

APPENDIX I

Title II of the Higher Education Act Federal Report Information

Federal Law requires that all teacher education programs report the following information:

Queens Teacher Education Program Information

1. Total number of students enrolled during 2005-2006 academic year in all teacher preparation programs: 232
2. Number of student teachers during academic year 2005-2006: 48
3. Number of supervising faculty who were:
 - Appointed full-time faculty in professional education: 5
 - Appointed part-time faculty in professional education, not otherwise employed by the institution: 2
 - Total number of supervising faculty for the teacher preparation program during 2005-2006: 2
4. The student/faculty ratio for student teaching: 24
5. Average number of hours per week required of student participation in supervised student teaching: 40
6. Total number of weeks of supervised student teaching required is 14.
7. Total number of hours required is 560 hours.

All Queens University of Charlotte Teacher Preparation Programs are approved by the National Council for Accreditation of Teacher Education and the North Carolina Department of Public Instruction.

Queens University of Charlotte PRAXIS II pass rates for the cohort 2004-2005 academic year

Required Test	# Testees	# Passed	Queens % Passed	*NC % Passed
Elementary Education	45	45	100%	96%

**pass rate for North Carolina*

***to protect confidentiality of student records, pass rates based on fewer than ten test takers are not printed*

In keeping with Queens University of Charlotte's liberal arts focus, undergraduate elementary education majors complete two planned teaching specialty areas among the following: language arts, science, social studies, mathematics, and psychology. Undergraduate students pursuing secondary license fulfill the requirements for an academic major in biology, English, history, mathematics, social studies, French or Spanish. They complete the required education coursework as a concentration. All undergraduate students seeking licensure student teach during the last semester of their senior year.

In addition to the undergraduate program, Queens University of Charlotte offers a Masters of Arts in Teaching (MAT), a Masters of Education in Literacy (M.Ed.) and secondary licensure in selected academic areas.

On both the undergraduate and graduate level, students and professors have close professional relationships. Classes are small; assignments are authentic; technology integration is part of every methods course. All education programs at Queens require early and frequent field experience in a variety of classrooms in Charlotte Mecklenburg Schools (CMS). Because of the excellence of Queens' reputation, all licensed teachers are currently offered contracts in CMS.

Evidence of Queens' mission "to provide educational experiences that transform students' lives and foster personal and professional success," is apparent in all education programs.



APPENDIX II

Important Dates from the 2008-2009 Academic Calendars

The complete official academic calendar, the ASN short session dates, and Summer Term calendar can be found on the Registrar's web page: www.queens.edu/registrar.

UNDERGRADUATE PROGRAMS

FALL TERM

Undergraduate Classes Begin	Mon Aug 25
Labor Day Holiday	Mon Sep 1
Fall Break	Oct 16-18
Thanksgiving Break	Nov 23-30
Classes end	Tue Dec 10
Reading Day	Wed Dec 11
Examination period	Dec 12-18

SPRING TERM

Classes begin	Mon Jan 12
Martin Luther King Holiday	Mon Jan 19
Spring Break	Mar 8-15
Easter Holidays	Apr 10-11
Classes end	Mon Apr 27
Reading Day	Tue Apr 28
Examination period	Apr 29-May 5

GRADUATE PROGRAMS

FALL TERM

Classes Begin	Tue Sep 2
Last day to ADD a class	Wed Sep 10
Last day to DROP a class	Wed Sep 17
Last day to withdraw from a course	Wed Oct 29
Thanksgiving Break	Nov 23-30
Classes end	Mon Dec 9
Reading Day	Tue Dec 10
Examination period	Dec 11-17

SPRING TERM

Classes begin	Fri Jan 16
Martin Luther King Holiday	Mon Jan 19
Last day to ADD a class	Mon Jan 26
Last day to DROP a class	Mon Feb 2
Spring Break	Mar 8-15
Last day to withdraw from a course	Tue Mar 17
Easter Holidays	Apr 10-11
Classes end	Mon Apr 27
Examination period	Apr 28-May 4

Commencement Week

May 5-9

APPENDIX III

Queens University of Charlotte

Student Complaint Policy

Queens University of Charlotte is committed to providing an educational climate that is conducive to the personal and professional development of each individual. In order to ensure that commitment, the University has developed procedures for students to pursue grievances within the university community, should such action become necessary.

