

Presbyterian School of Nursing

Associate of Science in Nursing Program

The Associate of Science in Nursing program evolved from the historic nursing diploma program of the Presbyterian Hospital School of Nursing, which opened in 1903 with three students. Since 2004, the Associate of Science in Nursing program, like the diploma program before it, has offered a nursing education program that prepares knowledgeable, competent and caring nurses. The programs have graduated more than 3,800 nurses who have contributed to health care throughout the United States and the world. The program has thrived because of its leaders' ability to anticipate and advance change, which led to the merger between Queens University of Charlotte's nursing programs and the Presbyterian Hospital School of Nursing in the fall of 2004 to form the Presbyterian School of Nursing at Queens. The same important values have been passed down and remain a tradition of the school: high standards in the educational process, a holistic approach to patient care, high moral and ethical standards, and sufficient experience in the health care setting to enable the student to apply the knowledge and skills of Nursing with confidence and competence.

The Nursing curriculum is designed to prepare graduates to function in a variety of health care settings with client populations of all ages and diverse cultural backgrounds. General education courses provide a knowledge base foundational to entry-level Nursing. Faculty are academically qualified and experienced in the practice of Nursing teach the Nursing courses. Clinical experiences are planned to coincide with classroom theory.

Personal and professional development are also important aspects of the educational process. Students have the opportunity to participate in School of Nursing committees and student organizations. Students may also participate in professional and volunteer activities in the community and in national and international activities.

Students who successfully complete all courses in the nursing curriculum plan are awarded an Associate Degree in Nursing and are eligible to take the National Council Licensing Examination, RN (NCLEX-RN) and to apply for licensure as a registered nurse. Graduates are encouraged to continue their education through earning the BSN or MSN degree.

ADMISSION

Applicants for admission are reviewed when all required credentials are received. Major emphasis is placed on the academic history of the applicant. The intent is to offer admission to those whose credentials indicate a strong likelihood for success in the associate degree curriculum. The program may not be able to accommodate all applicants who meet the minimum requirements. Queens selects the best qualified candidates from those completing the application process and meeting the minimum admission requirements. Applicants are encouraged to complete the application process well in advance of the deadline below. It is to the advantage of the applicant to apply early. Application should be submitted by Feb. 15 for the fall semester and June 15 for the spring semester.

ADMISSION REQUIREMENTS

Applications will be reviewed based on the following minimum requirements:

- Graduation from an accredited high school or the equivalent

Evidence of high school chemistry and high school algebra courses.

- A 2.5 cumulative GPA in all previous college work, if applicable

Successful completion of preadmission testing as required.

The following courses are co-requisites for students admitted to the major. Each nursing course description lists the specific co- and pre-requisites for the course. If these courses are taken prior to admission to the nursing program, the following evaluation applies.

- The average GPA on all of the following courses completed prior to application must be a 2.500 or higher, whether they were completed at Queens University of Charlotte or whether equivalent courses were completed at a regionally accredited institution.
- ENGL 110 Composition I (3 hrs.)
- ENGL 120 Composition II (3 hrs.)
- BIOL 120 Microbiology for Health Professions (4 hrs.)
- PSYC 201 General Psychology (3 hrs.)
- BIOL 313 Human Anatomy and Physiology I with lab (4 hrs.)
- BIOL 314 Human Anatomy and Physiology II with lab (4 hrs.)
- PSYC 304 Abnormal Psychology (3 hrs.)
- PSYC 320 Developmental Psychology (3 hrs.)
- SOCI 203 Principles of Sociology (3 hrs.)

Applicants without prior college work will be considered based on their high school record, especially the quality and amount of college-preparatory work; recommendations from the secondary school; and satisfactory scores on the Scholastic Assessment Test (SAT) or the American College Test (ACT).

Clinical Requirements

- Registration with the NC Department of Facilities Services as a Certified Nursing Assistant I is required for enrollment in the ASN program. Applicants should be advised that this may be a lengthy process and is typically begun 9-12 months prior to the month in which the applicant wishes to enroll.
- Certification in Basic Life Support for Health Professionals is required for enrollment in the ASN program.
- Health requirements for enrollment in the ASN program include health history, standard health care worker immunizations, and a urine drug screen.
- All students in the ASN program must carry personal health insurance throughout the program. (See the ASN Student Handbook for more information.)
- A criminal background check is also required.

