



*body*

*calendar*



*policies*

*hand*

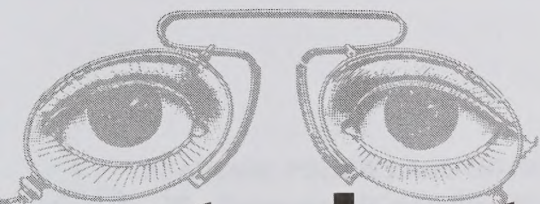


Wake Forest



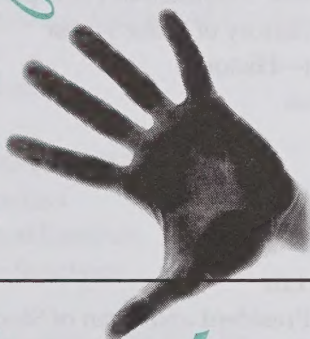






**student**

*body*



*book*

**fall 2007/spring 2008**

*hand*

*policies*

*calendar*



# table of contents

## 6 SURVIVAL LIST

- 6 Things To Do When You First Arrive on Campus
- 8 Alma Mater: Dear Old Wake Forest
- 8 Deacon Fight Song: O Here's to Wake Forest
- 9 Honor System and Statement of Principle on Diversity
- 10 Chronological History of Wake Forest
- 11 Demon Deacon—History
- 13 The Old Campus

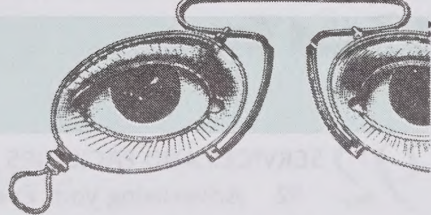
## 14 WHERE TO GO

- 14 Administrative Offices
- 16 Student Life
- 16 VP for Student Life
- 16 Associate Vice President and Dean of Student Services
- 16 Associate Vice President for Student Life
- 17 Office of the Chaplain
- 17 Career Services
- 18 Health Education Program
- 18 Associate Dean/Judicial Officer
- 18 Multicultural Affairs
- 19 Residence Life and Housing
- 19 Student Development
- 19 Benson University Center
- 20 Student Union
- 20 University Counseling Center
- 20 Learning Assistance Center
- 20 University Police
- 21 Volunteer Services

## 22 STUDENT HEALTH SERVICES

- 22 Confidentiality
- 22 Online Health Information
- 22 Class Excuses
- 22 Health Insurance
- 22 Inclement Weather
- 23 Retention of Medical Records
- 23 Health Information Summary
- 23 Immunization Policy





**25** ACADEMIC POLICIES AND INFORMATION

- 25 Summary of Computing Rights and Responsibilities
- 27 Software Duplication and Use Policy
- 27 Course Add/Drop
- 28 Academic Advisers
- 28 Family Educational Rights and Privacy Act
- 30 Registration
- 30 Summer Session

**33** SOCIAL REGULATIONS AND POLICIES

- 35 Personal Conduct
- 41 Organizational Conduct
- 42 Presumptive Sanctions
- 49 Hazing
- 49 Greek Life Principles and Policies
- 50 Non-Discrimination Statement
- 50 Student Complaints
- 51 Sexual Misconduct
- 55 Sexual Harassment
- 55 Administrative Withdrawal Policy
- 56 Alcohol Policy
- 58 Alcohol Abuse
- 60 Medical Situations
- 62 Substance Abuse Policy and Program
- 65 Residential Noise Policy
- 65 Off-Campus Housing Policy
- 65 Sales and Solicitations
- 65 Visitation
- 66 Campus Postings

**67** THE WAKE FOREST JUDICIAL SYSTEM

- 68 Honor and Ethics Council
- 70 Board of Investigators
- 72 Standards for Academic Honor
- 75 Procedures of the Honor and Ethics Council
- 87 The Constitution of the Judicial Council
- 89 Hearing Practices

**92** SERVICES AND FACILITIES

- 92 Advertising your Event
- 92 Auto Registration and Traffic Fines
- 93 Barber Shop
- 93 Benson Ticket Office
- 93 Bridger Field House Deacon Shop
- 93 Campus Media
- 94 Campus Printing
- 94 Copy Center
- 94 Deacon OneCard Office
- 95 Deacon Shop
- 95 Disabled-Student Services
- 95 Information Desk
- 95 Information Systems
- 96 Law and MBA Professional Center Bookstore
- 96 Library Services
- 97 Meeting Rooms
- 97 Practice Rooms
- 97 Recycling
- 98 Shuttle and Escort Services
- 98 Sundry Shop
- 99 Telecommunication Services
- 99 Textbook Store
- 99 University ID Cards—Campus Card Program
- 100 UPS Store/Campus Mail
- 100 Wachovia Bank
- 100 Why Keep the WFU Bulletin

**100** HOURS OF OPERATION

- 100 Food
- 101 Services

**103** STUDENT ORGANIZATIONS

- 103 Academic and Honorary Societies
- 103 Greek Organizations
- 105 Media and Publications
- 105 Religious Organizations
- 105 Service Organizations
- 106 Sports and Recreation
- 108 Student Governance
- 108 Special Interest Groups



**110** ADDITIONAL ACADEMIC OPPORTUNITIES

- 110 Interdisciplinary Minors
- 110 Foreign Areas of Study
- 110 Interdisciplinary Honors
- 110 Learning Assistance Center
- 110 Open Curriculum
- 111 Pathways Pro Humanitate Center
- 111 Theme Houses
- 111 Study Abroad Programs

**113** ACTIVITIES ON CAMPUS

- 113 Christmas Lovefeast and Candlelight Service
- 113 Convocation
- 113 Family Weekend
- 113 Fine Arts
- 113 Founder's Day
- 113 Homecoming
- 113 Project Pumpkin
- 114 Recreation
- 114 Springfest
- 114 Secrest Artist Series

**116** ACTIVITIES OFF CAMPUS

- 116 Movie Theaters
- 116 Outdoor Activities
- 117 Arts and Culture
- 118 Sports
- 119 Local Shopping and Services
- 121 Restaurants

124 INDEX

129 NOTES

131 CALENDAR

*now what do you do?*

**1** On the first day of orientation, go to the Benson Center to pick up your student ID/meal card, mailbox key, and more. After day one, the card can be picked up at the Office of Residence Life and Housing, Benson 101.

**2** Go to mail services to locate your postbox. If you pre-registered your vehicle online by August 20th, your decal will be in your box.

**3** If you plan to open or have opened an account with Wachovia Bank, you may want to visit the campus branch to settle banking matters.

**4** If you are bringing a motor vehicle to campus, you must register it online with the Department of Parking Management. To register, log on to the Wake Information Network (WIN) at <https://win.wfu.edu>. Go to Personal, click on Register Your Car. Fill in the form online and submit. The annual registration fee for freshmen is \$225. For all other students, the fee is \$325. Students who have pre-registered will find their decals in their campus mailbox. Hours are Monday–Friday, 8:30 a.m.– 4 p.m. Call 336.758.6129 if you have any questions.

**5** Pick up the computer and printer from 10 a.m.-5 p.m. in the Information Systems Building. You need to bring your student ID card. You will receive your network Login ID and password at distribution.

**6** Student, faculty, staff, and alumni telephone directories, along with campus yellow pages and a public directory, are available online in WIN. There is also a list of useful phone numbers in the back of this handbook.

**7** Do not be lulled into a false sense of security on campus. There are occasional thefts and other unwanted incidents. Check to see if your family's homeowners' insurance extends to cover your belongings on campus, and record the serial numbers of your valuables. Students are encouraged to have items engraved with their driver's license number and state abbreviation. Engraving tools can be borrowed from University Police.



**8** Room security is your responsibility. You should lock your room and keep your key with you at all times.

**9** Bodega, a sundry shop, is conveniently located on campus for items you may have forgotten.

**10** Don't buy textbooks until you are registered for classes and are sure of the books you will need.

**11** Attend your first residence hall meeting. Your RA will discuss all of the safety rules including the announced fire drills each semester.

**12** Bikes are stored on the first-floor level racks of the residence halls. They can still get wet, so you may want to bring a cover.

**13** In addition to your personal bike identification, University Police offers year-round campus bike registration. It's fast and free. Register your bike at [www.wfu.edu/police/form-bike-reg.html](http://www.wfu.edu/police/form-bike-reg.html).

**14** Athletic equipment may be checked-out with your ID card in room 204-A on the second floor of the gymnasium.

**15** Keep your eyes and ears open for what's happening. Check the information desk at the Benson Center or visit The Student Online Magazine at <http://student.wfu.edu> to view and post events. Window on Wake Forest, the daily campus newsletter, is online at [www.wfu.edu/wowf](http://www.wfu.edu/wowf). And don't forget to pick up the student newspaper, *Old Gold and Black*, every Thursday.

any questions?  
ask your RA first



## *The Alma Mater*

### **DEAR OLD WAKE FOREST**

*George W. Paschal, Class of 1892 (Thuringian folk song)*

Dear old Wake Forest, Thine is a noble name;  
Thine is a glorious fame, Constant and true.  
We give thee of our praise, Adore thine ancient days,  
Sing thee our humble lays, Mother, so dear.

Dear old Wake Forest, Mystic thy name to cheer;  
Be thou our guardian near fore'er and aye.  
We bow before thy shrine, Thy brow with bays entwine,  
All honor now be thine, Mother, today.

## *Deacon Fight Song*

### **O HERE'S TO WAKE FOREST**

1. O here's to Wake Forest  
A glass of the finest  
Red ruddy, Rhenish filled up to the brim.  
Her sons they are many  
Unrivaled by any  
With hearts o'erflowing, we will sing a hymn.

*(Chorus)*

Rah! Rah! Wake Forest Rah!  
Old Alma Mater's sons are we.  
We'll herald the story  
And die for her glory,  
Old Gold and Black is ever waving high.

2. As frosh we adore her  
As sophs we explore her  
And carve our names upon her ancient walls.  
As juniors patrol her  
As seniors extol her  
And weep to leave fore'er her sacred halls.





## Honor System

The honesty, trustworthiness, and personal integrity of each student are integral to the life and purposes of the Wake Forest community. This statement is embodied in one of our oldest traditions, and that is the honor system (or honor code, as some call it). When you signed your application for admission to Wake Forest, you agreed to live by the honor system at Wake Forest. In specific terms that means that you and every other student have agreed not to deceive (lie to) any member of the community, not to steal from one another, not to cheat on academic work, not to plagiarize academic work, and not to engage in any other forms of academic misconduct. It means that we can trust each other, and that we willingly accept responsibility for our own conduct and activities. This is a tradition that goes back to the founding of Wake Forest, and with your participation, it continues to be a cornerstone of our community and our interactions with one another.

## Statement of Principle on Diversity

Wake Forest University is a community of men and women that seeks the enlightenment and freedom which come through diligent study and learning. Its higher goal, however, is to give life to the University motto "Pro Humanitate," as members translate a passion for knowledge into compassionate service.

The community shares a tradition that embraces freedom and integrity and acknowledges the worth of the individual. The heritage, established by the school's founders and nurtured by succeeding generations, promotes a democratic spirit arising from open-mindedness and discourse.


Wake Forest fosters compassion and caring for others. Its collective strength and character are derived from the values and distinctive experiences of each individual; therefore, it affirms the richness of human intellect and culture and its contribution to knowledge, faith, reason, and dialogue. Furthermore, it strives toward a society in which goodwill, respect, and equality prevail. To that end, Wake Forest University rejects hatred and bigotry in any form and promotes justice, honor, and mutual trust.

## A Chronological History of Wake Forest

Since 1834, Wake Forest College has developed its distinctive pattern of characteristics: tenacity, independence, a fierce defense of free inquiry and expression, and a concern that knowledge be used responsibly and compassionately. That these characteristics have served the school well is displayed by its growth from a small sectarian school to one of the nation's significant private universities. A brief history of Wake Forest is useful in understanding the University as it is today and appreciating the process through which it developed.

- 1834 *Founded by the Baptist State Convention of North Carolina, the school opens on February 3rd as the Wake Forest Manual Labor Institute in the town of Wake Forest, N.C.*
- 1838 *Named Wake Forest College*
- 1894 *School of Law established*
- 1902 *School of Medicine founded*
- 1921 *First summer session*
- 1941 *Relocation of the School of Medicine to Winston-Salem and eventual change of name to Bowman Gray School of Medicine and association with the North Carolina Baptist Hospital*
- 1942 *Women admitted as undergraduate students*
- 1956 *Move to Winston-Salem in response to an endowment from the Z. Smith Reynolds Foundation*
- 1961 *Graduate studies instituted*
- 1967 *Becomes Wake Forest University*
- 1969 *Babcock Graduate School of Management established*
- 1979 *James R. Scales Fine Arts Center opens*
- 1986 *Wake Forest appoints a self-governing Board of Trustees*
- 1989 *Olin Physical Laboratory opens*
- 1990 *Clifton L. Benson University Center opens*
- 1992 *Edwin Graves Wilson Wing of Z. Smith Reynolds Library dedicated*
- 1993 *Worrell Professional Center for Law and Management opens*
- 1995 *Change of name to Wayne Calloway School of Business and Accountancy*
- 1997 *Medical School name changes to Wake Forest University School of Medicine*
- 1999 *Divinity School and William B. Greene Jr. Hall open*
- 2001 *Kenneth D. Miller Athletic Center opens*
- 2003 *F.M. Kirby Hall opens (Dedicated April 1, 2004)*
- 2004 *The Calloway Center for Business, Mathematics, and Computer Science is comprised of F.M. Kirby Hall and West Hall (formerly Calloway Hall)*
- 2006 *The Quad is renamed Thomas K. Hearn Jr. Plaza, Magnolia Quad becomes Manchester Plaza*





how did the  
Demon Deacon get to  
be Wake Forest's mascot?

**T**he history of the Demon Deacon blends tradition, sports, and religion. It goes back to the Roaring Twenties when a school reporter gave the football team the nickname "Demon Deacons" after a "devilish" win over the Trinity Blue Devils—now known as the Duke Blue Devils. At the time, Wake Forest was the only college in the state without a mascot. In 1941 Jack R. Baldwin ('43) took on a fraternity brother's dare and dressed up as he thought an old-time Baptist deacon would: top hat, tuxedo, and carrying a black umbrella. The football crowd loved it, and a tradition was born. In 1980 the Demon Deacon evolved into a complete costume with the large Deacon head.

*the demon deacon*

### **Brian Piccolo Cancer Fund Drive**

Established by students in 1980 in memory of a great Wake Forest athlete/alumnus and Chicago Bear football star who died of cancer. Each year, through a variety of creative events, including “Hit the Bricks for Brian” and “Wake ‘n Shake” dance marathon, students mobilize the campus community in raising awareness of and monies for cancer research and treatment at the WFU Comprehensive Cancer Center.

### **Christmas Lovefeast and Candlelight Service**

Wake Forest will celebrate its 42nd consecutive Lovefeast on Sunday, December 2, 2007. Begun in 1965 by a Moravian student, Jane Sherrill Stroupe, the first service drew fewer than 200 people; now, with more than 2,000 in attendance each year, Wake Forest holds what has become the largest Christmas Lovefeast in North America. The Lovefeast includes a luminary-lined Hearn Plaza (Quad), lighted, beeswax candles with red, crepe-paper ruff, music, and sweetened buns and cider. Diners and sacristans—students, staff, and faculty—serve the worshipping congregation.

### **Faculty Advisers’ Dinner**

During orientation, each new student and his/her advising group are invited to an informal dinner hosted by faculty and student advisers. This is a memorable time for many students and establishes the relationship between advisers and advisees which extends over the next two years (and beyond).

### **Late-Night Breakfast**

Faculty and administrators serve breakfast to students and provide entertainment during fall and spring exam weeks. Hundreds of students attend!

### **Lighting of the Quad**

Celebrating its fifth year, Lighting of the Quad is a student-organized interfaith celebration that includes decorating the Quad with lights, greenery, and a 20-foot tree. Additionally, there is a short interfaith service with musical performances and refreshments. Associated events include an afternoon service plunge and the selling of Lovelights to benefit local nonprofit agencies. The event is free and open to everyone.



## directions to old campus

### The Old Campus

As a student, you shouldn't miss a chance to see the Old Campus. Wake Forest University began as Wake Forest Manual Labor Institute in 1834. It's just under a hundred miles from

Winston-Salem to the quaint

old campus in Wake Forest, N.C. During your visit, you will notice stark similarities between the present and past campuses. Some highlights include a smaller version of Wait Chapel, built by the senior class of 1911, and the original Shorty's. Now the campus hosts the Southeastern Baptist Theological Seminary.

- *At the University Parkway entrance, turn right onto University Parkway (which will turn into Cherry St.)*
- *Turn onto Business 40 East*
- *In approximately 60 miles, take I-85 North*
- *From I-85 North, take Hwy 70 towards Wake Forest*
- *From Hwy 70, take Hwy 98 East (which turns into Hwy 1)*
- *Drive 21 miles on Hwy 98 East to the old Wake Forest Campus (on the left)*

### Rolling the Quad

Although not unique (but controversial) to Wake Forest University, it started on the new campus in the early 1960s to celebrate athletic victories.

### Senior Orations at Commencement

Dates back to the Old Campus in the town of Wake Forest, North Carolina. There were two literary societies, and they competed for the Ward Medal. Senior orations continue at Commencement each year.

### Volunteerism/Project Pumpkin

This is a service project started by Wake Forest students in 1989. Through partnerships with community agencies, children from the Winston-Salem community (numbering as many as 1,500) are brought to campus and escorted by student/faculty volunteers through residence halls for trick-or-treating, carnival games, and Halloween fun. It provides a valuable service and unifies the entire student community.

### Wait Chapel

A tour of Wait Chapel is something that every student at Wake Forest should do. Not only is the chapel a symbol for Wake Forest, but it also has a great deal of interesting history behind and within it. If you're lucky, you may be able to see and hear The Janet Jeffrey Carlile Harris Carillon on your tour. The Carillon, made up of 48 bells and weighing almost 12 tons, was donated in 1978 by Charles U. Harris, who graduated from Wake Forest in 1935. It is one of fewer than 25 carillons in North America. An additional bonus of the tour is the spectacular view from the Carillon tower. Although the ground level of Wait Chapel doesn't offer the same view, it still has an interesting history. You might learn about some special gifts given to Wake Forest, the contents of the cornerstone, and mistakes in the organ grille. Don't graduate without a tour of Wait Chapel.

## *administrative offices*

During your stay at Wake Forest, it is very likely that you will do more than just study. During your “free” time, you will run errands and get involved in the various co-curricular activities. This brief section will help you find your way around some of the administrative offices on campus as well as some of the offices in the Division of Student Life. Most are in Reynolda Hall and the Benson University Center.

### **Office of the President**

**211 Reynolda Hall, x5213**

President Nathan O. Hatch is Wake Forest’s thirteenth president, beginning his tenure in 2005. As president, Dr. Hatch is responsible for the overall direction and management of the University, and he represents the University to the Board of Trustees.

### **Office of the Provost**

**204 Reynolda Hall, x4900**

Provost Jill M. Tiefenthaler serves as the chief academic officer of all the academic departments of the University, with the exception of the School of Medicine. The deans of the College, school of business and accountancy, divinity school, graduate school of arts and sciences, law school, and management school report to him.

### **Office of the Dean of the College**

**104 Reynolda Hall, x5311**

Dean Deborah L. Best and five associate deans are responsible for the quality and integrity of the academic program of the College. This office conveys the policies and decisions of the College faculty to students and assists students in approaching the faculty with particular academic requests. The dean’s office works with individual professors

in guiding students through the curriculum. Acting for the Committee on Academic Affairs, it receives petitions from students for withdrawal, readmission, and course changes, along with questions about many other academic matters. On behalf of the Judicial Council, it receives appeals to that body. The office also administers such standardized tests as the LSAT and MCAT.

### **Office of the Dean of Freshmen**

**104 Reynolda Hall, 5311**

Dean Paul N. Orser works with the orientation committee to plan and facilitate first-year orientation. The dean helps facilitate the transition to life at Wake Forest for first-year students; pertinent concerns should be directed to the dean of freshmen.

### **Office of the Dean, Wayne Calloway School of Business and Accountancy**

**204 Kirby Hall, x5027**

Dean Jack Wilkerson and his staff carry out the policies and procedures necessary to admit majors in accountancy, business, finance, or mathematical business and applicants for the MS program in accountancy. The office coordinates academic advising and recordkeeping; establishes course schedules and



faculty assignments; manages facilities and equipment; and interacts with Wake Forest College and other offices of the University, such as the registrar, career services, admissions, and financial aid.

### **Office of the Registrar**

**110 Reynolda Hall, x5206**

Registrar Dorothy A. Sugden oversees registration and, in collaboration with the dean of the College, compiles the course curriculum for each semester. Registration for new students is at the beginning of each semester. Registration for continuing students is in October and April for the following spring and fall semesters. Registration is online. Students may drop/add classes by approved policy, see page 27. All academic records, transcripts, class schedules, and grade reports are kept on file in the registrar's office. Additionally, the registrar provides enrollment certifications for graduation, NCLTG, and continuing athletic eligibility and enrollment.

### **Financial and Accounting Services**

**107 Reynolda Hall, x5234**

The financial and accounting services office is responsible for maintaining the financial integrity of the University's resources, for providing timely and accurate reporting of financial activity, and for the billing and collection of student charges and loans.

