

Department of Communication Graduate PolicyBook

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IMPORTANT PHONE NUMBERS

Department of Communication
336-758-5405

Director of Graduate Studies
336-758-5108
louden@wfu.edu

Graduate School
336-758-5301

Registrar's Office
336-758-5206

University Police:
336-758-5911 (Non-emergency)
911 (Emergency, on campus)

Library
336-758-5478

University Information
336-758-5000
<http://www.wfu.edu>

Introduction

The faculty of the Department of Communication is pleased that you have selected our graduate program for pursuing your master's degree. We firmly believe that you have made the right choice. We also believe that we made the right choice when we accepted you into our program. In other words, we are fully confident in your ability to successfully complete our program of study.

Undeniably, graduate school is different from undergraduate education. We realize that graduate school often elicits personal and procedural uncertainties for the individual student. In an effort, therefore, to help you navigate the unfamiliar waters of graduate school, we provide you with this handbook. We also strongly advise you to be familiar with the *Graduate School Bulletin* for your year of matriculation and the *Graduate Student Handbook*. Although various sections of information presented in this handbook are extracted from those two references, it is still important that you acquaint yourself with their contents.

We wish you success on your graduate educational journey!

Program Goal

The Department of Communication seeks to provide a solid grounding in the communication discipline to a select group of students. The two-year course of study establishes a core of knowledge and enables students to explore topic areas of special interest. Our goal is to give students an advanced understanding of the discipline and of the critical thinking and writing that characterize scholarly activity. Our primary goal is to prepare our students for future excellence at the Ph.D. level. Should some students elect not to continue on for the

Ph.D., their degree will equip them to enter their chosen profession.

Departmental Requirements

The M.A. degree is awarded to candidates who complete a minimum of 33 semester hours of work, including 27 semester hours of faculty-approved course work with an average grade of B (3.0) or above on all courses attempted, meet the research method/foreign language requirement, and write an acceptable thesis, for which six hours of credit toward the 33 required for graduation are allotted. Students may earn additional credit for thesis research, but such hours may not be substituted for the 27 hours of course work required. A program of study can include six hours of course work in electives outside the department.

The program requires a core of courses in general theory and research methodology and then allows students to take courses in context areas such as in intercultural interpersonal, mass, organizational and public communication. In addition, the department provides work in communication ethics, communication technologies, and argumentation.

All students must demonstrate competence in a research skill relevant to their thesis and/or professional goals. Most students demonstrate their competency in empirical methodology or critical methodology; a foreign language, however, may also be elected to satisfy this requirement. Graduate courses taken to fulfill this requirement do not count toward the minimum 24 hours of coursework required by the university for the M.A.

Students who enroll for the master's degree are expected to have a strong undergraduate background in communication or a related discipline.

Teaching experience may be accepted in partial fulfillment of the background requirement. The student who has certain deficiencies in undergraduate training may be asked to complete undergraduate requirements at the university while studying for the M.A. degree.

Residence Requirements. The university's minimum residence requirement is one academic year or three summer sessions. In practice, most students require at least two years to complete the degree. It generally behooves the student to remain in residence for the full two years in order to satisfactorily complete all coursework and the thesis. In all cases, work for the degree must be completed within six calendar years of the date of initial enrollment in the Graduate School.

Admission to the Program

Undergraduates in their senior year and graduates of accredited colleges or universities may apply for admission to the program. Undergraduates must complete their degree requirements prior to entering the program.

Graduate Record Examinations. All applicants are required to submit scores on the General Test of the Graduate Record Examinations (GRE) administered by the Educational Testing Service.

Test of English as a Foreign Language. Applicants from non-English speaking countries must have a minimum total score of 550 on the Test of English as a Foreign Language administered by the TOEFL Program of the Educational Testing Service.

To be admitted to the master's program we generally like to see an undergraduate grade point average (GPA) of at least 3.0 on a 4.0

scale, Graduate Record Exam Scores of 575 for each of the three general exam areas (or a cumulative score for all three areas approximating 1750), and three strong letters of recommendation. Admission decisions, however, are based on a holistic review of all credentials presented on behalf of the student, including previous academic performance, letters of recommendation, GRE scores, and a statement of purpose. Ideally, we admit students who have solid credentials in all of these areas. A deficiency in one area, however, does not preclude a positive review of the student's application.

