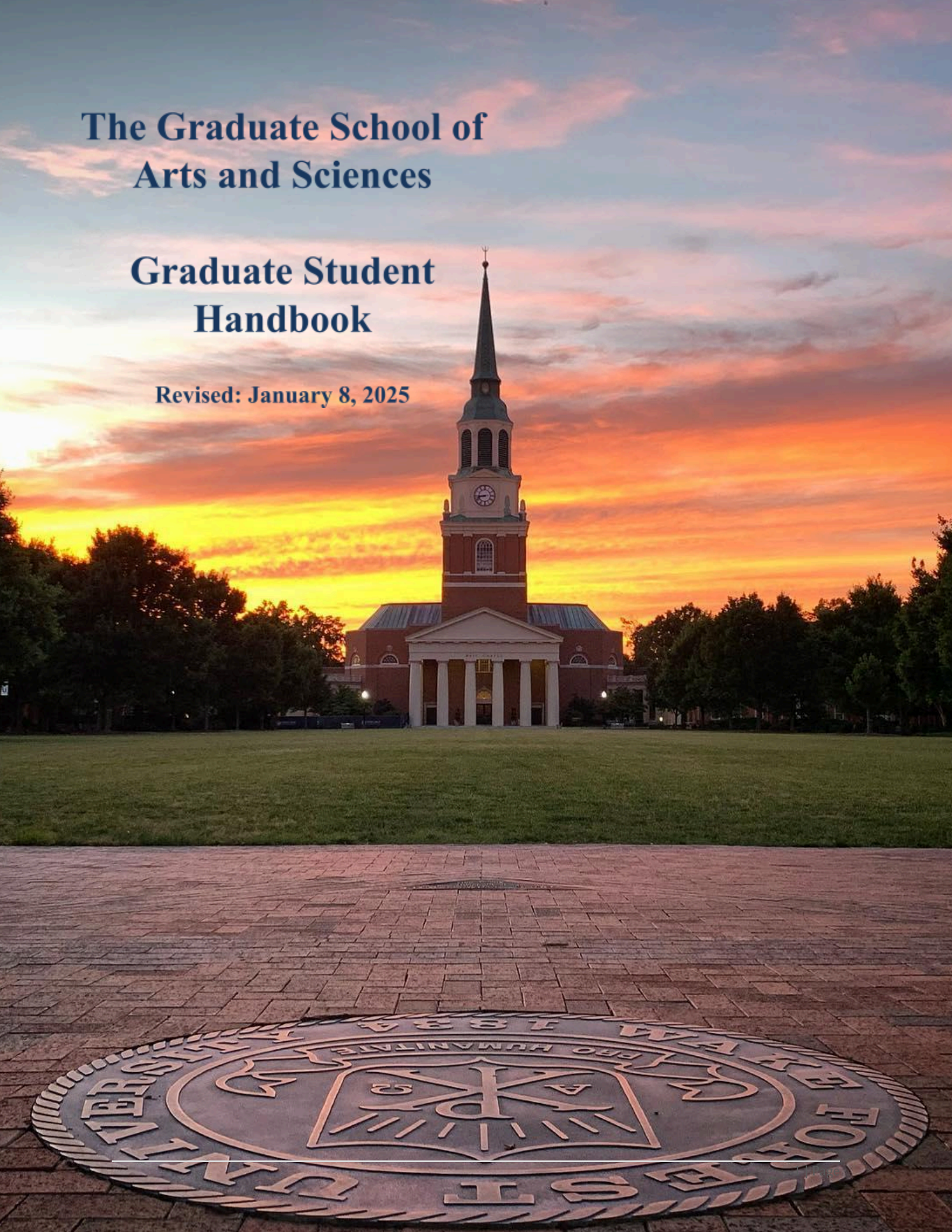


# The Graduate School of Arts and Sciences

## Graduate Student Handbook

Revised: January 8, 2025



**COVER:** Wait Chapel and the University Seal, Hearn Plaza, Wake Forest University Reynolda Campus

Wake Forest University is committed to administer all educational and employment activities without discrimination because of race, color, religion, national origin, age, sex, sexual orientation, gender identity and expression, veteran status, disability, or genetic information as required by law. In addition,

Individuals with disabilities or special print-related needs may contact the Center for Learning, Access, and Student Success (CLASS) at 336.758.5929 or [class@wfu.edu](mailto:class@wfu.edu) for more information.

# The Graduate School of Arts and Sciences

## Graduate Student Handbook

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## CAMPUS FACILITIES AND SERVICES

### **Athletics**

336-758-5616

[godeacs.com](http://godeacs.com)

Wake Forest University is an NCAA Division I institution and is part of the ACC. Graduate students can attend most WFU athletic events for free with their Deacon OneCard.

### **Bookstore**

Taylor Residence Hall on Hearn Plaza

336-758-3388

[bkstr.com/wakeforeststore/home](http://bkstr.com/wakeforeststore/home)

Textbooks and other items may be purchased online through WFU's University Bookstores. The [virtual bookstore](#) offers additional textbook choices for students, including new, used, rental, and loose-leaf editions, with the ability to price compare online. Items can be shipped directly to you or picked up on the Reynolda campus.

