

Graduate Program and Track Director's Handbook

Wake Forest University
Graduate School of Arts and Sciences

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Welcome !

On behalf of the Graduate School of Arts and Sciences, I thank you for your willingness to serve in the very important capacity of Graduate Program or Graduate Track Director (“Director”). You are the very heart of graduate education at Wake Forest University (WFU), acting as supervisor of your program as well as the liaison between faculty and students within your program and between your program and the Graduate School administration. Only with energetic and dedicated Directors like you can the Graduate School at Wake Forest University fulfill its mission.

We have prepared this *Handbook* to aid you in the conduct of your important activities. It is intended to be informational and not contractual in nature. To orient you, we have organized it into several sections. First, we provide an overview of what is involved in being a Director. Second, we describe the operations of the Graduate School -- its structure, admissions, recruiting, registration and related processes, and other nuts and bolts of our operations. The third section addresses what is required for effective administration of your graduate program, involving activities that are shared with the program faculty as well as with the departmental and graduate school administrations. The fourth section addresses policy and other matters affecting graduate students, and the fifth section consists of the Graduate School calendar and contact information.

I hope you find this *Handbook* to be useful. We welcome your comments and suggestions for how to improve it further. Finally, you should note that the materials included here supplement the guidelines and policies contained in the [Student Handbook](#) and Faculty Handbooks at the Reynolda (<http://www.wfu.edu/ir/faculty.html>) and Bowman Gray campuses of WFU.

We in the Graduate School and on behalf of the current and future generations of Wake Forest students and graduate faculty thank you for your dedication to our common mission of expanding the frontiers of knowledge and educating students to become independent, intellectual leaders in their fields.

Lorna G. Moore, PhD
Dean, Graduate School of Arts and Sciences

SECTION 1. INTRODUCTION

A. Duties of a Graduate Program or Graduate Track Director

The duties of Graduate Program or Graduate Track Director (“Director”) are wide-ranging and include serving in the following roles:

- Advisor – the source of information for students and faculty on procedures and policies.
- Advocate – the person who promotes the graduate program to the department, the University, and outside groups.
- Mentor – to graduate students under your supervision and more generally to other graduate students, and to graduate faculty as well.
- Conflict manager – a neutral negotiator to resolve conflicts that arise between students, students and faculty, and occasionally between faculty.
- Counselor – someone who helps deal with the emotional issues of students that affect their academic work.
- Liaison – between your program and the Graduate School staff and administration.
- Policy maker – who, together with your program or departmental graduate committee, recommends policies that enhance the quality of your graduate program.
- Program manager – who maintains awareness of individual students to make sure they are making continuous progress toward attaining their degree.
- Recruiter – who helps to attract the largest number and highest quality of applications and encourages talented and diverse students to matriculate into your program. These duties, as furthered elaborated below, are combined with those of the Graduate Program or Track Director in some programs but separated in others.
- Standard-bearer – who upholds the standards of performance relevant to the graduate program.
- Web master – who, together with other faculty in the unit, manages the on-line presence of the graduate program so that it is kept current and attractive.

These activities are intended to promote excellence in the graduate program(s) and in the professional development of its students. The Associate Dean for Graduate Student and Postdoctoral Professional Development, Dwayne Godwin, aids programs in their conduct of such activities, particularly when such activities benefit students across the range of our WFU graduate programs.

Some units separate the role of Recruiter in order to provide assistance to the Director for encouraging high quality, diverse, national as well as international applicants to the program. Such goals are best met by:

- Creating and sending marketing materials to relevant persons;
- Helping to make the program/departmental website attractive and current;
- Working with alumni, current students, and databases of under-represented minorities (e.g., Ronald McNair Scholars) to identify potential applicants;
- Making contact with faculty at other schools to encourage applications; and

- Contacting desirable applicants by mail, email, phone, or in person to encourage them to apply to and matriculate in WFU programs.

The general approach must be proactive in order to increase the number of qualified applicants, as the market for such students has become increasingly competitive. The Associate Dean for Recruiting and Program Publicity, Brad Jones, works directly with programs to assist with their recruiting and to coordinate their activities with those of other graduate programs and of the University overall. A Graduate Program or Track Director or his/her designate who wishes to discuss proposed recruiting practices is encouraged to contact the Graduate School Office to set up a meeting with Associate Dean Jones.

B. Term of Office

The Director must be a member of the Graduate Faculty. The Director's service should be acknowledged by the department chair, center or institute director, or University administration in an explicit and appropriate way. If the Director cannot complete the full term of duty, the Graduate School recommends that there be a period of overlap to ensure a smooth transition in leadership. If the functions of Director and recruiter are split, differences in their start dates are recommended to improve continuity.

C. Directors' Meetings

One or more times a semester, the Graduate School Dean will call meetings of Directors from one or both main WFU campuses. If a Director is unable to attend, s/he should send a suitable replacement.

SECTION 2. OPERATIONS OF THE GRADUATE SCHOOL

A. Structure of the Graduate School

Overview. The Graduate School of Arts and Sciences was established in 1961. It has offices and staff on the Reynolda Campus and the Bowman Gray Campus, which includes facilities located on Hawthorne Hill, the Downtown Campus in the Piedmont Triad Research Park, the Friedberg Campus, and the Bowman Gray Technical Center. The Graduate School has one dean, multiple associate or assistant deans, and several full- or part-time staff. The Graduate Council meets monthly, serves as advisory to the Dean and is elected from the Graduate Faculty at large, with representation balanced between the two main campuses. The Graduate Faculty as a whole meets two times per year to decide curricular and other major policy items. There is one Graduate Student Association (GSA) and several other student groups.

Currently the Graduate School has nine (9) MA, one (1) MFA, one (1) MA.Ed., nine (9) MS, seven (7) PhD, nine (9) joint-degree, and five (5) certificate programs whose leadership is housed on WFU's Reynolda or the Bowman Gray Campuses. The joint degree programs operate in conjunction with the Schools of Business, Divinity, Law and Medicine. All of these programs are listed on the Graduate School website ([Programs of Study](#)).

In fall 2010, there were 828 students enrolled, comprising 379 doctoral, 381 masters, and 61 unclassified students. Of these, 55% were female and 45% male, 8% of USA students were under-represented minorities, and 19% international students from 36 countries. 238 degrees were awarded, comprising 69 PhDs and 169 master's degrees. The average time for degree completion was 5.8 years for the PhD, 2.6 years for the MS, 2.4 years for the MA, and 1.0 years for the MFA.

Additional background and policy information on the Graduate School may be found in the Graduate School Bulletin, which can be downloaded from <http://graduate.wfu.edu/bulletin.html> and from the Graduate School's Annual Report, which can be downloaded from the Faculty Page - <http://graduate.wfu.edu/faculty/> webpage. Bylaws for the Graduate School describe its major policies and procedures and are listed on the "[For Faculty](#)" web page of the Graduate School website.

Events in which the Graduate School plays a major role include TA-Training and other workshops, Graduate Student Research Day, Founder's Day, the Poteat Lecture, Hooding and Awards Ceremony, and Commencement. Directors are encouraged to support their students in attending these events and to help remove scheduling conflicts with department or program events.

Graduate Student/Postdoc Research Day is an opportunity for the Graduate School as a whole to showcase the excellent research being done by its students and postdocs. Research Day is usually held in late March or early April, with abstracts due in January. Students may submit only one poster per year as the primary author for work in which s/he has had a major role. It is permissible to use a poster that has previously been presented at a conference. The Graduate

School provides easels and boards for students to display their poster. A booklet of all the abstracts is provided and there is a competition for the best poster in a number of categories, with judges drawn from the faculty of relevant disciplines. The winners receive a letter of acknowledgment and a cash prize. Directors should actively encourage their students to submit posters and their faculty to attend the poster session.

The *Hooding and Awards Ceremony* is held on the Saturday afternoon before *Commencement* and is the occasion when graduating masters and doctoral students receive their hoods and congratulations of faculty, parents, and friends. Doctoral students are hooded by their advisor, and master's students are hooded by a faculty member chosen by the GSA or one of the program directors. The Dean welcomes participants and their families attending this important ceremony, followed by a reception. A distinguished speaker, nominated by the Graduate Council, addresses the graduating students. The Gordon A. Melson Outstanding Master's Student and Outstanding Doctoral Student Awards are presented at this occasion as well. Directors are asked to attend the *Hooding and Awards Ceremony* to honor their graduating students and to ensure that program and departmental faculty attend this important event.

Commencement occurs the following Monday, at which time the master's and doctoral students receive their diplomas from the President of the University. Directors are also asked to attend this event and to ensure representation from other faculty in the graduate program as well.

In addition to these regular events, the Graduate School sponsors numerous workshops and networking and professional development opportunities for students and postdoctoral fellows during the academic year. Directors will be apprised of these opportunities and are requested to encourage participation by graduate students and fellows.

Graduate Council serves as an advisory committee to the Graduate School Dean. Among other tasks, it approves course changes, policies affecting graduate education, proposals for new programs, membership on the Graduate Faculty, selection of the Gordon A. Melson Outstanding Student Award winners, and winners for some of the other student awards. Graduate Council is chaired by the Dean or an Associate Dean in the Dean's absence. It consists of 14 voting members (six members elected from each of the two main campuses, and the two Graduate Student Association co-chairs), and has three standing committees (the Curriculum Committee, the Credentials Committee, and the Policy Committee). The minutes of past [Graduate Council meetings](#), meeting schedules as well as other materials are available on-line. Faculty may submit any material for consideration but such materials must be submitted at least two weeks in advance and delivered electronically or in person to the Graduate School Office Room 124 Reynolda Hall, Reynolda Campus).

The Graduate Faculty consists of those persons who engage in graduate or professional teaching, productive scholarship, and directing graduate-level research. Graduate Faculty membership is not required to teach a course that provides graduate credit, but is required to serve on a thesis or dissertation committee. A list of all current Graduate Faculty members can be found in the [Graduate School Bulletin](#).

Persons may serve as Graduate Faculty as either continuing or temporary members. Continuing status is intended for faculty who wish to have an ongoing, active role in graduate programs, whereas temporary status is appropriate for faculty who serve on an occasional thesis or dissertation committee. Descriptions of the [detailed procedures](#) for joining the Graduate Faculty, including nomination forms, are available at our website. All graduate faculty are required to have the appropriate terminal degree. Continuing membership is subject to review every five years to determine whether a faculty person still qualifies for membership as demonstrated by publication or other professionally acceptable achievement in a scholarly or creative medium; teaching of courses or in classes for which graduate or professional credit may be obtained; serving on a graduate student thesis, dissertation, or project committee; or other evidence of valuable contributions to the graduate programs of the University. Temporary Graduate Faculty status may be granted when a faculty member is asked to provide specific activities related to student research and education such as serving on a graduate student's thesis or dissertation committee. Temporary graduate faculty status remains in effect for the duration of the student's degree program.

All materials should be submitted as a unit to the Graduate School address listed on the form at least one week before the Graduate Council [meeting date](#) in order to be considered at that session. The Graduate Council makes recommendations for *continuing* membership, with final approval provided by the Dean of the Graduate School. A letter will be sent to the faculty person and department chair reporting the result of the Graduate Council's vote. The Dean makes the decision regarding *temporary* status.

