

Program Regulations

UBC Diploma Program in Urban Land Economics UBC Certificate Program in Real Property Assessment Appraisal Institute of Canada Distance Education Program UBC-AIC Post-Graduate Certificate in Real Property Valuation Certificate in Residential Valuation Bachelor of Business in Real Estate

I. INTERPRETATION

1.01 Definitions

The following words and phrases shall have the following meanings:

"Academic year" means the three terms from September to August;
"Admissions Officer" means the Real Estate Division staff person responsible for admissions and program requirements;
"Appraisal Institute of Canada" or "AIC" means the National Office of the Appraisal Institute of Canada located at 403-200 Catherine St Ottawa ON K2P 2K9;
"Appraisal Institute of Canada Distance Education Program" includes the courses specified in the Real Estate Division Course Calendar, excluding BUSI 293 and the Applied Experience Examination, which are subject to the Diploma in Accounting Program regulations and the Appraisal Institute of Canada Applied Experience regulations, respectively;
"Assignment" includes multiple choice and written assignments, and projects;
"Course" means a particular subject of study within the program as defined herein;
"Course Examination" means the regularly scheduled examination for each course;
"Course End Date" is set out in the Course Schedule. It is the last day in the course that students can submit assignments and remain eligible to write the Course Examination; the deadline to request to Transfer to a subsequent course; and the deadline to apply to defer writing the scheduled examination.
"Course Representative", "Admissions Officer", and "Exams Coordinator" all refer to staff members of the Real Estate Division;
"Course Resources webpage" refers to a course's designated webpage found on the Real Estate Division website www.realestate.ubc.ca;

"Course Schedule" refers to the document posted on the Course Resources webpage, which is the official statement of assignment due dates, examination dates, and withdrawal deadlines;
"Course Workbook" refers to the most current published edition of the document which contains the assignments for a given course;
"Deferred Examination" refers to an examination written for the first time on a date other than the regularly scheduled Course Examination date;
"Director" means the Executive Director or Senior Manager responsible for Diploma and Certificate Programs, as well as AIC programs (UBC Real Estate Division);
"Division" refers to the Real Estate Division of the Sauder School of Business;
"Mandatory Withdrawal" means expulsion from a course;
"Post Examination Review" means a review of the accuracy and consistency of the original examination marking and a confirmation of the student's grade, together with a brief statement of topic areas;
"Program" means either the Diploma Program in Urban Land Economics, the Certificate Program in Real Property Assessment, the Post-Graduate Certificate in Real Property Valuation, the Appraisal Institute of Canada's Professional Designation courses, or the Bachelor of Business in Real Estate;
"Real Estate Division Course Calendar" means the most recent course calendar published by the Real Estate Division;
"Rewrite Examination" refers to a second attempt to write an examination for a failed course;
"Scheduled Examination" means a regularly scheduled examination in any course for a given year;

"Special Examination Centre" refers to an examination centre established at the request of a student;
"Supplemental examination date" means an examination date scheduled following the Course Examination for a particular course, on which a student may write either a Deferred exam or Rewrite exam;
"University of British Columbia Calendar" means the most recent course calendar published by the University of British Columbia Registrar's Office, Student Services.

1.02 Miscellaneous

- (1) Where the context requires it, the masculine shall include the feminine and vice-versa and the singular shall include the plural and vice-versa.
- (2) Regulations and fees may change from time to time, without notice.
- (3) These regulations are also posted on the Division website. In case of conflict, the posted version is considered to be the official version.
- (4) If there is a postal service disruption, the Division will continue to use the postal service as long as mail is being processed. In the case of a complete shutdown, students should visit the Course Resources webpage for information. Assignments that are held up in the postal system due to a service disruption will have late fees waived.

II. ASSIGNMENTS

2.01 Format

- (1) Written Assignments will not be accepted for grading unless they:
 - (a) are written in English;
 - (b) are completed according to the instructions in the "Written Assignments: A 'How to' Guide" section of the *Student Handbook*.

- (2) Notwithstanding Regulations 2.01 (1) and 2.01(2) Assignments shall be submitted in an alternate format as requested by the Division from time to time.

2.02 Delivery

- (1) Assignments must be submitted according to the schedule shown in the Course Schedule posted on the Course Resources webpage. Assignments *must arrive* at the required destination (either *Turnitin.com* or the Division website) as required, by the date indicated in the Assignment schedule ("due date"). In all circumstances it is the student's responsibility to arrange for prompt delivery of Assignments. Assignments received after the due date are considered "late Assignments".

2.03 Late Assignments

- (1) Late Assignments during the term will be accepted only with the permission of the Director.
- (2) In no circumstances, where a student wishes to write the scheduled examination at the end of the course, will an Assignment be accepted beyond the Course End Date.
- (3) In no circumstances will Assignments be accepted for credit past the final scheduled examination date. In accordance with Regulation 2.05(2), students who have submitted Assignments later than the Course End Date, but before the final scheduled examination date, may be permitted to write their examination on a subsequently scheduled examination date, subject to payment of all outstanding late Assignment fees.
- (4) A late assignment fee of \$15.00 will be levied for each late assignment beyond the specified minimums below.
- (a) Four late assignments will be accepted without incurring a late assignment fee in all courses other than those specified in (b).
- (b) Six late assignments will be accepted without incurring a late assignment fee for BUSI 398, 497, and 499.
- (5) A statement of late fees owing can be viewed and paid from

the "Outstanding Fee Summary" link on the Course Resources webpage. Examination results, Diplomas, and/or Certificates will be withheld until such fees are paid, and future course registrations may be blocked.

