

## AWARDS

- In addition to membership in campus honor associations, Queens University of Charlotte recognizes a number of other honors and awards, including the Dean's List, graduation with honors, creative writing awards, various other academic awards, several athletic citations and the Diana Award.
- The Algernon Sydney Sullivan Award is presented to those who exemplify high standards of service. Since 1948, the New York Southern Society has granted to Queens University of Charlotte the privilege of bestowing two Algernon Sydney Sullivan awards each year, one to an outstanding graduate and a second to a member of the community. Mr. Sullivan, a distinguished lawyer and the first president of the Society, had such outstanding qualities of moral courage and personal inspiration that the Society created these awards to honor him and to commend others who might exemplify similar qualities.

# Student Services

## THE CENTER FOR ACADEMIC SUCCESS

The Center provides important academic support programs and learning assistance courses for all students to help improve their academic skills and achieve their academic goals. Services offered include peer tutoring, review sessions, academic workshops, study skills assessments, individual academic assistance and guidance, the writing center and referral to disability services.

The Writing Center is a faculty-staffed resource housed within the Center for Academic Success. The Writing Center is designed to facilitate student participation in the writing process by refining key skills and developing study patterns for success as well as writing proficiency. Please visit the Center's Web site at <http://www.queens.edu/center>.

## STUDENT DISABILITY SERVICES

### *ADA Compliance, Documentation and Accommodations*

The Office of Student Disability Services serves qualified students with disabilities of all varieties: learning disabilities; ADHD; psychiatric/emotional disabilities and physical disabilities including vision impairment, hearing impairment, mobility issues and medical disabilities. The mission of the Office of Student Disability Services at Queens University of Charlotte is to provide and coordinate accommodations, support services, and auxiliary aids to qualified students with disabilities.

It is the responsibility of the student to self-identify as having a disability. In order to access the rights provided through the ADA and Section 504 of the Rehabilitation Act of 1973, a student must register with Queens University of Charlotte by providing documentation verifying a disability. A student cannot receive academic accommodations until this is completed. It is also the responsibility of the student to inform professors of the need for accommodations and to advocate for him/herself if these are not being met satisfactorily.

Examples of accommodations and services include, but are not limited to: Braille writer, coordination with faculty, assistive technology, software, note taker services, extended time on tests/quizzes, preferential seating, referral to the counseling center for personal consultation, referral for tutorial and academic resource center, counseling around disability related issues and special test administration.

For information visit <http://www.queens.edu/studentlife/resources/disability.asp>.

## **INTERNSHIPS AND CAREER PROGRAMS OFFICE**

The Internships and Career Programs Office is a comprehensive career center and offers a variety of services including individual career coaching, resume writing assistance, campus interviews, workshops and career fairs. Students are encouraged to use the virtual services such as the eCampusRecruiter for jobs and internships, OptimalResume and the Alumni Mentoring Program. Private appointments are available. Queens' career development center is located in the Blair House. For more information visit <http://www.queens.edu/internships>.

## **HEALTH SERVICES AND COUNSELING**

The Student Health and Wellness Center provides medical and mental health services to undergraduate students enrolled at the University. It is not necessary to have Queens' health insurance to use the HWC. While most services are free of charge, any costs incurred can be paid at the time of service or billed to the student's account. Appointments are encouraged but walk-in visits are accommodated when possible. The HWC is open Monday through Friday 9am-5pm, and is located on Wellesley Avenue next to Barnhardt Hall. Visits to the Health and Wellness Center are confidential. Medical information is not shared or discussed by phone without specific written consent from the student. For more information visit <http://www.queens.edu/studentlife/health/index.asp>.

### **Medical Services**

In addition to general medical care for acutely ill or injured students, available services include chronic disease management, routine physical or gynecological examinations (fee for service), confidential STI and HIV testing, routine immunizations (fee for service), international travel consultation and immunizations, laboratory testing on-site or through Presbyterian laboratory and referrals to network physicians and care facilities in the Charlotte area. Appointments may be made by calling 704 337-2220.

