

Graduate Programs

Queens University of Charlotte offers masters degree programs and non-degree graduate programs. Graduate programs offered by the University include:

The College of Arts and Sciences

Master of Fine Arts (MFA) in Creative Writing

The McColl School of Business

Master of Business Administration (MBA) in Professional and Executive programs

Master of Science (MS) in Organization Development

Graduate Coaching Certificate

The School of Communication

Master of Arts (MA) in Organizational and Strategic Communication

The Wayland H. Cato, Jr., School of Education

Master of Arts in Teaching (MAT) in Elementary Education

Master of Education (MED) in Literacy (K-12)

Master of School Administration (MSA)

Post Baccalaureate Teacher Licensure

The Presbyterian School of Nursing

Master of Science in Nursing (MSN)

Graduate Nursing Certificates

Graduate Academic Policies

The following policies apply to all graduate students. Graduate students in the Executive MBA and the Master of Fine Arts programs may have additional or modified policies.

The Honor Code

The Honor Code is binding on all members of the University community and applies to all phases of life at the University. The student's signature on the application for admission to the University indicates understanding and acceptance of the Honor Code:

As a member of the Queens community, I will endeavor to create a spirit of integrity and honor for its own sake at Queens University of Charlotte.

Academic Pledge: I pledge truthfulness and honesty in the performance of all academic work.

Community Pledge: I pledge to be truthful at all times, to treat others with respect, to respect the property of others, and to adhere to University policies. Accepting both the privileges and responsibilities of living by this code of honor, I resolve to uphold this code and not to tolerate any violations of its spirit or principles.

Violations of the Honor Code include, but are not limited to, cheating, lying, theft, unprofessional behavior and academic dishonesty. Suspected violations of the Honor Code should be reported to the dean of the student's graduate 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 his or her degree.

Academic Advising

An academic advisor is assigned to help the student with this responsibility. It is the student's responsibility to schedule advising appointments with the designated advisor as necessary to plan a course of study to complete a graduate program, or to discuss current academic questions and problems.

Catalog of Entry

A student must fulfill the degree requirements set forth in the Catalog current during the student's first term enrolled in a graduate program at Queens. Academic policies amended while a student is enrolled at Queens may be deemed to apply regardless of the policies stated in the Catalog at time of entry. The University reserves the right to modify degree requirements from those listed at the time of entry due to curricular exigencies. If a student is readmitted he/she re-enters under the Catalog in effect at the time of readmission.

Full-Time Part-Time Status

A graduate student enrolled in at least 9 credit hours is considered a full-time student. A graduate student enrolled in fewer than 9 credit hours is considered a part-time student.

Admission Eligibility

Admission to a graduate program will remain effective for twelve months following the beginning of the term for which the acceptance has been made. Individuals who wish to enter after this period are required to reapply. The subsequent admission decision will be based on the admission standards at the time of reapplication.

Time Limits for Degree Completion

The degree must be completed within the time period specified for the specific program. Any exceptions to the time limit must be granted by the program's Graduate Student Qualifications Committee.

In the McColl School of Business

For the Master of Business Administration and Master of Science in Organization Development, all course work must be completed within seven years of matriculation.

In the School of Communication

For the Master of Arts in Organizational and Strategic Communication, all course work must be completed within seven years of matriculation.

In the Cato School of Education

For the Master of Arts in Teaching, Master of Education and Master of School Administration, all course work must be completed within seven years of matriculation.

In the Presbyterian School of Nursing

For the Master of Science in Nursing all course work must be completed within six years of matriculation.

Variations in Degree Requirements

Any change in degree requirements must be approved by the program's Graduate Student Qualifications Committee.

TRANSFERRED COURSES

At Admission

Generally, no more than six credit hours of graduate work may be transferred from another regionally accredited institution. Only graduate courses with a grade of B or better will be considered for transfer credit. Generally courses considered for transfer credit must have been completed within the three years immediately preceding admission into the graduate program.