2.04 Plagiarism/Assignment Copying

- (1) It is assumed that all work submitted by students is their own within the acceptable limits afforded by the use of quotations and footnote credits. It is unacceptable to copy someone else's work and submit it as one's own. This includes copying solutions from old answer guides, copying directly from a textbook or lesson notes, copying other students' assignments, or from internet websites. Knowingly allowing one's work to be plagiarized, which includes posting assignments to internet websites or any unauthorized redistribution of assignments, is also academic misconduct. The Division may require the use of turnitin.com or other verification services as it deems necessary.
- (2) Recognized cases of plagiarism or academic misconduct may result in any or all of the following:
- (a) An official reprimand letter sent to the student from the Division, a copy of which will be kept in the student's file at the Division;
- (b) The student having to redo and resubmit the Assignment in question, with a maximum possible grade of 60%;
- (c) The student having to submit a replacement Assignment provided by the Division, with a maximum grade of 60%, and with administrative fees for establishing and grading these;
- (d) For courses BUSI 398, 497, and 499 the student having to select and seek approval for a new subject property, subject to any additional conditions that may apply;
- (e) The student losing the right to any credit for all Assignments toward

his/her final mark in the current course, which will ultimately result in a failing grade;

- (f) The student losing the right to any credit for a particular Assignment or Assignments toward his/her final mark in the course, which may ultimately result in a failing grade;
- (g) Mandatory withdrawal from the current course pursuant to Regulation 4.04;
- (h) Suspension from the program, either for a specified time period or indefinitely, pending application to the Director for reinstatement;
- (i) Notification sent to AIC in courses leading to AIC designations.
- (3) Take-home case study examinations and demonstration reports are subject to Regulations 2.04(1), 2.04(2), 3.02(12), and 3.02(13).

2.05 Assignments as Prerequisite to Examination

- (1) No student shall be eligible to write the examination in a course unless he or she has submitted all Assignments in accordance with these Regulations.
- (2) Notwithstanding anything contained to the contrary herein, the Course Representative may permit a student to write on a subsequently scheduled examination date provided that:
- (a) all Assignments have been submitted **no later than** the Course Examination date; **AND**
- (b) there has been no mandatory withdrawal prior to the Course End Date.

2.06 Assignments as Credit for Final Marks

- (1) The final grade will represent a combination of the student's performance on Assignments and on the final examination.
- (2) The proportion of final grade attributed to performance on Assignments and the final examination will be specified in the Foreword section of the applicable *Course Workbook*.

- (3) Absolutely no appeal is available to increase marks awarded on an Assignment unless the appeal is based on an error in the addition of the marks.
- (4) Students may resubmit a project for re-marking to obtain additional feedback. A \$35 remarking fee will be assessed – see 4.02(4)(b). Marks will not be increased in any circumstances other than those specified in Regulation 2.06(3), 2.06(6), or 2.06(7).
- (5) Where a student has received an official letter pursuant to Regulation 2.04(2)(e) or 2.04(2)(f), Regulation 2.06(2) will not apply.
- (6) Students in BUSI 398, 444, 451, 497, or 499 may modify and resubmit their final Assignment or project if the original submission received a failing grade. Resubmissions must be received by the due date specified and must be accompanied by the \$175 remarking fee. No mark greater than a pass (60%) will be awarded to an Assignment or project submitted for a second time. The maximum course grade in this instance will also be a minimum passing grade: 60% in most courses, 70% in BUSI 444.
- (7) Students may at the discretion of the Director be permitted to modify and resubmit to improve their project grade(s), subject to:
 - (a) the student having achieved a 60% passing grade on their examination; **AND**
 - (b) the student's project performance reduced their overall course grade below the 60% passing grade; **AND**
 - (c) the student has demonstrated a sincere effort and positive attitude toward learning in the course, with no evidence of academic misconduct; **AND**
 - (d) a \$35 marking fee being paid per project.
- (8) A failing grade may be increased under 2.06 (7) when:
 - (a) the student meets the established deadline and

- any specified project restriction; **AND**
- (b) the student achieves a minimum project grade of 70% on the resubmission; **AND**
- (c) the student achieves a maximum course grade of 60% overall.