### **CARE & Case Management**

Benson 100

336-758-CARE

[care.wfu.edu](http://care.wfu.edu) or [care@wfu.edu](mailto:care@wfu.edu)

CARE is a referral service on campus for sharing concerns you have for yourself or a peer, faculty, or staff member. Case management services reach out to persons of concern and help connect them with resources.

### **Career Services**

Brookstown 301

336-758-4319

[newsommk@wfu.edu](mailto:newsommk@wfu.edu)

Career counseling, job exploration, resume reviews, interview prep, and more are available to GSAS students through Mary Katherine Newsome, Assistant Director of Graduate Student Affairs.

### **Chaplain's Office**

Reynolda Hall 8

336-758-5210

[chaplains@wfu.edu](mailto:chaplains@wfu.edu) or [chaplain.wfu.edu](http://chaplain.wfu.edu)

The Chaplain's Office provides pastoral and spiritual counseling, the Chaplain's Emergency Fund for financial assistance, and religious and spiritual life support and programming for multiple faiths and spiritual backgrounds.

## Center for Learning, Access, and Student Support

Reynolda Hall 118

336-758-5929

[class@wfu.edu](mailto:class@wfu.edu) or [class.wfu.edu](http://class.wfu.edu)

CLASS handles disability documentation and accommodations. They also provide academic coaching around time and stress management and more, as well as student outreach and education.

## Deacon OneCard

Angelou Hall 001

336-758-1949

[deaconone.wfu.edu](http://deaconone.wfu.edu)

The Deacon OneCard is the official Wake Forest University Student Identification Card. Deacon OneCards are distributed to students prior to the first day of classes, and students are required to carry their Deacon OneCard with them at all times. In addition to identification, it can also be used for:

- Card Access to University Buildings
- Deacon Dining
- Event Admission
- Library Privileges
- Reynolds Gym Privileges

New students are required to upload a photo prior to their arrival on campus, this allows the Deacon One Office to pre-print new student cards. You will log into the portal to upload your photo to Deacon One, using the Wake Forest single sign on process. You must be logged into your WFU email when signing into the Deacon One portal. Do not use the Microsoft Edge or Safari browsers. These browsers are not compatible with the Deacon One Portal. Please use Google Chrome instead. Also, please note that the portal may not be compatible with mobile devices.

## Dining

[dining.wfu.edu](http://dining.wfu.edu)

The University has multiple dining locations across campus. Graduate students can purchase meal plans if they wish, but you can also pay at dining locations with a debit or credit card.

## Graduate School Offices

118 Reynolda Village and 200 Brookstown Avenue

[graduate@wfu.edu](mailto:graduate@wfu.edu) or [graduate.wfu.edu](http://graduate.wfu.edu)

The Graduate School has two office locations. The Graduate School Cottage is located at 118 Reynolda Village, and the following graduate school offices are located there: Admissions, Finance, Financial Aid, Registrar, and Student Human Resources.

The Graduate School site at Brookstown is in downtown Winston-Salem, at 200 Brookstown Avenue.

## Information Systems

The Bridge in ZSR Library  
336-758-4357

[help@wfu.edu](mailto:help@wfu.edu) or [is.wfu.edu](http://is.wfu.edu)

Information Systems (often referred to as IS) offers campus-wide wifi, world-class software, friendly tech support, laptop repair, and more.

## Intercultural Center

Benson 346  
336-758-5864

[interculturalcenter@wfu.edu](mailto:interculturalcenter@wfu.edu) or [interculturalcenter.wfu.edu](http://interculturalcenter.wfu.edu)

The Intercultural Center is a community and dedicated lounge space for domestic and international underrepresented students. They provide student programming, education, and community events.

## LGBTQ+ Center

Benson 311  
336-758-4665

[lgbtq@wfu.edu](mailto:lgbtq@wfu.edu) or [lgbtq.wfu.edu](http://lgbtq.wfu.edu)

The LGBTQ+ Center is a community and dedicated lounge space for LGBTQ+ students. They provide regular student programming and resources and offer training and education initiatives across campus.

## Mail Services

Benson, First Floor  
336-758-1922

[mailservices.wfu.edu](http://mailservices.wfu.edu)

Mail Services offers USPS, UPS, and FedEx services to the campus community.

## Office of Community and Civic Engagement

Benson 506  
336-758-4070

[communityengagement@wfu.edu](mailto:communityengagement@wfu.edu) or [communityengagement.wfu.edu](http://communityengagement.wfu.edu)

OCCE connects students with community volunteer opportunities, hosts WFU philanthropy and service traditions such as Hit the Bricks, and provides social justice education, training, and programming.

## Office of Diversity and Inclusion

Reynolda Hall 302  
336-758-3824

[diversity@wfu.edu](mailto:diversity@wfu.edu) or [diversity.wfu.edu](http://diversity.wfu.edu)

ODI supports and advocates for students from underrepresented and minority populations. They oversee the Intercultural Center, LGBTQ+ Center, and Women's Center.

## Office of Wellbeing

Reynolds Gym 321

336-758-3089

[thrive@wfu.edu](mailto:thrive@wfu.edu) or [thrive.wfu.edu](http://thrive.wfu.edu)

The Office of Wellbeing promotes health and wellness on campus through student programming, prevention services, and 1:1 well-being coaching.

Graduate students must opt out of the Wellness Center if they do not plan on using the facilities to avoid the [wellness fee](#).