Granting of transfer credit is dependent upon the specific course under consideration, which will be evaluated in terms of content, level and equivalency to a course in the graduate program.

After Admission

After students have been admitted to a graduate program, they must receive prior approval from their graduate student advisor to take a course at another institution with the intent of transferring those credit hours back towards their Queens degree. Normally, graduate students may take courses at another regionally accredited institution for transfer if the courses are equivalent to, or supplemental to, those offered in Queens' graduate programs. Courses are accepted for transfer only with prior approval and with a grade of B or better.

Ordinarily, no more than six hours of graduate credit are accepted in transfer work. An official transcript of work done at another institution must be sent to the Registrar for any course taken at another institution. Any grade received from another institution will not be included in the Queens grade point average.

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.

Taking Undergraduate Courses

A graduate student may also take any undergraduate course for which they have the prerequisites unless there are restrictions on the undergraduate course. Graduate students should register for these classes at the same time as they register for their graduate classes. Graduate students are expected to follow the calendar and policies of the undergraduate program in which they enroll.

Drop and Add

The drop and add 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>.

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. After the drop/add period has ended, a student must withdraw from any course he or she does not intend to complete in order to receive a status of "W".

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 a student withdraws during the withdrawal period. (See Withdrawal and Financial Obligations)

Late Withdrawal

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

Abandoning a Class

A student who simply stops attending a class will receive a grade of "F" for the course. In that case the Registrar, in consultation with the faculty involved, will determine the last date of class attendance. See *Withdrawal and Financial Obligations*.

GRADING

Grades are based on the quantity and quality of the student's work. Graduate programs use the following system of grades and grade point values per credit hour.

Grade	Quality Points	Interpretation
A	4.000	Excellent
B	3.000	Satisfactory
C	2.000	Poor
F	0.000	Failing
P	0.000	Passing

Course Status Interpretation (No effect on Quality Points)

I	Course Work Incomplete
W	Student Withdrawn
Z/NR	No record is made on the transcript
K	"K" is a temporary grade given at end of first term of a two-term course to indicate satisfactory progress, and will be replaced by letter grade upon completion of the second-term of the course. It has no effect on grade points.

Grade Point Average

The grade point average in the program is used to determine eligibility for admission and graduation. It is calculated by dividing the total number of quality points by the total number of graded credit hours attempted. Graded credit hours include all courses with grades of A, B, C and F. Courses with grades or status of P, W and I are not figured in the grade point average. In addition, 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.

Pass/Fail

Some graduate classes may be offered on a Pass/Fail basis. Pass in a graduate course is equivalent to a B or better. Course work evaluated below the equivalent of a B receives a grade of F.

Pass / No Record

Some graduate classes are offered on a Pass / No Record basis. Pass in a graduate course is equivalent to a B or better. Course work evaluated below B is considered No Record and the Z designation is used on the student's grade report, but the course is not recorded on the student's permanent academic record and does not affect the student's cumulative grade point average. A graduate course may not be taken on a Pass / No Record basis unless this status is specified in the course description.

Incomplete Status

A faculty member may agree to assign a status of Incomplete (I) when the student is passing the course and has a compelling reason why he or she cannot complete final assignments before the end of the term. After discussion with the student if the faculty member agrees to assign a grade status of Incomplete the student must sign the appropriate form filed with the Registrar. This status must be changed within one year of the end of the term in which the status was recorded. The student has until this time to complete the missing work. After this time the student will be assumed to have abandoned the class and the instructor or the Registrar will change the status as appropriate.

Neither credit hours nor grade points are awarded for a course whose status is "I." A student with a status of "I" in a course may not receive a degree.

Academic Grievances

The subjective 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 -- that is, any discrepancy in computation and transcription of the grade -- not the qualitative and subjective elements of grading.

If there is a possible error in the computation or transcription of a grade, the student should initiate a conference with the instructor within 30 days of the end of the term in which the grade was received. If a satisfactory agreement between the student and the instructor is not reached, the student may request a meeting with the program director. If a satisfactory agreement is still not reached the student may request a meeting with the dean.

