

# Queens University of Charlotte

## 2022-2023 Student Handbook

**NOTE:** Much of the information in this handbook applies only to students in the Traditional Undergraduate Program

About Using this PDF Student Handbook:

The navigation panel of Bookmarks on the left side of the screen functions as an interactive table of contents which allows the user to quickly locate sections of interest. Expand and collapse the bookmarks by clicking on the +/- symbols. If the Bookmarks Panel is not visible, click on the Bookmarks icon on the left to turn it on.

Queens University of Charlotte is committed to the principles and practices of diversity throughout the University community. Women, members of minority groups and individuals with disabilities are encouraged to apply for admission. Queens does not discriminate on the basis of race, color, creed, gender, age, sexual orientation, national and ethnic origin or disability status in the administration of its educational and admissions policies, employment policies, scholarship and loan programs, athletic programs or other University-administered programs.

This handbook was prepared and published by the Division of Student Life in December 2010 is revised periodically, most recently in August 2022. Its purpose is to provide a companion tool for the [Honor Code](#), such that Queens' students may access the academic and community policies and procedures. In addition, the Queens Student Handbook is designed to be a resource to reference out of classroom experiences and opportunities sponsored by the Division of Student Life, in addition to residential experiences, and time-honored Queens' traditions.

The University reserves the right to alter or change any statement contained herein without prior notice, and while the publisher has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical or printing errors or errors occasioned by mistakes.

# Campus Directory

## Campus Contacts

The University's Switchboard: 704 337-2200 or 800 849-0202

Address: 1900 Selwyn Avenue, Charlotte, North Carolina 28274-0001

Web Site: [www.queens.edu](http://www.queens.edu)

704 337-2243 Academic Affairs  
704 337-2508 Accessibility Services  
704 337-2212 Admission-Undergraduate  
704 337-2334 Alumni Relations  
704 337-2509 Athletics  
704 337-2306 Campus Police  
704 337-2201 Campus Services  
704 688-2740 Cato School of Education Fellows  
704 688-2849 Center for Student Success  
704 337-2848 Center for Ethics and Religion  
704 337-2290 Chaplain  
704 337-2560 Conference and Event Services  
704 337-2227 Vice President, Student Engagement & Dean of Students  
704 337-2320 Diversity, Inclusion and Community Engagement  
704 337-2401 Everett Library  
704 688-2705 Executive Leadership Institute  
704 337-2225 Financial Aid  
704 337-2220 Health & Wellness Services  
704 337-2222 Human Resources  
704 337-2337 Vandiver Center for Career Development  
704 688-2760 Greenspon Center for Peace and Social Justice  
704 688-2856 Levine Center for Wellness and Recreation: Front Desk

704 337-2311 Mail / Copy Center  
704 337-2262 Media Services  
704 337-2533 Myrta Pulliam Center for International Education  
704 337-2216 President's Office  
704 337-2242 Registrar  
704 337-2293 Residence Life & Housing  
704 337-2509 Sports Information  
704 337-2263 Student Engagement  
704 337-2225 Student Financial Services  
704 337-2323 Technology Help Desk  
704 337-2558 Title IX/Interpersonal Violence Prevention  
704-337-2556 Atrium Health at Queens University Counseling Center

## Colleges and Schools

704 337-2292 Blair College of Health  
704 337-2580 Cato School of Education  
704 337-2463 College of Arts & Sciences  
704 337-2397 Knight School of Communication  
704 337-2377 McColl School of Business  
704 337-2292 Presbyterian School of Nursing

# About Queens

## History of Queens

Queens University of Charlotte is a co-educational comprehensive university that has served Charlotte and the Southeast for over 180 years. The University prides itself on a strong foundation including a Presbyterian heritage, outstanding faculty, innovative curricula, and creative programs.

Founded in 1857 as the Charlotte Female Institute, the University was originally located at College and 9th Streets near the center of the city. From 1891-1896, it was called the Seminary for Girls. Then in 1896, the Seminary merged with the Presbyterian Female College chartered by Concord and Mecklenburg Presbyteries. 1912 unveiled the title of Queens College and celebrated the current day location in Myers Park beginning in 1914.

The cherished motto that is still at the forefront of all we do at Queens, *non ministrari sed ministrare* - "Not to be served, but to serve," was adopted in 1930 when Queens College became related to the Presbyterian Synod of South Carolina. Queens College merged with Chicora College in Columbia, South Carolina, and as a result, adopted their motto.

In the aftermath of World War II, Queens College admitted its first male students in a non-residential status. Later in 1948, a coeducational evening college was established to provide instruction for adults and was named New College in 1979. New College set the foundation for the Hayworth College, undergraduate program for adult learners. In 1987, Queens College became an official coeducational institute and began admitting men into residence.

Queens has been providing graduate education since 1980 when the inaugural graduate program, the Master of Business Administration, admitted its first class. The Master of Education was added in 1983, the Master of Arts in Teaching in 1992, the Master of Science in Nursing in 1997, the Master of Arts in Organizational and Strategic Communication in 1999, the Master of Fine Arts in Creative Writing in 2001, the Master of Science in Organization Development in 2008, and the Master of School Administration in 2009.

Queens' commitment to grow graduate education programs led to its reclassification by the Carnegie Foundation as a "Masters Level University." Queens College achievements earned it the honor of renaming to Queens University of Charlotte on June 1, 2002 with the unanimous approval of the Board of Trustees.

Schools of distinction were added to the original College of Arts and Sciences to provide more specialized education and merit. Beginning in 1993, the McColl School of Business was introduced. The Presbyterian School of Nursing followed in 2004 as a result of a Queens' nursing program acquiring the Presbyterian Hospital's school. At this time, the Associates of Science in Nursing Program was added and taught until the final class graduated in 2013.

Ready to educate and equip teachers, the Board of Trustees approved the creation of the Wayland H. Cato, Jr. School of Education in 2007 and added the Knight School of Communication in 2008.

In 2010, the Andrew Blair College of Health was created and has added multiple health related degree options for Queens's students.

Queens University of Charlotte is dedicated to providing a transforming educational experience to students from all walks of life for more than a century. This tradition of excellence in education is a commitment that will continue to promote Queens as a leading University in the Southeast while maintaining the commitment to service in the Charlotte community and the world at large.

## Queens Today

Queens' main campus is noted for its beauty, as it is nestled among the signature oak trees of historic Myers Park of Charlotte, North Carolina. Georgian buildings warm the campus, five of which were constructed in 1914 when the University moved to its current site. All original structures have undergone extensive renovation and new buildings have been added to complement the landscape. The central location of Queens provides the University's 2500 undergraduate and graduate students with plentiful access to Charlotte's dynamic cultural, social, and entertainment offerings.

Queens University of Charlotte is no longer limited to the main campus. Queens' presence is visible throughout Charlotte with the addition of the state-of-the-art Sports Complex and Conference Center at Marion Diehl Park.

As Queens enters its 165th year of educating students from all over the globe, the University continues to prepare its students for a lifetime of personal and professional achievements, as well as a heart to impact the community and global society through acts of service.

# Queens 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  
ABSOLUTE 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.

Queens University of Charlotte is firmly committed to principles of honor and prides itself on the spirit of trust that exists among all its members. At the very heart of Queens University of Charlotte is the Honor Code.

The Honor Code at Queens University of Charlotte is the keystone of the University's belief that its students should act honorably and responsibly in all aspects of life, both on and off campus. The Honor Code incorporates the high principles of honor and integrity in both personal conduct and academic work. The purpose of the Honor Code is to assist in the development of mature people who always act responsibly and to promote a community based on the principles of responsible citizenship, mutual trust, and respect. The Honor Code is binding on all members of the University community and applies to all phases of life at the University.

An effective Honor Code depends upon each student adhering to the spirit and letter of its principles. It demands accountability on the part of each student for his or her actions. Queens' students are responsible for their personal conduct at all times and shall be subject to review, including possible suspension, for behavior that discredits themselves or the University.

As a commitment to this system of honor, students are asked to sign the Honor Code as they join the Queens community. The Honor Code incorporates two different pledges of student conduct: the academic pledge and the community pledge. In addition, it embodies the individual's commitment to developing a community of honor, including taking action against those who violate the Code.

## Violations of the Honor Code

Violations of the policies contained within the Honor Code booklet are handled according to our procedures detailed within the Honor Code (click below for link to the Honor Code).

## Student Conduct Process

Suspected violations of the Honor Code are adjudicated by an Honor Council, Community Hearing Board, or the Title IX process, depending upon the circumstances. Full information on the process is available in the Honor Code.

Click to download a complete copy of [Queens Honor Code](#).

# FERPA/Student Records

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

## Public Records (Directory Information)

The following information on individual students is considered directory information by Queens University of Charlotte and is public. Public information may be released or published without student consent. However, it is the policy of Queens to refuse to release information to private firms or mailing lists.

- full name
- addresses (home and local)
- telephone numbers
- email address
- date of birth
- major field of study
- enrollment status (undergraduate or graduate; full-time or part-time)
- class year (senior, junior, etc.)
- degrees, honors, and awards received
- honor society eligibility (non-GPA information)
- participation in officially recognized University activities, student organizations, and sports
- date of graduation
- photographic, video and electronic images of students taken and maintained by the University
- height and weight of student athletes

## Directory Hold

Students preferring non-disclosure must inform the Office of the Registrar by completing a Directory Hold form. The student must understand that this request will disallow the release of **ANY** information unless the health or safety of an individual is involved.

## Official Records

Official records are released only with the written permission of the student. Official records include material relating to student status and held by any office of the University intended for the use of the University or available to parties outside the University. Official records do not include the following:

- letters of recommendation for which the student has waived right of access
- public safety records
- medical/clinical counseling records
- financial records of parents
- private records kept by faculty or administrators as memory aids; not intended for transmittal to others

## Access to Official Records

In the presence of a University staff member, each enrolled or former student of Queens University of Charlotte has the right to inspect and review official educational records and/or files of the college directly relating to that student. Requests may be required to be submitted in writing and the reason may be requested but not required. The right to access does not extend to applicants, those denied admission, or those admitted who do not enroll. A copy of a student's transcript and/or other recorded data can be made available to University officials who show legitimate educational needs without written permission of the student.

# Campus Resources

## Athletics

Telephone: 704 337-2509

Website: [www.queensathletics.com/](http://www.queensathletics.com/)

As a premier NCAA DI member, Queens University of Charlotte seeks highly skilled and competitive student-athletes and offers athletic opportunities in more than 30 varsity level intercollegiate sports. Queens Athletics sponsors NCAA Division I teams in baseball, men's and women's basketball, men's and women's cross country, field hockey, men's and women's golf, men's and women's lacrosse, men's and women's soccer, softball, men's and women's swimming, men's and women's tennis, men's and women's indoor and outdoor track and field, men's and women's volleyball, and men's wrestling. Queens is a member of the ASUN conference. The Royals also sponsors varsity cheerleading and dance for men and women.

### **Levine Center for Wellness and Recreation**

The Levine Center is home to the Queens men's and women's basketball, men's and women's volleyball, men's and women's swimming, and wrestling teams. Housing three basketball/volleyball courts, a 33-meter stretch pool, an indoor walking/jogging track and a 5,000-square-foot fitness center, it is one of the premier facilities in the region at the NCAA Division I level. The world-class facility also houses the University's fitness center for all students, staff and faculty.

### **Queens Sports Complex at Marion Diehl Park**

The Queens field hockey, men's and women's lacrosse, men's and women's soccer, men's and women's rugby, and men's and women's tennis teams compete at the Queens Sports Complex at Marion Diehl Park. Currently, the complex is equipped with a state-of-the-art field house, welcome center, and the Howard Levine Tennis Center. It is also home to Dickson Field, where the lacrosse, rugby, and soccer teams compete, and Bessant Field, a water-based turf field for field hockey.

**Students are encouraged to support the Royals athletic teams. Admission to all home athletic events is free with a current Q-Card. Follow Queens Athletics on Facebook, Twitter, and Instagram to keep up with the latest Queens Athletics news and download the Queens Royals app to earn exclusive Queens gear by attending athletic events.**

## Campus Police

Location: Watkins Hall

Telephone: 704 337-2306

Hours: Monday - Sunday 24/7

Emergencies: 704 337-2306

Website: <http://www.queens.edu/life-at-queens/student-support/campus-safety/index.html>

Refer to the Public Safety and Campus Police section found on page **76** in this handbook for a complete description of services and safety protocol.

## Campus Services

Hours: Monday - Friday: 7:00 a.m. - 4:00 p.m.

After Hours: 704-337-2306 – Campus Police

Campus Services is responsible for on-campus maintenance and repairs, housekeeping, landscaping, and telecommunications. A detailed listing of services and repair procedures is available under the section entitled “Residence Life.”

## The Center for Student Success

Location: Knight-Crane Hall, first floor

Telephone: 704 688-2849

Fax: 704.688.2738

Hours: Monday - Friday: 8:30 a.m. - 5:00 p.m. (minimal tutoring hours are available on Sundays)

The Center for Student Success provides support services to maximize students' learning and prepare them to meet opportunities and challenges at Queens and beyond. Our services include collaborative integration between academic advising, accessibility services, student success mentorship, and peer tutoring to better serve the campus community.

Additional services include Student Success workshops, THRIVE Institute, and Roadmap Scholars.

There is no charge for the services provided in the Center for Student Success which is located on the first floor of Knight-Crane Hall.

Website: <http://www.queens.edu/academics/academic-support/index.html>

## Dining Services – Chartwells

Location: Trexler Student Center, First floor/lower level

Telephone: 704 688-2824

Website: [www.dineoncampus.com/queens](http://www.dineoncampus.com/queens)

Chartwells, a division of the Compass Group, provides all dining and catering services on campus. There are four dining venues available, each one providing a different atmosphere:

**The Coffee House – *We Proudly Serve Starbucks***  
**Located in the Everett Library**

1. Starbucks espresso and Fair-Trade certified coffee beverages
2. Premium teas and blended cold drinks
3. Fresh pastries, sandwiches, Au Bon Pain soups and salads

**Einstein's Brothers Bagels**  
**Located in the Student Commons in the Levine Center**

4. Specialty bagels and shmears
5. Breakfast served all day, along with signature sandwiches, sweets, and catering options
6. Lattes, coffee and smoothies

**Young Dining Hall**  
**Located in the Trexler Student Center**

7. Made-to-order entrées
8. All-you-care-to-eat
9. Healthy choice cuisines
10. Fresh baked desserts

**A full description of all of our meal plan options is available on our website:**  
[www.dineoncampus.com/queens](http://www.dineoncampus.com/queens)

You may also purchase Lion's Dollars here that you can use in any of our locations.

**Catering**

Queens Dining Services is proud to offer you great food at inexpensive prices. We know a student's schedule is crazy, so we have created a menu that is convenient and offers a variety of the foods you like. Of course, this is just the starting point. You are always welcome to choose from the full catering

guide, but if you are looking for quick and easy options for the next club meeting, a special celebration or a late-night event, this is where you want to be. Check it out. [www.dineoncampus.com/queens](http://www.dineoncampus.com/queens) and click on the Catering link. To see the specially priced student menu click on the link to place an order and then choose the "In Your Space" tab.

## Diversity, Inclusion and Community Engagement

Location: Dana Building, lower level suite

Telephone: 704 337-2320

Website: <http://www.queens.edu/about/diversity-inclusion.html>

## Fitness Center

Location: Levine Center for Wellness and Recreation

Telephone: 704 337-2455

Hours: Monday - Thursday 7:00 a.m. - 11:00 p.m.

Friday 7:00 a.m. - 9:00 p.m.

Saturday 10:00 a.m. - 7:00 p.m.

Sunday 12:00 p.m. - 11:00 p.m.

\*Hours are subject to change throughout the year.

\*\*Hours will be different based on the yearly break schedule.

Website: [www.queens.edu/levine](http://www.queens.edu/levine)

## Atrium Health Queens University Health and Wellness

Location: 2322 Wellesley Avenue

Telephone: 704 337-2220

Hours: Monday through Friday 9:00 a.m. - 6:00 p.m.

Provider Lunch 12:00pm-1:00pm

Staff Meetings, Holiday, Break, and Summer Schedules may vary.

Website: <https://my.queens.edu/studentlife/SitePages/Health%20And%20Wellness.aspx>

## Information Technology Services

Location: Watkins Hall

Telephone: 704 337-2323

Hours: Monday - Friday: 8:00 a.m. - 5:00 p.m.

IT Services manages all technology on campus. Among these services are:

## Email

After enrolling at Queens, each student receives an “@queens.edu” e-mail account with 50 GB of available storage. To access email, all student’s login using their Queens email address and password at <https://mail.queens.edu> . To configure an e-mail account on an Apple iOS or Android mobile device, follow the instructions at <https://myqueens.queens.edu/its>

## Wireless and Wired Networking

QU-WiFi Wireless Network: Wireless internet access is available in every building on campus. Most devices simply connect to the *QU-WiFi* network, then prompt for the Queens username and password. For information on configuring a specific device to access *QU-WiFi*, follow the instructions at <https://myqueens.queens.edu/its>

QU-Guests Wireless Network: The University offers free unsecured guest wireless access for campus visitors. To connect to the guest WiFi network, select *QU-Guests* from the list of available connections on your device then enter the required personal information to continue.

QU-Gaming Wireless Network: Gaming consoles can only connect to the *QU-Gaming* network. For more information, please contact the ITS Help Desk at <https://my.queens.edu/its/SitePages/Home.aspx>

Residence Hall Wired Network: In addition to secure WiFi, all residence hall rooms are equipped with wired network ports as well.

