



WAKE FOREST
UNIVERSITY

GRADUATE SCHOOL *of*
ARTS & SCIENCES

**Graduate
Program Director's
Handbook**

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This Handbook is organized into sections that include. an overview of what is involved in being a Graduate Program Director (GPD); the operations of the Graduate School -- its structure, admissions, recruiting, registration and related processes; what is required for effective administration of your graduate program, involving activities that are shared with the program faculty as well as with the program and graduate school administrations; policy and other matters affecting graduate students and ;Graduate School calendar and contact information.

The materials included here supplement the guidelines and policies contained in the [Graduate Student Handbook](#), the Wake Forest University [Faculty Handbook](#) and the [Graduate School Bulletin](#).

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INTRODUCTION

General Duties of a Graduate Program Director

The duties of Graduate Program Director are wide-ranging and include serving in the following roles:

- **Advisor:** the source of information for students and faculty on procedures and policies; provides formal approvals for actions and milestones throughout a student's course of study.
- **Advocate:** the person who promotes the graduate program to the department, the University, and outside groups, and who advocates for their graduate students within these systems.
- **Mentor:** to graduate students under your supervision and more generally to other graduate students and graduate faculty.
- **Conflict manager:** a neutral party prepared to direct individuals to the appropriate resources should conflicts arise with students and/or faculty.
- **Liaison:** between your program and the Graduate School staff and administration.
- **Policy maker:** who, together with your program 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 appropriate number and highest quality of applications and encourages talented and diverse students to matriculate into your program.
- **Standard-bearer:** who upholds the standards of performance relevant to the graduate program and the Graduate School.

These activities are intended to promote excellence in graduate programs and in the professional development of graduate students.

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

- Creating and sending marketing materials to relevant persons;
- Helping to update content on the program website;
- Working with alumni, current students, and databases to identify potential applicant pools;
- 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, keeping in mind that the market for such students has become increasingly competitive.

OPERATIONS OF THE GRADUATE SCHOOL

Structure of the Graduate School

The Graduate School confers the Master of Arts, Master of Arts in Education, Master of Arts in Human Services, Master of Arts in Liberal Studies, Master of Fine Arts, and Master of Science degrees in the arts and sciences and biomedical sciences, and the Doctor of Philosophy degree. The Graduate School also offers dual degrees and certificates: [Dual Degrees](#), [Graduate Certificates](#).

Additional background and policy information on the Graduate School may be found in the [Graduate School Bulletin](#) and from the [Graduate School's Annual Report](#). Bylaws for the Graduate School describe its major policies and procedures and are listed on the [Faculty Resource](#) page of the Graduate School website.

Events

Events in which the Graduate School plays a major role include a mandatory New Student Orientation and TA-Training, graduate student workshops, Graduate Student Research Day, Hooding and Awards Ceremony, and Commencement. Directors are encouraged to support their students in attending these events and to help remove scheduling conflicts with program events. In addition to these regular events, the Graduate School organizes and/or sponsors workshops, social events 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

The Graduate Council serves as an advisory committee to the Dean of the Graduate School. 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 other select student awards. [The 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 online: [Graduate Council & Faculty Meetings](#). Faculty submissions of material for immediate review by the Council must be received at least two weeks in advance of the next scheduled Graduate Council Meeting.

The Graduate Faculty

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 it is required for a faculty member to serve on a thesis or dissertation committee. A list of current Graduate Faculty members can be found online: [Faculty Directory](#).

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. Details of the procedure for joining the Graduate Faculty and nomination forms are available online: [Faculty Resources](#). 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 member 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 by the Dean 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 to obtain continuing Graduate Faculty status should be submitted as a unit to the Graduate School address listed on the form at least two weeks 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.

Graduate Faculty Meetings

Graduate Faculty Meetings, as required by the Graduate School Bylaws, the Faculty shall hold at least two regular meetings each year, the exact date and

hour to be determined by the Dean of the Graduate School, who shall notify the Faculty not less than two weeks prior to the meeting. At a late Fall 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 online: [Graduate Faculty Meetings](#).