## Parking & Transportation

Alumni Hall 138

336-758-7275

[parking@wfu.edu](mailto:parking@wfu.edu) or [parking.wfu.edu](http://parking.wfu.edu)

Parking & Transportation manages parking permits, the Wake Line shuttle service, bike sharing, ZipCar, parking policies, and more.

## Registrar Office & Student Records

118A Reynolda Village

336-758-4230

[gsasreg@wfu.edu](mailto:gsasreg@wfu.edu)

The Graduate School Registrar's Office manages course registration, keeps the academic records for the Graduate School of Arts & Sciences, and oversees the security and privacy of those records.

## Safe Office

Reynolds Gym 321

24/7 Confidential Support Line: 336-758-5285

Non-Urgent: [safe@wfu.edu](mailto:safe@wfu.edu) or [safe.wfu.edu](http://safe.wfu.edu)

The Safe Office provides confidential crisis response, ongoing support, and prevention services for concerns related to interpersonal violence, including sexual misconduct, relationship violence, and stalking.

## Deacon Health

Wellbeing Center, First Floor

336-758-5218

[deaconhealth@wfu.edu](mailto:deaconhealth@wfu.edu) or [deaconhealth.wfu.edu](http://deaconhealth.wfu.edu)

Deacon Health provides doctor appointments and an on-site pharmacy for Reynolda Campus students. They offer lab testing, in-house x-ray, HIV & STI testing, and allergy injections, in addition to running Wake EMS and an international travel clinic.

## University Counseling Center

Reynolda Hall 117

336-758-5273

[counselingcenter@wfu.edu](mailto:counselingcenter@wfu.edu) or [counselingcenter.wfu.edu](http://counselingcenter.wfu.edu)

The UCC provides confidential individual and group counseling, crisis assistance, and well-being programming. Appointments can be scheduled on the website.

## University Police

Alumni Hall 104

Emergency: 336-758-5911; Non-emergency: 336-758-5591

[police.wfu.edu](http://police.wfu.edu)

The WFU Police Department is committed to providing a safe and secure educational and working environment for students, faculty, staff, and visitors. They are a full-service department with a 24-hour communications center, security officers, and police officers. They support the live chat on the LiveSafe App, issue WakeAlerts, and more.

## WakerSpace

Building 61A, Parking Lot Q

336-758-6253

[wakerspace@wfu.edu](mailto:wakerspace@wfu.edu) or [wakerspace.wfu.edu](http://wakerspace.wfu.edu)

WakerSpace is a collaborative environment of innovation and hands-on learning where students can utilize free resources such as 3D printers, vinyl cutters, and t-shirt presses, podcast recording studios, sewing machines, woodworking rooms, and more to create. Trainings, programming, and student events are offered regularly.

## Women's Center

Benson 314

336-758-7245

[womenscenter@wfu.edu](mailto:womenscenter@wfu.edu) or [womenscenter.wfu.edu](http://womenscenter.wfu.edu)

The Women's Center is dedicated to building community for women and any individuals for whom *woman* is a meaningful identifier or lived experience. They provide lounge space, programming around women's and gender issues, support professional and leadership development, and identify and advocate for policies to improve gender climate and inclusive practices.

## Writing Center

ZSR 426

336-758-5768

[writingcenter@wfu.edu](mailto:writingcenter@wfu.edu) or [writingcenter.wfu.edu](http://writingcenter.wfu.edu)

The Writing Center in ZSR Library supports writers of all levels of experience at all stages of their writing process. Book appointments with tutors to receive writing support, editing, and more. They also provide programming.

## Z. Smith Reynolds Library

336-758-4931

[zsr.wfu.edu](http://zsr.wfu.edu) or [askzsr@wfu.edu](mailto:askzsr@wfu.edu)

The Z. Smith Reynolds Library supports instruction and research at the Graduate School of Arts and Sciences. The Library houses the Graduate Student Lounge in ZSR 425.



## GRADUATE STUDENT ACADEMIC HONOR CODE

The Graduate Student Academic Honor Code can be found on the [Graduate School website](#). It is the responsibility of all graduate students to be aware of the academic honor code.

## NON-ACADEMIC CODE OF CONDUCT PROCEDURES

Membership in the wider Wake Forest University campus community requires graduate students in the Graduate School of Arts and Sciences to be aware of the general student conduct expectations and campus standards found in the Wake Forest Student Code of Conduct, available online at [deanofstudents.wfu.edu](http://deanofstudents.wfu.edu) or [studentconduct.wfu.edu/undergraduate-student-handbook-2/](http://studentconduct.wfu.edu/undergraduate-student-handbook-2/)

The Graduate School expects good citizenship and responsible behavior from students. When these expectations are not met, the non-academic misconduct process may be used to redirect students into more acceptable patterns of behavior. This process encourages students to take responsibility for their choices and actions while also allowing the University to determine an appropriate disciplinary response.

Violations of the Student Code of Conduct may result in four broad categories of sanctions: educational/developmental, prevention, restorative, and suspension and status, including suspension or expulsion. Students need to be aware that certain types of behaviors may be deemed incompatible with membership in the School's community, and that choices they make can compromise their education and future. The types of prohibited conduct for which students are subject to disciplinary actions may be found in the Student Code of Conduct [online](#).

