

**COURSE REGULATIONS**  
**Diploma Program in Urban Land Economics**  
**Certificate Program in Real Property Assessment**  
**Post-Graduate Certificate in Real Property Valuation**  
**Appraisal Institute of Canada Education Program**  
**Bachelor of Business in Real Estate**

2009/10

**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;

"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](http://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 Director or Senior Manager responsible for Diploma and Certificate Programs, as well as AIC programs (UBC Real Estate Division);

"Mandatory Withdrawal" means expulsion from a course;

"Post Examination Review" means an examination remarking 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" means a division of the Sauder School of Business at The University of British Columbia;

"Real Estate Division Course Calendar" means the most recent course calendar published by 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 Real Estate Division website. In case of conflict, the posted version is considered to be the official version.

**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 Real Estate 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 the Real Estate Division office or the designated tutor, 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) Assignments submitted by mail must carry adequate postage. General correspondence must not be included with assignments.
- (3) If there is a postal service disruption, the Real Estate 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.

### 2.03 Late Assignments

- (1) Late assignments during the term will be accepted only with the permission of the Director.
- (2) If at any time, the student has two assignments outstanding past their due dates, a warning letter may be sent by email to the student's last known address. Within 21 days of the date of the warning letter, the Real Estate Division must receive the following:
- (a) all assignments due up to the date of receipt of same; **OR**  
 (b) a request to transfer to a later course in accordance with Regulation 4.02; **OR**

- (c) a request to withdraw from the course in accordance with Regulation 4.03.

- (3) In no circumstances, where a student wishes to write the examination at the end of the course, will an assignment be accepted beyond the Course End Date.
- (4) 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.
- (5) Four late assignments per course will be accepted without incurring a late assignment fee. A late assignment fee of \$15.00 will be levied for each subsequent assignment.
- (6) A statement of late fees owing can be viewed and paid from the "Outstanding Fee Summary" webpage. Examination results, Diplomas, and/or Certificates will be withheld until such fees are paid.

### 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 would include copying of solutions from old answer guides, copying directly from a textbook or lesson notes, or copying other students' assignments.
- (2) Recognized cases of plagiarism or assignment copying will result in:
- (a) An official reprimand letter sent to the student from the Real Estate Division, a copy of which will be kept in the student's file at the Real Estate Division; **AND**

- (b) The student having to redo and resubmit the assignment in question; **AND/OR**  
 (c) The student having to submit a replacement assignment provided by the Real Estate Division, together with administrative fees for establishing and grading these; **AND/OR**  
 (d) 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; **AND/OR**  
 (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; **AND/OR**  
 (f) Mandatory withdrawal from the current course pursuant to Regulation 4.04(3) and 4.04(4); **AND/OR**  
 (g) Suspension from the program, either for a specified time period or indefinitely; **AND/OR**  
 (h) 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 before 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 an assignment for marking to obtain additional feedback. A \$20 remarking fee will be assessed (\$35 in AIC 399, BUSI 497, or BUSI 499). Marks will not be increased in any circumstances other than those specified in Regulation 2.06(3) or 2.06(6).
- (5) Where a student has received an official letter pursuant to Regulation 2.04(2)(d) or 2.04(2)(e), Regulation 2.06(2) will not apply.
- (6) Students in BUSI 444, 451, 460, 497, 499, or AIC 399 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.

