

TECNOLÓGICO DE MONTERREY



Academic Regulations for Undergraduate Students

These regulations apply to students enrolled in the curricula for the years prior to 2019

ACADEMIC REGULATIONS FOR UNDERGRADUATE STUDENTS

INSTITUTO TECNOLÓGICO Y DE ESTUDIOS SUPERIORES DE MONTERREY

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

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Notice on the use of inclusive language

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

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

AMENDMENTS TO THIS EDITION

1. Article 1.4 has been eliminated since the transfer process is defined in another section.
2. The sequence of articles 1.5, 1.6, 1.7, 1.8 and 1.9 has been changed to 1.4, 1.5, 1.6, 1.7, 1.8, respectively.
3. Article 1.10, related to visiting students, has been eliminated.
4. Articles 2.1 and 2.2 have been combined in Article 2.1.
5. The sequence of articles 2.3, 2.4, 2.5 and 2.6 has been changed to 2.2 2.3, 2.4 and 2.5, respectively.
6. Articles 2.7 and 2.8 have been eliminated.
7. Article 2.9, related to the award of credit for courses studied abroad, has been modified and its sequence changed to 2.6.
8. Article 2.7 has been modified to eliminate the concept of permissions and use only the concept of transfers.
9. The sequence of Article 2.14 has been changed to 2.8.
10. Article 2.9 has been included to define the award of credit for courses studied at a foreign university with a collaboration agreement.
11. Article 2.10 has been eliminated in the new admission process for student admission to Tecnológico de Monterrey and is laid down in the Admissions Regulations.
12. Article 2.11 has been eliminated to be included in Article 2.1.
13. Article 2.10, which provides the criteria for the award of credit for Topics courses, has been included.
14. Article 4.1 has been modified to broaden the definition of academic load.
15. Article 4.6 has been eliminated to be included in Article 4.1.
16. Article 4.7 has been modified to redefine the academic load without grade average or semester restrictions and its sequence changed to 4.6.
17. Article 4.8 has been modified to define the additional academic load in the last semester, in terms of additional units, and its sequence changed to 4.7.
18. The sequence of articles 4.9 and 4.10 has been changed to 4.8 and 4.9, respectively.
19. Article 4.11, related to the deadline for dropping a course, has been modified, and its sequence changed to 4.10.
20. Article 6.2 has been changed to establish the campus that issues the undergraduate degree.
21. Article 6.5 has been added to include the Professional Concentration and Modality Certificates.
22. Article 6.6 has been added to include the International Diploma.

CONTENTS

INTRODUCTION	7
GENERAL DEFINITIONS	9
CHAPTER I Admission	17
CHAPTER II Academic Periods	23
CHAPTER III Revalidations, Credit Transfer, Equivalencies and Transfer	29
CHAPTER IV Registration	33
CHAPTER V Learning Assessment	39
CHAPTER VI Graduation Requirements	49
CHAPTER VII Academic Distinctions	55
CHAPTER VIII Unsatisfactory Academic Performance and Student Standing	59
CHAPTER IX Academic Integrity	67
CHAPTER X General and Transitory Provisions	73
ADDENDUM	79

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

This edition includes the amendments to these Academic Regulations for Undergraduate Students, authorized and published in Official Academic Mails, as well as those authorized by the undersigned –based on the proposals of the Office of the Academic and Educational Innovation Vice Rector– from January to the date of this publication.

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

David Alejandro Garza
Rector of Tecnológico de Monterrey
July 2019

GENERAL DEFINITIONS

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

- 1. New students.** Students who have never been Tecnológico de Monterrey students at any of the levels - 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. 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.

Clinics. Courses related to the clinical area of the Health Science Division, in which students spend their time on practical work in the hospital or doctor's office, related to the practice of medicine. It also refers to practical courses in other disciplines.

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.

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

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. In the case of academic programs in the area of healthcare, each five hours per week of a trimestral clinical practice course earn one credit-hour per trimester.

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.

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

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

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

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

Regularization 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 undergraduate degree corresponding to his/her academic program. This exam is also known as the last-course 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' mastery of knowledge in a discipline and, based on the result, students are advised to study a propaedeutic course, if applicable. Examples of these tests are those administered in the areas of physics, mathematics and computer science, among others.

