

**UNIVERSIDAD DE LAS AMÉRICAS, A.C.
RIGHTS AND OBLIGATIONS OF STUDENTS**

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Any conduct that violates provisions of Regulations of the University will be subject to punishment by the authorities.

Academic fraud is defined as any action of students, consummated or not, involving deceiving, a total or partial execution of a test, research, homework, submitting false documentation or any academic activity. These actions will be punished with the cancellation of such activities and the expulsion of the University of the students involved. When academic fraud is discovered after the granting of a degree, it will be void, notifying the authorities or educational institutions.

Incur in administrative fraud those students who refuse to pay or stop paying a debt owed to the University, delivered a check or credit instrument that cannot be made cash, providing false information about their sources of income to borrow with the University, as well as for obtaining a scholarship. The administrative fraud will be sanctioned up to expulsion from the University, depending on the severity of the case.

Students who violate the laws, regulations and decency, and stop complying their academic or financial obligations, will be made creditors to the sanctions established in the regulations.

The rights and obligations referred in this synthesis are the indispensable conditions for coexistence and for the fulfillment of the mission of the University. Its failure would make impossible the project of academic excellence and would go against the intellectual and moral level of the graduates of this University.

We give a warm welcome to all our students and wish them that its stay at this university be fruitful and satisfying for them.



UNIVERSIDAD
DE LAS
AMÉRICAS

Ciudad de México

RIGHTS AND OBLIGATIONS OF STUDENTS

They are rights of students:

- a) Receive their curriculum, as well as whatever academic information they may require to properly engage in their studies
- b) Receive the syllabus from their professor, during the opening class of each course, as well as the guidelines for attendance and delivery.
- e) Receive the classes of those courses they are enrolled in and for which they have paid the corresponding tuition.
- d) Students have the right to request the tutoring they require, in accordance with the procedures and modalities established by the University.
- e) Be evaluated and examined in the courses they are registered, in the terms established in the corresponding program and, if applicable, request the review and correction of their works and exams.
- f) Receive the distinctions for academic performance or participation in activities of the University they may merit, according to the established regulations.
- g) Receive the academic diplomas and grades they deserve in the programs approved by this University and/or the Mexican Ministry of Public Education.
- h) Be adequately taken care of when using services provided by the institution, and be treated with decency and respect by staff members.
- i) Make use of the facilities and participate in events, in the terms and manners established by the corresponding regulations, provided they have no outstanding debts of their tuition and fees.
- j) Freely express their ideas and opinions, in a private capacity and on their own authority, with no further limitation than the respect due to the rights of third parties, as well as to the Institution, its mission and its staff.
- k) Communicate in writing to the authorities of the University their complaints and concerns, as far as this right is exerted in a peaceful and respectful way.
- l) Have the data contained in their school records and papers handled with discretion and confidentiality.
- m) Be represented in the student organs democratically elected by the students, according to its by-laws.
- n) Be institutionally represented on the University Jurisdiction Commission, so as to resort to the latter in defense of their University rights, whenever they should deem pertinent.
- o) Maintain their quality of students as long as they comply with the academic, school, conduct, and administrative regulations and they have no outstanding debt of their economic obligations.
- p) Evaluate University faculty and staff performance, whenever required to do so by the institution.
- q) Report to the respective authorities any incident that may be a transgression against these and other rights, as well as any conduct that may be detrimental to their legitimate interests.
- h) For the Undergraduate level, not failing three times the same course or 6 different courses of their program, otherwise they will be definitely dismissed from the University.
- i) For the Graduate level, not failing three times the same course or 3 different courses of their program, otherwise they will be definitely dismissed from the University.
- j) Maintaining a regular academic condition, that is not having more than one course pending accreditation from previous terms to the one they are taking. Students that do not meet this condition won't be allowed to progress in their academic program, unless they regularize the courses pending from previous terms. At the end of every school term, the Academic Coordinations will analyze the case of these students and will inform them of the available options to accredit the pending courses.
- k) To acquire proficiency and fluency in the English language through the curricular courses of that language that the University delivers in its academic programs.
- l) Apply satisfactorily the Global Full Diagnostic Test in order to obtain the qualification that shall be entered in the register.
- m) To comply with their academic works and practices with the support activities required from them, and with the evaluation methods established in the courses they take.
- n) To seek information about the grades obtained and ask for the corresponding transcript in the period established in the corresponding academic calendar.
- o) Apply satisfactorily at the end of the Academic Program the General Exit Exam (EGEL) and the International TOEFL to continue with the graduation process.
- p) Maintain the indispensable conditions of coexistence to meet the Institutional Mission. It is the duty of all students participate in academic, institutional and community activities.
- q) Making proper use of the facilities and physical resources provided by the University according to the corresponding regulations, or otherwise be liable to the sanctions stipulated in them.
- r) Conducting themselves with due respect for the institution, their professors, superiors and classmates. Otherwise they will be liable to the corresponding regulatory sanctions.
- s) To take care of and protect their personal objects since the University is not liable for their loss.
- t) To refrain from incurring in any action that may lead to academic fraud.
- u) Not to undertake any illegal action that might be detrimental of good habits, moral, physical or material integrity of any member of the University's community.
- v) Having their student ID card, provided by the institution, duly restamped.
- w) When on the University premises or in the vicinity thereof, refraining from consuming, using, selling, offering for free or providing alcoholic beverages, or substances whose consumption is considered illegal. Otherwise they will be liable to the regulatory corresponding sanction.
- x) To provide the information that the University requires from them with truthfulness, accuracy and honesty and to keep it permanently updated. Otherwise, the University might impose them a sanction.
- y) To respect the safety and access systems established by the Institution for the benefit of the University's community. Otherwise they will be liable to the corresponding regulatory sanction.
- z) Students or any member of the community should refrain from carrying weapons in all its forms (sharp firearms or knives), otherwise, anyone who is caught will immediately be expelled from the institution.
- aa) To respect the non-smoking areas established in the University.
- ab) The students must refrain from introducing food and beverages and must keep shut their cell phones during class delivery, and may only use Laptops and Tablets when the Professor expressly authorizes.

They are obligations of students

- a) To comply with the first registration, registration and payment requirements established in the corresponding regulations.
- b) Pay in one exhibition the registration fee for each period in which he/she enrolls in the University. Unusually for *Licenciatura* programs with four year curriculum, the registration fee for Summer periods be extended until two courses that require regularization, for three or more courses will pay the fee.
- c) To comply timely with the corresponding fees and tuition payments. Otherwise, they will not be allowed to attend classes nor will they have the right to present exams or to receive grades in the courses taken.
- d) Regularly attending their theory, laboratory, workshop, tutorials, general culture courses and cultural activities at the established time and place, abiding by the attendance records determined by the University for this purpose.
- e) Attending at least 85% of the classes scheduled in each course they take. Otherwise they won't have the right to receive a final grade and will have to take them again.
- f) The student under any circumstances can receive a second or more times a note S/D (NO RIGHT) on the same course. In the case that this happens automatically a grade of 5.0 will be given and considered as a failed course.
- g) When a student repeats a course for having obtained a failing grade or note S/D, must pay, in addition to the credits of the course, an extraordinary fee, which is a credit to those who retake it for the first time. When repeat the course for the second time, in addition to the credits of the course, the extraordinary fee will be to pay three additional credits.