A student who has an unresolved disagreement or dissatisfaction with a faculty or staff member, another student, student group or administrator has the right to file a written complaint without prejudicing his or her status with the University.

Definition

A complaint involves a concern, problem or issue other than a disciplinary measure. (The appropriate response to a disciplinary measure which is deemed unfair or excessive, or dissatisfaction with a grade, or progression, probation, or dismissal from a program, is an appeal, not a complaint. Appeals are made through established university procedures.)

Complaints may be academic or nonacademic.

- An Academic Complaint may be brought by a student regarding the University's provision of education and academic services affecting his/her role as a student. Academic grievances can include but are not limited to the following types of allegations: discriminatory action toward students within the classroom by a faculty member, e.g., by singling out specific students for either preferential or adverse treatment; failure of a faculty member to follow university policies in the conduct of classes or examinations; or capricious or unreasonable arbitrary actions by a faculty member that adversely affects student performance. The student must have first attempted to resolve the issue by approaching the faculty member, and then the faculty member's dean, before filing a written complaint.
- A Nonacademic Complaint may be brought by a student regarding a disagreement or unresolved dissatisfaction with a faculty or staff member, another student, student group or administrator. Nonacademic grievances can include but are not limited to the following types of allegations: issues regarding sexual harassment, discrimination or an alleged infringement upon the rights or sensibilities of an individual by a university employee, student or student organization. The student must first have attempted to resolve the issue by approaching the person(s) involved, and then the appropriate dean or supervisor, before filing a written complaint.

Disability Discrimination

Any student who believes that a University employee has discriminated against him/her due to a disability should file a grievance with the Manager of Student Disability Services within ten days from the date of the alleged incident. For the complete process and policy information see <http://www.queens.edu/studentlife/resources/disabilitygrievance.asp>.

Process

The student is encouraged to attempt and resolve all grievances at the lowest possible level. The student first discusses the problem or complaint with the person whose decision or action is being contested, and then the person's dean or supervisor. If the grievance cannot be resolved at that level the student can submit a formal complaint in writing.

A complaint must be based on a claimed violation of a university rule or policy that has not resolved through ordinary processes. Any student who brings a complaint has the burden of proof and must provide documentation and evidence to support the allegation. A complaint should normally be filed within 10 working days of the incident or incidents. (Note: This policy does not limit the University's right to change rules, policies or practices.)

The student should put his or her grievance in writing according to the following guidelines: What is the grievance? Identify it. What are the grounds for the grievance? Explain the basic justification for it based on a claimed violation of a university rule or policy. How would you like to see it resolved? What do you want done?

- For academic grievances (other than disability issues) the student will submit the complaint in writing to the Vice President for Academic Affairs. The Vice President for Academic Affairs will ensure that the complaint receives a timely response. The student may appeal the response in writing to the President of the University within 10 days. The results of complaints appealed to this level are final and may not be further appealed. The Vice President for Academic Affairs will keep on file a record of each complaint, its nature and resolution.
- For non-academic grievances (other than disability issues), the student will submit the complaints in writing to the Dean of Students. The Dean of Students will ensure that the complaint receives a timely response. A record of each complaint, its nature, and resolution, will be forwarded to the Academic Affairs office. Students in the traditional undergraduate program should see also <http://www.queens.edu/studentlife/handbook/honorcode.asp#ResolutionCP>.