The Graduate School of Arts and Sciences shall have the authority to hold students accountable under the Code of Conduct for certain off-campus behaviors (i.e., behavior that does not occur on University premises or in the context of a University, School, or student organization-sponsored event or activity) that adversely affects a substantial University or School interest.

The disciplinary sanctions that may be imposed for violations of the Code of Conduct may be found [here](#).

Students who are accused of performing or contributing to prohibited conduct will be subject to a review process that will include a review of the allegation, an attempt to resolve the conduct issue by informal resolution, a hearing before a committee of the student's peers and faculty, and potential disciplinary action. These procedures will be undertaken by the Graduate School Honor Council, following the guidelines for the Honor Code as set forth in this Student Handbook.

However, in deciding each case, the Honor Council will use the guidelines of the institution's Code of Conduct as opposed to the Honor Code. The Honor Council will make a formal recommendation to the Dean or their designee. As outlined in the Honor Code guidelines, the student may appeal the decision to the Graduate Council within 10 days of the sanction

hearing. The Graduate Council will review all pertinent information and make a recommendation to the Dean, who will consider the recommendations by the Honor Council and the Graduate Council, in the event of an appeal. The Dean will consider all recommendations, and may accept the sanction recommendation, but has the discretion to alter the recommendation. The decision of the Dean is final.

## **DISABILITY PROCEDURES**

Wake Forest University is an equal access institution that admits qualified applicants without regard to disability. When a student with a disability is admitted, the University seeks to accommodate those needs that are determined to be reasonable and that do not compromise the integrity of the curriculum.

### **Disability Offices**

For medical or mobility:  
Deacon Health  
[deaconhealth.wfu.edu](http://deaconhealth.wfu.edu).

For learning issues:  
The Center for Learning, Access, and Student Support  
Reynolda Hall 118  
[class.wfu.edu](http://class.wfu.edu)

### **Procedure for Handling Requests for Accommodations**

The Graduate School of Arts and Sciences follows the procedures for accommodations outlined by the Center for Learning, Access, and Student Support. CLASS policy and procedures on disability accommodation requests can be found [online](#). Learn more at [class.wfu.edu/disability-services/student-accommodations](http://class.wfu.edu/disability-services/student-accommodations).

## STATEMENT OF PHILOSOPHY OF THE MENTORING RELATIONSHIP BETWEEN GRADUATE STUDENTS AND ADVISORS

Masters and doctoral graduate student training involves both classroom instruction and an apprenticeship relationship with one or more faculty members. Each individual who pursues a graduate degree has ultimate responsibility for their education and professional development. Likewise a faculty member who advises a student has a responsibility to foster the successful development of the student into a member of the profession. Additionally, Wake Forest University Graduate School of Arts and Sciences has responsibilities to both the student and the faculty advisor to maintain and promote an environment that supports quality training programs.

This document serves as a Statement of Philosophy about the mentoring relationship between graduate students and their faculty advisors, as well as the institutional responsibilities to facilitate that relationship. The purpose of this document is to function as a statement of guiding principles that can promote the student's successful completion of training and guide their mentors' efforts. It does not supersede institutional rules and regulations.

### **Core Tenets of Graduate Training**

#### **Institutional Commitment**

Institutions that train graduate students must be committed to establishing and maintaining high-quality training programs that ascribe to scientific, humanistic and ethical professional standards. WFU will work to ensure that students who complete its programs are well-trained and possess the foundational skills and values that will allow them to mature into independent professionals with integrity. WFU's commitment in this regard includes provision of oversight for length of training, maintenance of scholarly integrity, appropriate financial support, established procedures for addressing grievances, and various professional development-related opportunities. These opportunities can include effective and regular career guidance activities, reasonable access to institutional services, and other matters relevant to the education and professional development of graduate students. Additionally, WFU will strive to recognize and reward its graduate training faculty in support of their education of graduate students.

#### **Program Commitment**

The WFU Graduate School endeavors to establish and maintain robust training programs that provide students with the knowledge and career skills needed to function and succeed as independent professionals in their chosen fields. This commitment implies the maintenance of relevant course offerings and appropriate research opportunities. Each program of study in the Graduate School should have clearly defined procedures for the assessment of students and closely monitor the progress of students during their courses of study.

#### **Commitment to Outstanding Faculty Mentoring**

Effective mentoring is crucial for graduate school trainees as they prepare for their careers. Faculty mentors should understand that such mentoring requires a commitment

of substantial time and energy in order to ensure each student's professional and personal development. Furthermore, the mentor must recognize that the success of the relationship hinges on mutual trust and respect. Effective mentoring should include teaching the method of inquiry for the specialty, providing regular constructive feedback and constructive criticism to foster professional maturation, teaching the conventions of the field of study, and promoting students' careers by providing appropriate opportunities for independent work and recognition. Effective mentors should strive to facilitate the student's completion of their thesis/dissertation, to help guide the student through the requirements for completion of the degree, and to advise the student to be knowledgeable of and act in accordance with all university policies and procedures. Graduate student mentors should encourage students who seek to take a novel approach to achieving personal success. Good mentors should possess and exemplify high ethical standards, competent communication skills, recognize the contributions of students in all endeavors including publications and development of patentable devices or methods, and have a strong commitment to original research and scholarship. Good mentors should work to provide their students with an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment. Lastly, where appropriate, the mentor should maintain or identify financial support that is appropriate for the program of study and that will allow the student to complete the requirements for the degree.

