

Real Estate Training Program Directive

Learner Conduct

Classification	Real Estate Training Programs
Responsible Authority	Program Manager, Real Estate Training
Executive Sponsor	Senior Vice President, Academic
Approval Authority	Executive Director, Online and Professional Training
Date First Approved	2025-06-13
Date Last Reviewed	N/A
Date to Complete Mandatory Review	2026-06-12

Purpose

To clarify the rights and responsibilities of learners enrolled in Real Estate Training Programs at Algonquin College. This directive supplements the College's general Student Conduct and Academic Integrity policies by identifying additional conduct expectations specific to Real Estate Training programs, in accordance with the Real Estate Council of Ontario's (RECO) requirements.

Scope

This directive applies to all learners participating in Real Estate Training Programs delivered by Algonquin College, including online and in-person activities.

Definitions

Learner	An individual registered in a Real Estate Training Program at Algonquin College.
Professionalism	Behaviour that reflects integrity, respect, and responsibility in all educational settings.
Educational Materials	Any content provided or accessed in the course of study, including recordings, handouts, quizzes, and manuals.
Complaint	A formal expression of dissatisfaction with a service, process, or decision.
Appeal	A formal request for review of a decision affecting a learner's academic or disciplinary standing.

Directive

1.0

Learners are subject to Algonquin College's [Student Conduct Policy \(SA07\)](#) and RECO's **Exam Misconduct Policy**. Learners are expected to uphold the conduct standards outlined in the policy and directive. All misconduct in relation to exams will be handled by RECO according to the Exam Misconduct Policy. Any other instances of misconduct may result in academic consequences at the College and may also be subject to sanctions imposed by RECO.

2.0

In addition to the College's general policies, learners in Real Estate Training programs must adhere to the following expectations:

1. Maintain professionalism in all interactions with facilitators, staff, and peers.
2. Refrain from using or distributing educational materials without authorization. Unauthorized sharing of proprietary content may constitute misconduct.
3. Avoid any form of misconduct, including breaches of Real Estate Training program policies and participation in schemes involving cheating or facilitation of dishonesty.

3.0

Learners have access to a complaints process as outlined in College policies **SA03: Student Complaints**. This process is available to address concerns related only to **College-level** conduct decisions.

In the case of **exam misconduct**, the College's program directives are subordinate to the Real Estate Council of Ontario (RECO)'s Exam Misconduct Policy. Any allegations of exam-related misconduct, including but not limited to cheating, impersonation, or unauthorized access to materials, will be governed by RECO's policy and adjudicated under RECO's authority. All sanctions, decisions, and appeal processes related to exam misconduct are subject to the procedures outlined in RECO's Exam Misconduct Policy.

Procedure

	Action	Responsibility
01	Provide the Learner Conduct Directive to all learners during onboarding.	Program Manager
02	Monitor learner conduct in both synchronous and asynchronous activities.	Facilitator

03	Report observed or suspected misconduct via Algonquin College's conduct reporting procedures.	Facilitator, Program Support Officer, or Program Manager
04	Investigate allegations and determine whether misconduct occurred.	Program Manager
05	Apply appropriate academic or disciplinary actions.	Program Manager
06	Provide learners with access to complaint processes.	Program Manager
07	Review this directive annually and submit updates to RECO when applicable.	Program Manager

Related Policies and Directives

Algonquin College Student Conduct Policy (SA07)

<https://www.algonquincollege.com/policies/files/2024/10/SA07.pdf>

Algonquin College Student Complaints Policy (SA03)

<https://www.algonquincollege.com/policies/files/2023/06/SA03.pdf>

Real Estate Training Exam Misconduct Directive