### **Office of Financial Aid**

**Need-based: 4 Reynolda Hall, x5154**

**Merit-based: Starling Hall, x4209**

**Post-baccalaureate: 2B Reynolda Hall, x5180**

William T. Wells, director of financial aid, and the Office of Student Financial Aid staff work with students applying for or seeking advice concerning need-based grants, scholarships, loans, and work-study from federal, state, and Wake Forest sources. Paul Gauthier, associate director of admissions for merit-based scholarships, works with prospective students applying for merit-based scholarships. Thomas O. Phillips, director of Wake Forest scholars, works with enrolled undergraduate students applying for post-baccalaureate scholarships and fellowships.

### **Department of Athletics,**

**201 Manchester Athletic Center, x5616**

Director Ron Wellman heads the department of athletics, home to eighteen varsity sports, nine each for men and women, representing the University on the NCAA Division I level while competing in the nationally recognized Atlantic Coast Conference. These sports consist of baseball, basketball, cross-country, football, golf, soccer, tennis, and indoor and outdoor track for men; and basketball, cross-country, field hockey, golf, soccer, tennis, indoor and outdoor track, and volleyball for women.

## *student life*

Wake Forest is dedicated to the pursuit of excellence in the tradition of liberal learning, and the improvement of both mind and character. Education in the liberal arts at Wake Forest prepares students to honor the ideal of service to humanity. In keeping with the University's mission, the Division of Student life develops, implements, and evaluates programs that augment this educational ideal and that foster the most salutary qualities of character. The Division of Student life seeks to enhance both academic achievement and personal growth and development by providing services to promote intellectual, cultural, social, vocational, physical, psychological, and spiritual growth.

### **Vice President for Student Life**

**Kenneth A. Zick**

206 Reynolda Hall, x5943,

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

The vice president is responsible for student life concerns within the University's senior administration. He is responsible for the overall direction and focus of the Division of Student Life.

### **Associate Vice President and**

**Dean of Student Services,**

**Harold Holmes**

311 Benson Center, x5226,

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

The dean of student services supervises the areas/offices that comprise the division of student life: student development, residence life and housing, campus ministry, Benson Center, Student Union, multicultural affairs, Student Health Service, Health Education Program, University Counseling Center, Learning Assistance Center, career services, and judicial affairs. Regular interaction with students and student organizations, and committee responsibilities around student life issues, are central to this position.

### **Associate Vice President for Student Life, Mary Gerardy**

311 Benson Center, x5229

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

The associate vice president for student life is the principle project manager in the division of student life and serves as a liaison, consultant, and coordinator to a wide variety of programming and planning initiatives in the area of student life. Such initiatives include, but are not limited to, planning efforts in various units, student leadership development, support services for student organizations, student activities fee allocation, coordination of gay and lesbian student concerns, and other special projects as assigned by the vice president for student life and instructional resources. The associate vice president for student life also serves as the division of student life liaison to various campus-wide committees.

### **Campus Ministry**

Kitchin Hall, x5248, [ministry@wfu.edu](mailto:ministry@wfu.edu)

For a list of campus religious organizations, please see page 99.

**Office of the Chaplain**

**Tim Auman, Chaplain**

**109 Wingate Hall, x5017**

**aumantl@wfu.edu**

**Associate Chaplain, Becky Hartzog, x5021**

The Office of the Chaplain sponsors a variety of opportunities for exploring the spiritual dimensions of life and learning. It raises issues of values, vocation, reflection, and spirituality with faculty, staff, and most particularly with students and believes that involving students in service to the community and the world provides a potent arena in which to explore these issues. The office, in partnership with twenty-one campus ministers and religious advisors, sponsors campus programs with a moral, religious, and spiritual focus. All religious activities are voluntary and include the Pre-School Orientation Conference, the Christmas Lovefeast and Candlelight service, the Passover seder, study groups, retreats,

luncheon discussions, support groups, and speakers. Wait Chapel and Davis Chapel provide places of meeting and reflection and are visible reminders of the relationship between the religious life and the academic search for truth. Chapel worship is ecumenical and occurs every Thursday at 11 a.m.

**Career Services**

**Bill Currin, Director**

**8 Reynolda Hall, x5902**

**careers@wfu.edu**

Through a variety of programs, career services strives to help every student make a satisfying career choice. Career counseling is offered, and a career resource center provides access to career exploration, internship, and job search materials. Workshops are held throughout the year on job search skills, and career spotlight programs bring in professionals from a variety of fields. The Alumni Career Assistance Program (ACAP) puts students





in touch with alumni in their fields of interest. Application materials for GRE, GMAT, and LSAT, are available. Students may participate in on-campus recruitment for both internships and permanent employment.

**Health Education Program,  
Natascha Romeo, Health Educator**

**332 Benson Center, x5937  
healthed@wfu.edu**

Seminars and consultations on topics such as nutrition, eating disorders, substance abuse, contraception, and sexually-transmitted diseases are available for groups and individuals. The health educator works closely with student groups, such as Peer Health Educators, which offer educational programs to house councils, Greeks, and other student organizations. The health educator maintains resource rooms in the Student Health Service and in Reynolds Gymnasium (Room 207), which house information on a wide range of health-related topics. To obtain information on health issues or programs or to set up a private appointment, telephone or stop by the office.

**Associate Dean/Judicial Officer  
Charlene Cerutti**

**311 Benson Center, x5226  
deanstud@wfu.edu**

The associate dean is responsible for the day-to-day management of the undergraduate judicial system. Responsibilities include convening administrative hearings, assessing judicial actions, and participating in the appeals process. This position coordinates the work of the Honor and Ethics Council and the Board of Investigators and Advisors. The associate

dean works with the Office of Residence Life and Housing, University Police, and other law enforcement agencies to investigate cases of alleged student misconduct and coordinates the University response to address violations of the Student Code of Conduct.

**Multicultural Affairs,  
Barbee Oakes, Director**

**346 Benson Center, x5864  
multicul@wfu.edu**

The vision of multicultural affairs is to foster a climate in the campus community that recognizes the value of multicultural diversity to the educational experience. The office strives to create an environment where human differences are celebrated. Multicultural Affairs seeks to weave its operational goals into the fabric of the campus community using collaborative programming and integrative planning with other divisions of the University.

The Office of Multicultural Affairs develops and implements programming that fosters the academic and personal development of the University's ethnic minority student population. The office's most comprehensive initiative is the Multicultural Enrichment Program (MEP), which pairs freshmen with upperclassmen mentors. The office also coordinates broad-based activities for the University's ethnic alumni, faculty, and staff. Additionally, the office serves as an information clearinghouse for the campus community regarding issues impacting ethnic minority students. For more information, visit [www.wfu.edu/campuslife/multicultural](http://www.wfu.edu/campuslife/multicultural).

## Residence Life and Housing, Donna McGalliard, Director

101 Benson Center, x5185,  
housing@wfu.edu

The residence life and housing staff offers educational, social, and support services and programs for students living on campus and creates a residence hall environment that allows each student to develop individually and as a member of the community. The office also manages the fifteen residence halls (which house over 3,000 students), seven theme housing areas, a set of townhouses, and two student apartment buildings containing fifty-six apartments for undergraduate students. For further information about policies, programs, and services, refer to the residence life and housing *Guide to Community Living*.

The office selects and trains resident advisers; provides educational programs; builds community involvement; promotes a safe and positive living environment; advises the Resident Student Association, National Residence Hall Honorary, Panhellenic Council, Interfraternity Council, National Pan-Hellenic Council; enforces University rules and regulations; provides guidance and referral services; manages the day-to-day operation of the residence halls; provides information about facilities and services; makes housing assignments; acts as liaison between residents, the facilities management department, the University Police, and the Office of Financial and Accounting Services; participates in long-range planning for the use and maintenance of housing facilities; and coordinates summer school and University conference housing. The University's ID card, vending services, and Greek Life programs are also located within the department.

## phone numbers

### emergency calls only

from campus extensions	911
from off-campus extensions	758-5911

### non-emergency/information

Non-emergency (campus )	311
Information (off-campus )	336.758.5591
Crime Stoppers	4477
Shuttle Service	7433 (RIDE)
Bike Registration	5591
Office of Parking Management	6129
CARE	4963
Special Projects	3567

## Student Development, Michael Ford, Director

317 Benson Center, x5921  
studev2@wfu.edu

The Office of Student Development offers various programs and services designed to promote personal development. The office registers and advises new and established student organizations; coordinates the student leadership training programs; coordinates the student life programs for New Student Orientation; advises the Brian Piccolo Cancer Drive, administers the University policy on solicitation of sales and service on campus; and coordinates the publication of the *Student Handbook*.

## Benson University Center, James Buckley, Director

335 Benson Center, x4869

The Benson Center was dedicated on September 29, 1990, and named after Clifton L. Benson Sr., a Wake Forest benefactor. Housed within the building are a number of student organizations and administrative offices, conference and meeting rooms, a meditation room,

food court, Pizza Hut, film theater, copy center, ticket office, and an art gallery. Study lounges, outdoor patios, and balconies are located throughout the building. Shorty's, a popular student hangout located within the food court, features Starbucks coffees, desserts, and other refreshments. Fax and copying services are available for a fee through the copy center located in the food court. Discount tickets are available for area attractions. Tickets for the Secrest Artist Series and Student Union events are available here.

**Student Union,  
Kathy Arnett, Adviser**

**344 Benson Center, x5697 /4869**

The Student Union plans and promotes a diverse calendar of social, recreational, and educational programs for the Wake Forest campus community. The five executive officers and eleven program council chairs work collectively to provide quality weekly entertainment for Wake Forest students, faculty, and staff. The Student Union plans major concerts, lectures, films, trips, short courses, a coffeehouse series, Homecoming activities, Family Weekend, Springfest, special events including "aWake All Night," and "Shag on the Mag," and maintains a Web site. Membership on Student Union committees is open to all Wake Forest students. For more information about Student Union, visit the Web site at <http://su.wfu.edu>.

**University Counseling Center,  
Marianne Schubert, Director**

**118 Reynolda Hall, 5273**

The University Counseling Center offers short-term individual and group counseling to students to help with a

wide variety of issues including adjustment to college life, relationship or family issues, sexuality, depression, eating disorders, etc. Assistance is also provided for managing stress, learning coping skills or relaxation, and choosing a major and/or career. Consultation and referral are available. All services are confidential and available at no charge to enrolled students. Office hours are Monday through Friday, 8:30 a.m. to 5 p.m. When school is in session (excluding summer), center staff are available for mental health crises after hours in cooperation with Student Health Service at 336.758.5218.

**Learning Assistance Center,  
Van Westervelt, Director**

**117 Reynolda Hall, x5929  
lacenter@wfu.edu**

The Learning Assistance Center provides study skills training and academic counseling. Students can learn to read critically, take notes effectively, manage time, improve motivation, and prepare for tests. Assistance is provided through counseling, and individual and group tutoring. Students with a wide range of learning and other documented disabilities may also receive academic support and accommodations through the Center.

**University Police,  
Regina G. Lawson, Chief**

**Administrative Offices (8 a.m.-5 p.m.  
M-F), First Floor, H.S. Moore Building;  
Communications Center (open 24 hrs),  
Davis Hall Satellite Office, Room 016**

**Emergency Numbers:**

From a campus phone: 911

From cell phone: 336.758.5911

The Wake Forest University Police Department is comprised of professional men



and women whose purpose is to provide a safe environment in which students and employees may live, learn, and work. The professionally trained department consists of police officers, traffic control officers, security guards, communications officers, and support staff. The primary concern of the department is to protect and assist the campus community. It operates 24 hours a day, 365 days a year, watching for circumstances that threaten the campus and taking appropriate action. The University police also offer an extensive series of educational and personal safety programs to the University and local communities.

All police officers at Wake Forest University have completed the Basic Law Enforcement Training required by the State of North Carolina, which certifies them as sworn police officers. They possess full investigative and arrest authority on any property owned by the University and any contiguous streets or highways. In addition to traditional patrol, the University police also use foot patrol officers and bicycle patrol officers. Foot and bicycle patrol allow for greater interaction with the campus community and are a critical element in the Community-Oriented Policing Program. University police cars and bicycles are emergency vehicles and have the right-of-way when responding to emergency calls. Bicycle patrol has the right-of-way on and off the roadway. Crossing or moving barricades and entering restricted areas is strictly prohibited.

The protection of life and property on campus requires the understanding

and active participation of all members of the University community. Everyone is responsible for reporting incidents or suspected criminal activity by calling 911 immediately. Questions concerning personal crime prevention techniques and educational opportunities, or any other University police services should be directed to the appropriate number in the directory.

A complete annual report of campus crime statistics and other valuable information are available online at [www.wfu.edu/police](http://www.wfu.edu/police).

### **Volunteer Services**

**Andrea Ellis, Adviser**

**321 Benson Center, x4549**

**[volserv@wfu.edu](mailto:volserv@wfu.edu)**

Volunteer Services is the clearinghouse for service both on campus and within the local community. The mission is to provide curricular and co-curricular opportunities that cultivate responsibility and civic-mindedness of students, faculty, and other University constituents. Programming efforts include: international service trips, campuswide service projects, assistance with service-learning courses, a resource library on long-term volunteer opportunities, multiple local student volunteer programs, and advising organizations such as the Volunteer Service Corps, Habitat for Humanity, and Campus Kitchens. Students, faculty, administrators, and organizations are encouraged to consult Volunteer Services for service projects and programs.

## student health service

**Dr. Cecil Price, Director**

**George C. Mackie Health Center, Reynolds Gymnasium, x5218**

The Student Health Service promotes a healthy lifestyle through health education and health maintenance. A physician-directed medical staff offers urgent care, illness care, physical examinations, counseling, limited psychiatric care, allergy injections, immunizations, gynecological services, pharmacy, laboratory, sports medicine clinic, referral to specialists, confidential HIV testing, and travel information.

A full staff is available by appointment during clinic hours (fall and spring semesters): 8:30 a.m.–noon; 1:30 p.m.–4 p.m., Mon.–Fri. and Mon.–Thur. during the summer. A limited staff is available for urgent care and observation 24 hours a day, 7 days a week, when school is in session during the academic year. The services of the staff are covered by tuition. There is a charge for medications, laboratory tests, observation care, and some supplies and services. Payment can be made with cash, check, Deacon Dollars, or the charge can be placed on the student's account in Financial and Accounting Services. A copy of the statement is given to the student to file with their insurance company.

### Confidentiality

Medical information and records are strictly confidential. Information or records are not released to University officials, friends, or family members without the student's permission. In addition, information will not be shared with therapists or physicians who are not involved in the student's immediate care without the student's permission.

### Online Health Information

For online health information, visit [www.wfu.edu/campuslife/healthinfo](http://www.wfu.edu/campuslife/healthinfo).

### Class Excuses

The health service does not issue statements or excuses for class attendance.

### Health Insurance

**University policy requires that all students have health insurance.** Information about the student group insurance plan, for those not covered by a family plan, is available at [www.wfu.edu/shs](http://www.wfu.edu/shs) or [www.studentresources.com](http://www.studentresources.com). The annual rate for 2006-07 was \$1,279. Students are strongly encouraged to review their current plan to assure adequate coverage.

### Inclement Weather

When the University is closed due to inclement weather, the Student Health Service will have limited staff and will be able to provide care only for injuries and urgent illnesses. Appointments will be rescheduled.

## Retention of Medical Records

Student medical records are retained for ten years after the last treatment, after which time they are destroyed. Immunization records are kept longer.

## Student Health Information Summary Form

All new students are required to have on file in the Student Health Service the *WFU Student Health Service Health Information Summary Form*. It must be received by the Student Health Service before July 1 for new students entering in the fall semester or before January 1 for new students entering in the spring semester. The form, which requests information regarding documentation of immunizations required by the University and the State of North Carolina, is available at <http://wfu.edu/shs>.

## Immunization Policy

Wake Forest University and North Carolina State Law (G.S. 130A-152) require documentation of certain immunizations for students attending a North Carolina college or university. Students must submit certification of these immunizations **PRIOR TO REGISTRATION**. *Documentation should be on or attached to the completed "WFU Student Health Service Health Information Summary Form" provided by the Student Health Service in order to assure correct identification of the student.* If you have not received the *Health Information Summary Form*, contact the Student Health Service or download it from the WFUSHS Web page ([www.wfu.edu/shs/docs/HIS.pdf](http://www.wfu.edu/shs/docs/HIS.pdf)). Acceptable documentation is a statement signed by the appropriate official(s) having custody of the records of immunization, such as

a physician, county health department director or a certificate from a student's high school containing the approved dates of immunizations. The state statute applies to all students except those registered in off-campus courses only, attending night or weekend classes only, or taking a courseload of four (4) credit hours or less.

The American College Health Association recommendations and North Carolina State Law require certification in accordance with the following:

### Required:

**Tetanus and Diphtheria.** Students must document three doses of a combined tetanus diphtheria vaccine (DTaP, Td, or Tdap) of which one must be within ten years of enrollment.

**Rubeola (Measles)** Students must document two doses of live virus measles vaccine given at least thirty days apart, on or after their first birthday unless (a) they have a physician's certificate which states that they have had measles prior to 1/1/94, (b) they were born prior to 1/1/57, or (c) they have documentation of a titer indicating they are immune.

**Rubella (German Measles).** Students must document that they have had one dose of live virus vaccine on or after their first birthday unless (a) they have documentation of a titer indicating they are immune, or (b) they will be fifty years old before they enroll. History of the disease is not acceptable.

**Mumps.** Students must document that they have had two doses of live virus mumps vaccine, given at least 30 days apart, on or after their first birthday unless (a) they were born before



1/1/57, or (b) they have documentation of a titer indicating they are immune. History of the disease is not acceptable.

**Polio.** Students must document that they have had a trivalent polio vaccine series and a booster on or after their fourth birthday unless they will be eighteen years old or older when they enroll.

**Tuberculin Skin Test.** The test is required within twelve months of the University registration date for (a) students who have been exposed to tuberculosis or (b) students whose home country is other than the United States, Australia, New Zealand, Canada, Western Europe, or Japan. If the student is known to be tuberculin-positive or if this test is positive, attach a record of treatment.

**Recommended:**

**Hepatitis B.** A three-dose series of the vaccine is recommended by the Centers for Disease Control.

**Varicella.** A two-dose series is recommended. Discuss with a health care provider.

**Meningococcal.** Recommended for first-year undergraduates living in residence halls.

**Quadrivalent Human Papillomavirus Vaccine (HPV).** The three-dose series.

Immunizations required under North Carolina law must be documented within thirty days following registration. After that time, students with incomplete documentation of immunizations will not be permitted to attend classes. Please note that some series require several months for completion.

# academic policies & information

## Summary of Computing Rights And Responsibilities

The policy applies to all computer and computer communication facilities owned, leased, operated, or contracted by the University. This includes, but is not limited to, word processing equipment, microcomputers, minicomputers, mainframes, computer networks, computer peripherals, and software, whether used for administration, research, teaching, or other purposes. The policy extends to any use of University facilities to access computers elsewhere.

### Basic Principles

The University's computing resources are for instructional and research use by the students, faculty, and staff of Wake Forest University. Ethical standards that apply to other University activities (Honor and Ethics System, the Social Regulations and Policies, and all local, state, and federal laws), apply equally to use of campus computing facilities.

As in all aspects of University life, users of computing facilities should act honorably and in a manner consistent with ordinary ethical obligations. Cheating, stealing, making false or deceiving statements, plagiarism, vandalism, and harassment are just as wrong in the context of computing systems as they are in all other domains.

Use of campus facilities is restricted to authorized users. An "authorized user" is an individual who has been assigned a login ID and password by Information Systems staff (on any relevant system), or by an authorized agent. Individual users

are responsible for the proper use of their accounts, including the protection of their login IDs and passwords. Users are also responsible for reporting any activities that they believe to be in violation of this policy, just as students are responsible for reporting Honor and Ethics System violations.

Individuals should use these facilities:

- in a manner consistent with the terms under which they were granted access to them;
- in a way that respects the rights and privacy of other users;
- so as not to interfere with or violate the normal, appropriate use of these facilities;
- and in a responsible and efficient manner.

Abusive activities which are already covered under other University policies are to be handled in the same way, and by the same authorities, as if a computer had not been involved, following established guidelines.

### Systems Monitoring

This statement serves as notice to all users of campus computing systems that regular monitoring of system activities may occur. Only designated staff of Information Systems have authorization to engage in systems monitoring.

### Privacy

All individuals, including members of the Information Systems staff, should respect the privacy of other authorized

users. Thus they should respect the rights of other users to security of files, confidentiality of data, and the ownership of their own work. Nonetheless, in order to enforce the policies set out here, designated Information Systems staff are permitted to monitor activity on local computing systems.

In the event that staff should investigate a user, a record of the investigation shall be placed in a permanent file to be kept in Information Systems, beyond the standard log of all systems monitoring. This record shall state why the user was investigated, what files were examined, and the results of the investigation. Information Systems staff shall not reveal the contents of users' files, users' activities, or the record of investigations except in the following cases (and then only with the approval of the chief information officer or the provost):

1. **Evidence of Honor and Ethics System or Social Regulations and Policies violations** will be referred to the dean of the appropriate college, or to the dean of student services.
2. **Evidence of improper activities by University employees** will be referred to the director of human resources or the appropriate University officers.
3. **Evidence of violations of law** will be referred to the appropriate law enforcement officials.