### **Commitments of Graduate Students**

Effective mentoring is a dynamic relationship between the faculty advisor and the graduate student. As such, in addition to the desired commitments of faculty members, students share an equal responsibility for their educational success as they prepare for their careers. First and foremost, students have the primary responsibility for the successful completion of their degree. Towards that end, students need to dedicate themselves to their coursework, scholarship, and research, as advised by the faculty mentor. This includes pursuing opportunities to develop the necessary skills to succeed in the desired field of study and chosen profession and, when appropriate, taking advantage of the various resources that are made available for personal and professional development. The student must also recognize that the success of the mentoring relationship with their faculty advisor hinges on mutual trust and respect.

Similar to their faculty advisor, students should possess and exemplify high ethical standards, strive to demonstrate competent communication skills, recognize the contributions of fellow students, and have a strong commitment to original research and scholarship. Students should also work to provide themselves, fellow students, staff, and faculty with an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment. The student is to be knowledgeable of and act in accordance with all university policies and procedures. Lastly, where appropriate, the student should work with their mentor to identify financial support that is appropriate for the program of study and that will allow the student to complete the requirements for the degree.

## GRADUATE STUDENT RIGHTS AND RESPONSIBILITIES

Wake Forest University exists for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. The Graduate School of Arts and Sciences is committed to providing an environment that will encourage graduate students to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. The Graduate School is also dedicated to the principles of honor, mutual respect, and trust among the faculty and students. The common observance of professional ethics is basic to the study and research in which we are engaged.

### Rights

The minimal standards of academic freedom of graduate students outlined below are essential to any community of scholars. Any violations of these standards may be grounds for a student to initiate the grievance process.

#### 1. Freedom of Access to Higher Education:

The facilities and services of the University should be open to all of its enrolled students, and the University should use its influence to secure equal access for all graduate students to public facilities in the local community.

#### 2. The Classroom and Research Environment:

Graduate student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

*Protection of Freedom of Expression* - Graduate students are free to take reasoned exception to the data or views offered in any course of study or research activity and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

*Protection Against Improper Academic Evaluation* - Graduate students have protection through orderly procedures (described in the section on Grievance Procedures) against prejudiced or capricious academic evaluations. At the same time, they are responsible for maintaining standards of academic performance established for the program in which they are enrolled.

*Protection Against Improper Disclosure* - Information about graduate student views, beliefs, and political associations that professors acquire in the course of their work as instructors, advisors, and counselors is considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, always with the knowledge or consent of the graduate student.

*Protection Against Harassment* - Graduate students have protection through orderly procedures (described in the section on Grievance Procedures) against physical (sexual, etc.) harassment and/or psychological abuse.

### 3. **Student Records:**

Access to academic and disciplinary records should be considered separately. Transcripts of academic records will contain only information about academic status. Other information will not be available to unauthorized persons on campus or to any person off campus without the written consent of the graduate student involved, except where a judicial order of subpoena compels disclosure or health safety emergency cases are involved. No records will be kept that reflect the political activities or beliefs of graduate students. The Dean of the Graduate School should make provision for periodic review and possible destruction of non-current disciplinary records. Administrative staff and faculty members should respect confidential information about graduate students that they acquire while working with them.

### 4. **Student Affairs:**

*Freedom of Association* - Graduate students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They are free to organize and join associations to promote their common interests.

*Freedom of Inquiry and Expression* - Graduate students and their organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes by orderly means that do not disrupt the regular and essential operation of the University.

Graduate students and their organizations will be allowed reasonable access to University facilities for academic purposes, organizational meetings, sponsored lectures, etc. Those routine procedures required by the University for obtaining access to facilities are designed only to ensure that there is orderly scheduling of facilities as well as adequate preparation for the event and that the occasion is conducted in a manner appropriate to an academic community. Graduate students and their organizations are allowed to invite and to hear any person of their own choosing. The University's control of campus facilities cannot be used as a device of censorship.

*Student Participation in University Government* - As constituents of the academic community, graduate students are free, individually and collectively, to express their views on issues of University policy and on matters of general interest to the graduate student body in accordance with University policy.

### 5. **Off-Campus Freedom of Students:**

If the activities of graduate students upon occasion result in violation of law, University officials should be prepared to apprise students of sources of legal counsel and may offer other assistance. Graduate students who violate the law may incur penalties prescribed by civil authorities. Only where the University's interests as an academic community are clearly involved should the special authority of the University be asserted to consider off-campus violations. The graduate student who incidentally violates University regulations in the course of their off-campus activity is subject to no greater penalty than would normally be imposed for such infractions.

## Responsibilities

The faculty expects students to be mature and responsible members of the community, offers guidance in their freedom to learn, and subscribes to the statement of their rights. Those rights are linked to the student's commitment to academic integrity and responsible behavior as a member of the University community.

Infractions of academic integrity include plagiarism, cheating on examinations, misrepresentation of the work of other scholars, and the falsification or fabrication of data in reporting one's own research. These infractions, as well as acts that disrupt the educational environment and any violations of local or federal law that occur on the university campus or during university-sponsored activities, can be grounds for disciplinary action, which may include dismissal from graduate school.

