

**DEPARTMENT OF BIOLOGY**  
**Wake Forest University**

**GRADUATE STUDENT**  
**HANDBOOK**

**And**

**GUIDE TO M.S. AND PH.D.**  
**PROGRAMS**

**2007-2008**

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{Pages 1-14 of the Handbook and Guide are also available on the Biology Department website (<http://www.wfu.edu/academics/biology/>). Pages 15-23 are also available on the Graduate School website (<http://www.bgsu.edu/graduate/admininfo-m.html>).

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## **Guide to M.S. and Ph.D. Programs in Biology**

Welcome to the Graduate Program in Biology at Wake Forest University. It is our sincere hope that together we can make your experiences in the department personally rewarding and provide an atmosphere conducive to your continued growth as professional biologists. To help you understand how these programs function, and to serve as a useful reference for deadlines and requirements, we have prepared this document describing the essential features of our M.S. and Ph.D. programs. Two other documents that contain important information are the Graduate Bulletin and the Instructions for Preparation of Theses and Dissertations. The Graduate Bulletin is available in hardcopy and online (<http://www.bgsm.edu/graduate/currentstudent.html>). At this URL you will also find instructions for electronic theses and dissertations.

### ***A. General Program Requirements***

#### ***1. The Graduate Committee***

The Graduate Committee is a departmental committee consisting of the Chair of the Committee, three other faculty members, a graduate student member, and the Chair of the Department of Biology (ex-officio). It is the responsibility of the committee to evaluate all applications for admission to the graduate program, make recommendations for financial aid to the Dean of the Graduate School, and monitor the progress of graduate students. In addition, this committee is responsible for making recommendations concerning continuing improvement in the graduate programs. To this end the committee actively solicits suggestions from students and staff. Any student should also feel free to consult the Committee or its Chair for assistance in dealing with any problems that cannot be resolved through other means.

The current Graduate Committee includes four faculty members: Drs. Brian W. Tague (Chair), William E. Conner, Clifford W. Zeyl and Gerald Esch; and one graduate student representative, Mr. Keith Reinhardt.

#### ***2. Graduate Advisor***

The Graduate Advisor is a member of the graduate faculty and is the primary mentor who guides the student's research. During the process of choosing an Advisor, students should familiarize themselves with the research interests and philosophies of the various faculty members. The faculty member must agree to assume the role of Advisor, and the arrangement is subject to the approval of the Chair of the Department of Biology. Entering Ph.D. and M.S. students must select Advisors by October 15 and November 15, respectively [see M.S. (p. 7) and Ph.D. (p. 11) Schedules]. A student may subsequently switch Advisors if unusual circumstances warrant such a change.

### 3. Graduate Advisory Committee

Committee members should be chosen by the student in consultation with the Graduate Advisor. See Table 1 for composition of M.S. and Ph.D. advisory committees.

| Table 1. Minimum Advisory Committee Composition for M.S. and Ph.D. students.<br>For more details see sections on M.S. and Ph.D. requirements. |  |
|---|--|
| M.S.  | Ph.D.  |
| Graduate Advisor  | Graduate Advisor   |
| 1 Biology Faculty   | 3 Biology Faculty  |
| 1 Biology or other WFU faculty  | 1 WFU faculty NOT in Biology*                              |
| Total minimum: 3 faculty  | Total minimum: 5 faculty                                   |
|   | *may be non-WFU faculty as approved by the Graduate School |

Once constituted, the Advisory Committee assumes the responsibility for overseeing the successful completion of the degree program. The entire committee, in consultation with the student, will be responsible for advising the student in the completion of his/her degree program. These responsibilities include setting requirements for specific course work; drafting, administering and evaluating the preliminary examination (for Ph.D. only); defining and evaluating the special skills requirement, critically evaluating the research prospectus; providing regular review of the student's progress toward the completion of the degree; and providing editorial input to the drafting of the student's thesis or dissertation.

The student should freely consult members of the Advisory Committee for advice and assistance in research and other appropriate aspects of the student's degree program. To ensure that the Advisory Committee is kept well informed of the student's progress toward the completion of his/her degree program, the Advisory Committee should be convened as specified in the Scheduled Deadlines for the M.S. (p. 7) and Ph.D. (p. 11) degrees.