III. EXAMINATIONS

3.01 General Information

- (1) Students are automatically registered at the examination centre selected at the time of course registration. The exact time and location of the examination centre is provided on the Course Resources webpage. Registration for an examination centre does not guarantee eligibility to write the examination.
- (2) If the conditions at any examination centre are not satisfactory, a written complaint must be received by the Division within 5 days from the date of the examination. Complaints shall be reviewed by the Exams Coordinator, and if upheld, that student's examination will be considered void, and no mark will be issued. The student will rewrite the examination at the next available sitting. Complaints regarding exam conditions will not be considered after exam grades have been released.
- (3) In the event of a disruption of an examination (e.g., fire alarm), the invigilator will make the decision whether or not to resume the examination. In making this decision, the invigilator shall take into account the class size, the length of the exam, the length of the exam delay, the weather, and any other influencing circumstances.
- (4) In order to be permitted to write the examination, a candidate **MUST** be able to present, at the examination centre on the day of the examination, one of the following types of **picture** identification in the name in which the candidate originally registered for the course:
 - (a) a current provincial driver's licence which has a picture of the candidate (interim driver's licenses are not acceptable); **OR**

- (b) a current passport which has a picture of the candidate; **OR**
- (c) an official identification card issued by either the Federal Government of Canada, or by one of the provincial governments, which has a picture of the candidate; **OR**
- (d) an official employment picture-identification card issued by either the Government of British Columbia, one of the other provincial governments or the Federal Government of Canada.
- (5) If your name changes during your course, you must bring your change of name documentation to the examination centre on the day of your exam. See Regulation 5.01.
- (6) Examination fees are non-refundable.
- (7) In courses with take-home case study Assignments/projects as a substitute for a final examination, these submissions will be subject to examination regulations. In the case of conflict between these Examinations regulations and the policies stated in the Foreword section of the applicable *Course Workbook*, the Workbook policies will generally be applicable.
- (8) Where a student has requested that a Special Examination Centre be established, the student will be responsible for the cost of the centre, which is at minimum \$200. The establishment of a Special Examination Centre is subject to availability, and is established only when the student resides more than 100 kilometres from an established examination centre.
- (9) Any student receiving accommodations to their examination setting upon order from UBC Access and Diversity shall remain subject to all other Examination Regulations, particularly with respect to Exam Centre selection and costs for establishing Special Centres.

3.02 Conduct of Examinations

The following regulations govern the conduct of examinations:

- (1) Examinations are to be written in English.
- (2) Late candidates will not be permitted to write if another candidate writing the same exam has already left the Examination room. Candidates arriving late will also not be granted any additional time.
- (3) The answers to multiple choice questions **MUST** be recorded in the specified format, in pencil, on a computer answer sheet. Answers recorded in any other manner will not be considered.
- (4) Students may not bring any prohibited materials, including, but not limited to: scrap paper, notes, books, calendars, dictionaries, or amortization tables into the Examination room and are not to refer to or use any scrap paper, notes, books, calendars, dictionaries, or amortization tables unless they are permitted to do so by the examiner.
- (5) Candidates may use cordless, silent, hand-held calculators to aid in calculations. Calculators may not be both programmable and alphanumeric. Graphing calculators are also not allowed. No other calculators or computers will be permitted without the written permission of the Division.
- (6) Electronic devices, including, but not limited to: digital and smart watches, cameras, digital cameras, pinhole cameras, video cameras, digital video cameras, pagers, cellular phones, personal data assistants, any listening device, laptop computers, netbooks, tablets, iPads, iPhones, iPods, digital music players, pen recorders, any device capable of sending or receiving wireless signals, and any device capable of capturing digital images or recording video will not be permitted in the Examination room.
- (7) Candidates are not to communicate with, receive assistance from, pass a calculator to, or copy from the paper of another. Any such communication between candidates will result in the immediate confiscation of the

examination papers of both candidates.

- (8) Once the Examination has commenced, no candidate is permitted to leave the room without permission or until that candidate has handed his or her Examination to the examiner. A candidate who leaves the room without permission will not be allowed to return. An examiner may refuse permission if the examiner has no one to escort the candidate. Smoking is not permitted during the Examination.
- (9) All rough work and calculations must be handed in with the rest of the examination paper.
- (10) Examination time is three hours. Candidates must cease writing as soon as the examiner has declared the examination time to be over.
- (11) Upon completion of the Examination, students are to return all Examination material, including the examination question booklet and any extra stationary which was provided for the student's use, into the Examination envelope. Students should ensure that the Examination envelope is signed, and should seal the envelope before passing it to the examiner. All Examination materials including, question booklets, computer answer sheets or booklets, and scrap papers provided are the property of the Real Estate Division and must be forfeited with the rest of the Examination materials.
- (12) Students shall not disclose or discuss the content of the Examination with anyone, and will not record, disclose, discuss, publish, reproduce or transmit any Examination question or answer, including but not limited to, questions, answers or topics, in whole or in part, in any form or by any means whatsoever (orally; in writing; electronically through a variety of means, including, but not limited to, text messaging, Facebook, Twitter, email and blogging; Internet "chat room", message board, forum; or otherwise) at any time.
- (13) At all times and without prior notice, the Real Estate Division

retains the right to prohibit any items for the effective administration of its Examinations and to ensure the integrity of the Real Estate Division's Examination security measures.

