

TECNOLÓGICO DE MONTERREY



Academic Regulations for High School Students

ACADEMIC REGULATIONS FOR HIGH SCHOOL STUDENTS

INSTITUTO TECNOLÓGICO Y DE ESTUDIOS
SUPERIORES DE MONTERREY

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AMENDMENTS TO THIS EDITION

En esta edición del reglamento se realizaron cambios que modifican el contenido y la secuencia de CHAPTERs y de artículos.

1. The position titles were adjusted based on the current organizational structure.
2. Chapter IX Academic Dishonesty became Chapter IX Academic Integrity.
3. Article 1.7 now also states that students who have been dismissed for violations of academic integrity cannot be readmitted at the same academic level at the Institution.
4. The grade DA (Academic Dishonesty) has been eliminated from Articles 5.9 and 5.11.
5. Article 5.13 has been modified to include the concept of academic integrity and to establish that the School of High School Studies, through the Office of Academic Affairs, determines the courses in which last-course exams do not apply, given their nature.
6. Article 7.2 now also states that in order to obtain honors or highest honors, candidates cannot have had Conditional standing owing to Academic Integrity Violations.
7. Article 8.1 now includes the academic standings Conditional for Academic Integrity Violations and Dismissal for Academic Integrity Violations.
8. Article 8.2 now includes the standing Dismissal for Academic Integrity Violations.
9. The new Article 8.4 has been included to define Conditional standing for Academic Integrity Violations.
10. The sequence of articles 8.4 to 8.7 has changed to 8.5 to 8.8 since a new article has been included.

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INTRODUCTION

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

This academic legislation applies exclusively to high school studies and contains the rules that must be fulfilled by students who are enrolled in face-to-face, online and 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.

This edition includes amendments to the Academic Regulations for High School students, authorized and published in the Official Academic Mails and those authorized by the undersigned – based on the proposals of the Academic Vice-Rectory – as of July 2016 to the date of this publication.

The formulation of these regulations is the responsibility of the Tecnológico de Monterrey High School Academic Senate. Therefore, any amendments to this document must be agreed upon by this senate, with the approval of the Vice Presidency for Academic Regulations and the Office of the Academic Vice-Rectory and the Office of the Rector of Tecnológico de Monterrey.

David Noel Ramírez Padilla
Rector of Tecnológico de Monterrey
Junio de 2017

GENERAL DEFINITIONS

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

1. **New students:** those who have never been Tecnológico de Monterrey students at any level - high school, undergraduate or graduate- in which the priority educational services of Tecnológico de Monterrey are offered.
2. **Continuing students:** students who are returning to Tecnológico de Monterrey 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.
5. **Visiting students:** students who are not officially enrolled in an academic program, but wish to take courses in order to increase their knowledge in a specific area of study.

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

Credit transfer. *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 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 Education which validates for a Mexican educational institution the courses completed and passed by a specific student at another 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.

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. Record of the learning evaluation that reflects the student's level of performance and can be either numerical or non-numerical.

Official syllabus. List of courses that comprise an academic program that is registered with the Mexican Ministry of Education.

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

Undergraduate degree. The set of academic and professional strategies, the fundamental aim of which is for students to acquire the knowledge, aptitudes, skills and work methods, and develop the attitudes and values 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.

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

Collaboration agreement. A joint academic work agreement between universities that stipulates the collaboration commitments between them.

Academic credit. At Tecnológico de Monterrey, one class hour per week of a semester-based course earns one credit-hour per semester; two laboratory hours per week of a semester-based course earn one credit-hour per semester.

Honors course. A course that is more academically challenging than non-honors courses and in which academically outstanding students can participate by special invitation. The learning activities focus mainly on developing students' critical-thinking capacity and specific professional and personal competencies.

Remedial classes (or remedial courses). Courses that seek to standardize the knowledge required to study an undergraduate degree at Tecnológico de Monterrey among students coming from different high schools.

Intensive courses. Courses that are offered in the summer or winter in at least five weeks of classes and which should cover a minimum of 45 class hours.

Equivalency. Act by which the Mexican Ministry of Education validates the courses completed and passed by a specific student at a Mexican educational institution.

Evaluation. Academic activity in which a grade is assigned to an activity included in a course.

Last-course exam. Exam that is set just once for a single course studied in a student's last year at Tecnológico de Monterrey, when passing the same is the only requirement pending for a student to have the right to be awarded the high school diploma. This exam is also known as the regularization exam.

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

Placement test. Test to assess students' command of a subject and, based on the result, place them in the corresponding level of the course. The tests administered for student placement in language courses are examples of the same.

Administrative offense. Students incur in an administrative offense when institutionally they are required to comply with an obligation and fail to do so.