### **Counseling Services**

Queens has professional counseling services available to students for individual and group counseling and community referrals. The Counseling Center is located in the Health & Wellness Center and appointments may be made by calling 704 337-2220. Counseling is confidential and there is no fee. Up to ten sessions per year are available at no charge to each student paying the comprehensive fee. Arrangements can be made for students needing additional sessions. Referrals to off-campus psychologists and psychiatrists may be made by the counseling center staff when necessary. The cost of all off-campus therapy is the responsibility of the individual student. The relationship between student and counselor is professional and is fully confidential within the confines of safety of self and others. The Health & Wellness Center Counseling Services is open 9am-5pm, weekdays.

### **The Fitness Center**

The Queens Fitness Center, located on the lower level of Wireman Hall, is a spacious 8,000-square-foot facility with free weights, "nautilus" equipment, cardio machines and elliptical trainers, plus a 2,500-square-foot aerobics room. Any student may join the Fitness Center. For more information visit <http://www.queens.edu/studentlife/health/fitnesscenter.asp>.

## Everett Library

Everett Library (1960), located at the center of the campus, was built through the generosity of Herschel Hill Everett, chairman of the Board of Trustees from 1952 to 1967, and his wife, Cornelia Nisbett Everett. A new Georgian-style façade was constructed in 2000, thanks to a gift from Mr. John H. Sykes, a member of the Board of Trustees, and named for his wife, Susan W. Sykes.

The library collection - the core of the academic community - is designed to support all programs of the University. More than 144,480 books and bound periodicals are available in open stacks for student use. In addition, the library currently subscribes to over 315 periodicals in print and several thousand full-text periodicals available electronically through the library's participation in the NC-Live database program. Everett Library also subscribes increasingly to individual electronic databases every year. The library maintains an active periodical microfiche collection. The book collection, which grows at a rate of 2,000 volumes a year, receives additional support from endowments, such as the one established by the Friends of the Library. The library's online SIRSI catalog and NC-Live databases are available through the campus network.



The library offers additional services such as bibliographic instruction, academic reserves, interlibrary loan and reference assistance. Alumni, Friends of the Library, Union-PSCE students and ministers of the supporting presbyteries have access to selected library services. Everett Library offers an information technology commons for student and faculty research.

Four computing labs are available to students for research and preparing classroom assignments. Four group study rooms offer students opportunities for collaborative learning through group study.

A satellite campus of the Union Theological Seminary and Presbyterian School of Christian Education was established at Queens University of Charlotte in 2001. Everett Library supports these students with over 14,500 books, periodicals and electronic databases. This collection is located on the second floor of the library.

The second floor Special Collections Room, named for Queens' first librarian, Rena Harrell, houses Charlotte imprints, books on the history of Mecklenburg County and North Carolina author titles.

On the lower level is the Curriculum Resource Center, which houses the Education Division's collection of state-adopted textbooks and other materials for classroom use. Also located on the lower level is the Archives Center established to preserve materials relating to the history of Queens University of Charlotte. A reading room for patrons to do historical research is available by appointment.

Everett Library has been enriched by its Friends of the Library organization. Founded in 1971, this 700+ member community group provides year round library and cultural activities and events. Its gifts to Everett Library provide book funds, technology and equipment and special projects.

Everett Library also offers 24 hour access through its Web site, [www.queens.edu/library](http://www.queens.edu/library).

# Information Technology Services

Information Technology Services for both academic and administrative users is coordinated by the staff of the Queens IT Services Department, located in the lower level of Walker Science Building. IT Services houses and maintains file & print servers, application servers and other network hardware and software to support the academic and administrative mission of the University. Services such as e-mail, internet access and computer hardware and software components are supported by this department. The campus network environment is comprised of a switched fiber-optic backbone which feeds LAN switches in each building. A metro Ethernet connection provides connectivity to the global Internet. Networked computing capabilities are provided to classrooms, residence halls and administrative offices including the Everett Library and Telecounseling Center. Computer Equipped Labs and Classrooms include:

## **Dickson Microcomputer Lab**

Located in the Walker Science building, this lab contains 19 Pentium dual core computer workstations connected to a network laser printer. Each PC has access to the Internet and the Queens Campus network. PC's are MS Windows based with Microsoft Office Suite and other curriculum specific applications. This lab has 24 hour access for students with the use of a card access key.

