



STUDENT REGULATIONS

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INTRODUCTION

EARTH University is an institution of higher education, established by a community committed to academic and professional training, learning, the pursuit of knowledge, and holistic personal development.

Coexistence among all members of EARTH University must be cordial and respectful in a multicultural environment, within the framework of Costa Rican law.

These Regulations establish the principles, values, and philosophy that EARTH University has chosen as educational tools and represents the ideology of student coexistence in the Institution.

These Regulations set forth the general rules for the rights and duties of EARTH University students.

EARTH UNIVERSITY MISSION

Prepare leaders with ethical values to contribute to sustainable development and to build a prosperous and just society.

EARTH UNIVERSITY VISION

Our actions are driven by the mission to alleviate poverty, promote social justice, and build a future in which our communities achieve sustainable and shared prosperity.

INSTITUTIONAL VALUES

The development of the human being, academic excellence, ethical conduct, sustainable development, social awareness, the pursuit of knowledge, and conservation of biodiversity.

CHAPTER I. General Provisions

Article 1. Purpose and Principles

- a. The Student Regulations are an academic and administrative document with mandatory requirements. Together with the educational services contract, the accommodation contract, the scholarship contract, the off-campus housing agreement, the sexual harassment policy, the policy on the use of technology resources, the academic calendar, the course syllabi, and the protocols and regulations for campus facilities, laboratories, administrative areas, and other spaces, as well as any guidelines issued by the university authorities, they constitute the institutional regulations.
- b. The application and interpretation of these Regulations take into account the following principles:
 - i. The coexistence of the University community is governed within a framework of respect and equality among its members.
 - ii. Coexistence is based on the responsibility of individuals for their actions, omissions, and the consequences of both.
- c. Matters not covered in these regulations will be resolved by the corresponding University authorities in accordance with the institutional regulations and the principles indicated herein, as well as the mission and vision of the University, taking into consideration the well-being of the student and the university community, so that their decisions or resolutions are binding.

Article 2. Scope of the Regulations

The Regulations apply to all students, both on and off the campuses of EARTH University.

Article 3. Definitions

For the purposes of these regulations, the following definitions are considered:

Co-curricular activity: Any learning activity complementary to the curriculum that contributes to the personal development and future professional performance of the student in accordance with the characteristics and aspirations of the educational model of EARTH University.

Curricular activity: Any learning activity that fosters the professional and personal development of the student, provided according to the curriculum, and based on the educational model of EARTH University.

Virtual activity: Curricular or co-curricular activity that is carried out virtually, using the technological platform most appropriate to the type of activity and its purpose.

Non-significant curricular adaptation: The adaptation of the curriculum to the conditions of each student with special educational needs, carried out in the training process (methodologies, educational strategies) and in the evaluation system, in order to equalize the learning process of the student.

Adequacy of access: Any modification or provision of resources that guarantees access to physical space, equipment, tools, machinery, information, and/or communication, in order to equalize the learning process for participants with special educational needs of this type.

Academic year: The period between the first day of the first trimester and the last day of the third trimester of a calendar year, during which curricular or co-curricular activities are carried out on or off campuses. In the case of the first-year students, the period begins the first day of orientation week.

Educational support: Includes the administrative provisions, curricular adaptations, accessibility adjustments, technical aids, adaptations, and support services offered to students.

Attendance: Student attendance and participation in any curricular or co-curricular activity.

Absence: Partial or total non-attendance or non-participation of the student in each session of curricular or co-curricular activities.

Campus/Campuses: The grounds and buildings at EARTH University where curricular or co-curricular activities takes place.

University community: Students, professors, staff, and authorities of EARTH University.

Year Coordinator: A permanent academic faculty member at EARTH University who is responsible for leading the activities related to his or her academic year.

Trimesters: Each of the three academic periods into which the academic year is divided (four months each in length).

Achievement course: Refers to courses in which it is required to evaluate the competencies to be achieved and therefore requires application of evaluation tools to determine mastery. All regular and elective courses correspond to this type.

Participation course: Corresponds to those courses whose fundamental requirement is active participation in the programmed activities. This category includes seminars, Support Workshops, Work Experience, Professional Experience, Internships, Clubs, and other forms of teaching

organization that are presented as a requirement for approval.

Elective course: A course a student can choose from among several available options because the course is associated with the student's vocational training interests.

Regular course: A course that is mandatory and constitutes a requirement for completing the Study Plan in order to obtain the respective corresponding degree.

Dean: The University authority appointed for this purpose who directs the Academic Faculty and the academic support staff, and ensures the quality of the Academic Program at EARTH University.

Complainant: A person who requests to open an investigation or disciplinary procedure against a student, according to the rules established in these Regulations.

Class days: Monday to Friday from 6:30 a.m. to 6:00 p.m. and Saturdays from 6:30 a.m. to 11:30 a.m. each week of the academic year.

Working days: Monday to Friday from 7:30 a.m. to 4:30 p.m. each week of the academic year.

Student: A person admitted to an Academic Program and enrolled in a period of the respective Study Plan at EARTH University.

Enrollment: The formal process by which a student registers in a trimester in the corresponding courses.

Conditional Enrollment: The status of a student who does not meet all the administrative, financial, immigration, or academic requirements to formalize their enrollment, and whose maximum term is seven weeks.

Special Educational Needs (SEN): A need presented by a student due to a difficulty in his/her functioning at a physical, sensory, mental (cognitive or behavioral), emotional level or any combination of these, which restricts his/her learning in a training and formation process, to such an extent that it becomes necessary to provide educational support to achieve equal and effective participation.

Other facilities: EARTH University administrative facilities located outside the two campuses.

Disciplinary process: A set of actions aimed at investigating and, when warranted, sanctioning behaviors or conduct of the student due to the breach of their duties and commission of misconduct.

Professor: A person who responsible for planning, implementing, and evaluating an academic activity at EARTH University.

Institutional resources: The infrastructure, equipment, tools, and resources in general that EARTH University makes available to the University community.

President: The highest-ranking staff member at EARTH University and the university authority appointed for that purpose, responsible for overseeing the execution of institutional policy and all EARTH University programs.

Office/Department: Each of the administrative or academic entities into which EARTH University is organized.

Student Vacations: The period between academic trimesters.

Article 4. Configuration of the Academic Year

- a. For all four academic years, the first and second trimesters will be fifteen weeks long.
- b. For the first and second academic years, the third trimester will be fourteen weeks long.
- c. For the third academic year, the third trimester will be fifteen weeks long.
- d. For the fourth academic year, the third trimester will be thirteen weeks long.

CHAPTER II. Principles, Duties, and Rights of Students

Article 5. EARTH University Student Educational Principles

During their studies, the student will strengthen the following principles: autonomous learning, mutual assistance, effective communication, dedication, leadership, social commitment, safety, punctuality, honesty, respect and responsibility, which are the values held up in these regulations.

Article 6. Duties of the Student

- a. Obey the laws of the Republic of Costa Rica.
- b. Comply with the necessary requirements to regulate and maintain his/her immigration status in the country.
- c. Know and abide by the documents of academic and administrative nature issued by the University, including these regulations, the Scholarship Award Contract, the Educational Services Contract, the Student Housing Contract, the Regulations against Sexual Harassment, the Graduation Project Regulations, the institutional calendar, the course syllabi, the protocols and regulations of the farms, laboratories, administrative areas, and other areas of EARTH University on its campuses and other facilities, and academic or administrative guidelines.
- d. Respect the integrity of people, as well as their ideology, religion, gender, socioeconomic status, age, ethnic group, culture, sexual orientation, political, academic, and artistic criteria or other condition inherent human characteristic.
- e. Respect and not steal the property of others.
- f. Respect institutional schedules for classes, clubs, campus access, among others.
- g. Assume responsibility for their own learning.
- h. Actively participate in academic curricular and co-curricular activities, whether virtual or in-person, that the University establishes for the student's personal and professional development.
- i. Conduct themselves responsibly and respectfully on and off Campuses.
- j. Act as worthy representatives of EARTH University on and off the Campuses and at other facilities.
- k. Behave with honesty, personal, social, and professional integrity, and be a positive role model on and off Campuses and at other facilities.
- l. Take care of and ensure the preservation, cleanliness, and good appearance of the campus facility infrastructure, laboratories, equipment, materials, tools, machinery, and any other resources of the university, taking care of and making responsible use of them.
- m. Report any violations committed by any person against these Regulations or the basic principles and philosophy of EARTH University.

Article 7. Student Rights

- a. To be respected regardless of gender, socioeconomic status, age, ethnicity, culture, sexual orientation, or any other inherent human characteristic.
- b. To freely express their ideological, cultural, religious, political, academic, and artistic opinions within a framework of mutual respect.

- c. To have access to the resources that EARTH University provides for the promotion of their personal and professional development in accordance with the established regulations.
- d. To participate in the academic curricular and co-curricular activities established by the university for their personal and professional development.
- e. To participate in student organizations for the comprehensive improvement of the educational process.
- f. To have access to information related to institutional resources and facilities for coexistence within the campuses.
- g. To have access to information related to enrolled courses, resources, evaluation criteria, academic record, and other aspects related to their study plan.
- h. To receive timely and appropriate information related to their academic performance and conduct.
- i. To present the corresponding defense or claim, in the time and manner established in these regulations, when he/she considers that his/her rights are being violated or restricted, academically, administratively, or personally.

Article 8. Official Representation of the University

Students may issue opinions and transmit information on behalf of EARTH University, as well as represent it, only when previously permitted and in writing by the university authorities.

CHAPTER III. General Rules of Residence and Coexistence

Section I. Student Coexistence

Article 9. Student Coexistence Committee

- a. It shall be appointed by the President and shall be composed of:
 - i. One professor as the primary member and one as the alternate .
 - ii. One student as the primary member and two as alternates.
 - iii. One representative from the Office of Student Affairs and one from that office as the alternate.
- b. The professors (primary and alternate) shall be nominated by the Dean. The students (primary and alternates) must be from different academic years and shall be nominated by the Office of Student Affairs.
- c. The members of the Student Coexistence Committee are appointed ad honorem, therefore, they will not receive any compensation or payment in kind.
- d. For each case, the primary professor, student, and representative of the Office of Student Affairs will be summoned and, in their absence or inability to participate for other reasons, the alternates will be summoned.

Article 10. Term of Appointments

The professors and students who are members of the Student Coexistence Committee shall be appointed for a term of at least two years; in the case of third- and fourth-year students, for the corresponding period until graduation.

Article 11. Functions of the Student Life Committee

The Student Life Committee shall have the following functions:

- a. Suggest policies related to student coexistence in order to maintain the proper functioning of EARTH University.
- b. Propose reforms to institutional regulations.