### 4. Minimum GPA required to maintain financial support.

Students are required to maintain a GPA of at least 3.0 (B average). Students who earn a grade below "B" in their first semester must meet with the Graduate Committee for counseling. Beginning with the grade report at the end of their second semester, students whose GPA falls below 3.0 will lose all financial support from the University.

### ***5. Participation in the Departmental Seminar Program***

The seminar program in the Department of Biology has two major purposes: (1) to bring noted scientists from outside the University to share their research and (2) to provide a forum for the discussion of research done by faculty and students within the department. Seminars are scheduled at regular intervals and attendance is required for all full-time graduate students. First-year graduate students are responsible for slide projection and refreshment preparation at these weekly seminars. See Chair of the Seminar Committee for details.

6. Infrequently, a current M.S. student in Biology may wish to switch to the Ph.D. program (without completing the M.S. degree). The request for change in degree program must be discussed with the student's Advisory Committee and subsequently sent, in writing, to the Graduate Committee for review, evaluation, and possible approval.

### ***B. Requirements for the M.S. and Ph.D. Degrees***

Requirements by the University for these degrees are described on pages 38-42 in the Graduate Bulletin. Included are minimum requirements for course work, special skills, residency in the program, admission to degree candidacy, etc. **It is the student's responsibility to make sure that all requirements in both the Graduate Bulletin and this document are met.**

| Table 2. Minimum coursework and special skills requirements. Also see the <u>Graduate Bulletin</u> regarding requirements for M.S. and Ph.D. degrees. |   |                  |
|---|---|------------------|
| M.S.  | Ph.D.   |                  |
| 12 hours at the 700 level*  | coursework as determined by student's committee |                  |
| 12 hours at the 600 level*  |   | 2 special skills |
| 1 special skill   |   |                  |
| Total: 24 hours   | no minimum required                             |                  |
| Plus up to 6 hours Thesis Research  |   |                  |
| *students may choose to take more than 12 hours at the 700 level, in which case they may take fewer hours at the 600 level                            |   |                  |

### ***1. Special Skills Requirements***

Graduate study requires the use of special research tools and skills such as computer programming or foreign languages. Candidates for the M.S. degree must demonstrate proficiency in one such special skill; Ph.D. students must be competent in two skills. Choice of skill(s) should be a joint effort between the student and his/her Advisory Committee. Skills should be relevant to a student's career goals, but because they are considered "special skills," they cannot be the primary analytical method used

for the thesis or dissertation research. It is strongly recommended that students master a new method that can enhance his/her thesis or dissertation. Special skills are usually selected at the first meeting of the Advisory Committee and are subject to approval by the Departmental Graduate Committee.

Proficiency in a skill must be certified by successful completion of a course or by written certification by a faculty member who is expert in the skill. If a course of instruction is taken to satisfy a special skill, the course credit may be counted towards any total number of hours required for graduation. Students who master a skill through directed study may register for a 2-hour, 600-level course entitled, "Topics: Special Skill," and credit those hours towards the total required for graduation.

### ***C. M.S. Requirements and schedule***

As a part of their degree program, M.S. students will complete a minimum of 24 hours of coursework. This includes a minimum of 12 hours at the 700 level, with the remainder to be at the 600 level. M.S. students are required to complete one special skill (See Table 2, p. 5). In addition, each M.S. student will present at least one departmental seminar. This seminar normally covers the thesis research prior to the thesis defense.

### **M.S. Degree Candidacy**

M.S. Students may petition the graduate school for candidacy to the M.S. degree when course work is within one semester of completion, the Special Skill requirement is satisfied, and the prospectus is approved by the Graduate Committee. Admission to Candidacy forms may be obtained from the Graduate School.

### **Thesis Preparation and Final Examination**

Students must write and successfully defend a thesis. Guidelines for preparation of these documents are available from the Graduate School. Prior to the defense of the thesis in the form of an oral examination, students must allow **at least 5 working days** for the review of the completed thesis by members of their Advisory Committee. Advisory Committee members must also be given sufficient time for review of preliminary drafts of a thesis.

### **M.S. Final Examination**

For the M.S., the thesis defense constitutes the final examination. The Examination Committee is appointed by the Dean of the Graduate School (see page 39 of the Graduate Bulletin). In practice, however, the Advisory Committee is usually appointed to be the Final Examination Committee. For the M.S., one member of the Examination Committee is designated as the First Reader of the thesis and he/she, along with the Graduate Advisor, has editorial approval of the thesis. Most students elect to give all members of the committee opportunity to provide editorial input to the thesis.