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

Modality. Academic program that seeks to provide students with the knowledge and skills to consolidate specific qualities established in the Vision of Tecnológico de Monterrey. Its main characteristic is to connect students and faculty with research centers, companies or organizations in areas related to the undergraduate degree in question.

Semester academic period in curricula for 2017 and previous years. The academic year is divided into two semester of equal duration, each one comprised of 75 business days for classes and three additional weeks that include a study period and a period for final exams. Undergraduate courses are offered in semester periods, with the exception of programs from the area of Health that include clinical activities, which can be taught in semester or trimester periods.

Curriculum. List of courses that comprise an academic program.

Certificate of studies average. Average of the final grades of the curriculum courses passed and recorded on the certificate of studies. This average is printed on the total certificates of studies with the caption "Average that covers the courses of this certificate".

Academic period average. Average that considers the final grades of all the educational units completed, including those passed and failed, during the academic semester period.

Curriculum average. Average of all the curriculum courses completed, including those passed and failed. This average considers remedial courses and is used to calculate academic standing, assign honors and highest honors, and consider the minimum average required for obtaining graduate degrees.

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

International program. Academic program that seeks to strengthen students' global leadership and intercultural communication skills through international learning experiences, consolidate communication skills in several languages, and develop their capacity to collaborate and lead multicultural groups in an international setting. The educational units that comprise this program are additional to the undergraduate program curriculum. On fulfilling the program requirements, students obtain an International Diploma.

Evaluation plan. Evaluation system defined by the professor in a course. Faculty must publish and make known, on the first day of classes, the evaluation policies and criteria for the course, and the possible impact of absences and nonfulfillment.

Types of courses. Course classification based on learning activities and the competencies to be developed in students:

- Obligatory curricular courses. The objective of these learning units is to develop the student exit profiles.
- Remedial courses. The objective of these courses is to assure that students from different high schools have the level of knowledge required to study an undergraduate degree at Tecnológico de Monterrey.
- Professional electives. Students are required to select courses from the list of options defined in their curriculum in order to broaden their professional vision.
- Topics. These courses broaden students' professional vision or allow them to participate in international programs or development support programs. Furthermore, these courses facilitate student participation in professional concentration programs, modalities or other similar programs. Students select the topics from the official catalogue of Tecnológico de Monterrey.

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.



CHAPTER I

CHAPTER I

Admissions

Article 1.1

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

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

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

Article 1.2

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

Article 1.3

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

Article 1.4

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

Article 1.5

Admitted applicants must prove, before the first day of classes, the knowledge required for the degree of their choice, by means of placement tests. If they do not pass the aforementioned tests, they must enroll in the remedial courses defined for this purpose. As of that moment, such courses will form part of the student's curriculum for all the purposes of these regulations.

Article 1.6

A student cannot be admitted simultaneously into two majors. Students who choose to study a second undergraduate degree after completing an undergraduate program at Tecnológico de Monterrey, can be admitted to a second undergraduate program under the following terms:

1. At least 25% of the academic units in the additional curriculum must be different from those contained in the completed curriculum.
2. Applicants must meet the admission requirements for the degree program in question.

Article 1.7

In order to change majors, 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 major will be effective. A change of majors will only be authorized if students comply with the admission requirements of the major to which they wish to change.

Article 1.8

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

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



CHAPTER II

CHAPTER II

Academic Periods

Article 2.1

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

Article 2.2

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



CHAPTER III

CHAPTER III

Revalidations, Award of Credit, Equivalencies and Transfers

Article 3.1

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

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

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

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

Article 3.2

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

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

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

Tecnológico de Monterrey can require the evaluation of the exit competencies associated with the educational unit and the administration of proficiency exams or placement tests in effect at Tecnológico de Monterrey, 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 3.3

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

Article 3.4

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

Article 3.5

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

Article 3.6

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

Article 3.7

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

Article 3.8

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

Article 3.9

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

Article 3.10

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



CHAPTER IV

CHAPTER IV

Registration

Article 4.1

The academic units of a course are defined as the time that a student devotes, inside and outside the classroom, in order to meet its learning objectives.

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

For full-time students, the academic load per semester is approximately 48 academic units.

Article 4.2

The following have the right to register:

1. If they were admitted or readmitted by the Office of the Registrar or the Admissions Office for the period corresponding to enrollment .
2. Those who were students in the preceding semester period and completed it without being required to withdraw definitively for academic or disciplinary reasons.
3. In quarterly courses, if as students in the health area programs they completed the semester courses of their program and met the graduation requirement related to proficiency in the English language.