## **Curriculum Resource Center**

Located in the Everett Library, the CRC consists includes 20 MS Windows based computers designated for student research activities. Workstations have access to the Internet and print capabilities in addition to other curriculum specific applications. Access to the library card catalog service and online database resources.

## **Language Lab**

Located in the Everett Library the Language Lab includes 12 MS Windows based computers designated for student research activities. Workstations have access to the Internet and print capabilities in addition to other curriculum specific applications.

## **Presbyterian School of Nursing Lab (5th Street Campus)**

13 Windows based computers designated for the use of students of the School of Nursing. Workstations have access to the Internet and print capabilities in addition to other curriculum specific applications.

## **Mac Lab**

Located in the Library, the Mac Lab in Everett Library contains 15 Apple iMac computers running Mac OS X. A network printer is available in the lab.

## **Other Classroom and Lab Facilities**

Everett Library is wired throughout so students with Ethernet-enabled laptops can connect to the Internet from a variety of locations. Loaner laptops are available within the library for in-library wired and wireless use. Visit <http://campus.queens.edu/its> for a more complete listing of additional computer classrooms and labs on campus which are used to support specific departments such as Psychology, Nursing, Education and Information Systems.

## **Residence Halls**

All residence halls have computer equipped study rooms. These computers are equipped with Microsoft Office and Internet Explorer. Wireman, Belk, Hayes and Albright Residence Halls as well as the residential floor of Barnhardt are wired for Internet access in each room. Almost all rooms are equipped so that each occupant may have access to their own data port. Off-campus residential apartments at Providence Place are also wired for data access. An Ethernet ready PC is required for Internet access in these buildings.

### Wireless

Wireless hotspots are available around campus at various locations including Everett Library, Jazzmans Café, Claudia Belk Dining Room, Morrison Dining Hall, Trexler Courtyard and the Academic Quad (between Morrison and Walker Science buildings) with more to come.

### Email

All enrolled Queens students receive student email accounts. Students are also eligible for educational discounts on computer hardware and software several different vendors including Dell, Software Express, CDWG and others.

### Responsibilities

Students must abide by the terms of the Queens Acceptable Use Policy (AUP) for Information Technology Systems and the University Copyright Compliance Guidelines. The approval of the IT Services department is required prior to a student setting up their own hubs, switches, network printers or wireless access points within the Residence Halls. All computers connecting to the Queens network must run up-to-date antivirus software. Windows users are required to have automatic Windows Update configured. These requirements have been established for the protection of the network and its connecting users and are enforced by IT Services.

*For more information about email accounts, student discounts and the above policies and guidelines, please visit <http://campus.queens.edu/lits> or contact the IT Services Help Desk at 704 337-2323.*



# Student Records

## Public Records (Directory Information)

The following information on individual students is considered Directory Information and is public: full name, local address, home address, telephone number, email address, date of birth, major field of study, dates of attendance at Queens University of Charlotte, class year, degrees, honors and awards received, participation in officially recognized University activities and student organizations, parents' names, class schedules and religious affiliation. This public information may be released or published without the student's consent. However, it is the policy of Queens University of Charlotte to refuse to release information to private firms or mailing lists.

## Directory Hold

Students who do not wish this information made public may inform the Registrar's Office, requesting a "Directory Hold" in writing, within 10 days after registration each term. The Registrar will notify other University offices of such requests. Students should understand that if they withhold directory information, it will not be released to anyone unless the health or safety of an individual is involved. Requests for student data from agencies such as HEW, OEO and research agencies may be honored without prior approval of the student, ordinarily in anonymous form.

