgroup of the students mentioned in the previous point who have obtained a final grade average on their curriculum courses equal to or higher than 95, have not failed any of their curriculum educational units and are among the top five percent of those graduating from their undergraduate program in relation to the cumulative average for their curriculum.

The final grade average for the curriculum does not take into account the grades obtained in the introductory-level educational units, recorded in the introduction semester section, in accordance with the provisions of the Office of the Academic and Educational Innovation Vice Rector.

### Article 7.2

In order to be awarded honors or highest honors, candidates must meet these requirements:

1. Fulfill all the graduation requirements, as well as the criteria defined in Article 7.1.
2. Not have committed a disciplinary offence that explicitly indicates the loss of this honor in the resolution.
3. Not have been given “Conditional Standing for Academic Integrity Violations.”

### **Article 7.3**

Students who completed part of their studies at another institution can be awarded Honors or Highest Honors if they can demonstrate having a grade average equal to or higher than 90 for studies completed at an institution other than Tecnológico de Monterrey and also a grade average equal to or higher than 90 for studies completed at Tecnológico de Monterrey, as long as they meet the requirements for each of these distinctions.



## CHAPTER VIII





# CHAPTER VIII

## Unsatisfactory Academic Performance and Student Standing

### Article 8.1

Academic standing is defined as students' status based on their final grades. Students can have the following types of academic standing:

1. Regular
2. Conditional
3. Conditional for Academic Integrity Violations
4. Academic Dismissal
5. Dismissal for Academic Integrity Violations

Details of academic integrity violations are addressed in Chapter IX herein.

The calculation of academic standing defined in this chapter does not take into account the grades obtained in the introductory-level educational units, recorded in the introduction semester section, in accordance with the provisions of the Office of the Academic and Educational Innovation Vice Rector.

### Article 8.2

Students will have Regular academic standing as long as their status is not Conditional, Academic Support, Academic Dismissal or Dismissal for Academic Integrity Violation.

Students with Regular Standing will have no academic impediments to reenrolling at any Tecnológico de Monterrey campus.

### Article 8.3

Regular standing changes to Conditional when, at the end of an academic period, students incur in any of the following situations regarding the number of academic credits failed in the educational units:

1. Twelve or more academic credits.

2. Nine or more academic credits in a semester academic period.

The results of all the educational units completed by students will be taken into account, even if they have changed degrees or exploration areas. The results of the educational units completed by students in all the academic periods, including intensive periods, will be taken into account, with the exception of introductory-level educational units recorded in the introduction semester section, in accordance with the provisions of the Office of the Academic and Educational Innovation Vice Rector.

To determine this standing for students from the School of Medicine and Health Sciences, two trimester periods will be deemed equivalent to one semester academic period.

#### **Article 8.4**

Students with Conditional standing:

1. Must enroll in and comply with the guidelines of the Academic Improvement Program established by the Office of the Academic and Educational Innovation Rector.
2. Will no longer have this standing and will become Regular students when they pass all the educational units in which they were enrolled during the last semester academic period, as long as they have not accumulated 18 or more failed academic credits, in which case Conditional standing will remain throughout their undergraduate level studies.

#### **Article 8.5**

Students who have been sanctioned by the Campus Academic Integrity Committee, in accordance with Chapter IX herein, will acquire Conditional Standing for Academic Integrity Violations. When students acquire Conditional Standing for Academic Integrity Violations, their continuation at the Institution will depend on refraining from committing another academic integrity violation that warrants such status. Conditional Standing for Academic Integrity Violations will last until the termination of the level of studies in question, and will prevent the student from being awarded any academic honors.

**Article 8.6**

Students will have Academic Dismissal standing when they incur in any of the following statuses:

1. They have Conditional standing and do not enroll in or comply with the guidelines of the Academic Improvement Program.
2. They fail 24 or more academic credits before earning credit for fifty percent of the credits of an exploration area and/or undergraduate degree in which they are enrolled.
3. Fail 30 or more academic credits.

To calculate the academic units failed, all the educational units completed by students, even if they have changed degree or exploration area. The results of the educational units considered are those completed by students in all the academic periods, including the intensive periods, with the exception of the introductory-level educational units of the introduction semester section, in accordance with the provisions of the Office of the Academic and Educational Innovation Vice Rector.