As required by the Graduate School Bylaws, Graduate Faculty Meetings are held twice a year, in November and April. At the November meeting, the Dean of the Graduate School presents the roster of current Graduate Faculty members. The Graduate Faculty as a whole votes on course changes, policy issues, and program proposals. Only *continuing* members of the Graduate Faculty are eligible to vote. The minutes for Graduate Faculty meetings can be found on-line under [Graduate Faculty](#).

[The Graduate Bulletin](#) may be found [on-line](#). It includes the Graduate School mission statement, its history, policies and procedures as well as the current members of the Graduate Council and the Graduate Faculty. Importantly, it contains sections for each program, which Directors are asked to update regularly so that an up-to-date Bulletin is available for matriculating graduate students in late summer. The section describing each program should contain a description of the course and research requirements for the degree, an up-to-date list of faculty, as well as other important program-specific information.

[Student Handbooks](#) are an valuable means for easing program administration and assuring a high-quality graduate program. Their preparation and maintenance are the responsibility of each Director. Such Handbooks must be approved by the Dean of the Graduate School and, once approved, made available to students and faculty. The Handbook may address topics such as the program's course requirements, a calendar of program deadlines, a typical sequence of courses and activities across the program, a description of the courses and lab rotations, how to chose an

advisor, expected standards of performance, journal clubs or seminar series, special skills requirements, the thesis or dissertation process, and licensure requirements if appropriate. In addition, there may be sections on administrative details such as obtaining keys, career advice, professional standards, publishing policies, and student life.

Also of special importance is the general Graduate School [Student Handbook](#). This document contains the rights and responsibilities of graduate students, description of grievance procedures, and other materials as described in section four.

B. Admissions and Recruiting

Admission Categories. Most students are admitted as full- or part-time students in a specific graduate program, but persons can be admitted as an “unclassified” graduate student in which case they are not enrolled in a particular degree program. Persons may also be admitted as “provisional” graduate students if their credentials do not meet Graduate School or program-specific expectations, in which case the student has one full-time semester (or its equivalent in part-time study) to meet the requirements for regular admission as determined by the Graduate School.

There are presently eleven (11) certificate programs in Bioethics, Interpreting and Translation Studies, Medieval Studies, Science Management, and Structural and Computational Biophysics to which new or continuing students may apply (the Certificate in Science Management students may also include postdoctoral fellows as unclassified students). New students should express their interest in the “personal statement” section of the application. Persons interested in these programs should contact the relevant director directly for further details concerning the application process. Typically, enrollment in a certificate program for continuing students is accomplished within the first year for master’s students, and within the first years or following ascent to candidacy (depending on the program) for doctoral students.

Application Process, Deadlines and Fees.

Application Process. The Graduate School requires an applicant to submit the following materials by the appropriate deadline:

- Transcripts from all undergraduate or graduate schools attended, including programs in which a terminal degree was not obtained,
- A completed application form,
- A personal statement attesting to the student’s interest in the particular program,
- GRE, GMAT or MCAT scores as required by the program,
- Letters of recommendation from three persons familiar with the candidate’s interests or abilities (and which should be submitted on the WFU form),
- TOEFL or IELTS scores (international students only), and
- The application fee.

Programs or departments may add additional application requirements, subject to the approval of the Dean of the Graduate School, and as described at the Graduate School website or in printed materials.

Once the application fee is paid and the complete application has been processed, the Director and his/her designates may review the application. After a decision on an applicant has been made by the graduate program, its recommendation should be sent to the appropriate Graduate School Office. Directors should be clear in their statements to students that s/he can only recommend acceptance of students into graduate programs as it is the Dean of the Graduate School who makes offers of admission.

All such recommendations should be sent to the Graduate School Office as soon as possible but no later than March 15th for students undergoing initial evaluation, so that students who are rejected may make other arrangements. Students about whom the program has not made a final decision by March 15th should receive a waitlist letter in order to provide timely feedback and keep the applicant apprised of the status of his/her application. Wake Forest, along with most American doctorate-granting universities, has signed the Council of Graduate Schools' Resolution Regarding Graduate Scholars that stipulates that: 1) students must be given until April 15th to decide on financial offers and should not be pressured to decide before this time; and 2) an offer of admission with financial support made after April 15th is conditional on the student providing a written release from the institution of any offer that the student had previously accepted. The general spirit of the Resolution is that students should have an opportunity to consider more than one offer and should have until April 15th to do so, that institutions and students should be able to view acceptances in force after April 15th as binding, that everyone should be made aware of the rules, and that an offer by the institution and its acceptance by the student constitute an agreement that both expect to honor. The Resolution acknowledges that students, after having accepted an offer, may change their minds and withdraw that acceptance. The intent of the Resolution is to provide a uniform and widely accepted framework for so doing, and one that provides protection for both student and institution.

Each applicant receives an official letter from the Graduate School describing the status of the decision affecting his/her application by or shortly after April 15th. For accepted students, this letter describes the financial cost and support arrangements (if any), including the provision of a laptop computer (if any). Once replies from the students undergoing initial evaluation have been received, some programs may admit students after April 15th.

Once the applicant's response has been received, the Graduate School will inform the Director. If a student accepts the offer of admission, s/he will be sent an e-mail acknowledgement and, subsequently, additional materials concerning the Reynolda or Bowman Gray Campuses' orientation process as appropriate. All students must submit final undergraduate transcripts (and graduate transcripts, if applicable) with their prior degree conferred, or courses attempted, before registration. Official GRE and/or TOEFL scores are also required prior to registration.

If the offer of admission is not accepted, the Director may choose to recommend that an offer of acceptance be made to another student if the requisite resources are still available. If a Director learns that a student will not be accepting an offer or does not wish his/her application to undergo further consideration, this information should be sent to the Graduate School by email as soon as possible.

As there are often late applications and because students may be placed on waiting lists, the Graduate School staff will do a final check in early summer to ensure that all students have received a final decision. Students who have been rejected sometimes call the Graduate School Office to determine the reasons for the rejection. All of these calls are forwarded to the appropriate program/department. In fielding these requests for further information the Director should provide general information on the qualifications of students who were accepted in light of the criteria used by the recruitment committees for student acceptances, rather than to comment on the reasons for which a student was denied acceptance.

Application Deadline for most programs is January 15th for fall admission but some programs begin earlier such as is the case with Education, which begins June 1st. Most doctoral programs begin reviewing applications December 1st. November 1st is the deadline for programs accepting students in the spring semester. Complete applications are processed as soon as the application fee is received. Directors can begin to review application materials as soon as the materials are complete or after the January 15th deadline, whichever comes first.

Application Fees. A single application fee of \$65 is charged for all programs of study. The preferred mode of payment is by credit card and will be required for the submission of on-line applications. Other acceptable forms of payment are personal checks or bank checks. Application fees are waived as described in the Graduate School [website](#). The application fee must be paid or permission for it to be waived before an application can be processed.

Applicants from under-represented minorities (URM), currently defined by the US Department of Education as African-Americans, Hispanics or Latinos, American Indians, Alaskan Indians or Pacific Islanders or from persons with disabilities may or may not reveal their minority or disability status in their application materials. This information is not used for reaching an application decision but is sought by University and governmental agencies in order to ensure that all persons, regardless of disabilities, have access to graduate education.

Financial Aid for students comes from several sources: the Graduate School, faculty grants, student fellowships, tuition, and philanthropic (foundation) sources. Practices vary somewhat by campus and by source of funding.

The Graduate School provides full tuition scholarships and stipends for doctoral and some master's students are provided by Graduate School Teaching Assistantships, Graduate Assistantships, or Fellowships during their first year. Doctoral and master's students in subsequent years are supported with Teaching Assistantships, Research Assistantships or by faculty or University training grants. The Graduate School provides support toward payment of University-sponsored health insurance through the 5th year for doctoral students. Full-time

master's students may purchase health insurance at competitive rates through University programs. Faculty whose students are working on extramurally sponsored research grants are expected to request funds for partial payment of tuition.

When recommending acceptances, the Director should be careful to consider the number of stipends and scholarships allotted and to use these judiciously, so that offers of admission with financial assistance are not given to more students than those for whom resources are available.

Graduate students are encouraged to submit fellowship applications to outside funding agencies in order to obtain their own sources of stipend and tuition support. Possible funding sources for such programs are listed at the [Graduate School website](#). Directors should ensure that graduate students are aware of these resources.

Philanthropic support is available through awards from the William Randolph Hearst Foundation for supporting URM graduate students on the Reynolda Campus. Directors are encouraged to identify URM applicants at an early stage of the application process and to use these awards for attracting the best qualified students to matriculate at Wake Forest.

GRE and Other Test Scores (GMAT, MCAT, TOEFL and IELTS). The Graduate School requires the GRE for all programs, with the exception of the MD/PhD program, the Bioethics program (exceptions must be approved) and applicants to programs of study in the biomedical sciences who have already received a medical degree (MD) or other terminal, professional degree. When using the GRE scores for consideration of admission, the Directors should be aware that the percentile distribution of verbal and quantitative scores is quite different. For example, a score of 600 is at the 85th percentile on the verbal but the 48th percentile for the quantitative test; hence combining percentiles is preferred to combining the actual scores. Current percentile ranks for the scores can be obtained on the [GRE website](#). It might also be useful for a Director to establish a database of scores and performance by students within the department to help establish appropriate minimum scores. Requiring a subject test is at the program's discretion. If a program adds or eliminates subject tests, please make sure that the Graduate School is informed and the website and application-related materials are changed accordingly.

The MCAT is required for applicants to the MD/PhD program. The LSAT is required for applicants to the JD/MA dual degree program.

The TOEFL or IELTS exams are required for all international students whose primary language of instruction is not English. The minimum score acceptable to the Graduate School is 550 for the paper-based exam, 213 for the computer-based exam, and 79-80 for the internet-based exam. For the IELTS, a minimum score of 6.5 is required. It should be noted that if an applicant will be acting as a teaching assistant, particular attention must be paid to the applicant's skills in spoken English.

Health Insurance and Immunizations are required for all graduate students. International students are also required to have insurance that includes repatriation coverage. The Graduate School will provide support toward payment of the premium for the University's health insurance plan for doctoral students (and MS students at BG) that do not already have comparable coverage. A University health insurance plan is also available to master's students at competitive rates. Students electing the University's plan will have their contribution deducted from their stipend check on a monthly basis. Information about this health plan and enrollment forms can be found on the Graduate School website ([Bowman Gray Campus \ Reynolda Campus](#)).

North Carolina state law requires immunization records for all matriculating graduate students. The correct forms must be used; these are available online for [Reynolda Campus](#) and [Bowman Gray Campus](#) students, and the specific immunizations are listed in the [Graduate School Bulletin](#) and at the website. If a student fails to provide this certification, the student's registration will be cancelled after 30 days. The Graduate School will notify students at risk of being dropped as well as the relevant Director. Reynolda Campus evening students and those taking fewer than four credits are not required to show proof of immunization.

International Applicants must obtain the necessary visas and conform to other regulations. For the Reynolda Campus, the Center for International Studies coordinates these matters and works with the Graduate School to handle the procedures. The primary contact is Mr. Kent Greer (greerrk@wfu.edu). On the Bowman Gray Campus, the primary contact is Ms. Susan Pierce (spierce@wakehealth.edu). Among the key requirements is for applicants to demonstrate that they have sufficient funds to support themselves while in the US. In addition, international students often need aid in making the transition to the US; the Director may need to help in arranging housing and transportation for entering students. The [Center for International Studies](#) can also provide assistance. Mr. Greer provides an orientation specifically for international students in conjunction with the Graduate School's orientation.