Examples of prohibited activities are provided online at [www.wfu.edu/is](http://www.wfu.edu/is).

### **Disciplinary actions**

Substantial evidence of a violation of the principles described in this policy statement may result in disciplinary action. As stated above, in cases where a policy

already exists, and the only difference is that a computer was used to perform the activity, such action will be taken through appropriate University channels such as administrative procedures, the Honor and Ethics Council, the Graduate Council, or other supervisory authority to which the individual is subject. Violation of state or federal statutes may result in civil or criminal proceedings. Otherwise, those who engage in computer violations are subject to the authority of Information Systems.

Violation of the policies articulated here may result in one or more of the following, plus any additional actions deemed appropriate by Information Systems:

1. Suspension of one's ability to perform interactive logins on relevant machines on campus.
2. Suspension of one's ability to login to a campus network.
3. Suspension of one's ability to send e-mail.
4. Suspension of one's ability to receive e-mail.
5. Increased monitoring of further computer activity (beyond normal systems monitoring).

Any disciplinary action taken by Information Systems may be revoked and/or modified by the provost of the University or anyone the provost designates to deal with such matters.

### **Locating Computing Policy Information and Policy Updates**

The above summary is based on the Policy on Ethical and Responsible Use of Computing Resources and other



computing policies. These policies may be updated, shortened, or expanded from time to time. Full policies can be reviewed online at [www.wfu.edu/is](http://www.wfu.edu/is).

### Software Duplication and Use Policy

Wake Forest licenses the use of its computer software from a variety of companies. The University does not own that software or its related documentation and, unless authorized by the software developer, does not have a right to reproduce it. Unauthorized duplication or use of software violates the U.S. Copyright Law and exposes the individuals involved and the University to possible civil and criminal liability.

While licensing agreements differ slightly from one software company to another, the license fee generally entitles the licensee to use one copy of the software on one computer. It is usually legal to make a working copy to use with a floppy disk system or to copy onto the hard drive. The original may be kept in a safe place as a backup, and it is usually legal to have a copy of the program included with the system backup. Unless specifically authorized by the license agreement, it is not legal to have copies of the software running simultaneously on multiple machines or to use a single copy on a local area network.

The best policy for students, faculty, and staff to follow is that copying software for use on additional machines is prohibited unless told otherwise by an authorized individual. The University does not require, request, or condone unauthorized copying or use of computer software and such action is considered not to be taken in the course of employment. As a result, the University cannot provide legal defense for individuals

accused of making unauthorized copies of software. If the University is issued or fined because of unauthorized copying or use by students, faculty, or staff, it will be required to seek payment from the individuals. The individual may also be subject to disciplinary action that may include dismissal. University policy requires that all students, faculty, and staff abide by the law and University contractual obligations.

### Course Drop/Add

Beginning Wednesday, August 29 through Wednesday, September 12, classes may be added or dropped up to the maximum allowable course load (seventeen hours). During this time, adds require instructor permission in the form of a POI number, which may be used on WIN; or a signed add slip, which may be brought to the registrar's office. Drops may be done on WIN without permission during this time. Beginning Thursday, September 13 through Wednesday, October 3, adding courses is no longer permitted. Dropping courses requires permission of instructor and adviser using a paper drop slip which should be brought to the registrar's office. Courses cannot be dropped on WIN during this time.

Adding classes over 17 hours requires permission of instructor, adviser, and dean. Exceeding 18 hours requires additional permission of the Committee on Academic Affairs. Signed add slips should be submitted to the registrar's office for the course(s) to be added.

The last day in each semester for dropping a full-semester class without a grade of F is provided in the academic calendar published in the undergraduate bulletin and on page 133 of this handbook. After this date, a student who

wishes to drop a course must consult his or her academic adviser, the course instructor and the dean of the College or the dean of the Calloway School of Business and Accountancy, as appropriate. If the dean approves the request, he or she authorizes the student to discontinue the course. Except in cases of emergency, the grade in the course will be recorded as F. If, at any time, a student drops any course without prior approval of the appropriate dean, the student will be subject to such penalties imposed by the Committee on Academic Affairs.

Classes that do not meet for the entire 15 week period may be added any time prior to the beginning of the class and up to five days after the class begins, with permission of the instructor. Students needing to drop such classes may do so for up to five days after the class begins with permission of instructor.

All full-time students must take at least twelve hours per semester. Recipients of North Carolina Legislative Tuition Grants must be enrolled for at least twelve hours by October 1st for the fall semester or by the tenth day of classes for the spring semester.

### Academic Advisers

Each undergraduate student has an academic adviser who assists with his/her course selection and registration each semester.

First-year students are assigned a "lower division academic adviser" for two years. The academic adviser and an upperclass student (student adviser) meet with students individually and in small groups and suggest and approve (academic adviser) course selection each semester until students declare a major at the end of the sophomore year. At

that time, a new adviser will be assigned from within the department of the major. Students are strongly encouraged to seek out the assistance and advice of their adviser at any time during the year.

### The Family Educational Rights and Privacy Act

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 shall 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 or misleading.** Students may ask the University to amend a record that they believe is inaccurate or misleading. The student should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 his or her 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.

**The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or 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, or assisting another school official in performing his or her tasks; or a person, company, or governmental unit with whom the University has contracted to perform duties or services involving education records. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her 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.

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) grade 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 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, this information will not be disclosed except with the consent of the student, or as otherwise allowed by FERPA.

Any student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with this institution at the Office of the Registrar. Forms are available at that office.

If a refusal is not filed, Wake Forest assumes that a parent 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.



## Registration

Each semester, students are required to meet with their academic advisers to discuss their academic progress and plan their schedules for the upcoming term. After being advised, students receive a PIN and an appointment time to register on line. Students with declared majors and/or minors will be registered for those courses through the department(s) and will register for all other courses on line. Students who have not yet declared a major and/or minor should register for all classes on WIN at their assigned times. All holds must be cleared prior to registering.

As a condition of registration, each student is required to provide the University with information concerning the student's place of local residence (to include mailing address), telephone number, e-mail address, and other relevant information, and to notify the University of any changes.

## Summer Session

In addition to the fall and spring academic semesters, there are two sessions of classes in the summer. The sessions are five and one-half weeks. Dates for summer sessions in 2008 are:

Session I, May 27–July 2; Session II, July 7–Aug. 9. Classes meet every day and occasionally on Saturday. Courses are offered in virtually every major field; special emphasis is placed on courses that meet basic and divisional requirements. There are a number of study abroad programs directed by Wake Forest faculty that offer both divisional and elective credit. With appropriate approval, students may join overseas courses at other universities. The Center for International Studies helps students with those arrangements. Listings of all course offerings are available from the Office of the Dean of the Summer Session in 125 Reynolda Hall; Phone 336.758.3155; FAX: 336.758.4548.

To be eligible to take summer courses at another institution, students must obtain a *Summer School Elsewhere* form available in the Office of the Registrar. Appropriate signatures must be obtained before enrolling off campus to be assured that the credit will transfer to Wake Forest. Students must have a cumulative GPA of at least 2.0 to be eligible to receive transfer credit from another four-year, accredited college or university. Some departments will not approve work at another institution.



## *2008 summer session dates*

### **Undergraduate and Graduate registration/Classes begin in the afternoon:**

*First session: Tuesday, May 27*

*Second session: Monday, July 7*

### **Last day for withdrawal with full refund:**

*First session: Thursday, May 29*

*Second session: Wednesday, July 9*

### **Last day for late registration/Last day to add a course:**

*First session: Friday, May 30*

*Second session: Thursday, July 10*

### **Last day for withdrawal with pro rata refund:**

*First session: Tuesday, June 3*

*Second session: Monday, July 14*

### **Last day for dropping a course without a penalty:**

*First session: Wednesday, June 4*

*Second session: Tuesday, July 15*

### **Classes Meet on Saturday:**

*First session: May 31 and June 21*

*Second session: July 12 and 26*

### **Final Exams:**

*First session: Tuesday and Wednesday, July 1-2*

*Second session: Friday and Saturday, August 8-9*





## *social regulations & policies*

Wake Forest University endorses as a basic principle of University life the concept of responsible student freedom, which carries with it the recognition by each student of the rights and obligations of other members of the University community.

The University encourages students to conduct themselves as mature men and women, invites them to participate in the formulation of rules, and to assume major responsibility in judicial decisions. At the same time, all participants in University life must remember that, by the charter of the University, the Board of Trustees is ultimately responsible for the University and for its operation.

Wake Forest also expects its students to abide by local, state, and federal laws, as well as by generally accepted moral standards. Although the University's role is not to duplicate civil law enforcement or judicial action, it may exercise authority for reasons appropriate to its function as an educational institution.

In keeping with its historic concern for students individually and corporately, Wake Forest has a legitimate interest in their welfare in and out of class, on campus and off. The University is concerned with student actions that are inconsistent with obligations to the educational community. When, in the opinion of the University, the conduct of a student at any place is reprehensible or detrimental to the best interests of that student, his or her fellow students, or the University, appropriate disciplinary action will be taken.

The University is concerned with the conduct of students beyond the campus. For many reasons, including the obvious

impossibility of controlling off-campus behavior, it does not assume supervisory responsibility for off-campus activities. Nor does the University seek or support special treatment for its students who may be apprehended for violation of civil law. It does regulate off-campus events of University-approved student organizations and insists that, at these events and elsewhere, reason and responsibility characterize student conduct. More importantly, it encourages a sense of propriety and an ideal of personal dignity to guide students in their associations and in their behavior.

Frequently, students attend or participate in events sponsored by or hosted by student organizations at other colleges. Sometimes student groups co-sponsor events with groups at other colleges. Wake Forest students and groups must adhere to University policies and rules on such occasions. Where officials of another college or university notify Wake Forest of incidents giving rise to a claim of a Wake Forest honor code or social rule violation, the case shall be processed through the Wake Forest system.

Because of the proximity and the nature of the local relationships between Wake Forest, Salem College, and Winston-Salem State University, all three have established mutual arrangements which acknowledge and respect the integrity of each institution's judicial system and student rights and responsibilities. Hence, when Wake Forest officials notify Salem College, N. C. School of the Arts, or Winston-Salem State University of potential violations on the Wake Forest campus or at events sponsored

by Wake Forest groups, the case shall be processed through the student's home college system. The philosophy of Wake Forest concerning student freedom is summarized in the following:

*Wake Forest believes in individual freedom, not as a right but as a responsibility...freedom to be and, more important, to become. Attendance at Wake Forest is a privilege, not a right. The University's traditions and principles, accepted by each student in his or her voluntary registration, evolve from the core of this indivisible concept of freedom and responsibility. Therefore, it is assumed that the student who elects to come to Wake Forest does so with the intent of being in fact and in spirit a cooperating member of this community.*

Although great responsibility rests on the student for his or her own conduct, the Board of Trustees has specifically charged the faculty and the administration with responsibility for prescribing requirements for the orderly behavior and government of undergraduate students. The faculty and administration, acting alone or in consultation with the Student Government, establish specific conduct regulations and provide for their enforcement.

The University judicial system is jointly administered by the dean of student services, the associate dean/judicial officer, the Honor and Ethics Council, and the Judicial Council. University judicial information reflected in the *Student Handbook* supercedes any references to judicial affairs and disciplinary matters that may be reflected in other publications.

The Board of Trustees has empowered the president with the authority to suspend students from the University in "cases of clear and present danger to

lives and property...and in instances of violence to persons...." Such suspensions are to be reviewed by the regular judicial bodies within fourteen school days.

The associate dean/judicial officer advises those involved in the judicial system and coordinates and facilitates the work of all judicial bodies. The associate dean/judicial officer works with the chairpersons of the judicial system, dean, and the Judicial Council to assure efficient and just operation of the judicial process.

The Honor and Ethics Council is the central deliberative body in the judicial system. It is responsible for adjudicating all honor and conduct cases which are not heard administratively. The Board of Investigators and Advisors is responsible for providing student representation, both to investigate and present cases before panels of the Honor and Ethics Council, or to advise accused student at all phases of the investigation and hearing.

Appeals from judgments of the Honor and Ethics Council are heard by the Judicial Council. The Judicial Council is charged by the University with the power to "establish and direct the undergraduate judicial system so as to insure justice and due process to all members of the undergraduate academic community."

University jurisdiction will be assumed in cases indicating that a student needs direct and immediate intervention by University personnel. The vice president for student life and instructional resources or his/her designee will have jurisdiction over cases of serious misconduct including willful destruction of property, personal injury and assault, cases of theft of more than \$500 in value, and any other felonious conduct. The dean of student services or his/her

designee will have jurisdiction over cases of misconduct accompanied by abuse of alcohol or drugs. The determination of University hearing jurisdiction is conclusive, unless rendered in an arbitrary manner, and the University officer may refuse jurisdiction of any case even though jurisdiction may be appropriate.

Generally, rights accorded to accused students under the student government constitution will be preserved in the administrative hearing, unless specifically stated otherwise. It is important to note that the administrative hearing, as well as the entire judicial system, is not meant to address grievances between parties who come before it, but only between the accused student and the University.

## **Personal Conduct**

All members of the Wake Forest community strive to live in and promote an atmosphere that not only recognizes individuality, but also fosters collegiality, respect for the rights and privileges of others, and responsibility for individual and group actions. When these expectations are not met because of individual or group actions, it is the responsibility of the Student Judicial System and/or the University to determine the nature and extent of infractions, and to seek fair, consistent, and equitable sanctions. Where appropriate, the use of creative, educational, and case-specific sanctions is encouraged.

Students should be mindful of the University's expectations regarding their academic and social behaviors. The University will continue to discourage repeat violations by various means including imposition of additional sanctions for prior violations, loss of on-campus housing, suspension, or expulsion.

With respect to repeated infractions of social or community responsibility involving alcohol, suspension from the University will be considered in every case after the second violation.

**Keycard Information** The University maintains a keycard access system for the purposes of securing student residences. Information contained in the keycard system database is not available for use by University officers in honor or judicial cases unless substantial cause is demonstrated or an accused student requests his/her own access record. A demonstration of substantial cause exists when the vice president of student life or his/her designated representative believes that members of the campus community will be endangered without such disclosure.

Each student should be aware of and responsible for the following rules and regulations as well as the policies stated in the residence life and housing *Guide to Community Living*.

## **Student Code of Conduct**

### **1. The Honor Code of Wake Forest**

The Honor Code of Wake Forest concerns itself with the whole of campus life. Consequently the Honor and Ethics Council hears charges ranging from cheating and plagiarism in the academic setting to stealing, dishonesty, and other deceptive acts committed in the broader community. For instance, use or presentation of false identification is considered a violation of the Honor Code.

The presumptive minimum sanction for violating the Honor Code is suspension from the University, coupled with social probation (loss of privilege to serve in a leadership or other capacity involving University representation) for a period



to be determined based on the dynamics involved in the particular incident. For a fuller discussion of the process and for definitions of honor code offenses, see the Wake Forest Judicial System section of this publication, or consult the Web site for the Office of the Dean of Student Services. The overarching statement of the principles inherent in the operation of the Wake Forest Honor System can be found on page 9 of this publication.

## 2. Alcohol

Students are subject to all state and local regulations concerning the use of alcoholic beverages. Below is an outline of unacceptable alcohol-related behavior at Wake Forest. Each behavior may have varying consequences, as outlined in the Presumptive Sanctions.

### a. Aiding and Abetting Underage Possession, Purchase, or Consumption.

The assistance or encouragement of underage possession, purchase, or consumption of alcohol by another individual, regardless of age.

### b. Alcohol Abuse.

Alcohol abuse is any abuse of alcoholic beverages, as determined on a case-by-case basis by the associate vice president/dean of student services or his/ her designee. Examples of alcohol abuse include, but are not limited to:

i. Use of alcohol which leads to medical consequences such as passing out, blackouts (loss of memory), gastritis (vomiting, retching), physical injuries, hepatitis, or other medical problems.

ii. Use of alcohol in association with inappropriate behavior such as:

- verbal abuse
- physical abuse

- failure to comply with a University official
- property damage
- any behavior that violates the personal conduct code of the University

iii. A pattern of recurring episodes of alcohol related violations of the Student Code of Conduct.

iv. A single episode of intoxication in which the associate vice president/ dean of student services or his/ her designee believes that the level of alcohol consumption posed a risk to the student's health or well being.

### c. Driving While Impaired (DWI).

Wake Forest University recognizes the material risks to which the impaired driver is exposing the community. Sanctions imposed for this offense are cumulative with sanctions imposed for other relevant offenses. A campus DWI charge does not exempt students from external legal action.

### d. Public Display.

The possession and /or consumption of alcoholic beverages in any public or unregistered area on campus. This includes classroom buildings, the Benson University Center, Reynolda Hall, the library, the gymnasium, Wait Chapel/Wingate Hall, areas outside buildings including lawns, courtyards, balconies, and playing fields, grounds and buildings of Reynolda Gardens, Groves Stadium (unless otherwise designated), all residence hall formal parlors, common lounges, and sun decks.

Students should also note that it is unlawful under North Carolina law (General Statute 18B-102(a)) and a violation of the Wake Forest University alcohol policy for any person to display

publicly at an athletic contest fortified wine, spirituous liquor, or mixed beverages. This includes the possession of any of these beverages by persons 21 or older at Groves Stadium.

**e. Purchase or Attempt to Purchase**

**Underage.** No student under 21 shall purchase or attempt to purchase alcoholic beverages.

**f. Unauthorized Keg.** Kegs are not routinely permitted on campus. Organizations may request kegs for special events pending approval and official registration.

**g. Underage Possession and/or Consumption.** No student under 21 shall possess or consume alcoholic beverages, or have in their possession or residence full or empty alcohol containers, beer bong, funnels, or any other alcohol-related paraphernalia.

**h. Unauthorized Containers.** As referenced above, beer bong, funnels, or any other alcohol-related paraphernalia are prohibited, even for those of legal drinking age.

**3. Contempt of the Judicial Process**

Contempt includes failure to appear for a judicial hearing or failure to observe and comply with judicial sanctions. Also, victims in cases involving certain violations of the Code of Conduct may be informed of another student's judicial hearing outcome. Any student found to have shared this information inappropriately would also be in contempt of the judicial process.

**4. Controlled Substances**

**a. Illegal Drugs.** Use, possession, manufacture, sale, distribution of, transportation of illegal drugs (cocaine, marijuana, heroin, crack, ice, etc.) and drug paraphernalia is prohibited. Stu-

dents found to be involved in its use, possession, manufacture, sale, distribution, or transportation, on or off campus, will be subject to disciplinary action which may include dismissal from the University. Parents will be notified. Refer to Substance Abuse Policy and Program section (page 62) for background and sanctions.

**b. Prescription and/or Over-the-Counter Medication.**

Students found to be involved in the use, possession, sale, or distribution of any prescription medication, excluding those prescribed to that individual by a licensed physician, will be subject to disciplinary action which may include dismissal from the University. Furthermore, students found to be involved in the use of over-the-counter medication for anything but the intended medical purpose(s) will be subject to disciplinary action. Parents will be notified for any violation of Wake's Controlled Substances policy. Refer to Substance Abuse Policy and Program Section in this handbook for background and sanctions.

**5. Copyright Violations**

Federal law restricts the use of copyrighted video, audio, or computer material. Any organization or student using such material should be certain that its use conforms to law.

**6. Deadly Weapons**

Deadly weapons of any type are prohibited everywhere on campus except for use in the Department of Military Science. Examples include (but are not limited to): BB guns, stun guns, air rifles, air pistols, paintball guns, bowie knives, dirks, daggers, slingshots, leaded canes, switchblade knives, blackjacks, metallic

knuckles, razors and razor blades (except solely for personal shaving), and any sharp, pointed or edged instruments, except instructional supplies, unaltered nail files and clips, and tools used solely for preparation of food, instruction, and maintenance.

#### **7. Destruction or Defacement of Property or Grounds**

Any activity which destroys or defaces property or grounds, at the University or elsewhere, is prohibited.

#### **8. Disorderly Conduct**

Any behavior that disrupts the regular or normal functions of the Wake Forest University community, including behavior which breaches the peace or violates the rights of others, is prohibited.

#### **9. Disruption or Obstruction of University Activities**

Intentional disruption or obstruction of teaching, study, research, administration, disciplinary procedures, or other University activity, is prohibited.

#### **10. Failure to Comply with the Directions of University or other Officials**

Failure to comply with the directions of WFU officials (police, residence life and housing staff, etc.) or other appropriate off-campus authorities, including law enforcement officials acting in the performance of their duties, is a serious offense. Such conduct as failure to provide ID and disrespectful, uncooperative, abusive, or threatening behavior will be dealt with severely.

#### **11. Fire Safety Equipment**

Giving false fire alarms or tampering with fire extinguisher, fire alarm, or sprinkler equipment is an offense under North Carolina criminal law and the Wake Forest Code of Conduct.

#### **12. Gambling**

Gambling is prohibited.

#### **13. General Resident Student Policies**

Students are expected to comply with Wake's Residence Hall Rights and Policies. Students living in the residence halls shall be held responsible for the actions of their guests. Refer to the Guide to Community Living for a complete listing of general resident student policies.