To determine this standing for students from the School of Medicine and Health Sciences, two trimester periods will be deemed equivalent to one semester academic period.

If students have Academic Dismissal standing at the same time as Conditional standing, Academic Dismissal will apply.

**Article 8.7**

Students with Academic Dismissal standing can be readmitted if they acquired this standing during the academic period in which, if they had passed all their educational units, they would have concluded the curriculum of their program. This case will be judged by a committee whose structure and process is defined by the Office of the Academic and Educational Innovation Vice Rector. This committee's decision can be:

1. Immediate readmission to the Institution.
2. Postponed readmission to the Institution.
3. Ratification of Academic Dismissal at the undergraduate.

**Article 8.8**

For students who do not reenroll consecutively in the semester or trimester academic periods and/or apply to withdraw from all their educational units, and are readmitted, the failed educational units accumulated at the undergraduate level will be considered, together with their advancement in the degree to which they have been readmitted, with the exception of students who have received an undergraduate degree at Tecnológico de Monterrey and wish to study a second undergraduate degree. In the latter cases, on being admitted to the second degree, only the failed educational units that are equivalent in the new undergraduate degree or exploration area will be considered.

If students are enrolled in more than one undergraduate degree or exploration area and have Conditional or Academic Dismissal Standing, such standing will apply to all the undergraduate degrees or exploration areas in which they are enrolled.



## CHAPTER IX



# CHAPTER IX

## Academic Integrity

### Article 9.1

Academic integrity means acting in an honest, committed, reliable, responsible, fair and respectful manner in learning, research and cultural diffusion. All individual or collective actions committed by students inside or outside the classroom and that infringe upon such principles are academic integrity violations. Some examples of these wrongful actions malfeasance are copying or attempted copying in any type of exam or learning activity; total or partial plagiarism; facilitating any activity or material so that it can be copied and/or presented as the student's own; identity theft; accessing and/or managing, without express authorization, institutional email accounts or systems; falsifying information; tampering with academic documents; selling or buying exams or distributing them by any means; stealing information or attempting to bribe a faculty member or any collaborator at the Institution; and wrongfully altering clinical records, among other actions.

### Article 9.2

Academic Integrity violations will be dealt with as follows:

1. When students commit an academic integrity violation, their professor will assign a failing grade for the activity, exam, or partial or final period. The failing grade assigned by the professor is unappealable, and this sanction will be in addition to any others determined by the Campus Academic Integrity Committee.
2. Once the failing grade has been applied, the professor informs the Campus Academic Integrity Committee of the case, describing the situation and sanction applied and attaching any evidence.
3. The Campus Academic Integrity Committee records the report, and analyzes the case and the gravity of the violation. If the Campus Academic Integrity Committee decides that the violation does not warrant any additional sanctions, other than that imposed by the professor, it will inform the student of this decision and close the process.
4. If the Campus Academic Integrity Committee agrees that the violation warrants a greater sanction than that imposed by the professor, it will notify

the student, who will attend a hearing to provide proof and a statement to contest the decision.

5. Additional sanctions imposed by the Campus Academic Integrity Committee can be any of the following:
  - a. Corrective measure.
  - b. Conditional Standing for Academic Integrity Violations.
  - c. Temporary suspension.
  - d. Dismissal.

### **Article 9.3**

If the Campus Academic Integrity Committee decides to apply the sanction Conditional Standing for Academic Integrity Violations, the student will not be allowed to continue at the Institution in the event of a second violation that warrants such standing. The sanction Conditional Standing for Academic Integrity Violations will be in place until completion of the level of studies in question and will prevent the student from receiving any type of honors.

### **Article 9.4**

Any student, member of the academic staff, institutional authority, member of the educational community or external bodies linked to the academic process who are aware of any act that could constitute an academic integrity violation, must report it to the Campus Academic Integrity Committee, including evidence of the event. If deemed pertinent, Campus Academic Integrity Committee coordinator convenes the Committee to assess the case, notifying the student of the need to attend an audience to provide any relevant proof, and so that the Campus Academic Integrity Committee can issue the corresponding decision.

### **Article 9.5**

Students who are carrying out studies, internships or research stays at organizations and universities with which Tecnológico de Monterrey has signed a collaboration agreement, and violate any of the precepts related to academic integrity, will be sanctioned in accordance with its regulations and the provisions set forth herein.