Admission Categories

Regular Status. A student with a superior undergraduate record (at least a B average or upper quarter of the class and with the appropriate courses), satisfactory GRE scores, and good recommendations may apply for regular admission.

Provisional Status. Those who may be awaiting GRE scores or at the time of application have grades slightly below those specified for regular admission may apply for provisional admission. Provisional status is limited to not more than one semester of full-time study or its equivalent in part-time study. Students admitted on provisional status are not eligible for university financial assistance.

Classification of Students

Full-Time Status. A student who devotes full-time to the program as outlined in the program requirements and is in full-time geographic residence with a minimum nine semester hours of course work, including thesis research, is considered a full-time student. Students registered as "thesis only" or "graduate fee only" may be

considered full-time. (This means that one is taking zero credit hours.)

Part-Time Status. A student registered for less than nine hours of course work is considered a part-time student.

Admission Process

Students applying for full-time admission generally submit their application package by February 1 for fall matriculation in the same year. The Graduate Committee will review all applications, make decisions on admissions, and advance recommendations for financial awards to the Dean of the Graduate School. The Graduate School will notify students of the status of their application, and any accompanying financial award, during the spring of that year.

Occasionally, part-time students are admitted during the course of the academic year. The application requirements for full-time status must still be satisfied. The Graduate Committee will review all these applications and make case by case decisions on such admissions. The Graduate School will notify students of the status of their application. Opportunities for financial assistance are generally restricted for part-time admissions, as most funding allocations are made by the start of fall semester and offered to full-time students.

Financial Assistance

Tuition scholarships, fellowships, teaching assistantships, debate coaching assistantships, and research assistantships are available to qualified students. The department attempts to provide all students who are admitted to the program with some level of financial assistance. Assistantships and fellowships include full tuition scholarships as part of the award.

Acceptance of a fellowship, teaching assistantship, debate coaching assistantship, or research assistantship carries with it the obligation to perform duties assigned by the department. Assistants work from 12 to 15 hours per week and carry a normal load of courses. Unsatisfactory performance or failure to complete these assigned duties may result in the withdrawal of all financial aid.

All financial awards are made for one academic year, but may be renewed by the department for a maximum of two years. Continued financial assistance is dependent upon the student's making satisfactory progress toward the degree and satisfactory fulfillment of duties associated with the award. Evaluations of student performance will occur at the end of each semester in order that students will be informed about their standing.

For More Information About the Program Contact:

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Wake Forest University
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To Receive A Graduate Catalog and Application Contact:

Lorna G. Moore, Ph.D. — Dean of the
Graduate School
Graduate School
Wake Forest University
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(800) 257-3166
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M.A. in Communication

The typical M.A. student in communication takes two years to complete all the degree requirements. Requirements for students include specific course work, and defending a thesis or a comprehensive examination.

Thesis Option

Course Work

Students are required to earn a minimum of 27 semester hours of course work and six hours of thesis research (COM 791 and 792). At least 18 of the 27 hours in course work (not counting thesis research) required for the degree must be in courses numbered 700 or above. The remaining nine hours may be in either 600-level or 700-level courses. A program of study can include six hours of course work in electives outside the Department. This includes credit for as many as six hours of graduate work transferred from another institution. Students are required to indicate their desire to write a thesis by the end of the first semester of graduate work.

Specific course requirements for the degree include: COM 719 (Theory and Research Design in Communication Science), COM 758 (Rhetorical Theory), one hour of COM 763 (Proseminar in Communication), and one elective course during the fall semester of the first year of study; either COM 759 (Rhetorical Criticism) or COM 720 (Quantitative Analysis in Communication Science), two hours of COM 764 (Proseminar in Communication) and two elective courses during the spring semester of the first year. At the end of the first year, students will have completed 21 hours of course work. During the second year of study, students generally take two elective

courses and six hours of COM 791 and COM 792 (Thesis Research I & II) fall and spring semester. (See Appendix A for the Plan of Study form).

All students must satisfy a competency requirement in a research skill relevant to their thesis and/or professional goals. Most students elect to apply one of their methodology courses (COM 754 Rhetorical Criticism, or COM 720 Empirical Research Methods) to satisfy the competency requirement. A foreign language, however, may also be used to satisfy this requirement.