Master's candidates must notify the departmental faculty of their final exam date **at least one week prior to the exam**. Notice must include the abstract of the thesis, and the time and location of the oral defense.

### **Scheduled Deadlines for M.S. Students**

#### **First year**

Orientation week. Meet with Director of the Graduate Program for advising and then register. Receive instruction in animal care and use, and in occupational safety.

**November 15.** Choose Graduate Advisor.

**December 1.** Choose Advisory Committee. You must convene the Committee prior to registration for the Spring semester. In this meeting, you should establish your course plan and special skill requirement, and discuss your research project. Please complete the Advisory Committee meeting form (p. 13) and submit it to the Director of the Graduate Program.

**March 1.** Present Research Prospectus to Advisory Committee.

**March 15.** Meet with Advisory Committee to review prospectus. As soon as the prospectus is approved, submit a copy of the Prospectus to the Director of the Graduate Program.

#### **Second year**

**October 1.** Meet with Advisory Committee to review progress. Complete and submit the Advisory Committee meeting form. Schedule departmental seminar for the Spring semester.

**February 1.** Meet with Advisory Committee to review progress. Complete and submit the Advisory Committee meeting form.

**February 15.** File statement of intent to graduate (Degree Candidacy) with the Dean of the Graduate School.

**April 10.** Last day to submit chapter of thesis to Graduate School for format review.

**April 15.** Schedule oral examination.

**May 1.** Take oral examination.

**Early May.** Final copies of thesis due at Graduate School.

M.S. students continuing beyond a second year must convene their Advisory Committee at least every semester. After each meeting, submit Advisory Committee meeting form to the Director of the Graduate Program.

*If you cannot meet a deadline, please seek advice from the Director of the Graduate Program.*

#### ***D. Ph.D. Requirements and schedule***

There is no minimum requirement for coursework for Ph.D. students. Any necessary coursework is determined in consultation with the Advisory Committee. Two special skills are required for doctoral students (see Table 1, p. 4). Each Ph.D. student must give at least two seminars during their tenure. However, Ph.D. students may substitute an oral presentation at a scientific meeting for one of the departmental seminars; the student's advisory committee will select a suitable forum for any such presentation.

#### **Participation in the Tutorial Program**

A unique aspect of the Ph.D. program in Biology at Wake Forest is the Tutorial Program. Each year two outstanding scientists spend about one week working with students in individual and group tutorial sessions discussing their research, their philosophy of science and their rationale of problem solving. Tutors also present a departmental seminar during the week of his/her visit. Participation in the tutorial is required of all Ph.D. students. However, with approval of their Advisory Committees, Ph.D. students may be excused from the last tutorial during their final semester. (M.S. students may attend and participate with the permission of the Tutorial Committee.) See Chair of the Tutorial Committee for details.

#### **Teaching Requirement for the Ph.D.**

At least two semesters of teaching, as a teaching assistant in the classroom or laboratory, are required for the Ph.D.

#### **Ph.D. Degree Candidacy**

Advancement to candidacy for the Ph.D. degree is contingent upon passing the Ph.D. **Preliminary Examination** which is administered and graded by the Advisory Committee. In the case of failure the Committee can recommend that the candidate be dismissed from the Department's graduate program or that he/she be allowed reexamination no earlier than six months from the date of the first examination. A student may be reexamined only once. The preliminary doctoral examination is normally given near the end of the student's second year of graduate study. It must be passed **at least twelve months** prior to the date of the awarding of the degree. The exam consists of both written and oral parts:

## **The Preliminary Examination**

### **a. Written Portion:**

Decisions about subject matter to be encompassed by the written examination should be made at least 3 months before the exam in conferences between the student and the members of the Advisory Committee. Each examiner's questions should be designed to require a maximum of 4 hours of examination time. Students normally take the written exams at the rate of one examiner's questions per day during a single week. Each answer will be evaluated (graded) by two members of the Advisory Committee; if both approve then the student passes. If there is a split vote, then the answer will be sent to all committee members and a majority will rule. The Advisory Committee will then decide, in conference by majority rule, whether the student passes or fails the exam.