STUDENT QUALIFICATIONS

The faculty has established standards of satisfactory academic progress which are administered by its Student Qualifications Committees. Each graduate program has a Student Qualifications Committee (SQC). At the end of each term, the committees review the academic record of each student who is in academic difficulty.

Admission on Probation

Students admitted on academic probation must meet the terms of their letter of admission in order to be allowed to continue in the program.

Academic Probation and Dismissal

A graduate student who earns an "F" in any course will be subject to dismissal from the University. A student will be placed on probation if he/she earns a grade of C in two graduate courses, or if the grade point average falls below 3.000.

The records of students placed on academic probation will be reviewed by the SQC at the end of each term. To be removed from probation the student must meet the requirements stated in the notice of probation. Generally the student's cumulative record must be at least 3.000 and the student must not have more than two grades of C on their academic record. If the student cannot be removed from probation the student is subject to dismissal from the University. Extension of probation is by special permission and only due to extenuating circumstances.

Probation and Federal Financial Aid

A student admitted or placed on probation may only receive federal financial aid for one term.

Satisfactory Academic Progress

All graduate students must show progress toward completion of degree requirements.

Readmission after Dismissal

A student dismissed from a graduate program may apply for readmission after an absence of at least one term. An application for readmission, a personal statement concerning the student's goals and accomplishments since leaving Queens and expectations of future success at Queens, and any other materials required by the program must be submitted to the graduate admissions office. The Student Qualifications Committee for that program will then review the application. A student readmitted to their program following academic dismissal is normally readmitted on academic probation.

WITHDRAWAL FROM THE UNIVERSITY

See also the section on Withdrawal and Financial Obligations.

By the Student

A student who wishes to withdraw from the University should notify the academic advisor and must submit the form Official Withdrawal from Queens University of Charlotte to the Registrar. The form is available from the Registrar's Office. 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 financial aid funding.

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.

By the University

A graduate student 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.

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

Leave of Absence

A graduate student may request a leave of absence not to exceed 12 months. The student must notify the academic advisor and complete a Leave of Absence request form, which must be filed with the Registrar.

A student who returns on the agreed-upon date re-enters the program with the same status held at the time he/she left. A student who does not obtain a formal leave of absence, or who does not return in the agreed-upon time, shall be considered withdrawn from the University and will have to reapply to return.

Readmission after Withdrawal

A student who withdraws or is withdrawn from the University must apply for readmission to their program in order to return. If readmitted the student will then be bound to the Catalog in effect at the time of readmission.

GRADUATION

Graduation Requirements

Students may receive a graduate degree only after meeting all of their program requirements. A grade point average of 3.000 or better is required in all graduate coursework. No course with an assigned grade below C may apply toward degree requirements.

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 Web site at <http://www.queens.edu/registrar>.

Commencement Exercises

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 degree awarded is posted on the student's transcript at the end of the term in which all requirements have been completed. The diploma is awarded in May.

Admission of Undergraduates to Graduate Study

Seniors at the University with a cumulative grade point average of 3.5 or better may request permission to enroll in a graduate course at Queens. All graduate courses may not be open to undergraduates. A senior wishing to take a graduate course must obtain written approval from his or her advisor and then meet with the graduate program advisor for approval by the program.

Written approval by the school offering the course is required prior to registration. A full-time student should take no more than 18 credit hours in any semester which includes a graduate course. A part-time student should take no more than 6 credit hours in any semester which includes a graduate course.

Graduate credit hours earned by an undergraduate in this case may be counted toward the minimum credit hours required for the baccalaureate degree, and a maximum of 6 graduate credit hours may be counted toward the residency requirement. The student who is subsequently admitted to a graduate program may request that these credit hours be included as part of the graduate program. See the specific graduate program for more information.

A student who wishes to complete the graduate degree must apply to the program after receiving a bachelors degree, and be fully accepted, in order to continue taking graduate classes.

See also the RN-to-MSN program, which differs from these general policies.