## Confidential Records

All personally identifiable material on particular students used to make decisions about students or used for transmittal to others outside the University and which is other than public material, as defined above, is considered confidential. Confidential information includes, but is not limited to, the following items: academic evaluations, advising records, disciplinary records, financial aid records, letters of recommendation, medical or health records, clinical counseling records, transcripts, test scores and other academic work.

## Official Records

Official records are released only with the written permission of the student. Official records include material on students relating to their status as students held by any office of the University and intended for the use of the University or available to parties outside the University. Official records do not include the following: letters of recommendation for which the student has waived the right of access, public safety records, medical and clinical counseling records, financial records of parents, private records kept by individual faculty or administrators as aids to memory but not intended for transmittal to others.

## Access to Official Records

Queens University of Charlotte, in accordance with the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, permits students to inspect their records whenever appropriate and to challenge specific parts of them as necessary. Each enrolled or former student of Queens University of Charlotte has the right to inspect and review official educational records or files of the college directly relating to that student. (Note: Files on individual students are retained for five years after the student leaves the University. Only the Queens transcript is kept indefinitely.)

Student access to official educational records or files directly relating to the student is provided in the presence of a staff member. The right to access does not extend to applicants, those denied admission, or those admitted who do not enroll. Offices may require that requests for access be submitted in writing and may ask for, but not require, the reason for the request. A copy of a student's transcript and/or other recorded data will be made available to University officials who show legitimate educational needs without written permission of the student. Records will be kept in offices whose functions require such information.

A student is entitled to an explanation of relevant information contained in official records. The student has the right to a hearing to challenge the content of an official record to ensure that it does not contain information which is inaccurate, misleading, or in violation of privacy or other rights, and to correct or delete inaccurate, misleading, or inappropriate material.

Queens University of Charlotte recognizes that the Family Educational Rights and Privacy Act of 1974, as amended, does not intend to exclude release of information regarding dependent students' academic progress/grades to their parent or guardian if such information is requested. Queens also recognizes the student's right to specify that information regarding academic progress/grades not be released to parent/guardian. Written notification must be made to the Registrar.

## Record of Immunization Law

Students enrolled in more than four credit hours and who are taking any classes which begin before 4 p.m. Monday through Friday, are required to provide valid documentation of immunizations to be compliant with North Carolina state law. Forms for this purpose are available from and are kept on file in the Student Health & Wellness Center.

The statute applies to all students except the following:

Students residing off-campus and registering for any combination of:

- Off-campus courses
- Evening courses
- Weekend courses
- No more than four day credit hours in on-campus courses

Queens' graduate students are also exempt.

If at any time the above student status changes to: on-campus courses, course load of more than four (4) credit hours, on-campus residence and/or enrollment in day-time courses, a Certificate of Immunization or record of immunization must be presented on or before the date the person first registers for the semester.

**The following immunizations are required:**

### Vaccine Requirements and Number of Doses

Diphtheria, Tetanus and/or Pertussis <sup>1</sup>	Polio <sup>2</sup>	Measles <sup>3</sup>	Mumps <sup>4</sup>	Rubella <sup>5</sup>	Hepatitis B <sup>6</sup>
3	3	2	2	1	3

**Nursing Students:** All nursing students have specific immunization requirements. For more information consult the Presbyterian School of Nursing.

Footnote 1 - DTP (Diphtheria, Tetanus, Pertussis), Td(Tetanus, Diphtheria): One Td booster dose within the last 10 years.

Footnote 2 -Polio: Students age 18 or older are not required to receive polio vaccine.

Footnote 3- Measles: one dose on or after 12 months of age; second at least 30 days later. Two Measles doses if entering college for the first time after July 1, 1994.