- (14) Students do not have any right to inspect or review the examination question booklet, computer answer sheet, scrap papers or any Examination materials upon completion of the Examination.
- (15) Candidates failing to comply with any of Regulations 3.02(4) through 3.02(11) inclusive may, at the discretion of the Director, be subject to penalties which may include, but are not limited to, any or all of the following:
 - (a) invalidation of the student's exam;
 - (b) a failing grade or mark of zero in the course or examination in which the academic misconduct occurred;
 - (c) a suspension from the program for a specified period of time, or indefinitely. Students will not receive credit for courses taken at another institution during a suspension;
 - (d) a reprimand, with letter placed in student's file;
 - (e) providing restitution in the case of damage to, or removal or unauthorized use of, property;
 - (f) a notation on the student's permanent record of the penalty imposed.
- (16) Candidates subject to penalties under Regulation 3.02(15) jeopardize their opportunity to write supplemental examinations and to register in future courses with the Division.

3.03 Examination Results and Course Grade

- (1) The final grade will be determined as set out in Regulations 2.06(1) through 2.06(5). In order to pass a course, candidates must achieve both:
 - (a) a minimum threshold examination grade of 50%; and
 - (b) a minimum overall course grade of 60%.

- (2) In the event a student does not achieve an examination grade of 50% or greater, the examination mark is awarded as the final grade.
- (3) For the purposes of Regulation 2.06(7), the passing grade on the examination is 60%.
- (4) Examination results are available to students, normally within four to six weeks of the date the examination was written. Results are available on the Division's website. No results will be provided in person or by telephone.
- (5) In accordance with Regulation 2.03(5), examination results will be withheld if any fees are outstanding.

3.04 Review of Examinations

- (1) Candidates may request a Post Examination Review online by paying a non-refundable fee of:
 - (a) \$100.00 for BUSI 398, 444, 451, 497, and 499.
 - (b) \$30.00 for all other courses.
- (2) Where a Post Examination Review results in a failing candidate being awarded a passing mark, the review fee will be refunded in full unless the original mark was a result of the candidate failing to follow examination instructions.
- (3) For most BUSI courses, a Post Examination Review request must be received by the Division no later than three months from the examination date. Exams are destroyed 3 months after the exam date.

3.05 Deferred Examinations

- (1) Every course has a final Course Examination scheduled on a date chosen by the Division. Students must write the final examination on the scheduled date except as hereinafter stated.
- (2) Where a student, by reason of business pressures, illness, or other good cause, is unable to write on a scheduled examination date, he or she may be eligible to Defer his or her examination to a subsequent scheduled examination date. Applications to Defer an examination:
 - (a) must be made via the online application in the Course Resources webpage; and

- (b) must be received no later than the Course End Date of his or her course; and
- (c) are subject to a \$125 examination fee; and
- (d) must be received within one year of the scheduled Course Examination for his or her course.

Failure to attend a scheduled examination without an accepted deferral will result in a grade of Fail.

- (3) Deferred examinations are not offered in BUSI 398, 444, 451, 497, or 499. If a student does not write the regularly scheduled case study examination, he or she will receive a grade of Fail and must repeat the entire course. Case study examination resubmission policies are as stated in the Foreword section of the applicable *Course Workbook*.

3.06 Rewrite Examinations

- (1) If a student receives a failing grade in a course, he or she may apply for a Rewrite Examination on a subsequent scheduled examination date. Applications to Rewrite an examination must be made via the online application in the Course Resources webpage. Failure to attend a scheduled examination without an accepted deferral will result in a grade of Fail. Applications to Rewrite an examination:
 - (a) are subject to a \$125 examination fee;
 - (b) must be made no later than one month prior to a scheduled examination date; and
 - (c) must be received within one year of the scheduled Course Examination for his or her course.
- (2) If a student fails on a second attempt at writing an examination or does not apply for a supplemental exam date within one year of the scheduled final examination for his or her course, then he or she will receive a grade of Fail and must repeat the entire course.
- (3) No final course grade higher than a minimum passing grade (60% in most courses, or 70% in BUSI 444) is awarded where a student is writing a final examination for the second

time. This also applies to courses with take-home case study examinations.

3.07 Continuation of Program After Failure

- (1) Where a student has failed one course in the current year of the program, he or she may continue the program in courses for which the failed course is not a prerequisite. The student must repeat and pass the failed course before being allowed to take another course for which the failed course is a prerequisite.
- (2) Where a student is repeating a course due to failure, the Division may make any course modifications necessary to ensure appropriate and optimal learning in the repeated course. This may include, but is not limited to, new or revised Assignments and projects.
- (3) Where a student shows a lack of academic progress in a course, the Division may refuse further enrollment in that or any course, until successful completion of specified courses or professional development activities. Continued lack of progress may lead to indefinite suspension from the program.
- (4) Where a student taking more than one course in a calendar year receives an average grade below 50% in courses taken, or fails a single course more than once over any time period, the student may be suspended from the program for one year. Upon resumption of studies, any subsequent violation of this regulation may lead to an indefinite suspension from the Division's programs along with the requirement to withdraw from the program. Students may apply to the Director of readmission after one year; however, readmission in these instances is normally not granted. Students denied readmission may submit an appeal to the Senior Associate Dean, Academic, Sauder School of Business.