#### **14. Physical Abuse or Threat of Physical Harm**

Physical abuse, injury, or threat of harm to oneself or others is prohibited. These acts include, but are not limited to, assault, battery, and all forms of personal abuse.

#### **15. Indecent Exposure and/or Illicit Sexual Activity**

Indecent exposure and illicit sexual activity are prohibited.

#### **16. Off-Campus Conduct**

Wake Forest students are responsible for conducting themselves so as to avoid bringing disrepute to the University. Conduct or activity by members of the student body living in, or hosting functions at, off-campus locations which has the effect of unreasonably interfering with the rights of neighbors is prohibited. This standard of conduct recognizes and affirms a responsibility to respect the rights of others appropriate to the setting in which one lives. It also recognizes the duty of Wake Forest students who are residents of off-campus rooms/apartments/houses to control the nature and size of activities carried out in or on their premises consistent with the standards of the University. Cases falling into this category are heard by the dean of student



services or his/her designee, and appeals are to the Judicial Council.

Additionally, the University will establish policies and procedures regarding eligibility to live off campus. Non-compliance with University policies or procedures subjects a student to disciplinary proceedings, including suspension. As mentioned above, cases falling into this category are heard by the dean of student services or his designee, and appeals are to the Judicial Council.

### **17. Library Policies**

Removal of books from the library without following proper checkout procedures or by misuse of identification is prohibited. The use of emergency fire doors to exit the library building is prohibited and will be considered a serious violation of University policy, except in case of a fire emergency.

### **18. Pyrotechnics and other Explosives**

The use and/or possession of pyrotechnics and other explosives is not permitted anywhere on campus.

### **19. Sexual Harassment**

The University seeks to maintain a learning and work environment free from sexual harassment. Sexual harassment is a barrier to the educational, scholarly, and research purposes of the University. Refer to the Sexual Harassment policy in this handbook for further explanations.

### **20. Computing**

The Wake Forest Computing policy applies to all computer and computer communication facilities owned, leased, operated, or contracted by the University. This includes, but is not limited to, word processing equipment, microcomputers, minicomputers, mainframes, computer networks, computer peripherals, and

software, whether used for administration, research, teaching, or other purposes. The policy extends to any use of University facilities to access computers elsewhere.

Refer to the Computing Rights and Responsibilities Policy in this handbook for further explanations.

### **21. Sexual Misconduct**

Wake Forest University expects all members of its community to act in respectful and responsible ways towards each other. Acts of sexual misconduct constitute grievous violations of University policy. Rape and sexual assault are crimes of violence which are subject to prosecution. It is the responsibility of each individual in the University community to become educated about such acts and their consequences. The presumptive sanction for non-consensual sexual intercourse is expulsion. The presumptive sanction for non-consensual sexual contact is suspension. The presumptive sanctions for sexual exploitation, stalking, and cyberstalking range from warning to expulsion. The University vigorously addresses instances of sexual misconduct and endeavors to preserve a victim's confidentiality.

Refer to the Sexual Misconduct policy in this handbook for terminology and further explanations.

### **22. Solicitation**

The solicitation of sales, services, memberships, or gifts on campus, without permission of the dean of student services or his/her designee, is prohibited.

### **23. Unauthorized Activity**

Any unauthorized activity on University property or elsewhere that compromises the University's pursuit of its mission is prohibited. Examples include, but are not

limited to: drinking games, beer pong, public urination, unregistered vehicles, and littering.

**24. Unauthorized Entry or Occupation**

Unauthorized entry or occupation of any University or other facility which is locked, closed to student use, or otherwise restricted as to use, is prohibited.

**25. Verbal Abuse and/or Harassment**

Verbal abuse is the use of obscene, profane, or derogatory language that abuses or defames another person. Harassment is any action, verbal or nonverbal, that annoys or disturbs another person or that causes another person to be reasonably apprehensive or endangers the health or safety of another person. No student will engage in conduct that limits or restricts the freedom of another person to move about. No student will participate in conduct or nuisance actions that may prevent or distract others from their University studies or the legitimate pursuit of their personal affairs. No student will use a telephone, computer, other electronic media, or third parties to carry out any harassing offences.

**26. Violations Motivated by Race, Gender, Sexual Orientation, Religion, and other Factors Specified in the University Non-Discrimination Statement.**

The commission of any offense that is motivated by the race, gender, sexual orientation, religion, national origin, cultural background, disability, or any other defining characteristic of an individual or group of individuals is prohibited.

**27. Hazing in any form is prohibited.**

Please see page 49 for more information.

**Notification and Appeal Timelines**

Unless waived by the accused student(s),

five (5) days are allotted from the period of notification of Honor and Ethics Council charges to the date of judicial proceedings.

Appeal timelines to the Judicial Council for all types of judicial proceedings are as follows:

**Administrative hearings involving excessive and/or harmful use of alcohol or use of controlled substances:** Five (5) days.

**Honor and Ethics Council hearings:** Five (5) days.

**Hearing Practices Cases:** Five (5) days.

**Community Infractions**

The University views first-time offenses of some rules as presenting an opportunity for constructive engagement, intervention, and education. If the dean of student services or his/her designee finds that a first-time violation of the student code of conduct constitutes an infraction and the student consents to and completes a remedial plan of corrective action, no record of the offense will appear on the student's record. While this information will not be shared externally, University offices with a legitimate need to know of student behavior (study abroad programs, scholarship review committees, etc.) will be provided this information upon request.

Infractions are characterized as those offenses that do not rise to a level of gravity that warrant official condemnation on the student's record. In deciding to characterize an action as an infraction, the dean or his/her designee will consider the gravity and scope of the student's action and whether the infraction was connected to the commission of other ineligible offenses. Violations that are eligible for a community infraction include:

first-time underage possession and/or consumption, public display, and other minor violations determined by the dean of student services or his/her designee.

### **Sanctions**

Sanctions imposed as a result of community/social responsibility or honor code violations become a part of the student's record that is maintained in the Office of the Dean of the College. Parents, guardians, and other interested parties will be contacted on a "need-to-know" basis in cases of non-compliance with sanctions. Sanctions may be increased and additional judicial charges may be pursued in cases of non-compliance.

Although transcripts of the permanent education records are normally issued to students upon written request, they may be withheld when there are unpaid financial obligations to the University or other unresolved issues. Notwithstanding the judicial process, the University reserves the right to take appropriate action in matters involving loss of, or damage to, University property, etc. The following list provides presumptive sanctions for violations of social and community responsibility. Ordinarily these presumptive sanctions will be invoked unless the hearing officer or hearing body believes that other aggravating or mitigating circumstances are involved.

Tuition, fees, room rent, and board related charges will not be refunded for findings of responsibility within the undergraduate student judicial review process. Return of Title IV funds will be handled in accordance with federal law.

### **Organizational Conduct**

While the Student Life Committee formulates and sets University policy for all stu-

dent organizations, the primary authority for the supervision and administration of organizational conduct resides in the Division of Student Life. Individuals who join together as a student organization to share common interests and purposes also collectively share a common responsibility to themselves, their group, and the University. They must ensure that individual members or groups of members reflect favorably upon their community. Group leaders bear a special responsibility for ensuring that constituents recognize and embrace these values in carrying out the group's mission. A group cannot ignore or escape its responsibility for the actions of its members.

#### **A. General Principles of Group Responsibility**

Although not all acts of individual group members can or should be attributable to the group, any group or collection of its members acting in concert should be held responsible for its actions. Occasional lapses of individual members or isolated individual failures in restraint should not be chargeable to the group. Evidence of group conduct exists where:

1. Members of the group act in concert to violate University standards of conduct.
2. A violation arises out of a group-sponsored, financed, or endorsed event.
3. Planning and preparation for the event by members of the group can be documented.
4. Members of the group provide formal or informal communication to others regarding the event.
5. The incident occurs on the premises owned or operated by the group.



	<b>VIOLATIONS</b>	<b>PRESUMPTIVE SANCTION</b>
HONOR CODE	Honor Violation	<p><b>First occurrence:</b> Suspension for a minimum of one academic semester, social probation (loss of privilege to serve in a leadership or other capacity involving University representation; students who are on probation for any reason may not pledge, rush, or be initiated into any fraternity or sorority until the end of their probationary period; represent the University in athletic or other events for specified periods of time; retain the privilege to participate in Study Abroad programs, etc. ), plus any other case-specific sanctions as appropriate. No student on suspension or social or academic probation from Wake Forest may take coursework at another institution and have that work transferred to Wake Forest for credit. In cases of academic honor violations, an irreplaceable F may be assigned.</p> <p><b>Second occurrence:</b> Expulsion</p>
ALCOHOL	Aiding and abetting under-age possession, purchase, or consumption of alcohol	\$100 fine, 25 hours community service
	Driving while impaired	\$100, 30 hours
	Alcohol abuse	\$75 fine, 20 hours, an alcohol assessment at the student's expense, a letter of notification to parents or guardians
		<b>Note:</b> Two or more abuse violations are grounds for suspension or expulsion.
	Public display	10 hours
	Purchase or attempt to purchase alcohol (under age 21)	\$75 fine, 20 hours
	Unauthorized keg	\$100 fine, 50 hours
	Underage possession and/or consumption	\$75 fine, an alcohol education activity
	Unauthorized container	\$75 fine and other sanctions as determined on a case-by-case basis

*The Office of the Dean of Student Services will send a letter of notification to parents or guardians if found in violation of the University's alcohol policy on two separate occasions.*

**Note:** Prior violations : an additional \$10 and 10 hours of community service (or equivalent) will be assessed for each prior judicial violation.

## VIOLATIONS

## PRESUMPTIVE SANCTION

CONTROLLED SUBSTANCES	Marijuana and other drugs: simple possession and/or use (Schedules III-VI, N.C. General Statutes)	<p><b>First offense:</b> Residence hall removal for a minimum of one semester; Loss of one housing priority point; Random drug screening (at the student's expense) for a minimum of one semester during the period of removal from campus housing; Verification of substance abuse evaluation and counseling; \$200 fine; Notification to parents/guardians</p> <p><b>Second offense:</b> Suspension for a minimum of one semester; Random drug screening (at the student's expense) during the two semesters following re-enrollment; Verification of substance abuse evaluation and counseling prior to re-enrollment; \$300 fine; Notification to parents/guardians</p>
	Other drugs (Schedules I-II, N.C. General Statutes)	<p><b>First offense:</b> Minimum suspension for two semesters; Random drug screening (at the student's expense) during the two semesters following re-enrollment; \$300 fine; Notification to parents/guardians</p> <p><b>Second offense:</b> Expulsion will be strongly considered; Notification to parents/guardians</p>
	Drug trafficking	Expulsion; Notification to parents/guardians
<b>Note:</b> Cancellation of housing privileges does not represent a waiver of the two-year housing requirement.		
FIRE SAFETY EQUIPMENT	Intentionally causing false alarm or tampering with fire safety equipment	\$100 fine; cancellation of housing contract; sanctions determined on a case-by-case basis if living off campus, notification to parents or guardians
HAZING		Sanctions up to and including loss of group recognition or other outcomes as determined on a case-by-case basis
HOUSING POLICIES	General resident student policies	see <i>Guide to Community Living</i> and "Residence Hall and Dining Agreement"
	Loud music	\$60 per incident or \$60 per hour, whichever is greater

**Note:** Prior violations : an additional \$10 and 10 hours of community service (or equivalent) will be assessed for each prior judicial violation.

	<b>VIOLATIONS</b>	<b>PRESUMPTIVE SANCTION</b>
RULE 16	Various forms of problematic off-campus behavior	\$75 fine, 20 hours, formal warning, notification to parents or guardians, other sanctions determined on a case-by-case basis
RULE 20	Violations of the "Policy on the Responsible and Ethical Use of Computing Equipment" may result in one or more of the following sanctions, plus any additional actions deemed necessary by Information Systems or the University judicial system	<p>\$75 fine, suspension of ability to perform interactive logins on the relevant machines on campus</p> <p>Suspension of ability to login to a campus network</p> <p>Suspension of ability to send e-mail</p> <p>Suspension of ability to receive e-mail</p> <p>Increased monitoring of further computer activity (beyond normal systems monitoring)</p>
SEXUAL MISCONDUCT	Non-consensual sexual intercourse	Expulsion
	Non-consensual sexual contact	Suspension for a minimum of one academic semester
	Sexual exploitation	Sanctions (ranging from formal warning to expulsion) determined on a case-by-cases basis
	Stalking and cyberstalking	Sanctions (ranging from formal warning to expulsion) determined on a case-by-case basis
MISCELLANEOUS	Contempt of judicial process	Social probation, doubling of any originally assigned sanctions, other sanctions determined on a case-by-case basis
	Copyright violations	10 hours
	Deadly weapons	Immediate suspension, pending judicial hearing
	Destruction or defacement of property or grounds	Social probation, restitution, loss of one housing priority point, other sanctions determined on a case-by-case basis
	Disorderly conduct	\$75-\$125 fine, 30-50 hours, determined on a case-by-case basis
	Disruption or obstruction of University activities	\$75 fine, 25 hours, letter of apology

**Note:** *Prior violations : an additional \$10 and 10 hours of community service (or equivalent) will be assessed for each prior judicial violation.*



MISCELLANEOUS (CONT.)	VIOLATIONS	PRESUMPTIVE SANCTION
	Failure to comply with directions of University or other officials	\$75-\$100 fine, 30-40 hours, letter of apology, warning letter from dean of student services
	<i>Level I</i> where behavior includes failure to provide ID, disrespectful or uncooperative behavior	
	<i>Level II</i> includes the above plus abusive or threatening behavior accompanied by other issues giving rise to a higher level of sanction	\$100-\$125 fine, 40-50 hours, letter of apology, cancellation of housing contract
	False identification (possession)	\$150 fine, 50 hours
	Gambling	Social probation, other sanctions determined on a case-by-case-basis
	Physical abuse or threat of physical harm	Sanction (up to and including expulsion) determined on a case-by-case basis
	Indecent exposure and/or illicit sexual activity	\$100 fine, 20 hours, plus other case-specific sanctions as appropriate
	Library policies	Determined on a case-by-case basis
	Pyrotechnics	\$100 fine, 20 hours, loss of one housing priority point and/or cancellation of housing contract
	Solicitation	\$75 fine, 20 hours
	Unauthorized activity	\$75 fine and other sanctions as determined on a case-by-cases basis
	Unauthorized entry or occupation	Determined on a case-by-case basis
	Verbal abuse and/or harassment	<i>First offence</i> \$100 fine, 30 hours, loss of one housing priority point, letter of apology, and a no contact provision
		<i>Second offence</i> Appropriate fines, hours, cancellation of housing contract, and sanctions up to and including suspension or expulsion, as determined on a case-by-case basis

**Note:** Prior violations : an additional \$10 and 10 hours of community service (or equivalent) will be assessed for each prior judicial violation.

**VIOLATIONS****PRESUMPTIVE SANCTION****MISCELLANEOUS  
(CONT.)**

Violations motivated by race, gender, sexual orientation, religion, and other factors specified in the University non-discrimination statement

**First offense** \$150 fine, 40 hours community service, loss of one housing priority point, letter of apology, no contact provision, and other sanctions as appropriate and in consultation with the victim

**Second offense** Appropriate fines, hours, cancellation of housing contract, and sanctions up to and including suspension or expulsion, as determined on a case-by-case basis

**Note:** *Prior violations : an additional \$10 and 10 hours of community service (or equivalent) will be assessed for each prior judicial violation.*

6. More than 25% of the active membership of the group is present at the event.
7. Executive leaders are present at the event or a group leader(s) has knowledge of the event before it occurs and fails to take corrective action when indicated.
8. A pattern of individual violations is found to have existed without proper and appropriate group control, remedy, or sanction.
9. Members of a group act in concert, or the organization provides the impetus (probable cause) for violation of University rules and regulations.

In determining whether a group may be held collectively responsible for the individual actions of its members, all the factors and circumstances surrounding the specific incident will be reviewed and evaluated. As a guiding principle, groups will be held responsible for the acts of their members when those acts grow out of, or are in any way related, to group life.

Every organization has the duty to take all reasonable steps to prevent any infraction of University rules and state laws growing out of or related to the activities of the organization. To this end, each organization is expected to educate its members regarding their risk management policy and all applicable University policies and state laws.

#### **B. Residential Group Responsibility— Additional Principles**

Residential groups will be held responsible as a body for failure to meet obligations; they cannot, on the one hand, be extended autonomy and be supported by the University and, on the other hand,

fail to take responsibility for actions resulting from that freedom.

1. The University allows residential and student groups the opportunity for a great deal of freedom in the organization of their social lives, and in return assumes that these bodies will promote and practice high standards of responsible behavior. It is the responsibility of the officers, or governing bodies, to establish a social environment which will encourage serious study and respect for the privacy of each member, provide social functions consistent with good taste, and administer appropriate and immediate control over those students who do not adhere to these standards.
2. Residential groups are not held responsible for the occasional lapses of individual members, but any group which fails to maintain social decorum, incurs damages to property, allows wanton or obscene conduct to go unchecked, gives encouragement or shows indifference to or disregard of University regulations, or consistently indulges in irresponsible or disorderly activity, is open to warning, fine, probation, suspension or expulsion.
3. Included among the responsibilities that residential groups must accept are the enforcement of all fire laws, rules, and specifications; the proper use of fire-fighting and prevention equipment; prevention of, damage to, or destruction of property and maintaining the residential buildings to provide at all times a sanitary, clean and safe environment. It is expected that group self-enforcement will be sustained by persuasion and censure, suspension, fine, and expulsion, when necessary.



4. The specific fulfillment of corporate social responsibilities in compliance with University rules includes:

*a. Social Decorum.* At all social functions, whether involving alcoholic or dry beverages in nature, appropriate social decorum must be maintained by the corporate influence of the residential group and its officers.

*b. Moral Decorum.* Immoral or obscene behavior is unacceptable to the University.

*c. Sexual Harassment.* All student organizations are responsible for promoting an environment free from sexual harassment both within their organizations and on campus through policies and practices which affirm the dignity of each student, regardless of gender.

*d. Privacy.* Each residential group is responsible for the maintenance of an atmosphere suitable for study, privacy, and rest, according to the rules of the residential buildings.

*e. Alcoholic Beverages.* A residential group is held responsible for any corporate activity which encourages its members or guests to drink alcohol immoderately, which results in any injury to persons or damage to property, or violates University rules and regulations, or is in violation of the law. Isolated individual failures in restraint are not chargeable to the group. However, any residential group is liable to disciplinary measures if it fails to show active concern for those who are unable to drink without injury to themselves or others, or offense to society.

*f. Group Housing.* The University's Statement of Mission and Purpose defines Wake Forest University as a residential campus with a distinctive nature which is conducive to learning and interaction. Because the University has an obligation to preserve its distinctive residential character while assuring the general safety and well-being of student residential groups, all residential organizations shall reside in University or University-approved student housing and shall be subject to all rules and regulations governing residential life and housing. Residential organizations shall be defined as a set of students who reside together and are members of a group (recognized or not) which has some organized structure, ongoing existence and central purpose.

*g. Lounge Space.* The University provides lounge space for use by recognized groups on a short-term or long-term basis according to policies established by the Student Life Committee. Lounge space and block housing allocations for student groups are subject to periodic review by the Student Life Committee. Such reviews are based on an assessment of the organization's past and potential contributions to the intellectual, cultural, and social purposes of the University community. A complete description of the leased lounge and block housing review process is available in the Office of Residence Life and Housing. The use of off-campus facilities for social purposes on an ongoing basis shall be subject to approval by the University and in conformity with University rules for such kind of activities.

*h. Reporting.* It is corporate responsibility to promptly report to the appropriate University authority any serious illness or injury, whatever the cause, which may affect the health, safety, and welfare of the residents.

### **C. Group Disciplinary Procedures**

The dean of student services has the responsibility of hearing all cases of group violations. The dean has the prerogative to utilize an investigator and/or the Group Advisory Panel in reviewing and acting upon cases involving organizational conduct. Before a hearing, the dean shall notify the chair of the Student Life Committee of any charges against a group, the facts supporting the charge, and the dean's interest in hearing and deciding the case.

The dean may choose to delegate all or part of the case to the Group Advisory Panel for review and recommendation. Upon receiving recommendations from the Group Advisory Panel, the dean may accept, reject, modify, or incorporate such recommendations into his decision.

Upon petition of appeal by the group within ten days after the decision, the Committee may review the dean's decision if error is reasonably asserted by the group. Determination of such error is based on the fairness of the hearing, or the sufficiency of evidence to support judgment, and on the appropriateness of sanction. The dean or committee has the authority to institute the sanctions of "warning," "probation," "suspension," or "loss of recognition." Copies of the complete text of the University position on organizational conduct are available in the student life office.

## **Hazing**

### **Hazing Hotline 758-HAZE (4293)**

A phone mailbox is available to members of the Wake Forest community who wish to report anonymously any student behavior which may be of a hazing nature. Such reports will be followed up by the Office of Residence Life and Housing (Greek affairs area) and appropriate action taken.

