

**Policy for follow-up of graduate students
of programs that are in process of being closed**

When CETYS University starts operation of an academic program, it does it knowing that it has the necessary conditions to guarantee that graduates have the necessary competencies to start a professional career. This means that programs start operations only after the following conditions, are met:

- a) There is a curriculum that was developed according to the institutional Mission and Philosophy.
- b) Market research was done to guarantee the relevance of the program for the development of society.
- c) The program has been reviewed and approved by the corresponding educational authority and has received the Recognition of Official Validity of Studies (RVOE for its Spanish acronym), which allows CETYS to legally grant a degree.
- d) CETYS has the necessary infrastructure, computer equipment, bibliographic resources (digital and printed), and other equipment according to the program. This is so that students can have the necessary resources to carry out all the activities for all courses of the program and achieve all the expected learning outcomes.
- e) CETYS has enough full-time, part-time, and adjunct professors, with an appropriate mix of pedagogical capacity and work experience to facilitate the teaching-learning process.
- f) CETYS has enough administrative and support (security, maintenance, medical, student life, etc.) personnel to help students grow academically according to what is established in the institutional educational model.
- g) CETYS has a healthy, organized and transparent financial structure that allows it to provide the necessary support to all academic programs, considering operational expenses and timely payment to professors.

Because of the aforementioned reasons, it is unlikely that CETYS has to close a program. However, if this happens, the institution is committed to facilitating continuity for students who are enrolled in the program, until they complete all the credits according to the criteria established in the valid regulations for graduate students of CETYS University.

To achieve this, CETYS University will:

- Inform the situation of the program clearly and transparently to all students enrolled in such program. Reasons for closing the program and the process to follow will be explained.
- Keep enrollment open for students of the program while they complete the credits necessary to obtain the corresponding degree, if they do not exceed the time established by the regulations.
- Offer the necessary courses for students to complete the program. CETYS guarantees that the professors assigned to each course will have the necessary preparation and quality, like the professors who taught all the previous courses.

- Facilitate follow-up and academic support to graduate students through a tutor, or keep the tutor that had already been appointed for each student. These tutors will preferably be members of the faculty of the institution.
- Keep the facilities of the institution and other resources such as the Library, IT Department, Administration, Financial Services, etc. available for all students until they finish the program.
- Keep the costs of the program that will be closed according to the policies that govern all other academic programs. This means that students will not have to pay additional fees to keep the program running. Tuition payments due by any student will continue under the same conditions as all other academic programs.
- When all the students of the program have completed all the courses, and as long as the conditions established by the regulations for undergraduate students have been met, CETYS will continue to support the process of completion of the doctoral dissertation and offer the necessary resources for this. The provisions of articles 28 and 29 of the valid regulations for graduate students must be taken into consideration, regarding the time limit of enrollment in a program.
- In case a student of a program in process of closing is about to reach the time limit of enrollment in the program, they will be notified in a timely manner, so that they and their tutor are able to establish a plan to complete the program.
- If students have complied with all the requirements for degree obtainment established in the regulations for graduate students, CETYS will carry out all the corresponding legal processes so that students can obtain their degrees and professional licenses.
- If there are students enrolled in the program, CETYS will keep a full-time professor as coordinator of the program, so that students can have a person to go to in case any situation arises regarding their studies.
- Any situation that has not been established in this document, and that affects one or more students of a program in process of closing will be taken care of by the coordinator of the program and will be informed in a timely manner to all interested parties so that the process of program completion can be handled in the best way possible.

These provisions will be valid for all students of programs in process of closing, regardless of the campus of CETYS University where the administrative and educational process are being carried out.

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