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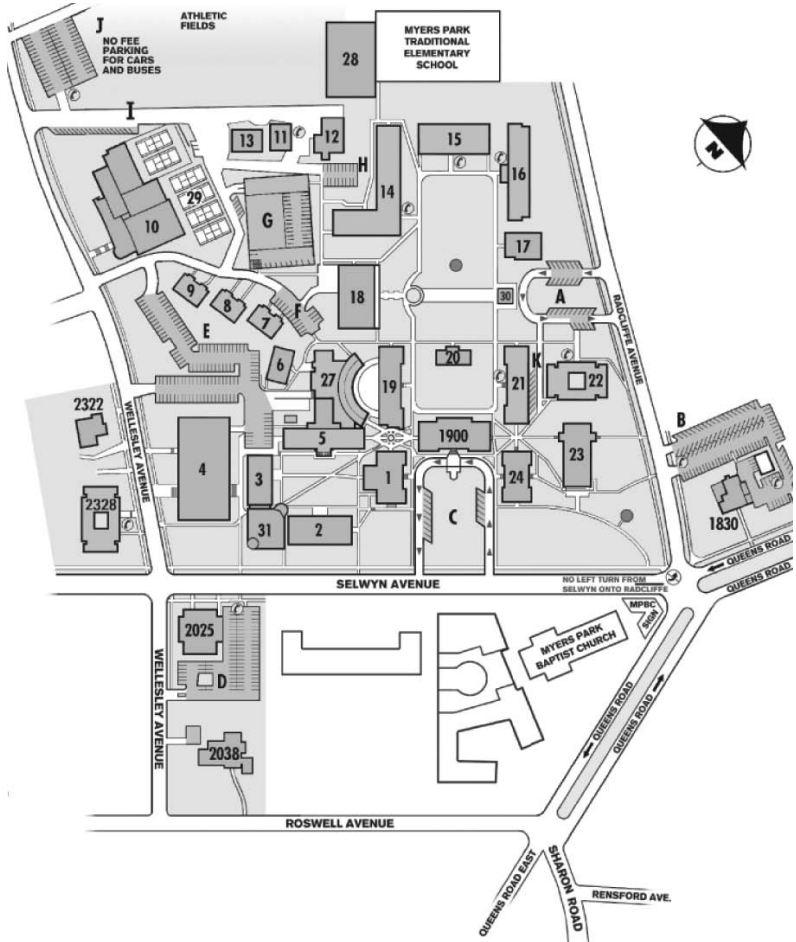
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Campus Map



Queens buildings and facilities located off:

Providence Place



Marion Diehl Sports Complex



5th St. Nursing Campus

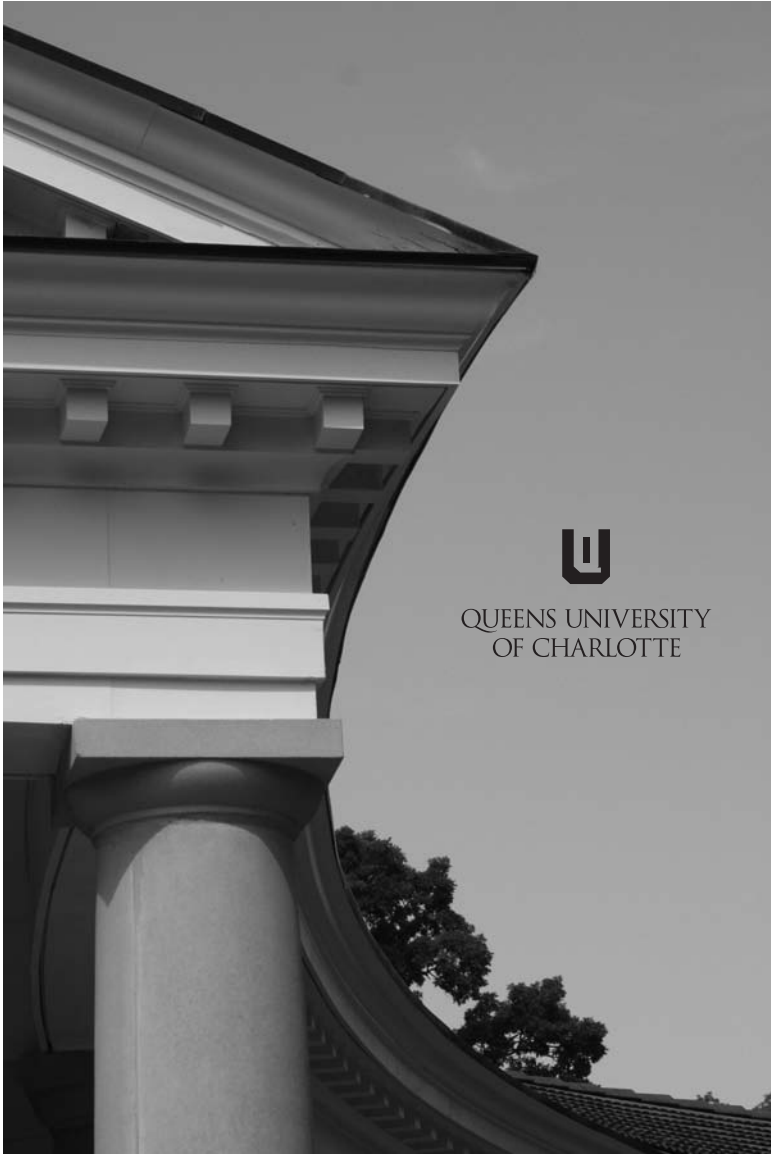


PARKING

- A** Library Circle
Resident Parking
- B** Radcliffe Lot
Univ. Permit /
Visitor Parking
- C** Burwell Circle
Reserved and
Visitor Parking
- D** Withers House Lot
University Permit
- E** Fine Arts Ctr. /
Wellesley Lot
University Permit

- F** Greek Row
University Permit
- G** Parking Deck
Resident Parking
- H** Auxiliary Lot
University Permit
- I** Sports Lane
University Permit
- K** Hayes Hall Lot
Resident Parking

1. McEwen Building – Core, John Belk International Program, CAS Dean's Office, Master of Fine Arts
 2. Walker Science Building – Science Lab, Dickson Computer Lab, IT
 3. Dana Building – EMBA & PMBA Programs, DeWitt Computer Classroom, Center for Academic Success, School of Communication, Leadership Charlotte, Computer Lab, Center for Faculty Excellence, Recording Studio
 4. E.H. Little Fine Arts Center – Dana Auditorium, Suzanne Little Recital Hall
 5. Morrison Hall (adjoins Trexler Student Center) – Frances Young Dining Room, Mail & Service Center, The Lion's Den, Student Life, Student Activities, Residence Life
 6. Tillet Building – Sculpting and Ceramics Lab
 - 7-9. Greek Lodges
 10. Ovens Athletic Center – Basketball Court, Dance Studio, Pool, Weight Room
 11. Carpenter's Shop
 12. Heating Plant
 13. Campus Services
 14. Wireman Residence Hall – Fitness Center
 15. Wallace Residence Hall – Common Grounds Coffee House
 16. Belk Residence Hall
 17. Stultz Building – Campus Police, Presbyterian School of Nursing
 18. Everett Library – CRC, Language Lab, Library Catalog Computers
 19. Watkins Art Building – Art Studios, Faculty Offices
 20. Blair House – Internship & Career Center
 21. Hayes Residence Hall
 22. Albright Residence Hall
 23. Belk Chapel
 24. Jernigan Building – Union Theological Seminary, School of Education, Business Office, Registrar's Office, Student Financial Services, Dean's Suite
 27. Trexler Student Center – Claudia Belk Dining Room, Student Lounge, Jazzman's Café, Student Bookstore
 28. Charles and Jane Hadley Theater
 29. Lou Jones Tennis Courts
 30. Evans Clock Tower
 31. Sykes Learning Center – McColl School of Business, Sykes Auditorium
- 1830 Harris Welcome Center – Traditional Undergraduate Admissions
- 1900 Burwell Hall – President's Office, Academic Affairs, Facility Rentals, Facilities Planning, Development, Marketing & Community Relations, McInnes Parlors, Finance & Administration, Enrollment Management Campus Planning & Services, Alumni Programs & Annual Giving, Advancement, Finance, Vandiver Conference Room
- 2025 Withers House – Admissions Office for Hayworth Evening Programs
- 2038 President's House (2038 Roswell Avenue)
- 2322 Wellesley House – Health & Wellness Center
- 2328 Barnhardt Hall – Residence Hall, ELS Center, Athletic Offices



QUEENS UNIVERSITY
OF CHARLOTTE