Interviews are recommended, but not required, for all programs. Doctoral programs invite select applicants for "PhD Interview Weekend," an event usually held from Thursday to Saturday in January or February. The Graduate School provides lodging for two nights and hosts a cocktail reception and dinner, with the Dean and student groups making presentations. Directors, recruiters and other faculty attend the dinner as well. Departments and programs are expected to provide additional opportunities for students to become acquainted with the faculty, current graduate students, laboratory facilities, and other aspects of the program as well as to pay for travel and other arrangements.

Departments and programs may invite applicants to doctoral programs for interviews before or after Interview weekend. The Graduate School will not, however, contribute financially to these interviews.

Applicants to master's programs may be invited to interview at their own cost. Whether such interviews are required is at the discretion of the graduate program.

Letters of Recommendation from at least three persons familiar with the applicant's academic work are required for all programs. The Graduate School requires that students have their recommenders submit their statements using the Graduate School's recommendation form as described in our application [form](#) available on the Graduate School [application webpage](#).

Summer Research Opportunities Programs are offered by the Graduate School and in collaboration with other programs in which undergraduates interested in graduate study come to WFU to work in research labs. Programs are typically eight weeks long and provide undergraduates with a stipend and housing, paid either by the Graduate School or federally-funded programs such as Excellence in Cardiovascular Science, National Institute of Drug Abuse, the Wake Forest Translational Science Institute, the Wake Forest Institute for Regenerative Medicine, individual faculty grants, or via collaborative arrangements with other institutions (such as Spelman College). Students present a poster showing their work at the end of the summer program; Directors and recruiters are encouraged to attend and make other efforts to meet and recruit these students into their programs.

Transfer Students from other institutions must go through the standard application process in order to be admitted to WFU, and they must also provide a letter of release from their former institution. Master's students may transfer up to six (6) semester hours of credit toward his/her WFU graduate program. The minimum grade allowed for transferring courses is a B with the hours being counted toward the total earned for graduation but the grade not being used in the calculation of the grade point average.

Website and Web-related Recruiting Strategies. The program's website is probably the single-most important item for marketing a graduate program. Therefore, it is important that it be attractive, up-to-date, and have an active recruiting component with direct links to the application pages of the Graduate School website. The program/departmental page should be reviewed at least twice a year to ensure that the information is current and that all links are working. The Graduate School will work with the programs to ensure that the website functions as well as possible.

Among the various categories of information that should be included on the webpage are:

- Basic program information such as the major area(s) of the discipline emphasized, the size of the program/department (including number of undergraduates, graduate students or postdoctoral fellows), degrees offered, notable awards and other indications of program distinction.
- Information specifically oriented to recruiting, such as admission requirements, typical qualifications of a desirable applicant, how to contact the Director with questions about the program, a description of the admission process (such as whether interviews, tests, or other materials are required), and direct links to the Graduate School's application page.

- Course of study such as typical course sequence, course descriptions for core and elective courses, typical length of the program, internships, special opportunities or other resources available.
- Faculty information such as a list of program faculty along with their photo, research interests, academic background, recent publications, and awards.
- Student information such as photos, undergraduate schools attended, current research projects, awards received, examples of recent presentations and job placements.

C. Nuts and Bolts: Orientation, Registration, Thesis/Dissertation Completion, Graduation

Orientation. New student orientation is held for the Bowman Gray programs in early August and late August for the Reynolda Campus programs. This is an important occasion for welcoming new students to campus and orienting them as to necessary procedures for succeeding as graduate students. Many of the activities are handled by the Graduate School staff – such as familiarization with health insurance policies, Honor Code regulations, library resources, getting identification cards, distribution of laptop computers, disability and compliance policies, and student services available on campus. Directors play an important role in instilling a sense of community and enthusiasm by making students feel welcome.

Identification cards are required for all graduate students and are specific to each campus. At Reynolda, students will be contacted the summer before they matriculate and asked to send a digital photo that can be used to create their identification card. Directors should pick up these identification cards on the Friday before the first week of classes in the fall, so that the cards can be distributed to students before they begin the registration and orientation process. These cards can be used at the library, to enter buildings after hours and to have funds credited to them to pay for meal and copying services. Students should carry their identification cards at all times when on campus.

At Bowman Gray, matriculating students will go to Security and have their identification cards made. For security reasons, identification cards must be used to enter the research buildings. Students are required to wear their badges where they can be seen at all times when on campus.

Reynolda Campus students who work at the Bowman Gray Campus or Bowman Gray Campus students who wish to use facilities at the Reynolda Campus may also need to obtain an identification card for that campus. If so, they should contact the Graduate School Office on the campus from which the identification card is needed.

TA orientation is held in mid to late August as a separate event from general orientation. Topics include the role of TAs in the context of the larger University community and the teacher/scholar ideal. Important compliance topics include honor code policies, the Family Educational Rights and Privacy Act (FERPA) and confidentiality rules. A representative from the Athletics Department will explain current NCAA rules and requirements in dealing with student athletes. Finally, required signed documentation is obtained from TAs.

Registration. There is an official registration period for each semester (including the summer session), which can be found on the Graduate School [Calendar](#). To be considered full-time, a student must be registered for nine (9) credit hours in the fall and spring semester and six (6) credit hours for a summer session. This is especially important for international students who must be enrolled full-time (9 hours) to maintain their visa status. Students registered as “thesis only” or “graduate fee only” are considered full-time. Graduate students on the Reynolda Campus can register for courses using the online WIN system, whereas students at the Bowman Gray Campus register through e-mail to the Graduate School office.

Auditing a course consists of participation without receiving a letter grade or credit hours. If space is available after registration of students for credit and after the first meeting of the class, persons interested in auditing the course may request permission of the instructor to do so. Such auditing is appropriate if, for example, the student needs a record of having taken the class on his/her transcript. Full-time degree-seeking students in the Graduate School may audit courses without charge; for others the fee is \$100 per credit hour for the 2011-12 AY. MALS courses are open for audit by current students and alums only.

Add/Drop forms may be accessed on the Graduate School website. With the approval of the advisor and instructor, a student may add a course during the first two weeks of classes or the equivalent period during a summer term. With the approval of the advisor and instructor, a student may drop a course during the first month of a semester or the equivalent period during a summer term without penalty or notation on the transcript. These dates are given on the Graduate School [Calendar](#). A student who is permitted to drop a course after the first month, with the approval of the Dean of the Graduate School and the department concerned, is assigned a Drop (DRP). Courses marked Drop are not counted in determining the grade point average.

Grades, GPA Required for Good Standing. Grades are assigned graduate students as A, A-, B+, B, B-, C+, C, and F. There is no C- or D. The grade of “NR” (Not Reported) is assigned when the grade is not received by the Registrar before the due date; this must be resolved within 45 days of the beginning of the next semester or the grade automatically becomes an “F” or “U” (Unsatisfactory). A grade of “I” (incomplete) may be assigned only when a student fails to complete the work of a course due to illness or some other emergency. If the “I” is not completed within 30 days after the student begins the next semester (not counting the summer session), the “I” automatically reverts to an “F”. In no case is a graduate degree awarded to a student who has an “I” or “NR” on their record. [Incomplete grade forms](#) are available on the Graduate School web site.

To be considered “in good standing” a graduate student must maintain a grade point average (GPA) of 2.5 or higher; be actively engaged in coursework, research or other activities deemed appropriate by the program/department; and making adequate progress toward the degree. If a student’s GPA falls below 2.5, s/he will be placed on academic probation and sent a letter from the Dean indicating the specific efforts that are required to remedy the situation by the end of the next regular academic semester, with copies being sent to the Director. If the GPA does not improve, the Graduate School Dean may, in consultation with the Director, dismiss the student

from the program. Individual programs/departments may require a higher GPA. If so, this must be stated in the program materials and this higher standard will be used for deciding whether to place a student on probation. Academic probation may also be assigned when a student receives a “U” grade for progress in research. The minimum GPA required for graduation is 3.0 and PhD candidates must have a GPA of 3.0 in graduate courses at the time of the preliminary examination.

Candidacy for the Degree, Preliminary Examination and Intent to Graduate Forms are handled somewhat differently on the two campuses.

At the *Bowman Gray Campus*, the Admission to Candidacy for the Degree Form must be completed and approved by the Dean of the Graduate School following the recommendation of the major department or graduate program committee. Admission to candidacy usually occurs at year two. Students must have satisfactorily met all foreign language, special skills, or ethics requirement to become candidates for the degree.

Master’s of science students must submit the Application for Candidacy for the Master’s Degree Form and are expected to complete the master’s degree requirements within one additional semester.

Doctoral students submit the Application for Candidacy for the Doctor of Philosophy Degree Form following satisfactory completion of the Preliminary Examination. The Preliminary Examination is normally given near the end of the student’s second year of graduate study and must be passed at least 12 months prior to the date of the awarding of the degree. For the Preliminary Examination, an examining committee is selected by the department and includes at least three members, one of whom represents a related concentration area. A single written examination or a series of written examinations may be used but should cover all areas of concentration and collateral studies. There may also be an oral examination in which any faculty member invited by the examining committee may participate. The examining committee passes or fails the student. In case of failure, the committee can recommend that the candidate be dropped or that reexamination be allowed no sooner than six months from the date of the first examination. A student may be reexamined only once. The Director is encouraged to ask advisors to prepare students for the Preliminary Examination by clearly outlining expectations and performance standards as early in the student’s program as possible.

The Intent to Graduate Form at Bowman Gray is submitted when the student first registers as thesis-only; this usually occurs in year 5. For each semester (including the summer session), there is a date by which the Intent to Graduate Form must be submitted by the student to the Bowman Gray Office of the Graduate School. This date is typically 90 days before the fall or spring semester graduation date or 8 weeks before the summer graduation date. All of the above forms can be found at the [Bowman Gray Campus](#) section of the Graduate School website.

The *Reynolda Campus* uses a Combined Form that includes both the “Candidacy for the Degree” and the “Intent to Graduate” information. This Form has three different versions:

- one for doctoral students,
- one for students in a masters’ program with a thesis option, and

- one for students in a master's program without a thesis option.

For each semester (including the summer session), there is a date by which the student must submit the Combined Form to the Reynolda Office of the Graduate School. This date is typically 90 days before the fall or spring semester graduation date or eight weeks before the summer graduation date. All of the above forms can be found at the [Reynolda Campus](#) sections of the Graduate School website.

Deadlines for Degree Completion. Master's students are given a maximum of six years from the first semester of enrollment for completion of their degrees and doctoral students a maximum of seven years. However, the typical length of time at WFU is much shorter on both campuses -- two years for masters program and five and a half years for doctoral programs -- and substantially less than the national averages. Directors should encourage students to complete their degrees in a timely fashion. If extraordinary circumstances require a student to exceed the time limit, the advisor, department chair, or Director must write a letter to the Dean of the Graduate School indicating the amount of additional time required, the reason for the extension, and an assurance that the student will be able to complete the degree within the additional time requested. The Graduate School Dean will then make a decision and communicate this to the student, advisor, Director, and Department Chair. The maximum additional time given is typically one year. In extraordinary cases, a final extension of one more semester may be approved.

Thesis/Dissertation is usually the culminating aspect of a master's or doctoral program.