Hazing in any form by any organization is strictly forbidden by the University and prohibited by state law. Hazing is defined as any planned or created situation, on or off campus, that is demeaning to an individual, produces mental, emotional, or physical duress, harassment, or ridicule; or which threatens or endangers the health, safety, and well-being of any person. Activities and situations considered hazing include paddling in any form; creation of excessive fatigue; morally degrading or humiliating games and activities; late-work sessions which interfere with studying; and any other activity which is inconsistent with the policies and regulations of Wake Forest University. Pledging activities must not interfere with any student's class attendance and class preparation. Any fraternity, sorority, or other student organization found guilty of hazing will be subject to serious disciplinary action. Questions about what constitutes hazing should be addressed to the director of Greek life in the Office of Residence Life and Housing.

### **Greek Life Principles and Policies**

National social Greek-letter sororities and fraternities comprise an integral part of the undergraduate campus community. Recognizing that membership in

a sorority or fraternity can be of significant educational value, the University supports the concept that such membership offers a distinctive developmental option for students. The sororities and fraternities share responsibility with the University for facilitating the learning process for all students and for cultivating an environment that enriches their educational experiences.

To help guide and support the Greek-letter organizations in the pursuit of their ideals and the educational mission of the University, the Student Life Committee has established a series of Principles and Policies Governing Greek Life. Included in these principles and policies are statements regarding recruitment, new member education, group housing, race and sexual harassment issues. Copies of these principles and policies are available through the Office of Residence Life and Housing.

### Non-Discrimination Statement

Wake Forest University is committed to administer 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 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 this principle, 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 Harold Holmes, dean of student services, at 336.758.5226; Deborah Best, dean of the College, at 336.758.5505; or Doris McLaughlin, director of equal opportunity and employee relations, at 336.758.4814.

### Student Complaints

Situations may arise in which a student believes that he or she has not received fair treatment by a representative of the University or has a complaint about the performance, actions, or inaction of the staff or faculty affecting a student. The procedure for bringing these issues to the appropriate person or body is outlined below. Students are encouraged to seek assistance from their advisers or another member of the faculty or staff in evaluating the nature of their complaints or deciding on an appropriate course of action.

A complaint should first be directed as soon as possible to the person or persons whose actions or inactions have given rise to the problem—not later than three months after the event. For complaints in the academic setting, the student should talk personally with the instructor. Should the student and instructor be unable to resolve the conflict, the student may then turn to the chair of the involved department (the dean in the Calloway School) for assistance. The chair (or dean) will meet with both parties, seek to understand their individual perspectives, and within a reasonable time, reach a



conclusion and share it with both parties. Finally, a student may appeal to the Committee on Academic Affairs which will study the matter, work with the parties, and reach a final resolution.

Students having complaints outside the academic setting, and who have been unable to resolve the matter with the individual directly involved, should process the complaint in a timely manner through the administrative channels of the appropriate unit. Students uncertain about the proper channels are encouraged to seek advice from faculty advisers, deans' offices, or the Office of the Dean of Student Services. Complaints which rise to the level of a grievance (as determined by the earlier steps in the process) may be heard as a final appeal before a committee chaired by an appropriate person chosen by the provost, which will include a representative of the faculty and a member of the student body. The grievance must be filed in writing. Grievances not deemed frivolous by the committee will be heard. The student may be assisted during the hearing by a member of the University community.

The complaint/grievance process outlined above is meant to answer and resolve issues arising between individual students and the University and its various offices from practices and procedures affecting that relationship. In many cases, there are mechanisms already in place for the reporting and resolution of specialized complaints (harassment and discrimination for instance), and these should be fully utilized where appropriate. Violation of student conduct rules or the honor system should be addressed through the judicial process specifically designed for that purpose.

## Sexual Misconduct

Wake Forest University expects all members of its community to act in respectful and responsible ways toward each other. Acts of sexual misconduct constitute grievous violations of University policy. Rape and sexual assault are crimes of violence which are subject to prosecution. It is the responsibility of each individual in the University community to become educated about such acts and their consequences. The presumptive sanction for non-consensual sexual intercourse is expulsion. The presumptive sanction for non-consensual sexual contact is suspension. The presumptive sanctions for sexual exploitation range from warning to expulsion. The University will vigorously address instances of sexual misconduct and will endeavor to preserve a victim's confidentiality.

The University encourages members of the Wake Forest community to be aware of both the consequences of sexual assault and the options available to victims, as well as University guidelines applicable to both victims and accused students.

For additional information regarding the sexual misconduct policy and accompanying guidelines that further address how to obtain assistance and legal judicial options, please refer to the student life Web site at [www.wfu.edu/campuslife/studentlife/policies.html](http://www.wfu.edu/campuslife/studentlife/policies.html).

It is crucial to obtain medical attention as soon as possible to prevent or treat sexually transmitted diseases and to prevent pregnancy. The Student Health Service is open 24 hours when the University is in session and can perform a preliminary physical examination and other

tests, including a urine drug screen for the presence of sedative drugs such as Rohypnol or GHB (“date rape drugs”). It is also important to consider having an evidence collection kit completed within 72 hours, should the victim decide that they might want to file legal or judicial charges, either immediately or at a later date. These procedures may be obtained through the emergency departments at Forsyth Memorial Hospital or Wake Forest University Baptist Medical Center.

It is important that victims receive the support and information they need to make considered decisions about how to proceed. On-campus resources include University Counseling Center staff who are available on a 24-hour basis when the University is in session; PREPARE Student Advocates, Wake Forest students who have received training in working with other students who have been sexually assaulted; Victim Services volunteers from University Police; a member of the campus ministry staff; or residence life and housing, including resident advisors who are familiar with campus referral sources.

Victims may report an incidence of sexual misconduct either directly to University Police or the judicial officer for incidents that occur on campus, or the Winston-Salem Police for incidents that occur off campus. Victims have three options for reporting. If the alleged assailant is thought to be a Wake Forest student, victims are strongly encouraged to report an incident of sexual misconduct to the University Judicial System, where a special judicial process has been established to address complaints of sexual misconduct. A student may file a complaint of sexual misconduct at any time during their matriculation at Wake Forest,

regardless of the length of time between the alleged misconduct and the decision to file the complaint. Victims may also consider pursuing a civil suit for monetary damages, or they may pursue criminal prosecution by having charges filed by a prosecutor or district attorney.

The decision to prosecute through either the judicial system or through other legal channels rests with the victim. While students are encouraged to report any sexual assault as soon as possible, they may initiate University judicial proceedings at any time while the individuals involved are students at the University.

### I. Forms of Sexual Misconduct

**Non-Consensual Sexual Intercourse:** Any sexual intercourse (anal, oral, or vaginal), however slight, with any body part or any object, by a man or a woman upon a man or a woman, without effective consent. This act is commonly referred to as rape.

**Non-Consensual Sexual Contact:** Any sexual touching, however slight, with any body part or any object, by a man or a woman upon a man or a woman, without effective consent. These acts are commonly referred to as sexual assault.

**Sexual Exploitation:** When a student takes non-consensual, unjust, or abusive sexual advantage of another, for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited; and that behavior does not otherwise constitute rape, sexual assault, or sexual harassment. Sexual exploitation encompasses a wide range of behaviors which include, but are not limited to:

- Inducing incapacitation with the intent to rape or sexually assault another student;

- Non-consensual video or audiotaping of sexual activity;
- Allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;
- Engaging in Peeping Tommerery (voyeurism);
- Knowingly transmitting an STD or HIV to another student;
- Prostituting another student. (i.e. personally gaining money, privilege, or power from the sexual activities of another student)

**Stalking:** (according to N.C. Statute 14-277.3): Occurs when a person willfully on more than one occasion follows or is in the presence of another person without legal purpose and with the intent to cause death or bodily injury or with the intent to cause emotional distress by placing that person in reasonable fear of death or bodily injury. If committed with the intent to cause reasonable fear of death or bodily injury, the following examples MAY constitute stalking:

- Unwanted and/or threatening mail, phone calls, e-mails, etc.
- Persistent physical approaches and/or requests for dates, meetings, etc.
- Following a person or coincidentally showing up at places a person frequents
- Waiting outside a person's residence, school, or place of employment
- Vandalism/ destruction of a person's personal property
- Breaking into a person's car or residence

**Cyberstalking:** (N.C. Statute 14-196.3) Occurs when a person uses electronic mail or electronic communication to

convey any words or language threatening to inflict bodily harm to a person, or physical injury to the property of any person, or for the purpose of extorting money or other things of value from a person; to communicate to another repeatedly, for the purpose of abusing, annoying, threatening, terrifying, harassing, or embarrassing any person; to knowingly make any false statement concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct of the person electronically mailed or of any member of the person's family or household with the intent to abuse, annoy, threaten, terrify, harass, or embarrass. If committed with the intent and for the purpose of abusing, annoying, threatening, terrifying, harassing, or embarrassing, the following examples MAY constitute cyberstalking.

- Unwanted/unsolicited e-mail
- Unwanted/unsolicited talk request in chat rooms
- Disturbing messages on online bulletin boards
- Unsolicited communications about a person, their family, friends, acquaintances, and coworkers
- Identity theft (using someone's social security number to obtain credit cards fraudulently in their name)
- Sending/posting disturbing messages with another user name

## II. Terminology

**Intercourse:** includes vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact).



**Sexual touching:** includes any contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts.

**Effective consent:** is informed, freely, and actively given, mutually understandable words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity.

- In the absence of mutually understandable words or actions (a meeting of the minds on what is to be done, where, with whom, and in what way), it is the responsibility of the initiator; that is, the person who wants to engage in the specific sexual activity, to make sure that they have consent from their partner(s).
- Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a mutually understandable agreement between them to do the same act, in the same way, at the same time, with each other.
- Consent which is obtained through the use of fraud or force, whether that force is physical force, threats, intimidation, or coercion, is ineffective consent.
- Consent may never be given by: minor to legal adults; mentally disabled persons; or physically incapacitated persons.

—One who is physically incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary), or who is unconscious, unaware, or otherwise physically helpless, is incapable of giving consent.

—One may not engage in sexual activity with another who one knows or should reasonably have known is physically incapacitated.

**Incapacitation:** means being in a state where a person lacks the capacity to appreciate the fact that the situation is sexual, or cannot appreciate (rationally and reasonably) the nature and/or extent of that situation or its potential consequences.

**Electronic communication:** Any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature, transmitted in whole or part by a wire radio, computer, electromagnetic, photoelectric, or photo-optical system.

**Electronic mail:** The transmission of information or communication by the use of the Internet, a computer, a facsimile machine, a pager, a cellular telephone, a video recorder, or other electronic means sent to a person identified by a unique address or address number and received by that person.

### III. Explanations

**An “intent to rape” is not required under this policy.** Unlike murder, for which there must be an intent to kill, rape is not an intent-based concept. The requisite intent for rape is demonstrated by engaging in the act of intercourse intentionally.

**Silence, previous sexual relationships, and/or current relationship with the respondent (or anyone else) may not, in themselves, be taken to imply consent.** Consent cannot be implied by attire, or inferred from the buying of dinner or the spending of money on a date.

**Consent to one type of sexual act may not, in itself, be taken to imply consent to another type of sexual act.**

**Consent has an expiration date.** Consent lasts for a reasonable time, depending on the circumstances.

**Consent to sexual activity may be withdrawn at any time,** as long as the withdrawal is communicated clearly; upon clear communication, all sexual activity must cease.

**Intentional use of alcohol/drugs by the respondent is not an excuse** for the initiator to violate the sexual misconduct policy.

**A student who deliberately drugs or plies another with alcohol** for the purpose of rendering that person incapacitated or sexually submissive/passive commits a violation of the sexual misconduct policy.

**Attempts to commit sexual assault or rape** are also prohibited under this policy, as is aiding the commission of sexual misconduct as an accomplice.

#### **IV. Limited Immunity**

The University considers the reporting and adjudication of sexual misconduct cases on campus to be of paramount importance. The University does not condone underage drinking. However, the University will extend limited immunity from sanctioning in the case of illegal alcohol use to victims and to those reporting incidents and/or assisting the victims of sexual misconduct. Limited immunity means that, depending on the nature of the victim's or the reporting student's violation, it will still be dealt with by the University, through education or counseling, if possible.

#### **Sexual Harassment**

The University seeks to maintain a learning and work environment free from sexual harassment. Sexual harassment is a barrier to the educational, scholarly, and research purposes of the University.

The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as unwanted sexual behavior, such as contact or verbal comments or suggestions, which adversely affect the working or learning environment of an individual.

Any member of the Wake Forest community who believes that he or she has been sexually harassed is encouraged to bring the matter to the attention of an appropriate officer of the University. Problems, questions, and grievances can be brought to and discussed with anyone in a supervisory position. Some administrators, who may be especially helpful in advising and aiding a person's own efforts to resolve a problem, are the dean of the school involved, the dean of student services, the equal opportunity officer, the University Counseling Center, or PREPARE.

#### **Administrative Withdrawal Policy**

A student may be subject to administrative withdrawal from the University when, in the judgment of the director of Student Health Service, the director of the counseling center, or the dean of student services and with the concurrence of the vice president of student life and instructional resources, the student:

- A. Engages, or threatens to engage, in behavior that poses a significant danger of causing imminent physical or psychological harm to self or others, or

B. Directly and substantially impedes the activities of members of the University community, including other students, University employees, and visitors.

The standards and procedures to be followed are on file in the offices of the vice president for student life and instructional resources and the dean of student services.

### **Alcohol Policy**

The goal of this policy is to appeal to students to make low-risk choices regarding their use of alcohol. As educators, we recognize that a certain tension exists between the legal and sub-cultural realities related to drinking behaviors; our aim is to help students make informed decisions, so that they can achieve their fullest potential. By abiding by this policy, students should be able to make responsible decisions regarding alcohol use.

Decisions about the use of alcohol are the responsibility of the individual within the constraints of the law. Those of legal age who choose to consume alcohol are expected to do so in a low risk manner. We also believe the University should educate all its members about the proper use and dangers of alcoholic beverages and encourage constructive change when abuses occur.

The regulations and practices governing the use of alcoholic beverages apply to all Wake Forest undergraduate students, as well as their guests and visitors. Responsibility for knowing and abiding by the Wake Forest University Alcohol Policy for Undergraduate Students rests with each individual.

Effective September 1, 1986, the minimum age for the legal purchase and possession of alcoholic beverages in North Carolina was changed to 21. Wake Forest University recognizes the responsibility of the state and federal governments with regard to the welfare of their citizens and, accordingly, supports this law in University social regulations. Generally, the law provides that 1) a person must be at least 21 to attempt to purchase, purchase, or possess any alcoholic beverage; 2) it is unlawful for a person to sell or give alcoholic beverages to an underage person; and 3) it is illegal to use fraudulent identification or to allow another person to use one's own identification to obtain alcoholic beverages illegally. The state Supreme Court has upheld the principle of social host liability. The principle of social host liability holds a server of alcohol responsible for serving a person who the server knows or should have known was intoxicated if the intoxicated person injures a third party.

### **General Regulations**

Possession or consumption of alcoholic beverages is permitted only in accordance with this policy. Failure to comply with this policy and applicable laws, including disruptive behavior resulting from excessive and/or harmful use of alcohol (e.g. disruptive acts, public intoxication, damage to public or private property, and driving under the influence of alcohol), subjects the individual to judicial action within the University and/or in a court of law.

1. All Wake Forest University undergraduates and their guests are subject to University regulations and policies concerning the use of alcoholic beverages as well as all federal, state, and



local laws. Wake Forest University students are responsible for the behavior of their guests.

2. The sale of alcoholic beverages on campus is prohibited except for sales by the designated University Food Service or at specially permitted events. Each event in this category requires a separate, one-time special permit, which may be obtained through ARAMARK, Wake Forest's Dining Services operator.
  3. Alcoholic beverages for social functions sponsored by undergraduates and undergraduate student organizations may not be purchased with University funds.
  4. This policy outlines responsible behavior for individual undergraduate students and student organizations, both on and off campus. This includes students participating in Wake Forest sponsored or sanctioned activities and student organization social events. When students study abroad, they are expected to abide by the legal drinking age in the country(ies) where they study/travel. In the case of such violations, the Wake Forest judicial process is triggered by reports from authorized officials.
2. Students and their guests of legal age may consume alcohol on leased patio areas after 5 p.m. on weekdays and after noon on Saturday and Sunday.
  3. Possession of alcoholic beverages in open primary or secondary containers outside designated areas is prohibited and constitutes public display. A primary container is the original package (can, bottle, etc.) in which an alcoholic beverage is purchased or otherwise obtained. A secondary container is a device into which an alcoholic beverage has been transferred from its primary container or a device used for concealment, such as a Koozie.
  4. Alcoholic beverages may not be consumed in common lounges of residential facilities except during a registered function.
  5. Residents and their guests are not allowed to carry primary or secondary open containers of alcohol to or from suite/floor lounges at any time. The transportation of open containers of alcohol to and from lounges constitutes "public display." A legal age student who transports alcohol anywhere outside of an area within which consumption has been approved (i.e., residence room, suite/hall lounge, registered area) must ensure that the alcohol is in its original unopened primary container.

### **Individual Regulations**

1. Students and their guests of legal age may consume alcoholic beverages in the following locations on the Reynolda campus: residence hall rooms (except in substance-free areas), University apartments, leased lounges (members and guests only), suite lounges in Martin Hall, North Area University houses, and Shorty's.

### **Organizational Regulations**

Student organizations hosting social functions where alcohol is served must abide by all University regulations and applicable laws. Such groups are responsible for managing their social functions in a manner consistent with the

Party Management System's policies and procedures.

1. Persons of legal age may consume beer and unfortified wine at social functions registered in accordance with this policy. Attendance at all such functions is limited to Wake Forest students and their invited guests.
2. Host organizations must ascertain that individuals who consume alcoholic beverages at a social function are at least 21 years of age.
3. Host organizations must prominently display information regarding North Carolina state law.
4. All formal recruitment functions for social organizations are dry; that is, no alcohol is permitted.
5. Organizations holding social functions at any off-campus location at which alcohol is available must abide by all laws and be aware that their organization represents Wake Forest University. The organization may be held accountable for its actions through the University judicial process.
6. Alcoholic beverages may not be stored /held in organizational lounges at any time other than during an officially registered social function.
7. Wake Forest University requires that all Greek organizations understand and comply with their national policies and guidelines related to the purchase, distribution and consumption of alcoholic beverages.
8. In the event of differences between Wake Forest University and national organization policies, Wake Forest policies shall supercede those national policies; that is, students are expected to follow Wake Forest policies first.

### **Administration of the Policy**

1. The Alcohol Coalition reviews the University Alcohol Policy and alcohol rules and regulations on a regular basis. The Coalition reports its findings to the vice president for student life and instructional resources and the Student Life Committee.
2. The implementation of the Wake Forest University Alcohol Policy for Undergraduate Students is under the direction of the Office of Residence Life and Housing. The director of Greek life and the associate vice president and dean of student services administer the policy in consultation with the vice president for student life and instructional resources and the Student Life Committee.
3. Individuals found in violation of University regulations are subject to judicial action as specified in this handbook. The University judicial system is jointly administered by the dean of student services, the associate dean/ judicial officer, and the Honor and Ethics Council.
4. Organizations found in violation of this policy will be subject to established sanctions as determined by the Office of the Associate Vice President /dean of student services and/or the Office of Residence Life and Housing.

### **Alcohol Abuse**

Substance abuse, especially alcohol abuse, is a significant problem on university campuses. Wake Forest University is no exception. The University has established a community standard that excessive and/or harmful use of alcohol will not be tolerated here.

Alcohol abuse at Wake Forest is defined by the dean's office in the following way:

1. Use of alcohol which leads to medical consequences such as passing out, blackouts (loss of memory), gastritis (vomiting, retching), physical injuries, hepatitis, or other medical problems.
2. Use of alcohol in association with inappropriate behavior such as:
  - **Verbal abuse**
  - **Physical abuse**
  - **Failure to comply with a University official**
  - **Property damage**
  - **Any behavior that violates the personal conduct code of the University**
3. A pattern of recurring episodes of alcohol-related violations of the Student Code of Conduct.
4. A single episode of intoxication in which the associate vice president/dean of student services or his/her designee believes that the level of alcohol consumption posed a risk to the student's health or well being.

### **Alternative Sanctioning For Medical Situations**

Wake Forest is a community where people notice when others need help and care enough to make sure that they get the help that they need. And yet—this does not always appear to be the case when students are engaged in dangerous drinking behaviors. In a number of recent cases students have NOT called for

help when their friends were in danger of alcohol poisoning or illness. Students report that they are fearful of calling for help because of the administrative sanctions that eventually might be levied against the individual in need.

Wake Forest policy has ALWAYS been that students who present at Student Health Service under the influence of alcohol will receive confidential care and treatment that will not be reported to the University Judicial System. If you know someone who has had too much to drink, please take him or her to Student Health Service.

If you cannot get your friend to Student Health Service and are faced with an alcohol-related emergency, please dial 911. When you call 911, student EMTs and University Police will arrive to provide assistance. After assessment of the medical situation, the EMTs will make the appropriate medical decision, such as transporting the student in need to Student Health Service. As a reminder, if you dial 9-911 you will get local (Winston-Salem) officials.

When a student dials 911 to seek help for a friend who is intoxicated and cannot get to Student Health Service, that friend will not be subject to a judicial record for the first incident, unless the incident occurs in conjunction with another judicial offense. These students are subject to remedies that will include educational sessions. A report of the incident will be filed in the Office of the Dean of Student Services (311 Benson) but will only be activated if a second incidence of alcohol abuse occurs while the student attends Wake Forest.