- c. Strengthen the mechanisms and work teams necessary for the validity and compliance of the Student Services Contract and these Regulations concerning disciplinary matters.
- d. Recommend, in accordance with EARTH's philosophy, formative actions for cases of inappropriate conduct.
- e. Investigate complaints received and recommend actions to be taken, in accordance with these Regulations.
- f. Manage disciplinary procedures based on a complaint or initiated ex officio.¹
- g. Conduct any necessary investigations in the disciplinary procedures and submit the recommendation to the Dean.
- h. Request any type of report from the Security, Medical, or other offices of the University in order to address a complaint or an ex officio disciplinary investigation.
- i. Notify the Dean of any anomalous situation related to student coexistence.

In order to carry out its functions, the Committee may establish internal rules for its meetings. In addition, the Committee may authorize its coordinator to individually sign the initial notification of the disciplinary proceedings and any other notification, except for the recommendation addressed to the Dean, which must be signed by the three members of the Committee.

Article 12. Student Residences

- a. Student residences constitute a space that fosters the professional and personal development of students, in accordance with the EARTH University model.
- b. In accordance with the EARTH University model, the student will reside on campus.
- c. If the student should have to temporarily reside off campus, he/she must request written authorization from the Director of the Office of Student Affairs.
- d. A student of legal age has the freedom of transit; his or her exits from the are his/her sole responsibility.
- e. Students under the age of 18 must present a letter of authorization from their parents or legal guardians to leave the campus.
- f. Access to the student residences area is exclusively for students residing on campus, staff, and visitors authorized by the Office of Student Affairs.
- g. Rest hours established in the student residences are considered from 10:00 p.m. to 5:00 a.m. the following day.
- h. The student may not store work tools, synthetic or natural products that could be toxic or flammable, or any objects described in the article referring to weapons, equipment, and dangerous materials in the residences.
- i. The coexistence of students within the residential area shall foster an environment of tranquility, harmony, rest, safety, hygiene, and health that is conducive to learning, under the policies established by the Office of Student Affairs and those stipulated in the Student Housing Contract.
- j. Any conflict regarding coexistence in the residences must be reported to the Office of Student Affairs for attention.
- k. The Student Affairs Office reserves the right to relocate students when it deems it necessary.

Article 13. Infrastructure, Materials, Equipment, and Resources

- a. EARTH University will provide the institutional resources necessary for the activities, consistent with its educational model.
- b. Institutional resources will be used according to the policies established by each Department.

¹ Ex-officio - a person who holds a particular position or office and is therefore entitled to certain duties or privileges without additional authorization.

- c. Students are responsible for the proper care, preservation, and proper use of institutional resources. Failure to do so will result in a fault, and partial or total replacement of the property or payment as compensation may be required, at the student's expense.

Article 14. Clothing

EARTH University students must wear appropriate clothing established for each site and curricular or co-curricular activity, on and off campus, also respecting the protocols and security measures established for each case. Failure to comply with this requirement may result in the student being removed from the place or activity and may be considered an unjustified absence.

Article 15. Motor Vehicles

EARTH University may provide transportation for participation in curricular and co-curricular activities on and off campus in accordance with established regulations. Students may temporarily drive motor vehicles on campus only with the prior written authorization of the Office of Student Affairs. This authorization may be revoked at any time.

Article 16. Use of Bicycles and Other Means of Transport

- a. The student may have a bicycle within the campuses.
- b. The bicycles must be registered at the Security Office, and each one will be assigned an institutional license plate. Any change in ownership must be reported.
- c. If the student completes his or her studies or withdraws from the University, the institutional license plate on his or her bicycle will be removed by the Security Office.
- d. Bicycle lanes will be exclusive for the use of bicycles and other wheeled means of transport, with the exception of motor vehicles.
- e. In corridors and pedestrian areas, non-motorized means of transportation must be carried by hand while walking and must be parked in designated areas, without causing damage to buildings or other structures.
- f. The use of bicycles or other transportation against the rules indicated in this article and the policies issued by the University may result in a sanction for the commission of misdemeanors and the revocation of the authorization to use the wheeled transport, or the order that the property be removed from the campuses.

Article 17. Vacations

- a. The student has the freedom to decide how to use their vacation time, except in cases where academic make-up work is required as stipulated in these regulations.
- b. EARTH University will maintain basic services for students, except during the vacation period at the end of the last trimester.
- c. Students may be allowed to remain on campus during the vacation period at the end of the academic year by authorization of the Office of Student Affairs, if it is for non-academic reasons.
- d. If the student decides to travel outside or inside the country during vacations, he/she must cover the round-trip costs corresponding to his/her trip, as well as the immigration procedures for such purpose.
- e. A student who goes on vacation outside the country without having their immigration status regularized, does so at their own risk and responsibility.

Article 18. Institutional Hours of Admission to the Campus

For reasons of protection of the safety or health of the university community, to promote a positive environment for students, and ensure the best academic performance of students, and for other reasons that benefit the community, the University may inform students of changes to campus entry hours. Failure to comply with the schedule may constitute an offense as established in these Regulations.

Article 19. Personal Documents

- a. The safekeeping of personal documents shall be the sole responsibility of the student.
- b. The student must carry their EARTH University ID card both inside and outside the campuses. Presentation of the ID card will be mandatory in order to access services provided by EARTH University.
- c. The loss, damage, or theft of any of these documents must be immediately reported to the Office of Student Affairs; the student will bear the cost of replacement.

Article 20. Theft, Robbery, or Damage to Property

- a. Each person is responsible for the care of his or her belongings.
- b. Taking any object without the consent of its owner, be it of an individual or the University, may be considered theft or robbery depending on the circumstances of the case.
- c. The student will be responsible for the damage caused to the property of other members of the University community. The Office of Student Affairs will try to ensure, together with the persons involved in the situation, that whoever causes the damage restores the property in the best possible condition, or that the owner is compensated. The replacement or compensation shall be agreed between the parties. If an agreement cannot be reached, the injured party may request the intervention of the Student Coexistence Committee; this committee will assess if the request merits opening a disciplinary process.

Article 21. Weapons, Equipment, and Hazardous Materials

The introduction of, commercialization, acquisition, manufacture, possession, carrying, exchange, sale, and use and storage of weapons, ammunition, explosives, dangerous objects, flammable, toxic or dangerous substances is prohibited on the campuses.

Article 22. Alcohol, Tobacco, and Other Drugs

- a. Students will strive to maintain a healthy lifestyle, both physically and mentally, and will have the support of the University.
- b. The introduction of, acquisition, production, possession, carrying, storage, commercialization, or consumption of cigarettes, alcoholic beverages, marijuana, narcotics, psychotropic substances, or other illicit drugs, as well as implements associated with their production or consumption, are not permitted on campus or off campus in academic or any other activities organized by EARTH University.
- c. Smoking and vaping are prohibited on all campus grounds.
- d. The student may be subjected to testing or examination if drug or alcohol use is suspected. Such testing may be administered at any time and without prior notice.
- e. EARTH University may impose conditions on a student's reinstatement or continued enrollment at the University due to non-compliance with programs or treatments related to drugs, alcohol, or tobacco.

Article 23. Review of Assets and Seizures

- a. When acts or situations prohibited in these Regulations or through institutional guidelines, related to weapons, dangerous equipment and materials, illegal substances, alcoholic beverages, marijuana, cigarettes, tobacco, or illicit drugs are suspected, personnel from the Security Office and, if possible, the Office of Student Affairs, may enter student dormitories at any day and time, without prior notice, to conduct a thorough search, including of personal belongings, in the presence of at least one of the students assigned to that dormitory.
- b. Room searches will involve the search of the furniture and belongings of its occupants, regardless of the side of the room where they are located; the presence of one of the students is sufficient to conduct the search of the entire dorm room.
- c. A report of the procedure will be prepared for all dorm room inspections. If the personnel conducting the search deem it necessary, they will take photographs. Prior to the search, the

students present in the room will be informed of the purpose of the search and will be invited to voluntarily surrender any prohibited objects or substances in their possession or in the dormitory. If deemed necessary, the personnel conducting the search may be accompanied by a witness or a notary public.

- d. The Security Office may make seizures to ensure compliance with these Regulations; it may search bags, packages, and personal belongings in the dormitories, at the main entrance of EARTH University, and inside the Campuses, both at their entrance and exit, in order to search for substances, items, or equipment that are not permitted, stolen, or lost. If prohibited objects, weapons of any kind, alcohol, cigarettes, drugs or instruments to facilitate their consumption or production are found during the search, they will be confiscated. EARTH University will return stolen or lost objects to their respective owners; the remainder of the confiscated goods will not be returned. The Office of Student Affairs will decide how to dispose of them in accordance with institutional policies.

Article 24. Pregnancies

- a. In the event of pregnancy, EARTH University will ensure the well-being, safety, and health of those involved, who will be responsible for promptly informing the Office of Student Affairs of their pregnancy status. That Office will activate the protocol for handling these situations, to provide assistance to the student, and, as far as possible, the University will seek the continuation of their educational process, until the health of the student and the baby is not compromised.
- b. If the student remains at EARTH University, she will be provided with the support required. In the event that, based on a medical opinion by authorized healthcare personnel, it is decided that the student should leave, she may apply for readmission in accordance with the provisions of these regulations regarding the right to readmission.
- c. EARTH University, in accordance with its educational model and its principles and values, encourages student parents to assume the commitment of responsible parenthood.

Section II. Use of Technological Resources

Article 25. General Aspects

EARTH University makes technical resources available to students in order to facilitate the learning process.

Article 26. Use of Electronic Mail Accounts and the Internet

EARTH University reserves the right to administer electronic mail accounts under the domain of EARTH University and the Internet service from its servers, ensuring legal, adequate, and respectful use, in accordance with the provisions established by the Office of Information Technology. In addition, the student who commits a criminal action using the electronic or telematic means of EARTH University may be reported to the judicial authorities.

Article 27. Use of Technological Devices

- a. The use of technological devices is permitted during academic activities, as long as those who are in charge of the activities them consider it appropriate.
- b. If the student is using a technological device in an activity other than the one assigned, causing interference with a learning activity, the facilitator or the professor may ask the student to discontinue its use.

Article 28. Copyright

Students must use the electronic programs and materials respecting copyrights and respective licenses. Current legislation and EARTH University policies prohibit the copying or installation of programs that have not been declared of public domain or of free distribution.

Article 29. Use of E-mails for Institutional Procedures

Students may carry out institutional procedures by e-mail, unless the University authorities indicate otherwise, and the procedure requires personal presence.