Deadlines for the Thesis/Dissertation Defense are provided each year on the [Graduate School Calendars](#) and as specified in the [Bulletin](#). This is the last date by which the defense must have been held for a student to graduate in a given semester (including the summer). The Graduate School also designates the last date by which the final version of the paper and electronic copies of the thesis or dissertation must be submitted to the respective Graduate School Offices. Deadlines may be found in the [Academic Calendars](#) section of the Graduate School website. Directors should circulate the dates for the August, December, or May graduations and work with advisors and students in his/her program/department to ensure that students meet these deadlines.

Defense of the thesis or dissertation takes place once the committee chair has polled the committee members in order to determine if the thesis or dissertation is of acceptable quality.

The Director should encourage advisors to prepare students for the thesis/dissertation defense. Generally, the defense itself is not open to the public but doctoral students sometimes give a 1-hour seminar preceding the defense that is open to the public. During the thesis or doctoral defense, the committee may ask questions directly about the thesis or dissertation as well as on related topics. The committee can recommend a pass, a pass upon rectifying minor deficiencies, a pass upon rectifying major deficiencies, or a failure. If a student fails, s/he is allowed one more attempt to pass the defense. If changes are required, the student must make the designated

changes and obtain the advisor's approval and/or all or part of the committee's, as specified by the committee, prior to the thesis or dissertation being accepted.

Final Examination Committee or Panel. Composition of the committee depends on whether it is a master's or doctoral committee. Specific rules may be found in the [Bulletin](#). In general, committees for master's theses have three members -- the advisor, another member of the department, and one person from the same or another department but qualified in the particular discipline. Doctoral committees generally have five members -- the student's advisor, the chair of the major department/program or a faculty member chosen by the chair, another member of the major department/program, a representative from a related area from within or outside the department/program, and a member from outside the major department or the program of concentration. This latter person represents the Graduate Council and serves as chair of the committee. All committee members must belong to the Graduate Faculty. Current members of the [Graduate Faculty](#) can be found at the Graduate School website. If the student and his/her advisor wish to have someone on the committee who is not currently a member of the Graduate Faculty, a request for either continuing or temporary Graduate Faculty status must be made to the Dean of the Graduate School following the procedures described above and on the Graduate School website.

Format. The Graduate School has format standards, which are listed on the Graduate School's "[Graduation Requirements](#)" webpage. Each discipline typically also has its own format for a thesis or dissertation, as well as its own recommendations regarding formatting of references. Advisors need to check to ensure that their students are using the proper format(s). Students must submit the thesis or dissertation to the appropriate Graduate School Office by the deadline listed on the [Academic Calendar](#). At Reynolda, students send their electronic copy to Sheila White (whitesl@wfu.edu) who ensures that the Graduate School's formatting policies have been followed and then sends the copy back to the student for correction. At Bowman Gray, each student meets with Susan Pierce (spierce@wakehealth.edu), at least four weeks prior to the scheduled defense to review the formatting of the thesis/dissertation.

Submitting Electronic Copies. Once corrections have been made and approved by the advisor, the student is ready to submit an electronic copy as instructed at the [Electronic Thesis and Dissertation](#) website. For privacy protection, no signatures should be included on the title page as this copy will be made available to all members of the WFU community on both campuses. A signed student-advisor agreement must be completed and submitted to the Graduate School office. Once the thesis/dissertation has been successfully submitted, the Graduate School will be notified via e-mail by ProQuest. The thesis/dissertation must then be reviewed and released by the Graduate School office before being available to the WFU community. The thesis/dissertation will be released to the National Library of Digital Theses and Dissertations (NLDTD), an internet-based digital library system, depending on the embargo designated by the student and advisor. Information is provided on the [ETD website](#) and classes are offered by the Library should students need assistance in converting theses/dissertations into PDF files and submitting them electronically.

Thesis/Dissertation and Research Credit Hours. In programs where a thesis or dissertation is required, a student must register for the required number of research or thesis hours. The requirements vary by [program and department](#). All research hours are graded as satisfactory (S) or unsatisfactory (U).

“Thesis-only” or “Grad-fee” status. At Bowman Gray, PhD students register as “thesis only” in the semester in which they graduate or as they enter the 6th year, whichever comes first. At Reynolda, students register as “grad fee” once their coursework is complete. Students registered as “thesis only” or “grad fee” receive no credit hours or grades for this assignment, but they are considered as full time and retain all the privileges of full-time students (e.g., library, use of athletic facilities, deferral of loan repayment requirements) and pay a lesser amount of tuition (currently \$30/semester).

First Year and Exit Surveys. In order to track student needs and satisfaction, and to provide Program and Track directors with up to date information on student trends, the Graduate School requires each student to complete two surveys: A First Year survey after completing the first year of graduate training, and an Exit Survey before s/he graduates. Feedback from these surveys can be supplied to programs for their continued improvement. The student’s answers remain anonymous, with responses being combined so that individual students cannot be identified. The Dean of the Graduate School sends the results of the survey annually to the respective Directors and Department Chairs. The Director is encouraged to review these results with the Graduate Committee in his/her program/department and to use this feedback for making programs as effective as possible.

D. Other Important Matters

Continuous Enrollment. Students in degree programs must be enrolled continuously through the semester in which they graduate. Enrollment may be achieved by registering for courses, for research hours, or as “Thesis Only” or “Graduate Fee.” Failure to maintain continuous enrollment is assumed to mean that the student is not maintaining progress toward the degree and can lead to the student’s dismissal at the discretion of the Dean of the Graduate School.

Faculty Excellence Award. Since 2000, the GSA has recognized one faculty member each year for his/her outstanding contributions to graduate education. Students nominate faculty mentors and a GSA committee makes the final decision. The recipient of the award is honored at the Hooding and Awards ceremony by the co-chairs of the GSA.

Internships. Students may wish to enter an internship with a biomedical, technology, business or agency either external to WFU, or in some cases internally (e.g., with the Office of Technology Asset Management). Information about such opportunities is contained in the [Internship](#)

Opportunities section of the Graduate School's website. Typically these experiences take place during the summer months. A student undertaking an internship must register for GRAD 702 or 703. To receive credit for this experience, there must be a written description and evaluation of the work that the student has done, as well as the supervisor's written and graded evaluation of the student's performance. Based on this information, the Internship Director will assign the final grade as "satisfactory" (S) or "unsatisfactory" (U). When enrolled as a full-time graduate student and receiving University support, a graduate student should be devoting him/herself full-time to graduate study; therefore, the Graduate School requires that students be making good progress toward completion of their degree, including its associated teaching and/or research duties. If the internship provides a stipend, the amount of the student's stipend paid from a faculty grant or other source is reduced accordingly, unless an exception has been made by the Graduate School Dean.

Participation of international students in internship programs must be approved for Curricular Practical Training (CPT). To determine their eligibility, students should contact Kent Greer (greerk@wfu.edu) on the Reynolda Campus and Susan Pierce (spierce@wakehealth.edu) on the Bowman Gray Campus before starting the internship.

Leaves of Absence. Full-time students who wish to take a leave of absence must receive approval from the department concerned and the Dean of the Graduate School. The student must submit a leave of absence request in writing, be in good academic standing, complete forms required by the Graduate School for courses in progress, and provide letters of support from the program director and advisor. The maximum time for a leave of absence is one academic year. At least one month prior to the beginning of the semester in which the student plans to re-enter the Graduate School, a written reinstatement request must be sent to the Dean of the Graduate School. The time spent during the leave of absence will not count in the maximum time allotted for the degree. If a student on an approved leave has not requested reinstatement after a year, the student will be considered to have withdrawn from the Graduate School.

Maternity Leave. If a graduate student wishes to take maternity leave, the student should confer with her advisor and Director in order to determine suitable arrangements for continuing to meet degree requirements in a timely fashion and what arrangements are suitable for continuing to receive University financial aid or other forms of University support. A leave of absence may be required. If the student's stipend ends while on maternity leave, it is the student's responsibility to pay the monthly health-insurance premium consistent with campus policy. If the student is supported through a fellowship or other kind of extramural award, the Graduate School will follow that agency's established guidelines.

Minors. A certified minor may be obtained in some programs within the biomedical sciences (Bowman Gray Campus) by completing 12 semester hours of coursework, including specific courses as required by individual programs. Directors should be consulted for details. Students pursuing such an option should notify the Director and the Graduate School Dean of their desire

to do so no later than one semester following the term in which the coursework is completed. Notation of the minor will be made on the official transcript.

Program Requirements. The requirements for receiving a degree are found under the specific program/track or departments in the [Bulletin](#). In general, these include a minimum GPA of 3.0, passing any special skills requirements such as the professional development and scientific integrity courses currently required of students on the Bowman Gray Campus, fulfilling the residency requirements, and successfully defending an acceptable thesis or dissertation for those programs in which a thesis or dissertation is required.

Repeating Courses. A graduate student may repeat a course in which a B- or lower grade has been received. The course may be counted only one time for credit. The higher grade earned will be counted in calculation of grade point average. Both grades will appear on the transcript.

Program Review and Institutional Re-accreditation. On the Reynolda Campus, all graduate programs are currently reviewed individually, often with the unit's undergraduate program, every ten years on a rotating basis. The Office of Institutional Research, the Dean of the College, and the Dean of the Graduate School coordinate this process. Information on the review process can be found on the [Office of Institutional Research](#) website. The Director is usually central in writing the relevant portions of the program self-study and identifying appropriate internal and external reviewers. Once the self-study is written, an internal and external committee will review the program and write an evaluation, which is sent to the Provost, the Dean of the College, and the Dean of the Graduate School. These administrators then write a Memorandum of Understanding (MOU) to the program, citing the reviews and making recommendations for changes in the program. The department then takes the appropriate action(s) recommended in the MOU. A review of the outcome of these actions is conducted one year later.

On the Bowman Gray Campus, a review of all biomedical programs is currently conducted every seven years. The last review was done in 2005, for which a committee was appointed by the Dean of the Graduate School to prepare the self-study and identify internal and external reviewers following the format used the Reynolda Campus, with the external and internal reviewers considering the self-study and the Dean of the School of Medicine and the Dean of the Graduate School making recommendations for programmatic change.

Residency Requirements. To obtain a WFU degree, a student must have been in residence for the required number of years. The regulations for master's degree programs vary. Specific requirements may be found in the [Bulletin](#). All doctoral students are required to have a two-year minimum residency.

Seminars. Many departments and programs invite national or regional speakers to participate in their seminar programs. The Graduate School maintains a webpage that lists all of the [seminars](#) scheduled for both campuses. Faculty and graduate students are encouraged to check this webpage periodically to determine if there is a seminar of interest coming up in his/her own department or another one in the University. Directors should send all departmental/program seminar titles and dates to the Graduate School Office so that they can be added to the schedule.

Sources of Support and Policies on Extra Remuneration. Stipends and other sources of support for graduate students vary among programs. The Graduate School assumes that each full-time graduate student is devoting him/herself full-time to graduate study and making good progress toward completion of the degree. Accepting employment that interferes with making good progress toward the completion of the degree may result in cessation of University-derived support and/or dismissal from the program. However, the Graduate School recognizes that the amount of stipend provided may not be sufficient, especially in some programs; hence a student may need another position as a paid internship, another job within the University (such as at the library or opportunities for students to work as residence advisors for the undergraduate [Office of Residence Life](#)), or an external job. Additional remuneration for internships or other University-associated sources of employment can be accepted with permission from the advisor, the Director, and the Graduate School Dean. International students are restricted from having jobs on campus, although they can have internships off-campus, as long as they are enrolled for course credit. International students are further advised to check with the International Studies Office to ensure that there are no visa issues involved.