Comprehensive Examination Option

Course work

Students are required to complete 33 semester hours of course work. At least 24 of the 33 hours required for the degree must be in courses numbered 700 or above. The remaining eleven hours may be in either 600-level or 700-level courses. A program of study can include six hours of course work in electives outside the Department. This includes credit for as many as six hours of graduate work transferred from another institution. Students will be required to successfully complete a 4-hour comprehensive examination at the end of completing the 33 hours of course work. Students are required to indicate their desire to write a comprehensive examination by the end of the first semester of graduate work.

Specific course requirements for the degree include: COM 719 (Theory and Research Design in Communication Science), COM 758 (Rhetorical Theory), one hour of COM 763 (Proseminar in Communication), and one elective course during the fall semester of the first year of study; COM 759

(Rhetorical Criticism) and COM 720 (Quantitative Analysis in Communication Science), two hours of COM 764 (Proseminar in Communication) and two elective courses during the spring semester of the first year. At the end of the first year, students will have completed 24 hours of course work. During the third and fourth semester of study, students generally take three elective courses and successfully complete the comprehensive examination.

All students must satisfy a competency requirement in a research skill. Most students elect to apply one of their methodology courses (COM 754 Rhetorical Criticism, or COM 720 Empirical Research Methods) to satisfy the competency requirement. A foreign language, however, may also be used to satisfy this requirement.

Guidelines for Course Selection. Below are some general guidelines to assist in the selection of courses.

1. Graduate credit is offered for courses at the 600 and 700 level.
2. Full-time graduate students usually take three courses each semester.
3. Do not hesitate to select courses that you think will point you toward a desired area or topic of interest. Two years pass much faster than you might imagine. It is also wise to plan your schedule with an eye to taking courses from a number of faculty members.
4. During the first year and particularly in the first semester we advise that you take courses only within the department. It is wise to get oriented to the discipline before exploring other offerings on the campus.

The typical M.A. student in communication takes two years to complete all the degree

requirements. Requirements for the two areas of Course Work and Thesis Requirement are described below.

Grading and Incompletes. As per the Graduate Bulletin, there are seven passing grades—A (excellent), A-, B+, B (good), B-, C+, C (low pass)—and one failing grade, F, for all courses carrying graduate credit. An A has the grade-point value of 4.00 for each semester hour of credit involved, an A- the value of 3.67, a B+ the value of 3.33, a B the value of 3.0, a B- the value of 2.67, a C+ the value of 2.33, a C the value of 2.00, and a F the value of 0.0.

The grade of I (incomplete) may be assigned only when a student fails to complete the work of a course because of illness or some other emergency. If the work recorded as I is not completed within 30 days after the student enrolls for the next semester, not counting the summer session, the grade automatically becomes an F. The instructor must report the final grade to the registrar within 45 days after the beginning of that semester. In no case is a graduate degree awarded to a student who has an I on their record. The granting or denial of an incomplete grade is the decision of the course instructor. Incomplete grade forms are available from the Director of Graduate Studies.

Minimum Grade Requirements. A student whose cumulative grade point average (GPA) falls below 2.5 is required to withdraw from the program at the close of the semester during which this condition occurs. The grade point average is obtained by dividing the total number of grade points earned by the total number of hours attempted for a grade, including hours for courses in which the grade is an F. Thesis credit does not enter into the grade point average. Students also may be asked to withdraw from the program for failure to

make satisfactory progress in their thesis research.

Repeating a Course. Beginning with fall 1999 courses, a graduate student may repeat a course once in which a B-or lower grade has been received and with the permission of the Director of Graduate Studies and the course instructor. The course may be counted only one time for credit. The higher grade earned will be counted in calculation of the grade point average. Both grades will appear on the transcript.

Dropping a Course. With the approval of the Dean of the Graduate School and the department, a student may drop a course during the first month of a semester or the equivalent period during a summer term, without penalty or notation on the transcript. A student who is permitted to drop a course after the first month, with the approval of the Dean of the Graduate School and the department, is assigned a "Drop" (DRP). Courses marked "Drop" are not counted in determining the grade point average. Add/Drop forms may be obtained in the appropriate Graduate School office.

