

OFFICIAL COMMUNICATION

REGULATIONS FOR

ENROLLMENT IN

IN UNDERGRADUATE STUDIES

REGULATIONS

Academic Committee



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Approval and Publication	<p>Approved by the Academic Council on June 23, 1999.</p> <p>Modified by agreements 118-1 dated September 6, 2000, and 124-1 dated November 15, 2000.</p> <p>Modified by agreements 158-37 and 158-38 dated April 24, 2002.</p> <p>Modified by agreement 467-7 dated July 1, 2015.</p> <p>Approved by the Academic Committee on March 27, 2019, by means of agreement 67-3.</p> <p>Ruling by the Legislative Committee on April 1, 2019.</p> <p>Approved by the University Council on April 3, 2019, by means of agreements 30-2 and 30-3.</p> <p>Published by the Rector on February 21, 2020.</p>
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Description of the change	<p>By the Academic Committee</p> <p>Proposed modification to articles 8, 14, 15, 17, 23 and 24.</p> <p>By the Legislative Committee</p> <p>Agreements 2.3 to 2.6: It is recommended to maintain sections 8.2 and 8.3 that make explicit the powers of the program coordinator to offer, or not, an agreement and the student's right of appeal. Agreement 2.8: Replace the expression "curriculum" with "educational program" in paragraphs 8.1.1 and 8.1.2.</p> <p>Minor modifications to articles 14, 15 and 23.</p> <p>By the University Council</p> <p>Agreement 6.1.1: Articles 8 and 24 were reworded to consider a second case of conditional enrollment due to academic performance when a student fails a course three times in the educational program in which s/he is enrolled. Articles 15 and 17, referring to the institutional English requirement and revalidating students respectively, were also adjusted; minor changes were made to Articles 14 and 23.</p> <p>Agreement 6.1.2: Article 8.1.1 was substituted: "the same curricular course of the educational program in which s/he is enrolled".</p> <p>Agreement 8.1.2: "Only curricular courses of the educational program in which s/he is enrolled shall be counted."</p>
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REGULATIONS FOR ENROLLMENT IN UNDERGRADUATE STUDIES

CHAPTER I. DEFINITIONS.

ARTICLE 1.

For the purposes of these regulations, the following terms have the meanings defined below:

- 1.1.** Candidate: a person who has completed the admission process to an undergraduate educational program or to one or more courses and who has been admitted.
- 1.2.** Conditional enrollment due to lack of documents: status of a student's enrollment in an ITESO undergraduate educational program, without the physical presence of some document, but with the presumption that said document exists and with the guarantee, offered by the student, that it will be delivered to ITESO within the authorized time frame.
- 1.3.** Course registration: administrative act by which candidates or students register courses in their academic history.
- 1.4.** Enrollment: process by which candidates submit the required documentation, complete the established procedures, and register their courses, in order to be formally registered as ITESO students.
- 1.5.** Equivalence of studies: official administrative act by which the Ministry of Public Education (SEP, in its initials in Spanish) declares studies carried out within the national education system to be comparable (SEP, agreement 286, section 2.6).
- 1.6.** Extracurricular student: student enrolled in one or more undergraduate courses, without being formally enrolled in an educational program.

- 1.7.** General Knowledge: set of subjects included in undergraduate educational programs that contain ITESO's formation proposal. General Knowledge is part of the university curriculum.
- 1.8.** Reenrollment: process in which students complete the established procedures and register courses for the purpose of continuing their studies in the educational program in which they are enrolled.
- 1.9.** Reenrollment conditioned by academic performance: reenrollment status of a student whose continuation at ITESO is subject to the improvement of his/her academic performance.
- 1.10.** Revalidation of studies: official administrative act through which the SEP grants official validity to studies completed outside the national education system, as long as they are comparable to studies completed within said system (SEP, agreement 286, section 2.8).
- 1.11.** Student: a person enrolled in an undergraduate educational program.
- 1.12.** Study equivalency proposal: in the case of transfer candidates, this is the list of courses taken and accredited by the candidate in his/her original study plan, which are proposed to be accredited with the grades obtained in the new study plan s/he enrolls in. The basis for proposing equivalency or transfer is the similarity of content, academic level, and total hours of the courses in both plans. The proposal for equivalency of studies is not official.
- 1.13.** Suggested curricular route: document that suggests one or several ordered ways to follow the curriculum and that shows the feasibility of finishing in a certain number of academic terms, according to the educational program.
- 1.14.** Transfer candidate: a candidate who has accredited courses in another undergraduate educational program within the Mexican educational system or abroad.