## EQUAL OPPORTUNITIES ACT

Wake Forest University is committed to administering all educational and employment activities without discrimination because of race, color, religion, national origin, age, sex, veteran status, handicapped status, or disability as required by law. In addition, Wake Forest University rejects hatred and bigotry in any form and adheres to the principle that no person affiliated with Wake Forest should be judged or harassed on the basis of perceived or actual sexual orientation.

In affirming its commitment to these principles, Wake Forest does not limit freedom of religious association or expression, does not presume to control the policies of persons or entities not affiliated with Wake Forest, and does not extend benefits beyond those provided under other policies of Wake Forest. The University has adopted a procedure for the purpose of resolving discrimination complaints. Inquiries or concerns should be directed to Human Resources ([hr.wfu.edu](http://hr.wfu.edu)) or to the Title IX Coordinator ([titleix.wfu.edu](http://titleix.wfu.edu)).

## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

**1. Right to inspect and review the student's education records within 45 days of the day the University receives a request for access.**

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be made.

**2. The right to request amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy**

### **rights under FERPA.**

Students may ask the University to amend a record that they believe is inaccurate, misleading, or otherwise in violation of their privacy rights. The student should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify the reason for the request. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

### **3. The right to provide written consent before the University discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

For example, FERPA permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee. A school official may also include a volunteer or contractor outside of the University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from educational records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Detailed information on student records and privacy can be found on the WFU Registrar's website at [registrar.wfu.edu/student-records/academic-records/privacy/](http://registrar.wfu.edu/student-records/academic-records/privacy/)

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) electronic mail addresses, (5) date and place of birth, (6) major field of study, (7) enrollment status (undergraduate or graduate, full or part-time), (8) class level, (9) participation in officially recognized activities and sports, (10) weight and height of members of athletic teams, (11) dates of attendance, (12) degrees and awards received, (13) the most recent previous educational agency or institution attended by the student, and (14) other similar information such as a photograph. Directory information may be disclosed by Wake Forest University for any purpose in its discretion without the consent of the student. Students have the right to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of the student, or as otherwise allowed by FERPA.

Any student refusing to allow disclosure of any or all of the designated directory information must file written notification to this effect with the University at the Office of the University Registrar, 110 Reynolda Hall. Forms are available at that office. If written notification is not filed, Wake Forest University assumes that the student does not object to the release of the



directory information designated.

**4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605.

## GRADUATE STUDENT NON-ACADEMIC GRIEVANCE PROCEDURES

Grievances of a non-academic nature, such as discrimination, harassment, or retaliation, should be taken to the Graduate Program Director, to the Associate Dean of Academic and Student Affairs in the Graduate School, to Human Resources ([hr.wfu.edu/](http://hr.wfu.edu/)), or to the [Office of Institutional Equity](#).

## GRADUATE STUDENT ACADEMIC GRIEVANCE PROCEDURES

Throughout this document, it is understood that "faculty member" and "student" may refer to more than one person.

The "days" referred to in the timing of the grievance processes represent days during the academic year, not including summer sessions or summer, winter, or spring breaks.

### 1. Initial Response to Perceived Academic Grievance:

Situations may arise in which a student believes that they have not received fair treatment from a faculty member in an academic matter. In such cases, within two weeks of the student's awareness of the treatment they should talk with the faculty member. If the student and faculty member cannot resolve the problem, the student should immediately consult his or her advisor and the Director of the Graduate Program in order to initiate any internal grievance procedure if one exists (procedures may vary from department to department). If a resolution satisfactory to both parties cannot be reached in a reasonable time, which can vary according to the complexity of the matter, the student may choose to initiate the Graduate Student Academic Grievance Procedure. Initiation of the procedure must be no later than three months after failure to achieve resolution within the department. Failure to initiate the procedure within three months forfeits the student's right to file a grievance with the Graduate School.

### 2. Liaison for Student Grievances:

The student should first contact the Associate Dean of Academic and Student Affairs, who serves as Faculty Liaison for graduate students wishing to file a grievance. The Associate Dean serves as counsel for the student, and is available to advise the student concerning academic problems and grievances and to help the student initiate and continue with the grievance procedure. At the student's request, the Faculty Liaison may be present during any hearings by the Grievance Committee in order to monitor the proceedings and to insure fair treatment of the student. Graduate students interested in filing a grievance are also encouraged to speak with the chair(s) of the Graduate Student Association or other of its officers to seek advice regarding the grievance procedure. Names of the GSA chairs can be obtained from the Graduate School office.

### 3. Written Petition:

After consulting with the Faculty Liaison, the student should submit to the Dean of the Graduate School a written petition requesting initiation of the Graduate Student Academic Grievance Procedure. The petition must include the name of the faculty member against whom the grievance is filed, the specific charge, information about the

grievance, and the action or remedy requested by the student. If appropriate at this time, documentary material may be submitted in support of the grievance, although such material may be reserved until requested by the Chair of the Grievance Committee. At the time the grievance is submitted, the Dean of the Graduate School or designee shall confer with the student to ensure that the student has spoken with the faculty member involved, gone through the department grievance procedure, and contacted the Faculty Liaison.