### **b. Oral Portion:**

This part of the exam is open to participation by any faculty member or other scientist invited by the Advisory Committee. It will cover the same areas as the written portion of the exam, but the student can be expected to respond to questions concerning any aspect of biology. The decision as to whether or not a student has successfully passed the oral examination will be by majority vote of the members of the Advisory Committee.

## **Dissertation Preparation and Final Examination**

Students must write and successfully defend a dissertation. Guidelines for preparation of these documents are available from the Graduate School. Prior to the defense of these works in the form of an oral examination, students must allow **at least 5 working days** for the review of the completed dissertation by members of their Advisory Committee. Advisory Committee members must also be given sufficient time for review of preliminary drafts of the dissertation. Two Advisory Committee members will serve as first and second dissertation readers. The Graduate Advisor and first and second readers will have final editorial approval of the dissertation. Most students elect to give all members of the committee opportunity to provide editorial input to the thesis.

### **2. The Ph.D. Final Examination**

The final examination of the Ph.D. includes both a defense of the dissertation and a broader examination of the candidate's area of concentration. The Final Examination Committee is appointed by the Dean of the Graduate School (see pp. 40-43 of the Graduate Bulletin and Table 3. In practice, however, the Advisory Committee is usually appointed to be the Final Examination committee. The Final Examination Committee determines whether the student passes (see details in the Graduate Bulletin 42-43).

Table 3. Composition (minimum) of Final Examination Committee (see p. 42 in the Graduate Bulletin)

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Chair of the major department or a faculty member chosen by the Chair\*

Major Advisor

Another member of the major department\*

Representative from a related field within or outside the department\*

WFU faculty from outside the major department<sup>#</sup>

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\* usually a member of the student's Advisory Committee

<sup>#</sup> must be a member of the WFU Graduate Faculty, represents the Graduate Council and is Chair of the Examination Committee

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**At least two weeks prior to the examination**, Ph.D. candidates must have 50 copies of a brochure describing his or her doctoral program printed for submission to the Dean of the Graduate School for distribution. This brochure officially announces the scheduling of the doctoral dissertation defense and includes educational and biographical information about the candidate as well as an abstract of the dissertation.

## *Scheduled Deadlines for Ph.D. Students*

### **First Year**

Orientation week. Meet with Director of the Graduate Program. A Graduate Advisor may be selected at this time. Register. Receive instruction in animal care and use, and in occupational safety.

**October 15.** Select Graduate Advisor.

**November 15.** Convene Advisory Committee. In this meeting, you should establish your course plan and special skills requirements, and discuss your research project. Complete an Advisory Committee Meeting form (as on p.13), and submit it to the Director of the Graduate Program.

**March 1.** Present research prospectus to Advisory Committee.

**March 15.** Meet with Advisory Committee to review prospectus. As soon as the prospectus is approved, submit a final copy of the prospectus to the Director of the Graduate Program.

Schedule first departmental seminar for Fall semester in second year.

Participate in all tutorials.

### **Second year**

Present Departmental seminar in Fall semester.

Convene Advisory Committee each semester to review progress.

Submit an Advisory Committee meeting form to the Director of the Graduate Program.

Participate in all tutorials.

Take Preliminary Exam.

### **Subsequent years**

Convene Advisory Committee at least yearly to review progress and submit an Advisory Committee meeting form to the Director of the Graduate Program.

Participate in all tutorials.

**Final year**

As before, but in addition:

Present second Departmental seminar.

**February 15.** File statement of intent to graduate (Degree Candidacy) with the Dean of the Graduate School.

**April 10.** Last day to submit chapter of thesis to Graduate School for format review.

**April 15.** Schedule oral examination.

**May 1.** Take oral examination.

**Early May.** Final copies of dissertation due at Graduate School.

***If you cannot meet a deadline, please seek advice from the Director of the Graduate Program.***

***Advisory Committee Meeting Form***

***Date:*** \_\_\_\_\_

***Student's name*** \_\_\_\_\_ Program: M.S. \_\_\_\_ Ph.D. \_\_\_\_

Subject area of thesis/dissertation research:

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Meeting summary including plan for completion of remaining degree requirements. The student and all Committee members are encouraged to contribute to this summary (continue on additional sheets if necessary):

Endorsements of summary by Advisory Committee members:

***Graduate Student*** \_\_\_\_\_ ***Graduate Advisor*** \_\_\_\_\_

***Committee member*** \_\_\_\_\_ ***Committee member*** \_\_\_\_\_

***Committee member*** \_\_\_\_\_ ***Committee member*** \_\_\_\_\_

***Committee member*** \_\_\_\_\_ ***Committee member*** \_\_\_\_\_

Received by Director of the Graduate Program \_\_\_\_\_

## FUNDING OPPORTUNITIES

The Biology Department allocates funds for research to M.S. (\$400.00) and Ph.D. (\$600.00) students each academic year. These funds are available for research costs (e.g., laboratory supplies, small equipment, etc.) or for the cost of presenting a poster or paper at regional, national, or international meetings (on a reimbursement basis). Because these funds are considered part of the educational training of the student they are not subject to taxes.

The Elton C. Cocke Travel Fund is maintained by the Department to help defray student costs for traveling to regional, national, or international meetings to present a paper or poster. Funding requests go to the Director of the Graduate Program in Biology in the form of a letter (email is acceptable). The following information must be supplied with the request: 1) Date, location, and name of meetings; 2) Title of poster or paper student will present; 3) Budget. The Budget must include estimated travel costs, hotel costs, registration fees, and any other pertinent information. Awards are made as a lump sum (check made out to the student) from Wake Forest University. Please check with Gary Alwine before paying any out-of-pocket expenses. Awards from this fund are subject to taxes.

The Vecellio Fund is a privately maintained fund available for support of graduate student research. Requests for funding are submitted to the Vecellio Fund Committee. Contact the Chair of the committee (Dr. R. Kuhn) for details and schedule. Awards from this Fund are not subject to taxes if they are for laboratory supplies or other research expenses that do not include travel, lodging, or food.

The Grady Britt Fund is maintained by the Department to assist students in the area of parasitology (symbiosis). Funds may be used for a student's research project, for travel associated with a student's project, or for travel to scientific meetings. Students in the subdiscipline of parasitology must submit a detailed request to the Department Chair (Dr. Eure). Awards from this fund are not subject to taxes if they are for laboratory supplies or other research expenses that do not include travel, lodging, or food.

For your tax information please IRS Pub 520, a copy of which is at <http://www.wfu.edu/academics/biology/new/dept-only/>

# Graduate School of Arts and Sciences

## Graduate Student Rights and Responsibilities

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### Introduction

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 which 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.

#### a. 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.

a. *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.

b. *Protection Against Improper Academic Evaluation*

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

c. *Protection Against Improper Disclosure*

Information about graduate student views, beliefs, and political associations which 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.

d. *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

To minimize the risk of improper disclosure, access to academic and disciplinary records should be considered separately. Transcripts of academic records will contain only information about academic status. Information from disciplinary or counseling files 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 which 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 which they acquire while working with them.

#### 4. Student Affairs

##### a. *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.

##### b. *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 which 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 insure 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.

##### c. *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.

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

If 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 his/her off-campus activity is subject to no greater penalty than would normally be imposed for such infractions.

b. 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 which occur on the university campus or during University sponsored activities, can be grounds for disciplinary action which may include dismissal from graduate school.

# Graduate School of Arts and Sciences

## Wake Forest University Sexual Harassment Prevention Policy

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### 1. Policy

Wake Forest University strives to maintain an educational and working environment free from sexual harassment. Sexual harassment by supervisors, co-workers, faculty or students will not be tolerated. Any sexual relationship between an employee (faculty or staff) and a student, whether consensual or not, will be regarded as a violation of this policy. Sexual harassment may result in disciplinary action which can include dismissal.

### 2. Definition

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic success;

submission to or rejection of the conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or

the conduct has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or academic environment.

Examples of sexual harassment include repeated and unwelcome conduct involving one or more of the following: sexual flirtations, advances, propositions, sexually explicit statements, questions or jokes, displays of sexually explicit pictures, physical contact or touching or other conduct of sexual nature that is unwelcome and makes a reasonable person feel uncomfortable. Anyone who believes that he or she is being sexually harassed should make it clear that the conduct is unwelcome and unwanted, as this alone may stop the conduct.