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 web page. 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 Real Estate 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's Disability Resource Centre 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) Candidates may not bring scrap paper into the examination room and are not to refer to any 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 Real Estate Division.
- (6) Electronic devices, including cellular telephones, pagers, recording/listening devices (iPods, mp3 players, etc.) or digital cameras must be turned off before entering 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, candidates are to return all material, including the exam question booklet and any extra stationery which was provided for the candidate's use, into the examination envelope. Candidates should ensure that the exam envelope is signed before passing it to the examiner.
- (12) 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, the following:
- a failing grade or mark of zero in the course or examination in which the academic misconduct occurred; **AND/OR**
  - 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; **AND/OR**
  - a reprimand, with letter placed in student's file; **AND/OR**
  - providing restitution in the case of damage to, or removal or unauthorized use of, property; **AND/OR**
  - a notation on the student's permanent record of the penalty imposed.
- (13) Candidates subject to penalties under Regulation 3.02(12) jeopardize their opportunity to write supplemental examinations and to register in future courses with the Real Estate Division.
- 3.03 Results of Examinations**
- 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 obtain:
    - a minimum examination grade of 50%; and
    - a minimum overall course grade of 60%.
  - Examination results are mailed to students, normally within four to six weeks of the date the examination was written. Results are also available on the Real Estate Division's website. No results will be provided in person or by telephone.
- (3) In accordance with Regulation 2.03(6), examination results will be withheld if any fees are outstanding.
- 3.04 Review of Examinations**
- Candidates may request a post examination review online by paying a non-refundable fee of:
    - \$100.00 for BUSI 444, 451, 460, 497, 499, and AIC 399.
    - \$30.00 for all other courses.
  - 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.
  - A post-examination review request must be received by the Real Estate Division no later than three months from the examination date.
- 3.05 Deferred and Rewrite Examinations**
- Every course has a final Course Examination scheduled on a date chosen by the Real Estate Division. Students must write the final examination on the scheduled date except as hereinafter stated.
  - 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 must be received by the Course End Date. Failure to attend the scheduled examination, without an accepted deferral, will result in mandatory withdrawal in accordance with Regulation 3.05(4), as specified in 4.04(2). Subsequent applications to write an examination are subject to a \$125 fee.
  - If a student fails a final examination, he or she may apply for a Rewrite Examination on a subsequent scheduled examination date. See Regulation 3.05(5).

- (4) Applications to Rewrite or Defer any examination must be made via the online application on the Course Resources webpage.
- (a) must be made no later than 30 days prior to the scheduled examination date;
  - (b) must be received within one year of the scheduled Course examination for his or her course;
  - (c) must be accompanied by a non-refundable, examination fee of \$125.00
- (5) 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.
- (6) 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.
- (7) Deferred examinations are not offered in BUSI 444, 451, 460, 497, 499, or AIC 399. 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 Continuation of Program After Failure

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.

**IV. ADMISSIONS, REGISTRATIONS, TRANSFERS AND WITHDRAWALS**

4.01 Admissions & Registrations

- (1) Admission and registration requirements are stated in the Real Estate Division Course Calendar.
- (2) Before an applicant can register in a Real Estate 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 Real Estate 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 Real Estate 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 Real Estate 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 Real Estate 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 exemptions 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 Real Estate Division.

4.02 Transfers

- (1) With the permission of the Course Representative and subject to Regulation 4.02(5), 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) Transfer requests must be submitted via the Course Resources webpage, and require the following:
  - (a) all 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(5) or 4.02(6), 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 chooses to transfer into a course that uses revised course materials, it is the student's responsibility to obtain the new material.
  - (5) If the student chooses to transfer into a subsequent course, he or she may be required to complete all assignments according to the schedule of that course and would be required to pay the assignment fees specified in Regulation 4.02(2)(c).
  - (6) If the student chooses to transfer into a subsequent course and chooses to resubmit all assignments, he or she will be required to pay the assignment fees specified in Regulation 4.02(2)(c).
  - (7) A student may make a maximum of two 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 Real Estate 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 Real Estate 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 Real Estate 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"/"MF" (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(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(3).

#### 4.04 Mandatory Withdrawal

- (1) 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 for:
  - (a) failing to comply with the assignment due date requirements of Regulation 2.03(2);
  - (b) not attending an examination sitting for which they are scheduled;
  - (c) plagiarism or assignment copying, as outlined in Regulation 2.04 (2)(f); or
  - (d) 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 credit shall be granted for any assignments completed, no refund will be permitted, and a grade of "Fail" will be recorded for that course.