## Printing, Scanning, and Copying

Students may print from any Queens University of Charlotte computer by selecting “Follow-Me-Printer” from the Print menu. Print jobs are released by tapping the Queens Student ID Card at any of the “Follow-Me” print stations located on campus. Follow-Me accessible printers are located in the Everett Library and the Dickson Computer Lab. Students are provided a free print quota each semester, and additional funds can be added throughout the semester if needed. Students can also print to the Follow-Me-Printers on campus from their mobile phones or from personally owned computer by installing a print client application (both Windows and Mac). For more information, see the instructions located at <https://myqueens.queens.edu/its> or contact the ITS Help Desk.

## Classroom and Lab Computing

Computer equipped labs and classrooms are available in several locations throughout campus.

Everett Library Commons is an open-use computer area designed for student research activities. Wired and wireless Internet access is available throughout the library for student use.

Everett Mac Lab and Knight-Crane Hall 306 Mac Lab are open for student use except during normally scheduled classes.

Dana 312 PC Lab, Jernigan 214 PC Lab, and Rogers 108 PC Lab are open for student use except during normally scheduled classes.

## Technology Help Desk

Technology support is available for all University-owned computers and systems. Support of wired and wireless connectivity is provided to students as a courtesy to ensure access to University resources. Submit support requests at <https://my.queens.edu/its/SitePages/Home.aspx>, [helpdesk@queens.edu](mailto:helpdesk@queens.edu), or 704 337-2323 (M - F 8:00 a.m.- 5:00 p.m.).

Students are responsible for providing support for their personally-owned computer, software, and peripherals.

### Additional Information

1. Students are eligible for educational discounts on computer hardware and software from several different vendors including Apple, Dell, and others. Details are available on the IT Services site at <https://myqueens.queens.edu/its>
2. All users of Queens electronic resources must abide by the terms of the Queens Acceptable Use Policy, the University Copyright Compliance Guidelines, and all other University policies. These policies are available at <https://myqueens.queens.edu/its>

## Library: Everett Library

Location: The Residential Quad

Telephone: 704 337-2401

Hours: Monday – Thursday: 7:30 a.m. – 12:00 a.m.

Friday: 7:30 a.m. - 6:00 p.m.

Saturday: 12:00 p.m. - 5:00 p.m.

Sunday: 1:00 p.m. – 12:00 a.m.

Website: <http://library.queens.edu/content.php?pid=256123>

Everett Library is open 92 hours per week to provide a space for study, inspiration, and collaboration. The library offers quiet study and group study areas with Wi-Fi throughout the building. The library houses over 50 campus computers and three multi-function printers. The library maintains three recording/presentation studios, and a portable digital presentation station. Library resources include access to over 250,000 e-books, 75,000 full text journal titles, 26,000 streaming videos, 42,000 print books, and 1,300 academic and popular videos in house. The library maintains 120 databases for student research and 101 print journals. Access to all Everett Library's electronic resources is available 24/7 through the library website at: <http://library.queens.edu>. The library staff welcomes you to explore your library and utilize these valuable resources.

## Mail / Copy Center

Location: Trexler Student Center, lower level

Telephone: 704 337-2311

Hours: Monday - Friday: 8:30 a.m. - 6:00 p.m.

**Mail/Copy Services:** The Mail/Copy Center provides daily distribution of mail and postal sending options to Queens students, faculty and staff via regular and express delivery through UPS and the U.S. Postal Service. Students may purchase stamps, color/black and white copies, or send/receive facsimiles with payment options of a check and cash **only**. **We do not accept credit/debit cards.** Each residential student is provided with a campus mailbox with a key. You must have your Q-Card to pick up packages and mail. There are NO exceptions. You will receive a separate email for your packages and mail. Please read the email that states to pick up your packages **after 1:00 pm**. This is due to a large volume of items being delivered throughout the day. All packages and mail should be addressed as follows to receive your items in a timely manner:

Name  
MSC #\_\_\_\_  
Queens University of Charlotte  
1900 Selwyn Avenue  
Charlotte, NC 28274

**Bus Passes:** Students needing public transportation can purchase CATS bus passes in increments of: 10-Ride, Weekly, and Monthly.

## The Michael Murphy Learning Studio

Location: Knight-Crane Hall - The Michael Murphy Writing Studio  
and Everett Library 1<sup>st</sup> floor

Telephone: 704 688-2849

Hours: Monday - Friday: 9:00 a.m. – 9:00 p.m. M - TH.  
9:00 a.m. – 12:00 p.m. Fri.  
1:00 p.m. – 9:00 p.m. Sun

Website: <http://www.queens.edu/academics/academic-support/#css>

## Myrta Pulliam Center for International Education

Location: Knight-Crane Hall, first floor

Telephone: 704 337-2533

Hours: Monday-Friday 8:30 a.m. - 5:00 p.m.

Holiday, Break, and Summer Schedules may vary.

Website: <http://www.queens.edu/academics/study-abroad/>

<https://queens.abroadoffice.net/options.html>

## Registrar's Office

Location: Jernigan Hall 101

Telephone: 704 337-2242

Hours: Monday – Thursday 8:30 a.m. – 5:30 p.m.

Friday: 8:30 a.m. – 3:00 p.m.

Website: [www.queens.edu/registrar](http://www.queens.edu/registrar)

**ACADEMIC CALENDAR**: The Academic Calendar provides the annual schedule of academic dates and deadlines, holidays and breaks. The calendar is posted on the Registrar's Office web pages.

**COURSE CATALOG**: Located on the Registrar's Office web pages, the University Course Catalog stipulates degree requirements, course descriptions, as well as University policies and guidelines. It is important to become familiar with the catalog and degree requirements in effect when entering the University (catalog of entry).

**COURSE & EXAM SCHEDULES** : Determined in advance to help students plan their academic year. Information is posted on the Registrar's Office web pages.

**DEGREE AUDITS**: A student's degree audit is available online through myAccount and outlines the requirements for the student's major. Students should carefully monitor this document throughout their career at Queens to ensure that they are progressing towards their degree. While the Registrar's Office conducts final degree audits for graduation, it is important to remember that the student is ultimately responsible to ensure that his/her degree requirements are completed as outlined in the Queens University of Charlotte Course Catalog.

**ENROLLMENT VERIFICATIONS**: Often requested by insurance companies and potential employers, students can access their enrollment verification certificates online through myQueens.

**GRADES**: Final course grades are available online through myAccount.

**REGISTRATION & DROP/ADD**: Students register for classes and drop, as needed, through myAccount. Questions regarding the registration process can be answered by the office staff.

**TRANSCRIPT REQUESTS**: Academic transcripts are maintained by the Registrar's Office. Students can view and print their unofficial transcripts through myAccount. Official transcripts must be requested online at <https://www.queens.edu/academics/academic-support/registrar/registrar-resources.html>

## Queens Campus Store

Location: Levine Center

Telephone: 704 337-2413

Hours: Monday - Thursday: 9:00 a.m.- 6:00 p.m.  
Friday: 9:00 a.m.- 4:00 p.m. (**closed** Saturday/Sunday)  
**Note:** Hours may vary when classes are not in session.

Website: [www.queensushop.com](http://www.queensushop.com)

Queens Campus Store is a student's best source for textbooks (purchase, digital, and rental options), school supplies, Queens apparel, novelties, and gift items. The Bookstore stocks required textbooks and class materials (in new or used condition), plus offers a textbook buy back system various times throughout the year. For students' convenience, the bookstore has an active online ordering system [www.queensushop.com](http://www.queensushop.com) which contains expanded selections of books and merchandise. Rental books require a rental account which can be established in store or during online checkout with a valid debit or credit card.

## Residence Life & Housing

Location: Morrison Hall 218, second floor

Telephone: 704 337-2293

Website: <http://www.queens.edu/life-at-queens/campus-living/index.html>

## Spiritual Life

Location: Belk Chapel

Telephone: 704 337-2291, 704 900-9404

Website: <http://www.queens.edu/life-at-queens/activities/spiritual-life.html>

## Student Accessibility Services

Location: Knight-Crane Hall 1<sup>st</sup> Floor in The Center for Student Success

Telephone: 704 337-2508

Fax: 704 337-2521

Hours: Monday - Friday 8:30 a.m. - 5:00 p.m.

Website: <http://www.queens.edu/life-at-queens/student-support/accessibility.html>

## Student Engagement

Location: Morrison Hall Second Floor, 204-211

Telephone: 704 337-2263

Website: <https://www.queens.edu/life-at-queens/activities/>

## Student Accounts

Location: Student Financial Services, Jernigan Hall

Telephone: 704 337-2322

Hours: Monday – Wednesday, Friday: 9:00 a.m. -1:00 p.m.

Thursday: 11:00 a.m. - 1:00 p.m.

*(Note: Hours are subject to change with semester and break schedules.)*

Queens is within walking distance to three Charlotte banks; therefore, students are encouraged to open an account for fund management and easy access. For immediate cash needs, there is an ATM located on the first floor of the Trexler Student Center.

Students wishing to bring a check or ask questions concerning their student account can send emails to [StudentAccounts@queens.edu](mailto:StudentAccounts@queens.edu) or stop by and see the Student Accounts staff located on the first floor of Jernigan Building within the SFS department.

Students should make payments through [myAccount](#). This service is the most efficient way to pay and is available 24-hours a day. Currently, American Express, Mastercard, Visa, debit cards and check payments are accepted online via [myAccount](#).

## Student Financial Services

Location: Jernigan Hall

Telephone: 704 337-2225

Hours: Monday - Wednesday: 8:30 a.m. - 5:00 p.m.

Thursday: 11:00 a.m. - 5:00 p.m.

Friday: 8:30 a.m. - 5:00 p.m.

Website: [www.queens.edu/Admissions-and-Financial-Aid/Scholarships-and-Financial-Aid.html](http://www.queens.edu/Admissions-and-Financial-Aid/Scholarships-and-Financial-Aid.html)

Student Financial Services seeks to help students and families afford an education at Queens by optimizing funding from federal, state and institutional resources. Students are assigned a counselor according to their last name. All are encouraged to adhere to submission deadlines for financial aid in order to optimize the award amount and possibility of work study opportunities.

Students may review their individual financial aid information online at [myfinancialaid](#).

## Student Life

Location: Morrison Hall 214, second floor

Telephone: 704 337-2226

Website: <http://www.queens.edu/life-at-queens/>

## Student Support Team

Telephone: 704 337-2227

Website: <http://www.queens.edu/life-at-queens/student-support/index.html>

The Student Support Team is composed of a small group of faculty and staff committed to working together in a confidential manner to assist students through challenging times. Student Support Team meets twice a month to staff student concerns and develop a plan of action. The team implements a plan and continues to follow-up with the student in the hope of fostering success at Queens.

### The Mission

The Queens University of Charlotte Support Team provides a resource to the University community where faculty, staff, students and parents can direct concerns they may have about a student. These concerns consist of but are not limited to the following:

1. Attendance concerns
2. Academic decline
3. Emotional issues
4. Behavioral problems

The team does not focus on disciplinary action, but instead advocates for students. Each student is approached respectfully and confidentially. The team is dedicated to ensuring that students do not fall through the cracks and that everything possible has been done to assist the student in succeeding at Queens.

### How to Make a Referral

The university community is encouraged to inform the Associate Dean of Students or the Associate Dean for Student Success of a student that is in need of support. The Associate Dean of Students or Associate Dean for Student Success will contact all referral sources as soon as possible during regular office hours. Emergency referrals should be made to Campus Police at (704) 337-2306.

## Vandiver Center for Career Development

Location: Knight-Crane Hall, first floor

Telephone: 704 337-2337

Hours: Monday - Friday 8:30 a.m. – 5:00 p.m.

Website: <http://www.queens.edu/career-development>

## Title IX and Interpersonal Violence Prevention

### **LeAnna Rice, M.A., L.P.C**

Assistant Vice-President for Diversity, Equity, and Inclusion/Title IX Coordinator

Telephone: 704-337-2228, **Email:** [ricel@queens.edu](mailto:ricel@queens.edu), **Office:** Sykes 109

### **Elizabeth Rogers, M.A.**

Associate Director of Interpersonal Violence/Deputy Title IX Coordinator

Telephone: 704-337-2558; **Email:** [rogerse2@queens.edu](mailto:rogerse2@queens.edu); **Office:** Morrison 204

Hours: Monday – Friday 9:00 am – 5:00 pm

Reports can be made via email, telephone, mail, or in person

**Website:** <https://queensuniv.sharepoint.com/sites/StudentLife/SitePages/titleix.aspx>

The Queens's Title IX office is responsible for maintaining a campus environment free from unlawful sexual misconduct and interpersonal violence and promoting a respectful and healthy working environment for faculty, staff, students, visitors, clubs and organizations. In addition to filing reports and providing supportive measures for the campus community, Queens Title IX Office offers an array of organizational and collaborative programming to address sexual and gender-based violence on campus and in the surrounding communities. Some topics include but are not limited to sexual harassment, stalking, healthy and unhealthy relationships, consent, rights and resources, upstander interventions, intersectionality, rape culture, creating survivor centered spaces, community building and addressing power dynamics.

If you need information about filing a report, would like to collaborate on a program, or consultations on how to create gender equitable practices within your organization, please contact Elizabeth Rogers.

# Student Life

## Mission

*The Division of Student Life, comprised of The Dean of Students Office; Diversity, Inclusion and Community Engagement; Health & Wellness Services; Residence Life and Housing; and Student Engagement develops policies, programs and services to complement the academic journey and support the educational, social and civic experiences of students.*

The Division of Student Life is committed to student learning and development as all departments support and promote the mission of Queens University of Charlotte to “transform lives.” Taking a step beyond the classroom walls, the Division of Student Life strives to engage, support, and encourage students in developing and reaching their goals. The five departments of Student Life support students in a variety of settings such as residential, health and wellness, outreach, and extra-curricular activities and interests. Student Life extends an invitation to all students to explore the available resources, as well as activities, organizations and opportunities to serve. Queens is a vibrant and amazing place to call 'home.'

Student Life is led by the Vice President of Student Engagement and Dean of Students who oversees the well-being of Queens' students by upholding and enforcing the community standards as set forth by the Queens Honor Code. Protecting the integrity of the University, the Dean's office responds to the concerns of students, faculty, staff, parents, and the surrounding community and develops student affairs and policies to benefit the community as a whole. The Vice President of Student Engagement and Dean of Students serves as a resource for all students. The Vice President of Student Engagement and Dean of Students welcomes students to Morrison Hall second floor, the Student Life Suite, the DICE Lounge in Dana 014 lower level, and the Health and Wellness Center where staff are ready to offer service and guidance. The Vice President of Student Engagement and Dean of Students, Maria del Carmen Flores, can be reached at 704 337-2227 or by emailing [floresm@queens.edu](mailto:floresm@queens.edu).

Student Complaints of a non-academic nature are to be directed to the Vice President of Student Engagement and Dean of Students. The Student Complaint Policy can be viewed in its entirety in this handbook on page 63 and 64.

# Traditions & Events

## Traditions

Over a hundred and sixty years of tradition bring vitality and delight to current students as they connect us with those who walked before. Familiarity with Queens' traditions allows one to fully appreciate and participate in campus-wide celebrations, which bring students, alumni, faculty, and staff together.

### Queens Motto

*Non ministrari sed ministrare* – “Not to be served, but to serve.”

### Queens Alma Mater

Composed in 1956 by the class led by Miss Laura Tillet, the hymn is sung to the Moravian hymn, 'Praise the Lord, Ye Heavens Adore Him.'

Guardian bright, our Alma Mater,	Living truth is ever ringing
Molder of our hearts and minds,	Tune our ears to hear that chime.
Light high visions in thy children	Lasting wisdom peace is bringing
And a loyalty that binds.	Lead us in the way sublime.
Gladly do we lift our voices	Queens, to thee we pledge our spirits.
Pledging thee our faith and love. Teach	Ever thine, a loyal band.
our minds and hearts to follow	Queens, they praises we are singing,
God who leads us from above.	Grateful for thy guiding hand.

Queens Colors: Navy and Gold

## Events and Celebrations

### Common Hour

Common Hour is time set aside on Monday, Wednesday and Friday from 10:40am to 11:40am. This hour is free of classes to allow students to meet for community gatherings, special programs, or Chapel.

### Sed Ministrare

Named after the Queens motto, "*non ministrari sed ministrare*," this annual tradition is the first academic ceremony for incoming first-year and transfer students where they will pledge to uphold the Queens Honor Code and learn what it means "not to be served, but to serve."

## Involvement Fairs

Every fall, Queens offers a number of opportunities for students to learn more about offerings in the Charlotte community and on campus opportunities.

- **The Club and Organization Fair** takes place after classes begin. Students are given the opportunity to explore all of our campus clubs and organizations. Students are encouraged to sign up for clubs and orgs of interest on this day!
- **The Non-Profit Internship and Volunteer Fair**, host by the Diversity, Inclusion and Community Engagement Department and the Vandiver Center for Career Development is a great opportunity to learn about potential service and internship programs on campus and in the greater Charlotte community.

## Ghost Stories

Queens University has existed since 1857, so we have a few haunted stories. Queens University is one of the most haunted places in North Carolina, and for many years students have claimed to have experienced paranormal activity in various buildings. Common occurrences include doors opening and closing by themselves and knocking sounds that cannot be explained. This event, now sponsored by our Housing and Resident Life Department, has been a fall favorite for over 25 years.

## Family Weekend

Family and guests are invited to enjoy time with their student as they visit the Queens campus, meet faculty and staff, and get to know other families. Weekend activities include sporting events, information sessions, and special on-campus programming.

## Casino Night

Our Campus Union Board hosts our most popular event on campus - Casino Night which has been a student favorite since 1985. Students dress in their swankiest attire and enjoy music, food, and dancing as they try their luck with casino games throughout the evening to earn prizes. Each year the revealing of the upcoming theme has almost as much excitement as the actual event.