The Graduate Bulletin

[The Graduate Bulletin](#) is published online. 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 early in February of each year so that the online Bulletin can be ready to meet the University deadline for publication the first week of May. 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

Program-Specific Student Handbooks can be a valuable means for easing program administration and assuring a high-quality graduate program. Their preparation and maintenance are the responsibility of each Director. Handbooks should 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 choose 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.

The [Graduate School Student Handbook](#) is a critical resource for students. This handbook contains key university resources available to all graduate students, the rights and responsibilities of graduate students, the academic honor code, description of grievance procedures, and other university policies and procedures.

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. Because of visa requirements, international students are not eligible to be admitted as “provisional”.

In addition to degree programs, the Graduate School also offers certificate programs. Persons interested in these programs should contact the relevant director 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 using the Slate application portal:

- Transcripts from all undergraduate or graduate schools attended, including programs in which a terminal degree was not obtained,
- A completed application form and payment of the application fee,
- A personal statement attesting to the student’s interest in the particular program,
- GRE, GMAT or MCAT scores if required by the program (as of 2024-2025, these scores are optional in all programs),
- Letters of recommendation from three persons familiar with the candidate’s interests or abilities (submitted electronically through the application website),
- TOEFL, IELTS or Duolingo scores for international students from countries where English is not the primary language of instruction, or if they have not received a degree from an English-speaking university.

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

Once the application fee is paid and the complete application has been processed, the Director and their 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 Graduate School Office. **Directors should be clear in their statements to students that they 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 for fall enrollment, so that students who are not admitted may make other arrangements. 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 are expected 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 offers of admission 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 their application by or shortly after April 15th. For accepted students, this letter describes the financial cost and any support arrangements. Once replies from the students undergoing initial evaluation have been received, some programs may admit students after April 15th.

After the applicant's response has been received, the Graduate School will inform the Director. If a student accepts the offer of admission, they will be sent an e-mail acknowledgement and, subsequently, additional materials concerning registration, housing and the mandatory orientation process. All students must submit final undergraduate transcripts (and graduate transcripts, if applicable) with their prior degree conferred, or courses attempted, before registration can occur. Official GRE and/or TOEFL/IELTS/Duolingo scores must also be submitted prior to registration if required.

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 their 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 denied admission sometimes call the Graduate School Office to determine the reasons for the decision. All of these calls are forwarded to the appropriate

program. 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 admission.

Application Deadlines: Application Deadlines for programs can be found [online](#). Most doctoral programs begin reviewing applications December 1st. 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 is charged for all programs of study. The preferred mode of payment is by credit card and will be required for the submission of online applications. Other acceptable forms of payment are personal checks or bank checks. The application fee must be paid or permission for it to be waived before an application can be processed. More details are available online: [Application Fees and Waivers](#).

Applicants who are members of under-represented groups—currently defined by the US Department of Education as persons who identify as African-Americans Hispanic or Latino, American Indian, Alaskan Indian, or Pacific Islanders—or persons with disabilities may or may not reveal their status in their application materials. This information is not used for reaching an application decision, but is collected and reviewed by the University and governmental agencies in order to ensure all persons have equitable access to graduate education.

Financial Aid

Financial Aid for students may be available from a variety of sources: the Graduate School, faculty grants, student fellowships, and philanthropic or foundation funds.

The Graduate School provides full tuition scholarships and stipends for Graduate Teaching Assistants in doctoral and master's programs. Graduate Assistantships or Fellowships are also available.

Full-time students may purchase health insurance at competitive rates through University programs. Students who are employed by the University and enrolled in Student Blue may opt to have their premiums deducted from their wages in eight equal payments. Instructions and a link to the necessary form can be found online: [Student Health Insurance](#).

Students who receive offers of teaching or graduate assistantship support will also receive student health insurance paid for by the Graduate School. Faculty whose students are working on extramurally sponsored research grants are

expected to pay tuition based on the schedule found on the Office of Research and Sponsored Programs [website](#). Full time students who do not receive health insurance as part of their assistantship offers may elect to purchase student insurance through the University; details can be found at [Student Health Insurance](#).

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 online: [Graduate School Financial Aid](#). Directors should ensure that graduate students are aware of these resources as well as of Teaching and Graduate Assistantships.