Thesis Requirement

Six of the 33 hours required for the M.A. degree are allotted for the thesis. Although six semester hours of credit are recorded when a thesis is approved, no letter grade other than S or U is ever assigned for the courses entitled *Thesis Research* (COM 791 and COM 792). If a U is assigned, the course must be repeated and an S earned before the degree can be awarded. Theses are written under the supervision of the student's advisory committee.

Thesis Prospectus. Students are required to write and defend their thesis prospectus during the fall of the second year. The

defense of the prospectus occurs after the student's thesis adviser has deemed the prospectus appropriate for committee evaluation. The student must officially notify the Director of Graduate Studies and the Dean of the Graduate School of the planned prospectus defense and file the prospectus with the Director of Graduate Studies by the Monday of the last week of classes for the fall semester. The defense must be scheduled no sooner than one week after the filing of the prospectus and the defense must be held by the end of the examination period.

The examining committee for the prospectus will be composed of the student's thesis adviser, and a second and third reader. The third reader need not be, but may be, a graduate faculty from another department at Wake Forest University. The student will inform the Director of Graduate Studies of the outcome immediately following the defense. Of particular note, failure to successfully defend the prospectus by the end of exam week of the fall semester of the second year could result in a reduction in funding for the subsequent spring semester.

Admission to Degree Candidacy. A student is admitted to degree candidacy by the Dean of the Graduate School after recommendation by the department following the successful defense of the thesis prospectus. The student must also have satisfactorily met the research competency/foreign language requirement and is expected to complete the master's degree requirements with one additional semester's work.

Thesis Defense/Final Examination. The department requires all graduate students to write and successfully defend a thesis. Ideally, the thesis examination will occur in April of the second year. The thesis adviser will give the student approval to schedule a

thesis defense. As with the prospectus defense, the student must officially notify the Director of Graduate Studies and the Dean of the Graduate School of the planned thesis examination, and file a final copy of the thesis with the Director of Graduate Studies at least one week prior to the scheduled defense. The defense must be scheduled no sooner than one week after the filing of the thesis. The examination is to be conducted at least ten days prior to graduation. Although the exam focuses principally on the thesis, it can include questions about the student's knowledge in areas related to the student's field of study. The student must notify the Director of Graduate Studies of the outcome of the defense immediately following the examination. A student may be reexamined only once.

The student is responsible for adhering to all Graduate School guidelines and timelines concerning the preparation and submission of the final copy of the thesis to the Graduate School (see the *Graduate School Bulletin and Graduate Student Handbook*).

Thesis Adviser and Thesis Committee

The examining committee for the thesis shall consist of at least three members of the graduate faculty. Early in the spring semester of the first year, students will be asked to submit to the Director of Graduate Studies the names of potential thesis advisers and second readers from within the department. In consultation with the department of communication faculty and the student, the Director of Graduate Studies will appoint each student's thesis adviser and second reader. The student, in consultation with his/her thesis adviser, will identify and recruit a third reader to serve on his/her committee. The student's final thesis

committee must be approved by the Dean of the Graduate School.

With the approval of the adviser, a student may recommend an expert from outside the department or university to serve on the examining committee. The thesis adviser must justify the participation of all external experts who are not members of the graduate faculty on the basis of research, publications and/or professional activities. If the external expert is to be a voting and signing member of the examining committee, the adviser must communicate to the Dean of the Graduate School, in writing, the qualifications of the external expert.

For the prospectus defense, the student's third reader may be, but need not be, a graduate faculty member from another department at Wake Forest University. For the final thesis defense/examination, there must be at least one committee member who is a graduate faculty from another academic department at Wake Forest University. The final thesis examination covers the thesis and knowledge in related areas and is conducted at least ten days prior to graduation.

Changes to the Thesis Committee

Changes Initiated by a Committee Member. A thesis committee member may elect to stand down from a graduate thesis committee. It is the responsibility of the committee member to officially notify both the student and the Director of Graduate Studies of his/her decision to stand down from a committee no less than two weeks prior to the student's thesis defense, so that a replacement member can be identified. The committee member should fully inform both the student and the Director of Graduate Studies of his/her reasons for electing to resign from a committee.