CHAPTER IV. Academic Standards and Procedures**Section I. Tuition****Article 30. Enrollment**

- a. Enrollment is a requirement that students must fulfill on the dates and times established by the Registrar's and Academic Information Office. Enrollment may be done in person or by any technological means authorized by the University.
- b. Students who do not register on the date established by the Registrar's and Academic Information Office must pay a fine of 100 dollars (currency of the United States of America) per day up to a maximum of 500 dollars. Payment of the fine may be waived by the Dean, after reviewing the request for the waiver.
- c. Payments made after the enrollment period established by the Registrar's and Academic Information Office will incur an annual late interest of 10%, applicable to the outstanding balance of the portion of tuition that the student is responsible for paying with their own funds, as established by the Office of Finance and Operations.
- d. Students who have not completed enrollment by the established deadlines will be excluded from the registry of active students and must withdraw from EARTH University within the next five business days. In this case, what is set out in these regulations regarding general provisions for withdrawal shall apply. Any modification in this provision must be authorized in writing by the Dean.
- e. Students with pending academic, financial, immigration, or administrative matters require authorization to enroll from the Office of Finance and Operations, the Office of Student Affairs, or the Registrar's and Academic Information Office as appropriate, to reach an agreement and resolution before enrolling. In this case, the student will have conditional enrollment for a maximum period of seven weeks, to be determined by the persons in those positions.
- f. Students with conditioned enrollment who do not comply with the signed agreement will lose their student status and will be removed from the registry of active students. In addition, they must withdraw from EARTH University within the next five business days. In this case, the provisions of this regulation regarding general provisions for withdrawal will apply. Any exception to the application of this provision must be authorized in writing by the Dean.

Article 31. Coverage of Tuition Fees

- a. The annual cost of the academic year covers professional training, meals, lodging, and insurance during each trimester, and vacations of the first and second trimesters, from the first day to the last day of the academic year, including the course recovery processes.

Section II. Academic Responsibilities

The educational model of EARTH University is based on five components: the institutional mission, the graduate profile, educational principles, the teaching-learning processes, and the curricular structure, with a strong emphasis on experience and practice. For this reason, the Work Experience, Entrepreneurial Projects, Internship, and Professional Experience courses require a solid theoretical foundation and have certain special conditions that are considered in these Regulations.

Article 32. Responsibilities for One's Own Learning

The EARTH University student must fulfill the following academic responsibilities:

- a. Punctually attend and actively participate in the curricular or co-curricular academic activities (virtual and/or in-person) that take place during the academic year.
- b. Complete and submit assignments, projects, research papers, and other coursework for each course on time.
- c. Fulfill the academic responsibilities stipulated in the course program.
- d. Demonstrate a pro-active attitude towards learning, take initiative, and take full advantage of the resources and opportunities available for their education.
- e. Coordinate with the professors, prior to their departure, any make-up or replacement work for activities completed during their absences or justified late arrivals.
- f. It is the responsibility of the student to coordinate with professors, within three working days following his/her return, the recoveries or replacements corresponding to the activities carried out during his/her absences or unjustified late arrivals.
- g. If the student fails to meet their academic responsibilities, it will be his/her responsibility to request a meeting with the professor(s) of the course(s) in which he/she is failing to meet their responsibilities, in order to find a way to solve the situation.

Section III. Academic Compliance

Article 33. Procedure for Academic Non-compliance

- a. The course professor will evaluate the student's fulfillment of academic responsibilities according to what is indicated in the course syllabus, and if non-compliance is identified, the professor will report on this situation in the annual faculty meeting.
- b. Professors will evaluate the student's fulfillment of academic responsibilities during the annual faculty meeting, in accordance with the course program and these Regulations.
- c. If a student presents academic non-compliance, the professor, along with the year coordinator, may schedule a meeting with the student and one of the specialists in specific support services, to define the necessary actions to resolve the situation.
- d. If the proposed actions do not resolve the student's academic non-compliance, this situation will be communicated to the Dean, who may determine whether the condition of academic non-compliance warrants the application of measures or sanctions.

Section IV. Attendance

Article 34. Late Arrival to Curricular or Co-curricular Activities

- e. A late arrival is when the student arrives after the time established to begin the curricular or co-curricular virtual or in-person activity.
- f. A late arrival may be considered as excused when, in the professor's judgment, it is justifiable and when the reason is duly documented.
- g. An unjustified late arrival will be considered an unexcused absence, and the professor will proceed as established in these regulations and in the course syllabus.

Article 35. Absence from Curricular or Co-curricular Activities

- a. A student's absence from any curricular or co-curricular activity, whether virtual or in-person, constitutes an absence, which may be justified or unjustified.
- b. A justified absence is one that occurs due to reasons beyond the student's control, such as health conditions validated by the corresponding health professional, a family emergency verified by the Office of Student Affairs, or absences due to requirements or court orders from a public institution.
- c. The Dean may grant justification for an absence with an institutional permit to a student attending activities of institutional interest or migration procedures to regularize their legal status as a student in the country.

- d. Participation in a disciplinary hearing within the institution as a party, witness, or member of the Student Coexistence Committee constitutes a justified absence, which may be supported by a communication from the coordinator of said Committee with a copy to the Dean.
- e. In the case of a justified absence, the student is responsible for recovering learning objectives or specific activities in which they were not present.
- f. Any absence that does not qualify as justified is considered unjustified. The student will have three business days from the day of their absence to present justification to the course professor.
- g. In the case of an unjustified absence, the student will lose the opportunity to make up for the activities conducted during the absence; if the unjustified absence corresponds to an evaluable activity, the student will lose the points corresponding to that activity according to each course's regulations.
- h. The maximum number of absences allowed is limited to four class sessions per trimester in credit courses.
- i. In participation courses, such as work experience courses, no more than four absences may accumulate, of which only two may be unjustified.
- j. In participation courses such as university life orientation seminars, recreation and holistic health, and internship analysis, the maximum number of absences permitted will be two, of which only one can be unjustified.
- k. A student with more absences than allowed in a course must withdraw from the University. The Dean has the authority to review the case and decide on the student's continued enrollment.

Article 36. Procedure for Requesting a Leave of Absence

- a. When the student needs to be absent from a course, he/she must request permission in writing to the professor of the course at least three working days in advance, using the special permission form to be absent from classes. The professor, in consultation with the Year Coordinator will decide whether to approve the request to justify the absence and the specific activities to recover the learning objectives.
- b. The student must submit the completed form to the Year Coordinator|
- c. When the student needs to be absent from more than one course, he/she must request permission in writing to the year coordinator at least ten working days in advance, who will analyze the relevance in conjunction with the professors of the academic year the student is taking.
- d. When the student requires to be absent from the work experience course, he/she shall request permission in writing at least three working days in advance from professor in charge of the learning scenario, using the leave of absence form and following the procedure specified in that form.
- e. When the student needs to be absent due to emergency cases, he/she may request permission from the Year coordinator, the Office of Student Affairs,| or the Dean.
- f. Any exception to this Article must be processed directly with the Dean.

Article 37. Recovery of justified absence

- a. The professor will define a recovery plan with the student according to the nature of the activity to be recovered. In the case of work experience, the plan will be designed by the professor of the course and the student who was absent.
- b. It is the student's responsibility to comply with the recovery plan and carry it out within the trimester in which the course was developed.
- c. In the case of attending co-curricular activities, the attendance will be verified against curricular activities for which permission of absence was granted. If for an unjustified reason the student does not attend such activity, the permission will be considered void and will not be authorized for the absence.

Article 38. Qualification for justified absence

- a. When the student is absent with justification but fails to meet the learning objectives before the end of the trimester from which he/she was absent, he/she will be assigned a grade of incomplete until he/she complies with the recovery plan of the course(s) of that trimester. This must be completed before the end of the following trimester.
- b. If the student does not complete the recovery plan for a course within the established time for verified reasons beyond his or her control, the professor may assign a final grade of pass, incomplete, or fail, depending on the fulfillment of the learning objectives.
- c. The recovery plans for justified absences of a student in more than two courses will be coordinated by all the professors of the year. The Dean has the authority to approve the recovery when it cannot be completed in the same trimester of the absence.

Article 39. Procedure in the Event of Unjustified Absences

- a. When the student incurs in an unjustified absence of a curricular activity, the professor will inform the year coordinator in writing and will reduce the student's final grade by 0.5 points for each unjustified absence.
- b. In the case of curricular activities that do not belong to a specific course, the student's sanction will be applied to the course that he/she regularly takes that day. Due to the nature of these activities, they will not be recovered.
- c. When the student incurs in an unjustified absence of a co-curricular activity, the coordinator of the co-curricular activity will inform the year coordinator, who will notify the professors, to reduce 0.5 points for each unjustified absence in the final grade of the courses that the student regularly takes that day. Due to the nature of co-curricular activities, they will not be recovered.

Article 40. Recovery of Unjustified Absences

- a. Students will be responsible for communicating with the professor during the three working days following the absence, so they can jointly design a recovery plan for the learning objectives missed due to their absence.
- b. If the student fails to meet with the professor to design the recovery plan, he/she will assume the responsibility of making up on his/her own the academic activities missed due to his/her absence.
- c. If the student does not carry out the recovery plan in the established time due to reasons beyond his/her control that are duly proven, the professor may assign a final grade of pass, incomplete, or fail, depending on the fulfillment of the learning objectives.

Article 41. Unjustified Absences in the Work Experience and Professional Experience Courses

- a. When a student incurs one or two unjustified absences in Work Experience or Professional Experience, the professor will assign an Incomplete Due to Absence (IA) as the final grade for the course and will design a recovery plan, which will be documented in the "Activity Recovery Form for Unjustified Absence in Work Experience and Professional Experience." The professor will send the form electronically to the year coordinator, the student, and the Registrar's and Academic Information Office.
- b. In cases where the two weekly sessions are held in one day, for each day of unjustified absence, the equivalent of two unjustified absences must be made up.
- c. If the absence occurred during the first or second trimester, recovery will be completed during the first week of vacation after the trimester in which the absence occurred. If the absence occurred during the third trimester, the student will recover the week prior to the start of the first trimester of the following year, except for fourth-year students who must recover before graduation.
- d. Recovery will take place in academic farms from 6:00 a.m. to 2:00 p.m., with the student working two days a week for one unjustified absence and from Monday to Friday for two unjustified absences. If the student fails to attend or does not fully comply with the recovery plan, the

professor will change the grade of Incomplete Due to Absence (IA) to a failing grade (R), and the student must withdraw from the University.

- e. In the case of three or more unjustified absences, the professor will assign a failing grade (R), will notify the Registrar's and Academic Information Office, and the student will have failed the course without the right to recovery, and thus must withdraw from the University.

CHAPTER V. Monitoring and Evaluation of Academic Performance

Section I. Courses

Article 42. Course Program

- a. The course program shall clearly detail the course description, learning objectives, competencies, performance expectations on the part of the student, the planning of activities, the evaluation system to be applied, the contribution of the course to the graduate profile, and the general policies of the course.
- b. The professor will deliver the course syllabus to the students on the first day of classes, in physical or electronic form. The course syllabus will be available on the electronic platform enabled for this purpose, in the first week of classes, so that the students can consult it.
- c. Modifications and updates to the course program will be made as established by the Academic Policy. In addition, the students and the Registrar's and Academic Information Office will be notified before implementation.