Application

Applications for admission may be obtained online at www.queens.edu or by writing the Presbyterian School of Nursing Admissions Office, 1900 Selwyn Ave, Charlotte NC, 28274 or by calling 704 337-2276.

Campus Visits

Students seeking information about the University are encouraged to visit the main campus or the ASN Admissions Office located at Queens' Fifth Street Nursing Campus, 1901 East 5th Street, Charlotte NC. The office is open from 9am to 5pm, Monday through Friday.

THE ASSOCIATE IN SCIENCE OF NURSING (ASN) PROGRAM

The two-year nursing program is comprised of 30 credit hours of general education courses and 41 credit hours of Nursing courses leading to an Associate of Science in Nursing (ASN) degree.

The ASN program prepares a novice practitioner of Nursing with essential knowledge and skills that facilitate critical thinking and a holistic, caring approach to the healthcare needs of individuals across the lifespan.

The ASN faculty promotes a nurturing and intellectually stimulating environment that encourages the pursuit of knowledge and facilitates personal growth, accountability, respect for self and others and contribution to the community.

Completion of the ASN program qualifies the graduate to sit for the NCLEX-RN® licensing exam to become a Registered Nurse. The curriculum also provides excellent preparation for subsequent completion of the BSN degree, especially through the RN-to-BSN program of Presbyterian School of Nursing at Queens.

Requirements for the Associate of Science in Nursing are:

General Education Courses:

ENGL 110 Composition I (3 hrs.)

ENGL 120 Composition II (3 hrs.)

BIOL 120 Microbiology for Health Professions (4 hrs.)

BIOL 313 Human Anatomy and Physiology I with lab (4 hrs.)

BIOL 314 Human Anatomy and Physiology II with lab (4 hrs.)

PSYC 201 General Psychology (3 hrs.)

PSYC 304 Abnormal Psychology (3 hrs.)

PSYC 320 Developmental Psychology (3 hrs.)

SOCI 203 Principles of Sociology (3 hrs.)

Total: 30 Hrs.

Nursing Courses:

NURS 191 Fundamentals of Nursing (5 hrs.)

NURS 192 Nursing Care of the Childbearing Family (4 hrs.)

NURS 193 Nursing Care of the Childrearing Family (4 hrs.)

NURS 194 Adult Nursing I (5 hrs.)

NURS 205 Nutrition (3 hrs.)

NURS 291 Adult Nursing II (6 hrs.)

NURS 292 Adult Nursing III (7 hrs.)

NURS 293 Nursing Practicum (3 hrs.)

NURS 202 Leadership Development (3 hrs.)

Total: 41 Hrs.

ACADEMIC POLICIES for the ASN PROGRAM

The following policies apply to all students in the Associate of Science in Nursing program.

Academic responsibility

While Queens University of Charlotte makes every effort to advise and counsel students on their academic programs and academic requirements, it is the student who is ultimately responsible for fulfilling all requirements for a degree.

Academic advising

To assist the student with this responsibility, all academic plans and programs should be approved by the student's advisor. It is the student's responsibility to schedule appointments with his or her academic advisor as often as necessary in order to plan course schedules for each term, and to discuss current academic questions and problems.

Catalog of Entry

In general, a student must fulfill the degree and major requirements set forth in the Catalog which was current when the student matriculated. Other academic policies amended while a student is enrolled at Queens may well be deemed to apply regardless of the policies stated in the Catalog of entry. Further, curricular exigencies or other circumstances may require the University to modify degree or major requirements from those at entry and that right is reserved.

Full-Time / Part-Time Status

Undergraduates enrolled in 12 or more credit hours per term are considered full-time students. Undergraduates enrolled in 1-11 credit hours per term are considered part-time students.

Transfer Students

The student who enters Queens with prior academic credit from another regionally accredited institution is considered a transfer student. The Registrar will audit the transcripts from other regionally accredited institutions attended and determine the transfer student's class status, the credit hours awarded, and their applicability to Queens' graduation requirements. Transfer students must meet all degree requirements in their catalog of entry including the residency requirements. No more than 60 academic credit hours transferred from two year institutions, and no more than four credit hours in physical education, may be applied to the hours required for graduation.