## Medical Situations Helpful Campus Resources

*Student Health Service; Gym; ext. 5218*

The staff provides confidential care for alcohol-related emergencies 24 hours a day during the academic semester. Students can bring a friend who has had too much to drink to Student Health Service. If a student needs medical attention and cannot get to the Health Service, call 911 to dispatch WFERT and University Police for immediate medical care and transportation assistance. Other services include urgent care, illness care, physical examinations, medications, laboratory tests, psychiatric care, allergy injections, routine immunizations, and routine gynecological services. Referrals to community specialists are made when necessary.

*Health Educator; 332 Benson Center; ext. 5937*

The Health Educator is available as a confidential resource for questions or concerns on a variety of health topics including alcohol and other drugs. He or she is a resource for seminars and individual consultations on health issues such as nutrition, eating disorders, substance abuse, contraception, and sexually transmitted diseases.

*University Counseling Center; 118 Reynolda Hall; ext. 5273*

The University Counseling Center assists students to deal effectively with personal, interpersonal, vocational and academic issues. The Center offers a wide range of services including individual and group counseling, testing, seminars and workshops, consultation, self-help resources, and referral assistance. For urgent situations after hours (excluding holidays and

summer), Counseling Center staff can be reached by calling the Student Health Service (5218). For problems related to substance abuse, the Center offers initial consultation and referral for evaluation and treatment; counseling groups for students with family alcoholism or other substance abuse histories; and consultation for those interested in approaching a friend with a substance abuse problem. All services are confidential.

*Campus Ministry; Kitchin Residence Hall; ext. 5248*

The University chaplains and campus ministers are available for pastoral counseling on a variety of issues (e.g., relationships, stress management, vocational discernment, spiritual formation). If ongoing counseling is deemed appropriate, referrals to clinically trained therapists in the Counseling Center may be made. Chaplains and campus ministers also offer spiritual direction or guidance to students seeking to discern God's call in the midst of everyday life and assistance to persons wishing to grow closer to God through disciplines such as prayer, spiritual reading and meditation. The Office has information about religious organizations on campus students might be interested in joining, and campus ministers and religious advisors to contact.

*Residence Life and Housing; Benson University Center; ext. 5185*

The residence life and housing office can provide assistance with any housing, dining, or Greek-life issues.

*University Police; ext. 5591 (Non-Emergency) and 911 (Emergency)*

University police have several resources for students with concerns regarding

alcohol, other drugs, and crimes on campus. Silent Witness, Crimestoppers, and Victims Advocate are available to help students.

## **Student Social Regulations**

### **I. Policies and Information**

Intoxication and other forms of excessive and/or harmful use of alcohol, driving while impaired, public consumption, or public display of alcoholic liquors, wines, or beer in residence halls or elsewhere on campus is prohibited. Students are subject to state and federal regulations concerning the use of alcohol. Alcohol consumption and actions that accompany such consumption will not be seen as an excuse for inappropriate and harmful behavior.

For instance and specifically, driving while impaired is a separate offense and carries its own significant sanctions which are cumulative with sanctions imposed in other relevant offenses. This is in recognition of the material risks to which the impaired driver is exposing the community. A campus DWI charge does not exempt students from external legal action.

Public display is defined as the possession and/or consumption of alcoholic beverages in any public or unregistered area on campus. This includes classroom buildings, the Benson University Center, Reynolda Hall, the library, the gymnasium, Wait Chapel/Wingate Hall, areas outside buildings including lawns, courtyards, balconies, and playing fields, grounds and buildings of Reynolda Gardens, Groves Stadium (unless otherwise designated), all residence hall formal parlors, common lounges, and sun decks.

### **II. Individual Sanctions for Violations**

1. Individuals found in violation of University regulations are subject to judicial action as specified in this handbook. Such action could include:
  - a. A report filed in the Office of the Associate Vice President for Student Life/dean of student services.
  - b. An administrative hearing with the associate vice president for student life/dean of student services or his/her designate.
  - c. A letter of notification to parents or guardians.
  - d. Attendance at an alcohol education session or a chemical dependency assessment to be determined by the associate vice president or designate.
  - e. The individual may be required to have a professional assessment at his/her own expense to determine the degree of harmful chemical involvement. Treatment recommendations from the substance abuse specialist or facility will be included in the ultimate disposition of the judicial case by the associate vice president for student life/dean of student services or his/her designate.
  - f. A hearing through appropriate judicial processes and any sanctions assigned. Such sanctions might include social probation, monetary fine, community service, lower housing priority, loss of housing privileges, mandatory referral, and/ or suspension.
2. Students with repeat violations of the alcohol policy will be subject to additional sanctions, may be required

to participate in an alcohol education program, and may be referred to the University Counseling Center for an off-campus alcohol assessment.

3. Students who use false identification to represent themselves will be referred to the Office of the Associate Vice President.
4. Students who present at the Student Health Service under the influence of alcohol or drugs will receive confidential care and treatment that will not be reported to the University Judicial System. When a student dials 911 (or contacts an RA) to seek help for a friend who is intoxicated and cannot get to the Student Health Service, that friend will not be subject to a judicial record for the first incident, unless the incident occurs in conjunction with another judicial offense. These students are subject to remedies that will include the appropriate sanction(s). A report of the incident will be filed in the Office of the Dean of Student Services but will only be activated if a second incidence of excessive and/or harmful use of alcohol occurs while the student attends Wake Forest, or in the event the student fails to comply with sanctions assigned for the original incident.

### III. Presumptive Sanctions

*See page 42 of this handbook.*

#### Substance Abuse Policy and Program

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, 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 excessive and/or harmful use of alcohol, 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

The 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 or 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.

The federal law makes it unlawful for any person to manufacture, distribute, create, 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. Excessive and/or harmful use of alcohol and substance abuse rank as one of the major health and economic problems in this society. The use of the stimulants—cocaine, crack and ice—includes 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 (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 1989 and April 1994, provides a protocol for counseling and treatment of a student identified as having a substance abuse problem. Consultation and assessment 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 action 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.

### **Penalties**

Penalties may range from written warnings with probationary status to expulsions from enrollment. A student convicted in criminal court of a drug

violation will lose his/her eligibility for Federal student aid. The range of penalties is available through the Office of Financial Aid. 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 N.C. General Statute 90-95 (h).

For the illegal manufacture, sale or delivery, or possession with 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 a 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, phenobarbital, codeine), the minimum penalty is expulsion.

At Wake Forest University, all trafficking activities of any controlled substances have been determined to have a presumptive sanction of expulsion.

- **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 Statute 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 a combination of educational, therapeutic, and punitive sanctions including loss of campus housing privileges for a minimum of one semester and a loss of one housing priority point.

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

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

## *Visitation*

**Monday-Thursday** 10 a.m.-2 a.m.

**Friday** 10 a.m. to **Monday** 2 a.m.

For more information, see the Office of Residence Life and Housing *Guide to Community Living*.

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.

### **Residential Noise Policy**

The residential environment is one meant to be supportive of the academic mission and focus of the University. As such, noise or other activities which are excessively loud or bothersome to other people are strictly prohibited. As a result, "quiet hours" are in effect in all residential facilities daily (Sunday-Friday) from 10 p.m. to 8 a.m. and again on the weekends from 2 a.m. to noon (Saturday and Sunday). Loud or excessive noise is strictly prohibited during these hours. Please note that any noise that is considered to be bothersome to others (i.e., noise that is generally above normal conversational level) will be considered loud and excessive. Personal amplification systems, including stereos and radios, may not at any time be played loudly, be placed in residence hall windows, or be used with the intention of entertaining persons outside the resident's or organization's room space. Sanctions and a detailed description can be found in the *Guide to Community Living*.

### **Off-Campus Housing Policy**

Upon registration each semester, undergraduate students who choose to live in off-campus housing in Winston-Salem must declare their residential address and their compliance with the University's off-campus housing policy. Enrollment and registration for classes each semester are conditioned upon verification of compliance by the Office of Residence Life and Housing. Instructions and application forms may be obtained from the Office of Residence Life and Housing (101 Benson) or via their Web site.

### **Sales and Solicitations**

On-campus sales and solicitations must be operated or sponsored by a University-recognized student organization and must receive the proper authorization. Sales and solicitations in the residence halls must be approved by the executive director of residential services. Sales and solicitations in the Benson Center must be approved by the director of the Benson Center. Sales and solicitations in other public and common areas on campus must be approved by the director of student development.



Where you **can post items:**

- Bulletin boards
- Stone, brick, concrete and natural wood surfaces  
*Use only masking tape, Scotch tape, or thumb tacks and staples (bulletin boards only) to hang items. No duct tape is to be used on postings.*

Where you **cannot post items:**

- Trees
- Sidewalks
- Iron railings
- Lamp posts
- Benches
- Painted surfaces
- Glass doors and windows
- Wait Chapel
- Outside the entrances to Reynolda Hall, Tribble Hall, the library, and the Benson University Center, and Scales Fine Arts Center

**Chalking on campus streets, sidewalks, or walls is prohibited** except on the sidewalk between the Magnolia Court and the Benson Center patio.

*For more information on posting materials, see the Office of Student Development.*

## Campus Posting

All public notices or publicity material posted on campus property must be sponsored by a recognized student organization or University department or otherwise be approved in advance by the dean of student services or his designate. In addition, advertising which promotes the use and/or sale of alcohol is prohibited.

- **For the distribution of flyers in Benson University Center:** call Gale Newport—ext. 4869.
- **For flyer distribution on campus:** call Mike Ford, director of student development—ext. 5921.
- **For flyer distribution on cars:** call Regina Lawson, chief of University Police—ext. 6066.
- **For flyer distribution in residence halls:** call Connie Carson, executive director of residential services—ext. 5185.

# *The Judicial System*

## A Statement of Principles and Procedures of the Wake Forest Judicial System

- I. Introduction
- II. Overall Organization of the Judicial System
- III. The Honor and Ethics Council
  - A. Function
  - B. Composition
  - C. Student Members
  - D. Faculty and Administrative Members
  - E. Assignment of Members to Cases
- IV. Board of Investigators and Advisors
  - A. Function
  - B. Composition
  - C. Selection
- V. Judicial Co-Chairs
  - A. Function
  - B. Responsibilities
  - C. Election
- VI. Standards for Academic Honor and Community Responsibility
- VII. Standards of Conduct for Members of the Judicial System
  - A. Code of Ethics for Members of the Honor and Ethics Council
  - B. Oath for Members of the Honor and Ethics Council
  - C. Code of Ethics for Members of the Board of Investigators and Advisors
  - D. Oath for Members of the Board of Investigators and Advisors
- VIII. Felonies
  - A. Procedures
  - B. Sexual Assault
- IX. Procedures of the Honor and Ethics Council
  - A. Honor Code Violations
  - B. Reporting Accusations
  - C. Case Assignment and Investigation
  - D. Rights of the Accused Student in Honor and Ethics Council Hearings
  - E. The Hearing
  - F. Appeals
  - G. Records and Reporting
- X. The Interim Judicial Process
  - A. Purpose
  - B. Procedure

- C. Rights of the Accused Student in the Interim Judicial Process
  - D. Credit
  - E. Appeals
  - F. Records and Reporting
  - XI. Contempt of the Judicial Process
    - A. Violations
    - B. Appeals
  - XII. The Judicial Conference and Associate Dean/Judicial Officer
    - A. The Judicial Conference
    - B. The Associate Dean/Judicial Officer
  - XIII. Administrative Hearings
    - A. Administrative Jurisdiction
    - B. Alcohol and Drug Cases
- Appendix: The Constitution of the Judicial Council

## I. Introduction

Wake Forest University is firmly committed to principles of honor and ethical conduct. The Honor Code embodies a spirit of trust that pervades all aspects of student life. Each student's word should be worthy of trust. A violation of this trust is an offense against the community. Membership in the student body signifies a student's commitment to the Honor Code and judicial system. It is the responsibility of every student to act honorably in all phases of student life, to understand student rights and responsibilities, and to preserve the integrity of the Honor Code.

## II. Overall Organization Of the Judicial System

The judicial system contains three principal bodies: the Honor and Ethics Council, the Board of Investigators and Advisors, and the Judicial Council. The Honor and Ethics Council is the central deliberative body in the system. It is responsible for adjudicating all honor and conduct cases which are not heard administratively

(cf. Section XIII for administrative hearings). The Board of Investigators and Advisors has two functions: members of this board both investigate and present cases before the Honor and Ethics Council and also advise and represent accused students in all phases of an investigation and hearing. The Judicial Council (among its other responsibilities) hears appeals from the Honor and Ethics Council, according to procedures set forth in its Constitution (cf. Appendix: The Constitution of the Judicial Council).

## III. The Honor and Ethics Council

### A. Function

As stated above, the Honor and Ethics Council is the central deliberative body in the judicial system. It is responsible for adjudicating all honor and conduct cases which are not heard administratively. Its task is to find the truth and render fair judgments.

### B. Composition

For any given hearing, the Honor and Ethics Council is composed of seven persons: four (4) undergraduate students,



two (2) faculty members, and one (1) person from the administration. These persons are drawn from larger pools. The student and faculty pools consist of twelve (12) persons each; the administrative pool is defined from year to year.

### **C. Student Members**

1. The twelve students who serve on the Honor and Ethics Council will be elected yearly by the student body from a slate of candidates drawn up by a Judiciary Election Committee (defined below). Among the twelve student members there will be three (3) seniors, four (4) juniors, three (3) sophomores, and two (2) freshmen.
2. The Judiciary Election Committee will be made up of seven members: the President of Student Government (who will serve as Chair), the Speaker of the House of the Student Government Legislature, two members of the Student Government Legislature to be elected by the Legislature, the two Judicial Co-Chairs, and one student member of the Judicial Council to be chosen by the Judicial Council.
3. The Judiciary Election Committee will be responsible, under the supervision of the Judicial Council, for devising an appropriate procedure for drawing up the slate. But in general, it will be a process of application by interested students and screening by the Committee.
4. Campaigning will follow guidelines established by the Judiciary Election Committee in consultation with the Judicial Council. Campaigning will be for the purpose of the dissemination of information and will be restricted to public forums in which candidates speak about their qualifications and positions and/or to written statements of these qualifications and positions to be published in appropriate media. Posters and other forms of advertising are specifically prohibited.
5. Election of new student members will take place in the latter part of the spring term for the following academic year. The Judiciary Election Committee will present to the student body a slate consisting of six rising seniors, eight rising juniors, and six rising sophomores. In the election, voting will be by class: rising senior students will vote for three candidates, rising juniors for four, and rising sophomores for three. The three rising senior candidates with the most votes will be elected, and likewise the four rising juniors and three rising sophomores.
6. Freshmen members will be elected in the fall term as soon as possible after the election for Student Government Legislature. The Judiciary Election Committee will be responsible for presenting to the freshmen class a slate consisting of four freshmen. In the election, students will vote for two candidates. The two candidates with the most votes will be elected.
7. All applicants for membership on the Council (except for the freshmen elected in the fall) must have, at the time of application, a Wake Forest GPA of no less than 2.0, and no honor code violations. Applicants must also disclose to the Judiciary Election Committee any judicial offenses on their records. Such offenses may be grounds for disqualification, at the discretion of the Judiciary Election Committee.

8. At any given time, a student may serve on only one of the following: the Honor and Ethics Council, the Board of Investigators and Advisors, and the Judicial Council. However, students may apply at the same time for membership on the Honor and Ethics Council and the Board of Investigators and Advisors (cf. Section IV.C).
9. Students are elected to the Honor and Ethics Council for one academic year but may serve any number of terms. Current members who wish to continue for another year must reapply, secure reappointment to the slate, and be reelected.

#### **D. Faculty and Administrative Members**

1. Faculty appointments to the Honor and Ethics Council are the responsibility of the dean of the College. Faculty are appointed to three-year terms, staggered so that only one-third are new to the Council each year. There will therefore be a total pool of twelve members at any one time. Faculty will not ordinarily serve on both the Honor and Ethics Council and the Judicial Council. No person shall hear a case before the Honor and Ethics Council and also its appeal before the Judicial Council.
2. The vice-president for student life and instructional resources will be responsible each year for designating the administrative members to serve on the Honor and Ethics Council. In contrast to faculty and student members of the Council, the administrative members may serve concurrently on the Honor and Ethics Council and the Judicial Council, subject to the restriction indicated above, that no

person shall hear a case before the Honor and Ethics Council and also its appeal before the Judicial Council. The vice-president may also appoint faculty members (including emeriti faculty) with significant experience in the Wake Forest judicial system to fill administrative positions on the Council.

#### **E. Assignment of Members to Cases**

All members of the Honor and Ethics Council have equal standing and will in principle be competent to hear any case. Assignment of individuals to a particular hearing panel by a co-chair will generally be based on availability and equal distribution of the caseload. However, the need to avoid conflicts of interest will be proper grounds for the co-chair to choose or to eliminate a member in a particular case.

### **IV. Board of Investigators and Advisors**

#### **A. Function**

The Board of Investigators and Advisors has two principal functions: 1. Members of the Board investigate and present cases before the Honor and Ethics Council; 2. Members of the Board also advise and represent accused students in all phases of an investigation, hearing, and appeal. For each case, one member of the Board is assigned to one of these tasks and another to the other. Members of the Board may also advise and represent accused students in administrative hearings. (In hearings of both types, the accused may decline the assistance of an advisor and may speak for himself or herself during the hearing.)

## **B. Composition**

The Board of Investigators and Advisors is composed of twelve undergraduate students.

## **C. Selection**

1. The twelve members of the Board are appointed yearly by the Judiciary Election Committee. Freshmen are not eligible for membership. There are no restrictions on how the twelve members are distributed among the other three classes.
2. The Judiciary Election Committee that appoints the Board of Investigators and Advisors is the same body that draws up the slate of candidates for the Honor and Ethics Council.
3. The procedure for appointment shall be as follows: the Judiciary Election Committee will receive all applications for membership on the Honor and Ethics Council and the Board of Investigators and Advisors at the same time. Following procedures that it has devised in consultation with the Judicial Council, it will then screen the applicants for membership on the two bodies. The Committee will then appoint the twelve members of the Board of Investigators and Advisors. After that Board is established, the Committee will draw up the slate of candidates for the Honor and Ethics Council as set forth above.
4. Students may apply for membership on the Honor and Ethics Council, or the Board of Investigators and Advisors, or both. If the application is to both, appointment to the Board of Investigators and Advisors or to the slate of candidates for the Honor and Ethics Council will be at the discretion of the Judiciary Election Committee.

5. All applicants for membership on the Board of Investigators and Advisors must have, at the time of application, a Wake Forest GPA of no less than 2.0, and no honor code violations. Applicants must also disclose to the Judiciary Election Committee any judicial offenses on their records. Such offenses may be grounds for disqualification, at the discretion of the Judiciary Election Committee.
6. Students are appointed to the Board of Investigators and Advisors for one academic year, but may serve any number of terms. Current members who wish to continue for another year must reapply and secure reappointment.

## **V. Judicial Co-Chairs**

### **A. Function**

The judicial co-chairs are two undergraduate students. They, in conjunction with the Office of the Dean of Student Services and the Associate Dean/Judicial Officer, have broad responsibility for the proper functioning of the judicial system, and in particular of the Honor and Ethics Council and the Board of Investigators and Advisors. (For the Judicial Officer, cf. Section XII.)

### **B. Responsibilities**

1. The co-chairs meet at least once a week with the judicial officer in a judicial conference. The judicial conference determines how relevant cases are to be handled. It is also the judicial conference that makes any formal charge. If it is determined that a case is to proceed to a hearing before the Honor and Ethics Council, the conference assigns the case to one member of the Board of Investigators and Advisors for investigation, appoints one member of the



Board of Investigators and Advisors to be the advisor to the accused, and determines which co-chair will have primary responsibility for the case. The co-chair may consult with the accused in appointing an advisor.

2. During the time of the investigation, the co-chair is the coordinator for all involved, including, particularly, the investigator, the advisor, and the accused. At the appropriate time, the co-chair makes arrangements for the hearing. This includes designating the seven members of the Honor and Ethics Council who will hear the case. In selecting these members, the co-chair may appropriately consult with the other co-chair and with the judicial officer.
3. During the hearing, the co-chair presides and may participate freely in the questioning. But he or she will not be present at deliberations, and will not have a vote.
4. The co-chair should always bear in mind that the purpose of the hearing is to establish the truth of the case. The presiding co-chair has the primary responsibility for keeping the proceedings directed toward that end.
5. In the event of an appeal, the co-chair may be asked to present an account of the case to the judicial council.
6. At the end of the academic year, the co-chairs will present a formal report to the Judicial Council on the year's work.

### C. Election

1. Toward the end of the spring term, one new co-chair will be elected from among and by the current student members of the Honor and

Ethics Council. The current co-chair who was himself or herself elected from the Honor and Ethics Council originally will be responsible for holding the election, and will have a vote. There will therefore be thirteen voting members. Any current student member of the Honor and Ethics Council may be a candidate, as may the current co-chair, if he or she will be returning for the next year.

2. At the same time and in the same way, the second new co-chair will be elected from among and by the current members of the Board of Investigators and Advisors. The current co-chair who was himself or herself elected from the Board of Investigators and Advisors originally will be responsible for holding this election, and will have a vote. There will therefore be thirteen voting members. Any current member of the Board of Investigators and Advisors may be a candidate, as may the current co-chair, if he or she will be returning for the next year.
3. These elections must precede the appointment of the next year's members of the Board of Investigators and Advisors by the Judiciary Election Committee and the election of the next year's members of the Honor and Ethics Council.