CHAPTER II. PROVISIONS FOR NEWLY ADMITTED STUDENTS

ARTICLE 2. ENROLLMENT PERIODS

Enrollment in an undergraduate program may only be done during the Spring or Fall academic terms, and shall be subject to the academic offerings of the educational program the candidate intends to study.

ARTICLE 3. CANDIDATES GRADUATED FROM HIGH SCHOOL OR EQUIVALENT, WITHIN THE MEXICAN EDUCATIONAL SYSTEM OR ABROAD.

Candidates who graduated from high school or equivalent, within the Mexican educational system or abroad, shall comply with the following enrollment requirements:

- 3.1. Prove the completion of high school studies or equivalent, with official validity, to the satisfaction of the Registrar's Office.
- 3.2. Submit the documents indicated in the "Enrollment Guide for Newly Admitted Undergraduate Students" to the Registrar's Office on the established dates.
- 3.3. Receive and acknowledge receipt, by handwritten signature, of the document called "Privacy Notice" regarding the candidate's personal data and sensitive personal data.
- 3.4. Make the corresponding payments on the dates established by the Finance Office, in accordance with the "Enrollment Guide for Newly Admitted Undergraduate Students."
- 3.5. Register the courses indicated in the suggested curricular route on the dates established in the "Enrollment Guide for Newly Admitted Undergraduate Students," following the rules of article 9 of these regulations. Exceptions to this provision shall be handled by the educational program coordinator.

ARTICLE 4. CONDITIONAL ENROLLMENT DUE TO LACK OF DOCUMENTS

- 4.1. Candidates who do not have their high school certificate legalized by the competent authorities, but who officially prove to the satisfaction of the Registrar's Office the completion of their high school studies and comply with the other requirements of article 3 of these regulations, shall be conditionally enrolled.
- 4.2. The studies of conditioned candidates who do not submit their legalized high school certificate before the last day of classes of their first academic term shall not be officially valid. In this case, ITESO shall be released from any

responsibility to subsequently recognize or revalidate said studies and no certificate of the courses taken shall be issued.

ARTICLE 5. TRANSFER CANDIDATES

Candidates who have taken courses at the undergraduate level or higher in other universities of the Mexican educational system or abroad, and wish to continue their studies at ITESO, shall:

5.1. Be accepted, after an interview, by the coordinator of the educational program they wish to enroll in, according to the following criteria:

5.1.1. That there is space available in the educational program they wish to pursue.

5.1.2. A minimum overall average of eight in the totality of the studies accredited at the university of origin.

5.1.3. Only equivalent courses passed with a grade equal to or higher than eight shall be considered for validation, with the following exception: when a course to be validated meets the above requirement and is serialized with previous courses, these may be considered for validation regardless of the grade obtained. The serialization outlined in the educational program to which the candidate intends to enter shall be taken into account for such purposes.

5.1.4. Candidates must take at least fifty percent of the credits of their study plan at ITESO.

5.1.5. Only students coming from Jesuit University System campuses shall be able to validate courses corresponding to the General Knowledge portion of the study plan.

5.2. Submit to the Registrar's Office the written proposal for equivalency of studies, authorized by the educational program coordinator, which must be generated in accordance with the provisions of item 5.1.3. of section 5.1. The Registrar's Office shall apply for the equivalency of studies or the revalidation ruling, as

the case may be, from the SEP's General Directorate of University Higher Education.

- 5.3.** Submit to the Registrar's Office, in their original, the documents outlined in the "Process for Admission with Transfer or Equivalency of Studies," on the established dates.
- 5.4.** Receive and acknowledge receipt, by means of a handwritten signature, of the document called "Privacy Notice," regarding the candidate's personal and sensitive personal data.
- 5.5.** Make the corresponding payments on the dates indicated in the "Process for Admission with Transfer or Equivalency of Studies."
- 5.6.** Register the courses authorized by the educational program coordinator, respecting the series established in the study plan, adhering as much as possible to the suggested curricular route, and following the provisions of article 9 of these regulations.