Summer Courses. Students may be enrolled during the summer months for courses or research credit. Summer stipends may be obtained from faculty research grants, departmental sources, internships, or Richter funds in the case of Reynolda students. Reynolda Campus students in doctoral programs and all Bowman Gray students are required to enroll in summer sessions. A limited amount of tuition scholarship support is available for master's students at Reynolda as well.

Transferring Course Credit. If a student took graduate-level courses at another institution before enrolling at Wake Forest, the student may petition to have these courses added to his/her WFU transcript and counted toward the master's degree requirements. This petition should be made after the student is accepted into the program or department. If an enrolled student wishes to take courses at another institution, s/he must show the Director a description of the course and its requirements before taking the course, and the Director, as well as the student's advisor, must approve such a course. Once the course is completed, the student must provide an official transcript showing the course grade and materials completed for the course to the Director. If approved, the Director notifies the appropriate Registrar and requests that the courses be added to the student's WFU transcript. A student may transfer no more than 6 hours of coursework for credit toward a master's degree. The minimum grade allowed for transferring courses is B. The hours are counted toward the total earned for graduation but the grades are not calculated in the GPA. This limitation does not apply for the PhD degree. Courses taken at other schools of

Wake Forest, such as the Divinity, Law, Calloway, Schools of Business are not considered transfer courses.

Transferring to Another Program. A student who wishes to transfer from one program or track to another at WFU may do so with the permission of the new track or program Director. The student should first contact the Director of the track or program to which he or she wishes to transfer and arrange to interview with one or more prospective advisors. If a prospective advisor is identified, the student's transfer request may be considered further. Upon receipt of a written request from the student, the Graduate School will forward credentials from the student's file to the new Director for evaluation and consideration of financial aid. At the conclusion of this process, the Director sends a transfer recommendation to the Dean of the Graduate School for approval. The student is not required to withdraw from an existing program until the transfer request to the new program has been approved. The track or program from which the student is transferring will have no further financial responsibility for the student. The student must, however, complete the formal process of withdrawing from the original program by the end of the semester in which the transfer takes place.

Travel Funds. Graduate students are encouraged to attend and make research presentations at state, regional, and national conferences. To support this activity, the Graduate School provides up to \$300 from the [Alumni Student Travel Award Fund](#) to graduate students on the appropriate campus on a first-come, first-served basis until such funds are exhausted. Directors should urge their students to make their requests early. Support for international travel for Reynolda Campus students may be obtained by applying to the [Richter fund](#). All students receiving Alumni Student Travel Awards are required to write a letter or an email to the Graduate School Dean attesting to the utility of their use of these travel funds. Failure to do so renders the student ineligible for future such Alumni Student Travel Awards. Students receiving support from the Richter fund are also required to present their project at Graduate Student Research Day.

Vacation Policy. Students should check with their programs for specific guidelines on vacation. In situations in which an international student travels overseas or returns home, US policies affecting the issuance of visas may cause the student to experience delays or other problems upon reentry. If such delays occur and the student is receiving a stipend, the stipend will be discontinued after one month's absence and then resumed upon return to the US.

Withdrawal. Students who wish to withdraw from the Graduate School must complete the appropriate form, which requires approval from the track or program concerned and the Dean of the Graduate School. Students who leave without following this procedure will receive a grade of "F" for each course in progress, unless an exception is made by the Dean of the Graduate School. Students on the Reynolda Campus who were issued a Graduate School laptop computer are required to return it to Information Systems. Students on the Bowman Gray Campus are required to return their laptop computers to Academic Computing.

Students who withdraw by the drop date as listed at the [Academic Calendars](#) section of the Graduate School website will not have a grade recorded for courses in progress. Students who withdraw after the drop deadline will be assigned a grade of “Withdraw-Passing” or “Withdraw-Failing” for each course in progress.

Students who have withdrawn from the Graduate School and wish to return within one academic year must request reinstatement in writing to the Dean of the Graduate School at least one month prior to the semester in which they wish to re-enter. To be reinstated, the student must be in good academic standing and receive approval from the Director and the Graduate School Dean. The time spent during a period of withdrawal will not count in the maximum time allotted for the degree.

Students who have withdrawn from the Graduate School and who wish to re-enter after one academic year must reapply for admission as stated in the [Bulletin](#), with their readmission subject to the approval of the graduate program and the Dean of the Graduate School. If a student is approved for readmission to the Graduate School within a five-year period, previous coursework may count towards the degree requirements at the discretion of the Dean and the recommendation of the graduate program concerned. If the student re-enters Graduate School after a five-year period, previous courses will not count in the degree requirements.

SECTION 3. ADMINISTRATION OF THE GRADUATE PROGRAM

A. Curriculum and Program Modification

Graduate-Level Courses

Graduate-level designation is generally reserved for those courses at the 700- and 800-level, although some units have 600-level graduate courses. Some graduate courses are cross-listed between tracks, programs or departments. Courses that carry graduate credit but are not in units with graduate degrees are listed in the [Bulletin](#) under “Courses in General Studies”.

Courses with a 600-designation are generally intended for both advanced undergraduate and graduate students. Some programs may specify the maximum number of courses that may be taken at the 600-level. The accrediting agency for Wake Forest University, the Southern Association for Colleges and Schools (SACS), requires that courses that include undergraduates have an additional component specifically designed for graduate students that requires a greater level of complexity and specialization than does the undergraduate portion of the course. This additional component must be specified clearly in the course syllabus. SACS regularly reviews University procedures to ensure that this extra requirement is met for all 600-level graduate courses. Directors should remind all faculty of this rule at the beginning of each academic year, so that such a note is included in their syllabi.

Proposing/Modifying Graduate Courses. If a track or program wishes to add, delete, or substantially modify an existing course, the Director needs to complete the Request to Add, Delete or Change Graduate Course [form](#). As this form changes from time to time, please be sure to use the current version, include all the information requested (including the indicated signatures and whether there is an equivalent course already in existence), and send it to the Graduate School as directed. If the form is properly completed, it is then forwarded to the chair of the Curriculum Committee of the Graduate Council, reviewed, and a recommendation made to the Graduate Council for approval, denial, or modification. If the Graduate Council approves the change, the change is presented at the next Graduate Faculty meeting for approval or denial. If denied or changes are recommended, it is sent back to the track or program accordingly. The track or program is notified once this process is complete.

Modifying Graduate Programs. If a track or program wishes to change some important aspect of the graduate program, the proposed change should be submitted to the Dean of the Graduate School and the Graduate Council for consideration. Such changes might be the termination of an existing graduate program, changing requirements for the degree (such as adding or dropping a thesis requirement), changing the name or direction of the graduate program, or adding or dropping a comprehensive examination. There is no specific form for this, although following the format for the guidelines for proposing a new graduate program (available on the “Graduate Faculty” page at our website) may be helpful for preparing the request. The request should include a full description of the proposed change(s), along with a detailed justification and any

budgetary ramifications and must be sent to the Graduate School Dean at least two weeks before the scheduled Graduate Council meeting at which the change is to be presented. The person making the proposed change is asked to attend the Graduate Council meeting and Graduate Faculty meeting to present the proposed change and to answer questions that might arise.

The proposed changes will be reviewed by the Dean of the Graduate School and the Graduate Council as a whole, and will be either approved, denied, or sent back to the track or program for clarification. If approved, the proposed change will be sent to the Graduate Faculty for approval or rejection. In all cases, the track or program will be notified of the final decision by the Graduate Faculty in a letter from the Dean of the Graduate School. The Provost or Dean of the School of Medicine, as appropriate, must approve program changes with budgetary implications. Final approval from the Provost and/or Dean of the School of Medicine (as appropriate), President, and Board of Trustees for substantial changes to an existing graduate program (such as termination or name change) is also required.

If a unit, or units, wishes to [propose a new program or certificate](#), it must follow the guidelines on the “Graduate Faculty” webpage. Such proposals need to describe the size of the proposed program, resources available, number of graduate hours required, faculty available, overlap with existing programs, likely competitiveness of the program versus others nationally, and actual or anticipated sources of funding. The committee of faculty proposing the program or certificate should meet with the Graduate School Dean to discuss the proposal at an early stage of, and throughout, the proposal’s development. At the initial meeting, the committee should be prepared to discuss the level of support from the department chair(s) and faculty of the relevant academic unit(s). Once the Dean feels the proposal is adequately developed, the proposal may be submitted for consideration to the Graduate Council, with all submission materials being provided to the Graduate School at least two weeks before the next [Graduate Council meeting](#). The Graduate Council will review the proposal and recommend acceptance, rejection, or clarification. The chair of the committee proposing the program should be prepared to attend the Graduate Council meeting to present the program. In all cases, the chair of the committee proposing the program will be informed of the outcome of the vote. If the proposal is approved, it will be sent to the next Graduate Faculty meeting for approval or rejection. If approved there, the proposed program will also have to be approved by the Provost or Dean of the Medical School (as appropriate), the President, and the Board of Trustees. The Office of Institutional Research on the Reynolda Campus will also be involved to determine that the new program meets the Southern Association of Colleges and Schools (SACS) guidelines.

B. Promoting Student Success

Advisor’s Role. The role of the advisor is very important for all graduate students. In most programs, this is an individual faculty member or group of faculty who meets regularly with the student and provides sufficient, appropriate, and timely feedback so that the student will satisfy program/track expectations and complete their degree in a timely manner. Another key activity is mentoring. This requires that both the student’s advisor and other program faculty work

actively to help the student acquire the teaching, research and service skills needed to become a leader in his/her chosen field. For programs in which a thesis or dissertation is required, the advisor provides structure, guidance, and a set of appropriate standards for the conduct of this work. On both campuses, the Director facilitates making an appropriate match between advisor and student. On the Bowman Gray Campus, this is aided by a formal system of lab rotations during the first year.

Faculty new to supervising graduate students may not be clear about the best way to act as a mentor and to help with other aspects of the graduate program. A Director therefore should help to standardize the performance of faculty advisors in the program by discussing issues related to being a good mentor with new as well as more-seasoned faculty. Numerous activities and workshops are provided by the Graduate School and other portions of WFU to aid effective mentoring of graduate students, postdoctoral students, and faculty as described as described at the [Professional Development](#) portion of our website, including a model individual development plan that is available to facilitate mentor/mentee interactions and career planning. In the event that the student's advisor leaves the institution prior to completion of the student's degree, the graduate program committee or the Dissertation Committee is responsible for recommending an appropriate plan for the completion of the degree. This plan should indicate the source of support for the student's stipend and research (including lab space) and designate the student's new primary mentor as well as the person who will serve as a manager to carry out the plan. This plan is to be submitted at least 6 weeks prior to the faculty member's departure and must be approved by the track or program Director and the Graduate School Dean.

Awards come from several sources and are made to students on the basis of merit or other designated criteria. The dollar amount received is in addition to the stipend or other monies being received. Among the awards offered are the following:

Melson Outstanding Master's and Doctoral Student Awards are made each spring. Faculty and Directors are encouraged to identify outstanding students and to nominate them for this award. To be eligible, the student must have graduated in the preceding August or December or be scheduled to graduate in the coming May ceremony. Information on applying can be found on the Graduate School website <http://graduate.wfu.edu/faculty/index.html>. Students from programs with or without thesis or dissertation requirements can be nominated as can multiple students from a single track or program. Faculty and students should be aware that to be nominated for the award is in itself recognition of superior performance.