Footnote 4- Mumps: One dose on or after 12 months of age. Mumps vaccine is not required if any of the following occur: An individual who has been documented by serological testing to have a protective antibody titer against mumps; An individual born prior to 1957; or Enrolled in college or University for the first time before July 1, 1994. An individual entering college or University prior to July 1, 2008 is not required to receive a second dose of mumps vaccine.

Footnote 5- Rubella: One dose on or after 12 months of age. Rubella vaccine is not required if any of the following occur: 50 years of age or older; Enrolled in college or University before February 1, 1989 and after their 30th birthday; An individual who has been documented by serological testing to have a protective antibody titer against rubella.

Footnote 6- Hepatitis B vaccine is not required if any of the following occur: Born before July 1, 1994.

# International Student Admission

Queens University of Charlotte welcomes international students. Applicants must ask each institution that they attended to forward their transcripts to the Office of Admissions.

Students transferring from a foreign University must have their transcripts evaluated independently by a certified transcript evaluation service like World Education Services ([www.wes.org](http://www.wes.org)).

In addition, transcripts in a language other than English must be translated into English by an official at the high school or college issuing the transcript.

Any student for whom English is not the first language must satisfactorily complete the Test of English as a Foreign Language (TOEFL) with a minimum score of 550 on the paper version or 213 on the computer version, and have the score sent to the Office of Admissions. Information may be obtained by writing to the TOEFL Program, Educational Testing Service, Box 899, Princeton, N.J. 08541. The TOEFL code number for Queens University of Charlotte is 5560. Registration arrangements should be made at least two months before the testing date.

In lieu of TOEFL scores, Queens University of Charlotte will accept prior to admission successful completion of the ELS Language Centers' English language program at level 12. International students also are required by the United States Citizenship and Immigration Services to submit a confidential certified financial statement indicating the amount of funds available for their education in the United States.

Full acceptance into the University is required before an I-20 may be issued.



# Prior Learning Assessment

## **Transferred Credits**

When a student enters Queens with prior academic credit from a regionally accredited institution, the Registrar evaluates those credits for transfer, and determines the student's class status. The Registrar's evaluation of transferred credits will also determine whether or not any transferred courses are equivalent to any courses at Queens.

## **Policies on Credit Awarded for Prior Learning**

Duplicate credit will not be awarded in the event AP and/or IB examination credit is accepted or if the scores duplicate credit already earned. Total combined AP, IB and CLEP credit awarded will not exceed 38 semester hours. Neither grades nor quality points will be awarded, nor may AP, IB or CLEP credits satisfy the final 30 hours required for graduation from Queens. Official AP, IB and CLEP scores should be submitted to the Queens Registrar. Information on transferred credit and course credit equivalencies can be found on the Queens Web site at <http://www.queens.edu/registrar/home.asp>.

## **Advanced Placement Credit (AP)**

Students who have completed college-level work in their secondary schools should take the appropriate Advanced Placement (AP) test administered by the CEEB. In most subjects Queens grants advanced placement and course credit automatically if the student scores either 4 or 5 on such tests.

## **International Baccalaureate (IB)**

Queens will grant six semester hours of elective credit in each area in which a student has achieved a score of 5, 6 or 7 in a higher level examination. Assignment of specific course credit will be determined at the student's request and the discretion of the individual department. Students who earn a 5, 6 or 7 on the English portion of the IB examination (or 4, 5 on the AP English examination) will receive credit for English 110 and will be required to take English 120 in the spring semester of the freshman year.

## **College Level Examination Program (CLEP)**

Queens awards credit and advanced placement to students who score satisfactorily on approved subject level tests of the CLEP. Detailed information is available from the Registrar's Office.

## **Foreign Language Placement**

All entering freshmen take a foreign language placement test during new student orientation. The score earned may allow students to place out of one or both years of the foreign language requirement. Tests are given in Spanish, French, Latin and German.

## **Radiologic Technologist Certification**

Thirty credit hours are accepted for those persons certified by the American Registry of Radiologic Technologists. A copy of the student's certification or proof of certification is required. Only students admitted to Hayworth College may use these hours toward a major in radiologic technology.