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

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

The maximum academic load in which students can enroll in semester periods is 8 academic units, in addition to those defined in their curriculum.

Article 4.7

A student's academic load is measured in units, which are defined in article 4.6 they may be authorized to register an academic load of 8 additional units in their last semester.

Article 4.8

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

Article 4.9

The maximum academic load in which a student can enroll in intensive periods is 16 academic units.

Article 4.10

Students can drop one or several courses in which they are enrolled during semester academic periods or intensive periods, as long as the final grade for the course has not been recorded. Dropped courses will not be recorded as failed. If students apply to drop all their courses, they must carry out an admission process again, in which their academic records will be taken into consideration for

the decision. The process related to dropping educational units will be executed in accordance with the administrative policies defined for this purpose.

Article 4.11

When students in the international version of a major end two consecutive semesters with a grade average lower than 80/100, the Office of the Registrar of their campus will change them to the non-international version of the major.

Article 4.12

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

Article 4.13

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



CHAPTER V

CHAPTER V

Learning Assessment

Article 5.1

The assessment of students' academic performance 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 exams.

Article 5.2

The course evaluation system used by faculty should incorporate:

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

At the beginning of the period, faculty must post and inform students of the assessment policies and criteria for the course and of the possible impact of absences from class and other academic activities on the students' evaluations.

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

All students have the right to participate in all the course evaluations in accordance with the course policies stipulated by the professor and the rules and regulations of the campus.

Article 5.4

Faculty must report to the Office of the Registrar the partial and final course grades and students' absences from class sessions, within the periods set by this Office.

Article 5.5

The final grade for the course represents the academic performance achieved by the student.

Article 5.6

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 by the Office of the Registrar; 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 5.7

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 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.

This article also applies to intensive courses.

Article 5.8

The grade scale is in whole numbers from one to one hundred and must be used for all student evaluations, in the partial grades and the final grade for the course. The following non-numerical grades can also be assigned:

1. **IN Grade (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 courses in which:
 - a. Research work is conducted and progress in work on the same is incomplete given the nature of the work or for causes beyond the control of the student.
 - b. Work is conducted with physical resources whose availability is limited or beyond the control of the student.

In these cases, the IN grade will be modified by the professor responsible for the course no later than the last day of classes of the following academic period, assigning a numerical grade. In order to assign this grade, the professor needs the authorization of his/her Department Director. The IN grade is not a failing grade for the purposes of grade average calculation or academic standing definition.

2. **SC Grade (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 with 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. **CP Grade (Grade Pending).** The final grade CP (Grade Pending) is assigned when a student has committed an administrative offense in accordance with the terms stipulated by each campus. The CP grade is assigned by the Office of the Registrar. The CP grade can be replaced by a numerical grade in accordance with the final grade review policies provided herein. A CP grade is not considered as a failing grade for grade average calculation purposes or for determining the student's academic standing.
4. **NP Grade (Absent from Exam).** The NP grade 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 submitting the grades corresponding to the following partial grade report and, in the case of the last partial grade, the deadline will be the last day of classes, in accordance with the academic calendar. For the final evaluation, the NP grade can be replaced with a numerical grade, in accordance with the final grade review policies provided in article 5.10 herein.

5. **NA Grade (Failing Grade).** The final grade NA will only be assigned when a student, after completing a Foreign Language course, obtained a grade higher than or equal to 70, but did not meet the level of proficiency in the English language required for graduation. The NA grade must be changed no later than the deadline for reporting final grades two semester periods and one summer period after the student completed the respective course, as provided in article 5.13 herein. The NA grade is not considered as a failing grade for grade average calculation purposes or for determining the student's academic standing.

6. **A Grade (Passing Grade).** The A Grade will be assigned in the courses in which students have obtained a revalidation or equivalency agreement for studies completed at another university, having enrolled in the same by means of a credit transfer process, as provided in Article 2.1, and when credit is earned by means of a dual degree. The A grade is not taken into consideration for grade average calculation purposes.

Article 5.9

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 university; an “A” grade (Passing Grade) will be assigned.
2. They have enrolled by means of a credit transfer process.
3. They obtain credit for a Tec Week through the established procedures, in which case an “A” grade (Passing Grade) will be assigned.
4. They take a regularization exam and for which they will be assigned the grade obtained 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. Commits a violation of academic integrity, under the terms defined in Chapter IX herein, in which case the professor can assign a failing grade for the activity, exam, or partial or final period
3. Obtains NP as a final grade.

