

Undergraduate Academic Policies

The following policies apply to all undergraduates enrolled in the traditional Undergraduate Program or in the Hayworth College 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, each student is assigned an academic 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. Should a student leave the University and be readmitted, their catalog of entry will change to the catalog in effect at the time of their return.

Class Status

Students are assigned class status according to the number of credit hours earned. A freshman has earned from 0 to 23 credit hours. A sophomore has earned 24 to 51 credit hours. A junior has earned 52 to 89 credit hours. A senior has earned 90 or more credit hours.

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 to 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.

Non-Degree Student Status

A student who applies to Queens without the intent to earn a bachelor's degree is admitted as non-degree student. Unless the student is admitted to a specific non-degree program of study requiring more than 15 hours, non-degree students may attempt no more than a cumulative total of 15 credit hours. After attempting 15 credit hours the non-degree student must either apply for admission as a degree candidate or request special permission to continue. Non-degree students must maintain a grade point average of 2.000 comply with all University policies and regulations.

Visiting Student Status

A degree candidate at another college or University who is taking courses at Queens by special arrangement is considered a visiting student.

Taking Courses at Charlotte Area Educational Consortium (CAEC) Institutions

Students paying the comprehensive fee may enroll in a course at one of the 23 CAEC institutions with no additional charge if the course is not offered at Queens. Arrangements for registration at another CAEC institution are made through the Registrar's Office. See the Registrar for additional information.

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) complete the Undergraduate Transfer Credit Approval form and secure all required signatures of approval, (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. The form is available at <http://www.queens.edu/registrar/forms.asp>.

Charlotte Area Educational Consortium Student Status

Degree-seeking students at the area colleges which make up the Charlotte Area Educational Consortium may enroll in a course at Queens during the fall or spring terms. Special policies apply.

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 his/her program-of-entry to another program must apply through the appropriate Admissions Office. 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 into a Queens undergraduate program and completed at least one term, and who then wishes to transfer to a different program, may make formal application through the appropriate Office of Admissions provided that the student has earned a minimum cumulative grade point average of 2.000 at Queens University of Charlotte, is not on any type of academic or social probation, and is in good standing with the University.

A form requesting permission to apply to transfer is available from the offices of admissions must be submitted prior to application for admission. A student who transfers to a different program must then 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.

Double Majors

A student may double major by completing all requirements in two different majors that lead to the same baccalaureate degree. Departmental restrictions may apply. The student who wishes to double major should check with his or her advisor.

Earning Dual Degrees Simultaneously

A student may earn two different bachelors degrees simultaneously provided that he or she completes different majors leading to different degrees, and earns at Queens at least 30 additional credit hours beyond the minimum hours required for a single bachelor's degree.

Earning a Second Degree at Queens

A student who has earned a bachelors degree from a regionally accredited university and who has been admitted to pursue a second bachelors degree from Queens University of Charlotte is not required to complete the General Education requirements of Queens University of Charlotte. However, a second degree candidate must meet the university's residency requirements and all requirements for the major leading to the second degree.

The residency requirement for second degree candidates is reduced from 45 credit hours to 30 credit hours. For Queens' graduates pursuing a second degree from Queens, these hours must be in addition to the hours earned for the first degree.

Adding a Second Major After Graduation

Queens alumni who wish to return to add a second major may do so by fulfilling only the major requirements as stipulated in the catalog for the year of re-entry to Queens, so long as the second major leads to the same degree already earned.

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.

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 for students admitted to the traditional Undergraduate Program

The University considers 12-16 hours as a normal full-time course load during fall or spring semesters, but recognizes that some majors or programs could require up to 18 hours in some semesters. Should a student wish to enroll for more than 18 hours, he or she may do so but must have a 3.000 grade point average and permission of his or her advisor. A student who wishes to enroll for more than 18 hours, but does not have at least a 3.000 grade point average, must have the permission of his or her advisor as well as the advisor's department chair. Exceptions for music therapy majors will be made by the director of the music therapy program.

Course load for students admitted to Hayworth College

Adult students attending Queens in the evening while working full time typically carry from six to nine credit hours per term. A student who wishes to take more than 12 hours should consult the academic advisor.

GRADING

Queens uses the following system of grades and grade point values per credit hour for undergraduate classes:

Grade	Grade Point Value	Interpretation
A	4.000	Superior
A-	3.700	
B+	3.500	Good
B	3.000	
B-	2.700	
C+	2.500	Satisfactory
C	2.000	
C-	1.700	
D+	1.500	
D	1.000	Poor
F	0.000	Fail
P	(0)	Pass
AU	(0)	Audit
W	Withdraw – no effect on grade points	
I	Incomplete "I" is a temporary grade that will become a letter grade upon either completion or the end of the time period for completion. No effect on grade points.	
K	"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. No effect on grade points.	
WIP	Work in Progress. "WIP" is a temporary grade used on a transcript printed before the end of the term and will be replaced by letter grade upon completion of the term. No effect on grade points.	

Grade reports are provided to students at the end of each term. Midterm reports are issued to students in the traditional undergraduate program in the fall and spring terms to indicate special difficulties in course work in progress. Only final course grades are permanently recorded.

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 two courses in the student's major field may be repeated. Tuition is charged for all repeated courses.

Auditing Courses

A student in the traditional undergraduate program who is enrolled in 12 to 16 credit hours and maintaining a cumulative grade point average of 3.000 or better may audit a course with the prior approval of the advisor and the Registrar. 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. Some courses may be closed to auditors. Regular tuition charges apply.