Academic period. The time between the beginning of classes and the culmination of final exams. Semester academic periods begin in January and end in May, or begin in August and end in December, comprising at least 75 class days. Intensive courses take place during June and July or December and are equivalent in the number of class hours to that of semesters and are taught over a time period of five weeks.

Curriculum. List of courses that comprise an academic program.

Certificate of studies average. This average only considers the curriculum courses passed and recorded on the certificate of studies. This average will be printed on the certificate of studies with the caption “Average that covers the courses of this certificate”.

Academic period average. This average considers the final grades of all the academic courses, passed and failed, studied during the period.

Curriculum average. This average considers the grades of all the curriculum courses completed, including those passed and failed, as well as the remedial courses taken. It is also used for assigning honors and highest honors and for considering the minimum average required for earning graduate degrees.

Revalidation. Act by which the Mexican Ministry of Education validates the courses completed and passed by a specific student at a foreign educational institution.

Undergraduate degree certificate. Diploma issued to an individual upon completing and passing all the courses of a curriculum and 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.

Tecnológico de Monterrey. An educational institution named Instituto Tecnológico y de Estudios Superiores de Monterrey. Its Recognition of Official Validity of Studies (RVOE, Spanish acronym) was established by Presidential Decree on July 24, 1952, and published in the Official Journal of the Federation

on September 12 that same year. For the purposes of these Regulations, the term Institute will also be used.

Course units. The number of hours of work per week that a student is expected to devote to a course in order to fulfill the objectives of the same. The units include the hours that students spend on attending class and on individual work.



CHAPTER I

CHAPTER I

Student admission and readmission

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, personal, etc.).

Article 1.2

In order to be admitted to high school at Tecnológico de Monterrey, all students must submit the documentation required by the Institute, meet the requirements established to study the major of their choice and comply with the legal requirements in effect in Mexico. Applicants who completed studies 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 Institute, 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 de-register the student.

Article 1.4

Students who were admitted to a campus and wish to transfer to another campus, must meet the admission requirements provided in the program to which they wish to transfer.

Article 1.5

The admission policies can be applied in exceptional cases to students who have taken a leave of more than three years and wish to be readmitted.

Article 1.6

In order to change programs, students must file the corresponding application with the Office of the Registrar. The deadline for filing such application is the last day of classes of the regular academic period immediately preceding the period in which the change of program will be effective. A change of programs will only be authorized if students comply with the admission requirements of the program to which they wish to change.

Article 1.7

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

Article 1.8

Individuals who wish to be admitted as visiting students must prove to the Office of the Registrar, that they have the knowledge and academic preparation necessary to take the courses of their interest, in accordance with the criteria and conditions of these Regulations. The Office of the Registrar can require applicants to take the admission exam in order to be accepted as visiting students. Individuals registered as visiting students will receive documentary proof of the studies completed; however, this document will not be officially valid for academic equivalence purposes in Mexico.



CHAPTER II

CHAPTER II

Revalidations, award of credit, equivalencies and transfers

Article 2.1

In order to validate, at a specific Tecnológico de Monterrey campus, the courses passed at an institution other than Tecnológico de Monterrey by a specific student, the legal terms defined in the following paragraphs will be used, as well as the stipulated term for registering courses passed and failed at Tecnológico and at institutions with which it has entered into a collaboration agreement.

- 1. Revalidation:** act by which the courses completed and passed by a specific student at a foreign educational institution are validated. At present, this act requires, for Tecnológico de Monterrey, a revalidation agreement issued by the Mexican Ministry of Education.
- 2. Equivalency:** act by which the courses completed and passed by a specific student at a Mexican educational institution are validated at another Mexican educational institution. At present, this act requires, for Tecnológico de Monterrey, an equivalency agreement issued by the Mexican Ministry of Education.
- 3. Credit transfer:** the act 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 institution with which Tecnológico de Monterrey has entered into a collaboration agreement. This act substitutes the act of revalidation, described in subparagraph 1 of this article.

Article 2.2

In accordance with the legislation in effect and the provisions of this Chapter, at the request of the applicant, the Office of the Registrar will process through the

Mexican Ministry of Education:

1. The revalidation of studies effected at a foreign institution, or
2. The equivalency of studies effected at a Mexican institution other than Tecnológico de Monterrey.

Revalidation and equivalency agreements are proposed by Tecnológico de Monterrey and assessed by the Mexican Ministry of Education, which -where appropriate- will authorize said agreement. The agreement for the revalidation or equivalency of studies cannot be modified once the first academic semester period in which the student is studying at Tecnológico de Monterrey has finished.

These processes can be carried out directly by the applicant with the Ministry of Public Education. In this case, the courses to be revalidated or made equivalent will be determined by Tecnológico de Monterrey.