Philanthropic support is available through awards from the William Randolph Hearst Foundation. All students have an opportunity to apply after the application process is complete and the student has accepted the offer to matriculate at Wake Forest.

Graduate Program Admissions Requirements

Requiring standardized testing like the GRE is at the discretion of the program. A list of individual program requirements and recommendations is available [online](#). If a program decides to add or eliminate subject tests, please make sure that the Graduate School is informed so that the website and application-related materials are changed accordingly. As of 2024-2025, the GRE is optional for all programs.

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, IELTS, or Duolingo exams are required for all international students whose primary language of instruction is not English or have not received a degree from an English-speaking university. The minimum total IBT TOEFL score is 80. The minimum score on the IELTS is 6.5. The minimum score on Duolingo is 115. If an applicant is accepted into a program as a teaching assistant, particular attention must be paid to the applicant's communication skills.

International Applicants

International Applicants must obtain the necessary visas and conform to other immigration regulations. The [Center for Immigration Services and Support](#)

coordinates these matters and works with the Graduate School to handle the procedures. Among the key requirements for international applicants is the need to demonstrate that they have sufficient funds to support themselves while in the U.S. The total amount is determined by Student Financial Services and is updated each year: [Cost of Attendance](#). International students may also need to consider additional support making the transition to the U.S., for example, housing and transportation. Directors are encouraged to reach out to their incoming international students to ensure that they have considered the support they might need. ISS can also provide assistance and the office holds an orientation for all international students.

Interviews are recommended, but not required, for all programs. When possible, Directors should attempt to hold these in person or by Zoom with potential candidates.

Letters of Recommendation from at least three persons familiar with the applicant's academic work are required for all programs. Students must have their recommenders submit their letters electronically using the Slate application portal. More information is available online: [How to Apply](#).

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. This is also true of students who wish to transfer from one WFU graduate program to another. Master's students may transfer up to six (6) semester hours of credit toward their 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 one of the most important means for marketing a graduate program. It is critical that it be kept up-to-date with the most current information about the program and reviewed often to ensure accuracy and that all links are working. It should also have an active recruiting component with direct links to the application pages of the Graduate School website. University identity standards should also be observed in the site's design and layout along with best web practices to promote search engine optimization. Directors can request support from [University Marketing and Communications](#) to assist them where needed.

Orientation, Registration, Thesis/Dissertation Completion, Graduation

Orientation

All new graduate students are required to attend the New Student Orientation held on the Wednesday before the first day of classes. Familiarization with health insurance policies, Workday financials, the Honor Code regulations, library resources, identification cards, disability and compliance policies, and

student support services (e.g., UCC, CLASS) available on campus, as well as a TA workshop led by the CAT, are part of the new student orientation provided by the Graduate School.

Program-level new student orientations are generally held in the week prior to the start of classes. These are critically important occasions for the Graduate School and programs to welcome new students, alert students to the support services available to them, and offer guidelines for success in their chosen degree tracks. Directors play an important role in instilling a sense of community and enthusiasm by making students feel part of a cohesive cohort. It is also a good opportunity to address questions and concerns from students around issues like advising, curriculum requirements, and program expectations.

Identification cards are required for all graduate students. Students are contacted before they matriculate and asked to send a digital photo for the creation of their ID card. ID cards are distributed to students during the required Graduate School orientation. These cards can be used at the library, to enter buildings after hours and to have funds credited to them to pay for meal plans and copying services. Students should carry their identification cards at all times when on campus.

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 during a regular semester (fall, spring) 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. Registration instructions and details are online: [Student Registration](#).

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, those interested in auditing the course may request permission of the instructor to do so. Auditing is appropriate if, for example, the student needs a record of having taken the class on their transcript. Full-time degree-seeking students in the Graduate School may audit courses without charge. For all others, there is a fee listed here: [Fee Schedule](#).

Add/Drop: With the approval of the advisor and instructor, a student may add a course during the designated add period of each term. With the approval of the advisor and instructor, a student may drop a course during the designated drop period without penalty or notation on the transcript. These dates are detailed on the [Graduate School Calendar](#). A student who is permitted to drop a course after

the drop period, with the approval of the Dean of the Graduate School and the program concerned, is assigned a Drop (DRP). Courses marked Drop are not counted in determining the grade point average. Information for adding and dropping courses can be found here: [Registration How-to's](#).