## Boar's Head Banquet and Yule Log Ceremony

The Boar's Head Banquet tradition is a celebration that is attached to Queens College, Oxford, England, through an adventure of a student. Six hundred years ago, a student was walking in the neighboring forest of Shotover, studying Aristotle, when he was attacked by a wild boar. In desperation, having no other weapon, the student crammed his book down the beast's throat, choking him. Later, he led his classmates to the scene of his adventure, and they carried the animal back to the College for a feast. Since that time, the festival has been perpetuated at Oxford.

This medieval tradition began in 1933 and kicks off the holiday season at Queens. Seniors, musical entertainers and Royal member's ceremoniously process through the dining hall with a renaissance flair while students savor a formal dinner.

<https://queensuniv.sharepoint.com/sites/StudentLife/Health%20%20Wellness%20Documents/AuthorizationtoRelease.pdf>

### **Moravian Love Feast & Tree Lighting Ceremony**

The Love Feast and candlelight service was first introduced in 1972 and occurs on the first Sunday in December. It is sponsored by the Chapel and celebrates one of the unique traditions of Queens. During the service of song and scripture reading, handmade beeswax candles decorated with red paper frill are distributed to each worshiper. The candles are lit while the worship space is darkened for the singing of the final hymns as the community walks outside to the official tree lighting ceremony.

### **Exam Break Breakfast**

Students enjoy a delicious late-night breakfast served by their favorite professors and staff as they take a break from studying. With lots of games and fun, this "fulfilling" tradition began in 1990. Sponsored by Student Engagement and Chartwells Dining Services, the event is offered twice a year with an attendance of around 400 students each time.

### **Martin Luther King, Jr. Day of Service**

Faculty, staff and students combine efforts and reach out to the community in service and education to honor the legacy of Dr. Martin Luther King, Jr. It is traditionally referred to as, "a day on, not a day off" to affirm Queens' commitment to serve.

### **Homecoming Week**

Students participate in a week full of events celebrating school spirit leading up to the Homecoming Tailgate party and Royal's basketball games, along with the crowning of the Homecoming King and Queen.

### **Spring Carnival**

Campus Union Board (CUB) collaborates with campus clubs and organizations to celebrate the end of the school year. Students participate in interactive games, receive special give-a-ways while enjoying carnival style foods.

### **Awards Convocation**

This celebration is held in April to highlight student achievements. Honors and awards are presented to students for excellence in academics, service, leadership, and campus investment.

### **Baccalaureate**

Faculty, staff and families gather for a Interfaith service to honor Queens' graduating seniors. It is a time of reflection with words of wisdom for the future, and prayer for their journey which lies ahead. This service is followed by a special reception for seniors and families.

### **Room in the Inn**

Queens' students and staff minister to the homeless one night per week January through March. Groups of homeless men and women are brought to campus to have a clean bed, warm cooked meal, and a night filled with games and community. Breakfast is prepared in the morning prior to their departure. This program is sponsored by the Chapel, but student organizations volunteer throughout the semester to support and give back to the greater Charlotte community.

# Student Engagement

## Mission

*The Department of Student Engagement at Queens University of Charlotte is committed to providing opportunities for students to build community and leadership through intentional programming and resources that facilitate curricular and co-curricular development through experiential and theoretical learning to produce well-rounded and balanced individuals.*

Queens University of Charlotte realizes that, as important as academic activities are, much of a student's education occurs outside of the classroom. Day-to-day living experiences and campus-wide activities are valuable components of a well-rounded education. Student Engagement partners with faculty, staff, and students to provide activities that promote group participation and interaction so that students come to know themselves as individuals, realize their potential, and develop the skills needed to become creative and active members of the Queens community. Students are encouraged to take the initiative and exert responsibility through Student Government Association, the Queens Honor Council, and participation in a wide array of Clubs and Organizations. Ultimately, Student Engagement wants the learning that takes place to extend throughout the student's personal and professional journey. Focusing on the "total student," Student Engagement works with students to provide educational, recreational, social, and cultural special events and programs throughout the year. Students are encouraged and supported in brainstorming ideas, promoting activities, and recruitment of local and regional entertainers.

## Event Communication...Get in the Know!

### Instagram

Check out the Queens Instagram for the latest Information. Student Engagement sends updates and invitations for the latest campus happenings @queensengagement

### QNews

Campus happenings, announcements, and news are delivered every Tuesday and Thursday directly to every student's email account. Submission of announcements or events that affect the Queens' community of students can follow the submission prompt on the latest edition of QNews or submit at [qnews.queens.edu](http://qnews.queens.edu).

## Student Governance:

**Student Government Association:** At Queens University of Charlotte, the Student Government Association (SGA) is the executive branch of the students. SGA comprises 20-25 student body members elected by their peers to represent the students in governance and advocacy matters. A president and three representatives from each class, the executive officers (President, Vice President, Treasurer, and Secretary), and special representation for unique populations (Commuter students, Post Traditional students, etc.) make up the SGA Senate. SGA meets during common hour on Mondays during the year, and meetings are open to all students to voice their concerns. The Assistant Dean of Student Engagement serves as the advisor for the Student Government Association.

SGA also governs the distribution of the Student Activities Fee every year. 41% of this is allocated to Campus Union Board and the remaining budget is allocated as requested and approved by the SGA Budget Committee. This committee typically oversees the expenses of \$70,000 every year.

**Campus Union Board:** As the primary programming board on campus, the Campus Union Board (CUB)

provides an opportunity to program for the university through concerts, programs, activities, events, and Campus Traditions. Some Campus Traditions include Casino Night, Spring Carnival, and Homecoming. Make sure you participate in the legacy of Queens University of Charlotte by attending these events! If you are interested in CUB, please contact the Office of Student Engagement.

## **SGA Budget Distribution**

SGA also governs the distribution of the Student Activities Fee every year. 41% of this is allocated to Campus Union Board and the remaining budget is allocated as requested and approved by the SGA Budget Committee. This committee typically oversees the expenses of \$70,000 every year.

The budget policies were established to serve as a guide for the appropriate use and disbursement of Student Government Association funds. No one owns these funds as they belong to the student body. SGA, elected by the student body, distributes the funds to student organizations on the student body behalf for the purpose of enhancing the out of class experience. Concerns or questions regarding SGA policies or procedures can be addressed by setting a time to meet with Student Government Association Senate by attending an open meeting. Senate meetings are hosted every Monday during common hour.

All budget guidelines are outlined in the Clubs & Orgs handbook that is distributed to registered student organizations in the fall of every year. Please reference this handbook for directions on how to request funds and to spend approved funding. Additional questions can be directed to the current SGA Executive Treasurer.

## **Under the Umbrella of Student Government Association**

### **Senate**

The Senate is comprised of elected officers and handles the legislative concerns and interests of the student body.

### **Honor Council**

The Honor Council is responsible for investigating and acting upon any alleged violations of the Honor Code's academic or community pledge. Evidence is presented and weighed against the Honor Code policies and sanction recommendations are made to the Dean of Students for community violations and the academic dean from the appropriate college for academic violations. The student body elects the Honor Council members annually during campus elections. Each class selects three representatives. For additional information regarding this process, refer to the Student Conduct Process & Student Rights section of this handbook.

### **Campus Union Board**

Campus Union Board enriches students' collegiate experience by planning, promoting, and implementing activities that provide social entertainment, cultural awareness, recreation, and education.

Members who serve on C.U.B. are selected through an interview process on an annual basis. Selected members serve on one of the following C.U.B. Committees: Intercultural & Spiritual, Make and Take, Queens After Dark, Rec/Connect, Royal Spirit, or the Executive Committee.

### **Ways to Get Involved:**

1. Clubs and Organizations including Honor Societies
2. Fraternity & Sorority Life
3. Leadership programs

## Clubs and Organizations

With 40+ clubs and organizations on campus, everyone can find a place to call home at Queens University of Charlotte! From social, academic, philanthropic, religious, and political clubs and organizations, we've got what you're looking for! Looking for something particular that you don't see represented on campus? That's ok, we encourage our students to create their own clubs and orgs! All you need are 6 undergraduate students, a faculty/staff advisor, a constitution, and you're set to go!

Clubs and Organizations are classified in the following categories:

1. **Club:** Clubs are groups of individuals that are based on common interest and open for any eligible (enrolled and in good academic standing) student to join.
2. **Organization:** Organizations are identified as groups that require a selection process to join (either by election, selection, or qualifications). Organizations may be identified as:
  - Greek-Lettered Academic Honor Society
  - Social Fraternity/Sorority
  - Academically Funded Organization

## Fraternity & Sorority Life

Queens University of Charlotte is home to six inter/national sororities that are housed under two governing bodies: the National Panhellenic Conference and the National Pan-Hellenic Council. Each of these governing bodies and their respective sororities recruit new members differently.

### National Panhellenic Conference

The National Panhellenic Conference (NPC) is an organization composed of 26 inter/national Greek-letter women's-only sororities. Queens University of Charlotte is home to collegiate chapters of four NPC sororities: Alpha Delta Pi, Chi Omega, Kappa Delta, and Phi Mu. These four sororities recruit new members through a process called recruitment.

Primary recruitment takes place during the fall semester. It is a values-based mutual selection process through which all four NPC sororities on campus recruit new members and women who are interested in joining an NPC sorority can learn about the opportunities and responsibilities associated with being a Panhellenic woman.

Informal recruitment takes place during the spring semester. It is not guaranteed that all four NPC sororities on campus will participate in informal recruitment every spring.

### National Pan-Hellenic Council

The National Pan-Hellenic Council (NPHC) is an organization composed of nine historically Black fraternities and sororities, also known as the Divine Nine. Queens University of Charlotte is home to undergraduate chapters of two NPHC sororities: Alpha Kappa Alpha Sorority, Incorporated and Zeta Phi Beta Sorority, Incorporated. These two sororities recruit new members through a process called Membership Intake.

Membership Intake may take place during either the fall or spring semester. The process for undergraduate membership begins with an interest meeting. The date, time, and location of an interest meeting will be posted at least two weeks in advance. Women who are interested in joining an NPHC sorority must attend an interest meeting for the sorority in order to be eligible for membership.

## Clubs & Organizations Eligibility, Privileges, Responsibilities, and Disciplinary Procedures

### **To be eligible to be considered a Registered Student Organization (RSO) at Queens University of Charlotte, you must:**

1. Be composed of undergraduate students. A minimum of six (6) Queens University of Charlotte students is required to be considered a registered organization on campus.
2. Consists of two executive positions, a President and Treasurer, that will be held accountable for the club or organization's responsibilities and fulfill all requirements. An officer is an alternative role for the two titles listed above.
3. Have a constitution that the club or organization will uphold and abide by during its existence. This constitution should be written and reviewed by President, Treasurer, members, and advisor of the organization.
4. Be organized, governed, and directed by students.
5. Abide by all state and federal laws.
6. Abide by the rules, regulations, and policies of Queens University of Charlotte, in addition to information found within the Student Handbook and Clubs and Organizations procedures and policies.
7. Membership and all privileges must be extended to all students without regard to gender, age, ethnic group, nationality, disability, race, religion, sexual orientation, or veteran status.
8. Be advised by a full time faculty or staff member at Queens University of Charlotte.

If at any time your club or organization no longer meets eligibility, you will no longer be entitled to the privileges granted to RSO's at Queens University of Charlotte.

### **Privileges extended to Registered Student Organizations include:**

1. Use of the University's name in association with the name of the club or organization.
2. Use of University facilities in accordance with established policies and training.
3. Solicitation of membership on campus under the club or organization's name in accordance with established policies for students soliciting or recruiting.
4. Solicitation of funds on campus under the club or organization's name, subject to the approval of the organization's advisor and the Department of Student Engagement.
5. Listing of the organization in official publications.
6. Use of University bulletin boards.
7. Ability to petition the Student Government Association for an allocation of funds to be used for programs, events, and activities.
8. The right to promote goals, purposes, identity, programs, and events of the organization on and off campus (active promotion includes the wearing of clothing or accessories with the name, symbol, or logo of the club or organization, distribution of written publicity, or display of signs advertising the club, organization, or program/event).

### **Responsibilities of Registered Student Organizations include:**

1. Attend required programming communicated by the Department of Student Engagement.
2. Host one (1) or more campus events per semester open to the campus.
3. Host or participate in one (1) or more service or philanthropy events per academic year.
4. Hold regular meetings. Minimum of once per month during each academic semester.
5. The President must attend an RSO Training session at the beginning of each academic year. The Treasurer must attend Budget Training each year.
6. Register your club or organization annually with the Department of Student Engagement and provide immediate notification to the Department of any changes in officers within two weeks of the change.
7. Abstain from any discriminatory practices in membership selection and organizational programming.
8. Adherence to the procedures and regulations affecting student clubs or organizations specified within this

handbook.

9. Registration with the Department of Student Engagement of all events held on or off campus.

10. Education of all members of the organization of the individual responsibility to represent the club, organization, and University through appropriate activities and behaviors.

11. Take organizational action against an individual member when that individual fails to adhere to the club or organizational documents, constitution, handbook for the club or organization or University. The club or organization may be held responsible for an individual's behavior when that member's actions are demonstrably related to the club or organization's life and draw attention negatively to the club or organization.

12. Promotion of the mission, goals, and vision of Queens University of Charlotte.

### **Disciplinary Procedure**

If a student club or organization does not comply with the eligibility or responsibilities of a RSO, as described above, will result in disciplinary procedures. These procedures are listed as follows:

- **Probation:** A status indicating that the organization's relationship with Queens University of Charlotte is tenuous. Registered Student Organizations put on probation will have thirty (30) business days to correct the issue within their organization. If unable to fix the issues causing the organization to be placed on probation, the RSO will face the probability of more severe disciplinary sanctions, such as organization suspension.

- **Suspension:** Revocation of a student organization's status as an officially recognized and registered organization for fifteen (15) weeks. Any organization that is placed on suspension will be on a trial period in which it must demonstrate a compelling reason for its organizational status to be reinstated by the University. Failure to do so will result in the deactivation of an organization at the end of the suspension period. If an organization is placed on suspension, all rights and privileges of group to self-govern are removed, and any activity or action that is associated with the group, including meetings, whether formal or informal, must be approved by Student Engagement in advance. Generally speaking, only supervised meetings will be allowed to formulate a comprehensive plan for restructuring the organization or addressing the issues that caused the organization to be placed on suspension.

- **Deactivation:** Formal revocation of a student organization's status as an officially recognized and registered student organization. This will include loss of all rights and privileges, which pertain to recognized student organizations. A specified deactivation period may or may not be designated, depending upon the nature of the violation.

Note that these disciplinary procedures could change as we improve and update the clubs and organizations process.



## Leadership Opportunities Provided Through Leadership Programming/Student Engagement

**Leadership Experience:** As part of an ongoing educational leadership experience at Queens University of Charlotte, incoming first-year students will participate in a leadership retreat geared towards assisting in the transition from high school to university life and leadership development through intentional programming. Its purpose is to expose incoming students to the Queens community by learning about themselves, what it means to be a Royal, meet new friends, build leadership skills, participate in exciting and challenging activities, and most importantly, have fun!

**Emerging Leaders:** The newest Leadership experience for our students starts Fall 2022. This leadership experience is a six-week program where students work in a cohort model to learn about leadership development through theory and practical activities.

**Leadership Summit:** The Leadership Summit is a one-day conference experience, dedicated to students and campus leaders of Queens University of Charlotte. Aimed at meaningful discussions on relevant issues within student organizations, academic, and personal life, students will be provided with a plethora of information that they may use through their university experience and beyond.

**Clubs and Organizations:** With 40+ clubs and organizations on campus, everyone can find a place to call home at Queens University of Charlotte! From social, academic, philanthropic, religious, political, and so many more, we've got what you're looking for! Looking for something particular that you don't see represented on campus? That's ok, we encourage our students to create their own organizations! All you need are 6 undergraduate students, a faculty/staff advisor, and a constitution and you're all set! For more information, email [clubs-orgs@queens.edu](mailto:clubs-orgs@queens.edu).

## Posting Policy

Queens University of Charlotte affiliated groups (Registered Student Organizations (RSOs), Fraternity and Sorority Life organizations, offices, departments, individual faculty/staff, and individual students) have the privilege to attach and display signs/posters in public areas, including the Residence Halls, Trexler Student Center, and academic buildings **ONLY** on the designated boards where signs should be displayed. All others will be removed immediately.

The following guidelines must be followed unless otherwise approved by the Department of Student Engagement:

- Include the name of the individual/organization/department sponsoring the event.
- Post only on surfaces designed for such purposes: bulletin boards, walls, and display panels.
- Posting on glass doors or windows is prohibited in all buildings on campus. Display of posters or other materials on the exterior of any building, light poles, windows, doors, or landscape features, including trees or other surfaces not explicitly designated as a poster display area, is prohibited unless approved by the Department of Student Engagement.
- The Diana Fountain can be used for posting on a first-come, first-served basis, and all materials on the fountain must be in good taste and consistent with university policies. Writing on Diana Fountain is prohibited. All materials used on Diana Fountain must be removed within 24 hours of the event. Another organization may not remove all materials used until after the event.
- Use only mounting materials that allow removal without surface defacement. Duct tape and double-sided tape are prohibited. Stickers are not to be affixed with their adhesive backing. We advise using painters' tape to reduce the risk of paint peeling.
- Unattached materials, handouts, and handbills are prohibited except those materials distributed in the Student Government Elections, information distributed by The Department of Residence Life and Housing, and by individuals/organizations that have secured permission from the Department of Student Engagement.
- Individuals/organizations are permitted to advertise in MSC boxes when the materials are related directly to the individual who will receive the information. When advertising in the MSC boxes, the Mail Center Staff should be provided with the box numbers of the students to whom the mailing should go so that they can distribute it appropriately.
- Chalking on campus is allowed. However, no chalk can be used on brick pathways and buildings. Chalk should not be used on any columns, as the porous material does not allow the chalk to be washed away naturally.
- Greek letter organizations must maintain their respective boards and the surrounding area in the lower level of the Trexler Center. Postings adhering to policy requirements are permitted on the wall directly around their respective boards.