Article 2.3

High school courses recorded on a student's transcript as 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 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 content of the course completed at the other institution and of the course 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 a course if credit has not been earned for its academic prerequisite.

Tecnológico de Monterrey can require the proficiency and/or placement exams current at Tecnológico de Monterrey to be administered in order to evaluate knowledge of the courses for which revalidation or equivalency is being requested.

A grade A (passed) will be assigned in the courses for which students have obtained a revalidation or equivalency agreement for studies completed at another university.

Article 2.4

Up to 50% of the courses that comprise the high school curriculum can be recorded on a student's transcript as the result of a revalidation or equivalency process for studies at other institutions.

Students who come from a school where they studied the International Baccalaureate program can revalidate courses up to the equivalent of four semesters of the high school curriculum.

Article 2.5

Courses passed at another institution cannot be recorded as passed by revalidation or equivalency if the student had previously studied and failed that same course at Tecnológico de Monterrey.

Article 2.6

Courses studied at another educational institution cannot be recorded as passed by revalidation or equivalency if the student was enrolled simultaneously at Tecnológico de Monterrey. However, credit can be earned for courses studied in the circumstances described in this article under a collaboration agreement with another institution, if so authorized by the High School Director, who will assure that the student's academic load at both institutions does not exceed that permitted by Tecnológico de Monterrey.

Article 2.7

High school students may study a maximum of two academic semester periods and two academic summer or winter periods at a foreign institution with which Tecnológico de Monterrey has signed a cooperation agreement. This means that students can be awarded credit for a maximum of 128 units from their curriculum as long as the stipulated requirements are met.

Article 2.8

The revalidation or equivalency agreement obtained by a student on being admitted to a Tecnológico de Monterrey campus will be valid for any of the campuses.

Article 2.9

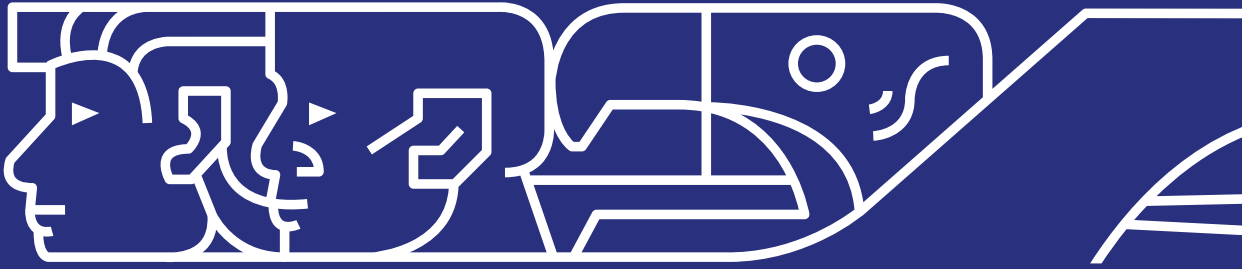
Students must complete, at the Office of the Registrar, all the revalidation and equivalency processes during the first academic period of admission or readmission after leave for the program in which they have enrolled at Tecnológico de Monterrey, with the prior authorization of the corresponding Program Director. The resulting revalidations or equivalencies cannot be modified once the agreement has been granted.

Article 2.10

Students who wish to transfer to another Tecnológico de Monterrey campus must apply to the Office of the Registrar of their campus for such transfer and comply with the stipulated requirements. Once the transfer has been authorized, the student's full records will be transferred to the receiving campus.

Article 2.11

Students who wish to transfer temporarily to another campus to study courses during the summer period or up to one semester will have to request the authorization of the Office of the Registrar of their campus and follow the established procedure.



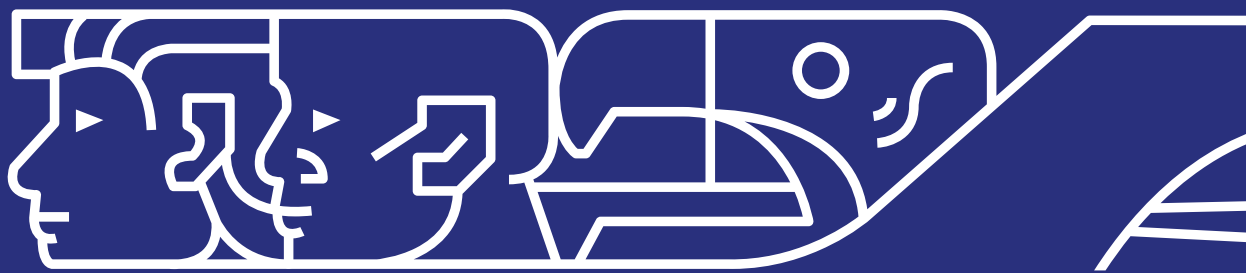
CHAPTER III

CHAPTER III

Academic periods

Article 3.1

High school courses are taught in semester periods, from August to December and from January to May. In addition, during the summer or winter period, intensive courses are offered for some of the current curriculum courses. Intensive courses consist of a total number of hours of academic work equal to that of the semester periods.