### 3. Complaint Procedures

Any faculty member, employee or student who believes that he or she has been sexually harassed or has observed or been subject to a violation of this policy has a responsibility to bring the matter to the attention of an appropriate University Official, including the Vice President of Student Life, his or her Dean, the Provost, the Director of Equal Employment Opportunity and Training, his or her Department Chair or his or her supervisor. Complaints of sexual harassment will be treated seriously and will be promptly investigated with reasonable steps being taken to protect the confidentiality of both parties. The Director of Equal Employment Opportunity/Training is available to provide guidance and assistance in proper handling of any allegation. Individuals who report sexual harassment or present evidence in a sexual harassment investigation are protected from retaliatory personnel or academic action.

# Graduate School of Arts and Sciences

## Wake Forest University Substance Abuse Policy and Program

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### Introduction

The University recognizes the potential harmful effect that substance abuse can have on the lives of individual members within the Wake Forest community. To that end, the University has adopted a Substance Abuse Policy and Program which addresses the issues of identification, confidentiality, education and treatment and penalties for violation of the policy. The status of any student will not be jeopardized for conscientiously seeking early assistance in the recovery from substance abuse impairment. Students who are identified as possibly having a problem and who are referred to the health educator for assessment may be required to participate in an education and treatment program. To the extent possible, complete confidentiality will be maintained with students seeking assistance and treatment.

#### a. Standards of Conduct

Wake Forest University is unequivocally opposed to alcohol and substance abuse and the unlawful possession, use or distribution of drugs by students on the University's property or as any part of the University's activities. Any illegal possession, distribution and use of alcohol and/or controlled substances are prohibited by the University.

#### b. State and Federal Sanctions

Local, state, and federal laws provide specific penalties for drug and narcotics offenses. Article 5 of Chapter 90 of the North Carolina General Statutes makes it unlawful for any person to manufacture, sell, deliver, or possess with intent to manufacture, sell or deliver those drugs designated collectively as "controlled substances." The punishment includes a term of imprisonment as well as a substantial fine.

Federal law makes it unlawful for any person to manufacture, distribute, create, or dispense or to possess with the intent to manufacture, distribute,

or dispense controlled substances. Title 21 of the United States Code provides terms of imprisonment and fines for violations of this Act. The nature of the offense and whether the person has committed any previous unlawful acts under this statute will determine the term of imprisonment as well as the amount of the fine. The penalties for violations of alcoholic beverage regulations are found in Chapter 188 of the North Carolina General Statutes. Such penalties include terms of imprisonment and heavy fines.

c. Health Risks

Wake Forest University recognizes that the state of an individual's overall health affects academic performance, job performance, and all facets of a student's life. Alcohol and substance abuse rank as one of the major health and economic problems in this society. The use of such stimulants as cocaine, crack and ice include such health risks as central nervous system dysfunctions, convulsions, hypertension, heart irregularities, nasal destruction, and a potential for sudden death. A longer lasting paranoia and unpredictable violent behavior have been associated with the use of ice. Apathy, decreased visual perception, impaired psychomotor skills, and memory loss may be associated with the use of marijuana.

Alcohol is a sedative affecting the central nervous system. In addition to intestinal disorders and liver disease, the abuse of alcohol may lead to unpredictable behavior, the impairment of judgment, dangerous mob activities such as drinking games, and unwanted sexual behavior such as acquaintance rape. The misuse of alcohol has given rise to unwanted pregnancies and a greatly increased number of sexually-transmitted diseases.

d. Treatment and Rehabilitation Programs

The Substance Abuse Program revised in March of 1989 provides a protocol for counseling and treatment of a student identified as having a substance abuse problem. Consultation with a substance abuse counselor may be required following the report of an incident or the awareness of a problem involving drugs or alcohol abuse. The program sets forth the consequences of violating the treatment and rehabilitation plan. The continued or repeated abuse of substances following initiation into this program will constitute grounds for further disciplinary action by the University.

e. University Sanctions

Disciplinary proceedings against a student will be initiated in accordance with the judicial procedures of the appropriate undergraduate or graduate school. When there is a reasonable basis for believing that the person has violated this policy or North Carolina law pertaining to controlled substances and the alleged conduct is deemed to harm the interests of the University, disciplinary actions will be instituted. It should be noted that though an offense may be the subject of legal action by the civil authorities, University officials are free to initiate disciplinary actions that may result in additional penalties.