Section II. Academic Performance Evaluation

Article 43. Evaluation

The student will be evaluated continuously throughout the trimester in all courses.

Article 44. Numerical and Non-numerical Qualification

- a. Evaluation of academic performance uses two types of qualification, numerical and non-numerical.
- b. The numerical qualification is on a scale of zero to ten, expressed to one significant decimal digit, rounded to the nearest half unit.
- c. The non-numeric grade is expressed as follows: Pass (A), Fail with the Right to Recover (RR), Fail (R), Incomplete (I), and Incomplete due to Unjustified Absence (IA).

Article 45. Approval of Courses

- a. In courses based on numerical grading, the student passes when he/she obtains a final grade equal to or higher than 7.0.
- b. In courses using non-numerical grading, the student passes when he/she obtains a final grade of Pass.

Article 46. Failure of Courses

The curriculum of EARTH University is designed in such a way that the student must pass all the courses established for each trimester and academic period.

- a. The student fails a course with right to recovery when he/she obtains a final grade equal to or higher than 6.0 and lower than 7.0.
- b. Failing a course with a grade lower than 6.0 means failure of the course without the right to recovery.
- c. The student fails a course with non-numerical grade with right of recovery when he/she obtains a grade of "RR".

- d. The student fails a course with non-numerical grade with no right to recovery when he/she obtains a grade of "R".
- e. Failure of a course indicates withdrawal from the University, which must be carried out as indicated in these Regulations.

Article 47. Midterm Grading

- a. Each professor shall upload the midterm grades of the course he/she teaches in the electronic platform enabled for such purpose, on the second working day of the seventh week of the trimester.
- b. For non-numerical grading courses, the professor will report to the Dean the names of the students who are failing to comply. In the Work Experience course, the report will be made to the course coordinator.
- c. The Dean will send a letter to the students who have obtained an academic performance lower than 7.0 in one or more courses, or who have been reported non-compliant in non-numerical grade courses, indicating their situation, and will leave a copy of the letter in the students' file. The letter will be sent digitally, no later than five working days after the last day of entering mid-term grades, so that students are aware of their academic situation at that time.

Article 48. Procedure for Grading a Course

- a. At the end of the course, the professor shall assign the final grade to the student following the evaluation system established by the course syllabus.
- b. Each professor shall enter the final grades of the course he/she teaches in the electronic platform enabled for such purpose, no later than the second working day after the last week of the trimester. It is the student's responsibility to find out his/her grades through this platform.

Article 49. Procedure for Handling Incomplete Courses

The grade of an incomplete course "I" will be assigned when the student has not been able to complete a course for duly justified reasons. When this happens, the professor will handle the case according to what is established in the course syllabus. When assigning the Incomplete, the professor must complete the "Incomplete Form," attach the required information, notify the student by electronic means, and upload the form in the electronic platform intended for that purpose.

Article 50. Procedure for Completing a Course

- a. The term allowed to complete a course must not exceed the end of the following trimester. In special cases, the Dean may approve a different period of time.
- b. When the student receives a grade of "I" in two or more courses in one trimester, his/her situation will be evaluated by the coordinator and by the year professors in order to propose the most appropriate solution to the Dean.
- c. When the student has fulfilled the requirements to complete the course, the professor will proceed to replace the grade of "I" with the corresponding final grade. For this purpose, the professor must include the grade in the electronic platform enabled for this purpose within three working days following the day in which the student completed the course.

Article 51. Course Not Completed

When the student has not completed a course within the specified time, the professor will replace the grade of "I" with a 5.0 in the case of courses with a numerical grade or with an "R" in the case of courses with a non-numerical grade. When this happens, the student will have failed the course without the right to recover and must withdraw from the University according to the procedure established in these Regulations. The professor must include the grade in the electronic platform enabled for this purpose within three working days following the day in which the student should have completed the course

Article 52. Reinstatement Trimester Grades

Once the courses of the reinstatement trimester have been approved, the grades of those courses will be a part of the student's academic record; for this purpose, the highest grade obtained in both trimesters for each course will be taken for the purposes of cumulative weighted average and total credits.

Article 53. Course Extension

Course extension is a benefit that is not considered a make-up exam and is offered to students who meet the following criteria:

- a. The student who fails a recovery exam of a course with a grade equal to or higher than 6.0 and lower than 7.0, may request an extension of a course to the following trimester, provided that he/she complies with the requirements established for the extension of the course.
- b. The student who fails a recovery exam with a grade lower than 6.0 will not be able to extend the course to the following trimester because he/she is considered to have many deficiencies in the learning objectives; therefore, he/she must withdraw from EARTH University according to the procedure established in these Regulations.
- c. During the extension of a course, a recovery plan will be made, in which the necessary activities for the achievement of missed learning objectives.
- d. The recovery plan for a course in extension may not exceed week seven of the following trimester.
- e. The student who is in the trimester with a course extension will have conditional enrollment for the duration of the extension and will only be eligible for regular enrollment once he/she has completed the course in extension. In that case, the student's grade status in the electronic platform enabled for such purpose will be "R".
- f. If the course extension takes place in the third trimester of year four, the student will not be able to graduate with the promotion of that academic year and will complete the course extension in the first trimester of the following year, paying the corresponding credit expenses of the course and any applicable room and board expenses.
- g. The student who fails and extension course will have to withdraw from EARTH University for academic reasons and the provisions of these Regulations on reinstatement will apply.
- h. The course extension does not apply to Work Experience courses, Entrepreneurial Projects, Internship, Professional Experience, Graduation Project, nor to the trimester prior to the Internship.

Article 54. Requirements for Course Extension

The requirements to be eligible for course extension are the following:

- a. The student may take a course extension once per academic year.
- b. When the student chooses to extend a course, it implies that he/she has accepted his/her grade of the recovery exam of that course and is willing to fulfill the missing learning objectives.
- c. Students must complete the course extension request form and present it to the Dean's office within a period of no more than three working days after receiving their grade from the recovery exam. This does not apply to students who are accepted to re-enter the following year, in the trimester following their departure, provided they meet the established requirements, and whose course extension will be processed automatically.
- d. Students must not have received any disciplinary action in the current year, nor have a current Academic or Administrative Probation.
- e. Students who request a course extension must be up to date with their financial and administrative obligations.
- f. The Dean will decide on the approval of the course extension, according to compliance with the requirements indicated in this article and based on analysis of the student's conduct during their stay at EARTH University, for which the Dean may request the opinion of the professors of the

- respective year of the student, and of the Office of Student Affairs. The decision taken by the Dean on the course extension request is final.
- g. Student requesting the extension course must pay the tuition of the corresponding trimester and accept the conditions established in the respective contract, which must be signed in the Dean's office, leaving a copy in their file.
 - h. The student, together with the professor, will design a course extension recovery plan to meet the unmet objectives. The professor will send a copy of the plan electronically to the student and to the Registrar's and Academic Information Office.
 - i. The student who is in a course extension understands that, in addition to the extension course, he/she will have the academic workload of the trimester that is in extension and agrees to comply with all academic obligations.
 - j. Students not complying with the recovery plan for an extension course will lose the opportunity to complete the extension course, and this situation will be reported by the professor to the Dean. The Dean may order the immediate withdrawal of the student from EARTH University.
 - k. The student who passes the extension course will have a final grade of 7.0 as the maximum grade.
 - l. The student who fails the extension course loses his or her status as a student, and in that case the official withdrawal will apply and the final grade in his or her academic record shall be the grade obtained in the course, before requesting the extension.

Section III. Internship and Graduation Project

Article 55. Internship Course

- a. During the Internship, the student must comply with these regulations, the company's policies and procedures, and the laws of the country where the internship takes place.
- b. To pass the Internship course, the student must meet all the requirements established in the course syllabus.

Article 56. Absences in the Internship Course

In the event of absences during the internship course, the provisions specified in the course syllabus must be followed.

Article 57. Failing the Internship Course

- a. The grade for the internship course is not numerical and only includes the following options: Pass (A), Fail (R), and Incomplete (I). There is no option for a failing grade with the possibility of retaking the course (RR).
- b. Failure to meet one or more of the evaluation criteria results in a failing grade (R).
- c. If the final result is Incomplete (I), depending on the remaining time, the student may retake the course after the fourth year, but will not be able to graduate at the end of the fourth year.
- d. If, after the fourth year, the student successfully completes the internship course, they will be eligible to graduate.

Article 58. Graduation Project Courses

- a. The Graduation Project courses are held over three trimesters. Due to their nature, students will have specific activities to complete each trimester to continue to the next stage of the course until its completion.
- b. To pass the Graduation Project courses, students must satisfactorily meet the requirements established in the course syllabus and the graduation project regulations.

Article 59. Failure and Retake Procedures for Graduation Project Courses

- a. If a student fails a Graduation Project course during the first or second trimester, EARTH University's standard procedures for course failure and retake will apply.
- b. A student who fails the Graduation Project course in the third trimester with a grade of 6.0 or higher but less than 7.0 will be eligible to retake the course during the designated retake period. If the student fails the course without the right to retake it, or fails the retake, they must re-enroll in the course starting in the first trimester of the following academic year and pay the corresponding tuition fees. If they fail to meet the course requirements, they must officially withdraw from the University.
- c. If the student passes the retake of the Graduation Project course, they will be eligible to graduate.

Section IV. Recovery of Courses

Article 60. Failed Students with the Right to Recovery

- a. The student fails a course with the right to recovery when he/she obtains a final grade equal to or higher than 6.0 but lower than 7.0, or a "RR" grade with the right to recovery, as established in the course program.
- b. The professor of the course will inform the Dean of the name and ID card number of the student who is entitled to recovery, as well as the date, time, location, and manner of recovery.
- c. The course professor will design a recovery plan for the student, which will be delivered to the student in-person or electronically.
- d. It is the responsibility of the student to be prepared for the recovery exam.

Article 61. Recovery of a Course

The recovery of a course may consist of evaluation activities that may include a written or oral exam or other activities, depending on the nature of the course and the special conditions of the student. This will be defined in the respective recovery plan.

Article 62. Course Recovery Evaluation Procedure

- a. The Dean will appoint a committee of three evaluators, one of whom will be the course professor.
- b. The course professor must ensure that there is evidence of the evaluation; for this purpose, they may record the recovery session and present it to the committee if necessary.
- c. If the student does not pass the recovery, the committee will review the evaluation evidence and results.
- d. The course professor will report the results of the recovery to the student and the Dean within no more than three working days and will upload the result to the electronic platform designated for this purpose.
- e. A student who does not pass the recovery must withdraw from EARTH University according to the procedure established in these Regulations.

Article 63. Dates for Recovery

- a. The recovery of the first and second trimesters will be on the first or second working day of the third week, following the last week of the trimester.
- b. The recovery of the third trimester will be on Wednesday or Thursday of the second week following the last week of the trimester, with the exception of year four students.
- c. The recovery of fourth-year students in the third trimester will be on the first and second working days of the following week following the last week of the trimester. For this purpose, the professors must have all their results in a period no longer than twenty-four hours after the test has been administered.
- d. For the Entrepreneurial Project, Graduation Project and Professional Internship, the student must complete the learning objectives within a period of no more than one trimester.

