

UNIVERSIDAD DE LAS AMÉRICAS, A.C.
GRADUATION REGULATIONS

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CHAPTER ONE

GENERAL PROVISIONS

Article 1. The purpose of these Regulations is to govern the procedures related to the various graduation completion options for the undergraduate and graduate programs offered by **Universidad de las Américas, A.C. (UDLACDMX)**, in accordance with the authorization granted by the **Ministry of Public Education (SEP)**.

Article 2. The purpose of graduation conferral at UDLACDMX is to certify graduates and grant them the legal recognition required to practice their profession.

The time limit for an undergraduate graduate to initiate the graduation completion process by applying for the **Final Graduation Examination** shall be **five years**, counted from the date on which the student successfully completed the last course in the corresponding curriculum. Otherwise, to begin the graduation completion process, the graduate must either successfully pass the **General Examination for Undergraduate Graduation Completion (EGEL)** specific to the university) or complete two updating courses assigned by the Academic Director and/or Academic Coordinator.

The time limit for a graduate student to take the **Final Graduation Examination** shall be **three years**, counted from the date on which the student successfully completed the last course in the corresponding academic program. Otherwise, to begin the graduation completion process, the graduate must successfully complete two updating courses assigned by the Academic Director and/or Academic Coordinator.

CHAPTER TWO

GRADUATION COMPLETION OPTIONS

Article 3. Based on the student's academic performance throughout the graduation program, the Specific Guidelines established by each Academic Division, and the express approval of the Office of the President, UDLACDMX offers **automatic graduation conferral** to undergraduate students who successfully complete 100% of the courses included in the corresponding curriculum and satisfy the requirements established in **Article 4**.

Likewise, in accordance with the Specific Guidelines, undergraduate graduates who are not eligible for automatic graduation conferral may choose one of the following graduation completion options:

- i. Thesis;
- ii. Graduate Studies;
- iii. Report Demonstrating Professional Experience; or
- iv. Report on Community Service Completed.

The corresponding Academic Divisions shall determine, for options (i), (ii), (iii), and (iv), which of these require a **Final Graduation Examination**.

For graduate programs, the only graduation completion option shall be the preparation of a thesis and its oral defense before a committee during the **Final Graduate Graduation Examination**.

Article 4. To obtain a graduation, students must satisfy the following general requirements:

Undergraduate Programs

- i. Successfully complete all courses included in the curriculum;
- ii. Demonstrate proficiency in the English language;
- iii. Obtain official completion of the required Community Service; and
- iv. Comply with any additional institutional requirements established by the University.

Graduate Programs

- i. Successfully complete all courses included in the academic program; and
- ii. Demonstrate proficiency in the English language.

If the graduate does not obtain satisfactory results on the first administration of the examination, a second opportunity will be granted upon payment of the equivalent of two undergraduate academic credits.

If the graduate does not obtain satisfactory results on the first administration of the examination, a second opportunity will be granted upon payment of the corresponding examination fee.

CHAPTER THREE

AUTOMATIC UNDERGRADUATE GRADUATION CONFERRAL

Article 5. UDLACDMX recognizes the effort demonstrated by its students throughout their academic studies. Accordingly, undergraduate graduates may be awarded their graduation through the automatic graduation conferral option, as provided in **Article 3**, provided that they are nominated by the corresponding Academic Division, approved by the Office of the President, and meet the following additional requirements:

- i. Have completed the curriculum on a regular and uninterrupted basis.
- ii. Have not been subject to any academic or disciplinary sanction, nor have had any suspension of their student rights.
- iii. Have demonstrated commitment, respect, and responsibility toward the University.

Article 6. Once approval has been granted by the Office of the President, the student shall be notified in writing and shall proceed with the corresponding graduation completion procedures through the **Office of Student Services (Dirección de Servicios Escolares - DSE)**

Article 7. Students who have met the requirements for automatic undergraduate graduation conferral and wish to be recognized for outstanding academic achievement may request the **Thesis and Final Graduation Examination** option, through which they may be eligible to receive **Honorable Mention**.

CHAPTER FOUR

THESIS

Article 8. A thesis is a written scholarly work that shall address original topics or proposals that contribute to knowledge, or the expansion, improvement, critical examination, or application of existing knowledge within the scientific or technical field of the student's profession. It shall be developed with methodological rigor and in accordance with the specific graduation completion guidelines established by the corresponding Academic Division.

