WAKE FOREST
UNIVERSITY

GRADUATE SCHOOL *of*
ARTS & SCIENCES

Program Director's Handbook

Revised 2021

This Handbook is organized it into several sections. First, an overview of what is involved in being a Director. Second, 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 program 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.

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

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SECTION 1. INTRODUCTION

A. General 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, 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 to graduate faculty as well.
- 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 largest 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 their 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 make the program website attractive and current;
- Working with alumni, current students, and databases of demographically under-represented (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, keeping in mind that the market for such students has become increasingly competitive.

SECTION 2. OPERATIONS OF THE GRADUATE SCHOOL

A. Structure of the Graduate School

Overview. 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 in which the Graduate School plays a major role include TA-Training and other 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 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 serves as an advisory committee to the Graduate School Deans. 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 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 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 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, as required by the Graduate School Bylaws, 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 online: Graduate Faculty Meetings.

The Graduate Bulletin can be found 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 May of each year so that the online Bulletin can be ready to meet the University deadline for publication the first week of June. 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.

Program Student Handbooks are a 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 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.

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. 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 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 and payment of the application fee,
- A personal statement attesting to the student's interest in the particular program,
- GRE, GMAT or MCAT scores as required by the program (may be optional in some cases),
- Letters of recommendation from three persons familiar with the candidate's interests or abilities (submitted electronically through the application website),
- TOEFL or IELTS 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 rejected 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 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 their application by or shortly after April 15th. For accepted students, this letter describes the financial cost and support arrangements (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, they will be sent an e-mail acknowledgement and, subsequently, additional materials concerning things like registration, housing and the orientation process. All students must submit final undergraduate transcripts (and graduate transcripts, if applicable) with their prior degree conferred, or courses attempted, beforeregistration. Official GRE and/or TOEFL 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 rejected sometimes call the Graduate School Office to determine the reasons for the rejection. 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 acceptance.

Application Deadline for most programs is January 15th for fall admission but some programs begin earlier. 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 is charged for all programs of study. 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 person have equitable access to graduate education.

Financial Aid for students comes from several sources: the Graduate School, faculty grants, student fellowships, tuition, and philanthropic/foundation funds.

The Graduate School provides full tuition scholarships and stipends for some doctoral and master's students. Graduate School Teaching Assistantships, 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](#). 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 online: [Graduate School Financial Aid](#). Directors should ensure that graduate

students are aware of these resources as well as of Teaching and Graduate Assistantships available.

Philanthropic support is available through awards from the William Randolph Hearst Foundation for supporting graduate students from underrepresented ethnic populations. Directors are encouraged to identify such 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.

Graduate Program Admissions Requirements
Requiring standardized testing like the GRE is at discretion of the program. A list of individual program requirements and recommendations is available online: Special Program Requirements. If a program decides to add or eliminate 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 or have not received a degree from an English-speaking university. The minimum total IBT TOEFL score is 79. The minimum score on the IELTS is 6.5. 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.

International Applicants must obtain the necessary visas and conform to other regulations. International Student Scholar Services (ISSS) 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 additional support making the transition to the U.S. with things like arranging housing and transportation. Directors are encouraged to reach out to their incoming international students to assure that they have the support they need. ISSS can also help provide assistance and holds an orientation for all international students starting their programs.

Interviews are recommended, but not required, for all programs. When possible, Directors should attempt to hold these in person with potential candidates and make an effort to tour the Graduate School campuses as well program specific classrooms, labs and other facilities.

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 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 The Office of Communications and External Relations (CER) to assist them where needed.

C. Orientation, Registration, Thesis/Dissertation Completion, Graduation

Orientation. New student orientations are generally held prior to the start of classes. This is an important occasion for programs to welcome their new students 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 expectations. Familiarization with health insurance policies, Honor Code regulations, library resources, identification cards, disability and compliance policies, and student services available on campus are part of the orientation materials provided by the Graduate School staff.

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. Directors should pick up the cards before the first week of classes, so that they can be distributed to students during 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 and copying services. Students should carry their identification cards at all times when on campus.

Teaching Assistant Orientation is held 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. 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 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 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 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 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 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

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 maybe 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.

For each semester (including the summer session), there is a date by which the student must submit these form to the Graduate School office. This date 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.

All of the above forms can be found online: Graduation Requirement Checklist and Forms.

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 five and a half years for doctoral programs -- substantially less than 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 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 istypically 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 moreattempt 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 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 PhD 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 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 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 is ready to 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 satisfactory (S) or unsatisfactory (U).

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 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.

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.

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 Student 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 becancelled 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 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 WakeReady.wfu.edu.

Faculty Excellence Award. Since 2000, the 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 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). 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 that the student has done, 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 Graduate School Dean.

Participation of international students in internship programs must be approved for Curricular Practical Training (CPT). Details about eligibility and procedures can be found at Global Wake Forest (CPT).