Article 64. Right to Recovery

- a. The number of courses in which the student shall be entitled to recovery is limited as follows:
 - i. Two courses per trimester
 - ii. Three courses per academic year
 - iii. Eight courses during all years of study
- b. The student who exceeds the maximum number of courses to which he/she is entitled to recover, must withdraw from EARTH University according to the procedure established in these Regulations.

Article 65. Students Failing a Course Without the Right to Recovery

- a. A student fails a course without the right to retake it if they receive a grade lower than 6.0.
- b. The course instructor will inform the Dean of the name and student ID number of the student who is not eligible for a retake and will also enter the corresponding grade into the designated online system.
- c. A student who fails a course without the right to retake it must withdraw from EARTH University.

CHAPTER VI. Academic Guidance**Article 66. Monitoring of Academic Performance**

- a. Includes the different assignments and tests carried out in the courses, in addition to evaluating learning; allows for identifying and correcting deficiencies in order to determine possible educational supports in the learning process.
- b. Therefore, in a preventive manner, the faculty will analyze the academic progress of all students at least three times during the trimester, in the fourth, sixth and tenth week.
- c. When it is considered that a student requires some type of special support, academic or otherwise, different from that of his/her classmates, it will be reported in a meeting of the professors of that academic year for its respective follow-up.

Article 67. Continuous Feedback

- a. Continuous feedback on academic performance is helpful in improving the student's use of the learning process.
- b. Partial grades registered in the virtual platform and the professor's comments are considered as part of the continuous feedback.
- c. It is the student's responsibility to request an appointment with the professor to receive feedback on the progress of the course.

Article 68. Behavior Incompatible with the Learning Process

When the student's academic difficulties are related to attitudes and behaviors incompatible with those expected in the learning process, the professor, together with the year coordinator, will discuss the situation directly with the student. If necessary, the collaboration of other staff specialized in handling such cases may be required. This situation will be documented in the student's file in accordance with these Regulations. The coordinator will communicate this situation to the Dean, who will be able to determine if this situation merits the application of measures or sanctions.

Article 69. Attention to Special Educational Needs (SEN)

EARTH University, in accordance with the Law of Equal Opportunities for Persons with Disabilities (Law 7600), as well as related regulations of the Republic of Costa Rica and the respective international conventions, offers support options and non-significant curricular adaptation to the student who presents SEN. Therefore, the student who is enrolled at EARTH University and is diagnosed in the institution by the psycho-pedagogy area with SEN has the right to receive the support that allows him/her to participate in classes according to his/her abilities, needs, and conditions.

Article 70. Academic Support Plan

- a. EARTH University provides the student with an Academic Support Plan to help them make the learning, behavioral, and attitudinal modifications that facilitate the fulfillment of the objectives proposed in the academic program.
- b. The Academic Support Plan includes the set of academic activities and support and learning processes proposed in a specific course, in order to improve the student's academic performance.
- c. In order to receive the Academic Support Plan, the student must submit a formal written request to the professor of the course, who may request the technical criteria and advice of professionals in Psychology and Pedagogy to provide the adequate support.
- d. The professor or the Educational Support Committee may suggest an Academic Support Plan for the student. In case the student refuses to do so, the professor will send a written record to the Psycho-pedagogy staff to document the student's file.
- e. Once the student has the Academic Support Plan, it will be communicated to the year coordinator and to the corresponding support offices. The student will be responsible for following up on the actions proposed in the Academic Support Plan.

Article 71. Educational Support Committee

EARTH University has an Educational Support Committee composed of the year coordinators, a representative of the Office of Student Affairs, a professional of Psycho-pedagogy, and the Dean, who will act as coordinator.

Among the functions of the Educational Support Committee are:

- a. Support and advise faculty, students, and staff on strategies and procedures for supporting students with SEN.
- b. Manage guidance for the implementation of educational supports and curricular adaptations.
- c. Manage access accommodations in coordination with the professor of the course and the departments of EARTH University that can collaborate on their implementation.
- d. Decide on claims and appeals related to the requests for support and curricular adaptations.

CHAPTER VII. Student Distinctions

Article 72. Academic Distinctions

To encourage students towards academic excellence and holistic personal development, EARTH University awards the following distinctions:

- a. **Distinguished Student of the Year:** This distinction is awarded annually to any student who meets the academic requirements and demonstrates progressive work in their comprehensive development.
- b. **Academic Honor from the President:** This distinction is awarded to any student who achieves excellent academic performance throughout each year of their degree program. This distinction is granted annually to all students who meet certain academic requirements during the year of distinction.
- c. **Graduating with Honors:** This distinction is awarded to any fourth-year student who is graduating and has shown outstanding performance in academics and other areas of integral training during their time at the University. The distinction recognizes those students who have excelled through their effort and dedication and who continuously seek personal improvement.
- d. **EARTH Award:** This is the highest distinction awarded to a graduating fourth-year student at the University. This award recognizes those students who have excelled academically and in other areas of integral development throughout their years of study.

The requirements for selection for these distinctions are outlined in the document "Protocol for Student Awards."

The President or Dean have the authority to decide on the creation of new distinctions or on the temporary or permanent suspension of the distinctions regulated in the protocol.

CHAPTER VIII. Offenses, Sanctions, and Procedure

Article 73. Definition

Any action or omission that goes against any of the Articles of these Regulations, or that affects the proper functioning of EARTH University, the university community, or any of its members, will be considered disciplinary or academic offense. These Regulations provide for two types of offenses, disciplinary and academic.

Academic or disciplinary offenses are regulated in these regulations and may result in the suspension of financial support from the University.

Article 74. Classification of Faults

The offenses contemplated in this regulation are:

- a. Minor offense
- b. Serious offense
- c. Very serious offense
- d. Extremely serious offense

Section I. Disciplinary Offenses

Article 75. Minor Offense

Minor Offenses are:

- a. Obstructing the normal flow of pedestrians or vehicles on the Campuses.
- b. Failing to identify oneself or doing so incorrectly at the request of a staff member of EARTH University.
- c. Posting signs, notices or any other type of information in places not intended for that purpose.
- d. Disturbing the tranquility of the academic premises.
- e. Disturbing the tranquility of student residences or other campus residential areas.
- f. Failure to abide by clothing and hygiene regulations in accordance with the location.
- g. Failure to comply with the rest schedule of the students' residences.
- h. Failing to comply with the established institutional hours for entering the campuses.
- i. Failing to meet the cleaning obligation of student residences and common areas.
- j. Keeping pets in the dormitories.
- k. Not spending the night in their assigned room.
- l. Keeping work tools, synthetic, or natural products that could be toxic or flammable, or other dangerous or prohibited products or substances in the dormitories.
- m. Violating regulations on the use of bicycles, motor vehicles, and others as established in this regulation.
- n. Using someone else's bicycle without prior authorization from its owner.
- o. Being present or remaining on campus under the influence of alcohol or drugs.
- p. Leaving the campus without proper authorization when the student is a minor.

Article 76. Serious Offenses

Serious Offenses are:

- a. Altering or hindering the registration processes for one's own benefit or for the benefit of others.
- b. Introducing, acquiring, possessing, carrying, storing, or consuming alcoholic beverages on Campuses, or in academic activities outside these.

- c. Consuming, introducing, acquiring, producing, possessing, carrying, or storing cigarettes or any implements associated with their production or consumption, inside or outside the Campuses, in academic or any activities organized by EARTH University.
- d. Damaging furniture or infrastructure of buildings, whether or not they belong to EARTH University.
- e. Interfering with or tampering (with or without damage) the cameras or any equipment associated with campus security in such a way that it temporarily or permanently ceases to function or in any way affects its functionality or purpose.
- f. Injuring a person by libel, slander, defamation, or insult, by any means, oral or written.
- g. Using, without prior authorization, the facilities and resources of EARTH University for purposes other than those directly related to academic activities, even if such use does not result in economic or other benefits.
- h. Intentionally obstructing or interrupting learning, research, administration, disciplinary procedures, or other university activities that take place on or off the Campuses.
- i. Disrespecting any member of the University community or neighbors and visitors to EARTH University.
- j. Providing false information (oral or written) to an EARTH University staff member.
- k. Behaving inappropriately on or off the Campuses.
- l. Misuse the electronic and digital resources offered by EARTH University.
- m. Failure to comply with the clauses set forth in the Student Housing Contract, except that partial or total non-compliance with the content of those clauses is defined in these Regulations by means of another type of fault.
- n. Acting on behalf of EARTH University without having received prior written and official representation from the University.
- o. Discriminating against a person on the basis of ideology, culture, religion, political preference, academic, artistic, gender, sexual orientation, beliefs or otherwise.
- p. Engaging in deliberate animal cruelty
- q. The accumulation of three minor misdemeanors may result in a sanction for serious misconduct.

Article 77. Very Serious Offenses

Very serious offenses are:

- a. Introducing, acquiring, possessing, carrying, storing, or consuming marijuana, narcotics, psychotropic substances, or other illicit drugs on the campus or at off-campus academic activities.
- b. Having someone to impersonate you or that you impersonate another person in the performance of activities that, due to their nature, must be carried out personally. This may include, among other forms of impersonation, the preparation of assignments, reports, projects, or any other document for a student, whether such activity is paid or unpaid.
- c. Seize by any fraudulent means or by breach of trust the content of a test, exam, or knowledge control.
- d. Seizing, altering, or destroying, by any fraudulent means or by breach of trust, formulas, questionnaires, grades, tests, assignments, projects, or any other important documents
- e. Forging signatures on private or public documents or using digital signatures of other persons.
- f. Using forged documents for any university, administrative, academic, or any other type of management, even for procedures outside of EARTH University.
- g. Impersonating a professional in the performance of his or her work, whether on or off Campuses.
- h. Stealing, robbing, or damaging property of any kind belonging to EARTH University or any member of the University community or third parties.
- i. Organizing or participating in student hazing activities.
- j. The accumulation of two serious misdemeanors may result in a sanction for very serious misconduct.

Article 78. Extremely Serious Offenses

Extremely serious offenses are:

- a. Manufacturing, trafficking, distributing, or commercializing narcotics, psychotropic substances, or illicit drugs on campus or in any other place.
- b. Injuring or attempting to harm the physical or psychological integrity or personal freedom of any member of the University community or third parties.
- c. Laundering money or participating in any way in such activity.
- d. Carrying out, participating in, or inciting acts of vandalism that harm the property of EARTH University or its proper functioning or image, or that harm any other institution in Costa Rica or any member of the University community.
- e. Bringing into campus, commercializing, acquiring, manufacturing, possessing, carrying, exchanging, selling, using, or storing weapons, ammunition, explosives, dangerous objects, flammable, or toxic substances within the campus.