#### 4.05 Appeal Procedure

- (1) Where a student receives a letter pursuant to Regulation 4.04(1) or 2.04(2)(f), a written appeal of the mandatory withdrawal may be made to the Appeals Committee.
- (2) Where a student receives a letter pursuant to Regulation 2.04(2) or 2.04(2)(d)(e) or (g), a written appeal may be made to the Appeals Committee.

- (3) Appeal requests must be in writing and must be accompanied by a non-refundable appeal fee of \$50.00. Appeals will be considered on compassionate or medical grounds only. The request must set out the reason for appealing the decision, and should contain medical or legal certification of the circumstances surrounding the appeal. All appeal requests must be mailed within 21 days of the date of the Real Estate 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) Correspondence will be sent to the latest address on record. The Real Estate Division must be notified of any change of address by correcting the "Student Profile" on the Course Resources webpage.
- (2) Correspondence must be forwarded to the Real Estate Division under a separate cover from assignments.
- (3) The Real Estate 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 Real Estate 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.
- (a) 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 Diploma Program Requirements**

- (1) In order to qualify for a Diploma in Urban Land Economics, a student must complete all required courses and specialization courses as specified below. If the student started the program:
- (a) prior to September 2000, the student must complete the following courses or their equivalents: 111, 121, 211 (or 300), 221, 330, 331, and 400; plus two specified specialization courses as follows:

- (i) Appraisal specialization: requires courses 440 (or 101) and 442;
- (ii) Real Estate Management specialization: requires courses 440 (or 101) and 441;
- (iii) Assessment specialization: requires courses 443 and 444;
- (iv) Property Development specialization: requires courses 445 and 446.
- (b) after September 2000, the student must complete BUSI courses 100, 101, 111, 121, 300, 330, and 331; plus four specified specialization courses as follows:
- (i) Appraisal specialization: requires courses 442 and 452, plus two of 221, 344, 400, 401, or 460;
- (ii) Real Estate Management specialization: requires courses 441 and 451, plus two of 221, 344, 400, 401, or 460;
- (iii) Assessment specialization: see Regulation 5.04(1)(c);
- (iv) Property Development specialization: requires courses 445 and 446, plus two of 221, 344, 400, 401, or 460.
- (c) Assessment specialization:
- (i) after September 2000, but before January 2007, requires courses 443 and 444, plus two of 221, 400, 401, or 460;
- (ii) after January 2007, courses 344, 443, and 444, plus one of 221, 400, 401, or 460.
- (2) Students are expected to complete the requirements set out in Regulation 5.04(1) within seven academic years.
- (3) Students must demonstrate continuous progress in the Program, as adjudged by the Admissions Officer. Absence of demonstrated continuous progress may result in limitations on course enrollment and/or suspension from the Program.
- (4) Where a student 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 Diploma requirements must be completed. Unless permission to extend the time limit is granted, the student will not be permitted to re-enroll in the program.
- (5) The Admissions Officer may not permit a student to extend the time for completion of the program beyond ten years from the date of commencement to the date of completion of the program.
- 5.05 Certificate in Real Property Assessment Program Requirements
- (1) In order to qualify for a Certificate in Real Property Assessment, a student must complete all required courses as specified below. If the student started the program:
- (a) after September 2001, but before January 2007, the student must complete the following courses or their equivalents: 121, 330, 443/831, and 444/841.
- (b) after January 2007, the student must complete the following courses or their equivalents: 121, 330, 344, 443/831, and 444/841.
- (2) Students are expected to complete the requirements set out in Regulation 5.05(1) within three academic years.
- (3) Students must demonstrate continuous progress in the Program, as adjudged by the Admissions Officer. Absence of demonstrated continuous progress may result in limitations on course enrollment and/or suspension from the Program.
- (4) 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 certificate requirements must be completed. Unless permission to extend the time limit is granted, the student will not be permitted to re-enroll in the program.
- (5) The Admissions Officer may not permit a student to extend the time for completion of the program beyond five years from the date of commencement to the date of completion of the program.
- (6) 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.
- 5.06 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, 442, and 452, plus two of the following specialization courses: 300, 344, 401, 443, or 460.
- (2) Students are expected to complete the requirements set out in Regulation 5.06(1) within four academic years.
- (3) Students must demonstrate continuous progress in the Program, as adjudged by the Admissions Officer. Absence of demonstrated continuous progress may result in limitations on course enrollment and/or suspension from the Program.
- (4) 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 certificate requirements must be completed. Unless permission to extend the time limit is granted, the student will not be permitted to re-enroll in the program.
- (5) The Admissions Officer may not permit a student to extend the time for completion of the program beyond six years from the date of commencement to the date of completion of the program.