ARTICLE 6. CANDIDATES FOR EXTRACURRICULAR STUDIES

- 6.1.** ITESO may accept extracurricular students as long as:
 - 6.1.1.** They show the ability to take undergraduate courses in the view of the corresponding educational program coordinator and obtain his/her approval.
 - 6.1.2.** There are places available in the groups of the courses they wish to take.
 - 6.1.3.** They submit to the Registrar's Office the documents outlined in the "Enrollment Guide for Undergraduate Students".
 - 6.1.4.** They make the corresponding payments.
- 6.2.** Extracurricular students shall be assigned to an educational program, for coordination and accompaniment purposes, even if they are only interested in taking specific courses.
- 6.3.** Extracurricular students shall have the right to be evaluated and certified in the courses they take as extracurricular.

CHAPTER III. PROVISIONS FOR REENROLLMENT

ARTICLE 7. CONDITIONS FOR REENROLLMENT

7.1. Undergraduate students shall have the right to reenroll:

7.1.1. If they have not definitively dropped or been dropped for any of the reasons outlined in chapter VIII of these regulations.

7.1.2. In the case of conditional enrollment due to lack of documents, if they have complied with the submission of the complete official school documentation before the last day of classes of their first Spring or Fall academic term.

7.1.3. If they have the status of conditional reenrollment due to academic performance under the terms established in Article 8.

7.1.4. If they comply with the provisions regarding the Institutional English Requirement, established in Chapter V of these regulations.

7.1.5. In the event they have temporarily withdrawn or been temporarily dropped from the educational program due to any of the mechanisms indicated in article 23, if the time elapsed from the moment of interrupting their studies does not exceed two years. If this period is exceeded, the educational program council shall determine the relevance and conditions for reenrollment.

7.1.6. If the study plan of their educational program is in force. In the event of a change of study plan, students must apply to the Registrar's Office, prior to their reenrollment, for the equivalence of the courses taken and accredited in the original study plan with the new study plan in force, in which they must complete their professional studies.

7.1.7. If they have no overdue charges.

7.2. In order to reenroll, students shall carry out the procedures in person on the established dates, as indicated in the "Reenrollment Operation Instructions for Undergraduates" for each school period.

ARTICLE 8. REENROLLMENT CONDITIONED BY ACADEMIC PERFORMANCE

8.1. The reenrollment of a student shall have the status of "conditioned by academic performance" when the student has signed an agreement with his/her educational program coordinator to improve his/her academic performance, according to the established institutional procedure, in the following cases:

8.1.1. When the student fails for the third time, in the ordinary term, the same curricular subject of the educational program in which s/he is enrolled.

8.1.2. When, at the end of the extraordinary exams of each Spring or Fall academic term, the student accumulates six failed courses. This provision shall be applicable as of the third academic term in which the student studies. Elective courses with a failing grade shall not be considered when the student has passed an elective course of the same area in a subsequent period, according to the current study plans. Only curricular courses of the educational program in which the student is enrolled shall be counted.

8.2. The educational program coordinator shall have the power to offer the student a proposal of agreement for his/her reenrollment, for the purpose of improving his/her performance, the content of which shall adhere to established institutional procedure.

8.3. Should the educational program coordinator choose not to offer the student the agreement proposal, the student may appeal the decision before the program council and before the council of the department to which the program is affiliated, successively. The decision of the department council shall be final.