The accumulation of two very serious offenses may result in a sanction for extremely serious offense.

Section II. Sanctions for Disciplinary Offenses

Article 79. Considerations for Determining Sanctions

- a. In determining the sanction, the following factors may be taken into account: absence of disciplinary history, the student's good academic performance, and remorse along with acknowledgment of the wrongdoing.
- b. The severity of the offense, the number of affected individuals, the consequences, and the impact on a person, the institution, or the university community, as well as complicity, concealment, or facilitation of offenses, and other criteria may also be considered.
- c. The commission of multiple related offenses and the level of impact caused by these offenses, among other factors, will be considered an aggravating factor in determining the sanction.
- d. The Dean will have discretionary authority to order corrective measures, either in place of a sanction or in conjunction with a sanction, which may require the student to perform community service or unpaid assistance work at EARTH University or at other external institutions.
- e. Any act or omission that violates good customs or the image of the University or the University community may be sanctioned. Any other infraction or negligence in fulfilling the obligations and duties inherent to the student's status, not covered in the previous articles, may be addressed by the competent authorities of EARTH to determine whether it constitutes an offense and what sanction corresponds based on the severity of the act or omission or its consequences.
- f. Repeatedly committing the same offense or any other may be considered an aggravating factor.
- g. In determining the sanction, EARTH University may assess the co-participation in a disciplinary offense (knowing or witnessing the commission of an offense and not taking action). Such behavior may be regarded as contrary to student duties and inappropriate conduct at EARTH University and may be sanctioned as an offense.

Article 80. Types of Disciplinary Sanctions

- a. Disciplinary offenses will be sanctioned as follows:
 - i. Minor and serious offenses will be sanctioned with a written warning or with the declaration of Administrative Probation for the period determined according to the circumstances of each case, starting from the date the sanction becomes final, or if the student is in their final year, until its completion.
 - ii. Very serious and extremely serious offenses will be sanctioned with Administrative Probation, disciplinary withdrawal, or expulsion, depending on the circumstances of the case and in accordance with the provisions of the previous article. The imposition of the sanctions specified in this article must be justified in writing according to the criteria established in the previous article.

- b. The imposition of the sanctions indicated in these Regulations does not prevent EARTH University from filing a complaint with the appropriate judicial authorities if the offense involves the commission of a crime.
- c. The imposition of disciplinary sanctions may result in the suspension of financial support from the University.
- d. The imposition of the disciplinary sanctions set forth in these Regulations shall not exempt the offender from liability for compensation of damages caused to the property of EARTH University or to any member of the university community.

Article 81. Warnings

- a. A warning may be issued at the very moment in which inappropriate behavior by a student is observed. It may be issued by Security Officials, Student Affairs, the Dean, the President, or any staff member.
- b. The main purpose of the warning is to educate the student to reflect on her/his behavior during her/his stay at EARTH University. The offense and the importance of ensuring a healthy university coexistence will be pointed out to the student.
- c. The warning does not require following any procedure.

Article 82. Written Reprimand for a Disciplinary Offense

- a. The main purpose of the written reprimand is to educate the student to reflect on his/her behavior during his/her stay at EARTH University.
- b. The written reprimand will be recorded in the student's file and will be valid for one year.
- c. No type of appeal can be made against the written reprimand warning sanction.

Article 83. Administrative Probation

- a. The administrative probation is considered as part of an educational process for the student; therefore, it may include the obligation to comply with certain actions of an educational or community nature, which will be defined by the university authority with power to impose the sanction.
- b. Administrative probation will be applied during the period considered necessary according to each case. In the event that a student is withdrawn while on Administrative Probation, the student's re-entry will be assessed in accordance with these Regulations and will imply that he or she will be on Administrative Probation until the remaining term ordered by the Dean is completed.
- c. There shall be no appeal against the resolution that establishes the administrative probation.
- d. Accumulation of two administrative probations will be cause for disciplinary withdrawal or expulsion, which will be decided by the Dean as appropriate.

Article 84. Disciplinary Withdrawal

- a. The duration of the disciplinary withdrawal will be determined considering a minimum of one year.
- b. In this type of sanction, the Dean has the authority to include conditions for re-admission, which will be specified in the sanction resolution.
- c. After the disciplinary withdrawal period has been completed, the student may request re-admission as established by these Regulations.
- d. In no case may partial re-admission for a trimester be applied; for this purpose, the Dean will have the discretionary authority to reduce the sanction period so that the student can re-enter in the trimester corresponding to their study program. This authority does not require any justification, and its non-application is not subject to any type of appeal.

Article 85. Expulsion

Expulsion of a student is permanent. The student sanctioned with expulsion loses student status and must therefore leave the University immediately. If so requested, a certification of the courses passed and grades up to the time prior to expulsion may be received.

Article 86. Record in the File

- a. All sanctions imposed shall be recorded in the student's file.
- b. If the sanctioned student withdraws from the University for academic, medical, or other reasons, the withdrawal will be recorded in the student's file. The sanction will be suspended during the period of withdrawal and will be applicable as of the student's reinstatement to the University for the rest of the corresponding trimester.

Section III. Procedure for disciplinary faults

A disciplinary procedure is one in which it is analyzed and determined whether the student incurred an offense established in these Regulations. It can be initiated ex officio or by filing a complaint.

Article 87. Complaint and Preventive Measures

- a. Any person, member or not of the University community, may report events that could imply the commission of a disciplinary misconduct by a student. The complaint shall be made verbally or in writing and must be submitted to the Office of Student Affairs or the Office of the Dean, as appropriate.
- b. No specific format is required for the complaint, but it may be made using the forms available at the Office of Student Affairs.
- c. The complaint may be accompanied by any evidence that is available or that is considered important for the file and the resolution of the case.
- d. Complainants may request preventive measures in their favor in the complaint or at any other time during a disciplinary procedure. The Dean and the President have the power to issue a preventive or precautionary measure of an institutional nature in order to guarantee the safety of the complainant, of the witnesses of a disciplinary procedure, or for the well-being of the university community in general, if the case demands it. The resolution that dictates a preventive or precautionary measure will not have any recourse, only that of addition or clarification.
- e. The Student Coexistence Committee may recommend, ex officio, or upon request of a party, imposition of a preventive measure to guarantee the welfare of the parties to the procedure, of the University community, and/or the adequate development of the disciplinary procedure.
- f. As institutional preventive or precautionary measures, the following may be issued, among others:
 - i. Not communicating, disturbing, or approaching the complainant, the victim or the witnesses.
 - ii. Relocation of any person involved in a disciplinary process to another dormitory or building, groups, or classrooms, even outside the campus if necessary and convenient, while the procedure remains open.
 - iii. Any other measure considered convenient and necessary.
- g. Preventive or precautionary measures may be modified during the course of the disciplinary procedure, upon request of a party or ex officio, as deemed appropriate for its purposes.

Article 88. Deadline

The deadline for filing the complaint or for initiating an ex-officio investigation shall be deemed to be one year from the time when the misconduct was committed or became known.

Article 89. Withdrawal

- a. Complainants may withdraw a complaint at any time during the disciplinary procedure. This request must be made in writing and addressed to the Student Coexistence Committee, who will analyze it and/or channel it to the Dean or President as appropriate. The request will be analyzed to verify that it is not supported by a situation of pressure or threat against the complainant or another subject participating in the disciplinary procedure. It will also be analyzed according to the type of offense that was reported and the possible effects on the complainant or the university community.
- b. The scope of the withdrawal will only affect the complainant who requests it. Notwithstanding that withdrawal has been requested, the Dean or the President (depending on the jurisdiction at the time the request is presented) may limit its effects and continue the procedure ex officio in order to achieve clarification of the facts until making the appropriate decision.

Article 90. Rights in the Procedure for Disciplinary Offense

In connection with the disciplinary proceedings, the reported student and the complainant will have the following rights:

- a. To photocopy the disciplinary file.
- b. To express his/her point of view, orally or in writing.
- c. To attend the hearing in the terms indicated in these Regulations.
- d. To submit such evidence or witnesses as they deem necessary.
- e. To file an appeal in the cases established in these Regulations.

Article 91. Procedure for Minor and Serious Offenses

- a. Once the complaint is received, or when acting ex officio, the Director of Student Affairs will inform the student of the initiation of the disciplinary procedure or assign the corresponding sanction.
- b. The accused student will have a period of three business days to respond in writing and, if desired, provide evidence.
- c. The accused student may respond by email or in printed form to the Office of Student Affairs. In their response, they may express their arguments or reasons, refer to the facts, and provide an email address for notifications; failing to do so will result in notifications being sent to the email assigned by EARTH University.
- d. The Director of Student Affairs will evaluate the case file and make a corresponding decision based on the severity of the offense.

Article 92. Procedure for Very Serious and Extremely Serious Offenses

- a. Once the complaint is received regarding the possible commission of very serious or extremely serious offenses, or when acting ex officio, the Director of Student Affairs will forward the complaint or report to the Student Coexistence Committee.
- b. The Student Coexistence Committee will notify the initiation of the disciplinary procedure and will give the accused student a period of three business days to respond in writing and, if desired, provide evidence. The Student Coexistence Committee may, if deemed necessary, call for a private oral hearing in that same notification or a subsequent one. The minimum period to hold the hearing will be three working days following the notification.
- c. The accused student may respond by email or in printed form to the coordinator of the Student Coexistence Committee. In their response, they may express their arguments or reasons, refer to the facts, and provide an email address for notifications; failing to do so will result in notifications being sent to the email assigned by EARTH University.
- d. The Student Coexistence Committee will analyze the case and forward the file to the Dean with a sanction recommendation.
- e. The Dean will evaluate the case file and make a corresponding decision based on the severity of the offense.

Article 93. Hearing Procedure for Very Serious or Extremely Serious Offenses

- a. The student involved in a disciplinary process may be accompanied to the hearing by a family member or another person of their choosing. If the student is a minor, he/she must be accompanied by an adult, preferably his/her legal representative. The qualifications of the accompanying person must be informed to the Student Coexistence Committee at least two working days prior to the hearing.
- b. The accused student and the complainant may present witnesses and other evidence to the Coexistence Committee before or at the beginning of the hearing.
- c. At the hearing, the Student Coexistence Committee will hear from the complainant, the witnesses or declarants, and the accused student. The accused student and the complainant have the right to witness the statements and ask questions if they so desire.
- d. The failure of the accused student or the complainant to appear, without just cause, will not prevent the Student Coexistence Committee from hearing the case and conducting the investigation. The committee will analyze the evidence in the file and issue a recommendation.
- e. The Student Coexistence Committee will give the floor to all the individuals involved, moderate the questioning phase, and ensure that there are no situations of pressure, insults, violence of any kind, or unauthorized recordings of voice or image.
- f. The Student Coexistence Committee will have the faculty to limit the number of declarants and witnesses or, if necessary, to limit the time for the questioning and closing arguments. Also, if it deems it appropriate or necessary, it will invite a legal advisor to the hearing, who will assist in or lead the proceedings.
- g. At the end of the hearing, the Student Coexistence Committee will indicate to the accused student and the complainant that he/she has the right to present their closing arguments. The Committee will indicate at that time whether the conclusions will be oral or written. In the event that they are written, a reasonable time frame will be given for their submission.
- h. Those who attend the hearing shall remain respectful and silent until authorized to present facts or answer questions. They may not carry weapons or other objects likely to cause discomfort or offense; nor may they engage in intimidating or provocative behavior or cause a disturbance. The use of cell phones or any other electronic device will not be permitted without authorization from the Student Coexistence Committee.