- ANY damage caused to campus facilities by violations of the posting policy will be charged to the individual, organization, or department responsible. SGA funds CAN NOT be used to cover the cost of these damages.

# **Campus Recreation & Engagement**

## **Fitness Center**

The Fitness Center is dedicated to helping all members of the Queens community (students, faculty, and staff) achieve and maintain wellness goals. The facility offers cardio machines, free weights, sectorized strength equipment, and a functional training area. The Aerobics Studio, located in Levine Center 218, offers group fitness classes.

### **Membership Policies & Rules of Conduct**

Current students receive membership to the Fitness Center during regular operating hours at no additional cost. Students **MUST** have their Q-Card ID present and activated to gain access to the facility. As a member, all guidelines listed below, in conjunction with the stipulations of the Queens University of Charlotte Honor Code, must be abided by at all times when using the facility.

#### **Membership Guidelines:**

1. To be subject to authority and guidance of the Fitness Center staff while in the facility and follow staff instructions
2. To be respectful of others while in the facility
3. To abide by all rules and guidelines of the facility and understands that his/her membership may be revoked if the member fails to abide by any such rules and guidelines

#### **Any student, faculty, staff, or guests who utilize the Levine Fitness Center will do so with the following considerations:**

4. Membership and physical activity are voluntary
5. Risks are associated with physical activity
6. Individual physical activity may not be individually supervised
7. Participant consents to first aid and resuscitative measures by appropriate staff when deemed necessary



# **Diversity, Inclusion & Community Engagement**

*Supporting a campus and greater Charlotte community that is respectful of differences, committed to inclusion and works to create a society that is fair and just.*

## **Mission**

The Office of Diversity, Inclusion and Community Engagement (DICE) works to amplify Queens' core values of respect and service by providing experiences, that increase awareness, knowledge, and skills for our faculty, staff, and students to thrive in a global society.

## **Vision**

Our campus and surrounding community will experience our office as a welcoming, affirming, and accessible resource where everyone feels their value and sense of belonging while embracing the differences of others.

## **What We Do:**

### **Support**

- Peer Mentoring Program for underrepresented students - L.E.A.D.
- Minority Male Mentoring Program
- Multicultural student clubs and service organizations
- General Education Programs

### **Educate**

- Intercultural Awareness and Education for faculty, staff and students
- Diversity Lunch and Learns
- DEI Leadership Program

### **Assess and Respond**

- Facilitate Deliberative Dialogues
- Cultural Conversations
- Respond to campus surveys

### **Unite**

- Multicultural Suite
  - DICE Lounge
  - Multicultural Student Club Rooms
- Cross-cultural programming

### **Service Support**

- Community Engagement

- Campus Day of Service
- Volunteer opportunities

## Diversity Statement

Queens is committed to an academic culture that promotes inclusion, diversity, equity, and access for learning in communities (IDEAL) to realize its mission to “provide transformative educational experiences that nurture intellectual curiosity, promote global understanding, encourage ethical living, and prepare individuals for purposeful and fulfilling lives.” A fluid view of diversity recognizes that human identities and qualities such as age, race, sex, religion, sexual orientation, heritage, national origin, class, language, and ability influence one’s world view, life choices, and interpersonal relations. Our commitment to thriving in a changing world challenges us to develop cultural humility and find common ground with those unlike ourselves. Through intentional engagement, dialogue, and respect, IDEAL will create an inclusive environment distinguished by equal opportunity and accommodation, enabling the discovery and development of individual and collective potential.

# Health and Wellness Services

## **Mission**

[The Queens University Health and Wellness Center \(HWC\)](#) by Atrium Health provides wellness, medical, and mental health services to all students enrolled in the University. The Health and Wellness Center, in conjunction with Student Life, provides, promote, and supports programs and services consistent with the mission of the University, integrating the physical, emotional, and intellectual health and wellness of each student and the Queens community at large. We strive to empower students to identify and manage their health and wellness needs by providing evidence-based education.

## **Medical Services**

Queens University has partnered with Atrium Health to enhance the services offered to Queens University students. All care provided at the Queens University Health and Wellness Center is free to students, insurance will not be billed for services at the Health and Wellness Center. Whether you're feeling ill or need a routine medical appointment, the Health & Wellness Center is here to support you. Treatment for common illnesses such as colds, flu, seasonal allergies, upset stomach, urinary tract infections, rashes, COVID infections, sprains and strains is available. You can see the provider for annual health screenings, physicals, pregnancy, STD and HIV testing, lab work, vaccinations, filling prescriptions, and to manage chronic illnesses such as high blood pressure, asthma, or diabetes.

## **Mental Health Services**

The HWC through the Counseling Center, offers individual counseling and referral to a network of specialists, including psychiatrists and treatment facilities in the Charlotte area. Counselors also provide educational programming and outreach to the Queens community. Counselors are licensed in the state of North Carolina and are capable of addressing the general mental health and developmental concerns that may present while in college. These concerns may include the following: adjustment to college, stress and anxiety, body image / self-esteem, depression, family conflict, relationship concerns, sexual concerns, sexual assault /rape, abuse, sleep or appetite disturbance, suicidal thinking, grief, learning how to support family and friends in crisis, and alcohol/drug abuse.

## **Right to Privacy**

The HWC staff is committed to protecting your medical information.

## **Integrated Treatment Model**

HWC staff works as an integrated treatment team to provide quality care. While medical and counseling information is confidential, the staff may at times discuss aspects of your care with other members of the treatment team in order to provide the highest quality of services. In emergency situations, the HWC staff may refer you to another clinician or hospital; vital information may be shared with these health care providers.

<https://queensuniv.sharepoint.com/sites/StudentLife/Health%20%20Wellness%20Documents/AuthorizationtoRelease.pdf>

## **Release of Information**

Identifying personal health information will not be given to parents, friends, outside medical doctors, partners, roommates, University faculty or staff and employers unless:

1. Written permission and/or a release to disclose health information has been signed by you.
2. When there is serious and foreseeable harm to you or others.
3. You indicate that there is reasonable cause to believe that a child or a dependent adult has been abused.
4. A court orders HWC staff to disclose confidential information about you. If this happens, HWC staff will first ask that the court drop their order. If they refuse to drop their order, HWC staff will disclose only the minimum amount of information we deem necessary to satisfy the court's order.
5. You waive the privilege by bringing charges against HWC staff.

## **As Required by Law.**

We will disclose health information about you when required to do so by federal, state, or local law.

**Right to Inspect and Copy.** You have the right to inspect and copy health information. Usually, this includes medical and billing records, but does not include counselor's clinical progress notes. To inspect and copy health information you must submit your request in writing to the HWC. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other supplies associated with your request.

We may deny your request to inspect and copy in certain very limited circumstances. If you are denied access to health information, you may request that the denial be reviewed.

Adult client medical and counseling records are disposed of seven years after last appointment.

**Right to provide suggestions, complaints.** Please direct comments to: Maria del Carmen Flores, Vice President of Student Engagement & Dean of Students (704) 337-2227 or [floresm@queens.edu](mailto:floresm@queens.edu).

If you have any questions concerning your rights and/or ethical treatment by your counselor, or if you wish to file a complaint, please contact the following: National Board of Licensed Professional Counselors at [www.ncblpc.org](http://www.ncblpc.org) or phone 919.661.0820.

## **Financial Responsibility**

Health and Wellness services are available regardless of health insurance status or insurance carrier. While most services are free, charges incurred for services performed at the Health and Wellness Center must be paid at the time of service. Fees can be paid by billing your student tuition account.

For counseling, a brief model is utilized, and a limited number of free counseling sessions can be offered (10 sessions per semester) to each student. Counselors have the discretion to increase the number of sessions if clinically necessary.

**Appointment Responsibility**

To receive medical care, appointments are encouraged, and walk-in visits are accommodated when possible. 704.337.2220

Appointments are necessary for counseling sessions. Appointments can be made by calling the HWC at 704.337.2556 or emailing [qucounseling@atriumhealth.org](mailto:qucounseling@atriumhealth.org).

Please remember to cancel and reschedule appointments 24-hours before your appointment. A pattern of missed appointments may lead to termination of services.

**Participation**

You are encouraged to fully participate in your health/counseling treatment. Counseling sessions typically last 50 minutes. During the intake appointment, the counselor will address your concerns and discuss options with you. The number and frequency of sessions will be determined by both the client and counselor.

Counseling is a voluntary act, and you have the right to choose a counselor that best suits your needs. We will do our best to accommodate your needs within our scope of practice, but if long-term or specialized therapy is indicated, we will make every reasonable effort to find a referral source in the community. If a counselor determines that a student is not making progress with a counselor at the HWC, or is non-compliant with counseling recommendations and referrals, the counselor may refer that student to an off-campus mental health provider.

**After Hours Care**

For students requiring medical or mental health care when the HWC is not open, resources are available on and off campus.

For physical health concerns call 704.337.2220 to be connected to an afterhours call center that is staffed by a nurse who will determine if your care can wait until the next morning when the HWC is open or if you need to seek treatment immediately.

For mental health concerns call 704.337.2556 to be connected to an afterhours call center.

Campus Police are on duty 24/7 and can be reached at **emergency** extension 2911 or 704.337.2306.

**Health Requirements for University Admission**

Students are required to submit documentation of state required immunizations to the Queens. Requirements can be viewed and submitted on the Student Vaccination [Form](#).

Failure to comply with this requirement will result in removal from all classes within 30 days of the beginning of classes. No tuition refunds will be granted.





## After Hours Care Options: Medical and Mental Health Urgent Care

**Morrocroft Urgent Care**, 4525 Cameron Valley Parkway, Charlotte, NC 704 512-6240

**Concentra Urgent Care**, 1614 South Boulevard, Charlotte, NC 704 338-1268

**Novant Urgent Care**, 445 South Kings Drive Charlotte, NC 28204 Phone: 704-384-1734

**OrthoCarolina Orthopedic Urgent Care**, 1915 Randolph Road, Charlotte, NC 704 323-2682

## Emergency (ER)

**CMC Mercy Emergency Department**, 2001 Vail Avenue, Charlotte, NC 704 355-2000 or 704 304-5917

**Carolinas Medical Center (CMC) Emergency Department**, 1000 Blythe Boulevard, Charlotte, NC 704 355-2167

**Novant Health Presbyterian Medical Center**, 200 Hawthorne Lane, Charlotte, NC 704 384-4000

## Mental Health Emergencies

**Carolinas HealthCare System Behavioral Health Centers**, 501 Billingsley Road, Charlotte, NC 704 444-2400 or 1 800 418-2065

**Novant Health Presbyterian Medical Center Behavioral Health Services**, 200 Hawthorne Lane, Charlotte, NC 704 384-4255 or 1 800 786-1585

**Mobile Crisis Team** 704 566-3410

**Safe Alliance Mecklenburg County Rape Crisis Hotline** 704 375-9900

**Safe Alliance Mecklenburg County Domestic Violence** 704 332-2513

## 24-Hour National Crisis Hotlines

**National Suicide Prevention Lifeline** 1 800 273-8255

**RAINN (Rape, Abuse, Incest National Network)** 1 800 656-HOPE (4673)

**Hopeline Network** 1 800 784-2433

## Health Requirements for University Admission

1. Students are required to submit documentation of state required immunizations to Queens via Slate.
2. Failure to comply with this requirement will result in removal from all classes within 30 days of the beginning of classes. No tuition refunds will be granted.

## Queens Student Health Insurance

Queens University of Charlotte requires all full time Traditional Undergraduate Students and Presbyterian School of Nursing (PSON) students to carry individual health and accident insurance. Queens is pleased to offer an affordable and comprehensive plan.

Both of these groups will be automatically enrolled under the *Queens Plan*, which is provided by United Healthcare and billing will take place each semester for this coverage. If a student has comparable coverage and wishes to waive coverage under the Queens Plan, they must submit an Online Waiver form by the deadline posted on the Health and Wellness Center website <https://my.queens.edu/studentlife/SitePages/Health%20And%20Wellness.aspx>. Upon receipt of a completed Online Waiver, health insurance charges will be removed from the tuition bill.

To complete the Online Waiver, visit <http://studentcenter.uhcsr.com/> and enter the school name 'Queens University of Charlotte.' It is important to remember that the Online Waiver **must** be re-submitted each year. The form will be available during the dates posted on the HWC website.

An overview of the Traditional Undergraduate/PSON Queens Plan is available online at [www.uhcsr.com](http://www.uhcsr.com) or at Queens Student Health and Wellness Services.

Navigating the health care system can be intimidating. Traditional Undergraduate Students/PSON are invited to contact Health and Wellness Services with any questions or concerns at 704 337-2220.

# Residence Life and Housing

## Mission

Residence Life and Housing cultivates safe, inclusive residential communities that promote academic success and holistic student development.

## Vision

Residence Life and Housing is committed to the continual enhancement of residential facilities that are safe, clean, and sustainable homes for student learning beyond the classroom. In collaboration with student leaders, qualified and supportive Residence Life and Housing professional staff will create pathways for self-development and opportunities that exemplify life-long learning and promote inclusivity within residential communities.

## Campus Housing

### Advantages to Living on Queens' Campus

Living on campus has tremendous advantages academically, socially, and developmentally. Students are provided with an environment where they can have immediate access to academic resources; explore new interests through extra-curricular activities while building a community of relationships and friendships.

### Living in the residence halls at Queen provides students with the following:

- a community that encourages academic achievement by providing ready access to academic resources such as Everett Library, computer labs, late night study groups, and living environments that support quiet study hours;
- endless opportunities for involvement with on-campus athletic events, movies, theatrical and musical performances, guest speakers, educational seminars, trips, intramural sports, holiday celebrations, and impromptu gatherings – just to name a few;
- set fees for housing and dining absent of “ambiguous costs” such as utility and unallocated meals;
- community and leadership building opportunities;
- Convenience to class, dining, and campus events that cuts the adding travel and parking component.

### Who Qualifies for Campus Housing?

Only full time (12 credits or more) matriculated Traditional Undergraduate Students (TUGS) no older than 24 years old, seeking bachelor degrees qualify for campus housing. In addition, only those with student accounts in good standing with Student Financial Services are permitted to live in campus housing. If a student's enrolled credit hours for a particular semester drop below full-time status, or if a student withdraws from the University, the student will be asked to move out of the residence halls.

Additionally, a student who changes student status from a TUG to an Associate or Master's degree seeking student, is not permitted to remain in residence.

## Residency Requirements

The residency requirement is a critical component of the Queens experience. Queens has a three-year residency requirement for all TUGS until they have reached senior class standing (90 credit hours). Just like the General Education program, the John Belk International Program, and the internship experience, living on campus promotes the qualities of engagement and community that are intrinsic to our programming. Students who live on campus have higher retention rates, are more academically successful, and rate their college experience significantly higher post-graduation. In short, we do not waive your participation in the Roadmap course because it is essential to the Queens experience nor do we waive the Residency Requirement because it is essential to the Queens experience.

Queens University of Charlotte has a three-year residency requirement for ALL TUG Students and incoming first year students (domestic and international). The three years are measured by class standing, meaning the number of earned credits to make a student a freshman, sophomore, junior, or senior, not by the number of years a student has physically been enrolled at Queens. To meet the residency requirement, a student must have earned more than 89 credits prior to their first term of the academic year when they will be seeking a change in their housing. Some entering students or transfers will come in the spring. A housing contract is for the full year and crossing the 89-credit hour mark in the fall term does not release a student from the housing requirement in the spring.

Full-time, matriculated Traditional Undergraduate Students (TUGS) seeking bachelor degrees are required to live in campus housing unless they:

1. have earned 90 credit hours (Senior Class standing);
2. are living with their parent or legal guardian in either Mecklenburg County, or a neighboring county listed on the Residency Requirement webpage <http://www.queens.edu/life-at-queens/campus-living/residency-requirement.html>
3. are over the age of 24;
4. are married; have children living with them; or
5. are released by the university

Occasionally, a student will want to move off campus before they have earned 90 credit hours (Senior Status). More specific information about that process is listed on the Residency Requirement webpage: <http://www.queens.edu/life-at-queens/campus-living/residency-requirement.html>

## Guarantee of Space

With a 3-year residency requirement, we make every effort to ensure that all students who want to live on campus have that option. We guarantee housing to all first-year students. We also guarantee housing to any student with sophomore and junior class standing who completes all requirements by published deadlines for housing selection in the Spring of each year. On-campus housing is not guaranteed for students with senior class standing and will be available through an application system as space is available. The University still considers the right to live in campus housing a privilege. Therefore, the Director of Residence Life and Housing reserves the right to deny space in campus housing to any student even though approved for admission or continuing to be enrolled at the university.

## New Student Room Assignments

All housing assignments are made by the Department of Residence Life and Housing. Before an assignment can be made for new students, a \$300 enrollment deposit must be submitted.

All incoming students must submit a Housing Contract which is usually due June 1st. For the exact deadline, students should refer to the deadlines posted on the website or the Admissions portal. Any room change must first be approved by the Department of Residence Life and Housing. Any unauthorized room changes are prohibited and subject to a \$100 fine.

## Upperclassman Room Assignments (Returning Student Room Selection Process)

Upperclassman room assignments are made in the spring semester. The "housing lottery" is designed to assign students in a fair manner based on the choices they provide. However, although Residence Life makes every effort to accommodate preferences, students are not guaranteed these choices.