Article 5.10

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 Program Director, who will then study said petition and, if appropriate, 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 5.11

A regularization exam (also known as a last-course exam) is offered only once, in a single course taken in a student's last year 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 undergraduate degree.

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

The term for taking this exam starts as of the last day of the final exams of the academic period in which the students satisfactorily completed the courses included in the curriculum, except for the course for which the regularization exam is being requested, until the last day of classes of the following semester. If students do not take the evaluation within this period, they must study the last course of their curriculum.

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

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

If students fail the regularization evaluation, they must study the last course of their curriculum.

The Schools can determine courses, such as laboratories, workshops, clinics, projects or seminars, for which regularization exams cannot be granted. This information will be communicated to the students in writing at the start of the course.

Students who have completed an academic program and wish to obtain an undergraduate degree in another major, can take the regularization exam for

each academic program in which they are enrolled, as long as they comply with the provisions of this article for each program.

Article 5.12

Students who have the justified reason of force majeure for being absent from the final exam can petition the corresponding Program Director for a make-up exam, explaining the reasons for this petition in writing no later than the third business day after the date set on the academic calendar for the final exam. The Program Director will review the student's request and make a final decision on whether or not it is appropriate. If it is appropriate, he/she will submit it to the corresponding Academic Department Director. The right to take the make-up exam expires one week before the first day of classes of the following semester. The final grade, which includes the result of the make-up exam, must be recorded before the first day of classes of the following semester.

Article 5.13

When undergraduate students take a Foreign Language course, their final grade will be assigned as follows:

1. If on the academic performance evaluation of the course students have a cumulative grade greater than or equal to 70 and meet the minimum level of proficiency in the English language specified by Tecnológico de Monterrey, the final grade will be a numerical passing grade.
2. If on the academic performance evaluation of the course students have a cumulative grade greater than or equal to 70 and do not meet the minimum level of proficiency in the English language specified by Tecnológico de Monterrey, the final grade will be NA (Not Passed).
3. If on the academic performance evaluation of the course students have a cumulative grade lower than 70, regardless of the level of English obtained in their exit exam, the final grade will be a numerical failing grade.

An NA (Not Passed) grade can only be modified in one of the following cases:

1. When the student meets the minimum level of proficiency in the English language specified by Tecnológico de Monterrey, a final "Award of Credit" grade will be assigned.
2. When the student takes the course again and meets the requirements stipulated for obtaining a numerical passing grade as provided in point 1 of the previous paragraph.

The NA grade must be modified no later than the last day permitted for reporting final grades two semester academic periods and one summer period after the student took the respective course.



CHAPTER VI

CHAPTER VI

Graduation Requirements

Article 6.2

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

1. Have fulfilled, in accordance with the effective regulations, the preliminary academic requirements of the corresponding curriculum, by means of the relevant placement exams or remedial courses.
2. Have completed all the courses in the relevant curriculum either by passing all of them at Tecnológico de Monterrey, or by obtaining revalidation or equivalency agreements, in conformity with the corresponding regulations, for some of the courses with studies completed at other institutions and passing the remaining courses at Tecnológico de Monterrey.
3. Have completed and passed at Tecnológico de Monterrey at least 50% of the courses that comprise the curriculum. This rule can be flexible for programs that, through an agreement, are created in conjunction with other universities.
4. Have completed their social service in compliance with the legal precepts in force and the corresponding social service regulations.
5. Have taken the General Undergraduate Exit Exam of the National Center for the Evaluation of Higher Education to evaluate the knowledge and skills acquired during their undergraduate program. This requirement applies only to students from the undergraduate programs for which these exams exist. The result of this exam will be recorded on the student's transcript. Students from the undergraduate programs that do not have a CENEVAL exit exam must take the capstone exams designed for this purpose. This requirement applies only to students from the majors for which these exams exist.
6. Demonstrate a B2 level of proficiency in the English language according to the Common European Framework of References for Languages (CEFR) in one of the tests authorized by the Institution.
7. In the case of international degrees, students must comply with the additional requirements established in their program.

Graduates can register their undergraduate degree with the Mexican Ministry of Public Education and apply for their professional license for professional practice

in Mexico. The degree or professional license must meet additional government or institutional requirements in order to be valid in other countries.