Grades, GPA Required for Good Standing.

Grades are assigned to 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. An [Incomplete Grade Form](#) must be completed and filed with the Graduate School Office. 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.

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; and making adequate progress toward the degree. If a student's GPA falls below 2.5, they will be placed on academic probation and a letter will be sent 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 Dean of the Graduate School may, in consultation with the Director, dismiss the student from the program. Individual programs 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.

Continuous Enrollment

Degree-seeking students must have continuous enrollment through the semester in which they graduate. Continuous enrollment may be achieved by registering for courses, including research, internship, or project hours, or by registering for Grad Fee. Failure to maintain continuous enrollment may result in a student being administratively withdrawn from the Graduate School.

Candidacy for the Degree, Preliminary Examination and Intent to Graduate Forms

The procedures leading up to filing the candidacy/intent to graduate form can be found on the Graduate School website: [Graduation Requirement Checklist and Forms](#).

Master's 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, conducted by the program, is typically administered near the end of the student's second year and must be passed at least twelve months prior to degree completion. The examining committee must include at least three members of the Graduate Faculty, one of whom represents a related concentration area. The written examination(s) should cover all areas of concentration and collateral studies. There may also be an oral examination in which any faculty member invited may participate. The committee passes or fails the student and notifies the Graduate School of the results. In case of failure, the committee may recommend that the candidate be dropped from the program. A reexamination may be allowed six months after the date of the first examination. A student may be reexamined only once. PhD candidates must have a GPA of 3.0 at the time of the preliminary examination. 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.

If a student intends to graduate in a given semester (including the summer session), there is a deadline by which the student must submit the candidacy/intent to graduate form to the Graduate School office. This deadline is typically 90 days before the fall or spring semester graduation dates or eight weeks before the summer graduation date. The specific dates are posted to the [Graduate School Calendar](#).

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—two years for masters programs and 5-6 years for doctoral programs. 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 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 Dean of the Graduate School 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 Guidelines

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 their program 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 public seminar preceding the defense. 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, they are 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 approval, 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 can be found in the [Bulletin](#).

For Master's degrees: A thesis is written under the supervision of the student's advisory committee. The committee must have no fewer than three members, including the advisor from the program, a second reader from within the program who serves as the committee chair, and a third reader from outside the program or from the student's area of concentration.

For the Ph.D. degree: The examining committee for the dissertation must have no fewer than five members, including the Program Director or a graduate faculty member chosen by the Program Director, the student's advisor, another member of the department, a representative from a related area from within or outside the department, and a member from outside of the major department; this last member represents the Graduate Council and serves as the chair of the committee.

All committee members must belong to the Graduate Faculty. If the student and their 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 on the Graduate School website.

Format: The Graduate School has general 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 must ensure that their students are using the proper format(s). Students must submit their title page and one chapter of their thesis or dissertation to the Graduate School Office by the deadline listed on the [Academic Calendar](#).

Submitting Electronic Copies: Once corrections have been made and approved by the advisor, the student must submit an electronic copy as instructed at the [Electronic Thesis and Dissertation](#) website of the ZSR Library. 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. 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 by the [ZSR 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. All research hours are graded as pass (P) or fail (F).

First Year and Exit Surveys

In order to track student needs and satisfaction, and to provide Program Directors with up to date information on student trends, the Graduate School requires each student to complete an Exit Survey before graduation. Feedback from these surveys is supplied to programs for their continued improvement. The students' answers remain anonymous and the surveys are held for one year to further protect the respondents' identities. The Graduate School provides the results of the survey annually. The Director is asked to review these results and to use this feedback in the [Annual Report to the Dean](#).

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.

Health Insurance and Immunizations

Health Insurance and Immunizations are required for all graduate students. International students are also required to have insurance that includes repatriation coverage. North Carolina state law requires immunization records for all matriculating graduate students. Instructions for students and links to the form and the Deacon Health Portal are online: [Health Information Summary](#). The specific immunizations are listed in the [Graduate School Bulletin](#). 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. Students taking fewer than four credits are not required to show proof of immunization.