## Commuter Students

Our policy does allow students to live at home with a parent or legal guardian within a commutable distance. A commutable distance is defined as a student living in the Charlotte-Mecklenburg area and those areas that immediately surround. Eligibility can be determined by comparing a student's zip code to Charlotte Mecklenburg zip codes or a comprehensive list on the Residency Requirement webpage: <http://www.queens.edu/life-at-queens/campus-living/residency-requirement.html>

**NOTE:** All off-campus exemption request must be approved by the Residency Committee consisting of the Director of Residence Life & Housing, Vice President of Student Engagement, and the Director of Student Financial Services.

## Gender Inclusive Housing Policy

Gender inclusive housing at Queens allows students to choose (or be assigned) to live together as suitemates regardless of sex assignment at birth, gender identity, or gender expression. This policy exists to meet the needs of transgender and gender non-conforming students, their allies, as well as any student who would feel more comfortable and safe in an intentionally gender inclusive living environment. As with all housing, gender inclusive housing is NOT intended for romantic cohabitation.

Gender inclusive housing will only be offered in residence halls with suite style housing. Roommates must be of the same gender identification but may have suitemates of a different gender identification. For example, one side of suite may have two individuals who identify as female and the other side of the suite may have two individuals who identify as male.

Students wishing to participate in gender inclusive housing must indicate their preference for inclusive housing during their housing selection process and all students within a gender inclusive suite must give consent via the gender inclusive housing agreement. Students will not be assigned to gender inclusive housing without their explicit consent. Residence Life and Housing will make every reasonable effort to accommodate all students who have requested gender inclusive housing, but cannot guarantee to meet hall, room, roommate, or suitemate preferences.

## Residence Hall Options

Most residence halls at Queens are coed to varying degrees (by floor, hall, or alternating room). Queens offers both corridor-style living and suite-style options. Each residence hall has a Resident Assistant (RA) and housekeeping service to maintain common areas, each has ample laundry facilities with free usage, and a furnished lobby with cable television. All rooms are furnished with a mattress, desk, chair, closet, chest of drawers and micro-fridge unit and are provided with internet access. A list of the individual residence halls along with their history, description, and amenities is available on the Queens website.

- [Albright Residence Hall](#)
- [Barnhardt Residence Hall](#)
- [Belk Residence Hall](#)
- [Hall Brown Overcash \(HBO\) Residence Hall](#)
- [Hayes Residence Hall](#)
- [Northwest Residence Hall](#)
- [Porter B. Byrum Residence Hall](#)
- [Wireman Residence Hall](#)

## Residence Hall Amenities

### Laundry Services

Washers and dryers are located in each residence hall, with unlimited access for residential students. The cost for using the laundry machines is included in the cost of room and board.

### Residential Computing Services

In addition to secure WiFi, all residence hall rooms are equipped so that each resident has access to an individual physical data port. To make use of the physical data port for Internet access, an Ethernet ready PC and cord is required.

All students are required to adhere by the policies established by Information Technology Services as noted in the Resource Directory section of this handbook.

#### Quick Connect Information

- SSID: QU-WIFI
- WPA Pre-Shared Key: quroyals (all lower case)

### Study Rooms

Study rooms are located in various locations in campus housing. Quiet hours should be maintained at all times in study areas. All study rooms are open to students 24-hours each day.

## Housing Information

### Housing Rates

Housing rates change from year to year. Please see the current rates on the Queens website.

<http://www.queens.edu/admissions-aid/tuition-scholarship-aid/housing-rates-meal-plans.html>

## Housing & Contract

Campus housing at Queens University of Charlotte is offered on a contractual basis for the full academic year, excluding break periods as defined in the academic calendar. The student and parents or guardians are therefore urged to read the contents of the Housing Contract carefully.

When the Housing Contract is submitted to Queens, it becomes a binding agreement between the student (or parent or guardian) and the University. Please note that occupancy of a residence hall room is considered usage of University facilities. This usage does not give the same latitude as does a lessee/lessor rental agreement.

Resident students are required to complete a Housing Contract when they select or are assigned a room. Failure to comply with the policies and procedures of residence hall living can result in the revocation of housing privileges and/or disciplinary action. Questions pertaining to the Housing Agreement should be directed to the Department of Residence Life and Housing at 704 337-2293.

Because TUG students are held to a three-year live on requirement, students who fail to complete a housing application by the posted deadline will be automatically assigned a room on campus and a contract will be filled out on their behalf.

### Housing Contract Cancellation

Current dates and cancellation procedures can be found on the housing contract at <http://housing.queens.edu>. To complete a housing contract cancellation request, go to [Housing Cancellation Request](#)

## Room Assignments

### New Student Assignments

When submitting a Housing Contract, new students will also complete a Roommate Matching Survey. While not scientific, the Roommate Matching Survey is used to pair students together for their housing assignments based on lifestyle preferences and habits. Students who wish to live together must mutually request each other to be placed as roommates.

### Returning Students

Returning Student Room Selection Process (RSRS) occurs each spring. All students returning to campus housing must submit a Housing Contract and participate in RSRS in order to select their rooms for the following year. RSRS is a lottery system based on class standing that give priority for room selection to rising seniors, followed by rising juniors, and last is sophomores. Students who fail to participate in RSRS but are required to live in campus housing due to Queens' Residency Requirement, may be randomly assigned a room in campus housing as space is available.

### Room Changes

All room changes must be approved by the Residence Life and Housing office and moves cannot happen until the student has been notified. Within the first 6 weeks of the semester, an Open Room Change period will be offered for students who wish to change rooms.

### Room Consolidation

Queens reserves the right to require single occupants of double or triple rooms to change rooms so that the housing needs of others can be better met.

## Students with Disabilities-Requesting Accommodations

Queens University of Charlotte provides accessible housing and access to participate in all the benefits of university life in accordance with Section 504 of the Rehabilitation Act of 1973 and ADA legislation.

Students who require housing and/or meal plan accommodations must self-identify and request accommodations through the Office of Student Accessibility Services. The Office of Student Accessibility Services and Residence Life and Housing will work together to grant reasonable accommodations. Students with mobility, visual, hearing, medical or psychological disabilities necessitating accommodations including (but not limited to) rooms with ADA accessible bathrooms, ADA accessible rooms with automated doors, first floor or elevator accessible rooms, single room, strobe lights, etc. should contact the Office of Student Accessibility Services at 704.337.2508.

## Guidelines to Creating a Positive Roommate Situation

A roommate can be one with whom opinions, interests and good times are shared. However, sharing a room can sometimes result in problems. Moving away from home and sharing space with another person can be stressful for both roommates. Experience shows that roommates that get along together usually work at getting along well. Even those roommates that don't become lifelong friends can live in mutual respect and relative harmony, making their residential experience mutually beneficial.

### Tips to Being a Good Roommate

- **Communicate** habits, preferences, moods and values at the beginning of the semester. Even "best-friend" roommates may be surprised about how many things they don't know about the other. It is wise not to let conflict build and frustration linger. Some examples of "hot buttons" include different study habits, different tastes in music, and different ideas about what "clean" means. Talking about concerns can lead to mutual understanding.
- **Establish house rules** regarding the use of each other's belongings, quiet hours, guests, and late-night studying. Asking first and discussing before going ahead with an action can result in greater trust and respect.
- **Know when to talk and when not to.** Sharing ideas and discussing situations is an integral part of residence life. Individuals should be aware that excessive interruption in studies can sometimes result in irritation and frustration.
- **Establish a written roommate agreement** based on the sharing of preferences, concerns, and habits surrounding housekeeping, studying, and visitors. Post the agreement to refer to in times of disagreement so both can review the agreed upon house rules.

### Resident Assistant (RA) Mediation

In some situations, roommates need assistance in navigating the conflicts that exist in their relationship. In those cases, students should see the RA assigned to their residence hall for assistance. RAs are trained in conflict mediation and can often help students resolve difficult situations and to create a more comfortable environment for all.

### Room Change Process

There are times when a room change is necessary as a result of resident conflict. Residents requiring a room change should work with the Associate Director of Residence Life & Housing to identify available spaces in campus housing.

Room changes should be the last resort and should not be looked at as the first line of defense in dealing with a roommate conflict. All room changes must be approved by the Residence Life and Housing office.

## Procedures and Rules Pertinent to Living Space

### Community Living

Broadly, a community is a group of people with common interests living in a particular area (i.e., students sharing a double bedroom, students sharing a suite or apartment, 20 students on the floor of a residence hall). Living in a community brings with it inherent responsibilities to individual members.

Residents are responsible for what occurs within the residence hall rooms and apartments to which they have been officially assigned. Therefore, when a University violation occurs within a residence hall room or apartment, each resident of the assigned space may be held accountable. An exception will be made for a resident only when the resident was not present when the violation occurred, and the resident was not aware that the violation was occurring.

Uncleanliness or damage to community property such as restrooms, hallways, kitchens, lobbies, fire equipment, laundry rooms, exterior lighting or exit signs will be the responsibility of all resident students in that particular area, unless the uncleanliness or damage is claimed by a student or students.

### Room Entry and Search

The University reserves the right to enter and/or search a student's room for any of the following reasons:

1. it is believed an emergency exists;
2. it is believed a university or residence hall violation is occurring;
3. the well-being of the occupant or other students is at stake; or
4. for the purposes of maintenance.

Administrative searches are performed by a full-time University official. University officials are not permitted to open personal items of students (backpacks, suitcases, etc). However, they are allowed to open closets (for the purpose of a visual search only), look under beds, and open and remove items from refrigerators and coolers. A Queens staff member (including student staff) may also enter each room during a fire alarm or drill to make sure that the residents have evacuated the building.

### Alterations to Living Space

Making architectural changes to a room (such as building shelves, attaching anything to the walls or ceiling, paneling walls, wallpapering walls, installing screen doors, altering lighting or other electrical features, attaching mirrors to walls or doors, etc.) is prohibited. Residents may not construct their own lofts or any other form of alternative bedding (see **Other Bedding Policy** below). No attachments can be made to the exterior of any buildings. This includes, but is not limited to wind chimes, bird feeders, banners, flags, and hammocks.

### Other Bedding Policy

All original furniture and bedding must remain in the room. If furniture is found to be missing from any room at any time, the residents will be immediately billed for the replacement cost of the missing items. Waterbeds, other mattresses, and other forms of alternative bedding other than what is provided by the University are prohibited (unless approved for specific accommodations.) Students are not allowed to construct their own lofts. Only university furniture can be used for lofts or bunk beds when available.

## University Furniture

1. Each resident's room and apartment is equipped with basic furniture. Residents may not move additional items into their rooms from public areas of campus housing or from other residents' rooms, nor can furniture be removed from the resident's room at any time. Removal of furnishings from a public area will be considered theft and dealt with as such. If, at any time during the school year, items of furniture, evacuation or regulatory signs are missing from a resident's room, the replacement cost will be immediately charged to the resident's student account.
2. For reasons of safety and potential damage to property, residents are prohibited from stacking any furniture (i.e. desks, dressers) on top of each other.
3. Only Campus Services staff may assemble or disassemble University furniture.
4. The use of contact paper to cover furniture, line drawers, or shelves is prohibited.
5. Driving screws and/or nails into the furniture is prohibited.
6. Any cloth-upholstered furnishings or furniture, desk chairs with metal of any type, wooden spools, or other wooden structures are prohibited from outside areas.
7. To hang items on the walls in all residence halls, we encourage students to use Command Strips (do not use "knock off" brands). When removing your items at the end of the year, pull the poster/item away from the command strip, but leave the command strip on the wall. Campus Services will remove the strip and you will not be charged for damage.

## Documenting Damages

### Room Condition Reports

When a resident checks into their room or apartment, they must review and submit an on-line completed room condition report (RCR). If a resident moves out of a room for any reason, it is their responsibility to have the room inventoried in accordance with the announced guidelines. Proper checkout consists of having the room inventoried and returning the room key(s). Failure to complete an RCR during checkout (either with an RA or through an express check-out form) will result in a \$100 fine. When a resident fails to vacate their room, and building by the official checkout deadline, the resident will be fined \$100 per day. The improper checkout fine does not include repair costs should damages be found during inspections.

### Room Damage

For any room damage, full payment will be required, and charges will be billed to the student's account. The resident is responsible for the condition and proper care of the accommodations assigned and shall reimburse the University for any and all damage(s) incurred. The resident's responsibility includes, but is not limited to, damaged or missing room furnishings and damage caused from either inside the room or outside the room to doors, windows, and screens.

Residents are not permitted to paint or wallpaper any residence hall room, bathroom or common area. Residents are subject to pro-rated charges for damage to public areas in the assigned hall as well as for community fines. The balance of the Room Damage Deposit will be refunded by the Business Office within six weeks of moving out of University housing, less any room damage costs incurred in the student's final semester.

## Who is Responsible for Damages?

1. Residents are responsible for damages to property belonging to Queens University of Charlotte.
2. Residents must immediately report any damages to their RA that are noted when moving into a room and should list the damages on their room condition reports (RCRs). Residents will be provided an opportunity to document any pre-existing damages or issues with their room(s) during the first week of fall classes in order to avoid charges at the end of the academic year.
3. Riding skateboards or bicycles, rollerblading, hitting or bouncing any kind of ball, throwing Frisbees, and/or committing disruptive acts which may cause damage to campus housing is prohibited.
4. The removal of any doors is prohibited.
5. Damage to community property such as restrooms, hallways, lobbies, fire equipment, laundry rooms, exterior lighting, exit signs or water fountains will be the responsibility of all resident students in that particular area. Personal room damage and unclaimed community charges will be charged to student accounts. Damage claimed by a student or students in a community area will be collected as a fine.
6. Needed repairs are to be immediately reported to Residence Life and Housing. If needed repairs are discovered by Residence Life staff, repairs will be completed as soon as possible. This may require follow-up visits by the Campus Services staff to rooms or apartments.
7. Residents will be held accountable for damages having occurred as a result of horseplay, malicious intent, neglect and/or other failure to report in a timely manner. Bills will be presented to the groups or individuals responsible as promptly as possible after a fine has been made by the Residence Life office. Additional fines may be imposed upon students responsible for damage to University property.

## Care & Keeping plus Maintenance of Living Spaces

### Heating, Ventilation, and Air Conditioning Units (HVAC)

Campus Services routinely checks and changes filters in the HVAC units of all rooms and apartments. Students should not block or cover the units in any way and must maintain a minimum of three feet of open space in front of the units so that access can be gained, and air flow will not be interrupted

### Painting and Patching and Adhering to Surfaces

1. Only University-employed painters are authorized to paint student rooms or apartments. Rooms will be painted on a rotating basis unless extensive wear requires more frequent painting. Rooms will not be painted just to change the color. All paint-related requests should be referred to Campus Services.
2. Students should not apply tape, contact paper, or borders to painted surfaces as the removal will damage these surfaces. Plasti-tac or similar wall adhesive products should be used within the residence halls. Use of double-sided foam tape, nails, screws, hooks, or other adhesive products on ANY surface is prohibited. Residents will be fined for excessive damage to painted surfaces and should not attempt to repair any holes in walls or doors themselves.

### Repairs

Residents are responsible for reporting damages as they occur by using the maintenance request form found online. Only University-employed staff is authorized to make repairs. See **Service Requests** instructions below.

## Service Requests for Residential Amenities

The Office of Campus Services manages all on-campus maintenance. Requests for service are made by submitting a work order request by notifying your Resident Assistant, who will put in a maintenance request. Upon review, the request will be assigned. Minor carpentry, glass and carpet repairs, as well as moving furniture and supplies, are handled by Campus Services. Major repairs such as plumbing, heating, electrical, steam and structural systems are often contracted out. Please include your name, phone number, room number and nature and location of the problem for the following:

- Electrical or Plumbing Repairs
- Microfridge
- Pests / Insects In-Room Repairs

Campus Services is not always able to contact a resident before entering that student's room. By simply requesting a repair, permission is granted for Campus Services to complete such work without the student's presence. A door hanger or comment card will be left in the room after they have entered to make requested repairs. A comment card will describe the work completed; any problems found, and request feedback as to the level of satisfaction.

#### Laundry Machine-Service Requests

Residential washer or dryer in need of service, should be reported to Mac-Gray at 1 800-MACGRAY (622-4729).

#### Housekeeping Services

The Campus Services Housekeeping Staff is responsible for the proper cleanliness and appearance of residence hall public areas, such as lounges, hallways, bathrooms and stairwells. Housekeeping will include vacuum, sweep, mop and finish floors, care for carpet and furniture, clean all community bathroom fixtures, change light bulbs and stock supplies such as toilet paper and paper towels in community bathrooms. Students, however, are responsible for picking up after themselves and maintaining clean living conditions in rooms and bathrooms. Housekeeping concerns can be emailed to [campus.services@queens.edu](mailto:campus.services@queens.edu)

## Rules for Shared Spaces

### Trash

Residents are held responsible for the proper disposal of trash and recyclables. Students are required to use the nearest trash room and refrain from leaving trash in the hallways or outside of rooms/apartments for any length of time; this is in violation of the Mecklenburg County Fire Code. Personal trash is not to be disposed in the public space trash cans such as kitchens, laundry rooms, or hall bathrooms. Public space receptacles are only for trash accumulated publicly. Pizza boxes must be taken directly to the trash room. Individuals found responsible for the improper disposal of trash are subject to a minimum fine of \$25.

If an individual does not admit to being responsible, all residents in the area of the trash may receive a community fine.

### **Roof Access**

Residents and their guests are not permitted on the roofs or ledges of any campus housing facility. Sitting in open window sills is also prohibited. Residents who violate this policy will be fined a maximum of \$500.

### **Study Rooms**

Study rooms are located in various locations in campus housing. Food is allowed in the study areas. However, students are required to remove all personal belongings, such as food and books, when they leave a study area for more than one hour. Quiet hours should be maintained at all times in study areas. All study rooms are open to students 24-hours.