CHAPTER IV. COMMON PROVISIONS FOR NEWLY ADMITTED AND REENROLLING STUDENTS

ARTICLE 9. REQUIREMENTS FOR COURSE REGISTRATION

During the course registration process, students may make use of ITESO's accompaniment and information systems, and shall comply with the following norms:

- 9.1.** Respect the prerequisites and serializations established in the study plan.
- 9.2.** In order to register Professional Application Project (PAP) courses, students are required to have passed at least seventy percent of the credits of the educational program, as well as to have passed the courses Oral and Written Communication, and Information and Numerical Data Management, or their equivalents. Only one PAP can be registered per school period. This registration process is carried out in accordance with the "Guide for Selecting and Registering PAPs."
- 9.3.** Students may not register more than sixty-four credits in the Spring and Fall academic terms, or more than twenty-four credits in the Summer academic term.
- 9.4.** In order to decide which courses to register, students shall take into account the number of credits involved, in accordance with the provisions of article 13.
- 9.5.** Any exception to the above rules due to inconsistencies between the student's academic history and the suggested curricular route of his/her study plan shall be resolved by the Registrar's Office at the request of the educational program coordinator who requires it.

ARTICLE 10. WAIVER OF ENROLLMENT OR REENROLLMENT RIGHTS

Candidates or students who do not complete the procedures on the established dates, or do not comply with the requirements outlined in the corresponding guidelines and instructions, shall waive the right to enroll or reenroll.

ARTICLE 11. ITESO STUDENT STATUS

- 11.1.** Candidates who complete their enrollment process shall be ITESO students.
- 11.2.** Students who complete their reenrollment process in the Spring and Fall academic terms shall keep their status as ITESO students.
- 11.3.** Students who have studied in a Spring academic term shall keep their status as ITESO students during the Summer academic term that immediately follows, even if they have not reenrolled for it.

ARTICLE 12. IDENTIFICATION CARD

Students officially enrolled in ITESO's undergraduate programs shall receive their identification card at the beginning of their first academic period, and shall request its renewal annually, after having reenrolled for the corresponding academic term.

ARTICLE 13. TIME LIMIT TO COMPLETE AN EDUCATIONAL PROGRAM

- 13.1.** The time limit to complete an educational program is four consecutive Spring and Fall academic terms in addition to the duration established in the study plan.
- 13.2.** In the event there is a change to the study plan after these four additional Spring and Fall academic terms, the student must complete his/her educational program with the new study plan. To do so, the student shall submit the proposal for equivalency of studies to the Registrar's Office, with authorization by the coordinator of the educational program. The Registrar's Office shall apply for the equivalency of studies from the SEP's General Directorate of University Higher Education.

ARTICLE 14. GROUPS WITH INSUFFICIENT NUMBER OF ENROLLED STUDENTS

The groups authorized for the teaching of courses shall be subject to a minimum number of students enrolled at the close of the enrollment and reenrollment period; said minimum number shall be determined by the General Academic Directorate, after consultation with the Directorate of Administration and Finance.

CHAPTER V. INSTITUTIONAL ENGLISH REQUIREMENT

ARTICLE 15. DEFINITION OF THE INSTITUTIONAL ENGLISH REQUIREMENT

The Institutional English Requirement shall consist of B2-level English language proficiency (B2), "Independent-Advanced User," as set forth the Common European Framework of Reference for Languages (CEFR). This level is accredited as specified in the procedures in force.

ARTICLE 16. INSTITUTIONAL ENGLISH REQUIREMENT TO OBTAIN THE TITLE

In order to obtain their bachelor's degree title, students must have accredited the Institutional English Requirement.

ARTICLE 17. PROVISIONS FOR STUDENTS WHO HAVE NOT ACCREDITED THE INSTITUTIONAL ENGLISH REQUIREMENT

- 17.1.** Undergraduate students who, upon passing twenty percent of the credits of their educational program, do not prove a command of English equivalent to level 2 of ITESO's English Certification Program (PCI, in its initials in Spanish), must enroll in the PCI. The process of registering curricular courses shall be subject to compliance with this provision. This provision shall continue to be in effect for subsequent reenrollments.
- 17.2.** Undergraduate students who have not accredited the Institutional English Requirement must have approved specific levels of the PCI according to the percentage of progress of their study plan, as indicated in the "Procedure for the Accreditation of the Institutional English Requirement." Students who do not have the corresponding PCI level may not take more than thirty-two credits in the Spring and Fall terms, and twelve credits in the Summer terms. This restriction is intended to leave room in the student's schedule to take the PCI. The restriction will continue to be in effect in subsequent reenrollments, as long as the student does not pass the corresponding English level.
- 17.3.** Undergraduate students who, upon passing seventy percent of the credits of their educational program, have not accredited the Institutional English Requirement, will not be able to register for courses until they meet this

requirement. Revalidating students who are in this situation may request the Registrar's Office to review their case, in accordance with the procedure established for such purpose.