Article 6.2

Students who are studying the international version of their major must also:

1. Have completed and passed the equivalent of at least 50% of the curriculum courses in a language other than Spanish.
2. Have completed the equivalent of two full-time semester periods abroad, at universities or institutions with which Tecnológico de Monterrey has signed collaboration agreements.
3. Finish the curriculum with a cumulative average of at least 80/100.
4. Demonstrate that they have obtained - for their admission or while studying their undergraduate program - a score equal to or higher than 550 points on the institutional English language test (or its equivalent on other tests authorized by the institution).
5. Demonstrate a B1 level of proficiency in a language other than English according to the Common European Framework of References for Languages (CEFR).

Transitory: Students who enrolled in the international version of their major before August 2014 can choose to comply with the additional requirements set by their campus in the previous edition of these regulations:

1. Have completed and passed the equivalent of at least 30% of the curriculum courses in a language other than Spanish.
2. Have completed the equivalent of two full-time semester periods abroad, at universities or institutions with which Tecnológico de Monterrey has signed collaboration agreements.
3. Demonstrate that they have obtained - for their admission to or while studying their undergraduate program - a score equal to or higher than 600 points on the institutional English language test (or its equivalent on other versions of this test), or a minimum score of 580 points and the courses passed during their study abroad period were taken in a third language other than Spanish and English.
4. Comply with the additional requirements for international undergraduate programs specified by their campus.

Article 6.3

In the case of internal transfer students, the campus where a student takes at least twelve of the last eighteen courses studied to complete their curriculum will issue the undergraduate degree certificate. For the cases in which the aforementioned condition is not met, the campus that issues the certificate will be the one at which the student completed the majority of the courses. In all cases, students must comply with all the graduation requirements provided by the campus that issues the certificate.

Article 6.4

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

Article 6.5

To obtain an undergraduate concentration or modalities certificate, students must:

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



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 five percent of the graduates from their undergraduate 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. Fulfill all the graduation requirements, as well as the criteria defined in Article 7.1.
2. He/she must not have committed a disciplinary offence that explicitly indicates in the resolution the loss of this honor.
3. He/she must not have been given “Conditional Standing for Academic Integrity Violations”.

Article 7.3

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



CHAPTER VIII

CHAPTER VIII

Unsatisfactory Academic Performance and Student Standing

Article 8.1

Academic standing is defined as 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 six or more courses before completing fifty percent of the total units that comprise the curriculum of their undergraduate program; in the case of Physician and Surgeon students, before completing the total

units equivalent to four semesters of the academic program.

4. Students fail ten or more courses, regardless of their progress in the curriculum, in the case of Physician and Surgeon students.

In relation to subsections 1 and 2 of this article, all the courses completed by students, including remedial courses, even if the student changed majors. However, the results of intensive courses will not be taken into consideration.

For the purposes of subsections 3 and 4 of this article, the results of intensive courses and remedial courses will be taken into account. If students change majors, the course(s) failed in the previous major will be taken into consideration when they are common to the curriculum in which they are enrolled, as well as the courses failed in the current curriculum.

This status will be determined for Physician and Surgeon students by considering two quarterly periods as equivalent to one semester academic period.

Article 8.4

Students with Conditional standing:

1. Must enroll in an academic support and follow-up program defined by the Campus.
2. Will no longer have this standing and will become Regular students when they pass all the courses in which they were enrolled during the academic period.
3. Enrolled in the Physician and Surgeon program must comply with the provisions of Article 8.8.

Article 8.5

Students who have been sanctioned by the Campus Academic Integrity Committee, in accordance with Chapter IX herein, will acquire Conditional Standing for Academic Integrity Violations.

When students acquire Conditional Standing for Academic Integrity Violations, their continuation at the Institution will depend on refraining from committing another academic integrity violation that warrants such status.

Conditional Standing for Academic Integrity Violations will last until the termination of the level of studies in question, and will prevent the student from being awarded academic honors.

Article 8.6

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. Ten or more courses before completing 50% of the total number of units that form part of the curriculum of their undergraduate program.

Regarding subsections 1 and 2 of this article, all the courses completed by the student, including remedial courses, will be taken into account, even if the student changes majors. However, the results of intensive courses will not be taken into consideration.