### **Theft Control**

#### Loss of Personal Belongings

Residents and parents are encouraged to evaluate their homeowner's insurance policies since Queens Coverage only provides for the property owned by the university.

Replacing personal items lost as a result of theft, fire, water damage, power surges or other unfortunate occurrences is not the responsibility of the University. All residents are required to remove all personal belongings when vacating their housing space by the official deadline. The University cannot be held responsible for any items left after check-out.

### **Lost and Found**

Lost and Found is located in the Stultz Building in the Campus Police Department. If you have lost an item, please check with Campus Police periodically to determine if the item has been logged in with the department. Depending upon the item you may be asked for a specific description and you will be required to sign a log stating that you have picked up the said item. If you find an item that may have been lost, please turn the item in to the Campus Police and they will make every effort to locate the correct owner.

## **Disciplinary Sanctions**

The University will impose conduct sanctions on students who violate campus policy regulations. The following minimum presumptive sanctions will apply for violations of the policy. Repeated violations of any policy may result in suspension or expulsion. It should be noted that violations which are also in conjunction with other student conduct code violations will result in more stringent sanctions.

### **Alcohol Policy Violations**

- Underage Consumption and/or Possession of Alcohol:
  - 1<sup>st</sup> Offense: alcohol education, disciplinary reprimand.
  - 2nd Offense (within the same calendar year): alcohol education, parental notification, deferred disciplinary probation.
- Distribution/Provision of Alcohol to Underage Individuals: deferred disciplinary probation.
- Public Display (if of age): disciplinary reprimand.
- Public Intoxication:

- 1<sup>st</sup> Offense: alcohol education, disciplinary reprimand.
- 2<sup>nd</sup> Offense: parental notification, deferred disciplinary probation.
- Driving while Impaired: alcohol education, parental notification, deferred disciplinary probation,
- Alcohol Abuse or Harmful Use: pays for off campus alcohol evaluation, disciplinary reprimand, and parental notification.
- Possession of a Common Bulk Container: disciplinary reprimand, alcohol education.
- Evidence of or Participation in a Drinking Game: alcohol education, disciplinary reprimand, confiscation of the game,
- Sponsorship/Hosting of an Unauthorized Party: disciplinary reprimand.

\*These sanctions may change if the accused student has additional charges by local or state police officers. Typically, if a state citation is issued, Residence Life & Housing will waive the fine.

### **Drug Violations**

- First time responsible for marijuana
  - Deferred Disciplinary Probation for one year
  - 50 hours of community service. Must be selected from an organization list compiled by Student Life
  - Drug Assessment (paid for by student) at a company approved by Student Life
  - Parental contact with full disclosure of information
  - Follow up meeting with Dean Downey within two weeks of the incident
- Second time responsible for marijuana
  - Immediate removal from residence
  - Disciplinary probation for one year
- First time responsible for drugs other than marijuana (heroin, cocaine, methamphetamine, etc)
  - Immediate suspension for the current semester
  - Drug assessment at the student's cost before returning to Queens
  - Removal from housing for an additional academic year
  - Parental contact

### **Noise Violation**

- 1<sup>st</sup> Offense: Disciplinary Warning, 2<sup>nd</sup> Offense in the same calendar year: Disciplinary Reprimand, Reflection Paper
- 3<sup>rd</sup> Offense in the same calendar year: Deferred Disciplinary Probation

### **Fire Hazards**

- Fire Violations – Candles, String Lights, Etc.
  - 1<sup>st</sup> Offense: Disciplinary warning, confiscation of the item(s).
  - 2<sup>nd</sup> Offense: confiscation of the item(s), two-page reflection paper.
- Tampering with Fire Alarms/Smoke Detectors
  - 1<sup>st</sup> Offense: Deferred Disciplinary Probation.
  - 2<sup>nd</sup> Offense: Disciplinary Probation, Removal from residence

### **Smoking**

- In a campus building: Disciplinary reprimand, two-page reflection paper
- Outside of a designated smoking area: Disciplinary reprimand, one-page reflection paper

### Vandalism

- Disciplinary reprimand, Restitution, two-page reflection paper, apology letter to the RA or community impacted.

### Animals

1. Student in possession of the animal: disciplinary reprimand.

In order to properly adjudicate cases and provide the best student learning opportunity, Residence Life and Housing seeks to close judicial matters within 30 days of the reported violation. To help that process, a student must reply to the meeting request within 72 hours, or residence hall access will be deactivated. Moreover, if the student does not reply, they will be charged with failure to comply. Residence Life and Housing will schedule another meeting with the student and if the student does not reply to the second request, the case will be sent to the Campus Judicial Board.

## Policies and Procedures for Residential Students

A comprehensive list of Queens' policies can be found in the [Queens Honor Code](#)

## Alcohol, Drugs, Self-injurious Behavior and Parental Notification

The Department of Student Life is committed to student learning and development. We are also committed to providing a residential experience that is safe, educational, and supports the mission of Queens University of Charlotte to "transform lives." It is always our desire and intent to work directly with students to support their developing individual responsibility, maturity, and independence. However, at any time a student's behavior becomes so disruptive or is a risk others, we may either remove the student from the residence and/or contact parents/families to seek assistance.

Below is a list, although not comprehensive, of times when you can expect to be removed from the residence and/or have your parents contacted by the Dean of Students or designee.

### Alcohol

The alcohol policy is described in the Honor Code. In addition to our stated policy you should know that **repeated violations of the Alcohol Policy** could result in a parental notification and possible removal from the residence. Similarly, if a student becomes **dangerously intoxicated**, especially if this level of intoxication warrants medical attention, parents will be contacted at the discretion of the Dean of Students.

### Drug Enforcement Policy for Student Life

The possession of drugs and drug paraphernalia and the use of recreational drugs (including, but not limited to marijuana, cocaine, ecstasy and such items as pipes and bongs) is illegal and a violation of Queens University of Charlotte policies. Any student found in possession or using recreational drugs will be charged with a violation of the Honor Code and follow the typical judicial process as outlined in the Honor Code booklet. The student may also be charged criminally, at the discretion of the Chief of Campus Police and the Dean of Students.

Although sanctioning for all policy violations is contextual and nuanced, as a general rule students found in possession of recreational drugs can expect the following response from the Dean of Students Office: Deferred disciplinary probation, mandatory drug assessment, parental notification, mandatory community service hours, and follow up meetings with the Dean of Students. **If the Dean of Students believes enough evidence exists that a student was in possession of a large quantity of recreational drugs, particularly if it is believed there was an intent to distribute and/or sell drugs, the student will**

**immediately be administratively removed from the residence halls and/or not permitted in the halls (in the case of a commuter student).** Residential students will not be permitted to return to the halls without the escort of a professional staff member and will lose their visitation privileges. Thus, the student must find alternative living arrangements pending the outcome of their hearing. Additional sanctions beyond those listed above will most likely apply.

### **Self-injurious behavior**

Students believed to be at risk to themselves will receive the full attention and support of the Dean of Students and Student Life staff members. It is always our goal to help students through difficult times. Should a student engage in behavior that is **self-injurious (i.e. cutting, suicide attempt, etc.)**, the Dean of Students will do everything within the power of the office to seek immediate medical and/or psychiatric attention to support the student.

In addition, parents will be contacted by the Dean of Students or their designee. More specific information is listed in Student Personal Welfare policy.

### **Danger to others**

Any student engaging in behavior considered dangerous to other students (i.e. violence, threats, etc.) may be removed from the residence immediately and parents will be contacted at the discretion of the Dean of Students. More specific information is listed in Student Personal Welfare policy.

## **Parental Notification Policy**

The Division of Student Life is committed to student learning and development. It is always our desire and intent to work directly with students to support them as they develop individual responsibility, maturity, and independence.

The Federal Educational Rights to Privacy Act (FERPA), also known as the Buckley Amendment, guarantees that students have rights to privacy governing their educational records (disciplinary records included). Thus, the Dean of Students and the Division of Student Life work confidentially with students, unless circumstances warrant otherwise.

FERPA permits a college or University to disclose information to “appropriate parties,” which may include parents, without written consent from the student, in emergency situations when notification is determined to be necessary to protect the health or safety of the student or others. Parental contact will be made at Queens University of Charlotte by the Dean of Students or their designee if students are considered a danger to themselves or others or in emergency situations. For example, if a student is dangerously intoxicated, has a pattern of alcohol policy violations, is taken to the hospital for any reason, is possessing or using drugs, or assaults another person, parents will be contacted by the Dean of Students or their representative. This list is intended as a representative sample of potential situations that may warrant parental notification and is not all-inclusive.

If a student is considered at risk of self-injury (i.e. suicidal threats or attempts), parents will be contacted and the student will be required to be seen by a licensed medical professional (i.e. psychiatrist) at their own expense. Students living in residence halls will not be permitted to return to the hall without a signed clearance from a medical doctor confirming the student is not at risk of self-injury. This policy is in place to ensure student safety and to support the educational experience of all students living in the residence halls.

In the unfortunate case of the death of a student a detailed plan developed by Student Life staff will be followed. The Dean of Students will take responsibility for ensuring the plan and protocol are followed.

## **Lock-out Policy**

Students who are locked out of their room should go to Campus Police and complete the necessary paperwork to obtain a loaner key. The lock out fee is \$20. While this may be waived the first time a student is locked out, they should expect to pay \$20 each time they are locked out of their room. For students who lose their ID Card, a replacement ID can be purchased for \$25. ID Cards are used to access residence halls, along with many other campus services, therefore all students must have their ID with them at all times.

Payment for lock-outs can be made online.

## **Keys and Residence Hall Access**

### **Room Keys**

Upon arrival, students received a key for their assigned room. Access to any other room other than a resident's assigned room is prohibited. Room keys will only be issued to the resident of the room.

There is a \$100 charge for each lost key and the fee must be paid upon requesting a new key.

Residence Life and housing expects residents to lock their doors at all times. Residents who lose their key(s) must go to the Campus Police office to order a new key.

Residents are required to return keys when vacating a room at the end of or during a semester if leaving campus housing, when making a room change, or at the end of the academic year. Failure to return keys upon vacating a room will result in a fine. Students are strictly prohibited from making copies of University keys.

### **Master Key Misuse**

The use of a University master key to gain or provide entry into a residence hall room, apartment, storage or maintenance area, office, or roof area is strictly prohibited without the direct permission of Residence Life and Housing staff. Any resident or student staff member who has been found misusing a University master key will be referred for judicial action.

### **Tampering with Locked Residence Hall Doors**

In order to protect the safety and security of residents living in campus housing, propping open or tampering in any way with a locked door within a residence hall complex or any other campus facility will result in a minimum \$100 fine.

### **Break Housing**

Students are allowed to stay in their rooms during University breaks. University breaks are defined as periods when classes are not in session. These breaks include Winter Break and Spring Break.

In addition to the standard rules and regulations outlined in the [Honor Code Book](#), all students residing in residence halls during break period must adhere to the following:

1. Residents may stay over Winter and Spring Breaks, but must declare the intention to do so with the Department of Residence Life and Housing no later than one week before the break. A break stay request form will be sent out to all students to complete at least 3 weeks prior to the break.
2. The campus is considered 'dry' (meaning no student, regardless of age, is allowed to possess or consume alcohol on campus during the break period).
3. Students are not allowed to host non-Queens students as guests.

## Early Arrival

During the summer, campus housing is usually filled to capacity. Since the time allotted to prepare buildings for the opening of school is limited, early arrivals must be kept to a minimum. Only groups whose functions require arriving early and whose leaders make prior arrangements are allowed to do so.

Any group or individual who needs to move in early must email the Director of Housing at [reslife@queens.edu](mailto:reslife@queens.edu). A Residence Life and Housing official will review the request and determine whether the group/individual will be allowed to move in early. During early arrival, break stay housing policies are in place (see above). All students approved for early arrival must comply with these policies. Individuals who move in prior to their official check-in date without authorization are subject to a \$100 fine per day as is the person who allows them to move in without authorization.

## Health & Safety Inspections

In effort to keep all residents' safe in the residence halls, the Department of Residence Life and Housing conducts Health and Safety Inspections at least once each semester.

Notice, including flyers and posters in the halls, will be given before building-wide inspections are held. On rare occasions, an individual Health and Safety inspection will occur when there is enough concern that a safety issue exists in a specific room.

To minimize chances for fire or other destruction to property and/or bodily injury, announced health and safety inspections will be conducted to focus on potentially hazardous situations within campus housing areas. Residents will be notified regarding hazards and will be given 24-hours to correct the hazard. Failure to correct the hazard may result in a sanction.

While not all inclusive, the following is a list of things that are **not allowed** in the Residence Halls and would result in a student failing a Health and Safety Inspection:

Appliances with exposed heating coils	Alcohol (if under 21, or living in a freshman residence hall)
Halogen lamp	Candles
Hotpots	Drugs and/or drug paraphernalia
Large appliances	Extension cords
Extra furniture	Sun lamp
Fireworks	Pets, other than fish
Weapons	Refrigerator or Microwave (apart from the provided Microfridge unit in each room)

## Personal Safety for Residential Students

The Queens community is picturesque, friendly, and traditionally noted as being a "safe" community in which to play, learn and live. Unfortunately, crime occurs everywhere, and Queens is not exempt. Living away from home places the responsibility for protecting belongings and attending to safety measures in the hands of each student.

### Top safety tips for living on campus:

1. **Lock your room!** An unlocked room is an invitation to theft. Don't compromise your safety.
2. **Do not let people "piggy back" into the building.** Holding the doors for others allows unescorted visitors undermine resident's safety.

3. **Report lost keys or key cards immediately to Campus Police.**
4. **Plan for safety.** Plan to travel in pairs and determine how you will get home *before* you go out. Let others know your plans.
5. **Identify and record valuables.** Purchase renter's insurance, engrave valuables with the engraver from Campus Police and record serial numbers and store in a safe place.
6. **Park in a well-lit area and do not leave valuables in your car.**
7. **Do not walk alone after sundown.** If you find yourself alone, call Campus Police at 704 337 2306 for an escort.
8. **Trust your instincts.** Report suspicious activity to Campus Police at 704 337-2306.
9. **Call 911 if there is an emergency or use an Emergency Blue Box located on campus for direct connection to Campus Police.**

**Report security hazards to Campus Services at [campus.services@queens.edu](mailto:campus.services@queens.edu).** Broken locks, windows, and lighting are an invitation to theft.

## Residence Life and Housing Staff

The Director of Residence Life & Housing along with the Associate Director of Residence Life & Housing, the Assistant Directors of Residence Life, and Graduate Hall Directors, manages the residential program with the assistance of student Resident Assistants. The professional staff live in the residence halls and share responsibility for the wellbeing of all residents. Each residence hall is managed by an Assistant Director.

The professional and paraprofessional staff is available to provide peer mediations, resource referrals, information, and programming for resident students. All have been trained to handle emergencies, protect individual and institutional rights through the enforcement of University policies and to assume the administrative responsibilities of the residence halls. The staff's goal is to develop living environments that promote interpersonal relationships, individual growth and learning, and a strong sense of community marked with responsibility and identity. A current staff listing may be found on the Queens website.

### Resident Assistant Selection

Resident Assistants are an important part of the leadership team as they build community and provide a network of support on campus to residential students. The ideal RA applicant would possess exemplary skill in leadership, crisis management, communication, and problem solving. This positive role model serves as a dependable team player who possesses maturity and integrity to interpret and enforce University policies.

Applications for Resident Assistant positions are accepted on an annual basis in January - February. Residence Life & Housing is responsible for the selection and oversight of RAs.

# **Commuter Students**

Commuting to Queens and having a vibrant undergraduate experience is possible at Queens; however, it takes some initiative on the commuter student's part to get involved in campus life. The easiest way for the commuting student to make connections outside of the classroom is to join a club or organization and to attend Student Life sponsored events. Student Life is waiting to assist any student with making connections.

# **Student Rights and Responsibilities**

## **Academic Programs and Policies**

### **University Catalog**

The Catalog for Queens University of Charlotte contains all degree requirements for undergraduate and graduate programs, as well as specific academic policies. Current and prior Catalogs are available on the Queens website for the Registrar.

The 2022-2023 Catalog may be found here: [2022-2023 Academicxzdc dfgbrh bvexde 3bxesrfdvxdxgv Catalog](#)

Each student is responsible for knowledge of the academic requirements and policies in the Catalog. An academic advisor is assigned to help the student plan a program of study and answer questions.

### **Class Behavior Policy**

In order to foster a positive learning environment, students are expected to behave and participate in class in a civil and respectful manner. A faculty member has the right and responsibility to remove any student from his or her class who, by the student's disruptive, demeaning, or discourteous behavior, impedes the class.

When a student is removed from class, the faculty member will communicate the length of time of removal to that student.

A student removed for one calendar week or less may not appeal the removal.

A student removed for a period of time beyond one calendar week, including up to the balance of the semester, may appeal in writing to the academic Dean of the class involved within seven calendar days after being removed from class. Should the academic Dean deem it appropriate, he or she may seek an informal resolution to the matter? Should the academic Dean not seek an informal resolution, or should such informal resolution fail, the matter will be formally considered by a committee appointed by the Vice President of Academic Affairs consisting of two faculty members and the academic Dean.

The committee will give a written recommendation to the Vice President for Academic Affairs, who will make the final decision.

A student may be subject to appropriate grade sanctions for work missed and absences during the time of removal from class. A student removed from class for the remainder of the semester because of his or her behavior will receive a failing grade for the course. A student removed from more than one class because of his or her behavior may also be suspended or expelled from Queens University of Charlotte.