IV. ADMISSIONS, REGISTRATIONS, TRANSFERS AND WITHDRAWALS

4.01 Admissions & Registrations

- (1) Admission and registration requirements are stated in the Division Course Calendar.
- (2) Before an applicant can register in a Division course, the applicant must first be admitted to the University and to the Program. This requires at minimum:
 - (a) Properly completed online application form from the Division's website.
 - (b) Receipt of official high school or post-secondary/university transcripts. A copy is not acceptable; original transcripts from the issuing institution are required.
 - (c) Proof of English competency as specified in the University of British Columbia Calendar.
 - (d) Payment of the \$75 UBC Admissions fee.
 - (e) Applicants for the Post-Graduate Certificate in Real Property Valuation (PGCV) must submit appropriate post-secondary transcripts according to the Admissions Guidelines posted on the PGCV webpage on the Division website.
- (3) If an applicant is unable to provide proof of high school graduation or attendance or completion of post-secondary /university education, he or she may apply for entry under mature student status. This requires at minimum:
 - (a) A letter which clearly defines the rationale for enrolling in the intended program.
 - (b) Properly completed online application form from the Division's website.
 - (c) All official transcripts including high school and/or any post-secondary institutes you have attended. A copy is not acceptable; original transcripts from the issuing institution are required.

- (d) A complete summary of work, study, and personal experience (i.e., a resume or curriculum vitae).
 - (e) Proof of English competency as specified in the University of British Columbia Calendar.
 - (f) Payment of the \$75 UBC Admissions fee.
- (4) Admission must be completed before a student is eligible for registration. If a student cannot be admitted on or before the registration deadline, the Division reserves the right to refuse registration in that term.
 - (5) Registrants may be admitted beyond the published registration deadline with special consent of the Director. In this situation, the student is admitted with the understanding that:
 - (a) there will be no leniency granted in the course requirements, including any due dates or deadlines;
 - (b) no exceptions will be granted on late assignment fees or supplemental examination fees;
 - (c) the withdrawal and refund deadlines in 4.03 will be strictly enforced; **AND**
 - (d) under no circumstances will a registration be allowed beyond the deadline specified in 4.03(3)(a).
 - (6) Registration will not be processed if the registrant has any fees outstanding to the Division.

4.02 Course Transfers

- (1) With the permission of the Course Representative and subject to Regulation 4.02(4)(a), a student may transfer to a later offering of the same course provided that the chosen course commences after receipt of the request for transfer and within one year of the start date of the original course.
- (2) Course transfer requests must be submitted via the Course Resources webpage, and require the following:
 - (a) all course transfer requests must be made by the Course End Date established for each course;
 - (b) a transfer fee of \$75.00;

- (c) a \$15.00 fee for each unpaid late Assignment, as stated on the statement of account; and
 - (d) in the case of Regulations 4.02(4)(a) or 4.02(4)(b), a \$15.00 fee for each Assignment submitted and marked in the current course.
- (3) Students who elect to transfer into a later course and then subsequently withdraw:
 - (a) are not eligible for a refund of fees; and
 - (b) will receive "W" or "F" standing on their academic transcript according to Regulation 4.03(3), based on the date of transfer from the original course or the student's progress in the later course.
 - (4) Where a student needs to transfer into a course that uses revised course materials, it is the student's responsibility to obtain the new material. In addition:
 - (a) The student may be required to complete all Assignments and projects according to the schedule of that course and would be required to pay the fees specified in Regulations 2.06(4) and 4.02(2)(c).
 - (b) If the student chooses to resubmit Assignments or projects, he or she will be required to pay the fees specified in Regulations 2.06(4) and 4.02(2)(c).
 - (5) A student may make a maximum of two course transfers within one year of the start date of his or her original course.

4.03 Withdrawals

- (1) Where a student withdraws from the program or a course within the program, he or she must submit an online Withdrawal request. Upon receipt of this request, the Division shall refund fees paid for the current academic year of the program less the following charges:
 - (a) the individual cost of any course (as set out in the Division Course Calendar) in which the student was registered within the current academic year of the program for which the

- deadline specified in the Course Schedule posted on the Course Resources webpage has passed.
- (b) a \$100.00 administration fee for any course for which the materials (excluding computer software) have not been mailed or sent; **AND**
- (c) a \$100.00 administration fee and a \$100.00 material fee for any course for which materials (excluding computer software) have been mailed or sent, but for which the deadline outlined in Regulation 4.03(1)(a) has not passed; **AND**
- (d) a \$15.00 fee for each Assignment submitted for any course in which the student was registered within the current academic year of the program for which the deadline outlined in Regulation 4.03(1)(a) has not passed;
- (e) a \$15.00 fee for each unpaid late Assignment;
- (f) any royalty payments made as a result of the student's enrollment in the course; **AND**
- (g) in the case of professional development courses, there is no refund upon withdrawal.
- (2) Notwithstanding anything contained to the contrary herein, where the withdrawal request is received by the Division prior to the last day of on-time registration for the current term, the only charge levied will be a \$50 administration fee.
- (3) Where a student withdraws from the program or a course within the program, their academic transcript will either not list the withdrawn course, or assign the withdrawn course a "W" (withdrawal) or "F" (fail) subject to the deadlines below:
- (a) last day to withdraw without a "W" is the "partial refund" date specified in the Course Schedule posted on the Course Resources webpage;

- (b) last day to withdraw without an "F" is the date specified in the Course Schedule posted on the Course Resources webpage; **AND**
- (c) withdrawal after the date specified in Regulation 4.03(3)(b) will result in an "F".
- (4) Where a withdrawal has resulted in an "F" (fail) recorded on an academic transcript, the student may appeal this decision using the procedure outlined in Regulation 4.05(2).