Class Attendance

In general, students are expected to attend all class sessions. Specific policies are set for each course by individual faculty members and should be printed in the syllabus and announced at the beginning of the term. It is the student's responsibility to know the attendance policy in a particular course. A faculty member will, if possible, allow a student to make up or complete academic assignments when the student misses class because of illness or for other justifiable reasons. A faculty member will, if possible, allow one additional absence beyond the number normally permitted to a student who misses class while representing the University at official University functions and will, if possible, allow a student to make up missed quizzes or make other arrangements for missed quizzes or tests. It is the student's responsibility to notify the professor of such absences in advance and in writing. It is expected that a student will only use other absences for legitimate purposes such as personal or family illness or crises. It is a violation of the Honor Code for a student to be untruthful about a class absence. The student is always responsible for notifying faculty of anticipated absences. University offices may not excuse students for class absences. They may, however, notify faculty members upon request when illness or grave circumstances beyond the student's control necessitate a class absence.

Eligibility to represent the University

Students who are on academic probation, on social probation for six weeks or longer, or suspended from a class or from the University, are not eligible to represent the University in off campus extracurricular activities, to participate in varsity athletics, to hold campus office or to run for campus office until the probation or sanction is lifted.

Taking Courses at Other Institutions

After admission to Queens a student must receive prior approval to take a course at another institution in order for the credit to be transferred back to Queens. Generally the course must be equivalent to or supplemental to a course offered at Queens. In order to transfer credit to Queens for a course taken at another institution a Queens student must (1) secure prior approval from the academic advisor and the appropriate department chair, (2) earn a grade of C or better in the course, and (3) have the other institution send an official transcript of the coursework to the Registrar at Queens University of Charlotte.

Admission and Dismissal from the Program-of-Entry

A student is admitted to one University program: the traditional undergraduate program, the Hayworth College program, the ASN program or a graduate program. The student who wishes to move from his/her program-of-entry to another program must apply through the appropriate Admissions Office. (See Transfer Between Programs)

A student who has been dismissed from their program of entry is dismissed from Queens University of Charlotte and must apply for readmission.

Transfer Between Programs

A student who has been admitted to the ASN program and completed at least one term, and who then wishes to transfer to either the traditional Undergraduate Program or the Hayworth College, must make formal application through the appropriate Office of Admissions. To be considered for admission the student must have earned a minimum cumulative grade point average of 2.000 at Queens University of Charlotte, may not be on any type of academic or social probation, and be in good standing with the University.

A pre-application form for internal transfer students is available from the Admission Offices must be submitted prior to application for admission. The ASN student who is admitted into a baccalaureate program must complete all of that program's degree requirements, follow that program's policies, pay that program's tuition and fees, and will be eligible only for that program's services and financial aid options.

REGISTRATION

A student should confer with his/her academic advisor prior to registration. All students are expected to register each term at the time and in the manner specified by the Registrar.

An undergraduate may register for any undergraduate course for which they have the prerequisites as long as space is available and there are no special restrictions on the course. A student who registers for a course outside of their program of entry must follow that program's calendar and policies.

Course Load

Any student who wishes to take more than 15 hours (or more than the number of hours called for in the ASN curriculum) should consult his or her academic advisor.

GRADING

Non-nursing courses at Queens use the following system of grades and grade point values per credit hour for undergraduate classes:

Grade	Grade Point Value
A	4.000
A-	3.700
B+	3.500
B	3.000
B-	2.700
C+	2.500
C	2.000
C-	1.700
D+	1.500
D	1.000
F	0.000
P	(0)
AU	(0)

W No effect on grade points - Withdrew

I No effect on grade points. "I" is a temporary grade that will become a letter grade upon either completion or the end of the time period for completion.

K No effect on grade points. K is a temporary grade given at end of first term of a two term upon either completion or the end of the time period for completion.

K No effect on grade points. K is a temporary grade given at end of first term of a two-term course to indicate satisfactory progress. Will be replaced by letter grade upon completion of the second term of the course.