For the purposes of subsection 3 of this article, the results of intensive courses and remedial courses will be taken into account. If students change majors, the course(s) failed in the previous major will be taken into consideration when they are common to the curriculum in which they are enrolled.

Physician and Surgeon students who acquire Academic Support standing will continue to be enrolled at Tecnológico de Monterrey only if a change of major is authorized. Two quarters will be considered equivalent to a semester academic period to determine this standing.

Article 8.7

Students with Academic Support standing:

1. Must study the courses of the Academic Support Program defined by the campus.
2. Can complete their academic load with courses from their curriculum, in accordance with the campus's Academic Support Program regulations and process their partial withdrawal from these courses, as long as the program's regulations are met at their campus.
3. Cannot partially withdraw from the Academic Support Program courses.
4. Can withdraw from all the courses in which they are enrolled, including the Academic Support Program courses. If they wish to re-enroll, subsection 1 of this article will apply.

5. Will no longer have this standing and will return to Conditional standing when they have passed all the courses in which they were enrolled during the academic periods with this standing.

Article 8.8

Students enrolled in the Physician and Surgeon program with Conditional standing:

1. Must take the Academic Support Program courses defined at the campus.
2. Cannot take quarterly courses at the same time as the semester courses of the Academic Support Program defined by the campus.
3. Can complete their academic load with courses from their curriculum, in accordance with the Academic Support Program regulations of their campus, and can partially drop the courses, as long as they comply with the regulations of this program at their campus.
4. Cannot partially drop the Academic Support Program courses.
5. Drop all the courses in which they are enrolled, including the Academic Support Program courses. If they wish to reenroll, subsection 1 of this article will apply.

Article 8.9

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 enroll in the Academic Support program.
2. Students who are enrolled in the Academic Support program fail two or more courses.
3. After studying 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.

For these two subsections, all the courses completed by the student, including remedial courses, will be taken into account even if the student changes majors.

However, the results of intensive courses will not be taken into consideration.

4. Students fail a total of four or more of the following eighteen courses in which they enroll as of their entry into the Academic Support Program.

To calculate the courses failed, all the courses completed by the student, including remedial courses, will be taken into account even if the student changed majors.

For the purposes of subparagraph 4 of this article, if the student changed majors, the courses failed in the previous major(s) that are common to the curriculum in which they are enrolled, as well as the courses failed in the curriculum of the current major, will be taken into consideration.

Article 8.10

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 Undergraduate Studies 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 undergraduate 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; 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

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

Article 10.3

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

Article 10.4

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

Article 10.5

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

Article 10.6

These regulations apply equally to all the undergraduate students enrolled in face-to-face and online courses, 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 undergraduate programs abrogates, in particular, the academic regulations for undergraduate 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 undergraduate academic environment that might subsist for organizational purposes, thus revoking all provisions that are contrary to these regulations.

Article 10.8

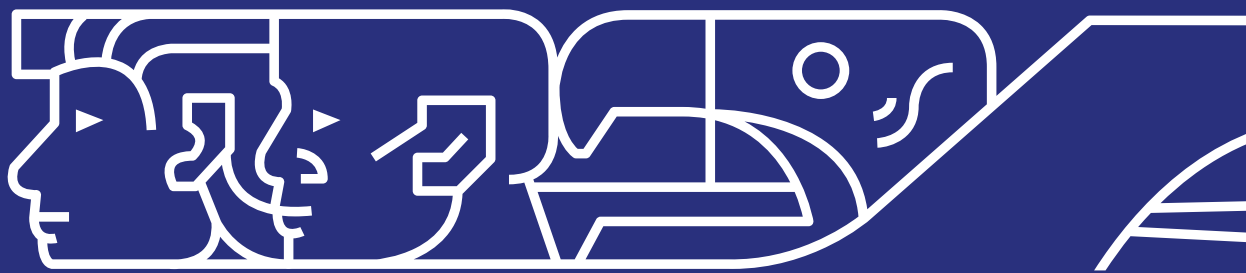
Despite the provisions of the previous article, for the consideration of cases that could be deemed transitory, students must present their request in writing to the Registrar of the Campus to which they belong for his/her consideration. This document must contain their explanation of and justification for the reasons why they believe that this is an exceptional case owing to the transitory nature of this academic legislation.

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.



ADDENDUM

ADDENDUM

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

Artículo 4.10

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

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

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TECNOLÓGICO DE MONTERREY