Article 94. Recommendation of the Student Coexistence Committee

The Student Coexistence Committee will issue a recommendation addressed to the Dean and will send the file together with the recommendation to the Dean to make a decision. The Committee's recommendation shall not be binding on the Dean.

Article 95. Jurisdiction to Impose Sanctions

- a) Withdrawal or expulsion may be imposed only by the Dean or in his/her absence, by his/her substitute.
- b) If the disciplinary procedure is initiated for the possible commission of several types of offenses, including minor or serious offenses, the Student Coexistence Committee may analyze them together with the other more serious offenses and make the appropriate recommendation, even though the recommendation may include sanctions for minor or other types of offenses. The Dean may in such cases, if appropriate, dictate the sanction for all type of misconduct.

Article 96. Resolutions

The resolution issued by the Dean shall be notified to the accused student and the complainant personally or by e-mail. The resolution shall refer to the facts and shall be substantiated.

Article 97. Appeal

The student may file an appeal with the President against a decision ordering withdrawal or expulsion.

The appeal must be submitted in writing within three working days following notification of the decision issued by the Dean. Until the appeal is resolved, the status of student is maintained, with all the duties and rights inherent to that status.

Article 98. Resolution of the Appeal

The President shall resolve the appeal as soon as possible. The resolution of the appeal shall be notified to the accused student and the complainant personally or by e-mail. The resolution shall summarize the facts and the resolution against which the appeal was filed and shall be substantiated.

Article 99. Finality

Once the term of three working days following the notification of the resolution issued by the Dean ends without an appeal being filed, or if the appeal has been denied, the resolution and the sanction imposed, if any, will become final and will be applied immediately.

Section IV. Academic Offenses

Article 100. Inappropriate Behavior in Classes, Curricular, or Co-curricular Activities.

If a student exhibits inappropriate behavior in a class or a curricular or co-curricular activity, the professor or person in charge of that activity has the power to issue a warning, and can request the student to withdraw from the activity. The professor or person in charge of the activity must report in writing the circumstances of the incident to the academic year coordinator or the Director of Student Affairs, as appropriate.

Article 101. Faults Against Academic Honesty

Honesty is one of the values to which EARTH University attaches the greatest importance, and academic honesty is a very important component of it. Students must maintain the highest standard of academic honesty in all his/her activities and curricular assignments. The following are academic honesty misconduct:

- a. Copying other people's works, partially or totally, and submitting them as one's own.
- b. Copying or attempting to copy the work of fellow students during any evaluation activity.
- c. Using or attempting to use any unauthorized material during an assessment activity.
- d. Providing or attempting to provide information to another classmate during an evaluation.
- e. Obtaining or attempting to obtain information from another classmate during an assessment.
- f. Seizing by any fraudulent means or through abuse of trust the content of a test, exam, or knowledge control in order to pass a test and/or a course.
- g. Seizing, altering, or destroying by any fraudulent mean or by abuse of trust, forms, questionnaires, grades, exams, tasks, projects, or any other important document in order to pass a test and/or a course.
- h. Any other act or omission that implies or threatens the values that EARTH instills in its students in the academic field.

Section V. Academic Sanctions for Offenses Against Academic Honesty

Article 102. Sanctions and Procedure for Offenses Against Academic Honesty

If it is proven that the student committed an offense against academic honesty, the following procedure will be followed:

- a. The professor will assign a grade of zero in the evaluation activity to the student who commits an offense against academic honesty and will meet with the student to invite him/her to reflect on the seriousness of this act and the importance of honesty. If the student does not agree with the professor's assessment, he/she will have the right to present an academic appeal.

- b. The professor will inform the Dean in writing of the incident, along with the necessary information about the case, with a copy to the year coordinator and the Registrar's and Academic Information Office, for appropriate action in the student's file.
- c. The year coordinator will inform all professors of the year about the situation.
- d. The Dean will proceed to send a written reprimand to the student when he/she commits an offense against academic honesty for the first time and will file the written academic reprimand in the student's file.
- e. If the student commits a second offense against academic honesty, the Dean will place the student on Academic Probation.
- f. In the event of commission of a third offense against academic honesty, the Dean may order withdrawal of the student from EARTH University for the period determined by the Dean.
- g. In the event of commission of a third offense against academic honesty, the Dean may order expulsion of the student.
- h. Imposing an academic sanction may result in the suspension of financial support from the University.

Article 103. Mitigation, Aggravating Circumstances, and Replacement of Academic Sanctions

- a. The absence of prior academic offenses, the good academic performance of the student, and the acknowledgment of the offense may be considered by the corresponding university authorities as mitigating factors to define a sanction.
- b. When committing various academic offenses together, the level of impact caused by the offense, among other factors, may be considered as an aggravating factor in determining the sanction.
- c. In the event of any aggravating circumstance, the Dean will have the authority to substitute a sanction of academic probation for a withdrawal due to academic misconduct and a withdrawal due to academic misconduct for an expulsion.
- d. The Dean will have the authority to substitute a withdrawal sanction with an academic probation plus a corrective measure and, in the case of academic expulsion, with an academic withdrawal. The corrective measures imply that the student must perform communal work or unpaid assistance work at EARTH University or in other institutions outside of EARTH University. The replacement of academic sanctions is intended to encourage reflection and true change in the student's behavior. Therefore, it is an opportunity that can be granted at the exclusive discretion of the Dean, and its lack of application does not require any justification.
- e. In case of applying substitution of the sanction with the corrective measure, the Dean will determine the type of community work or assistance, the number of hours, the place and the person who will monitor it.
- f. To apply a corrective measure in lieu of a sanction, the following requirements must be met:
 - i. Have a cumulative weighted average higher than 9.0
 - ii. Not having previously benefited from corrective measures.
 - iii. Demonstrate genuine remorse for the offense committed.
 - iv. Have no disciplinary or academic sanctions.
- g. If the Dean proposes application of the substitution of the sanction indicated in subsection (d) of this article, the student must express his/her acceptance in writing within a maximum period of two working days after receiving the notification from the Dean. In their acceptance, the student must expressly indicate that he/she is fully aware that, in case of non-compliance with the corrective measures, the substitution of the sanction will be nullified, and the original sanction imposed will automatically be applied. If the student does not accept the indicated conditions, the original sanction imposed will apply as established in these Regulations.

Article 104. Academic Warning

- a. The main purpose of an academic warning is to educate the student to reflect on the behavior expected of him/her during his/her stay at EARTH University.

- b. The warning will be delivered respectfully. The student will be informed of the offense and the importance of ensuring a healthy coexistence in the classes and curricular or co-curricular activities.
- c. The warning must be reported to the professors and the year coordinator.

Article 105. Written Reprimand for Academic Offense

The main purpose of the written reprimand is to educate the student so that he/she reflects on the behavior that is expected of her/him during her/his stay at EARTH University. The reprimand will be recorded in the student's file.

Article 106. Academic Probation

- a. Academic Probation is a situation in which the student's continued enrollment at EARTH University is conditional. The student receives this status when he/she commits an offense of academic honesty for the second time or when he/she incurs in academic non-compliance.
- b. The Dean has the authority to determine the duration of an Academic Probation, as well as any corrective measure related to the Academic Probation and the situation that led to the sanction.
- c. If the student withdraws from EARTH University while on Academic Probation without having completed the term of the probation, he/she will re-enter in that condition until he/she completes it.

Article 107. Withdrawal for Academic Offense

- a. The withdrawal due to academic offense of the student may be applied for a minimum period of one year, after which the student may request readmission.
- b. The Dean has the authority to adjust the length of the sanction so that readmission is in the corresponding trimester according to the study program.

Article 108. Expulsion for Academic Fault

A student's expulsion will be permanent. It will be applied in the event that the student commits four faults against academic honesty throughout his or her career or due to academic non-compliance. The person sanctioned with expulsion loses student status and must therefore withdraw from the University immediately. If so requested, a certification of the courses passed and grades up to the time prior to expulsion may be issued

Article 109. Record in the Student's File

- a. All academic sanctions imposed shall be recorded in the student's file.
- b. If the student sanctioned for academic offenses withdraws for disciplinary, personal, medical, or other reasons, the withdrawal will be recorded in the file. The academic sanction will be suspended during the withdrawal period and will be applicable upon their readmission to the University, for the remainder of the corresponding term.

Section VI. Procedure for Submitting an Academic Complaint

The academic complaint is a right that the student has to express disagreement in the circumstances that are determined in this Section.

Article 110. Grounds for an Academic Complaint

Academic complaints are only admissible when the student:

- a. Has been informed by the professor that he/she will be sanctioned for having committed an offense against academic honesty.
- b. Believes that a midterm grade for a course, a quiz, an assignment, or a final course grade was not assigned correctly.
- c. Has been informed that he/she will be sanctioned for academic offense and considers that said

sanction was not determined fairly.

Article 111. Procedure to Handle an Academic Complaint

The student who intends to file an academic complaint must:

- a. Submit the complaint in writing to the professor in charge of the course, within three working days after the situation causing the academic complaint.
- b. The professor in charge of the course must provide a written response to the student, within three working days following the day in which the student presented his/her academic complaint.
- c. In the event that the student is not satisfied with the professor's decision, the student may submit the academic complaint in writing to the Dean, no later than three working days after having received the response from the professor in charge of the course. In the complaint letter addressed to the Dean, the student must clearly express the reason or reasons for disagreement and may also present any evidence that he/she considers necessary to substantiate his/her complaint.
- d. The Dean will review the documentation related to the case and if he/she considers it necessary, will convene a hearing with the parties involved to clarify the situation.
- e. During the hearing, the student may present witnesses and may be accompanied by a trusted person. If the student is a minor, he/she must be accompanied by her/his legal representative or by an adult authorized by her/his legal representative.
- f. Once the information necessary to address the academic complaint has been received, the Dean will decide as soon as possible and will communicate his/her decision in writing.

Article 112. Content of an Academic Complaint

The academic complaint must include the following information:

- a. Names of the persons involved.
- b. The reason of the complaint.
- c. Any documentation or other information that may be relevant for the complaint.
- d. Names of persons who may be witnesses to what happened.
- e. Documentation that proves the steps taken to solve the situation.