CHAPTER IV

CHAPTER IV

Registration

Article 4.1

Course units are defined as the total hours of work per week that a student is expected to devote to a class, inside and outside the classroom, in order to meet its objectives. Academic load is the total number of units in which a student has enrolled in a specific academic period.

Article 4.2

The following have the right to register:

1. Those who were students in the preceding semester period and completed it without being required to withdraw definitively for academic or disciplinary reasons.
2. Those who have been admitted or readmitted by the Office of the Registrar or the Admissions Office.

Those who do not complete the registration procedures by the deadline set for that purpose by the Office of the Registrar renounce the right to register. These students will have to apply for readmission when they wish to enroll again at the Institute, 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 course, students must comply with the academic requirements established for the same.

Article 4.5

Registration is carried out first in the lowest courses, in accordance with the sequence of the program and the priority of the courses in each semester and in the corresponding curriculum.

Article 4.6

A student's academic load is measured in units, which are defined in article 4.1 herein. Tecnológico de Monterrey considers that 50 units comprise an adequate load and this number forms the basis for structuring the curricula and registration regulations.

Article 4.7

The academic load that can be authorized for a student is up to 52 units. Students who meet any of the following conditions can enroll in 8 additional units:

1. If their final grade average was equal to or higher than 85 in the immediately preceding semester period, having studied at least 40 units.
2. If they are enrolling in the penultimate period of their program and have not failed any of the courses in the immediately preceding semester period.

Article 4.8

Students who need a greater load than the one indicated in the previous point in order to graduate can receive authorization to enroll in an academic load of up to 62 units in their last semester, with the prior authorization of the program director or his/her equivalent.

Article 4.9

The full academic load that can be authorized for students in intensive courses is limited to a maximum total of two courses.

Article 4.10

Students can drop one or several courses during the first eight weeks of the semester as long as they have the authorization of the high school director and

are not violating the registration rules contained herein. These courses will not be recorded as failed.

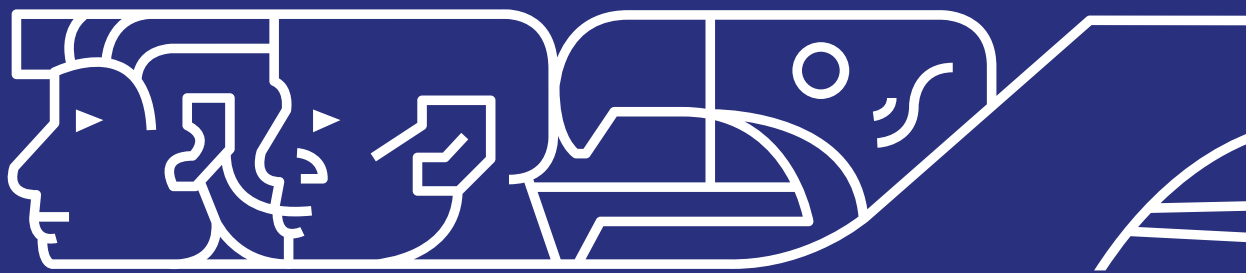
Students can drop all the courses in which they are enrolled on any working day of the semester, up to the last day of classes of the academic period, as long as they have the authorization of the High School Director and are not violating the registration rules contained herein. These courses will not be recorded as failed. These students must complete a readmission process in which their academic record will be taken into account.

Article 4. 11

In intensive courses students can drop one or more of the classes in which they are enrolled up to the twelfth day of classes. These courses will not be recorded as failed. Moreover, students can drop all the courses in which they are enrolled up to the last day of classes.

Article 4. 12

All requests by students to drop courses in the semester or intensive period must be accompanied by the authorization of their legal guardian.



CHAPTER V

CHAPTER V

Learning assessment

Article 5.1

The assessment of students' academic performance in their courses is effected by means of partial evaluations and a final evaluation per academic period. The results of the partial evaluations will lead to partial grades; the results of the partial evaluations and the final evaluation will lead to a final grade.

There are also placement tests, make-up exams, institutional exams and evaluations conducted by external organizations, determined by Tecnológico de Monterrey, established to assess the level of student learning.

Article 5.2

The course evaluation system used by faculty should incorporate:

1. The way in which grades are integrated to obtain the final course grade.
2. The weight of the partial evaluations, the complementary learning activity grades and the final comprehensive evaluation.
3. The evaluation instruments.
4. The way in which feedback will be provided to students.
5. The dates on which the assessment activities will take place
6. The evaluation and grading criteria.