## VI. Standards for Academic Honor and Community Responsibility

1. Wake Forest considers adherence to the Honor Code and maintenance of a sense of social and community responsibility to be integral to the mission of the University. The Honor Code concerns itself primarily with the academic integrity of the institution

and its students, and covers cheating, deception, stealing, plagiarism, dishonesty, and contempt, in the academic context. Conduct cases involve violations of the University's standards of community responsibility.

2. Wake Forest's standards for academic honor are applicable to the student in every academic pursuit, whether on campus or off. Any act committed while engaged in an academic endeavor which violates these standards becomes a proper subject for review by the judicial system.
3. The introduction or use of polygraph evidence in any judicial or honor hearing is prohibited.
4. Wake Forest does not actively monitor the social actions of students beyond the University campus. However, in community responsibility cases the scope of the University's authority reaches beyond the campus when a student's conduct adversely affects the integrity of the Wake Forest student body or threatens the health, safety, or welfare of other members of the Wake Forest community. The University's standards of community responsibility extend to circumstances in which students attend Wake Forest events, participate in University sponsored off-campus educational and social programs, use University property, represent the University, or participate in any activity in which a student's identity is clearly associated with the name of the University or any of its affiliated groups.

## VII. Standards of Conduct for Members of the Judicial System

### A. Code of Ethics for Members of the Honor and Ethics Council

1. A member's public and official behavior should be beyond reproach and free from impropriety or the appearance of impropriety.
2. No member should mention, comment upon, or discuss a case in any manner except when the Council itself is sitting to consider the case. This applies to both open and closed proceedings. When the accused has elected an open hearing, the judicial co-chair in charge of the case or the judicial officer may discuss issues publicly raised by the accused.
3. A member should refrain from learning about the case prior to the hearing.
4. A member should not be swayed by partisan demands, public clamor, or consideration of personal popularity or notoriety, nor be apprehensive of unjust criticism.
5. A member should disqualify himself/herself from a case if it can be reasonably inferred that he/she is incapable of rendering an impartial judgment.
6. When considering a case, a member should always bear in mind that he/she is deciding whether a particular University policy, regulation, or statute has been violated. A member, however, should consider the welfare of the individual and the integrity of the College community in setting sanctions for violations.
7. Violations of this Code of Ethics should be reported to the Judicial Council.

### **B. Oath for Members of the Honor and Ethics Council**

Each newly elected student member of the Honor and Ethics Council, on an individual basis, will take the following oath to be administered by the dean of student services or his/her designee:

*I do solemnly affirm that I will work to the best of my ability as a member of the Honor and Ethics Council to render fair judgments, that I will observe the Code of Ethics, that I will adhere to the University's judicial policies and to the rules and regulations of the University, and that I will always be mindful of the interests of the student, as well as the interests of the University and the public.*

### **C. Code of Ethics for Members of the Board of Investigators and Advisors**

1. A member's public and official behavior should be beyond reproach and free from impropriety or the appearance of impropriety.
2. A member should always bear in mind, both when investigating a case and presenting it before the Honor and Ethics Council and when advising an accused student, that his/her primary responsibility is to discover the truth and to present the facts of the case to the Honor and Ethics Council in a clear and cogent manner.
3. A member should represent accused students to the best of his/her ability within the bounds of Wake Forest University policies and procedures.
4. A member should not knowingly advance a claim or defense if it cannot be supported by a good faith argument based upon University policies and procedures.
5. A member should maintain and protect confidential information concern-

ing the accused student unless the disclosure is permitted by the student, the disclosure is necessary to carry out good faith representation, or the information concerns criminal activity unrelated to conduct giving rise to the charges under review.

6. A member should not knowingly conceal or obstruct access to facts or evidence necessary for consideration of a case, make a false statement, use perjured testimony, or counsel a student in conduct which he/she knows is unlawful or a violation of University policy.
7. A member should not discuss the case or cause another to discuss the case with any member of the hearing panel. It is expected that the two members appointed to a particular case, one to investigate and one to advise, will be in regular communication about investigation, both with each other and with the co-chair.
8. Violations of this Code of Ethics should be reported to the Judicial Council.

### **D. Oath for Members of the Board of Investigators and Advisors**

Each newly appointed member of the Board of Investigators and Advisors, on an individual basis, will take the following oath to be administered by the dean of student services or his/her designee:

*I do solemnly affirm that I will work to the best of my ability as a member of the Board of Investigators and Advisors to discover the truth and to represent accused students fairly, that I will observe the Code of Ethics, that I will adhere to the University's judicial policies and to the rules and regulations of the University, and that I will always be*



*mindful of the interests of the student, as well as the interests of the University and the public.*

## **VIII. Felonies**

### **A. Procedures**

Cases concerning charges which give rise to criminal felony charges in local, state, and federal courts are referred to the vice-president for student life and instructional resources who determines whether the case should be referred to the appropriate hearing panel, delayed pending the outcome of criminal proceedings, or heard administratively. Cases heard in an administrative hearing by the vice-president for student life and instructional resources can be appealed to the Judicial Council.

### **B. Sexual Assault**

In cases of sexual assault, whether heard in an administrative hearing or by the Honor and Ethics Council, the alleged victim has the option of selecting up to two members of the Wake Forest community to accompany him/her during the hearing process. These individuals may be a BIA member, PREPARE Student Advocate or Facilitator, a counselor, or friend. The support people are to be identified in advance and designated by the associate dean/judicial officer.

## **IX. Procedures of the Honor and Ethics Council**

### **A. Honor Code Violations**

Cheating, plagiarism, stealing, deception, academic misconduct, and contempt are considered violations of the Honor Code. These terms should be construed to have their ordinary, non-legal meaning.

1. The term "cheating" includes:
  - (a) providing or receiving unauthorized assistance in academic endeavors (e.g., quizzes, tests, examinations, reports, term papers);
  - (b) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
  - (c) the use, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
2. "Plagiarism" is a type of cheating. It includes:
  - (a) the use, by paraphrase or direct quotation, of the published or unpublished work of another person without complete acknowledgment of the source;
  - (b) the unacknowledged use of materials prepared by another agency or person providing term papers or other academic materials;
  - (c) the non-attributed use of any portion of a computer algorithm or data file; or
  - (d) the use, by paraphrase or direct quotation, of online material without complete acknowledgment of the source.

When faced with conflicting definitions of plagiarism during a case, the Honor and Ethics Council will adopt the definition established for use in the department/course by the department or professor involved in the case.

3. The term "stealing" includes:
  - (a) the unauthorized taking, misappropriation, or possession of any

property belonging to, owned by, or maintained by the University, an organization, or another individual, or

(b) the possession, retention, or disposal of stolen property.

4. The term “deception” includes any false or deceiving representation. In the academic context, such representations include:

(a) any attempt to avoid meeting the stated course requirements, such as making false statements to avoid taking examinations at the scheduled times or to avoid turning in assignments at the scheduled times;

(b) listing sources in a bibliography not directly used in the academic exercise; or

(c) submitting falsified, invented, or fictitious data or evidence, or concealing or distorting the true nature, origin, or function of data or evidence.

In the social context, deceptive representations include:

(a) making a false statement to a University official, including Residence Advisors, or

(b) presenting a false identification.

5. The term “academic misconduct” includes:

(a) the violation of University policies by tampering with grades;

(b) taking part in obtaining or distributing any part of an unadministered academic exercise;

(c) any attempt to gain access or to aid another in gaining access to any computer account other than one’s

own without proper authorization; or

(d) any attempt to gain access or to aid another in gaining access, without proper authorization, to department offices, faculty offices, laboratories, or any other place where unadministered assignments are kept.

6. The term “contempt” includes:

(a) instances of perjury (giving false testimony), or

(b) acts which otherwise obstruct the judicial process.

*Note: Cheating, stealing, making false or deceiving statements, plagiarism, vandalism, and harassment are just as wrong when done in the context of computing as they are in all other aspects of University conduct.*

## **B. Reporting Accusations**

1. Violations are reported to the Judicial Officer or to the dean of the College in writing within ten (10) school days of the date on which a breach of the honor system comes to the attention of the student, faculty member, or University official reporting the incident. All reports must be signed and must answer four questions:

(a) What is the nature of the alleged violation?

(b) Who did it?

(c) When and where did it occur? and

(d) How did it come to the attention of the person reporting it?

2. The accused must be informed in writing of the accusations at least 24 hours before the investigator begins the investigation. The accused may waive this right and allow the investigation to begin immediately.

### **C. Case Assignment and Investigation**

1. The Judicial Conference determines how relevant cases are to be handled. It is also the Judicial Conference that makes any formal charge(s). If it is determined that a case is to proceed to a hearing before the Honor and Ethics Council, the Conference assigns the case to one member of the Board of Investigators and Advisors for investigation, appoints one member of the Board of Investigators and Advisors to be the advisor to the accused, and determines which co-chair will have primary responsibility for the case. The co-chair may consult with the accused in appointing an advisor. (Cf. Section V.B.1.)
2. During the course of the investigation, the co-chair assigned to the case coordinates the pre-hearing process in a way that assures complete and thorough investigation, makes arrangements for the hearing, and designates the seven members of the Honor and Ethics Council who will hear the case.
3. The accused is informed of the results of the investigation and of the charges. Within five (5) school days after charges are brought, the co-chair sets a date for the hearing.
4. If a hearing is held, the investigator presents his/her findings to the Honor and Ethics Council.

*Note: The results of an investigation may lead to charges being dropped or modified. In order to assure that only those cases which have merit proceed to hearing, the accused should endeavor to cooperate with the investigator in answering all questions pertaining to his/her investigation of the case. In hearing appeals the Judicial Council will consider an accused*

*student's unwillingness to cooperate with an investigator as representing a lack of good faith in supporting the truth-finding process, and will impose upon him/her the burden of proving to the Judicial Council's satisfaction that the initial hearing was unfair.*

### **D. Rights of the Accused Student in Honor and Ethics Council Hearings**

1. The student has the right to counsel. An advisor will be assigned by the judicial co-chairs from the Board of Investigators and Advisors. If the student wishes, he/she may instead choose any one currently enrolled Wake Forest undergraduate student to work as the advisor. A student may always choose to represent himself/herself. The Judicial Council strongly recommends that accused students utilize their assigned advisors, though the decision to do otherwise will not be considered during the deliberative process.
2. The student shall not be compelled to testify and the failure to testify shall not be held against him/her. The investigator shall not comment on the student's failure to testify.
3. The student shall be informed of the investigation after the appointment of the investigator and advisor from the Board of Investigators and Advisors.
4. The student shall be informed of the results of an investigation of which he/she is the subject.
5. No hearing shall take place sooner than five (5) school days after the student is notified of the charges. The student may waive this right for purposes of expediency. If a student wishes to waive his/her right, he/she



must submit a written request to either the investigator or the chairperson and sign a waiver statement.

6. The student has the right to choose between an open and a closed hearing.

*Note: "Open hearing" is defined as a hearing at which the following are present: all necessary parties for a decision, one or two undergraduate student staff members of the Old Gold and Black, the chair of the Student Government Judiciary Committee, any member of the Judicial Council, and up to twelve Wake Forest undergraduate students, six of whom may be designated by the accused and six of whom by the complaining party(ies). The request for an open hearing must be presented in writing to the appropriate chairperson no less than three (3) school days before the scheduled meeting.*

7. The student has the right to be present at all times and at all phases of the hearing except deliberation.
8. The student has the right to request that the hearing be reopened upon the written presentation of germane new evidence. The members of the Judicial Conference shall determine whether the hearing will be reopened.
9. The student has the right to appeal any decision to the Judicial Council.

#### **E. The Hearing**

1. The hearing panel for each case consists of seven (7) members of the Honor and Ethics Council. Each panel is composed of four (4) undergraduate students, two (2) faculty members, and one (1) person from the administration. These persons are appointed by the co-chair from the larger pools of members. (Cf. Section III.B.)

2. The assigned co-chair presides at the hearing and may participate freely in the questioning, but he or she will not be present at deliberations, and will not have a vote. The hearing is held within a reasonable period of time, but not before five (5) days after the notification of charges. If a closed hearing is held, only the presiding co-chair, the investigator, members of the Honor and Ethics Council, the accused, and his/her advisor may be present. As appropriate, the advisor acts as spokesperson for the accused. A witness may be present only during his/her testimony. In cases where more than one individual is charged with a violation arising out of a single incident, each student may request an individual hearing. The request should be presented to the presiding co-chair in the form of a written statement at least five (5) days in advance of the hearing date. The co-chair presents the petition to the judicial conference. The judicial conference decides whether the petition is granted. In cases where there are several charges arising from a single incident and no requests for individual hearings are made, the judicial conference determines whether the individuals are heard together or separately.
3. The Honor and Ethics Council has the power to require the presence of the accused and witnesses and to obtain articles and documents of evidence within the Wake Forest community. If a student who is requested to appear through direct oral or written communication from the co-chair or the investigator does not appear, he/she may be found in contempt of the judicial process.

4. Signed statements may be introduced as evidence, but only if the witness whose statement is submitted is unavailable for the hearing. The co-chair must approve the absence of a necessary witness in order for a statement from that person to be admissible. The party who intends to offer such a statement must present a copy of the statement to the other party and to the co-chair at least twenty-four (24) hours before the hearing.

*Note: The absence of a witness does not necessarily compromise a fair hearing. Written statements can and should be utilized at hearings where a witness for good cause cannot attend the hearing. Both the accused and the investigator must explain to the hearing chair the need for calling a witness to testify and the expected testimony of each witness. The hearing chair should refuse to compel the attendance of any witness whose presence appears unnecessary, repetitive, or irrelevant to decide the case.*

5. Each party may request witnesses to testify during the presentation of evidence in the case. The accused and the investigator should submit a list of witnesses at least five (5) school days before the hearing. During the hearing, witnesses may be questioned by the investigator, the accused, the co-chair, and the members of the Honor and Ethics Council.
6. In an opening and a closing statement, the investigator and the accused are entitled to summarize the facts as viewed from their perspective, to suggest lines of inquiry which should be pursued by the hearing panel, to make observations consistent with the testimony or anticipated testimony of

witnesses, and to advance a plausible theory of the case.

7. The co-chair keeps order during the hearing, rules on the relevancy of evidence, and asks questions of the witnesses. In his/her rulings, he/she should be guided by principles of reasonableness and fairness, and not by the technical rules of the civil or criminal law.
8. The co-chair has the authority to declare a recess at an announced time. Objection to a recess by the accused or the investigator can be overruled only by a five-sevenths vote of the panel. During a recess, the panel shall not comment about or discuss the case.
9. The hearing procedure is as follows: Prior to the hearing, the panel reviews reports and documents concerning the case.
  - (a) The co-chair begins the hearing by informing the accused of his/her rights in the hearing and asking him/her to acknowledge his/her understanding of the rights. The co-chair then reads the charge(s) against the accused and asks him/her to enter a plea of guilty or not guilty.
  - (b) If the plea is not guilty, first the investigator and then the accused may each make an opening statement to the panel.
  - (c) After the opening statements, the co-chair calls witnesses requested by the investigator and the accused.
  - (d) Each witness is sworn in by an affirmative response to the following: "Do you solemnly (swear or affirm) that, to the best of your knowledge,

the information you are about to give is the whole truth?"

- (e) After a witness has been sworn in, under the direction of the co-chair, the witness may be questioned by the investigator, by the accused, and by members of the panel. The purpose of the questioning is to discover the truth. The co-chair will encourage questions that tend toward that goal; he/she will disallow questions that are irrelevant, unnecessary, or repetitious.
- (f) When questioning of a witness is complete, the co-chair instructs the witness to remain available until the hearing is complete. A witness may be dismissed if all present agree that the witness will not need to be recalled.
- (g) After all witnesses have been questioned, the co-chair recalls any witness requested by the panel. The co-chair also recalls witnesses requested by the investigator or the accused if he/she rules that the questions to be asked are relevant and necessary.
- (h) When all witnesses have been questioned, first the investigator and then the accused may each make a closing statement.
- (i) After the closing statements, the co-chair reminds the panel of the charges, and states that only evidence relevant to the subject of the hearing may be considered in establishing guilt, and that in order to find the accused guilty, five-sevenths of the panel must believe that the charges have been proven true by clear and convincing evidence.

The co-chair may not comment on any of the evidence.

- (j) After the co-chair has made his/her statement, the panel withdraws to deliberate and to make its decision by secret ballot. The co-chair is not present for this deliberation. Instead, he/she designates one of the four student members on the hearing panel to preside over the deliberations. This person participates freely in the discussion, but has the added responsibility of insuring that the deliberations proceed in an orderly and appropriate manner. In voting, this person has the same status as the other six members of the panel. If the panel subsequently considers a sanction, this person continues to preside in the same capacity. In the event of an appeal, he/she may be asked to appear before the Judicial Council.
  - (k) In cases involving the charge of deception, the hearing panel may rule that the charge is not worthy of an honor offense.
  - (l) A five-sevenths majority is required for a decision regarding guilt or innocence. Upon reaching a decision, the panel reports it to the co-chair. The co-chair calls back together the investigator, the accused and his/her advisor, and the panel and reports the decision to the accused.
10. Sanctioning.
- (a) If the accused has been found or pled guilty, the investigator and the accused, in that order, suggest to the panel a sanction appropriate to the violation and give reasons for their recommendations. The



investigator and the accused may present evidence to support their recommendations. If evidence or testimony is to be presented, the presentation proceeds as outlined above.

(b) After hearing evidence, testimony, and final recommendations regarding sanction, the panel withdraws for deliberations. The panel considers an appropriate sanction and will adhere to any presumptive sanction authorized by University policy unless the panel finds the presence of unusual circumstances that warrant deviation from the presumptive sanction. Panels not imposing presumptive sanctions should be prepared to defend their decision.

(c) The presumptive sanction for violation of the Honor Code shall consist of a suspension from the University for a full academic semester (summer sessions excluded). When mitigating factors outweigh aggravating factors, the presumptive sanction may be reduced. When aggravating factors outweigh mitigating factors, the presumptive sanction may be increased.

Mitigating factors which may be considered by the hearing panel include:

- i. Evidence that the offender acted in a negligent rather than purposeful manner in committing the offense;
- ii. Evidence that the presumptive sanction will cause hardship well beyond what the average student would endure;

iii. Evidence that the offender made a genuine attempt to rectify a wrong committed and to make restitution before the offense was brought to the attention of judicial authorities;

iv. Evidence that the offender confessed wrongdoing before the hearing began.

Aggravating factors which may be considered by the hearing panel include:

- i. Evidence of prior offenses of University policy;
- ii. Evidence that the offender attempted to conceal the offense from recognition by the community;
- iii. Evidence that the offender attempted to wrongfully influence the investigation or the judicial process;
- iv. Evidence that the offender refused to cooperate with the investigation and hearing of the case;
- v. Evidence that the offender does not appreciate the nature or gravity of the offense;
- vi. The seriousness of the offense.

(d) In all judicial actions where suspension is the penalty, the presumptive semester for the suspension is the one following that in which the decision is rendered (omitting summer sessions): a spring decision expects a fall suspension, a fall decision expects a spring suspension. This policy does not apply to seniors in their final term. For these persons the presumptive semester of suspension is the term in which the decision is

rendered. (The policy also does not apply in drug cases: cf. Section XIII: Administrative Hearings.)

- (e) The minimum penalty for any violation of the Honor Code is probation. A sanction of probation means that the student shall not represent the University in any official or established capacity.
- (f) The sanction for cheating also includes a recommendation to the Committee on Academic Affairs that a grade of F be assigned in the course involved. A grade of F assigned by the Committee on Academic Affairs as a result of an honor violation and at the request of the hearing panel remains on the record of the student even if the course involved is repeated for credit. The hearing panel may, however, when making its recommendation to the Committee on Academic Affairs, request that an assigned F be replaced upon successful repetition of the course involved.
- (g) The penalty for a second violation of the honor system shall be expulsion unless the Honor and Ethics Council panel, by a five-sevenths vote, reduces the expulsion to suspension.
- (h) A five-sevenths majority is required for a decision regarding a sanction. Upon reaching a decision, the panel reports it to the co-chair. The co-chair calls back together the investigator, the accused and his/her advisor, and the panel and reports the decision to the accused. The sanction is final unless the

student appeals to the Judicial Council.

#### **F. Appeals**

1. All appeals are made to the Judicial Council by the accused student or his/her assigned advisor.
2. The accused student must present to the Judicial Council, at the Office of the Dean of the College, his/her appeal within five (5) days following the decision by the Honor and Ethics Council.
3. Grounds for appeal from a decision of the Honor and Ethics Council are
  - (a) the fairness of the hearing,
  - (b) the sufficiency of the evidence to support the decision of the Council
  - (c) the appropriateness of the sanction
4. Where an appeal is allowed by the Judicial Council, the designated hearing co-chair and the student designated to preside over deliberations may be asked to appear as spokespersons for the Honor and Ethics Council.

#### **G. Records and Reporting**

1. Taped records and written summaries of all investigations and hearings are kept in the Office of the Dean of Student Services. Records of closed hearings are available only to the members of the Honor and Ethics Council, the accused, the Judicial Officer, and Judicial Council members. Taped records must be kept for at least one year after the hearing or appeal, and written records are kept indefinitely. Records associated with Judicial Council hearings are kept by the Secretary of the Judicial Council.