Grade reports are provided to students at the end of each term.

Additional Information about the Grading of Nursing Courses with Clinical Labs

The clinical laboratory portion of each nursing course is graded as follows:

S – Satisfactory Performance – performance that is within the scope of safe nursing practice and is in full accordance with the criteria listed in the clinical and course objectives.

NI – Needs Improvement – performance that is within the scope of safe nursing practice but is not in full accordance with criteria specified in the clinical and course objectives.

U – Unsatisfactory Performance – performance that is not in accordance with safe nursing practice or with criteria specified in the clinical and course objectives.

A midterm evaluation will be completed. NI given at midterm will have a written action plan that will be discussed with the student. A copy of the action plan will be given to the student. This plan will be completed by the end of the semester in order for the student to be satisfactory in clinical.

To be successful in the course, the student will achieve S on all the criteria listed in the clinical and course objectives. Final evaluation will include strengths and growth needs. Clinical warnings, tardies and absences will be noted on both the mid-term and the final evaluation.

A final grade of "U" in the clinical portion of any nursing course automatically results in a course grade of F.

Grade Point Average

A student's cumulative grade point average at Queens is based solely on academic work at Queens, and is not affected by course credit earned at another institution. The grade point average is used to determine eligibility for graduation. It is calculated by dividing the total number of points by the total number of graded credit hours attempted.

Pass/No Record

Pass/No Record (P/NR) is a grading system designed to encourage students to explore new areas. The grade of “P” is recorded when a student earns a grade of C- or better in the course. If a student earns a D+, D, or F, the “Z” designation is used on the student’s grade report, but is not recorded on the student’s permanent academic record and does not affect the student’s cumulative grade point average.

Some courses are designated P/N for all students. Other courses may not be taken P/N by any students. A student may take up to two elective courses per academic year, but no more than one course per term, on a P/N basis. Only elective courses may be taken on a P/N basis. A course that will meet a specific degree requirement, such as a general education requirement or major requirement, may be taken on a P/N basis only with special permission.

A student must request the P/N grade status at registration or during the drop/add period. However, the student who has begun a course with the P/N grade status can change to a regular graded basis until the date on the term calendar designated “last day to withdraw from a course.” The student is responsible for requesting this change in writing from the Registrar’s Office prior to this deadline.

Pass/Fail

Pass/Fail is the grading system used for specially designated courses. The grade of “P” is recorded when a student earns a grade of C- or better in the course. An F is recorded when the work is unsatisfactory. “P/F” differs from “P/NR” in that Fs are recorded on the student’s permanent academic record, while NRs are not.

Incomplete Status

The grade of Incomplete (I) is given at the discretion of the instructor and only when unusual circumstances make it impossible for the student to complete the course work by the end of the term. The student is responsible for requesting an “I” by obtaining and completing the appropriate form from the Office of the Registrar. The student is also responsible for arranging to complete incomplete work. A grade of “I” received during fall term must be changed a regular letter grade by the end of the second full week of regular classes of spring term; an “I” received during spring term or summer term must be changed to a regular letter grade by the end of the second full week of regular classes of fall term. Conversion of an “I” to a regular grade may affect financial aid. A grade “I” automatically becomes an “F” if the student fails to make up incomplete work satisfactorily by the above deadlines.

The Undergraduate Student Qualifications Committee (U-SQC) will review end-of-term transcripts of students who receive an “I.” The U-SQC will regard the Incomplete as grade neutral; therefore, the “I” will not affect the student’s grade point average until the “I” is converted to a regular grade. Nor will the “I” impact the potential of academic sanctions resulting from a student’s term and/or cumulative grade point average.

Repeated Courses

Some courses are specifically listed “may be repeated for credit.” The following policies refer to repeating any other course. If a student fails a course, the student may repeat that course only once, either at Queens, or at another regionally accredited institution with prior approval of the appropriate department chair or dean. The F grade will remain on the student’s record. If the course is repeated at Queens, both the F and the second grade will be figured into the student’s cumulative grade point average. If a course is repeated at another institution, the credit (but not the grade) will transfer; thus the original F only will be figured into the cumulative average. A student also may elect to repeat a course at Queens in order to demonstrate mastery of the material. In this case, both the original and the second grade will be figured into the student’s grade-point average; no additional credit hours will be awarded. In either case, a course may be repeated only once, either at Queens or at another institution. No more than one clinical nursing course in the ASN program may be repeated after unsatisfactory performance in the course. Tuition is charged for all repeated courses.