Richter Fellowship. This competitive grant is available to students on the Reynolda Campus in order to furnish scholarships and provide students with a "life changing opportunity". Graduate students are encouraged to go overseas to work on an intensive research project and to encounter a new and different culture. Students who apply should be aware that emphasizing just one or the other aspect will not be as appealing as an application that emphasizes both. The deadline is usually in early spring. The [Richter fund](#) application procedures are described at the Graduate School website.

Other Named Awards. Each campus has a number of specific awards available for students with the awards generally being administered by the units in which the award is housed. In addition to the Melson and Richter awards described above and the Hearst award mentioned in the Financial Aid portion of Section 2 for students in Reynolda Campus programs, the Sulkin, Artom, Cheung, Cowgill, and Robbins awards exist for students in Bowman Gray Campus programs. These awards are described in greater detail in the [Graduate School Bulletin](#).

Oak Ridge Associated Universities (ORAU) Awards may be applied for by students from both campuses. ORAU is a consortium of research universities that supports a variety of programs to connect students and faculty with federal research facilities throughout the US in fields such as biomedical sciences, chemistry, engineering, epidemiology, mathematics, pharmacology, and physics. For more information, consult the [Graduate School Bulletin](#) or the [ORAU website](#).

Crisis Control: Conflict Resolution, Emergencies, Emotional Issues

Conflict Resolution. Conflicts arise for graduate students as graduate study occurs during a period of life in which many changes are taking place. When managing a conflict, the Director should be aware that there are multiple issues to be considered: the nature of the conflict, the differences in opinions and perceptions that inform the situation, the emotional state of the parties involved, the relationship among the parties, the impact of the conflict on the individual's desired self-image, the cultural backgrounds of the parties, and the Graduate School's as well as the graduate program's standards and procedures. When obtaining information about the issue, the Director first needs to obtain information from all parties. Students or faculty who bring an issue to the Director frequently wish to vent their anxieties and annoyances, with different parties often presenting quite different perspectives. Therefore, in the initial meetings, the Director should allow parties to express their feelings and describe their perspectives, but while acknowledging those feelings one should remain neutral him/herself. At this initial stage, it is usually best not to involve other parties. Such meetings should be held as soon as possible and probably be held individually, with the Director serving as a "third-party negotiator." The Director can help identify the specific issues involved, perhaps listing them from small to large, and recommend a time frame for when meetings and resolutions will occur. In initial meetings, it is often useful to see if the smallest concerns can be handled first so as to help restore trust among the parties, and to ask each party exactly what outcome they would like to have from this process.

Once all the information has been obtained and all affected parties consulted, the Director should attempt to find a solution that honors Graduate School standards, procedures, and policies while considering the perspectives of the parties to the issue. The solution should be aimed not just at resolving the issue in conflict but also restoring as agreeable a relationship between the parties as is possible. A potential solution should be discussed with individual parties first; if there is general agreement, the parties can be brought together to confirm the solution. Finally, it should be remembered that graduate students involved in a conflict with a faculty member often feel the power differential very strongly. Efforts should be made to ensure a policy of fairness and concern for all parties. As a general principle, conflicts are easiest to solve when the fewest number of people are involved.

If the problem cannot be resolved with the persons directly involved, however, then the matter will need to involve the next highest authority such as departmental chair or eventually the Graduate School Dean. If the dispute involves a grade for a course, whether Pass/Fail or letter grade courses, the curriculum committee may be consulted for a determination prior to bringing the concern to the Dean. If not resolved at these levels, the student should be encouraged to file an academic grievance following the procedures described [Graduate Student Handbook](#).

Emergencies. The Director should be familiar with the emergency procedures of his/her campus. Emergencies can be anything from natural disasters to chemical spills or threats from violent persons. In each case, there is a procedure to be followed to maximize the safety of students and faculty. On the Reynolda Campus, procedures are described at the [University Police](#) website. On the Bowman Gray Campus, such policies are available through the [Environmental Health and Safety Office](#). On both campuses, it is the responsibility of the advisor to ensure that graduate students have received orientation to laboratory spaces and potential hazards in compliance with EHS requirements.

If there is an emergency on campus, the University will send out messages by email and other means. Although rare, there may be circumstances in which a Director him/herself may need to check on the safety of all graduate students in his/her program. Thus, it would be appropriate for the Director to keep a list of the email addresses, home phone numbers, and cell phone numbers of all their graduate students accessible to him/her both during and after normal work hours, and these should be available to the track or program administrator if the Director is away. Students and faculty should also take precautions as to how student data can be preserved in the event of a natural disaster.

Emotional Issues. Graduate school is a stressful experience with which even stable persons may have difficulties. It should also be noted that the incidence of undergraduates reporting stress-related problems and depression has risen dramatically in the past decade. Therefore, it is highly likely that a Director will find that s/he needs to deal with emotional issues, or instances of substance abuse and addiction.

The Director should offer support and encouragement to a student who is going through a difficult time to the degree that s/he feels comfortable. As a general rule, it is probably best for the Director to contact the Graduate School for assistance in helping the student to receive counseling services from the professionals at the [Counseling Center](#) on the Reynolda Campus, the [Student Wellness Center](#) or [CareNet](#) on the Bowman Gray Campus. The Campus Assessment Response and Evaluation (CARE) team at Reynolda (758-4963) or the Health Effectiveness Council (HEC) at Bowman Gray, both of which are made up of peers and guarantee anonymity, may also be consulted. Some students are very reluctant to approach these groups and it should be emphasized to the student that doing so does not signify weakness or a failing on the part of the student, but is an appropriate strategy for coping with such issues. If it is necessary to interact with emotionally stressed students, a Director is advised to meet in a place with other people around and to handle issues in as calming and neutral a manner as possible.

International Students and Visas. The [Center for International Studies](#) provides a variety of services for international graduate students, including assistance with visas and the family friendship and student ambassador programs. The [Chinese Graduate Student Association](#) also provides English-oriented events and other social activities. For additional visa-related issues, see “International Applicants” in Section 2.

Professional Development. In addition to providing education in academic fields and research opportunities, graduate schools are increasingly providing additional educational opportunities in various aspects of professional growth and development, the purpose of which is to facilitate development of the student as a whole person. The Graduate School website includes a [Professional Development](#) page which has links to many of the resources currently available or under development at Wake Forest University.

At the Bowman Gray Campus, two professional development courses are required for all graduate students. One is a two-semester course (Grad713/714) held throughout the first year, which deals with a variety of issues relevant to professional development and the responsible conduct of research (RCR). WFU meets all NIH and NSF guidelines regarding RCR instruction, and first year students are required to undertake the appropriate courses.

At the Reynolda Campus, Grad707/Grad708 fulfill the required RCR instruction, and have a slightly different focus consistent with the differing research support source and activities on the Reynolda campus. Some professional development resources and workshops are available to all graduate students, and such workshops are announced by the Graduate School through email, FaceBook™ and LinkedIn™. Typical offerings (on a rotating basis) include such topics as manuscript writing, oral presentation skills, effective time management, various computer and technology skills, pedagogy, funding opportunities, team dynamics and leadership, stress management, professional ethics, and career placement skills (e.g., developing the curriculum vita, interviewing skills). One mechanism for making these broadly available is to linking such activities through the [Professional Development Center](#). Individual departments on both campuses also have their own professional development activities from which students can find discipline-specific guidance. For programs without a formal set of professional development activities, Directors are encouraged to work with the Associate Dean for Professional Development to develop those areas specific to their discipline.

Publicizing Student and Program Achievements. The Graduate School is eager to advertise the successes of Wake Forest graduate students and faculty to the outside world and to the Wake Forest community. Doing so enhances the prestige of the Graduate School and our ability to attract quality students and faculty. Therefore, Directors are encouraged to place all accomplishments of their graduate students on the program/departmental websites and to email these regularly to Beth Whitsett at the Graduate School (bwhitset@wakehealth.edu) for placing on our News and Publications webpage and incorporating in our semi-annual Newsletter. The Graduate School also works with the Advancement and Development Offices and other offices on both campuses to publicize the outstanding achievements of the graduate students.

Support Services

Personal and Career Services. The Reynolda Campus has a Personal and Career Development Office for providing assistance to students from both campuses. This office provides job listings, library materials, résumé evaluations, mock interviews, and electronic job searches. The [Personal and Career Development Office](#) is located in Reynolda Hall and can be called for student appointments or to make a group presentation.

Counseling Center/Student Wellness Center. Reynolda Campus students may obtain individual counseling, support and counseling groups, and career counseling at the [Counseling Center](#) located in Reynolda Hall. Bowman Gray Campus students may obtain individual counseling, and group counseling at the [Student Wellness Center](#) located on the 8th floor of the Hanes Building or the [Caret Counseling Center](#) located at 403 South Hawthorne Road

Disability. Matriculating students are given a form at orientation that describes the University's commitment to helping students with disabilities to succeed in their graduate programs, be they physical, learning, or mental disabilities. The form states that if an accepted student wishes to have an accommodation for a disability, s/he needs to contact the [Learning Assistance Center](#) (LAC) for evaluation. It is the student's responsibility to make the disability known to the Director and appropriate Graduate School Office. It should be noted that all accommodations are for the future, cannot be used to change assessment of past work, and are intended not to waive requirements but rather to permit the student to complete program requirements successfully. After evaluating the nature of the disability, the director of the LAC will write a letter to the track or program Director indicating his/her estimate of the appropriate accommodations. Such accommodations can then be worked out with the student and his/her advisor on an annual basis. Directors are encouraged not to attempt to make assessments of disability or arrange accommodations on their own, but to work through the appropriate office.

Health Care. Students on the Reynolda Campus may visit the George C. Mackie Health Center, located in the lower level of Reynolds Gymnasium. An annual fee is paid for use of these services with many such services being free at the time of visit. The hours and services for the [Student Health Services](#) can be found on the WFU website. On the Bowman Gray Campus, students may visit [Employee Health Services](#).

Housing. Graduate students are expected to find their own housing and are encouraged to arrange housing in the spring or summer before they come. Since the Director may be the student's first point of contact, it is helpful for him or her to have the sources of housing information available. There are housing offices on both main campuses; the [Office of Housing](#) (Benson 101) on the Reynolda Campus maintains information on local apartments and houses for rent or sale, lists of potential roommates, and a [listing of apartments](#) near the Bowman Gray Campus for which graduate students may apply. The Prospective Students page of the Graduate School website contains additional housing-related information and other websites such as [Craig's List](#) are often used by graduate students in finding places to live. Directors can ask current students to assist incoming students by providing campus tours, help in completing

registration materials, and finding housing. Finally, Kent Greer (greerrk@wfu.edu) of the Office of International Studies may be able to provide additional help to international students who require it.

Learning Assistance Center. The Learning Assistance Center is located on the Reynolda Campus in Reynolda Hall, and provides writing services to graduate students on both campuses. A student who is having writing difficulties will be assigned a person who will work with the student on polishing his/her work. Targeted feedback on how to solve difficulties with writing is provided, rather than actual instruction on writing techniques. The Learning Assistance Center has evening hours; interested graduate students should call to set up an appointment. More information is provided on their [web page](#).

Library Services. There are two main libraries, the Coy C. Carpenter Library on the Bowman Gray Campus and the Z. Smith Reynolds Library on the Reynolda Campus, with other libraries present in the Law and Business Schools. Graduate students can check out materials from any of these libraries or reserve carrels or group study rooms at the Z. Smith Reynolds Library.