Article 9. A thesis submitted as a graduation completion option shall be defended through an oral examination before an examining committee during the **Final Graduation Examination** or the **Graduate Graduation Examination**, as applicable.

Article 10. A thesis shall normally be prepared individually. The corresponding **Technical Council (TC)** may, on an exceptional basis and in accordance with its specific guidelines, authorize no more than two students to participate in the preparation of the same thesis. In such cases, each student shall take an individual **Final Graduation Examination**.

Article 11. Before beginning the preparation of the thesis, the student shall request authorization from the corresponding Technical Council for the thesis topic and Thesis Director, as well as the appointment of two readers and two alternate readers, who shall provide guidance throughout the development of the thesis.

Article 12. At the beginning of each academic term, the Academic Coordinator shall notify the **Office of Student Services (DSE)** of the list of students whose thesis proposals have been approved by the Technical Council, indicating the names of the Thesis Director, Readers, and Alternate Readers, in order to register the student in the **Thesis Seminar** during the registration period. To enroll in the Thesis Seminar, students should preferably have successfully completed 100% of the courses in their curriculum or be enrolled in their final semester or quarter.

Article 13. Once the thesis topic and Thesis Director have been approved, the student shall enroll in a first extracurricular Thesis Seminar. If the thesis has not been completed by the

end of that seminar, the student shall enroll in a second Thesis Seminar to continue receiving supervision from the Thesis Director and to retain access to University services.

Article 14. Students shall complete the thesis no later than the end of the second Thesis Seminar. If the thesis has not been completed by that time, the student shall submit a written request to the corresponding Technical Council for authorization to enroll in a third Thesis Seminar.

Authorization to enroll in more than three Thesis Seminars shall require the approval of the President of the University.

Article 15. A thesis shall be considered completed when the original bound copy has been approved by the Thesis Director and the corresponding readers. The student shall submit the thesis to the **Office of Student Services (DSE)** and provide one copy to each member of the examining committee no later than the last day of classes of the academic term in which the student is enrolled in a Thesis Seminar. The binding format shall comply with the specifications established for each academic program.

Article 16. Once the completed thesis has been received, the Office of Student Services shall review the student's academic record and, if all requirements have been met, shall request payment of the corresponding fees and schedule the **Final Graduation Examination**, as proposed by the student and the Thesis Director.

Article 17. The Thesis Director and the members of the examining committee for a Final Graduation Examination or Graduate Graduation Examination shall meet the following requirements:

- i. Be currently teaching or have previously taught at the University.
- ii. Meet the University's academic qualification requirements.
- iii. Demonstrate experience in research.
- iv. Demonstrate at least two years of teaching experience at the undergraduate or graduate level.

The corresponding Technical Council shall determine the cases in which external faculty members may serve as Thesis Directors.

Article 18. The responsibilities of the Thesis Director are:

- i. To provide technical, methodological, and theoretical guidance throughout the research process leading to the thesis.
- ii. To systematically supervise the preparation of the thesis.
- iii. To verify the appropriate use of bibliographic sources and, where applicable, empirical research materials.
- iv. To recommend any necessary revisions within a period not exceeding two weeks.
- v. To assign the final grade for the last Thesis Seminar once the thesis has been completed.
- vi. To serve as Chair of the Final Graduation Examination.

Article 19. The responsibilities of the thesis reader or examining committee member are:

- i. To collaborate with the Thesis Director in reviewing the research project.
- ii. To review the thesis and provide feedback to the student within a period not exceeding two weeks.
- iii. To grant approval of the thesis after it has been approved by the Thesis Director.
- iv. To attend the Final Graduation Examination on time.

Article 20. Students may submit a written request to the corresponding Technical Council for a change of Thesis Director if the Thesis Director fails to fulfill the assigned responsibilities. Likewise, the Thesis Director may request to be relieved of such responsibilities when other professional obligations prevent the proper fulfillment of those duties. Such requests shall be submitted in writing to the corresponding Technical Council in a timely manner.

Whenever a Thesis Director is replaced, the corresponding Technical Council shall appoint a new Thesis Director, taking into consideration the student's needs and/or recommendations, and shall notify the student in writing within a period not exceeding two weeks.