The professor must inform students of the assessment policies and criteria for each course on the first day of classes.

Students have the right to receive prompt feedback from the professor regarding their academic performance and to be informed about the partial grades, final comprehensive evaluation grades, the complementary learning activity grade and the final grade for the course.

Article 5.3

The final evaluation is the one that is administered at the end of the corresponding academic period. In order to have the right to this evaluation, students must have a minimum attendance of 88% at the class sessions of the course in question. A 6% attendance is equivalent to the class hours taught in a week in a semester period. Students who do not meet this condition will be assigned a final grade EF (Excessive Absences).

Article 5.4

Students will have the right to take the final evaluation if they have an attendance of more than 82% and less than 88%, as long as they meet one of the following conditions:

1. Their partial grade average recorded with the Office of the Registrar is equal to or higher than 83 in the course for which they would have lost the right.
2. The Office of Student Affairs can confirm that the student participated in cultural, sports or student group activities, representing the campus at which he/she was enrolled.
3. The High School Director can confirm that the student represented the campus in significant academic activities whose characteristics are different from those of traditional academic activities and imply individual and institutional enrichment.

The final grade EF (Excessive Absences) will be assigned when a student fails to meet the aforementioned conditions.

The provisions of this and the previous Article do not apply to the case of courses authorized by the Academic Vice-Rectorate offered in a model other than the face-to-face format, such as online courses and hybrid courses, among others, in which students must comply with the conditions specifically stipulated for this purpose.

Article 5.5

The professor will report to the Office of the Registrar the partial and final grades

for the course within the periods set by this Office. The partial grades and the final grade will be reported to the student and his/her legal guardian.

Article 5.6

The final grade for the course represents the level of learning and academic performance achieved by the student upon completion of the same. It is drawn from the partial grades, complementary learning activity grades and the comprehensive final evaluation grade, in accordance with the evaluation system described by the professor at the beginning of the course. In order to determine the final grade, an appropriate balance must be considered between the weight given to partial evaluations and the final evaluation.

Article 5.7

The final evaluation of student learning must be implemented in accordance with the general course objectives and have the following characteristics:

1. It is carried out for each course at the end of the academic period.
2. It is compulsory and no student can be exempted.
3. It is conducted by means of evaluation instruments, such as an exam, the submission of final assignments, the outcome of projects and, in general, the activities designed by the professor to assess the student's overall performance in the course.
4. If the final evaluation is an exam, it must be carried out on the date and at the time indicated on the official calendars; this form of comprehensive final evaluation must be designed with an estimated duration of two hours and a maximum completion time that does not exceed three hours.
5. The final evaluation grade must be supported by print or digital documentation to prove that at least one evaluation activity was administered.

Article 5.8

In a partial period, the student learning assessment process must be conducted in accordance with the particular objectives covered in the corresponding period and have the following characteristics:

1. It must be carried out through evaluation instruments, such as exams, assignments, the presentation of work and of progress in projects, and, in

general, activities designed by the professor to assess the students' performance in the course. Any type of assessment activity that does not form part of the final comprehensive evaluation must be completed by the deadline set by the professor, which cannot be after the last day of classes.

2. The partial evaluation must be supported by print or digital documentation that proves that at least one evaluation activity was administered.
3. Reporting the partial grade on the dates stipulated by the Office of the Registrar is compulsory.

The professor must promptly provide feedback to the students about the results of the evaluations. Students who have any queries must first endeavor to resolve the issue with the professor and, if necessary, the director of the corresponding academic program. Any queries must be made before the following partial grade report and, in the case of the last partial grade, before the last day of classes, according to the academic calendar.

Article 5.9

Grades are expressed in whole numbers on a scale of one to one hundred. This scale must be used for all the students' evaluations, partial grades and final course grade. The following non-numerical grades can also be assigned:

1. IN (Incomplete).

The final evaluation of a course can be left pending and the provisional grade IN will be reported to the Office of the Registrar for the courses in which:

- a. Research work is conducted and progress in its schedule is incomplete owing to the nature of the work or to reasons beyond the student's control.
- b. Work is being conducted with physical resources whose availability is limited or cannot be controlled by the student.
- c. The particular teaching method requires this grading system, such as personalized instruction.

In these cases, an IN grade must be modified by the professor in charge of the course no later than the last day of classes of the following academic period, by assigning a numerical grade. In order to assign this grade, the professor must have the approval of the Department Director. An IN grade

is not considered as a failing grade for the purpose of calculating either the student's grade average or academic standing.

2. SC (No Grade).

The grade SC (No Grade) will be used by the Office of the Registrar when, for reasons beyond the course professor's control, he/she does not meet the deadline for submitting the grades corresponding to the partial or final. The professor must replace the SC partial grade with a numerical grade no later than the deadline for submitting the grades corresponding to the following partial evaluation report. In the case of the last partial evaluation grade, the deadline will be the last day of classes in accordance with the academic calendar. In the case of a final grade, the Department Director and the course professor must assign a numerical grade no later than 48 hours after the final grade submission deadline.