Auditing Courses

A student in the ASN program may audit a course with the consent of the dean of the School of Nursing. The student receives no credit for an audited course, but the grade "AU" will appear on the student's transcript. Drop/Add and course withdrawal policies apply to audited courses and auditors are expected to attend class regularly.

Academic Grievances

The substantive judgment of a faculty member about a student's work (grades or other evaluation of assignments) is not within the scope of hearings regarding academic grievances. A student may challenge only the actual and objective elements of the content of student records (discrepancies in computation and transcription of grades), not the qualitative and subjective elements of grading. Students who believe they have detected an error in the computation or transcription of a grade should initiate the challenge process by the end of the first month in the following term in which the disputed grade was given, by consulting with the faculty member concerned. If a satisfactory agreement is not reached, the student should consult with the chair of the department in which the dispute occurred. If a satisfactory agreement is still not reached, the student should consult with the faculty member's dean.

COURSE DROP, ADD OR WITHDRAWAL

See also Withdrawal and Financial Obligations.

Drop and Add

The drop and add period is limited. The deadline is designated for each term by the Registrar on the official academic calendar. The official academic calendars are published on the Registrar's Web site: <http://www.queens.edu/registrar>. When a course is dropped during the Drop/Add period that course is not reflected on the student's transcript. A student who drops all courses at Queens in his or her first semester of attendance will not have matriculated into the University.

Withdrawal from a Course

After the drop/add period has ended the student who does not wish to continue in a course must Withdraw from the course. The withdrawal period is limited, and is designated for each term by the Registrar on the official academic calendar. The official academic calendars are published on the Registrar's Web site: <http://www.queens.edu/registrar>. A status of "W" will be recorded if the student withdraws during the withdrawal period.

Late Withdrawal from a Course

After the deadline for withdrawal a student may only withdraw from a course with the approval from the Student Qualifications Committee.

Abandoning a Class

A student who simply stops attending a class will receive a grade of "F" for the course.

Withdrawal from a Nursing Course

The School of Nursing has special policies on drop or withdrawal from a Nursing Course. Any student, who drops/withdraws from any clinical nursing course and is interested in continuing in nursing, must petition, in writing, to the Nursing Student Qualifications Committee (NSQC), a standing committee of the Presbyterian School of Nursing, to request continuation in the nursing program.

The student should include in the letter why the drop or withdrawal was necessary and what measures will be taken to prevent a recurrence. The letter should be received by the NSQC within two weeks of the end of the course/semester in which the student discontinued the course. The student must take the course the next time it is offered, based on space available. Placement in the next offering is not guaranteed for any student after withdrawing from a course.

Deviations from the proscribed course sequence for any reason must be approved by NSQC. Specific to seven week courses offered in the ASN program, students who withdraw from a seven-week course may then progress to the other seven-week course that is offered in that semester. The student must wait until the course from which he/she withdrew is offered in another semester and take it based on space availability. Placement in the next offering is not guaranteed for any student after withdrawing from a course.

The School of Nursing reserves the right to verify competencies essential to patient care, including the right to require repeat coursework.

WITHDRAWAL FROM THE UNIVERSITY

A student who has withdrawn from the University, been dismissed from the University, or become inactive must apply for readmission in order to return. See also *Withdrawal and Financial Obligations*.

Withdrawal By the Student

To withdraw from the University a student must complete the Official Withdrawal Form available in the Office of the Registrar. If documentation from the attending physician is presented with the Official Withdrawal Form a "medical withdrawal" will be granted.

Upon withdrawal from the University the Registrar will drop (during add/drop period) or withdraw (after the drop/add period) the student from all classes enrolled. The student will receive written confirmation that the courses have been dropped/withdrawn. The effective official withdrawal date will be the date the form is received by the Registrar. The date of withdrawal will affect tuition refunds and/or any financial aid. The student should also contact the Student Financial Services Office. A student who abandons a class will be assigned the grade of F. In that case the Registrar, in consultation with the faculty involved, will determine the last date of class attendance.