Public Health Emergencies

Public Health Emergencies may dictate that students are required to receive additional immunizations and observe safety protocols determined by the University. Students must comply with all University policies and expectations implemented in response to a public health emergency, as declared by WFU. These policies and expectations pertain to student conduct on-campus and off-campus and may address guest policies, curfews, travel restrictions, personal protective equipment, isolation and quarantine requirements, and more. If a public health emergency is declared the policies and expectations will be linked at wakealert.wfu.edu.

Faculty Excellence Award

Since 2000, the Graduate Student Association (GSA) has recognized one faculty member each year for their 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 dinner 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. Typically, these experiences take place during the summer months. A student undertaking an internship can register for GRD 702/GRD 703 or for a similar course if offered by their program. To receive credit for this experience, there must be a written description and evaluation of the work completed by the student during the internship, as well as the supervisor's written and graded evaluation of the student's performance. When enrolled as a full-time graduate student and receiving University support, a graduate student should be devoting themselves 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 Dean of the Graduate School.

Participation of international students in internship programs must be approved for Curricular Practical Training (CPT). Program Directors and students should consult with the Center for Immigration Services and Support for details about eligibility and procedures.

Leaves of Absence

Full-time students who wish to take a leave of absence must receive approval from the program concerned and the Dean of the Graduate School. The student must submit the leave of absence form, 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. Leaves may be granted for personal or medical reasons. Medical leaves require documented support from a healthcare professional for resumption of study.

Parental Leave

If a graduate student wishes to take parental leave, the student should confer with their 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 parental 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 extramural award, the Graduate School will follow that agency's established guidelines.

Program Requirements

The requirements for receiving a degree are found under the specific program or track in the [Bulletin](#). In general, these include a minimum GPA of 3.0, passing any special skills requirements, fulfilling the residency requirements where applicable, 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 earned. The course may be counted only one time for credit. The higher grade earned will be used in the calculation of the grade point average. Both grades will appear on the transcript.

Program Review and Institutional Re-accreditation

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 and the Dean of the College and Graduate School coordinate this process. Information on the review process can be found on the 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 and the Dean of the College and Graduate School. These may lead to recommendations for changes in the program.

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. The residency requirement does not apply to online programs.

Sources of Support and Policies on Extra Remuneration

Mechanisms of support for graduate students vary among programs. The Graduate School assumes that each full-time graduate student is devoting themselves to full-time 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. Additional remuneration for internships or other employment can be accepted with permission from the advisor, the Director, and the Dean of the Graduate School. **International students are limited to on-campus positions and a maximum of 20 hours per week.**

Summer Courses

Students may be enrolled during the summer months for courses or research credit. Summer support may be obtained from faculty research grants, departmental sources, internships, or Richter scholarship funds. Students in doctoral programs are required to enroll in summer sessions. Teaching Assistantship awards do not cover summer tuition.

Transferring Course Credit

If a student wishes to transfer graduate-level courses taken at another institution before enrolling at Wake Forest, the student may petition to have these courses added to their WFU transcript and counted toward their degree requirements. This petition should be made after the student is accepted into the program. If an enrolled student wishes to take courses at another institution, they 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 Registrar's office and requests that the courses be added to the student's WFU transcript. No more than 6 hours of coursework for credit can be transferred toward a master's degree. The minimum grade allowed for transferring courses is a B. The hours are counted toward the total earned for graduation but the grades are not used in the calculation of the GPA. This limitation does not apply for the PhD degree. Courses taken at other schools within Wake Forest University, such as the Divinity, Law and Business Schools, 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 they wish 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 financial support from the [Alumni Student Travel Award Fund](#) to graduate students 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 may be obtained by applying to the [Richter Scholarship Program fund](#). All students receiving Alumni Student Travel Awards are required to write a letter or an email to the Dean of the Graduate School 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 required to have a faculty mentor for their project. Copies of research reports and papers developed under the auspices of the Richter Scholars Program shall upon request be forwarded to the Trustee for the Richter Funds. All publications resulting from the Richter Scholar Program shall acknowledge the sponsorship of the Richter Memorial Funds.