A Hayworth College student may audit a course with the consent of the dean of Hayworth College.

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 THE UNIVERSITY

See also Withdrawal and Financial Obligations.

Withdrawal By the Student

A student in the traditional undergraduate program who chooses to drop or withdraw from all courses in which he or she is enrolled must withdraw from the University.

A Hayworth College student who chooses to drop or withdraw from all courses in which he or she is enrolled may either withdraw from the courses, or withdraw from the University.

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 financial aid funding. 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 traditional undergraduate program must maintain continuous enrollment at Queens (excluding the summer term) to remain an active student. If the student does not maintain continuous enrollment (is absent either fall or spring term without appropriate approval), he/she will become an inactive student and must apply for readmission in order to return.

A student in the Hayworth College 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.

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.

Readmission After Withdrawal

A student who has withdrawn from the University, been dismissed from the University, or become inactive must apply for readmission in order to return.

Leave of Absence

With the endorsement of the academic advisor, a student in good standing (with a cumulative GPA of 2.000 or above) may request a leave of absence from Queens.

A student in the traditional undergraduate program may be granted a leave of absence for up to two consecutive terms. A student in the Hayworth College program may be granted a leave of absence for up to three terms including the summer term.

Approval for a leave of absence may be granted for medical or personal reasons, or to enroll in an off-campus academic program or experience that supports the student's program of study. If the student plans to take courses away while on leave, prior approval must be received for all courses to be taken at other institutions to ensure those credits will transfer and apply to the degree program at Queens. Contact the Registrar's Office for more information.

Returning from a Leave of Absence

A student returning from an approved leave of absence should contact the Office of the Registrar prior to his/her return to Queens. If returning within the approved timeframe (two academic terms) the student may simply resume the degree and major programs in effect at the time leave was granted (their original catalog of entry). In addition, if the student was given prior approval to enroll in another institution while absent from Queens, the student must request a copy of the transcript be sent to the Queens Registrar for review of the transfer credit. A student who does not return within the allotted timeframe will be considered an inactive student and must apply for readmission in order to return.

Readmission

A student who has withdrawn in good academic standing and wishes to return to Queens may apply for readmission by submitting an application to the Undergraduate Office of Admissions. If the student has taken classes at another institution, the student should provide a statement of good standing from the Dean of Students office. In addition, two original transcripts of any work attempted at other institutions must be sent to the Office of Admissions.

A student who wishes to be admitted following dismissal from the University must apply through the Readmission Committee of the Undergraduate Office of Admissions. A student who has medically withdrawn from the University must provide a letter from their attending physician describing the medical condition and providing clearance for the student to return to Queens.

DEAN'S LIST

Degree candidates who achieve a term average of 3.500 in at least 12 hours of graded academic work are named to the Dean's List. A student with an Incomplete grade will not be considered for the Dean's List. Courses in which the grade of "P" is earned, and courses numbered 099, will not count towards the 12-hour minimum.

An annual Dean's List is also compiled for Hayworth College students. For more information see the Hayworth College section.

GRADUATION

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

Honors at Graduation

Summa cum laude, magna cum laude, and cum laude honors are awarded by the University for academic excellence. Summa cum laude is awarded to students who have a grade point average of 3.850; magna cum laude is awarded to students who have a grade point average of 3.650; and cum laude to students who have a grade point average of 3.500. The grade point average will be determined only by work taken at Queens, and a student must have completed at least 60 hours at Queens to be eligible for graduation with honors.

STUDENT QUALIFICATIONS

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

ACADEMIC PROBATION AND DISMISSAL

Admission on Probation

A student admitted on academic probation must meet the terms of probation set in his/her admission letter, which may vary, in order to be allowed to continue in the program.

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.

Students must maintain a cumulative grade point average (cumulative GPA) for classes completed at Queens University that meets or exceeds a minimum cumulative GPA requirement. The minimum cumulative GPA is based on credit hours used for evaluation purposes. The number of credit hours used for evaluation purposes is equal to the number of earned credit hours plus credit hours for courses taken at Queens for which a student receives a grade of F. A student whose cumulative GPA at Queens falls below the following levels is placed on academic probation.

MINIMUM CLASS STANDING REQUIRED

Credit Hours Earned Used for Evaluation	Min. Cumulative PA Required
0-12	1.500
13-37	1.800
38-70	1.900
71 or more	2.000

The First Review to Determine Academic Probation or Dismissal

A student whose cumulative GPA falls below the minimum cumulative GPA requirement, but whose term GPA is above 1.000 is placed on academic probation. A student whose term GPA falls below 1.000 and whose cumulative GPA falls below the minimum cumulative GPA requirement 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 is below the minimum cumulative GPA requirement, 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 cumulative GPA requirement, the committee will remove the probation.

Appeal

A student has the right to present a written appeal with additional information concerning U-SQC decisions to the U-SQC. The appeal must be submitted electronically to the Dean or Dean's designate in the School or College in which the student is housed and copied to the Registrar and Chair of the U-SQC. The deadline for appeals to academic dismissal is before the first day of the next term after the dismissal decision has been rendered. The deadline for appeals to academic probation or late drop/withdraw decisions is the last day to drop classes in the next term after the probation or late drop/withdraw decision has been rendered. 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 15 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 or placed on probation by U-SQC may receive federal financial aid only 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 9 or more graded credit hours in a

single semester at a regionally accredited institution (A student must earn a C or better in all courses taken); 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).