An SC grade will not be considered for the purpose of calculating the student's grade average.

3. EF (Excessive Absences)

The final grade EF (Excessive Absences) will be assigned when students have exceeded the maximum number of absences in a course, in accordance with Article 5.4 herein, and will be equivalent to a numerical grade of 1 (one) on a scale of 1 to 100, for grade average calculation purposes. An EF grade will be assigned by the Office of the Registrar.

4. CP (Grade Pending).

The final grade CP (Grade Pending) is assigned by the Office of the Registrar when a student has committed an administrative offense in accordance with the terms stipulated herein. The CP grade can be replaced by a numerical grade in accordance with the final grade review policies provided in these regulations. A CP grade is not considered as a failing grade for the purpose of determining either the student's grade average or academic standing.

5. NP (Absent from exam).

NP can be assigned as a final or partial grade by the course professor when a student was absent from the corresponding final or partial exam or did not complete the elements defined for the integration of these evaluations. This grade will be equivalent to a numerical grade of 1 (one) on a scale of 1 to 100, for grade average calculation purposes.

In partial evaluations, the course professor can replace the NP grade with a numerical grade no later than the deadline for the submission of grades corresponding to the following partial grade report and, in the case of the last partial evaluation, the deadline will be the last day of classes, in accordance with the academic calendar. In the final evaluation, an NP grade can be replaced by a numerical grade in accordance with the final grade review policies provided in Article 5.13 herein.

6. A (Credit Transfer).

The grade A (Credit Transfer) will be assigned for the courses in which the student has obtained a revalidation or equivalency agreement for studies completed at another educational institution and those in which he/she has enrolled by means of a credit transfer process, as stipulated in article 2.1. An A grade is not considered for the purpose of calculating the student's grade average.

Article 5.10

The objective of tutoring courses is to develop self-directed learning in students. The following non-numerical grades have been defined to monitor students' performance in these courses and will be included in the partial and final grade report.

1. AA.

The non-numerical grade AA will be assigned to students who achieve an exceptional level of self-directed learning

2. AB.

The non-numerical grade AB will be assigned to students who achieve a good level of self-directed learning.

3. AC.

The non-numerical grade AC will be assigned to students who achieve an adequate level of self-directed learning.

4. AD.

The non-numerical grade AD will be assigned to students who achieve the minimum acceptable level of self-directed learning.

When students obtain the non-numerical grade AD, they must participate in follow-up and academic advice activities defined by the campus.

These non-numerical grades are not failing grades and are not used for the purpose of calculating either the student's grade average or academic standing.

Article 5.11

In order to pass a course, students must complete it, comply with all the required evaluations and obtain a final passing grade, which must be equal to or higher than seventy. Students can also pass courses if:

1. They have obtained a revalidation or equivalency agreement for studies completed at another institution; an "A" grade (Award of Credit) will be assigned.
2. They have enrolled in the course by means of a credit transfer process; an "A" grade (Award of Credit) will be assigned.
3. They take a regularization exam, for which they will be assigned a grade as long as it is greater than or equal to seventy.

A course is considered as failed if the student:

1. Obtains a grade lower than 70.
2. Loses the right to a final grade under the terms of Article 5.4 herein, in which case, the grade will be EF (Excessive Absences) that is equivalent to 1 for grade average calculation purposes.
3. Commits an academic integrity violation, under the terms defined in Chapter IX herein, in which case the professor can assign a failing grade for the activity, exam, or partial or final period.

Article 5.12

Students can request a final grade review for the courses in which they were enrolled in a specific academic period. This request should be made directly to the High School Director, who will then study said petition and, if appropriate, turn it over to the corresponding academic department director so he/she can form an evaluating committee that will make a decision on the case. This committee will be made up of at least two faculty members, other than the professor who taught the course.

The right to request a review of the final grades expires ten business days after the last day established on the academic calendar for reporting final grades. The

evaluating committee will issue a definitive final grade, which cannot be appealed, within ten business days as of the date on which the petition was accepted.

Article 5.13

A last-course exam is offered only once, in a single course taken while the student is studying at Tecnológico de Monterrey, when passing the same is the only academic requirement pending for a student to have the right to be awarded the corresponding high school diploma.

In addition, students lose the right to the last-course exam when they have failed with an EF (Excessive absences) or DA (Academic Dishonesty) grade.

In addition, students lose the right to a last-course exam if they have failed with an EF (Excessive Absences) grade or have been sanctioned with “Conditional Standing for Academic Integrity Violations”, in the course in question.