Vacation Policy

Students should check with their programs for specific guidelines on vacation. Students working as TAs should be available and in class throughout the term and through the examination period. In situations in which **international students** travel overseas or return home, US policies affecting the issuance of visas should be observed and the Center for Immigration Services & Support (ISS) should be consulted and informed of their travel plans. If a student experiences a delay or other justifiable problems returning to campus from at home or abroad and the student is receiving a stipend, the stipend will be discontinued after one month's absence and then resumed upon return to campus.

Withdrawal

Students who wish to withdraw from the Graduate School must complete the withdrawal 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 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 who 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 Dean of the Graduate School. 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.

ADMINISTRATION OF THE GRADUATE PROGRAM

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 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 additional work at 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 requirement 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](#). 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 substantive aspect of their graduate program, the proposed change should be submitted to the Dean of the Graduate School for consideration. The Dean will follow the procedures outlined on the Provost's [website](#). 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 curricular focus of the graduate program. 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 Dean of the Graduate School. At the appropriate time, the person leading 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.

If a unit, or units, wishes to propose a new program or certificate, it must follow the guidelines on the Provost's [website](#). The Dean of the Graduate School

follows the procedures described on the Provost's [website](#). 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 Dean of the Graduate School 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 determines the proposal is adequately developed, the proposal may be submitted for consideration to the Dean's Council and to the APAC. Next, 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 may have to be approved by the Provost, the President and the Board of Trustees. The Office of Institutional Research will also be involved to determine that the new program meets the Southern Association of Colleges and Schools (SACS) guidelines.

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. Mentorship of the graduate student by the advisor and/or the advisory team is an important component to student success. 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 their 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. The Director facilitates making an appropriate match between advisor and student. Professionalism is expected from students and faculty advisors alike. Program Directors should take seriously any reports of unprofessional behaviors or attitudes towards graduate students by faculty and consult with their Chairs and/or Graduate School leadership regarding appropriate action related to such concerns.

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. 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 Dean of the Graduate School.

Awards & Grants

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: [Faculty Resources](#). 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 in order to provide students with a "life changing opportunity". Graduate students travel internationally to work on an intensive research project and to encounter a new and different culture. Students who apply should be aware that emphasizing just research or cultural experience would not be as appealing as an application that emphasizes both. Applications that involve travel back to an international student's home country receive low priority. The application deadline is early spring. The [Richter Scholarship Program](#) application procedures are described on the Graduate School website.

Oak Ridge Associated Universities (ORAU) Awards may also be applied for by students. 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 [ORAU website](#).

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 profile 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's website and to email these regularly to the Graduate School (graduate@wfu.edu) for placement on our News and Publications webpage, incorporating in our semi-annual Newsletter and Hooding and Awards Ceremony. The Graduate School also works with the Advancement and Communications Offices and other offices on campus to publicize the outstanding achievements of the graduate faculty and students.

Student Challenges, Concerns, and Emergencies

Program Directors may become concerned about a student based upon direct observation or reports made by faculty or classmates in the Program. The Associate Dean of Academic and Student Affairs in the Office of the Dean of the Graduate School is available to meet with individual graduate students about academic or personal challenges, as well as to consult with Program Directors and other faculty members about such concerns. Early attention can address many issues before they reach a crisis point, with the Associate Dean acting as an advocate and resource for students as they navigate difficult circumstances during their graduate training. The Associate Dean may also make referrals to the University Counseling Center, Safe Office, Title IX Office, Student Health Services, and/or community entities as appropriate.

Graduate Program Directors are mandatory Title IX reporters. Should a Director learn of a situation that may fall under the jurisdiction of Title IX, they should contact the Office of Institutional Equity or the Associate Dean of Academic and Student Affairs, who serves as the GSAS liaison to this office.

For **emergency health and safety situations** in which a staff or faculty member is concerned that a student may be a danger to themselves or others, including instances in which a student is causing a marked disturbance, **call 911**. Callers should indicate that they are an employee of Wake Forest University calling about a student. The Winston-Salem Police Department has jurisdiction throughout the city in all areas that are not directly on the Reynolda campus (e.g., Brookstown, off-campus student lodging), but they communicate and coordinate with the Wake Forest University Police regarding WFU student matters. For emergency situations that arise on the Reynolda campus, you may also contact the [Wake Forest University Police Department](#) at **336-758-5591** at any time.