CHAPTER VI. DROPPING COURSES

ARTICLE 18. DROPPING COURSES DURING THE ENROLLMENT AND REENROLLMENT PERIOD

During the enrollment and reenrollment period established in the school calendar, a student may drop or change groups in the courses of his/her study plan, as s/he deems fit.

ARTICLE 19. DROPPING COURSES AFTER THE ENROLLMENT AND REENROLLMENT PERIOD

Once the enrollment and reenrollment period has closed, the dropping of courses shall be subject to the following rules:

- 19.1.** In each academic term, a student may drop one or more courses. This procedure shall be carried out through the Course Registration System, during the periods established for this purpose in the academic calendar.
- 19.2.** A student may drop each course of his/her study plan only once.
- 19.3.** The dropping of courses does not imply the refund of the corresponding payment or the cancellation of the corresponding debt.

CHAPTER VII. CHANGES IN THE EDUCATIONAL PROGRAM

ARTICLE 20. CHANGE FROM ONE EDUCATIONAL PROGRAM TO ANOTHER WITH EQUIVALENT COURSES

- 20.1.** To request a change from one educational program to another with equivalent courses, students must comply with the following requirements:

- 20.1.1.** Have all of their required documentation on file with the Registrar.
- 20.1.2.** Be accepted by the coordination of the educational program to which they wish to enter, subject to the availability of places and the educational program's admission requirements.
- 20.1.3.** Complete the process within the dates established in the "Reenrollment Operation Instructions for Undergraduates."
- 20.1.4.** Not have any overdue debts with the Finance Office.
- 20.1.5.** Not be blocked in the Course Registration System by any university unit.

- 20.2.** Equivalent courses accredited in the curriculum of the original educational program which have the same name and official code in the curriculum of the new educational program shall be deemed accredited in the latter.
- 20.3.** Equivalent courses accredited in the curriculum of the original educational program, which have a different name or official code in the curriculum of the new educational program, but are included in the Table of Equivalences between Study Plans authorized by the SEP, shall be deemed accredited in the new educational program.

ARTICLE 21. CHANGE WITHIN THE SAME EDUCATIONAL PROGRAM DUE TO MODIFICATION OF THE STUDY PLAN

- 21.1.** In order to request a change from one study plan to another, within the same educational program, students must meet the following requirements:
 - 21.1.1.** Have all of their required documentation on file with the Registrar.
 - 21.1.2.** Have approval by the educational program coordinator.
 - 21.1.3.** Complete the process on the dates established in the "Reenrollment Operation Instructions for Undergraduates."
 - 21.1.4.** Not have any overdue debts with the Finance Office.

21.2. Students must submit the proposal for equivalency of studies to the Registrar's Office, with authorization by the coordinator of the educational program. The Registrar's Office shall apply for the equivalency of studies from the SEP's General Directorate of University Higher Education.

ARTICLE 22. DEADLINES FOR REQUESTING A CHANGE OF EDUCATIONAL PROGRAM

22.1. For newly admitted students, the deadline for requesting a change of educational program shall be the first week after the beginning of classes, subject to the existence of available places.

22.2. Reenrolled students shall make their request before the beginning of their next academic term and the possibility of the change shall be subject to the existence of available places.

CHAPTER VIII. STUDENT WITHDRAWALS

ARTICLE 23. TEMPORARY STUDENT WITHDRAWAL

23.1. A student may apply to the Registrar's Office for temporary withdrawal from the institution, subject to the following conditions:

23.1.1. The student shall make his/her request for temporary withdrawal in writing, in accordance with the procedures set by the Registrar's Office.

23.1.2. The temporary withdrawal may occur ordinarily for a period of one to four academic semester terms.

23.1.3. If this period is exceeded, the pertinence and conditions for reenrollment shall be determined by the council of the corresponding educational program.