4.04 Mandatory Withdrawal

- (1) The Course Representative may, at any time, withdraw a student for cause by means of a mandatory withdrawal letter emailed to the student's address on record for:
- (a) failing to comply with the Assignment due date requirements of Regulation 2.02(1);
- (b) not attending an examination sitting for which they are scheduled;
- (c) plagiarism or Assignment copying, as outlined in Regulation 2.04 (2)(g); or
- (d) not paying 2nd instalment for students in BUSI 398, 497 or 499;
- (e) inadequate learning progression as defined in Regulation 3.07(4);
- (f) other reasonable grounds established at the discretion of the Director.
- (2) The Course Representative may, at any time, withdraw a student for cause by means of a mandatory withdrawal letter mailed to the student's last known address.
- (3) Where a student is mandatorily withdrawn from a course, no refund will be permitted and a grade of "Fail" will be recorded for that course. A percentage grade will be given for work submitted.

4.05 Appeal Procedure

- (1) Where a student receives a letter pursuant to Regulation 2.04(2) or 4.04(1), a written appeal may be made to the Appeals Committee.
- (2) Appeal requests must be:
- (a) in writing and accompanied by a non-refundable appeal fee of \$50;

- (b) set out the reason for appealing the decision on compassionate or medical grounds only, with medical or legal certification of the circumstances surrounding the appeal; **AND**
- (c) mailed within 21 days of the date of the Division's letter to:
- Appeals Committee
UBC Real Estate Division
PO Box 3510
Station Terminal
Vancouver BC V6B 3Y4

V. GENERAL PROGRAM REGULATIONS

5.01 Change of Address, Name, and Correspondence

- (1) Official correspondence with students is distributed by, but not limited to: email, letter mail, by courier, or by letter downloaded from the Real Estate Division's website. Correspondence will be sent to the latest addresses on record.
- (2) Students must notify the Division of any change of addresses (including street and email) by updating their Student Profile online.
- (3) Correspondence must be forwarded to the Division under a separate cover from Assignments.
- (4) The Division must be notified of any change of name by completing the "Change of Name" form from the Course Resources webpage. Requests must be accompanied by change of name documentation (e.g., government-issued marriage certificate; church issued is not acceptable).

5.02 Student Conduct and Discipline

- (1) The Division is committed to ensuring that all students are able to study and work in an environment of tolerance and mutual respect that is free from harassment and discrimination. When communicating with staff or other students, it is expected that students conduct themselves in ways that are consistent with these principles, and with the University's regulations governing non-academic misconduct.

- Students who contravene these principles or regulations are subject to non-academic discipline including suspension or expulsion from the program.
- (2) Students may not use the personal information of other students in any manner other than the academic use for which it was collected and distributed. Inappropriate use may result in restricted future access to this information together with further disciplinary measures as described in Regulation 5.02(5).
 - (3) All students are expected to behave as honest and responsible members of the academic community. Failure to follow the appropriate policies, principles, rules and guidelines as outlined in these regulations may result in disciplinary action.
 - (4) Academic misconduct that is subject to disciplinary measures includes, but is not limited to, engaging in, attempting to engage in, or assisting others to engage in the following:
 - (a) Assignment copying/plagiarism, as outlined in Regulation 2.04; **OR**
 - (b) examination cheating and/or misconduct, as outlined in Regulation 3.02; **OR**
 - (c) falsifying any material subject to academic evaluation; **OR**
 - (d) impersonating a candidate at an examination, or availing oneself of the results of an impersonation; **OR**
 - (e) submitting false records or information, orally or in writing, or failing to provide relevant information when requested; **OR**
 - (f) falsifying or submitting false documents, transcripts, or other academic credentials; **OR**
 - (g) failing to comply with any disciplinary measure imposed for academic misconduct.
 - (5) Disciplinary measures which may be imposed, singly or in combination, for academic misconduct include, but are not limited to:

- (a) the penalties outlined in Regulations 2.04(2) and 3.02(12); **AND/OR**
- (b) referral to the University President's Office for disciplinary action, including withdrawal from the University, with the notation "Required to Withdraw for Reasons of Academic Dishonesty" (or similar notation) placed on the student's transcript. Unethical behaviour is taken very seriously.
- (c) For cases of academic misconduct in courses leading to an AIC designation, the AIC may be informed of the academic misconduct.
- (6) Where a student has committed misconduct which is not specified in these regulations, but which is specified in the University of British Columbia Calendar, the student may be subject to the penalties stipulated in Regulation 5.02(5) at the discretion of the Director.