Changes Initiated by the Student. A student may initiate changes to the thesis committee after the committee has been formed. Before a student asks any particular committee member to stand down from the committee, however, the student is required to seek the advice of the Director of Graduate Studies and/or the Chair of the Department. Following this consultation, if the student decides to ask a committee member to stand down from the committee, the two parties are expected to meet informally so that a request can be made. The committee member may elect to stand down from the committee as a result of the informal meeting. If this is the case, the Director of Graduate Studies must be promptly notified by both the student and the committee member who is standing down. Students may also ask the Director of Graduate Studies and/or the Chair of the Department to mediate discussions between the student and the committee member.

If a committee member refuses to stand down from a thesis committee, then the student may ask the Director of Graduate Studies and/or the Chair of the Department to convene a special hearing by the department's Graduate Committee to resolve the dispute. In the case that the thesis committee member in question is also a member of the department's Graduate Committee, that faculty member will temporarily step down from the Graduate Committee, for the duration of the hearing. The faculty of the Department of Communication will then elect one other faculty member, who is not a standing member of the student's thesis committee, to temporarily serve on the Graduate Committee for the duration of the hearing.

The Graduate Committee is composed of five full-time faculty members from the department, including the Director of Graduate Studies and four other full-time faculty. The Graduate Committee panel will

hear arguments from the student and the committee member. Both the student and the committee member may attend any meeting of the graduate committee panel (excluding deliberations), and may present evidence, or rebut evidence that has been presented. The panel may also request evidentiary information from other members of the department (faculty or student) or the student's thesis committee. A majority vote by the panel is required to resolve the dispute. The Director of Graduate Studies will officially notify the student and the committee member in writing of the panel's decision.

Performance Expectations

The faculty reviews students' research activities, performance in course work, and assistantship responsibilities on a regular basis. At the end of each semester, excluding the student's final semester, the faculty will meet to discuss each student's performance in thesis research progress, course work, and departmental assistantship responsibilities. Following the evaluation meeting, students will receive a letter from the Director of Graduate Studies in which feedback from the evaluation meeting will be presented. Fall semester evaluation letters will be mailed in early January and spring semester evaluation letters will be mailed in June. Students are encouraged to talk with either the Director of Graduate Studies or individual faculty members about their feedback.

If, as a result of the evaluation meeting, the faculty decides that the student's performance is unsatisfactory, or the student is failing to fulfill their assigned duties as prescribed by his/her financial award, the student may be notified of a change in financial assistance. In most cases, changes in financial awards will be for the subsequent academic year. If, however, the

student's performance is deemed woefully inadequate, or the student is failing to satisfactorily fulfill their assistantship or fellowship obligations, then all financial aid can be withdrawn. In this case, students may be allowed to continue in the program by paying the remainder of their own tuition on a pro rata basis, provided that they are in good academic standing.

Students will be required to withdraw from the program, foregoing all financial assistance, if their cumulative grade point average falls below 2.5.

Graduate Student Representation

At the beginning of each fall semester, all graduate students enrolled in the department will be asked to elect one of their peers to serve as the Graduate Representative to the Faculty. This individual will be expected to attend all departmental faculty meetings, to participate in departmental sub-committee activities, and to be a voting member at departmental faculty meetings. The graduate representative will be involved in all policy issues discussed during regular and special faculty meetings. The representative will, however, be exempt from participating in confidential faculty discussions/issues that deal with particular graduate students.

Student Rights and Responsibilities

The graduate faculty of Wake Forest University has adopted a formal statement regarding student rights and responsibilities. The statement is a guideline to be used by students with respect to the honor code, which applies to both teaching and research endeavors. It also includes clearly defined procedures for the handling of student grievances should they arise. A full statement will be provided to each student

by the Graduate School at the time of initial matriculation. Students are responsible for familiarizing themselves with the *Graduate Bulletin* for the year in which they matriculate, the *Graduate Student Handbook*, and The Wake Forest University Graduate School of Arts and Sciences, *Instructions for Preparation of Theses and Dissertations*. Copies of the University's policies on sexual harassment and substance abuse are included in Appendix B and C, respectively, of this handbook.