For master's and doctoral programs, students shall submit the bound thesis to the Office of Student Services upon completion of the academic program. Otherwise, they shall enroll in an extracurricular Thesis Seminar.

CHAPTER FIVE

GRADUATE STUDIES

Article 21. Undergraduate graduates may obtain their bachelor's graduation by completing graduate studies comprising a minimum of **45 academic credits**. The graduate program shall be academically related to the undergraduate graduation previously completed.

Article 22. Graduate studies may be completed at UDLACDMX. If the student wishes to pursue graduate studies at another institution because the program is not offered by the University, the student shall submit the following to the corresponding Technical Council:

- i. A written request for authorization.
- ii. The graduate program curriculum.
- iii. Documentation demonstrating that the graduate program has **Official Recognition of Studies (RVOE)**. The Technical Council shall verify that the graduate program is academically related to the student's undergraduate graduation.
- iv. The letter of admission issued by the institution where the graduate studies will be completed.

The graduate shall successfully complete the graduate studies with a minimum grade of **8.0** in each course.

Article 23. To begin graduate studies as an undergraduate graduation completion option, the student shall:

- i. Have successfully completed all courses required in the undergraduate curriculum.
- ii. Obtain approval from the corresponding Technical Council and submit a copy of such approval to the Office of Student Services (DSE).

Article 24. Graduate studies completed abroad may be accepted for this graduation completion option only if they have obtained a **Technical Opinion** issued by the **Ministry of Public Education (SEP)** or the corresponding official validation of studies.

Article 25. To be eligible for the **Undergraduate Final Graduation Examination**, the student shall:

- i. Successfully complete at least **45 graduate credits** with a minimum grade of **8.0** in each course.
- ii. Report to the Office of Student Services (DSE) for verification of the academic record and payment of the corresponding fees.
- iii. Submit the legalized partial transcript issued by the institution where the graduate studies were completed and, in the case of studies completed abroad, the **Technical Opinion** issued by the **SEP** or the corresponding official validation of studies.

CHAPTER SIX

REPORT DEMONSTRATING PROFESSIONAL EXPERIENCE

Article 26. Undergraduate graduates, in accordance with the criteria established in **Article 3**, may choose this graduation completion option, provided that, through a written report, they demonstrate the achievement and integration of the general learning outcomes and competencies acquired through the curriculum, based on their professional experience. To qualify for this graduation completion option, applicants must be approved by the corresponding **Technical Council (TC)** and satisfy the following additional requirement:

- i. Submit documentary evidence demonstrating that they have at least **two years of relevant professional experience** in their field of study.

Article 27. Once this graduation completion option has been approved, the student shall enroll in an **Extracurricular Seminar** within the deadlines established in the Academic Calendar. Enrollment shall entitle the student to receive guidance from the Thesis Director and Readers appointed by the corresponding Technical Council, as well as access to University services.

Article 28. The supporting documentation shall be forwarded by the corresponding Technical Council to the Seminar Director, who shall provide technical and methodological guidance throughout the preparation of the report.

Article 29. The report shall be prepared in accordance with the **Specific Graduation Completion Guidelines** established by each Academic Division and shall comply with the following requirements:

- i. It shall consist of at least **30 pages**.
- ii. It shall include a minimum of **10 bibliographic references**.

Article 30. Once the report has been completed and approved by the Director and the Readers, the student may initiate the procedures for scheduling the **Final Graduation Examination**.

CHAPTER SEVEN

REPORT ON COMMUNITY SERVICE COMPLETED

Article 31. Undergraduate graduates, in accordance with the criteria established in **Article 3**, may choose this graduation completion option, provided that their **Community Service** involves the preparation of a written report demonstrating the integration of the general learning outcomes and competencies acquired through the curriculum, as well as the achievement of concrete results in the field in which the Community Service was performed. To qualify for this graduation completion option, students must be approved by the corresponding **Technical Council (TC)** and satisfy the following additional requirements:

- i. Have participated in a community intervention or academic research project focused on analyzing and solving a specific problem and generating a social benefit.
- ii. Have been evaluated in accordance with the University's **Community Service Regulations**.

Article 32. Once this graduation completion option has been approved, the student shall enroll in an **Extracurricular Seminar** within the deadlines established in the Academic Calendar. Enrollment shall entitle the student to receive guidance from the Director and Readers appointed by the corresponding Technical Council, as well as access to University services.