5.03 Discretion of the Director

Notwithstanding anything contained in these Regulations to the contrary, where a student alleges that he or she has been unfairly prejudiced by the application of these Regulations, an application in writing may be made to the Director for relief. The Director may take such action on such terms as the Director sees fit.

5.04 General Program Requirements

- (1) Course requirements and deadlines for each Program are as stated in the following sections.
- (2) Students must demonstrate continuous progress in the Program, as adjudged by the Admissions Officer. Absence of demonstrated continuous progress may result in limitations or restrictions on course enrollment, deferrals and transfers, and/or suspension from the Program.
- (3) Where a student fails a course or wishes to take time out from the program, he or she may apply in writing to the Admissions Officer to extend the time limit within which the Program requirements must be completed, subject to the maximums noted.
- (4) Students who exceed the maximum time limit to

complete a program are assigned an Expired status, and must seek re-admission to the program in order to continue. Students who are re-admitted to a program are subject to any new or revised program requirements.

5.05 Diploma Program Requirements

- (1) In order to qualify for a Diploma in Urban Land Economics, a student must complete the following courses or their equivalents: 100, 101, 111 or 112, 121, 300, 330, and 331; plus four specified specialization courses as follows:
 - (a) Appraisal specialization: requires courses 442 and 452, plus two of 221, 344, 400, 401, or 460;
 - (b) Real Estate Management specialization: requires courses 441 and 451, plus two of 221, 344, 400, 401, or 460;
 - (c) Assessment specialization: requires courses 344, 443, and 444, plus one of 221, 400, 401, or 460.
 - (d) Property Development specialization: requires courses 445 and 446, plus two of 221, 344, 400, 401, or 460.
 - (e) Brokerage specialization: requires courses 433 and 441, plus two of 221, 400, 401, or 451.
- (2) Students are expected to complete the requirements set out in Regulation 5.05(1) within 7 academic years. This may be extended under Regulation 5.04(3) to a maximum of 10 years.

5.06 Certificate in Real Property Assessment Program Requirements

- (1) In order to qualify for a Certificate in Real Property Assessment, a student must complete the following courses or their equivalents: 121, 330, 344, and 443, plus one of 331 or 444.
- (2) Students are expected to complete the requirements set out in Regulation 5.06(1) within 3 academic years. This may be extended under Regulation 5.04(3) to a maximum of 5 years.

- (3) Case Study examination submissions are subject to Regulations 2.04 and 4.05, regarding Assignment copying and appeals. No grade higher than a minimum passing grade (70%) will be awarded where a student is submitting a case study examination for the second time.

5.07 Post-Graduate Certificate in Real Property Valuation Program Requirements

- (1) In order to qualify for a Post-Graduate Certificate in Real Property Valuation, a student must complete the following required courses or their equivalent: 330, 331, 401, 442, and 452, plus one of the following specialization courses: 300, 344, 443, or 460.
- (2) Students are expected to complete the requirements set out in Regulation 5.07(1) within 4 academic years. This may be extended under Regulation 5.04(3) to a maximum of 6 years.

5.08 Certificate in Residential Valuation Requirements

- (1) In order to qualify for a Certificate in Residential Valuation, a student must complete the following required courses or their equivalent: 111 or 112, 330, 121 or 344, 352, 400, and one of 433 or 443.
- (2) Students are expected to complete the requirements set out in Regulation 5.08(1) within 3 academic years. This may be extended under Regulation 5.04(3) to a maximum of 5 years.

5.09 Advanced Studies in Real Estate Program Requirements

- (1) Graduates of the Diploma Program in Urban Land Economics may complete studies in additional areas of specialization and receive an award of completion from the Division.
- (2) Graduates of other equivalent real estate programs who have an appropriate combination of education and work experience may also be admitted at the discretion of the Admissions Officer. Students must be able to demonstrate completion of all necessary pre-requisites.

- (3) Award of completion will be awarded upon completion of the following additional required courses:
- (a) Real Estate Management: BUSI 441 and 451
 - (b) Real Property Appraisal: BUSI 442 and 452
 - (c) Real Property Assessment: BUSI 344, 443, and 444
 - (d) Real Estate Development: BUSI 445 and 446
 - (e) Brokerage: BUSI 433 and 441 (or by exception)
- (4) Students wishing further study are allowed to complete and receive more than one specialization award.
- (5) Students cannot receive credit for a given course towards both an Advanced Studies in Real Estate award of completion and either a Division Diploma or Certificate Program.

5.10 Appraisal Institute of Canada Requirements

- (1) In order to complete the educational requirements for the Certified Residential Appraiser (CRA) designation, a student must complete all required courses as set out in the Regulations of the Appraisal Institute of Canada.
- (2) In order to complete the educational requirements for the Accredited Appraiser Canadian Institute (AACI) designation, a student must complete all required courses as set out in the Regulations of the Appraisal Institute of Canada.
- (3) All other regulations regarding AIC membership issues are as set out in the Regulations of the Appraisal Institute of Canada.