The Faculty and Staff

See [Faculty Page](#) on Departmental Web Page

Appendix A

DEPARTMENT OF COMMUNICATION GRADUATE STUDENT PLAN OF STUDY FORM

Name: _____

Date: _____

33 total hours required, inclusive of the research competency/foreign language requirement.
All students are required to take the following:

I. 700-level courses (18 hrs minimum toward degree):	Semester Completed
COM 752 Contemp. Rhet. and Comm. Theory (3hrs), fall of first year:	_____
COM 763 Proseminar in Communication (1hr), fall of year:	_____
COM 754 Rhetorical Criticism (3 hrs), spring of first year:	_____
COM 720 Empirical Research (3hrs), spring of first year:	_____
COM 764 Proseminar in Communication (1hr), spring of first year:	_____
COM 782 Readings and Research: Mentoring (1 hr) spring of first year:	_____
COM 700 Elective course (3 hrs): _____	_____
COM 700 Elective course (3 hrs): _____	_____
Total Hours (____)	

II. 600 or 700-level elective course (9 hrs minimum toward degree)			Semester Completed
Course Number	Course Name	Hours	
_____	_____	(____)	_____
_____	_____	(____)	_____
_____	_____	(____)	_____
_____	_____	(____)	_____
_____	_____	(____)	_____
_____	_____	(____)	_____
_____	_____	(____)	_____
_____	_____	(____)	_____
Total Hours (____)			

III. Thesis hours (6 maximum count toward degree)			
Course Number	Course Name	Hours	Semester Enrolled
Com 791	Thesis Research	(____)	_____
Com 791	Thesis Research	(____)	_____
Com 792	Thesis Research	(____)	_____
Com 792	Thesis Research	(____)	_____
Total Hours (____)			

IV. Specify one of the following as your research competency/foreign language requirement. Note that this is excluded from the 24 hours of coursework required by the Graduate School.

_____ COM 754 Rhetorical Criticism

_____ COM 720 Empirical Research

_____ Foreign Language (specify): _____

INCOMPLETES

Provide the following information for all Incomplete grades that you have received.

	Course	Instructor	Semester Taken	Completion Date
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

Appendix B

Wake Forest University Sexual Harassment Prevention Policy

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.

Appendix C

Wake Forest University Substance Abuse Policy and Program

1. 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.

f. Penalties

The penalties may range from written warnings with probationary status to expulsions from enrollment. The following minimum penalties will be imposed for the particular offenses described:

Trafficking in Illegal Drugs. The term "trafficking" is used in its generic sense, not in its specific application to selling, manufacturing, delivering, transporting, or possessing controlled substances in specified amounts that is the subject of North Carolina General Statute 90-95 (h).

For the illegal manufacture, sale or delivery, or possession with the intent to manufacture, sell or deliver, of any controlled substance identified in Schedule I, N.C. General Statutes 90-89, or Schedule II, N.C. General Statutes 90-90

(including, but not limited to heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone), a student will be expelled.

For the first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94, (including, but not limited to, marijuana, pentobarbital, codeine), the minimum penalty is suspension from enrollment or from employment for a period of at least one semester or its equivalent.

Illegal Possession of Drugs. For a first offense involving the illegal possession of any controlled substance identified in Schedule I or Schedule II, N.C. General Statutes 90-91, the minimum penalty is suspension.

For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94, the minimum penalty is suspension. A person returning from suspension will be on probation for at least one semester. A person on probation must agree to participate in a drug education, drug assessment, and/or counseling program at his/her own expense, consent to regular drug testing at his/her own expense, and accept such other conditions and restrictions, including a program of community service, as the vice president for student life and instructional resources deems appropriate. Refusal or failure to abide by the terms of probation will result in suspension from enrollment or from employment for any unexpired balance of the prescribed period of probation.

For second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties will be imposed, including expulsion of students.

When a student has been charged by the University with a violation of policies concerning illegal drugs, he or she may be suspended from enrollment before initiation or completion of regular disciplinary proceedings, where the student's continued presence within the University community would constitute a clear and immediate danger to the health or welfare of other members of the University community. If such a suspension is imposed, an appropriate hearing of the charges against the suspended person will be held as promptly as possible.

The vice president for student life and instructional resources will submit to the president of the University a report on campus activities related to illegal drugs for the preceding year. The president will forward this report to the Board of Trustees. The reports will include, as a minimum, the following: (1) a listing of the major education activities conducted during the year; (2) a report on any illegal drug-related incidents, including any sanctions imposed; (3) an assessment by the president of the effectiveness of the campus program and sanctions, and; (4) any proposed changes in the policy on illegal drugs.

The policy will be effective with the beginning of fall term, 1990.