Article 33. The report shall be prepared in accordance with the **Specific Graduation Completion Guidelines** established by the corresponding Academic Coordination and shall comply with the following requirements:

- i. It shall consist of at least **30 pages**.
- ii. It shall include a minimum of **10 bibliographic references**.

Article 34. The Community Service Report shall be prepared individually. When the nature of the project justifies it, the corresponding Technical Council may authorize a joint report prepared by no more than **two students**. In such cases, each student shall take an **individual Final Graduation Examination**.

Article 35. Once the Community Service Report has been completed and approved by the Seminar Director and two Readers, the student shall prepare the final graduation completion document, have it bound, obtain the signatures of the members of the examining committee, and initiate the procedures for scheduling the **Final Graduation Examination**.

Article 36. Professional internships shall **not** be considered as Community Service.

CHAPTER EIGHT

FINAL GRADUATION EXAMINATION

Article 37. In accordance with **Article 3** of these Regulations, the **Final Graduation Examination** or **Graduate Graduation Examination** is the evaluative or ceremonial act that concludes a student's graduation completion process. The specific characteristics of the examination for each graduation completion option are established in the **Specific Graduation Completion Guidelines** of each Academic Division.

Article 38. When the Final Graduation Examination is evaluative in nature, it shall be governed by the following criteria:

i. It shall be **individual and open to the public**.

ii. It shall focus primarily on the topic selected by the student in the final work that will be defended orally before the examining committee.

If the Final Graduation Examination is ceremonial rather than evaluative, the student shall not be eligible for **Honorable Mention**.

Article 39. To be eligible for the Final Graduation Examination or Graduate Graduation Examination, the student shall have fulfilled all requirements established for the approved graduation completion option and shall submit a completed graduation application to the **Office of Student Services (DSE)** at least **20 business days** before the scheduled examination date.

Article 40. The corresponding **Technical Council** shall appoint the examining committee for the Final Graduation Examination. The committee shall consist of a **Chair**, a **Committee Member**, a **Secretary**, and **two Alternate Members**. The Chair may be proposed by the student. If fewer than three members of the committee are present, the examination shall be postponed, and a new examination date shall be scheduled as soon as possible, but no later than **two months** thereafter.

Article 41. The Alternate Members shall review the student's final work sufficiently in advance. If all regular members of the examining committee attend the examination, the Alternate Members shall not participate in the oral defense.

Article 42. If, due to duly substantiated force majeure, the student is unable to appear for the Final Graduation Examination on the scheduled date, the student shall submit a written request to the Office of Student Services (DSE) to schedule a new examination date.

A student who fails to appear without justification shall receive the result of **Suspended** and must complete the corresponding procedures to request a second examination within **three months** of the date of the first examination.

Article 43. The examining committee may issue one of the following decisions:

- i. Approved with recommendation for **Honorable Mention**.
- ii. Approved unanimously.
- iii. Approved by majority vote.
- iv. Suspended.

Regardless of the outcome, the decision shall be recorded in the corresponding official minutes, and a copy shall be provided to the student immediately.

Article 44. The examining committee may recommend that **Honorable Mention** be awarded when the student meets all of the following requirements:

- i. Has earned a cumulative grade point average of **9.2 or higher**.
- ii. Has never failed a course or lost the right to receive a final grade in any course.
- iii. Has delivered an outstanding oral defense supported by published references, recognized authors, and relevant documented experience, demonstrating mastery of the subject.
- iv. The Honorable Mention shall be awarded by means of a separate diploma during the University's **Annual Graduation Ceremony**.

Article 45. A student who receives a **Suspended** decision and subsequently satisfies all applicable requirements may apply for a second Final Graduation Examination by following the same procedures required for the first examination, within **three months** of the date of the initial examination. Whenever possible, the same examining committee shall conduct the second examination.

Article 46. A student who receives a **Suspended** decision in the second Final Graduation Examination shall be permanently dismissed from the University.

Article 47. Any student found to have committed fraud in any graduation completion option shall be permanently dismissed from the University.

Article 48. During the **Annual Graduation Ceremony**, the University awards the **Summa Cum Laude Medal and Diploma** to those students who have obtained the highest cumulative grade point average and whose distinction has been ratified by the **University Council**.

TRANSITORY PROVISIONS

First. This regulations will take effect in February 2025.