23.1.4. If the student requests withdrawal between the beginning of classes and the week established in the academic calendar for dropping courses, all courses registered shall be considered as not taken.

23.1.5. If the student requests withdrawal after the week established in the academic calendar for dropping courses, and there is no evaluation of the courses registered, these shall be considered failed courses.

23.2. A newly admitted student shall be temporarily dropped from his/her educational program if s/he:

23.2.1. Fails to submit the minimum required school documentation, in accordance with the provisions of Chapter II of these regulations, on the dates established for that purpose in the "Enrollment Guide for First-Time Undergraduate Students."

23.2.2. Having the conditional enrollment status due to documentation, does not submit his/her school documentation on the established dates and with the required characteristics, according to the provisions set forth in chapter II of these regulations.

23.3. A reenrolled student shall be temporarily dropped from his/her educational program if s/he does not complete the reenrollment procedures on the dates established for this purpose in the "Reenrollment Operation Instructions for Undergraduates."

23.4. A student shall be temporarily dropped from his/her educational program if the competent authority so decides, in accordance with the regulations in force.

23.5. The economic repercussions with respect to tuition fees caused by being dropped in this way shall be subject to the provisions of the ""Reenrollment Operation Instructions for Undergraduates."

ARTICLE 24. DEFINITIVE DROPPING OF STUDENTS FROM AN EDUCATIONAL PROGRAM A student shall be definitively dropped from his/her educational program when, in accordance with the provisions of Article 8.1 of these regulations and at the end of the dates for reenrollment for the following semester, s/he has not signed or does not comply with the provisions of the agreement reached with the coordinator of his/her educational program. The evaluation of the fulfillment of the agreement shall be made at the end of the extraordinary exams of each Spring or Fall academic term.

ARTICLE 25. DEFINITIVE DROPPING OF STUDENTS FROM ITESO

A student will be definitively dropped from ITESO for any of the following reasons:

25.1. If s/he submits false school documentation in the enrollment process. In this case, the following shall apply:

25.1.1. The dropping shall be applied at the moment the fact is detected, regardless of the number of academic terms the student has studied.

25.1.2. Under these conditions, the student's studies at ITESO shall be null and void, which applies for both accredited courses and the ones s/he is currently taking.

25.1.3. A student may be readmitted if s/he proves that s/he was not involved in the falsification of documents and complies with the requirements established by the Registrar's Office in this case.

25.2. If s/he is expelled from ITESO by the competent authority, in accordance with the regulations in force.

CHAPTER IX. GENERAL PROVISIONS

ARTICLE 26. POWER TO ESTABLISH COMPLEMENTARY PROVISIONS

The coordinating offices of the educational programs may include provisions related to the chapters of these regulations in their internal instructions, provided that:

26.1. The time frames, margins and limits established herein are not extended.

26.2. They obtain the approval of the Registrar's Office before they enter into force.

TRANSITORY ARTICLES

FIRST.

These regulations shall enter into force on the day following their promulgation.

SECOND.

These regulations abrogate the *Regulations for Enrollment in Undergraduate Studies* dated August 14, 2015.

THIRD.

THIRD.1. For students who have entered an ITESO undergraduate program between Fall 2013 and Spring 2015, the following provision shall apply in place of article 17: undergraduate students who, upon passing twenty percent of the credits of their educational program, have not accredited the Institutional English Requirement, must enroll in the English course corresponding to their placement level in ITESO's English Certification Program. Enrollment to curricular courses shall be subject to compliance with this provision (agreement 407-4 of the Academic Council, November 7, 2012).

THIRD.2. For students who have entered an ITESO undergraduate program before the Fall 2013 term, the following provision shall apply instead of article 17: undergraduate students who have passed fifty percent of the credits of their educational program and have not accredited the Institutional English Requirement must enroll in the English course corresponding to their placement level in ITESO's English Certification Program. Enrollment to curricular subjects will be subject to compliance with this provision (agreements 169-3 and 169-5 to 169-10, of the Academic Council, October 2002).

FOURTH.

The count of failed courses according to the provisions of point 8.1.1. of paragraph 8.1, shall begin as of the publication of these regulations.