## **Tuition, Financial Aid and Financial Policies**

The Catalog also contains information and policies on tuition, financial aid and withdrawal policies. Additional information may be found on the web site under Scholarships and Financial Aid. <http://www.queens.edu/Admissions-and-Financial-Aid/Scholarships-and-Financial-Aid.html>

## 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 academic 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 dean of students 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 Director, Student Accessibility Services within ten days from the date of the alleged incident. For the complete process and policy information visit the Student Accessibility Services section of this handbook.

### 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 academic 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 ten (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:

1. What is the grievance? Identify it.

2. 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?

### **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 ten (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.

### **Non-academic Grievances (other than disability issues)**

The student will submit the complaint 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 refer to the Student Handbook.

## **Judicial Processes**

Judicial processes are described in the [Honor Code Book](#).

## **Student Personal Welfare Policy**

Queens University of Charlotte expects each student to behave in a manner that protects and preserves his/her health, safety, property, and/or physical well-being, as well as that of the entire campus community. Students are expected to take appropriate measures, including seeking professional assistance, when there is evidence to suggest that they may be unable to adhere to this standard, thus jeopardizing their success and the success of others at the University. Students are also expected to report any behavior of their fellow students that does not adhere to this standard.

A student shall take no action which threatens or endangers his/her own or another person's safety, health, life, or property, nor shall a student make a verbal or written threat of such actions. This includes, but is not limited to, behaviors such as suicide threats or attempts; verbal or written threats to other persons or their property; and/or refusing treatment for life-threatening illness or conditions (e.g. eating disorders, diabetes) that may impact the educational process. Any report of a violation of this standard requires the completion of a Student in Crisis Report (SCR) and following of one of the procedures below.

A student shall not engage in any harmful act to another or an act of self-injury even if the intent is not suicidal, if that act is disruptive to others on campus (this includes cutting and other types of self-mutilation). The creation of a credible Student in Crisis Report that a student has behaved in a way that threatens his/her own or someone else's health, threatened or attempted suicide, or engaged in substantial suicidal ideation, will be considered a breach of this standard.

Student in Crisis Report forms are available from Health & Wellness Services, the Dean of Students Office, the Center for Academic Success, the Chaplain's Office and on line at [my.queens.edu](http://my.queens.edu) and type in Student Crisis Report in the search engine. The form must be turned in to the Dean of Students Office (Morrison 214) for official action to be taken.

### **Follow-up procedures where the student may be a danger to self:**

The VP of Student Engagement/Dean of Students or one of his/her representatives, in consultation with the University's Health and Wellness Counselor and Student Support Team, shall review the situation, meet with the student and take the following measures, as necessary:

- The student may be required, at the discretion of the VP of Student Engagement/Dean of Students, to have a professional assessment by a medical doctor or psychiatrist.
- The student may be required to abide by the requirements set by the VP of Student Engagement/Dean of Students and other key University personnel.
- The first professional treatment session with the licensed mental health professional shall occur within 48 hours of the incident or release from a medical facility.
- If the student was released from a medical facility or Behavioral Health Center the discharge paperwork **MUST** be turned in to the VP of Student Engagement/Dean of Students prior to the student resuming classes or returning to the residence hall. Failure to comply with the requirement could result in removal from the residence hall and/or campus.
- A "Release of Information" form must be completed by the student allowing the VP of Student Engagement/Dean of Students and/or Student Support Team to be informed of the "after-care" plan of the licensed mental health professional. The student **MUST** follow the requirements set by the mental health professional. Failure to adhere to this procedure will result in disciplinary action that may include removal from the residence, suspension or expulsion.
- In the event of a serious situation, the VP of Student Engagement/Dean of Students may take other steps, including contacting the student's parents, guardians, and/or significant others, or requiring additional mental health sessions.
- A student may appeal the actions of the Dean of Students Office to the Provost & Vice President for Academic Affairs. However, the student must immediately comply with these requirements pending a decision to the contrary by the Provost/Vice President.

### **Follow-up procedure where there may be a danger to others or to property:**

The VP of Student Engagement/Dean of Students or one of his/her representatives, in consultation with the University's Health and Wellness Counselor and Student Support Team, shall review the situation, meet with the student (if appropriate), and take the following measures, as necessary:

- The student will be required to meet with the VP of Student Engagement/Dean of Students and/or the Chief or Captain of Campus Police within 48 hours of the incident. This timeline may be shortened if necessary but should not exceed 48 hours. A student's failure to comply shall result in disciplinary action that may include removal from the residence, suspension or expulsion.
- In the event of a serious situation, the VP of Student Engagement/Dean of Students, in consultation with the Chief or Captain of Campus Police, may take other steps, including contacting the student's parents, guardians, significant others, or law enforcement officials.
- The student may be required, at the direction of the VP of Student Engagement/Dean of Students, to seek professional help or attend mandatory educational sessions deemed appropriate by the VP of Student Engagement/Dean of Students.

- The student may have disciplinary charges filed as a result of their actions.
- A student may appeal the actions of the Dean of Students to the Provost & Vice President for Academic Affairs. However, the student must immediately comply with these requirements pending a decision to the contrary by the Provost/Vice President.

**Special Note on “Imminent Danger” to others:**

It is the responsibility of the Dean of Students Office to ensure the health and safety of all students at all times. On occasion, it may be necessary for the Dean of Students office to act swiftly to protect the health and safety of the Queens community and to ensure the educational process on campus is not disrupted.

To that end, on rare occasions the VP of Student Engagement/Dean of Students may determine a student to be an “imminent danger” to others and that student may immediately, through administrative action, be removed from residence and/or temporarily administratively suspended from the University. Imminent danger is defined as “more likely than not” to result in harm to others. Some examples include, but are not limited to, sexual assault, threats of harm to others, using/possessing illegal drugs on campus, possession of a weapon, etc. On most, but not all, occasions the VP of Student Engagement/Dean of Students will consult with the University’s Behavioral Assessment Team (BAT) to make such determinations. The BAT is comprised of four members including the Assistant Provost of University Programs, AVP for Campus Security, the Director of Treasury and Risk Management, and the VP of Student Engagement/Dean of Students who chairs the team.

A student arrested for a criminal felony offense, by definition, will be considered an imminent threat to the community and be temporarily suspended pending the outcome of their trial and/or decision by the district attorney. Decisions about any administrative action can be appealed to the Vice President for Academic Affairs who retains final authority on such appeals.

Administrative removal from the residence halls or administrative suspension does not presume responsibility on the part of the accused student and will only be used when there is enough evidence to proceed with a conduct hearing before the appropriate hearing board. A conduct hearing will be held as soon as possible following any administrative removal or suspension. In nearly all cases, the student will be allowed on campus to attend their hearing. However, in situations where the VP of Student Engagement/Dean of Students believes there continues to be an immediate and/or on-going risk to the community s/he reserves the right to have the accused student’s input at their hearing occur by phone, video conference call, or other applications. If the accused student is found not responsible by the appropriate hearing board, any administrative action taken against the student will be immediately reversed. If the accused student is found responsible, any sanctions for the student will be determined by the hearing board

## **Other Policies on Student Rights and Responsibilities**

### **Student Demonstrations: Internal Guidelines and Expectations**

While vigorous discussion and the sharing of ideas is vital to any college campus, it is particularly important to Queens University of Charlotte. We are proud of our tradition in supporting free speech, diversity, inclusion, and civility. We have long believed our campus is open to the “marketplace of ideas”, and those ideas can be expressed in a civil and respectful manner, consistent with the values espoused in our Honor Code. We are also proud of our diversity and our commitment to our students.

To this, the Dean of Students, in collaboration with Campus Police, has developed guidelines for demonstration and protest activities to ensure everyone's safety. For the purposes of this document, a demonstration is defined as, "An organized gathering of individuals to express objection, disapproval, or dissent." Should students wish to organize a demonstration on campus they are asked to abide by the guidelines described below. Please keep in mind, this process is for demonstrations involving only university community members. If you wish to include people outside the Queens community, you must obtain a different form and follow a different process through Campus Police.

- Students must complete a demonstration application form 48 hours prior to an event. These forms can be obtained from Student Life and must be returned to the Dean of Students. All such requests will be acted upon promptly. Please plan ahead as the more lead time you give us the better, we can act to ensure student safety.
- Demonstrators must not obstruct, or seriously impair, university events or activities occurring at the same time.
- All entrances and hallway access points must remain open at all times. Traffic must be able to flow in and out of buildings and on roadways.
- Threats of violence and the throwing of objects will not be tolerated.
- Students may have signs and banners, but the signs and banners may not be supported by sticks or standards as they could be used to harm others.
- No masks or disguises hiding a person's face may be worn at any time. We must be able to identify participants as members of the university community.
- While we expect students to raise their voices and make noise, we also expect you will not interfere with classroom instruction or other activities taking place on campus.
- No sound amplification may be used without prior permission. If you plan to use sound amplification, please request such on the application form. Sound amplification will be permitted if we are certain it will not interfere with other activities and meets community standards and laws regarding noise volume.
- While we support the right of our students to express themselves, we also respect the rights of all students to be free from a hostile and intimidating environment. Expressions that go beyond what most will consider reasonable and civil are not welcome on campus. Thus, signs or expressions that are overtly racist, homophobic, sexist, anti-Semitic, Islamophobia or of a related nature that targets certain groups are not permitted.

The Dean of Students and Campus Police reserve the right to deny any demonstration it deems will be detrimental to the welfare of our students and unduly interfere with the educational process. It also reserves the right to shut down a protest that does not abide by the guidelines outlined above. The Dean of Students, in collaboration with Campus Police, reserves the right to charge any individual student with a violation of the Honor Code should their behavior before, during, or after the event warrant such action.

# Internal Student Demonstration Application

This application form is to be completed **48 hours prior to an event**. The Dean of Students and Campus Police will respond promptly to all requests. This form is for internal demonstrations only. If you plan to invite, or expect, anyone outside the university community you must contact Campus Police directly and follow their application process.

Today's Date:

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Location of Event:

Name of Group or Organization:

Name of student coordinator:

Cell Number:

Name of faculty advisor: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Additional Representatives: 1) \_\_\_\_\_

Phone: \_\_\_\_\_

2) \_\_\_\_\_

Phone: \_\_\_\_\_

Purpose of Demonstration:

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Number of people expected:

Do you plan to use amplification? Yes: \_\_\_\_\_

No: \_\_\_\_\_

If yes, please describe type of amplification: \_\_\_\_\_

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## **Other Policies on Student Rights and Responsibilities** *continued....*

**See Also**      Appeal and Formal Grievance Procedure for Students with Disabilities

**See Also**      [Acceptable Use Policy for Information Technology](#), [University Copyright & Intellectual Property Policy](#), and all other university technology policies

**See Also**      [Sexual Misconduct](#)

**See Also**      [The Honor Code](#)

# The Myrta Pulliam Center for International Education

## Mission

To help the University meet its mission, the Myrta Pulliam Center for International Education (PCIE) offers students, various opportunities to develop a broadened perspective and a heightened appreciation of a culture other than their own through the John Belk International Program (JBIP). The PCIE offers a variety of programs that will endow students with a deeper understanding of another country and culture.

## The John Belk International Program (Study Abroad)

At Queens, we believe understanding the world is a critical part of a complete education. The John Belk International Program offers five options for students to see the world:

- **Short Term Faculty Led Programs:** These courses, led by Queens Faculty, generally last ten to twenty-one days. Most begin with a semester long preparation class on-campus. Others are structured so that most instruction takes place while abroad. A variety of options for short term programs are available each year. Students typically participate in these programs during either winter break, spring break or the beginning of summer break of their junior year.
- **Semester or Year Long Programs:** Queens is a member institution of the International Student Exchange Programs (ISEP) and has several other exchange partnerships that allows Queens Students to connect to more than 150 universities in over 50 countries for semester or year-long academic programs. In addition, Queens has a partnership for semester abroad programs with two prestigious French business school- ESSCA and EM Strasbourg, Aberystwyth University in Wales, Regents University London, University of St. Andrews in Scotland and the Irish American Scholars Program in Northern Ireland.
- **International Internship:** Queens has internship options available around the world and can work with students interested in creating their own international internship. Students may also work with the Vandiver Center for Career Development to have their internships fulfill Queens' internship requirement.
- **Language Immersion:** Students who have completed a minimum of Intermediate I of foreign language classes may participate in a language immersion program and live with a host family for four weeks in a variety of locations around the world. Language immersion options are also available for semester long programs and international internships.
- **Summer Programs in France and China:** Students majoring in Business, Political Science, or International Studies may spend four weeks studying global business and politics at one of four locations through Queens' partners, ESSCA and the Ecole de Management Strasbourg. Both are premier business schools with campuses in Angers, Paris, Strasbourg, France and Shanghai, China.

## Eligibility

Full-time traditional undergraduate students in good standing, with a minimum grade point average of 2.0, and third-year status are eligible to participate and use JBIP funding. Transfer students are also eligible to participate. Transfer students who will attend Queens for less than four semesters, before they graduate, will pay an additional supplement. Part-time students and post traditional students who wish to study abroad, traditional undergraduate students who participate before they are eligible for JBIP funding, or

those who wish to have multiple JBIP experiences, are eligible to participate on a space-available basis

by paying the full price of the program. Students in short-term faculty-led courses must successfully complete any preparatory coursework associated with the program and attend all required pre-departure meetings in order to travel with the group.

## Applying for a JBIP Program

Students generally apply 2-3 semesters in advance. Each spring, students attend Study Abroad 101 sessions and meet with advisors in the PCIE to learn about all available options. After they have attended a Study Abroad 101 session they are free to apply for their desired program. Some programs are selective and have higher GPA requirements (semester and year-long programs, language immersion, international internships, and some short-term programs) while others are open to all eligible applicants. Many programs have limited space, so students are strongly encouraged to identify several programs in which they would be happy to participate.

## Cost

The John Belk International Program at Queens is unique in that **all** eligible traditional undergraduates have the majority of their study abroad costs defrayed by a generous grant. The university also includes travel health insurance for all students. On short-term faculty-led programs, students pay for most meals and all personal expenses. There are modest supplemental fees for some of the faculty-led language immersion, and international internship programs. Students participating in a semester or year abroad continue to pay Queens tuition and fees with scholarships and loans still in effect; JBIP funds will be applied toward the cost of round-trip airfare, application fees, and health insurance. For more details, contact the Pulliam Center for International Education at 704 337-2533.

## Scholarships

There are scholarships available for each type of JBIP to recognize students who actively seek to enhance their lives with an international experience. Queens awards the following scholarships annually to a select few students:

**Class of 1958 International Scholarship Awards** – These scholarships are awarded each year to students participating in Queens short-term programs (e.g. faculty-led JBIPs, summer programs at EM Strasbourg and ESSCA) based on an application and personal statement.

**Jo Dewitt International Adventurer Fund** - Scholarships are awarded each year to students participating in language-immersion, or semester or year-abroad programs. This fund rewards those who have actively created a unique international experience for themselves by extending their travels, undertaking service projects or by getting intimately in touch with the local culture.

**Elizabeth A. Dalton Scholarship for International Internships** - The Dalton Scholarship is designed to help support students who are completing approved international internships. The scholarship is offered annually and can be awarded to one student or to multiple students. The amount of the award is determined by the committee making the award decisions.

# Vandiver Center for Career Development

## Mission

Vandiver Center for Career Development offers optimum preparation for students and alumni, such as one-on-one career advising, an extensive online job board, networking and internship opportunities, career events and much more. **All traditional undergraduate students are required to complete an internship before graduation** to gain unique, first-hand experience within their field of study (please inquire with the office about exceptions).

## Resources for Queens Undergraduates

### Queens Online Job Board

Gain access to the Queens Online Job Board where you can view jobs and internships, post your resume and much more. Email [careerdevelopment@queens.edu](mailto:careerdevelopment@queens.edu) for registration instructions.

### One-on-one Career Advising

Students are encouraged to meet with a career advisor throughout their time at Queens to discuss topics including career strategy, job search, resume and cover letter, interview skills, salary negotiation, graduate school and industry trends. To book an appointment, please call the office at 704 337-2337.

### Resume and Cover Letter Review

An impactful and purposeful resume and cover letter are critical for securing any position. The career office staff can assist you with not just the basics, but also strategies behind writing successful resumes and cover letters.

### Career Events

Throughout the year, Vandiver Center for Career Development, hosts company presentations, panel discussions and on-campus recruiting events. For more information on upcoming events, check the events calendar.

### Mock Interview and Feedback

Students who would like to strengthen interviewing skills are welcome to schedule a mock interview. A career advisor will "interview" you in a realistic setting and provide feedback. To schedule a mock interview, please call the office at 704 337-2337.

### Career Assessments

Email Vandiver Center for Career Development for access to assessments at [careerdevelopment@queens.edu](mailto:careerdevelopment@queens.edu)

### Graduate School Advising

Explore graduate school options with a career advisor. Learn more about applications, requirements, career planning and gaining a competitive edge.

## Student Internships

Internships are more important than ever in building the career you desire. Studies show that employers are more likely to hire recent graduates with internship experience than those without. Queens places great emphasis on internships so that you can be a standout candidate and be prepared to pursue your professional goals.

Vandiver Center for Career Development office supports students with a comprehensive Career Connections preparatory course (INT 201), one-on-one career advising, resume, cover letter and interview assistance, events, Queens Online Job Board and more. For most traditional undergraduate students, internships are a requirement for graduation. Learn more about how you can make the most of an internship by visiting <http://www.queens.edu/career-development>

# The Center for Student Success

## Mission

*The Center for Student Success promotes student academic achievement by providing services and programming designed to support integrative learning, skill development, and a mindset necessary to flourish and persist at Queens.*

## The Center for Student Success

The Center for Student Success provides support services to maximize students' learning and prepare them to meet opportunities and challenges at Queens and beyond. Our services include collaborative integration between academic advising, accessibility services, student success mentorship, and peer tutoring to better serve the campus community.

Additional services include Student Success workshops, THRIVE Institute, and Roadmap Scholars.