5.11 Exemptions and Transfer Credit

- (1) Exemptions and transfer credit are defined and distinguished as follows:
- (a) "Exemption" means waiving a required course in the program, but without awarding UBC credit, in recognition of post-secondary courses completed elsewhere that are substantially similar in content and rigour to those in the program.
 - (b) "Transfer credit" means awarding UBC credit in recognition of post-secondary courses completed elsewhere that

are substantially similar in content and rigour to those in the program.

- (c) Courses completed more than ten years ago are generally not eligible for exemptions or transfer credit.
- (2) At the discretion of the Admissions Officer, students may be granted an exemption from a course within a program or awarded transfer credit. A written application must be made on the appropriate form, no later than the time the student registers. The request shall be accompanied by adequate supporting documentation including original transcripts and course descriptions, along with a non-refundable transcript review fee of \$50 for Canadian transcripts and \$100 for non-Canadian transcripts.
- (3) At the discretion of the Admissions Officer, students may be permitted to write a "challenge" examination to fulfill part of or all of the requirements in a course. A fee of \$150 is assessed for every course for which a challenge examination is permitted. Study materials may be purchased for an additional fee. Challenge exams must be completed within one year of the date of granting the exam(s).
- (4) Where course exemptions or transfer credit have been granted under Regulation 5.11(2), in order to qualify for a Diploma or Certificate, a student must complete, at minimum, 50% of the required program courses, within the program, with the Division. At the discretion of the Admissions Officer, courses may be substituted as needed. The following program specific regulations will apply.
- (a) In the Diploma program, a student must complete at minimum 17 credits, within the program, with the Division.
 - (b) In the Certificate in Real Property Assessment program, a student must complete at minimum BUSI 344, 443, and 444, within the program, with the Division.

- (c) In the Post-Graduate Certificate in Real Property Valuation program, a student must complete at minimum 9 credits, within the program, with the Division.
- (5) Exemptions or transfer credits may be limited for prerequisite courses after failure, according to Regulation 3.07(3).

5.12 Tuition

Tuition fees listed in the Distance Education Calendar are inclusive of all required course materials, with the exception of the following:

- (1) Statistical software required for BUSI 344 and 444;
- (2) Spreadsheet software required for BUSI 121, 331, 344, 446, and other courses;
- (3) Financial calculator;
- (4) Supplemental publications or recommended additional readings;
- (5) "The Appraisal of Real Estate" textbook for BUSI 330, 331, 398, 442, 452, 497, and 499;
- (6) The textbooks required for BUSI 100, 101, 400, 401, and 451;
- (7) An internet-ready personal computer and internet service provider; and
- (8) Other additional materials as specified from time to time.

5.13 Payment Policy

- (1) All fees are payable by Visa, MasterCard, or in the form of a certified cheque or money order made payable to The University of British Columbia. Online payments can only be made using VISA or MasterCard.
- (2) A student may be placed on financial hold as a result of outstanding fees, including tuition, transfer or a deferral fee, or other fees. The financial hold will be removed when the outstanding balance is paid in full.

5.14 Confidentiality

- (1) All work produced by students remains confidential and will not be published or distributed beyond Division staff or educational consultants without the express written consent of the author.
- (2) Awards are granted subject to the winner's name, contact details, and grade being released to the donor for the donor's promotional purposes. Refusal to release this

information deems a student ineligible for awards.

5.15 Bulletins

Bulletins are posted to the Course Resources webpage. These may outline significant revisions to the course materials, including Assignments, projects, and examinations. Students are responsible for the material contained in any posted bulletins.

5.16 Use of Electronic Mail

- (1) During your studies with the Division, you can expect periodic electronic mail notices regarding course and program issues.
- (2) In certain circumstances, Assignments/ projects may be submitted by electronic mail. It is the student's responsibility to ensure that these are in a format acceptable to the course tutor/marker and that these Assignments are free of viruses or file corruption. Emailed Assignments may be refused at the discretion of the tutor/marker or Division staff.

5.17 Official Course Start Date and Course End Date

- (1) For the three terms in each academic year, the applicable course start dates are established; for:
 - (a) the purposes of students accessing the Course Resources webpage and receiving course materials, the course opens on the early registration date; and
 - (b) the purposes of the official University Calendar, the official course start date is the Monday prior to the first Assignment due date, as specified in the Course Schedule.
- (2) For the three terms in each academic year, the applicable course end dates are as follows:
 - (a) for the purposes of defining student standing during the term, the "Course End Date" is specified on the Course Schedule and defined as the deadline for:
 - (i) submitting Assignments and remaining eligible to write the Course Examination;
 - (ii) requesting to Transfer to a subsequent course; and

(iii) applying to defer writing the scheduled examination.

- (b) for the purposes of the official University Calendar, the official course end date is the date of the regularly scheduled final examination, as specified in the Course Schedule.

5.18 Appropriate Use of Educational Materials

- (1) While a great deal of care is taken to provide accurate and current information in courses, neither the University, its staff, nor its consultants assume responsibility for any use or reliance beyond the course's operation.
- (2) The course materials are prepared for educational purposes with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional advice.
- (3) The general principles and conclusions presented are subject to local, provincial, and federal laws and regulations, court cases, and any revisions of the same.

5.19 Copyright

All Assignments and examinations once submitted are property of the Division and will be archived for future reference and/or educational use.