

UNIVERSIDAD DE LAS AMÉRICAS, A.C.
GUIDELINES GOVERNING CLASS
ATTENDANCE AND TEACHING

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1. Class attendance

1.1 Students must attend a minimum of 85% of the courses in which they are enrolled. Justifications for student absences will only be accepted in exceptional circumstances.

Exceptional circumstances include health problems, unforeseen events or force majeure, for which the supporting document must be presented within a maximum period of 72 hours after the absence.

Any absence will be counted towards the 15% margin allowed by the student regulations.

Students who exceed 15% absences will not be allowed to take exams. They will receive a grade of S/D, meaning no grade, and will therefore have to retake the course.

Under no circumstances may a student receive a grade of S/D (No Entitlement) a second or more times in the same course. If this occurs, a grade of 5.0 will automatically be recorded, and the course will be considered failed.

1.2 The entry time for subjects will be that officially scheduled by each academic area.

1.3 Students arriving more than 10 minutes after their assigned time will be marked late. A third instance of lateness will be considered an absence. In some cases, teachers may allow a shorter grace period for lateness.

1.4 If the student leaves the classroom without express permission, an absence will be recorded.

1.5 Students and teachers will be allowed up to 10 minutes after the official start time with the right to attend.

1.6 For each subject, students must meet the approval requirements expressly stated in the program, which the Professor will provide on the first day of class.

1.7 Students must wait for their teacher for 10 minutes from the start of class. If the teacher does not arrive within this time, the teacher on duty must reschedule the class within the following two weeks, after consulting with the group.

1.8 Only those students who have no outstanding debts with the University will be entitled to take partial and final exams.

1.9 Students and teachers are prohibited from entering the classroom with food, drinks or any other object that may disrupt the order, attention and development of the lecture that must prevail during it. At the discretion of the professor and by mutual agreement with the group, the use of electronic devices will be allowed that are used exclusively for the better development of the lecture.

1.10 Students and teachers must maintain respectful conduct in their teaching-learning relationship, according to the role and responsibilities that correspond to each one.

1.11 Cases of academic fraud will be sanctioned in accordance with the Student Regulations.

1.12 In order to maintain control of attendance in the classroom, teachers must take attendance at the beginning and end of their class.

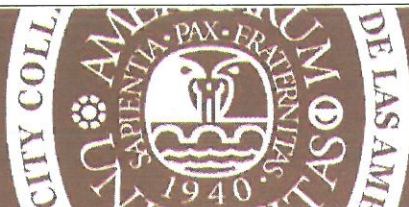
1.13 There will be no breaks during classes, except in cases where the lecture is longer than 1.30 hours.

1.14 The teacher will remain in the classroom during the time allotted to the corresponding subject.

2. Respect and Discipline

2.1 In the event that the student engages in any disrespect towards the Professor or his classmates through gestures, offensive words or aggressive comments to his personal dignity, the Professor may ask the student to leave the classroom, his absence will be recorded and the Academic Coordinator will be informed for the purposes of the appropriate sanction according to the Regulations.

2.2 In the event that the Professor commits any offense against the student or his classmates through offensive language, harassment or aggressive comments against their personal dignity, they may go to the Coordinator or Director of the academic area and request that the matter be taken to the Departmental Technical Council for the application of the appropriate sanction, which must be notified to the students themselves if applicable.



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