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 a 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.

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 needed, 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. 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 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. Stipends and other sources 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. 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 employment can be accepted with permission from the advisor, the Director, and the Graduate School Dean. **International students** are limited to on-campus jobs and a maximum of 20 hours per week.

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 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 took graduate-level courses 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. 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 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 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 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 ISSS 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 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 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 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 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. 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 tothe 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. 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.

If a unit, or units, wishes to propose a new program or certificate, it must follow the guidelines on the [Graduate Faculty Resources page](#). 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 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.

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 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.

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 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: 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 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 would not be as appealing as an application that emphasizes both. The deadline is usually in 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 Graduate School Bulletin or 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 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's website and to email these regularly to the Graduate School (graduate@wfu.edu) for placing 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 Development Offices and other offices on campus to publicize the outstanding achievements of the graduate students.

C. 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 for Students 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. Many issues can be addressed at this level, 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.

For **emergency health and safety situations** in which a 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 and/or appears to be out of touch with reality, **call 911**. Callers should indicate that they are Wake Forest University staff 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:

- Student Health Service: 336-758-5218
- Safe Office (sexual assault): 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 for Students is the Graduate School's liaison to the CARE team and will consult with them regarding graduate students who are referred. The Associate Dean for Students is also available to consult with faculty or graduate students to discuss concerning situations and facilitate such referrals.

The following language from the University CARE Team describes some circumstances under which Graduate Program Directors and other members of the University community may choose to seek additional support for a graduate student:

- Noticeable change in behavior or appearance—acting differently than they have in the past; shift in mood, personality, or demeanor
- Isolating or withdrawing—skipping classes or meetings; not responding to messages or outreach; avoidant in conversations
- Sudden change in life circumstance—recent loss of a family member, friend, or loved one; divorce or end to a relationship; change in financial situation
- Academic or work performance decline—late or missing deadlines; poor attendance or work quality; difference in demeanor in class or in the office
- Disclosing concerning information—mention of suicidal ideation, self-harm, or concerning substance use; worrisome thoughts, behaviors, or experiences
- Someone has a gut instinct—someone is worried that the person is not okay and wants to express a caring concern so someone will reach out with support

Program Directors, faculty, and graduate students may always contact the Associate Dean for Students in the Office of the Dean of the Graduate School for guidance and support in these matters.

D. 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](#).

SECTION 4. STUDENT MATTERS

A. Students Resources and Support Services

Professional Development. In addition to providing education in academic fields and research opportunities, the Graduate School provides 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. Professional development resources and workshops available to graduate students are announced on a regular basis throughout the academic year and Directors should encourage their students' participation. Typical offerings include manuscript writing, oral presentation skills, effective time management, computer and technology skills, pedagogy, funding opportunities, professional ethics, and career placement skills. The Graduate School also has a [Career Coach](#) available for one-on-one sessions with students and for small group workshops on CV development, job searches, writing cover letters, creating a LinkedIn profile, professional networks and other career related topics. The Career Coach communicates regularly with Program Directors and graduate students via email, and Directors should ensure students are aware of these resources.

Disabilities. Matriculating students with disabilities are asked to submit documentation to the [Center for Learning, Access and Student Success](#) (CLASS). The guidelines on that process can be found online: [Documenting a Disability](#). It is the student's responsibility to make the disability known to the Director and their advisor. It should be noted that accommodations are granted from the date of approval and cannot be used to change assessment of past work. After evaluating the nature of the disability, the director of the CLASS will write a letter to the track or program Director indicating their estimate of the appropriate accommodations. Such accommodations can then be worked out with the student and their advisor on an annual basis. Directors should not make assessments of a disability or arrange accommodations on their own.

Health Care. Students have access to [Student Health Service](#) (SHS), which operates an on-campus medical facility located on the lower level of the [Wellbeing Center](#). SHS provides an array of services such as standard doctor's visits, [flu shots](#), [HIV and STI testing](#), [X-Rays](#), and much more. In addition to the Well Clinic and Respiratory Clinic, SHS also provides a [pharmacy](#) and [laboratory](#). An annual fee is paid by students for access to these services.

University Counseling Center. Students have access to the University [Counseling Center](#), located in 117 Reynolda Hall, which provides short-term counseling and consultation. All services are confidential, and no fees are charged. The Center offers counseling for a variety of concerns including depression, anxiety, personal adjustment, disordered eating, stress management,

sexuality, and relationship issues.

Housing. Graduate students are expected to find their own housing and are encouraged to arrange housing in the spring or summer before they arrive at Wake Forest. Since the Director may be the student's first point of contact, it is helpful to have sources of housing information available. Some Graduate Student Housing is available through Wake Properties. Other sources of housing information have been compiled by the Graduate School and can be found online: Graduate Housing Resources.