Article 113. Appeal of Academic Sanction

- a. If the student does not agree with the Dean's decision, he or she may file an appeal with the University President within three working days following the day in which he or she was notified of the resolution. The President will make the final decision, or in absence thereof, whoever substitutes him or her, provided it is not the Dean.
- b. There is no appeal against the partial grade of a course, the grade of a test, or the grade of an assignment. There is no appeal against a warning, a written academic reprimand, or the sanction of Academic Probation.
- c. The President will resolve the appeal as soon as possible. The resolution of the appeal will be notified to the student in person or by email.
- d. Until the appeal is resolved, the student maintains his or her status as such and therefore also her or his duties and rights.

Article 114. Notifications

The resolutions will be notified in person or by email to the account assigned by EARTH University or the one indicated in the academic complaint by the student, and a copy will be filed in his/her file.

Article 115. Finality of the Resolution

Once the term of three working days following notification of the resolution issued by the Dean has expired without the appeal being filed, or the decision or sanction has been denied by the University President, as the case may be, it will be firm and will be applied immediately.

CHAPTER IX. Withdrawal and Reinstatement

Section I. Withdrawal from EARTH University

Article 116. Official Withdrawal

- a. Official withdrawal may be for financial, personal, academic, health, pregnancy, disciplinary or academic non-compliance reasons, or when the student has not completed enrollment within the period established in these Regulations, is in conditional enrollment, and does not meet the deadline granted to regularize her/his situation.
- b. The withdrawal must be made official with the Registrar's and Academic Information Office by means of an in-person procedure or, if authorized by said Office, by electronic means.

Article 117. Official Withdrawal Due to Failure of Courses

A student shall withdraw from the University when he/she:

- a. Obtains a grade lower than 6.0 in at least one course, without the right to recovery in a trimester.
- b. Obtains a grade lower than 7.0 in the final remedial evaluation or in the course extension, without the right to take it in a trimester.
- c. Exceeds the maximum number of courses, with or without the right of recovery, as per specified in these Regulations.
- d. Receives a failing grade in non-numerically graded courses.
- e. Has three or more unjustified absences in the work experience or professional experience course, in one trimester.

Article 118. Official Withdrawal for Health or Pregnancy Reasons

- a. Students who must withdraw for reasons of health or pregnancy must process their official withdrawal at the Registrar's and Academic Information Office.
- b. Official withdrawal due to pregnancy guarantees the student's right to readmission, once the request has been made to the Dean, provided this was the sole reason of her withdrawal; otherwise, readmission will be subject to the regular readmission procedure for those causes.

Article 119. Official Withdrawal for Disciplinary Reasons or Academic Offenses

- a. The student who receives a withdrawal for disciplinary reasons or academic offenses must process their official withdrawal at the Registrar's and Academic Information Office.
- b. The Registrar's and Academic Information Office will carry out the official withdrawal procedure from EARTH University for a student who is expelled from the university.

Article 120. Procedure for Official Withdrawal

A student who withdraws from EARTH University must process the official withdrawal before the Registrar's and Academic Information Office, and comply with the following actions within a period of no more than five working days:

- a. Return the materials and objects that belong to EARTH University and are in his/her possession or reach an agreement with the corresponding office or department.
- b. Pay all pending financial obligations towards EARTH University or have the authorization of the Office of Finance and Operations for withdrawal.
- c. Sign the official withdrawal agreement from EARTH University at the Registrar's and Academic Information Office.

Article 121. Unofficial Withdrawal

If the student does not complete the official withdrawal procedure within the established time frame, it will be considered as an unofficial withdrawal, and it will be recorded in the student's file. Unofficial withdrawal will be considered as an aggravating circumstance in the analysis of an application for

readmission to EARTH University.

Article 122. Academic Provisions for Official Withdrawal

A student who withdraws from EARTH University for any reason, except for expulsion, should consider that:

- a. If the withdrawal occurs in the first or second week of the trimester, it will not affect the student's academic record.
- b. If the withdrawal occurs between the third and the penultimate week of the trimester, the Registrar's and Academic Information Office will assign a corresponding withdrawal grade (RO) without affecting the student's academic record.
- c. If the withdrawal is processed in the last two weeks of the trimester, the professors will determine the status of incomplete, passed, or failed based on the fulfillment of the learning objectives covered by the student at that time, in agreement with the coordinator of the year the student is in.
- d. In the case of a student withdrawing with an ongoing academic or disciplinary procedure, the Dean will assess the continuation of the procedure and/or the application of the sanction if it was pending, upon authorizing the student's re-admission to the University.

Article 123. Financial Provisions for Official Withdrawal

A student who withdraws from EARTH University for any reason, except for expulsion, should consider that:

- a. If the withdrawal occurs in the first or second week of the trimester, the student may receive a partial refund of 80% of the tuition paid with their own funds.
- b. If the withdrawal occurs between the third and fourth weeks of the trimester, the student will receive a partial refund of 50% of the tuition paid with their own funds.
- c. If the withdrawal occurs after the fifth week, the student will not receive any refund of the payments made.
- d. In the case of a course extension, if the student withdraws in the seventh week of the trimester, they will receive a refund of 50% of the tuition paid with their own funds.
- e. The refund request must be submitted in writing to the Office of Finance and Operations and will proceed according to the provisions of this Article. Under no circumstances will interest be awarded to the student on refunds.

Section II. Readmission to EARTH University

Article 124. Right to Readmission

A student who has officially withdrawn for financial, personal, academic, health, or disciplinary reasons, except for expulsion, may request readmission. EARTH University reserves the right to decide whether to approve such request. The student may re-enter EARTH University only once during the degree course unless, in the opinion of the Dean, a second readmission is justified.

Article 125. Readmission After Failing a Course

- a. A student who fails a course that warrants leaving EARTH University must withdraw and may request readmission the following year.
- b. The student's readmission may be in the trimester that he/she failed, repeating all the courses completed in that term, even if he/she has passed them, or in the following term without the need to repeat the courses that he/she passed in the trimester corresponding to his/her withdrawal. There to, it must be considered that:
 - i. In addition to the re-entry request, it is a requirement to submit a request to carry out the sufficiency evaluation, which aims to demonstrate the basic skills necessary to retake the course that was failed.
 - ii. In the request for evaluation for sufficiency, the activities carried out to overcome the

- academic difficulties related to the subject of the course missed must be explained, to facilitate academic performance and leveling upon return.
- iii. Re-admission to the University and consent to carry out the evaluation for sufficiency will be subject to approval by the Dean, who may consult whoever he/she considers necessary, prior to its analysis.
 - iv. The diagnostic evaluation will be prepared by the course professor and reviewed by a panel of three evaluators appointed by the Dean.
 - v. The diagnostic evaluation will be carried out in person on the university campus; when this is not possible, it may be convened and carried out through electronic means.
 - vi. If the grade of the diagnostic evaluation is greater than or equal to 6.0, the student will re-enter from the year following the trimester after leaving, taking the courses of said trimester and the course that he/she failed under the same conditions established in the Article called "Course Extension". In the cases of the third trimester of the third year, the student will re-enter one year after her/his departure and will take only the course that he/she failed, in intensive mode, in a period not exceeding seven weeks framed in the academic year, paying what corresponds to the expenses of the time of permanence for the recovery of the course (course credits, accommodation, food, and insurance).
 - vii. The diagnostic evaluation does not constitute a retake exam for the course; therefore, the grade for the course that was missed will continue to be "failed".
 - viii. If the result of the diagnostic evaluation is less than 6.0, the student does not demonstrate the basic skills necessary to retake the course that was failed, so the student must re-enter the trimester he/she missed, repeating all the courses of that trimester, even if he/she had previously approved them.
- c. If the student fails two courses, he/she must withdraw from EARTH University and his/her readmission will be in the trimester he/she missed, enrolling in all the courses of said trimester, even those he/she had previously passed.
 - d. In the case of not passing the Work Experience, Entrepreneurial Project, Internship, Graduation Project, and Professional Experience courses, readmission does not apply in the trimester following departure, but the student must re-enter in the trimester he/she failed, repeating all the courses of that trimester, even if he/she had previously passed them.
 - e. The student who fails a course in the trimester of re-entry will have to withdraw from EARTH University for academic reasons.

Article 126. Readmission Application Procedure

The student, who has withdrawn from EARTH University following the official procedure, may request readmission in the following manner:

- a. Complete the "Readmission Application Form".
- b. Submit the completed readmission application form to the Dean, at least 90 calendar days before the start date of the trimester for which readmission is being requested. In case of requesting a diagnostic evaluation, the request must be made at least 90 calendar days before the start date of the same number of the trimester in which the course was failed.
- c. The Dean will decide on the request for readmission, taking into account the recommendation of the professors of the academic year, the Office of Student Affairs, and the Office of Finance and Operations, who will give their opinion and a recommendation according to the academic performance and behavior at the level of student life as well as aspects related to the EARTH student profile and the EARTH University model. If deemed necessary, the Dean may request a personal, telephone, or electronic interview with the withdrawn student.
- d. The Dean will communicate the decision to the withdrawn student, the year coordinator, the Office of Finance and Operations, the Office of Student Affairs, and the Office of Development.
- e. If requesting a proficiency exam, the request must be submitted within three working days of receiving notification from the Dean regarding their acceptance of readmission.
- f. Readmission applications will not be accepted for a withdrawn student who has been away from

the University for five years or more; in these cases, they must apply to start the study plan from the first year.

- g. The re-entry request shall be analyzed only if the student has no pending financial and administrative dues at the time of making the request.

Article 127. Reinstatement of a Withdrawn Scholarship Student

A scholarship student who has withdrawn from EARTH University and subsequently returns shall be subject to the provisions established by the Office of Finance and Operations regarding the payment of tuition for his/her studies. The reassignment of the scholarship will be subject to review by the institution's Financial Aid Committee.

Article 128. Conditions of Readmission

- a) A student who has withdrawn from EARTH University and subsequently is re-admitted must comply with the special conditions established by the Dean and the provisions of the Student Regulations in force at the time of reinstatement or the modifications that were made and are in force.
- b) If upon re-entry, the student would have any pending disciplinary or academic sanction, the term of said sanction will be reinitiated at the moment of re-entry according to what will be communicated to the student by the Dean.

Article 129. Dispensations

The Dean may apply the adjustments to the study plan of the student who re-enters EARTH University, at the moment that changes have been approved and adjustments to the new curricular structure are required.

Article 130. Repeal

The Student Regulations approved by the Board of Directors at the meeting held on October 11, 2024, are repealed upon the effective date of these regulations.

Article 131. Validity

These student regulations are effective as of January 1, 2026.

The undersigned, President of EARTH University, certifies that the preceding text was approved unanimously on Minutes 161 of the Board of Directors meeting held on October 10, 2025.

Arturo Condo
President