The term for taking this exam will be from the last day of the final exams in the academic period in which the student has satisfactorily completed the courses included in the program’s curriculum, except for the class for which the regularization exam is being requested, up to the last day of classes of the following semester. If the student does not take the evaluation within this period of time, he/she must take the course again.

The last-course exam must be designed and graded by a minimum of two faculty members, designated by the corresponding Academic Department Director, and will include all the objectives of the course in question.

The Office of the Registrar will authorize the last-course exam at the request of the interested student, and indicate the date and time designated for taking this exam.

If the student fails the last-course exam, he/she must take the course again.

The academic departments can stipulate the courses for which last-course exams cannot be offered. This information will be communicated to the student in writing at the beginning of the course.

The Office of Academic Affairs in High School may establish that there are courses in which it is not possible to grant last-course exams; given the nature of the same. This information must be communicated by writing, at the beginning of the course, to all students.

Article 5.14

Students who have a justified reason for being absent from the final exam can petition the corresponding Academic Department Director for a make-up exam, explaining the reasons for this petition in writing. The right to take the make-up exam expires one week before the first day of classes of the following semester. The Academic Department Director will review the student's request and make a final decision on whether or not it is appropriate. 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 6.1

In order to obtain a full high school diploma at Tecnológico de Monterrey, students are required to:

1. Submit the official documentation by the deadline set by the Office of the Registrar and the Administrative Office.
2. Have passed all the courses from the curriculum in question, by studying them or by obtaining a credit transfer, revalidation or equivalency agreement, in accordance with the provisions of Chapter II herein.
3. Have studied at Tecnológico de Monterrey at least the equivalent in semesters of the corresponding curriculum, according to the provisions of article 2.4, in the case of students who have a revalidation or equivalency agreement for this level.
4. Have taken the external high school evaluation exam selected by the Institute and the Institutional English language test.
5. Comply with all the additional requirements specified in their program of studies.

Article 6.2

In the case of internal transfer high school students, the campus where a student studies the last semester of the curriculum is the one that will issue the full high school diploma.



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 and are not being awarded Highest Honors.
2. “Highest Honors” to students who have obtained a final grade average on their curriculum courses equal to or higher than 95, have not failed any of their curriculum courses and are among the top 3% of the graduates from their program in relation to the cumulative average for their curriculum.

Article 7.2

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

1. He/she must not have committed a disciplinary offence that explicitly indicates in the resolution the loss of this honor.
2. He/she must not have acquired Conditional Standing for Academic Integrity Violations.
3. Fulfill all the graduation requirements, as well as the criteria defined in Article 7.1

Article 7.3

Students who completed part of their studies at another institution can be awarded Honors, if they can demonstrate 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 this distinction.

Students who completed part of their studies at another institution can be awarded Honors, if they can demonstrate a grade average equal to or higher than 95 for studies completed at an institution other than Tecnológico de Monterrey and also a grade average equal to or higher than 95 for studies completed at Tecnológico de Monterrey, as long as they meet the requirements for this distinction.



CHAPTER VIII

CHAPTER VIII

Unsatisfactory academic performance and student standing

Article 8.1

Academic standing is defined as a student's status based on his/her 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 Dishonesty
6. Dismissal for Academic Integrity Violations

The particularities of the academic integrity violations are addressed in Chapter IX of these regulations.

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 Violations. 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, any of the following are applicable:

1. Students fail three or more courses in the last academic period completed.
2. Students fail two courses in each of the last two academic periods completed.
3. Students fail the same course three times.
4. Students fail a total of five or more courses in three consecutive semesters.

Regarding subsections 1, 2 and 3 of this article, all the courses taken by the student, with the exception of intensive courses, will be taken into account. Intensive courses will be taken into consideration in the case of subsection 4.

Students with Conditional standing must participate in the follow-up and academic advice activities defined by the campus and their standing will change to Regular once they have passed all the courses in which they were enrolled during the academic period, having studied a minimum of six courses.

Article 8.4

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 academic honors.

Article 8.5

Students will have Academic Support standing when at the end of an academic period they have any of the following sequences of failed courses:

1. Three or more courses in each of the last two academic periods completed.
2. Two or more courses in each of the last three academic periods completed.
3. Five or more in one semester.
4. Eight or more courses before completing 50% of the total number of units that form part of their program's curriculum.

Regarding subsections 1, 2 and 3 of this article, all the courses taken by the student, with the exception of intensive courses, will be taken into account. Intensive courses will be taken into consideration in the case of subsection 4.