**4. Grievance Committee:**

After receiving a grievance petition, the Dean of the Graduate School shall appoint a five-member Grievance Committee composed as follows: a Chair who is a member of the Graduate Council; two faculty members from the graduate faculty at large; and two graduate students selected from a list provided by the Graduate Student Association. Both the student filing the grievance and the faculty member against whom it is filed shall be informed of the names of all members of the Grievance Committee. In appointing members of the Grievance Committee, the Dean of the Graduate School will ensure that no conflict of interest will occur. A new committee shall be appointed for each grievance.

**5. Grievance Procedure:**

The Dean of the Graduate School will forward copies of the grievance petition to the Grievance Committee, the Faculty Liaison with whom the student has consulted, and the faculty member against whom the grievance is filed. The faculty member will then have fourteen days to respond in writing to the grievance. This response will be returned to the Dean of the Graduate School, who will forward copies to the Grievance Committee, the Faculty Liaison Person, and the student filing the grievance.

Within fourteen days of receiving the faculty member's response to the grievance, the Chair shall convene the Grievance Committee to review the charges, to determine if more information and documentation are needed, and to plan and schedule the Grievance Hearing. The Hearing shall be scheduled no sooner than fourteen days but no later than twenty-eight days after the initial committee meeting. The Chair of the Grievance Committee shall ask the parties involved to submit to the Graduate School any further documentation. In addition, each party will submit a list of witnesses who will appear at the Hearing in support of their position, with a one-sentence summary of the information each witness will present. All documentation and the list of witnesses must be submitted at least seven school days prior to the scheduled Hearing. After that time, no additional material or witnesses may be introduced or presented, unless of a compelling nature relevant to either the student or faculty member. In such cases the Chair of the Grievance Committee may allow the additional material or witnesses. The Graduate School shall insure that each committee member and both parties involved receive copies of all material and a list of witnesses at least five school days before the scheduled Hearing, and immediately if additional material or witnesses are allowed.

**6. Grievance Hearing:**

The Chair shall preside over the Grievance Hearing, and will vote only to break tie votes of the Grievance Committee. All voting shall be done by secret written ballot. All proceedings during the Hearing shall be recorded on equipment provided by the

Graduate School. At all times during the Hearing, the student may have the Faculty Liaison Person present, and both parties may be represented by legal counsel or another representative.

The purpose of the Hearing is to obtain information which the Grievance Committee can use to make a final evaluation and recommendation to the Dean of the Graduate School. At all times the Chair of the Grievance Committee shall maintain a civil, reasonable atmosphere.

The Hearing shall proceed in the following manner. First the student who filed the grievance, or a representative, will be given the opportunity to discuss the grievance and to review the documentation submitted by both parties, including the response by the faculty member to the grievance. The faculty member, or representative, will then have the opportunity to ask questions of the student, after which any or all members of the Grievance Committee may ask questions. The student may then present witnesses, who can be asked questions by the faculty member and the Grievance Committee.

When the student has presented all of his or her material and witnesses, the faculty member, or representative, will be given the opportunity to discuss the grievance and to review the documentation submitted by both parties, including the original grievance petition. The student, or representative, may then ask questions, followed by questions from the Grievance Committee. The faculty member may then present witnesses, who can be asked questions by the student and the Grievance Committee. Reasonable variations of this general procedure may be allowed by the Chair of the Grievance Committee.

During the Hearing witnesses will be present only while they are giving information to the Hearing and being asked questions. They will wait outside the hearing room until called by the Grievance Committee, and leave the Hearing after they have spoken.

If at any time during the Hearing either side, in the opinion of the Chair, in any way violates civil, reasonable conduct, the Chair may recess the Hearing for ten minutes. If such behavior continues, the Chair may postpone the Hearing for a maximum of one week.

After all material and witnesses have been presented by both sides, the faculty member and then the student, or their representatives, may make a concluding summary statement, touching on all matters they consider relevant to the grievance as filed. Following the student's summary statement, the Hearing will adjourn and the Grievance Committee shall deliberate.

The Grievance Procedure may be stopped at any time upon request of the student to withdraw the grievance. Once withdrawn, that grievance cannot be reactivated. The grievance procedure may be postponed only if either party has an emergency that prevents their preparing for or appearing at a Hearing. The party with the emergency must notify the Chair of the Grievance Committee, with documentation of the nature of the emergency, as soon as possible, and the Chair will determine if a postponement is

justified.

**7. Recommendation to the Dean of the Graduate School:**

Within three days after completion of the Grievance Hearing, the Grievance Committee will make a recommendation which will be sent in writing to both parties and to the Dean of the Graduate School.

**8. Decision by the Dean of the Graduate School:**

From the time the recommendation is received by the involved parties and the Dean of the Graduate School, either party will have five days to appeal to the Dean of the Graduate School, in writing, the recommendation of the Grievance Committee. Within two weeks after receiving the recommendation, the Dean of the Graduate School will make a decision and provide a written explanation of the reasons for the decision to the Chair of the Grievance Committee and to the parties involved. The Dean of the Graduate School will also convey the decision to the Director of the Graduate Program involved. The decision of the Dean of the Graduate School is final.

**9. Records:**

All material related to the Grievance Hearing, including tapes of all sessions, shall be placed on confidential file in the Graduate School office for two years. After that time, all material except the written decision of the Dean of the Graduate School shall be destroyed.

## POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID ELIGIBILITY

To determine continuing financial aid eligibility, the student's academic progress is evaluated at the end of each semester. The receipt of federally-controlled aid requires half-time enrollment (4.5 or more hours on the Reynolda Campus and 4.0 or more hours on the Bowman Gray Campus) in a degree-seeking program during the fall and spring semesters and a minimum cumulative grade point average of 2.5 on work attempted in the Wake Forest University Graduate School of Arts and Sciences. Certain programs have higher academic requirements, which are communicated directly to the students by the program. The Dean may revoke institutionally-controlled financial aid for violation of University regulations, including its honor codes, or for violation of federal, state, or local laws.

### Federal Financial Aid

The Higher Education Act mandates that institutions of higher education establish minimum standards of satisfactory academic progress for students receiving federal aid. Wake Forest University makes these minimum standards applicable to all programs funded by the federal government. Certain federal aid programs have higher academic and/or other requirements, which are communicated to recipients. To maintain academic eligibility for federal aid, a student must:

1. **Complete the requirements for a master's degree or a doctor of philosophy degree in the maximum time frame as defined in the Wake Forest Graduate School of Arts and Science Bulletin section 'Requirements for Degrees' for their program.** A student becomes ineligible for aid at the point it is determined that they can no longer complete degree requirements within the remaining maximum time frame.
2. **Maintain a minimum 2.5 cumulative grade point average on all graded hours attempted.**
  - Incompletes count as hours attempted, unless from a non-credit course.
  - Audited classes do not count as hours attempted.
  - The grade point average calculation excludes satisfactory/unsatisfactory and pass/fail courses.
  - In cases where a student repeats a course for which they received a grade of B- or lower, the cumulative grade point average is calculated by considering the course as attempted only once, with the grade points assigned reflecting the highest grade received. However, this provision does not apply to any course for which the student has received a grade of F in consequence of an honor code violation.
  - During a semester in which a student drops courses or withdraws, all graded hours attempted in the Graduate School of Arts and Sciences include those graded hours attempted before (1) the withdrawal date or (2) the last day to drop a course without penalty (as published in the academic calendar).
3. **Maintain a grade of Satisfactory "S" in research courses.** Adequate progress is determined by the standards of the program in which the student is enrolled.
  - The policy on satisfactory academic progress applies only to the general eligibility for aid consideration. There are other federally mandated requirements a student

must meet to receive federal aid. For instance, certain federal loan programs also require either the passage of a period of time or the advancing of a grade level between annual maximum borrowing, regardless of general eligibility for aid. Other general student eligibility requirements for a student to receive federal financial aid are listed in [Funding Your Education: The Guide to Federal Student Aid](#), a publication of the U.S. Department of Education.

A student who is not making satisfactory academic progress due to one of the reasons outlined above will be placed on probation by the Graduate School of Arts and Sciences. Students placed on academic probation will be notified in writing, along with the Program Director, and will be given one semester to reestablish satisfactory academic standing.

During the probationary period, students will be placed on financial aid warning for one semester and remain eligible to receive federal and institutional assistance during that semester (except when they have exceeded their degree deadline). At the end of the probationary period, progress will be reviewed. If a student cannot re-establish satisfactory academic standing during the probationary semester, the student will become ineligible to receive financial aid and may be dismissed or withdrawn from the Graduate School.

#### **Appeal Procedure (Reynolda Campus)**

*Denial of aid* under this policy may be appealed in writing to the Dean of the Graduate School.

The Dean may grant a probationary reinstatement of one semester to any student, upon demonstration of extenuating circumstances documented in writing to the satisfaction of the committee. Examples of extenuating circumstances and appropriate documentation include, but are not necessarily limited to the following: illness of the student or immediate family members – statement from physician that illness interfered with opportunity for satisfactory progress; death in family – statement of student or minister; temporary or permanent disability – statement from physician. During a probationary period, students are considered to be making satisfactory academic progress under this policy and may continue to receive aid. A determination of satisfactory academic progress for any period of enrollment after the probationary period is made at the end of the probationary period. Reinstatement after probation can be made only after the student has received credit for the appropriate percentage of work attempted with the required cumulative grade point average.

## WFU STUDENT SEXUAL MISCONDUCT POLICY

Wake Forest University expects all members of its community to act in respectful and responsible ways towards each other. Wake Forest University is committed to providing programs, activities, and an educational environment free from sex discrimination. This Student Sexual Misconduct Policy sets forth resources available to students, describes prohibited conduct, and establishes procedures for responding to reports of sexual misconduct (including sexual assault, sexual harassment, and other unwelcome sexual behavior), as well as reports of dating violence, domestic violence, and stalking.

As a recipient of Federal funds, Wake Forest is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S. C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in education programs or activities. Sexual misconduct, as defined in this Policy, is a form of sex discrimination prohibited by Title IX.

This policy addresses complaints of sexual misconduct where the accused is a student of Wake Forest University. Complaints relating to sexual misconduct by a member of the University faculty or staff may be reported to the University's Title IX Coordinator. Details regarding Wake Forest's policy directed at sexual harassment by employees may be found at <https://hr.wfu.edu/oie>.

## PUBLIC HEALTH EMERGENCIES

Students and Organizations must comply with all University policies and expectations implemented in response to public health emergencies, as declared by Wake Forest University. 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 can be found at [wakealert.wfu.edu](http://wakealert.wfu.edu) or from the main [Wake Forest University home page](#).