Lounge. The new Johnson Graduate Student Lounge is located in the Z. Smith Reynolds Library. The Lounge has its own exterior entrance with key-card, graduate student-only access to students from both campuses. Bowman Gray students need to request a Reynolda campus identification card, however, to gain access to this facility via the Grad School office.

Parking. Graduate students pay a fee for parking on campus. For information on parking at Reynolda please refer to the website - <http://www.wfu.edu/facilities/parking/> . Students at Bowman Gray may contact the Medical Center ID office to request parking.

Shuttle. A free University shuttle <http://graduate.wfu.edu/shuttle.html> travels during daytime hours (7:00AM to 6:00PM) between the Bowman Gray and Reynolda Campuses. The shuttle leaves the Eden Terrace stop at the Bowman Gray Campus every quarter beginning at 7:10AM and leaves Reynolda Campus from in front of the Benson Center forty-five minutes past the hour beginning at 7:30AM. The shuttle will also stop at such off-main campus sites as the Bowman Gray Technical Center, Piedmont Plaza, and PTCRC Center Downtown if requested.

SECTION 4. STUDENT MATTERS

A. Students' Rights and Responsibilities

The rights and responsibilities of graduate students are described in the [Graduate Student Handbook](#) on the Graduate School website. These include freedom of access to higher education, protection of freedom of expression, protection against improper academic evaluation, protection against improper disclosure of information, protection against harassment, freedom of association, freedom of inquiry and expression, and the right of participation in student government. Student responsibilities are to be mature and responsible members of the community and to show integrity in their work. Directors should ensure that students in their departments/programs are aware of these rights and responsibilities. Directors should also promptly report to the Dean any incidents of which they have knowledge involving a student's possible failure to act in accordance with these responsibilities, including criminal acts that have been reported to the appropriate authorities that involve incidents on campus. The Dean will then make a decision about whether such incidents should be addressed under the Graduate Student Honor Code.

B. Graduate Student Organizations

There are several graduate student associations, approved by the Graduate Council and Graduate Faculty, in which students can become involved. Directors are encouraged to support students in their track or program who might be interested in any of these groups by advertising their events.

Graduate Student Association (GSA). All graduate students at both campuses belong to the GSA. The GSA has two representatives from each graduate program. The GSA sponsors a number of graduate student events as described on their [web page](#). The GSA has two co-presidents, one from each campus, who sit on the Graduate Council as voting members and serve on either its Credentials, Curriculum, or Policy Committees. Representatives of the GSA also sit on the Library Committee and the Committee on Information Technology (CIT) on the Reynolda Campus, and the Student Health Insurance Committee for the University.

The GSA organizes academic events, chooses the Faculty Excellence Award winner, serves as a conduit for policy discussions on matters such as health insurance and parking, coordinates social events (e.g., picnics, balls, golf tournament), and supports volunteer charity events (e.g., Christmas shopping with needy children, mail packages for soldiers overseas). They also publish a periodic newsletter and are responsible for the production and updating of the *Survive and Thrive* manual for graduate students that is sent to all matriculating WFU students.

Black Graduate Student Association (BGSA) is composed of students from both campuses and is designed to serve as an academic and social network for African-American graduate students. Membership is open to all interested graduate students as described on their [web page](#). The

group runs charity events, holds social gatherings, sponsors a professional forum, and helps with recruiting-related events.

The Brain Awareness Council is composed of faculty and students from both campuses who are interested in brain mechanisms and behavior. There is a [web page](#) for this organization on the Graduate School website. The outreach activities of this group consist of making presentations to elementary, middle school, and high school students in the Forsyth County area concerning the brain and related scientific topics, including science as a career. The group also undertakes visits to senior living centers as part of their outreach effort, and sponsors year round events aimed that the general public.

Chinese Graduate Student Association (CGSA). The CGSA is composed of students from both campuses and is designed to serve as an academic and social network for Chinese-American graduate students. Membership is open to all interested graduate students as described on their [web page](#). The organization holds frequent meetings, arranges trips and sporting events, hosts an annual Moon Viewing Party in the fall and a New Year's Party in the spring. They also arrange English practice sessions for students.

MD/PhD Student Association. There is an association specifically for students working to obtain both a doctoral and medical degree. This organization maintains a [webpage](#) on the Graduate School website.

C. University Policies Affecting Graduate Students

Alcohol. Individual faculty, departments, tracks or programs, and official graduate student associations may provide alcohol at parties and social functions that involve graduate students as long as the University regulations regarding such events are followed. The alcohol policies can be found in the [Student Handbook](#) at the Graduate School website. While most graduate students are above the legal drinking age, there may be some who are underage. In this case, the sponsoring individual or organization will need to create appropriate procedures to ensure that no underage persons obtain alcoholic beverages. In all cases, faculty, departments or programs, or student associations should take care to emphasize responsible drinking behavior, and should provide alternative, non-alcoholic beverages at events.

Animal Care and Use Committee determines the acceptability of any research conducted on animals on the basis of federally mandated guidelines. A student researcher working with animals must first be certified as having received the requisite training. This training can be accessed on-line at the [Reynolda Campus](#) and the [Bowman Gray Campus](#) Office of Research websites. Once the certification has been obtained, the student should submit on-line a form

describing the proposed study. The policies and procedure for filling out this form can also be found at the above websites. **All studies involving vertebrate animals must be carried out under an approved and current Animal Care and Use Committee protocol.** Once the proposed study is approved, the student needs to follow the required procedures for obtaining and keeping data. Directors in departments/programs where research is conducted on animals need to ensure that students obtain the required training and certification.

Computer Use. Policies regarding computers are handled by [Information Services](#) on the Reynolda Campus and [Academic Computing](#) offices at Bowman Gray. Each student signs the appropriate computer usage policy at new student orientation. Some relevant rules are that software packages should not be duplicated on other machines, University computers are to be used only by authorized persons, copyrighted material should not be downloaded inappropriately; computers are not to be used for commercial purposes without written consent; and chain letters are forbidden.

The machines that are made available to students upon matriculation belong to the Graduate School until graduation. Therefore, students who withdraw or are terminated by the Graduate School must return the computer to Information Systems at Reynolda or the Graduate School office at Bowman Gray before leaving. Doctoral students are allowed to keep their computers following graduation but master's students at Reynolda, including those enrolled in a doctoral program but who leave following completion of the Master's degree, must return their computers prior to graduation. Also, certain software on the laptops is licensed through the University and must be removed from all computers when the student leaves or graduates. Students should be told to exercise caution, in that they are bound by Reynolda and Bowman Gray campus policies regarding data security. Special restrictions must be followed for patient related data.

Directors may need to be in contact with the relevant Graduate School Office to ensure that computers are returned and appropriate software and data is removed in cases where students leave their programs prior to graduation. In the case of students analyzing patient-related data, the relevant data should be removed on return.

Conflict of Interest refers to instances in which a student has a financial/personal interest or engages in activities outside of work that might compromise or appear to compromise his/her obligations as a graduate student. An example of such a situation might be when a graduate student has an internship with a company that has a financial interest in the research being conducted at Wake Forest. The policy also states that the University's name should not be used in an external situation in a way that implies endorsement by the University. For example, graduate students should not list their University association when writing letters to the editor of a newspaper. Given that many graduate students may not be familiar with conflict-of-interest policies, creating such awareness as part of their professional development is likely to be beneficial. The conflict of interest policy for the Reynolda Campus can be found on the website for the [Office of Research and Sponsored Programs](#) and for the Bowman Gray Campus, on the [Office of Research](#) page. Although these policies refer primarily to faculty, staff and

administrators, students receiving support from federal grants or other sources of funding are also affected.

Copyright policies are located on the [Coy C. Carpenter Library](#) or the [Z. Smith Reynolds Library](#) webpage. These provide detailed information on “fair use” of copyrighted material, on-line training, and how to obtain permission to use copyrighted materials. Directors should ensure that graduate students are aware of these policies and procedures. Special classes concerning copyrights are now regularly offered graduate students by the campus libraries.

Environmental Health and Safety. Graduate students, faculty and staff who may come in contact with hazardous materials in the course of their work or research should have the training necessary to handle such materials safely and responsibly. This training is provided by the [Environmental Health and Safety Office](#) located on the Bowman Gray Campus and by individual departments at Reynolda. Directors of departments, programs, or tracks that deal with these materials need to ensure that all students go through the appropriate training and continue to follow correct procedures.

Equal Opportunity Act. WFU adheres to the policy that there should be no discrimination on the basis of race, color, religion, national origin, age, sex, veteran status, handicap status, or disability. While such may be the basis for providing support to a student, the characteristics listed above cannot be used in determining admission to the program or access to educational or employment opportunities while a student. A student who feels that s/he has been unfairly discriminated against based on any of these characteristics should be told to contact the appropriate office. On the Reynolda Campus, students should contact Doris McLaughlin, Director of Equal Opportunity and Employee Relations Manager, Human Resources (336-758-4814 or mclaughca@wfu.edu). On the Bowman Gray Campus, students should contact Sandra Cultra, Director of Employee Relations (336-716-6123 or scultra@wfubmc.edu). While a Director may wish to work with a student directly on these issues, it is best to handle them through the appropriate officials.

Grievance Procedures. For academic issues, a graduate student who feels that s/he has been treated unfairly by a faculty may chose to initiate an Academic Grievance as outlined in the [Student Handbook](#). Such an initiation should be done only after the student has attempted to resolve the difficulty promptly with the faculty person directly, no later than two weeks after the incident. If this fails, the student should contact his/her advisor, Director, or Departmental Chair, as appropriate. The Graduate School procedure should begin only after these persons feel that a resolution cannot be reached on the department, program, or track level but no later than three months after the incident occurred. The student should be told to contact one of the two [Grievance Liaison Officers](#) for the Graduate School. This person will not act as an advocate but as a guide through the process of filing the grievance. After contacting the Grievance Officer, the student should file a written petition with the Dean of the Graduate School. Details of what should be included in this petition are provided in the Student Handbook. The Dean will then

appoint a committee and a chair to review the grievance and the response of the faculty person. Both sides will have the chance to provide evidence, call witnesses, and present their case at the committee meeting. The committee will make a recommendation to the Dean, who will then make a final decision.

Grievances of a non-academic nature, such as discrimination or harassment, should be taken to the Chair or Director of the student's program, to the Dean of the Graduate School, to the Human Resources Office located in the University Services Building (Reynolda Campus, telephone 758-4700), or to the Office of Human Resources, 5th floor, Piedmont Plaza I (Bowman Gray Campus, telephone 716-6123).

Honor Code for the Graduate School provides guidance for student conduct with respect to academic pursuits, stipulating that students are to conduct their academic endeavors with honor, integrity and professionalism. The Graduate School requires that each student sign a pledge indicating that they are familiar with the contents of the Honor Code and accept its conditions. The [Honor Code](#) is located on the "Current Students" page of the Graduate School website. It covers lying, cheating, stealing, vandalism, and research misconduct and requires that a student report a possible Honor Code violation if one is thought to have occurred. Faculty and staff members are not required by the Honor Code to report students for academic misconduct; they retain the right to deal with the student as they see appropriate. However, any student accused by a faculty or staff member has the right to request that the matter be handled under the Honor Code system.

The [Honor Code Panel](#) is comprised of 16 faculty members, eight each from the Bowman Gray and Reynolda Campuses and one student from each department or program, and has an elected Chairperson and Secretary.