There are also a number of additional **24/7 resources available for urgent situations**, though hours may vary during University breaks and holidays:

- Deacon Health: 336-758-5218
- Safe Office: 336-758-5285
- University Counseling Center: 336-758-5273

Any member of the campus community, including Graduate Program Directors, can make referrals directly to the Wake Forest University Case Management/CARE Team by emailing CARE@wfu.edu or [completing this form](#). All information shared with a member of the CARE Team is kept as private as possible, but it is important to note that it is not strictly confidential. Accordingly, you may submit a CARE Referral anonymously if you so choose. The team will reach out to both the individual who has been referred and the person who made the referral (if not anonymous). The Associate Dean of Academic and Student Affairs is the Graduate School's liaison to the CARE team and will consult with them regarding graduate students who are referred. The Associate Dean is also available to consult with faculty or graduate students to discuss concerning situations and facilitate such referrals.

Program Directors, faculty, and graduate students may always contact the Associate Dean of Academic and Student Affairs for guidance and support in these matters.

Annual Reports to the Dean

Directors are required to submit two reports to the Dean each year. The first is a [Learning Assessment Survey](#), which must be completed by the first week in June. The second is the [Annual Report to the Dean](#), which must be completed by the first week of September. More information about these reports and archives can be found online: [Annual Surveys and Reports](#).

STUDENT MATTERS

Students Resources and Support Services

Please refer to the Graduate Student Handbook for details on the student resources and support services.

Students' Rights and Responsibilities

The rights and responsibilities of graduate students are described in the Graduate Student Handbook.

Grievances and Honor Code

Grievance Procedures

For academic issues, a graduate student who feels that they have been treated unfairly by a faculty member may choose to initiate an Academic Grievance as outlined in detail in the Graduate Student Handbook.

Grievances of a non-academic nature, such as discrimination, harassment or bias should be taken to the Director of the student's program, to the Associate Dean for Academic and Student Affairs, to the Human Resources Office, to the Title IX office or to [Report Bias](#), as appropriate.

The Honor Code

The 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.

Non-Academic Misconduct

Non-academic misconduct is outlined in detail in the Graduate Student Handbook. Graduate students are expected to uphold a commitment to responsible behavior as a member of the University community.

Graduate Student Organizations

Graduate Student Association (GSA)

All graduate students belong to the GSA. The GSA has two representatives from each graduate program. The GSA sponsors a number of graduate student events throughout the academic year. The GSA has two co-presidents 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), 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 and supports volunteer charity events.

University Policies Affecting Graduate Students

Graduate Program Directors should consult the WFU Policy Library or relevant university documents for the policies that directly impact graduate students. These policies include computer use, privacy of records, human subjects research, animal research, research misconduct, conflict of interest, copyright, environmental health and safety, discrimination or sexual harassment, substance abuse, and student code of conduct.

CALENDAR AND CONTACT INFORMATION FOR THE GRADUATE SCHOOL

Calendar

The [Graduate School Calendar](#) includes key dates by which various program requirements must be completed. It is published in the [Graduate Bulletin](#) and posted to the Graduate School website. The Director should ensure that students know how to locate the calendar and what the important dates are.

Additional calendar information such as the dates of the Graduate Council and Graduate Faculty meetings can be found online: [Graduate Council/Faculty Meetings](#). The [Wake Forest University Calendar](#) also contains dates of general campus events and other activities.

Graduate School Contact Information

For the most up-to-date list of Graduate School contacts please visit [Reynolda Campus: Contact Information](#)

Links to Other Relevant University Offices

- [The University Counseling Center](#)
- [Information Systems](#)
- [Center for Learning, Access, and Student Success \(CLASS\)](#)
- [Office of Institutional Equity](#)
- [Z. Smith Reynolds Library](#)
- [Center for the Advancement of Teaching](#)
- [Wake Ready](#)
- [Wake Alert](#)
- [University Police](#)