### **Article 9.6**

Only violations sanctioned with temporary or definitive dismissal from the Institution can be appealed. Appeals must be presented in writing to the Campus.



Academic Integrity Committee no later than five working days of the academic calendar, after the date on which the Campus Academic Integrity Committee notified the student of the sanction. In turn, the Campus Academic Integrity Committee will send the appeal to the National Academic Integrity Committee, who will notify the student of the final decision within no more than ten working days of the academic calendar as of the reception of the appeal. The decision of the National Academic Integrity Committee is final and unappealable.





## CHAPTER X



# CHAPTER X

## General and Transitory Provisions

### Article 10.1

Given the importance of these Academic Regulations for undergraduate students, all students enrolled in the curricula for 2019 and subsequent years at Tecnológico de Monterrey are required to familiarize themselves and comply with them. Ignorance of these regulations cannot be used as a valid argument for failing to comply with the provisions contained herein.

### Article 10.2

The Schools can stipulate operational regulations for the academic programs they manage, as long as they do not contravene the provisions contained herein and are approved by the Undergraduate Academic Senate.

### Article 10.3

In exceptional cases, the Academic Vice Rector can take temporary measures other than those stipulated herein.

### Article 10.4

Tecnológico de Monterrey is an institution that seeks to provide educational opportunities on the basis of equity and non-discrimination. Nevertheless, in each and every case Tecnológico de Monterrey reserves the right to approve or deny admission and enrollment.

### Article 10.5

These regulations must be posted on the diverse websites of Tecnológico de Monterrey, so that they are readily available to the student body and for their compulsory consultation. Consequently, under no circumstances can ignorance or unawareness of the rules contained in these regulations be claimed.

**Article 10.6**

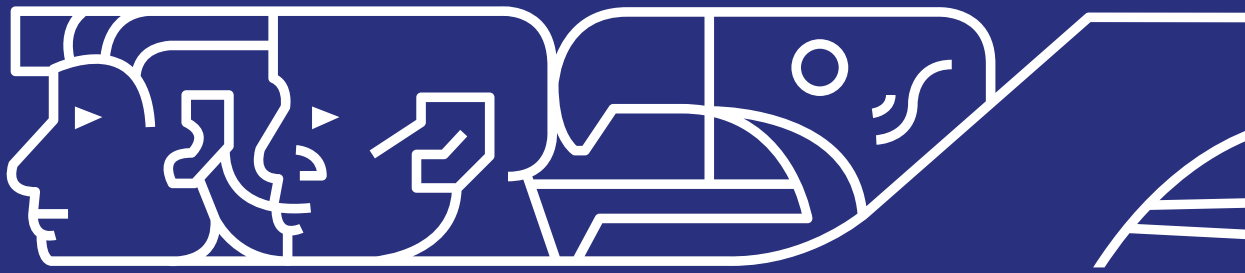
These regulations apply to students enrolled in the 2019 undergraduate degrees, in face-to-face and online educational units, regardless of the period in which they were admitted.

**Article 10.7**

When in these regulations a different name is given to an administrative unit, meaning any office, department or unit for attention or service, defined prior to the start of the validity of the same, any matters being processed will be dealt with by the administrative unit with the new name.

**Article 10.8**

Cases that are not contemplated in these regulations will be studied and resolved by a committee made up of three directors or faculty members representing the Office of the Registrar and the Academic areas.



## **ADDENDUM**





# ADDENDUM

The Academic Regulations for Undergraduate Students for the years prior to 2019 was modify and authorized in January 16, 2020.

## **Artículo 4.8**

Students can drop one or several educational units in which they are enrolled during semester academic periods or intensive periods, before the last day of classes of the educational unit to withdraw, as established by the corresponding School Calendar. Dropped educational units will not be recorded as failed. If students apply to drop all their educational units, they must carry out an admission process again, in which their academic records will be taken into consideration for the decision. The process related to dropping educational units will be executed in accordance with the administrative policies and procedures defined by the Office of the Registrar for this purpose.



This book presents information on the 2019 **Academic Regulations for Undergraduate Students of Tecnológico de Monterrey**. Its content reflects the information available in official media at the time of publication.

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