There is no charge for the services provided in the Center for Student Success which is located on the first floor of Knight-Crane Hall.

Website: <http://www.queens.edu/academics/academic-support/index.html>

## Academic Advising

Is provided to all undergraduate students. Students work with faculty and professional academic advisors to assist them in decision-making, career preparation and understanding Queens' culture. Advisors work with students to discuss topics such as major and minor requirements, general education requirements, careers and internships in students' majors, course registration and approval.

First-year students are assigned a Royal Advisor in their major for their first three semesters at Queens. Royal Advisors are faculty members who have a special interest in advising students as they transition to the university. After three semesters, students are reassigned to a faculty advisor in their major who will guide them toward degree completion. Professional academic advisors serve as a resource regarding University policies, academic regulations, and assisting students in setting and attaining academic goals.

To find your advisor login to "MyAccount". Questions can be directed to [academicadvising@queens.edu](mailto:academicadvising@queens.edu)

## Peer Tutoring and Collaborative Learning

The Center for Student Success offers **FREE** peer tutoring in many academic content courses (i.e. statistics, financial accounting, mathematics, biology, chemistry, foreign languages etc.). Additionally, we can help with general study skills and time management. The peer tutors are students who have completed the course(s) for which they tutor with a B+ or better, are highly recommended by faculty members, and are selected through an interview process.

Peer tutors participate in a tutor certification program monitored by the College Reading and Language Association. Peer tutors offer sessions by appointment at <http://www.queens.mywconline.com/>

## Writing Center

The writing consultants are specifically trained in the practice and theory of writing as a collaborative experience. They are selected from your peers, so you will work with someone who can understand your experience. Sessions are one-on-one. You can start from wherever you are in the process: from brainstorming and mining for those first ideas, crafting a thesis, organization, tracking grammatical patterns that need improvement and even assistance negotiating citation styles. You can even start before you drafted the first paragraph.

Although we don't edit or proofread, the writing consultants do help to support YOUR writing process and assist you in finding your voice in communicating to your audience. All sessions are FREE.

Register for appointments at <http://www.queens.mywconline.com/>

For questions or to inquire about becoming a tutor or writing consultant, please feel free to contact the Michael Murphy Learning Studio faculty, at [WritingCenter@queens.edu](mailto:WritingCenter@queens.edu) or schedule an appointment at <http://www.queens.mywconline.com/>

## Student Accessibility Services

The office of Student Accessibility Services at Queens University of Charlotte provides reasonable accommodations and auxiliary aids/assistive technology to students with a documented disability under the American with Disabilities Act (amended 2008) and Section 504 of the Rehabilitation Act of 1973. Such accommodations may include modifications in the classroom, residential halls and University sponsored programs or activities. The Office of Student Accessibility Services believes that students are their own best advocate and works with students to develop their advocacy skills. SAS provides services to students with a wide range of disability including: learning disabilities, ADHD, psychiatric, physical disabilities, vision impairment, hearing impairment, and medical conditions.

To access the rights provided through the ADA (amended 2008) and Section 504 of the Rehabilitation Act of 1973, it is the responsibility of the student with a disability to self-identify by registering with the Office of Student Accessibility Services and by providing appropriate documentation. Reasonable accommodations cannot be granted until documentation is reviewed, and the student is deemed a qualified person with a disability. Accommodation decisions are made on a case-by-case basis. Students requiring auxiliary services (interpreter, alternative text format) need to request this accommodation in advance so that arrangements can be made in a timely manner.

To inquire about receiving accommodations, contact Dr. Cort Schneider at (704) 337-2508 or [schneiderc@queens.edu](mailto:schneiderc@queens.edu).

### **Process for Accommodation Request**

Students who have any type of health issue, physical, learning, or psychological disability and need accommodations should schedule an appointment with Dr. Cort Schneider, Coordinator of Student Accessibility Services.

The Coordinator of Student Accessibility Services will meet and use the student's personal narrative, and other relevant documentation to determine what reasonable accommodations a student is entitled so that they can fully access academic and non-academic life at Queens University of Charlotte. The Coordinator of Student Accessibility will provide the student with an accommodation letter that explicates the accommodations to which they are entitled.

If Student Accessibility Services (SAS) denies a student's requested accommodation(s), SAS will notify the student in writing, within 5 business days, explaining the reasons for the denial along with instructions outlining how the student may appeal the denial.

## Appeal & Grievance Procedures

### **Student Accessibility Services Appeal Process**

Queens University of Charlotte strives to maintain the highest standards of integrity of upholding the rights of persons with disabilities provided by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (amended 2008). These federal laws mandate that no otherwise qualified person, by reason of disability should be denied access to, participation in, or benefits of, or be subjected to, discrimination under any programs or activities offered by the University. Queens University of Charlotte has adopted both an Informal and Formal Disability Grievance Procedures. Any student, who believes that he or she has been discriminated against on the basis of his or her disability or has been denied access to a program or activity or provided a reasonable accommodation required by the law, may make a complaint under these procedures.

Student Accessibility Services (SAS) may refuse a requested adjustment/accommodation that imposes a fundamental alteration of a university program or activity. This determination is based on whether academic requirements are “essential” or whether a requested modification would fundamentally alter a course, academic program, or university-sponsored performance-based experience.

This process ensures that such determinations are made by a group of people, including SAS and pertinent faculty or other relevant personnel, careful deliberation which includes a review of program/course requirements, available options and alternatives. The decisions made during the deliberations and the reasons supporting them will be fully documented by SAS.

If, after SAS has approved a student’s accommodation request(s), but the student believes the agreed-upon accommodation is not effective, or the student requires any additional accommodation(s), the student must notify SAS staff, who will work with the student to resolve the issue.

SAS will document in the student’s case file any interactive process between the university and the student. The documentation will include the dates of any academic adjustment/accommodation requests, the nature of each request, any supporting documentation, and any reason(s) for the denial of a request.

If a student disagrees with a decision by the Coordinator of SAS, that student may appeal the decision. Students are encouraged to attempt and resolve all grievances at the lowest possible level. Queens University of Charlotte fosters a community of inclusion that values all students. Therefore, retaliation against anyone who appeals a decision of Queens University of Charlotte to deny an accommodation is prohibited.

If the student is appealing the denial of an accommodation, he or she may do so by completing the following steps:

- The student should contact the Associate Dean for Student Success to discuss why the denial of an accommodation by the Coordinator of Student Accessibility Services was inappropriate in this case.
- If the disagreement cannot be resolved by the Associate Dean for Student Success, the student does have a right to further appeal the decision. If the student has made a request for an academic accommodation that has been denied (e.g. course substitution, or extension of course deadlines) the student will appeal to the Assistant Provost for Academic Affairs. If the student disagrees with the denial of an accommodation by SAS that is nonacademic in nature (e.g. having an Emotional Support Animal in the student’s dorm room) the student will contact the Dean of Students.
- If the student is still unsatisfied with the University’s decision he or she may make a final appeal to the Provost and Vice President of Academic Affairs, the decision of the Provost and Vice President of Academic Affairs regarding the student’s accommodation will be final.

**No Retaliation**

Queens University of Charlotte and federal and state law prohibits any form of retaliation against a person who participates in a grievance procedure.

**Confidentiality**

Reviews and investigations will be conducted, to the greatest extent possible, confidentially and in compliance with the Family Education and Rights and Privacy Act (FERPA). All University employees involved in the review and investigation will be advised of their obligation to maintain FERPA.

**Self-Representation**

A student has the right to consult with others during the grievance process but needs to represent him or herself.

# Public Safety and Campus Police

The Queens University of Charlotte Public Safety and Campus Police Department is comprised of professional men and women whose purpose is to provide a safe environment in which students and employees may live, learn, and work. The professionally trained department consists of police officers, security officers, and support staff. The primary mission of the Department is to protect and assist the campus community. It operates 24 hours a day, 365 days a year, watching for circumstances that threaten the campus and taking appropriate action. Support staff is available in Campus Police Monday-Friday, 7:00 am -10:30 pm. When reporting a crime or emergency call 704.337.2306. When a crime or emergency is observed, call immediately. Campus Police officers are fully sworn police officers commissioned by the Attorney General's Office under the laws of the State of North Carolina.

Queens University of Charlotte prepares an Annual Security & Fire and Safety Report in compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be found at: [Annual Security Report](#). It can also be found under MyQueens/Departments/Public Safety and Campus Police. A copy of the report will be mailed to anyone who requests a copy. Anyone may obtain a copy in Human Resources or the Office of Public Safety and Campus Police.

Campus Police reminds students to be aware of their surroundings and take measures to ensure personal safety as well as security of belongings. Safety is a shared responsibility. Students should remember to lock their residence hall doors and take their keys with them, never travel alone, report suspicious persons to Campus Police, and never leave personal possessions unattended or unsecured. Queens does not assume responsibility for personal property. We encourage students to engrave items (bicycles, electronics, etc.) and record item and account number in a safe place. Campus Police has an engraver should any student wish to mark their belongings. Students should check to see if the parents' homeowner policy provides coverage for college belongings. Theft occurrences should be reported immediately to Campus Police at 704 337-2306.

## On Campus Response Systems

### Blue Light Emergency Phones

There are five **EMERGENCY** blue light call boxes on campus. Anyone using a call box is directly connected to Campus Police. Police officers respond to an activated call box and can speak directly with the person using the call box via the officer's cell phone. Call boxes and campus lighting are routinely checked by Campus Police and repair requests are made to Campus Services.

### Q Alert

In the event that an emergency or dangerous situation involving an immediate threat to the health and safety of students or staff exists on campus, Campus Police, after confirmation of the emergency by University officials, will activate all or part of the Q-Alert to notify the community. Q-Alert has multiple components for emergency notification; text / phone notification, outdoor siren / voice alert, website, email, and voice mail. Due to the size of the campus, notifications will be sent out to all recipients. Notification would not occur if, in the judgment of the authorities, efforts to assist a victim, contain, or respond to the emergency would be compromised.

Undergraduate and graduate student's email addresses are automatically entered into the Q- Alert system upon registration. However, everyone is encouraged to register their cell phones for text/phone notification. Registration is via the University portal at: [Update your contact information](#)

## I.D. Card Access

All residence halls and other campus buildings are secured and accessible by card access control, which also serves as the Queens Student Identification Card. Residence hall doors are locked at all times. Students should not prop doors or allow others to enter by “piggy backing” off each other as this compromises the safety of all. Emergency exit doors are alarmed and should not be used except in case of an emergency. You are allowed one I.D. card per calendar year at no charge. Replacement card cost is \$25.00.

## Mass Notification System

Similar to a loud-speaker system, Queens University of Charlotte houses a mass notification system on the main campus to deliver announcements in time of emergency situations.

## Evacuation and Lockdown Drills

Throughout the year, the University reviews policies and trains for evacuation and Shelter-in-Place drills. ‘Shelter-in-Place’ means to make a shelter of the building that you are in and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside. Shelter-in-Place may come from several sources, including the Campus Police Department, Housing Staff, other University employees, or other authorities utilizing the University’s emergency communication tools.

## Incidence Response

The University has implemented an incident response plan to define what constitutes a security incident and outline incident response phases. The plan documents how information is passed to the appropriate personnel, assessment of the incident, response strategies, documentation, preservation of evidence, and communication.

# On Campus Policies

## Lock-out Policy

Students who are locked out of their room should go to Campus Police and complete the necessary paperwork to obtain a loaner key. The cost for this service is \$20.

## Weapons Policy

The possession, use, or sale of weapons, ammunition, combustibles, fireworks, explosive devices, or any other substance or device designed to harm or incapacitate is prohibited on campus. “Weapons” include, but is not limited to, revolvers, pistols, BB guns, pellet guns, stun guns, chemical weapons, knives over five inches in length, slingshots, bows and arrows, and martial arts weapons. Toy weapons that look like real weapons are similarly prohibited on campus. The complete weapons policy can be found by going to: [Weapons Policy](#)

# Student Parking & Transportation

## Parking Permits

All students must register their vehicles and have a valid parking permit displayed. To receive a Parking Permit, visit [parking@queens.edu](mailto:parking@queens.edu)

### Registration requires the following:

- License plate number and state of registration
- Name of the registered owner
- Relationship of the driver to the registered owner

- Address under which the vehicle is registered
- Selecting from parking areas available based upon housing status
- Selecting payment option – Credit Card or Student Account Billing

Visit Campus Police to receive a parking permit to affix to the rear auto window.

Parking permits are valid from September 1 through August 31 of the following year.

### Parking Locations on Campus

All residential students must park in the Byrum Parking Deck located behind Wireman Residence Hall. Parking in the deck requires a residential parking permit and an access card.

All commuters are permitted to park in any open lot, excluding Burwell Circle and the Soccer Lot, or streets immediately adjacent to main campus. Commuters are also allowed to park in the North Parking Deck **after** 5:00 p.m. Students may park in Burwell circle after 6 pm, excluding the President's space.

### Bicycle Policy

- All students, faculty, and staff who wish to park a bicycle on campus must register it with the University. There is no charge for the registration.
- Registration of bicycles is accomplished online at [parking@queens.edu](mailto:parking@queens.edu). Then come by the Campus Police Department in the Withers House to pick up the decal for the bicycle.

### Bicycle Riding Regulations

- No bicycle shall be used to carry more than one person at a time unless the bicycle is designed for additional riders or has a child carrier. No person riding a bicycle shall carry any package, bundle, or other article which may prevent the operator from keeping at least one hand on the handlebars.
- Every bicycle ridden from sunset to sunrise shall be equipped with a lamp on the front of the bicycle and a red reflector on the rear.
- While riding a bicycle on the roadway or sidewalk, pedestrians shall be given the right-of-way.
- Bicycle helmets are not required for riding on campus; however, for safety reasons, it is strongly recommended that every rider wear one.
- Bicycles shall not be ridden upon any ramp, stairwell, wall, bench, fountain, structure, facility, or over shrubbery or flower beds.
- Any person in violation of the rules and regulations listed above will be subject to a \$25 fine.

### Bicycle Parking Regulations

- Parking and storage of bicycles is only permitted in the student's residence hall room, employee office, or any of the bicycle racks placed at various outside locations on campus.
- Indoor bike parking is never allowed in corridors, stairwells, exit pathways, or outside on trees, metal poles, or anywhere where it may impede emergency exit or maintenance around or in a building.
- Bicycles parked on campus must be locked in a bicycle rack with a chain and padlock or some other locking device.

- All non-registered or improperly parked bicycles will be confiscated by Campus Police. If the bicycle is secured, the lock will be removed at the owner's expense. Campus Police will hold registered bicycles at a charge of \$5/day. Non-registered bicycles will be held at a charge of \$10/day.
- Any bicycle confiscated or turned in to Campus Police will remain there for a period of 30 days. After this period, any bicycle not claimed by the owner will be disposed of.
- Any student not staying at the University during the summer months must take their bicycle home with them at the end of the school year.

### Bicycle Safety

- Register online with the Public Safety and Campus Police Department, there is no cost for registering your bike. We also recommend that all bicycles be engraved. In the event that a bike is stolen or lost, this will aid in the return of the article to the rightful owner. This is a service provided by the Public Safety and Campus Police Department.
- Lock your bike with a U-lock at one of the bike racks on campus, even if you are only going to be gone for a few minutes. Do not lock your bike to lamp posts or to stairwell railings. Use the bike racks. Lock it or Lose it!
- Wear protective head gear, check all components of the bike for proper working order, invest in a headlamp and flashing rear light for night time riding, obey all traffic control devices, and use proper hand signals. Not all drivers may be paying attention, so you must help as much as possible.

If you believe your bike has been stolen or is lost, check all of the bike racks on campus. If it is not found, then come to the Public Safety and Campus Police Office to file a report.

## Spiritual Life

College is a time of growth and discovery. The spiritual domain is no different. Queens is committed to providing students with a climate conducive to the growth and nourishment of a person's lasting religious and moral values. Because of Queens' affiliation with the Presbyterian Church, USA, Queens welcomes students of all faiths, those seeking to define their spirituality, and those wanting to explore the core values that give their lives meaning and depth.

Belk Chapel Programs seek to engage all students in exploring their deepest values. Spiritual Life activities are designed to foster exploration and strengthening of each student's spiritual and ethical values. The Chapel also sponsors programs that engage our world and challenge students to reflect on the intersection of their faith and spirituality and social justice issues. These programs include working with the Grove and Room in the Inn (see below) as

well as Social Justice Walk and an international mission trip. In addition, specific fellowship groups offer additional programs. Hillel, Muslim Student Association, Young Life, CRU, Fellowship of Christian Athletes, and Reformed University Fellowship provide various programs and fellowship opportunities open to all students.

The Moravian Love Feast, a long-standing Queens's tradition of Scripture lessons and Christmas carols punctuated by Moravian coffee and sweet buns, is sponsored by the Chapel and a service not to be missed.

Spiritual Life organizes service and reflection opportunities to reach out to the immediate community. The most prominent is "Room in the Inn," a combined effort of the Chapel and Urban Ministry, that ministers to the homeless during the cold winter months by providing a safe, warm place to sleep, a hot meal, and a sense of community filled with camaraderie and sharing. This program is the longest running continuous service program at Queens, and it is led by a student leadership team. The Chapel also has a relationship with The Grove (Presbyterian Church) and provides volunteers for their

afterschool program that ministers to the children from a fragile east Charlotte neighborhood.

Informal Christian worship services will be held twice a month. This intimate gathering is a student led worship service marked with song and prayer. In addition, a regular

Wednesday gathering from 9-10am with coffee and croissants will provide a place for students to fellowship. For students looking for a local house of worship to call their "home away from home," the Chapel Staff has a list of local congregations of all faith traditions that welcome Queens's students. Please contact one of the Chapel's staff for more information.

