

## **Academic Regulations for Post-Baccalaureate Graduate Certificate in Real Estate and Land Development**

In order to be eligible to receive the certificate, a student must maintain an overall GPA of 3.0. Eighteen credit hours beyond the bachelor's degree are required for completion of this graduate certificate program. A maximum of one three-hour course taken at another AACSB-accredited institution may be transferred into this program. Successful completion of the graduate certificate program does not guarantee admission to a master's-level program. Students interested in applying at a later date to a master's program must do so through a separate application process.

Students are expected to meet the following academic standards:

1. Certificate recipients must have received an overall grade-point average of 3.0 on credit hours attempted for the certificate at VCU.
2. Grades of "A", "B", and "C" are generally passing grades. Specifically, students may not present courses receiving less than a "C" for fulfilling degree requirements. Students receiving multiple grades of "C", or one grade of "D" or "F," are generally recommended for termination from the program. In addition, no more than 20% of the graduate coursework at VCU since matriculation into the program can be graded "C" or below.
3. Students who satisfy all of the requirements except the 3.0 average may be allowed to take a maximum of six additional credit hours to raise the average. Students are required to get the approval of the Associate Dean for Masters Programs in Business.
4. All requirements for the certificate must be completed within six years from the date of admission or taking the first course in the program. This time limitation applies to both full- and part-time students. A maximum of two one-year extensions may be granted if satisfactory progress is demonstrated on the part of students requesting extensions. For extensions, write to the Associate Dean for Masters Programs in Business.
5. Credits to be earned at other institutions after acceptance in the program must be approved in advance, and approval is granted at the discretion of the Associate Dean for Masters Programs in Business. Such work is approved under very unusual circumstances such as a job transfer to a new location over 100 miles from Richmond.
6. Students who fail to register for at least one course every 12 months will be dropped automatically from their program and must reapply for admission to continue in the program.
7. If unusual circumstances warrant it, a leave of absence for one calendar year may be obtained by requesting such a leave in writing from the Associate Dean for Masters Programs in Business as early as possible but no later than the end of the first week of registration of the semester in which the absence is expected to occur. Students should note

that while leaves of absence temporarily suspend continuous enrollment requirements, they do not extend time limits for degree completion.

8. Students must continually demonstrate acceptable professional behavior to be retained in the program.
9. When there is a conflict, the policies of the University as outlined in the VCU Graduate Bulletin as outlines at <http://www.pubapps.vcu.edu/bulletins/graduate/> will take precedent.
10. CLEP examination credit is not given for the certificate programs.
11. All students admitted to a certificate program are assigned advisors. Students are required to work with their advisors to plan their certificate programs. Each student's approved program or changes thereto must be approved by both the advisor and the Associate Dean for Masters Programs in Business. Courses taken prior to approval are taken at the student's own risk.
12. Students cannot be accepted in the certificate programs until they have completed all the requirements for their bachelor's degrees.
13. Students must apply to graduate from this program. For deadlines, consult the University calendar. The graduate degree application form is required for the certificate program.
14. Student appeals for exceptions to policies or academic standards may be made in writing to Virginia Commonwealth University, School of Business Graduate Studies Committee, and Associate Dean for Masters Programs in Business.