Article 8.6

Students with Academic Support standing:

1. Must participate in the Academic Support Program defined by the campus, otherwise their status will change to Academic Dismissal Standing.
2. Can complete their academic load with up to six courses from their curriculum, in accordance with the campus's Academic Support Program regulations.
3. Will no longer have this standing and will return to Regular standing when they fulfill the activities of their campus's Academic Support Program and pass all the courses in which they were enrolled, having studied at least three courses from their curriculum during a single semester. If they fail one course, they will continue to have Academic Support standing.

Article 8.7

Students will have Academic Dismissal standing when at the end of an academic period any of the following are applicable:

1. Students with Academic Support standing do not participate in the corresponding Support Program.
2. Students with Academic Support standing fail two or more courses.
3. After participating in the Academic Support Program, students fail:
 - a. Two or more courses in each of the last three consecutive academic periods.
 - b. Three or more courses in each of the last two consecutive academic periods.

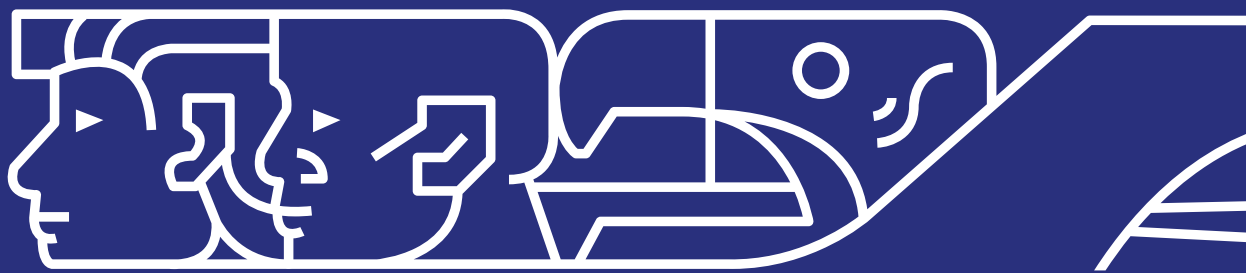
A student's legal guardian will be informed if he/she acquires Academic Dismissal standing.

Having incurred in the conditions set forth in subsections 2 or 3, the Academic Dismissal standing will not apply, just one time, when students need to study 8 or fewer courses to complete their program and, in this case, they will continue with Academic Support standing.

Article 8.8

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 courses, they would have concluded the curriculum of their program. This case will be judged by a committee whose decision is final. The committee will consist of the High School Director and a member of the advising and counseling area. This committee can decide the following:

1. The student's immediate readmission to the Institution.
2. The student's postponed readmission to the Institution.
3. Ratification of Academic Dismissal at high school level.



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 undue actions are copying or attempted copying in any type of exam or learning activity; partial or total 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, email accounts or institutional 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 managed as follows:

1. When students commit a violation of academic integrity, 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 about the case, describing the situation and sanction applied and attaching 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 end 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. The 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 the Campus Academic Integrity Committee can issue the corresponding decision.

Article 9.5

Students who are executing 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.

Article 9.7 (transitory)

These regulations apply to all students as of the date of promulgation. Students who, in accordance with the previous version of these regulations, have a DA grade on record will maintain this grade on their records. The grade DA is still considered as a failing grade under the same previous terms for calculating academic standing and grade averages, as well as for granting academic distinctions.



CHAPTER X

CHAPTER X

General and transitory provisions

Article 10.1

Given the importance of these Academic Regulations for high school students, all students enrolled 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 campuses 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 High School Academic Senate.

Article 10.3

In exceptional cases, the Academic Vice-Rectorcy 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 equally to all the high school students enrolled in face-to-face, online and international programs, regardless of the period in which they were admitted.

Article 10.7

The written or electronic publication on the portals of these academic regulations for high school programs abrogates, in particular, the academic regulations for high school programs that were in effect before the current regulations, as well as, in general, any other legislation that is similar or is related to the high school academic level that might subsist for organizational purposes, thus revoking all provisions that are contrary to these regulations.

Article 10.8

Despite the provisions of the previous article, for the consideration of cases that could be deemed transitory, students must present their request in writing to the High School Director of the Campus to which they belong for his/her consideration. This document must contain their explanation of and justification for the reasons why they believe that this is an exceptional case owing to the transitory nature of this academic legislation. These cases will be resolved by a Committee made up of three directors or faculty members representing the Registrar and Academic areas and coordinated by the High School Director.

Article 10.9

When in these regulations a different name is given to an administrative unit, meaning any Office, Department or Unit for attention or service, defined before 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 10.10

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 Registrar and Academic areas.

This book presents information on the 2017 Academic Regulations for High School Students of Tecnológico de Monterrey. Its content reflects the information available in official media at the time of publication.

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The image features a dark blue background with a prominent light blue horizontal band across the center. Above and below this band, there are decorative elements consisting of thin white lines that form a trapezoidal shape with diagonal hatching on the right side.

TECNOLÓGICO DE MONTERREY