Center for Learning, Access and Student Success. The Center for Learning, Access, and Student Success (CLASS) in Reynolda Hall provides one-on-one writing assistance services to graduate students. Rather than instruction on writing techniques, targeted feedback on how to solve difficulties with writing is provided. The CLASS has evening hours; interested graduate students should call to set up an appointment.

Library Services. There are two main libraries, the Z. Smith Reynolds Library and the Coy C. Carpenter Library, 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. For more information visit: WFU Libraries.

Lounge. The Johnson Graduate Student Lounge is located in the Z. Smith Reynolds Library. The Lounge has its own exterior entrance with a key-card, graduate student-only access.

Parking. Graduate students pay a fee for parking on campus. For information on parking on the Reynolda campus, refer to the website Campus Parking.

Shuttles. The University offers free shuttle services to all campuses and student parking lots. For information on the different routes and schedules visit: Wake Line.

International Students and Visas. International and Student Scholar Services (ISSS) provides a variety of services and support for international graduate students, including assistance with visas, Optional Practical Training (OPT), Curricular Practical Training (CPT), campus employment and more.

B. 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 programs are aware of these rights and responsibilities. Directors should also promptly report to the appropriate 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.

C. Grievances and Honor Code Violations

Grievance Procedures. For academic issues, a graduate student who feels that they have been treated unfairly by a faculty may choose 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 their advisor and Director. The Graduate School procedure should begin only after these persons feel that a resolution cannot be reached on the program or track level but no later than three months after the incident occurred. The student should be told to contact the Associate Dean for Students of the Graduate School, the Grievance Liaison Officer for the Reynolda campus. This person will act 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 student's grievance and the response of the faculty member. 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, harassment or bias should be taken to the Director of the student's program, to the Associate Dean for Students, to the Human Resources Office, to the Title IX office or to Report Bias, where appropriate.

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. A copy is located on the Student Resources 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.

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 Associate Dean for Students 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.

D. 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 serveon either its Credentials, Curriculum, or Policy Committees. Representatives of the GSA also siton 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.

E. University Policies Affecting Graduate Students

Alcohol. Individual faculty, tracks, 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 Graduate Student Handbook. While most graduate students are above the legal drinking age, there may be some instances where underage graduate students attend functions where alcohol is served. 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, 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 online: Responsible Conduct of Research Training. Once the certification has been obtained, the student should submit a form describing the proposed study. The policies and procedures for filling out this form can also be found at the above website. 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 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. Each student must acknowledge the appropriate computer usage policies at the University before accessing the network and using software. 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 and computers are not to be used for commercial purposes without written consent.

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 their 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 can be found on the website for the Office of Research and Sponsored Programs. 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 Z. Smith Reynolds Library webpage: https://zsr.wfu.edu/digital-scholarship/copyright. Detailed information is provided on "fair use" of copyrighted material, online 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 regularly offered to 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 should be provided by each department where needed. Directors of 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. A student who feels that they have been unfairly discriminated against based on any of these characteristics should contact the appropriate office and/or file a Report Bias incident.

Human Research and Institutional Review Board (IRB) reviews research conducted on human subjects in order to determine its acceptability according to federally mandated guidelines. 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: https://research.wfu.edu/irb. 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. The rules and procedures regarding patentable inventions can be found at the Office of Sponsored Research: https://research.wfu.edu. Directors of graduate programs where inventions might be developed should make the students in their programs aware of these policies.

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; 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 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 is a violation of the Graduate School's Honor Code. A violation that involves an external grant may, in addition to being a violation of the 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 Office of Research.

Sexual Harassment by a supervisor, co-worker, faculty, or student is unacceptable. The sexual harassment policy is stated in the Graduate 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 If a student feels that they are the subject of sexual harassment from another student, staff, or faculty member, or if a faculty member or student has witnessed such activities, they should contact the Associate Dean for Students and/or the Title IX office and/or file a Report Bias incident.

Substance Abuse. The Graduate School has specific policies regarding substance abuse prevention and programs. These policies are described in the Graduate Student Handbook. 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 is concerned that a graduate student may have substance abuse problems can discuss this issue directly with the student. Both policies state that a student who discloses concerns about their own substance use can expect to have the case handled confidentially. The University Counseling Center may be able to assist students in locating an appropriate substance abuse treatment program. Students whose academic or professional performance continues to be impacted by inappropriate substance use after disclosing such issues and/or after receiving treatment for a substance use disorder may likewise be subject to sanctions by the University.

SECTION 5. CALENDAR AND CONTACT INFORMATION FOR THE GRADUATESCHOOL

A. 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.

B. Graduate School Contact Information

For the most up-to-date list of Graduate School contacts please visit:

Reynolda Campus: Contact Information

C. Links to Other Relevant University Offices

The University Counseling Center

Student Health Service

Information Systems

Center for Learning, Access, and Student Success (CLASS)

Z. Smith Reynolds Library

Center for the Advancement of Teaching

Wake Ready

Wake Alert

University Police