**5.07 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 Real Estate 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 required courses:
  - (a) Real Estate Management: BUSI 441 & 451
  - (b) Real Property Appraisal: BUSI 442 & 452
  - (c) Real Property Assessment: BUSI 344, 443, & 444
  - (d) Real Estate Development: BUSI 445 & 446
- (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 Real Estate Division Diploma or Certificate Program.

**5.08 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.

**5.09 Exemptions**

- (1) With the permission of the Admissions Officer, students may be granted an exemption from a course within a program, but only on the basis of recognized post secondary courses which are substantially similar in content and rigour to those in the program. 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. Courses completed more than ten years ago are generally not eligible for exemptions.
- (2) With the permission 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).
- (3) Where course exemptions have been granted under Regulation 5.09(1), in order to qualify for a Diploma or Certificate, a student must complete, at minimum, 50% of the required program courses with the Real Estate 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, if the student starts the program:
    - (i) prior to September 2000, a student must complete at minimum 15 credits with the Real Estate Division.

- (ii) after September 2000, a student must complete at minimum 17 credits with the Real Estate Division.
- (b) In the Certificate in Real Property Assessment program, if the student starts the program:
  - (i) prior to January 2007, a student must complete at minimum BUSI 443/831 and 444/841 with the Real Estate Division.
  - (ii) after January 2007, a student must complete at minimum BUSI 344, 443/831, and 444/841 with the Real Estate Division.
- (c) In the Post-Graduate Certificate in Real Property Valuation program, a student must complete at minimum 9 credits with the Real Estate Division.

**5.10 Tuition**

Tuition fees listed in the Real Estate Division course calendar are inclusive of all required course materials, with the exception of the following:

- (1) Statistical software required for BUSI 344, 444 (course 841), and BUSI 460;
- (2) Spreadsheet software required for BUSI 121, 331, 344, 446, and other courses;
- (3) Financial calculator (non-programmable);
- (4) Supplemental publications or recommended additional readings;
- (5) The "Appraisal of Real Estate" textbook for BUSI 330, 331, 399, 442, 452, 497, and 499;
- (6) The textbooks required for BUSI 100, 101, 451 and 460;
- (7) An Internet-ready personal computer and Internet Service Provider; and
- (8) Other additional materials as specified from time to time.

5.11 Payment Policy

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.

5.12 Confidentiality

- (1) All work produced by students remains confidential and will not be published or distributed beyond Real Estate 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.

5.13 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.

5.14 Use of Electronic Mail

- (1) During your studies with the Real Estate Division, you can expect periodic electronic mail notices regarding course and program issues.
- (2) In select courses, 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 Real Estate Division staff.

5.15 Official Course Start Date and Course End Date

- (1) For the three terms in each academic year, the official course start date will be the early

registration deadline. The Course Resources webpage will be made available to students by this date.

- (2) The Course End Date is found in the Course Schedule. The Course End Date is the deadline for:
  - (a) submitting assignments and remaining eligible to write the Course Examination;
  - (b) requesting to Transfer to a subsequent course; and
  - (c) applying to defer writing the scheduled examination.

5.16 Appropriate Use of Educational Materials

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. 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. The general principles and conclusions presented are subject to local, provincial, and federal laws and regulations, court cases, and any revisions of the same.

5.17 Copyright

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