Withdrawal By the University

A student in the ASN program does not have to maintain continuous enrollment to remain an active student, but may be absent for one term if the student returns in the following term. If the student is absent for two consecutive terms, including summer term, he/she will become an inactive student and must apply for readmission in order to return.

The University reserves the right to require at any time the withdrawal of any student whose conduct or academic work is not considered satisfactory.

Readmission

A student who wishes to apply for readmission should (1) submit an application for admission (2) provide official transcripts from all institutions attended since leaving Queens; and (3) submit a personal statement stating their goals and accomplishments since leaving Queens. Readmitted students will be subject to the academic requirements of the Catalog in effect at the time of readmission.

GRADUATION

A student may receive a degree only after meeting all degree requirements.

Residency Requirement

A minimum of 27 hours must be earned at Queens University of Charlotte for the associate degree to be awarded.

Application for Graduation

It is the student's responsibility to be aware of progress toward the degree and to file a completed Application for Graduation form in the Registrar's Office by these deadlines:

- For Spring completion, the Application is due before the end of the preceding Fall's Add-Period.
- For Summer completion, the Application is due before the end of the preceding Spring's Add-Period.
- For Fall completion the Application is due before the end of the preceding Summer's Add-Period.

Application forms are available from the academic advisor and the Registrar's Office and are available on the website at <http://www.queens.edu/registrar/>

Commencement exercises are held in May of each year for all graduates who have completed degree requirements in the previous summer and fall terms and in the current spring term. The diploma is awarded at this time.

Honors for ASN Students

To be eligible for academic honors, the ASN graduate must have completed 36 credit hours at Queens.

Highest Honors: GPA = 3.850 or higher

High honors: GPA = 3.650 – 3.849.

Honors: GPA = 3.500 – 3.649.

Commencement

Commencement exercises are held in May of each year for all graduates who have completed degree requirements in the previous summer and fall terms, and in the current spring term.

The diploma is awarded at this time. For December graduates from the ASN program, a Pinning ceremony is held in December. December graduates are expected to participate in the May commencement exercises.

ASN Honor Society

Phi Theta Kappa is the national honor society for associate-degree students in all disciplines.

This organization recognizes scholastic achievement by the students and promotes leadership, scholarship and academic excellence among its members. Students who meet the academic requirements are inducted annually.

NURSING STUDENT QUALIFICATIONS

The faculty of the School of Nursing has established standards of satisfactory academic progress which are administered by its Nursing Student Qualifications Committees (N-SQC). Retention in the ASN Program Students who exhibit lack of physical and/or emotional health that could inhibit their ability to provide safe nursing care of the public may be dismissed from the program.

Dismissal from the ASN Program

A student dismissed from the ASN program is dismissed from the University and must apply for admission to a different program in order to return. See Admission and Dismissal from the Program-of-Entry above.

Progression Criteria

In order for a student to progress in the associate of science in nursing program, certain criteria must be met. The student must satisfactorily complete all prerequisites for each nursing course and each nursing course in the prescribed sequence. The student must pass all courses in the nursing curriculum with the grade of C- or better. A student may enroll in any course a maximum of two times and may repeat only one clinical nursing course. The nursing curriculum requirements must be completed within 4 consecutive years after enrolling in the first nursing course. A student must maintain a cumulative grade point average of 2.0 or better (see probation statement below). The student must demonstrate safe nursing practice.

Students who fail to meet the above progression requirements will be dismissed from the ASN Program.

Academic Probation

Academic Probation applies to students who have a cumulative GPA of less than 2.0. Students whose cumulative GPA is less than 1.8 will be dismissed from the ASN program, but are eligible to apply for readmission (see section on readmission to the program). Students whose cumulative grade point average is between 1.8 and 1.99 will be placed on academic probation. Students on academic probation must bring the cumulative GPA to 2.0 or greater within one academic term after being placed on probation. Students who fail to achieve this will be dismissed from the program, but are eligible to apply for readmission. Students must have a cumulative GPA of 2.0 or above to graduate.