Non-academic misconduct. Graduate students are expected to uphold a commitment to responsible behavior as a member of the University community, whether on or off campus. Faculty, students and staff should promptly report to the Dean any incidents of which they have knowledge involving a student's possible failure to act responsibly in accordance with the expectations of the Graduate School.

Human Research and Institutional Review Board (IRB) reviews research conducted on human subjects in order to determine its acceptability according to federally-mandated guidelines. While an IRB exists on each campus, both subscribe to the same principles. All human subject researchers, including students, must complete the human subjects protection "Collaborative Institutional Training Initiative" (CITI) training program before submitting a research application. Once the training has been completed, a student researcher must request a user account for the electronic Institutional Review Board (eIRB) system. Comprehensive guidance on obtaining CITI certification, requesting a user account and submitting an eIRB research application can be found at the [Office of Research and Sponsored Programs Human Subjects/IRB](#) (Reynolda) and the [Office of Research IRB](#) (Bowman Gray) websites. Directors

in programs where human subjects research is conducted need to ensure that the students obtain the required training and are familiar with the appropriate submission process.

Patents for inventions that are developed by students as part of their academic program or that use University funds or facilities in their development are the property of WFU or the WFU School of Medicine, as appropriate. The rules and procedures regarding patentable inventions are the same for both campuses and can be found on the Office of Sponsored Research's webpage on the [Reynolda Campus](#) and on the Office of Research's webpage on the [Bowman Gray Campus](#). Directors of graduate programs where inventions might be developed should make the students in their programs aware of these policies. Another source of information is the University Office of [Technology Asset Management \(OTAM\)](#).

Privacy of Records is protected for students through FERPA (Family Educational Rights and Privacy Act), a law relating to the privacy of students' academic records and access of students to their records. A student has five basic rights protected under FERPA:

- The right to inspect and review education records
- The right to seek the amendment of education records
- The right to consent to the disclosure of education records
- The right to obtain a copy of the school's Student Records policy
- The right to file a complaint with the FERPA office in Washington DC

All requests for educational records should be made through the Graduate School as the "official" keeper of students records; some students have requested restrictions be placed on their records that may not be known by the program. Directors should become familiar with policies pertaining to FERPA. In general, faculty and departmental/program staff should be careful to keep student records confidential. No faculty or staff person should disclose academic information about a student to a third party (including parents, siblings or spouses) without written permission from the student, nor should they access a student's education record without a legitimate educational interest.

Research Misconduct. A violation that involves an external grant may, in addition to being a violation of the Graduate School's Honor Code, also come under the purview of the research offices at WFU. This would happen, for example, if a student were accused of misrepresenting research data on a project funded by a federal grant. In the case of possible misconduct on an external grant, the Director should contact the appropriate Office of Research (for [Reynolda](#); for [Bowman Gray](#)) to determine whether review will need to be made by that Office.

Sexual Harassment by a supervisor, co-worker, faculty, or student is unacceptable. The sexual harassment policy is stated in the [Student Handbook](#) where it indicates that any sexual relationship between a staff or faculty person and a student (whether consensual or not) is considered a violation of the policy. In general, it is harassment: a) if the behavior creates a hostile environment; or b) if submission to the sexually-related behaviors is associated with

academic- or employment-related decisions or evaluations. The policy also states what kinds of specific behavior can be considered harassment. If a student feels that s/he is the subject of sexual harassment from another student, staff, or faculty member, or if a faculty member or student has witnessed such activities, s/he should make it clear that such conduct should be stopped. S/he may also contact the appropriate person in Human Resources or the Graduate School Dean.

Substance Abuse. Both the Reynolda Campus and Bowman Gray Campus have specific policies regarding substance abuse prevention and programs. These policies are described in the [Student Handbook](#) on the Graduate School website. The policies state that possession, use, manufacture, distribution, or trafficking in illegal substances or drug paraphernalia is prohibited and may lead to various sanctions, such as censure, suspension, or expulsion. These University sanctions will be made separately from any legal sanctions. A Director who thinks that a graduate student may have substance-abuse problems can discuss this issue directly with the student. Both policies state that a student who reports him/herself can expect to have the case handled confidentially. Either the Bowman Gray [Employee Assistance Program](#) or the Reynolda Campus [Counseling Center](#) will provide a rehabilitation program. Failure to follow through on the rehabilitation program or a repeated offense may lead to sanctions.

SECTION 5. CALENDAR AND CONTACT INFORMATION FOR THE GRADUATE SCHOOL

A. Calendar

The [Calendar](#) includes key dates by which various program requirements must be completed. It is published in both the Graduate Bulletin and on the “For Students” page of the Graduate School website. Please note that some of the deadlines are slightly different for the two main campuses. The Director should ensure that students know how to locate the calendar and what the important dates are.

Additional calendar information of interest are the dates of the Graduate Council and Graduate Faculty meetings, which can be found under [Graduate Faculty](#) at the Graduate School website. The [Wake Forest University Calendar](#) also contains dates of general campus events, campus closures, etc.

B. Graduate School Contact Information

Central Administration:

Dr. Lorna G. Moore, Dean of the Graduate School

Email: moore@wfu.edu or lmoore@wakehealth.edu

Phone: 336-758-5301 (Reynolda) or 716-4303 (Bowman Gray)

Duties: budget, Graduate School policy development, program development, other matters

Dr. Dwayne Godwin, Associate Dean for Postdoctoral Affairs and Professional Development

Email: postdoc@wakehealth.edu or postdoc@wfu.edu or dgodwin@wakehealth.edu

Phone: 716-9437, 716-0087

Duties: graduate student professional development, student awards, internships, postdoctoral professional development

Dr. Brad Jones, Associate Dean for Recruiting and Publicity

Email: jonesbt@wfu.edu

Phone: 758-5512

Duties: recruiting, program publicity,

Bowman Gray Office and Staff

Graduate School Office

Location: First Floor Watlington Hall

Email: bggrad@wakehealth.edu

Fax: 716-0185

Susan Pierce, Registrar/Coordinator

Email: spierce@wakehealth.edu

Phone: 716-4303

Duties: registrar, budget, financial aid

Kelley Reavis, Administrative Assistant

Email: kereavis@wakehealth.edu

Phone: 716-7419

Duties: student records and reporting

Beth Whitsett, Administrative Assistant

Email: bwhitset@wakehealth.edu

Phone: 716-4224

Duties: admissions, webmaster, flyers

Tina Payne, Secretary III

Email: tmpayne@wakehealth.edu

Phone: 716-0087

Duties: postdoctoral affairs

Lisa Canada, Administrative Secretary

Email: lcanda@wakehealth.edu

Phone: 716-0383

Duties: Track 4 – Molecular and Cellular Biosciences

Carla Sharpe, Administrative Secretary

Email: cssharpe@wakehealth.edu

Phone: 716-9243

Duties: Track 6 – Neuroscience

Denise Wolfe, Administrative Secretary

Email: dewolfe@wakehealth.edu

Phone: 716-8525

Duties: Track 5 – Integrative Physiology and Pharmacology

Reynolda Office and Staff

Graduate School Office

Location: 124 Reynolda Hall

Email: gradschl@wfu.edu

Phone: 758-5301

Fax: 758-4230

Debbie, Deheck, Assistant to the Dean and Business Manager

Email: deheckds@wfu.edu

Phone: 758-3622

Duties: office manager; budget; program coordination; financial aid, travel, faculty publication fund; appointment scheduling for Deans Moore and Jones

Carol DiGiantommaso, Coordinator of Admissions

Email: digiance@wfu.edu

Phone: 758-6153

Duties: admissions, student status

Sarah Lafferty, Administrative Assistant

Email: slaffert@wfu.edu

Phone: 758-5301

Duties: Graduate Council and Graduate Faculty; publicity; events; student awards

Michelle Silveri, Data Entry Specialist

Email: silverml@wfu.edu

Phone: 758-4911

Duties: Data Entry

Sheila White, Student Records Coordinator

Email: whitesl@wfu.edu

Phone: 758-5301

Duties: student records coordinator; graduation; reporting;

C. Other Relevant Contact Information for University Offices

Counseling Center-Reynolda

Office: Room 118, Reynolda Hall

Phone: 758-5273

Duties: provide study skills training and emotional counseling

Counseling Center – Bowman Gray

CareNet

Phone: 716-0800

403 South Hawthorne Road

Winston-Salem, NC 27103

Duties: a non-profit agency providing a full range of counseling services

Student Wellness Center

Jamie Ungerleider, MA, MSW-LCSW, PhD

Office: 8th floor Hanes

Phone: 713-7002

Duties: wellness activities and counseling

Disability Offices – Reynolda and Bowman Gray

Dr. Van Westervelt, Director, Learning Assistance Center

Office: Reynolda 125

Email: westervd@wfu.edu

Phone: 758-5929

Duties: Cognitive and emotional learning disabilities coordinator

Michael Shuman, Associate Director, Learning Assistance Center

Office: Reynolda 125

Email: shumanmp@wfu.edu

Phone: 758-5929

Duties: Physical disabilities coordinator

Electronic Thesis and Dissertation program

Molly Keener, Librarian, Scholarly Communication – Reynolda Campus

Office: ZSR Library

Email: keenerm@wfu.edu

Phone: 758-5829

Faculty Grievance Liaison-Reynolda

Dr. Debbie Best, Psychology

Office: 471 Greene Hall

Email: best@wfu.edu

Phone: 758-5748

Faculty Grievance Liaison- Bowman Gray

Dr. Steve Kridel, Cancer Biology
Office: 4th floor Hanes
Email: skridel@wakehealth.edu
Phone: 716-7299

Graduate Student Grievance Liaison-Reynolda

Dr. Donna Henderson, Counseling
Office: Tribble Hall A115
Email: hendera@wfu.edu
Phone: 758-1890

Graduate Student Grievance Liaison-Bowman Gray

Dr. Doug Case, Public Health Sciences
Office: Wells Fargo Building, Room 2348
Email: dcase@wakehealth.edu
Phone: 716-0148

International Studies Coordinator

Kent Greer, Asst. Dir. of the Center for International Studies & Scholar Advisor
Office: Carswell Hall 27
Email: greerrk@wfu.edu
Phone: 758-6033

Internships

Dr. Dwayne Godwin, Associate Dean for Professional Development
Email: dgodwin@wakehealth.edu
Phone: 716-0087 (Bowman Gray)

Learning Assistance Center (writing skills)-Reynolda and Bowman Gray

Office: 117 Reynolda Hall
Email: whitedg@wfu.edu
Phone: 758-5929

Library-Reynolda

Z. Smith Reynolds Library
Phone: 758-5478

Library-Bowman Gray

Coy Carpenter Library
Phone: 716-4691

Research Office-Reynolda

Lori Messer, Director of Research & Sponsored Programs
Office: Reynolda Hall 306
Email: messerlj@wfu.edu
Phone: 758-4910

Dr. Mark Welker, Interim Provost
Office: Reynolda Hall 204
Email: welker@wfu.edu
Phone: 758-5758

Research Office-Bowman Gray

Dr. Jan Wagner, Senior Associate Dean
Office: Gray Building, E Floor
Email: jwagner@wakehealth.edu
Phone: 716-3838
Fax: 716-4480

Student Health Services-Reynolda

Office George Mackie Health Center
Phone: 758-5218

Student/Employee Health Services-Bowman Gray

Office: Meads Hall, Ground Floor
Phone: 716-4801

Teaching and Learning Center

Office: ZSR Library 330
Phone: 758-4587