

# 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 2008-2009 academic year in all teacher preparation programs: 103
2. Number of student teachers during academic year 2008-2009: 35
3. Number of supervising faculty who were:
  - Appointed full-time faculty for student teaching in professional education: 3
  - Appointed part-time faculty in professional education, not otherwise employed by the institution: 1
  - Total number of supervising faculty for the teacher preparation program during 2008-2009: 6
4. The student/faculty ratio for student teaching: 3:35
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 2007-2008 academic year

Required Test	# Testees	# Passed	Queens % Passed	*NC % Passed
Elementary Education	36	35	97.2%	98%

\*pass rate for North Carolina 2006/2007

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

Queens University of Charlotte offers an undergraduate elementary education degree and license. 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 elementary or secondary 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.), Master of Arts in School Administration (MSA), and a Post-Baccalaureate elementary 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, many licensed teachers are 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

### 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>.