Academic Probation and Dismissal

A student who has attempted nine or more credit hours at Queens and whose cumulative grade point average falls below the levels for his or her class standing, shown above, will be placed on academic probation. However, a student who has a term grade point average below 1.000, or who fails to make academic progress, is also subject to probation or dismissal at any time.

Students on probation will be reviewed at the end of the term, including summer term, in which they have attempted at least six credit hours since being placed on probation or last reviewed.

Students on probation will be removed from probation if, at the time of review, their cumulative grade point average has been raised to the minimum required for their class status.

Students on probation who have earned a grade point average of 2.000 since their last review, but whose cumulative grade point average is still below the minimum required for their class status, may be continued on probation.

Probation and Federal Financial Aid

An ASN student admitted on probation or placed on probation by the N-SQC may only receive federal financial aid for one term.

UNIVERSITY STUDENT QUALIFICATIONS

The faculty has established standards of satisfactory academic progress for all undergraduates which are administered by its University Student Qualifications Committees (U-SQC).

Academic probation and dismissal

A student whose cumulative grade point average falls below the following levels for each class standing is placed on academic probation.

MINIMUM CLASS STANDING REQUIRED

Credit Hours Earned	Minimum Cumulative GPA Required
0-12	1.500
13-23	1.800
24-37	1.800
38-51	1.900
52-70	1.900
71-89	2.000
90 or more	2.000

Determining Probation or Dismissal

At the end of each term the U-SQC reviews the record of each student in academic difficulty. The record of any undergraduate student (degree or non-degree: part-time or full-time) will be reviewed after attempting a minimum of 9 credit hours at Queens University of Charlotte. A student whose cumulative grade point average (GPA) falls below the minimum class standing, but whose term GPA is above 1.000 is placed on academic probation. A student who has a term GPA below 1.000 may be placed on academic probation or academically dismissed from the University, regardless of the cumulative GPA. A student whose term GPA falls below 1.000 and who's cumulative GPA falls below the minimum class standing will be academically dismissed from the University.

Subsequent Reviews

The committee will review a student previously placed on probation, or admitted/readmitted on probation, after the full-time student has attempted 9 or more credit hours since being placed on probation, or the part-time student has attempted 6 or more credit hours since being placed on probation. The student must have earned a term GPA of 2.000. If not, regardless of the cumulative GPA, the student will be academically dismissed from the University. If the term GPA is 2.000 or above, but the cumulative GPA falls below the minimum class standing, the committee may choose to continue the student on probation for one more term or to academically dismiss the student from the University. If the term GPA is 2.000 or above, and the cumulative GPA meets the minimum class standing, the committee will remove the probation.

Appeal

A student has the right to present a written appeal concerning academic probation or dismissal decisions to the University Student Qualifications Committee (U-SQC) before the last day to add classes for the next term (including summer term). The student will receive written notice of the decision. The decision of the committee in regard to the appeal is final.

Restrictions While on Probation

A student on probation may not enroll in more than 12 credit hours in any one term; will be reviewed again after having attempted 9 or more credit hours since being placed on probation; must complete the course work for all courses with an incomplete grade (grade of "I") and receive a letter grade at least 72 hours prior to the first day of class for the next term; may not represent the University in off-campus extracurricular activities, participate in varsity athletics, hold campus office, or run for campus office, until the probation or sanction is lifted.

Probation and Federal Financial Aid

A student admitted on probation or placed on probation by the U-SQC may only receive federal financial aid for one term.

Readmission Following Academic Dismissal

A student who has been academically dismissed from the University may apply for readmission. The student should attempt and successfully complete (C- or better in each course) 9 or more graded credit hours in a single semester at a regionally accredited institution; submit an application for readmission; submit official transcripts showing the successful completion of these courses; submit a personal statement stating their goals and accomplishments since leaving Queens; and submit a memo to the Student Qualifications Committee stating why they want to return to Queens.

A student readmitted to the University is normally admitted on probation and reviewed after the first term based on the guidelines above for Subsequent Reviews. Readmitted students are subject to the academic requirements in effect at the time of readmission (catalog of entry of the term readmitted).