2. After every closed hearing, the Judicial Officer reports to the Old Gold and Black the nature of the violation, the decision, and any sanction imposed. No names are divulged. In cases where the student elects an open hearing, the presiding co-chair may comment on issues publicly raised by the accused. No member of the Honor and Ethics Council or the Board of Investigators and Advisors may make any statements, public or private, pertaining to a case. The *Old Gold and Black* is allowed to report fully on any open hearing.
3. If the accused is found not guilty, all evidence and records pertaining to his/her case which mention his/her name are sealed and stored, and then destroyed at the end of the academic year.
4. Wake Forest University retains and discloses, upon student release or as compelled by legal process, only those undergraduate disciplinary records which involve violations of University policies regarding the Honor Code, academic dishonesty, sexual misconduct, drugs and controlled substances, excessive and/or harmful use of alcohol, felonious conduct, and actions resulting in suspension or expulsion. Because it views all other cases as presenting educational opportunities for personal growth and development, the University does not retain such judicial records after graduation.

## X. The Interim Judicial Process

### A. Purpose

During the time period beginning with the last day of classes in the spring semester and ending with the beginning

of classes in the fall semester, the interim judicial process shall be presented as an option to any accused student to provide hearing and judgment. The interim process may be used at other times when the Honor and Ethics Council is not available at the discretion of the dean who would hear the case.

### B. Procedure

1. The interim judicial process will provide a hearing before the dean of the College or his/her designee in honor cases and the dean of student services or his/her designee in community responsibility cases. In cases where the dean chooses not to act alone due to the complexity or the severity of the case, he/she may choose to convene a panel. The panel will be composed of the dean, a faculty member, and a student (if a student is available). Students should be chosen from a list of qualified students identified by the Honor and Ethics Council as being available during the interim. Should none of these students be available, the dean may choose any available student that he/she feels is qualified. Cases in the interim process will be investigated by the judicial officer or by a member of the Board of Investigators and Advisors.
2. When a student is charged, the appropriate dean will assist the student in securing an advisor, if possible from the Board of Investigators and Advisors.
3. The judicial officer presents the charge against the student. Witnesses may be brought, but written statements are acceptable from witnesses unable to appear at the hearing.



4. In sanctioning, the interim panel should take into consideration the guidelines given in section IX.E.10 of this document (“Sanctioning”). The presumptive semester for suspension is the one following the interim hearing; hearings during the summer expect a fall suspension.

### **C. Rights of the Accused Student In the Interim Judicial Process**

1. The student has the right to counsel, as in the normal hearing procedure. The person chosen to act as counsel must be a currently enrolled undergraduate Wake Forest student. A student may always choose to represent himself/ herself.
2. The student shall not be compelled to testify, and the failure to testify shall not be held against him/her.
3. No hearing shall take place sooner than five (5) school days after the student is informed of the specific charges. The student may waive this right for purposes of expediency by signing a waiver statement.
4. The student has the right to be present at all times and at all phases of the hearing except deliberation.
5. The student has the right to request that the hearing be reopened upon the written presentation of germane new evidence. The dean presiding over the interim judicial process shall determine whether the hearing will be reopened.
6. The student has the right to appeal any decision to the Judicial Council under the normal procedures of that body.

### **D. Credit**

If a student is enrolled in a course(s) while a judicial action is pending, credit for the course(s) may be withheld until the case is resolved.

### **E. Appeals**

Appeals can be based only on issues of the fairness of the hearing, the sufficiency of the evidence to support the decision, the appropriateness of the sanction, or the failure of the panel to follow the rules set forth in the establishment of the interim judicial process. Deviation of the interim judicial process from the normal procedures is not grounds for appeal.

### **F. Records and Reporting**

Taped and written outline records of all hearings are made by the dean involved in the case and maintained by the judicial officer.

## **XI. Contempt of the Judicial Process**

This regulation applies equally to all persons involved in the proceedings or hearings of the Honor and Ethics Council, the interim judicial process, administrative hearings, and the Judicial Council.

### **A. Violations**

The following constitute acts of contempt of the judicial process:

1. Failure to comply with the instructions or orders of a duly authorized judicial body or agent;
2. Failure to fully perform disciplinary measures imposed;
3. Perjury;
4. Failure to appear before the hearing panel or judicial officer;
5. Any act which obstructs or hinders the judicial process. Any judicial

body or agent may issue a charge of contempt. Charges of contempt are to be referred to the Judicial Conference for further action.

### **B. Appeals**

Appeals from cases of contempt are to be heard in the same manner as other appeals.

## **XII. The Judicial Conference and Associate Dean/ Judicial Officer**

### **A. The Judicial Conference**

1. The duties of the Judicial Conference include
  - (a) coordinating the work of the judicial system,
  - (b) determining the path that a case will take through the judicial system,
  - (c) planning and implementing orientation sessions for the Honor and Ethics Council and the Board of Investigators and Advisors under the supervision of the Judicial Council.
2. The Judicial Conference meets no less than once a week during the school year. The meeting time is established at the beginning of each year. (Cf. Section V.B.)

### **B. The Associate Dean/Judicial Officer**

The judicial officer advises those involved in the judicial system and coordinates and facilitates the work of all judicial bodies. The judicial officer works with the judicial co-chairs, deans, and the Judicial Council to assure efficient and just operation of the judicial process. In addition, the judicial administrator serves as secretary of the Judicial Conference (ex officio member.) The duties of the judicial officer include:

1. receiving reports from the dean of student services regarding student community responsibility violations;
2. convening, hearing, and setting sanctions in all cases recommended to receive an administrative hearing;
3. with the assistance of the judicial administrator, assisting student investigators in their investigation of cases, which may include securing statements, documents, or reports; assuring that student advisors and the accused are provided with the same information;
4. with the assistance of the judicial administrator, maintaining all judicial records and case files;
5. with the assistance of the judicial administrator, assuring the satisfactory completion of sanctions;
6. assisting in the design and implementation of orientation and education programs for the Honor and Ethics Council and the Board of Investigators and Advisors;
7. preparing reports to all relevant bodies/individuals which summarize judicial action;
8. teaching workshops about academic dishonesty and civic responsibility;
9. mediating disputes between parties which the Judicial Conference decides do not warrant a formal investigation.

## **XIII. Administrative Hearings**

### **A. Administrative Jurisdiction**

The dean of student services or his/her designee may, and normally will, hear conduct cases administratively when the presumptive sanction for all charged offenses in a case does not exceed 60 hours

of community service and a \$150 fine (any increases caused by prior offenses must still be at or below these figures).

If the dean or his/her designee chooses to assume jurisdiction over a case where the total presumptive sanctions exceed this limitation, he/she may only impose this maximum sanction upon a finding(s) of responsibility. When the dean or his/her designee chooses not to exercise jurisdiction, such conduct cases will be sent to the Judicial Conference for a final determination of appropriate case path. In making such a decision the Judicial Conference should consider whether the nature and gravity of the case warrants a referral to the Honor and Ethics Council. If the Conference chooses to assign the case for administrative hearing, a request from the accused student for an Honor and Ethics Council hearing will be granted.

### **B. Alcohol and Drug Cases**

1. By resolution of the University Board of Trustees, the dean of student services is authorized to hear and determine all cases involving student social conduct offenses which the dean has reason to believe were committed by a student who was under the influence of alcohol or drugs. If upon investigation, the dean of student services determines that the offense was not committed by an offender under the influence of alcohol or drugs, the dean will refer the offense for other appropriate procedures within the undergraduate judicial system. In hearing these cases the dean acts in accord with hearing practices set forth in the *Student Handbook*. (See "Hearing Practices for Students Before University Officers," page 89.) The dean or the dean's designee may invoke all

necessary and appropriate sanctions and conditions ranging from warning and mandated counseling to expulsion. Suspension and expulsion actions may be reviewed and endorsed by the vice-president for student life. Appeals from the determination of the dean are to the Judicial Council.

2. The dean of student services or his/her designee is authorized to hear cases of "illegal manufacture, sale, or delivery/ possession with intent to manufacture, sell, or deliver any controlled substance" and cases of "illegal use or possession of controlled substances."
3. Where an honor charge of deception by false identification is connected to an underlying alcohol or drug charge, the dean of student services or his/her designee may hear the honor charge. Where an honor charge stems from deception by false identification in the use, procurement, or distribution of alcohol, and it is a first offense, the dean may withhold the presumptive sanction of suspension. In such cases the dean may impose other sanctions upon such terms and conditions as he/she believes appropriate to prevent recurrence. Any further honor offense will carry the presumptive sanction of a second honor offense.
4. As stated in Section IX.E.10.d the general policy on the presumptive semester for suspension does not apply in drug cases. In these cases the hearing officer should exercise his/her discretion in choosing the appropriate term for suspension, but immediate separation of the student from the University should be the norm. In cases involving first offense



misdemeanor possession or use of marijuana, the hearing officer may reasonably assign the following term as the semester of suspension. When this happens, he/she will assign appropriate interim probationary terms and the student will be removed from campus housing for the remainder of the current semester.

The Council will elect a chair from among its faculty and administrative members. The term of service for the Chair will be for an initial period of three (3) years with the possibility of reappointment for no longer than two (2) years. When vacancies occur on the Council, the procedures for filling the vacant positions will be the same as those used for regular appointments.

## **APPENDIX: The Constitution Of the Judicial Council**

### **I. Membership**

The voting membership consists of thirteen persons: seven (7) faculty members, three (3) administrators, and three (3) students. The quorum for a hearing is seven persons. Each faculty and administrative member of the Council will be appointed by the president of the University upon the recommendation of the dean of the College. These members will serve for an initial five-year term with the option of reappointment for one (1) additional five-year term. While ten years will be the ordinary limit of service, further terms may be allowed at the discretion of the dean and the president. Undergraduate sophomore, junior, and senior students will be eligible for membership on the Council. The terms of service for student members will range, therefore, from a maximum of three (3) years to a minimum of one (1) year in length. These student members will also be appointed by the president upon the recommendation of the dean of the College. At the end of their terms, faculty members may agree to serve as reserve members. Reserve members may be called on when regular members are unavailable for a hearing; no more than two reserve members should be used for any hearing.

### **II. Powers**

- A. To establish and direct the undergraduate judicial system so as to insure justice and due process to all members of the undergraduate academic community.
- B. To hear appeals on cases from the following hearing bodies: the Honor and Ethics Council, interim hearing panels, and administrative hearings.
- C. To organize and present, at the beginning of each academic year, an orientation program for all persons serving in the undergraduate judicial system. This orientation will be concerned with apprising all members of their full responsibilities and obligations as members of an undergraduate judicial body.
- D. The Judicial Council may adopt further procedures consistent with the provisions of this document.

### **III. Review Procedures**

- A. Basis of the Appeal: An appeal to the Judicial Council of a decision of a hearing body must be based on the fairness of the hearing, on the sufficiency of the evidence to support the decision of the hearing body, and/or on the appropriateness of the sanction. The Judicial Council hearing considers the appeal; it does not retry

the case. The Council will hear as a matter of course any appeal of a decision of a hearing body involving the sanction of suspension or expulsion. In other cases, the Council will decide by a simply majority vote (there being no fewer than seven members present) whether to hear the appeal. In the event that the appeal is declined, the appellant will be notified in writing of the reasons for the Council's decision.

**B. Possible Judicial Council Actions:**

The Judicial Council may affirm the original decision both as to the verdict and as to the sanction, may affirm the verdict but reduce the sanction, may reverse the verdict (and thus cancel the sanction), or may send the case back to the hearing body for rehearing on the evidence or for reconsideration of the sanction. In any case in which the verdict is upheld, the sanction is also considered.

In matters of procedure, only error amounting to a substantial injustice is a ground for reversal of the verdict of the hearing body.

- C. Notice of Appeal:** Within five (5) days after the accused is notified of a decision of a hearing body, he/she may file an appeal with the Judicial Council. The appellant in this request for appeal should set forth the reasons why he/she thinks the decision of the hearing body should be reversed or modified.

The request should be submitted to the Judicial Council at the Office of the Dean of the College and, in the case of an Honor and Ethics Council decision, a copy should be sent by the appellant to the judicial co-chair who presided over the hearing.

- D. Procedures Prior to the Hearing:** The Chair of the Judicial Council will set a time for a hearing on the appeal and will notify the appellant, his/her undergraduate advisor, the appropriate Judicial co-chair (or other hearing body principal), and members of the Judicial Council of the time and place. The appellant will be notified in writing at least seven (7) days before the hearing.

The judicial co-chair (or other hearing body principal) will bring to the Office of the Dean of the College a copy of the records of the hearing, the written evidence introduced at the hearing, and the tape recordings of the hearing and pre-hearing proceedings. The chair of the Judicial Council will make these materials available for study by the members of the Judicial Council and by the appellant and his/her advisor prior to the hearing.

**E. Hearing:**

1. The following persons will be present at the hearing: the appellant; his/her undergraduate advisor; the judicial co-chair who presided over the original hearing (or other hearing body principal), and/or his/her representative.
2. Both the appellant (with his/her advisor) and the representative(s) from the Honor and Ethics Council (or other hearing body) may make statements about the procedures at the original hearing and about the evidence.
3. Members of the Judicial Council may ask questions during the proceedings.
4. The hearing will be recorded on audio-tape.
5. At the conclusion of the hearing, the Judicial Council will deliberate in

private and a decision will be reached by a majority vote of the Council. The appellant will be notified in writing of the results of the hearing.

## Hearing Practices for Students Before University Officers

### I. Jurisdiction

University hearing jurisdiction will be assumed in cases indicating that a student needs direct and immediate intervention by University personnel. The vice president for student life and instructional resources\* will have jurisdiction over cases of serious misconduct including willful destruction of property, personal injury and assault, cases of theft of more than \$500 in value, and any other felonious conduct. The dean of student services\*\* will have jurisdiction over cases of misconduct accompanied by abuse of alcohol or drugs. The determination of University hearing jurisdiction is conclusive, unless rendered in an arbitrary manner, and the University officer may refuse jurisdiction of any case even though jurisdiction may be appropriate. Generally, rights accorded to accused students under the student government constitution will be preserved in the administrative hearing, unless specifically stated otherwise. It is important to note that the administrative hearing, as well as the entire judicial system, is not meant to address grievances between parties who come before it, but only between the accused student and the University.

\* The vice president for student life and instructional resources may select a designee to serve as University officer for hearing practices cases. Subsequent references to the University officer reflect

the vice president for student life and instructional resources or his/her designee.

\*\* The dean of student services may select a designee to hear cases under his/her jurisdiction.

### II. Complaints

- A. Complaints are referred to the University officer by the associate dean/judicial officer if, in the opinion of the associate dean/judicial officer, they meet basic jurisdictional criteria. The University officer determines if he or she will take jurisdiction and, if so, sends the case back to the associate dean/judicial officer for investigation. If the University does not take jurisdiction, then the case is sent to the judicial conference for processing.
- B. The associate dean/judicial officer\*\*\* investigates the complaint, charges the student, if appropriate, and sends the case back to the University officer.
- C. If interim suspension authority is exercised, the University officer who will hear the charges will not participate in the decision to suspend.

\*\*\* For cases in which the vice president for student life and instructional resources designates a University officer, an alternative investigator may also be designated.

### III. Response

The student may respond to the charges by making an admission of charges; a denial of charges; or a request to delay the hearing until external court matters have been resolved. It is also possible for the University officer to delay, without request, the hearing or the further processing of a charge on the same grounds.



#### IV. Schedule

Requirements regarding time and notice for the Honor and Ethics Council will be followed for the University hearing, but the minimum time before the hearing may be reduced at the discretion of the University officer when fairness is not compromised.

#### V. Hearing

A. The hearing will be held privately and confidentially. The University officer may permit non-participants to attend. The hearing will be structured as follows:

1. The investigator and the accused student (an undergraduate student advisor may serve on his/her behalf) have the opportunity to make an initial statement explaining each person's description of the case and suggested lines of inquiry for the hearing. The investigator and the student are not adversaries in the hearing. The role of the investigator is to present the findings of his/her investigation and to request the presence of necessary witnesses. The student will be best served by an attitude of explanation and willingness to ascertain the truth rather than an aggressive refutation of others' assertions. The University officer has the authority to conduct the hearing in a manner which preserves this spirit of inquiry.
2. The University officer may, at his/her discretion, request up to four students, faculty, and administrators to assist in the hearing of the case. The panel may participate in the hearing as requested by the University officer and, at the con-

clusion, render a recommendation to the University officer.

3. After initial statements, the University officer and the panel, if any, may ask questions of each witness. At the conclusion of questioning of each witness by the University officer and panel, the accused will be asked if he/she is satisfied with the questioning, and if not what should be asked. The University officer will, at his/her discretion, pursue those questions. The accused student can submit the names of witnesses whom he/she would like to have called for the hearing and the University officer will determine the relevancy and necessity of each witness. Character witnesses may not be called to testify, but the student may submit no more than two signed letters of character reference.
4. The accused student may be present during all aspects of the hearing, but the hearing does not necessarily have to be conducted at one session. Rather, it may consist of several individual sessions according to the availability of witnesses and participants.
5. Signed statements can be used as evidence if the University officer rules that they are reliable. However, the complaining party will testify in person.
6. In cases of sexual assault, the alleged victim has the option of selecting up to two members of the Wake Forest community to accompany him/her during the hearing process. These individuals

may be a BIA member, PREPARE student advocate or facilitator, a counselor, or friend. The support people are to be identified in advance and designated by the associate dean/judicial officer.

- B. The University officer must be persuaded that the charges are true in order to find the student to be responsible for the conduct charged.

## **VI. Decision**

- A. The University officer will render a decision after the hearing is concluded and he/she has had adequate opportunity to consult with the panel.
- B. Sanctions based on charges found to be true will be assessed by the University officer. Presumptive sanctions will be consulted in assessing sanctions.

## **VII. Appeals**

Appeals may be made to the Judicial Council within five (5) days of the announced decision and sanction. The Judicial Council will consider appeals on the basis of these University Hearing Practices and its own constitution and policies.

## services & facilities

### Advertising Your Event

Use the resources below to get the word out to the campus community regarding an activity or event open to the public:

**The Student Online Magazine**

([www.wakestudent.com/advertise](http://www.wakestudent.com/advertise))

**Old Gold and Black/ext. 5280**

(<http://ogb.wfu.edu>)

**WAKE TV/ext. 4298**

**WAKE Radio/ext. 5192**

**Window on Wake Forest/ext. 5379**

([www.wfu.edu/wowf](http://www.wfu.edu/wowf))

Contact media sources with your activity/event information at least two weeks in advance. Students may also want to consult with the University News Service (ext. 5237) to discuss possible off-campus publicity for an event or activity.

### Auto Registration, Gate Protocols, and Traffic Fines

All students bringing a motor vehicle to the campus must register the vehicle with the Department of Parking Management (University Police). Vehicle registration is online. To register, log on to WIN. Go to Personal, click on Register your Car. Fill in the form online and submit. Vehicle registration is not complete until the parking decal is displayed on the rear of the vehicle per instructions and the gate pass window decal or authorized hang tag is displayed on the front of the vehicle.

Full-time resident and commuter students pay \$325 for parking. The price for one semester is \$175. There is a reduced

parking fee for freshmen and first-year students of \$225. Freshmen are required to park in the Student Drive Lot off Polo Road across from campus. Students required to park in the Student Drive Lot may park on campus between 5 p.m. and 7:30 a.m., Monday-Friday and from 5 p.m. Friday-7:30 a.m. Monday.

Gate protocols have been established to serve as a deterrent to criminal activity on campus and to assist the public with campus information and parking. Vehicular traffic entering campus at night (between 10 p.m. and 6 a.m.) is monitored by registering visitors and guests.

The vehicles of students, faculty, staff, and regular vendors entering campus during the hours of gatehouse operation (between 10 p.m. and 6 a.m.) must display a front windshield identification in the form of a decal, a visitor pass, or a hang tag in addition to a rear bumper parking decal. Failure to register your vehicle or follow proper procedures could result in a referral to the dean of student's office. Please be reminded that all vehicles on campus must obey the North Carolina driving laws and especially be reminded that pedestrians have the right of way.

Procedures to register guests are available in the "Traffic Rules and Regulations" brochure published by the University Traffic Commission. The brochure, along with a parking map is available online at [www.wfu.edu/police/traffic.html](http://www.wfu.edu/police/traffic.html).

**The Department of Parking Management** issues a special parking override permit to students who merit special medical



parking privileges. In such cases, the student must go to the Student Health Service and be evaluated (at no charge). The student is issued a "Health Service Medical Parking Request" form, which must be presented to the parking management department, indicating how long the student will need special medical parking privileges.

The override permit allows the student to park in designated faculty/staff areas (reserve spaces are excluded). This permit is in addition to his/her regular parking decal. The student is not given a handicapped parking space since these are reserved for individuals who are state-certified. If a student has chosen off-campus satellite parking he/she is required to purchase a temporary decal during the period he/she will need to park on campus.

#### **Parking/Ticket Inquiries**

*Mon.-Fri, 8:30 a.m.-4 p.m./ext. 6129*

#### **Towed or Malfunctioning Vehicles Information**

*After 4 p.m. and weekends/ext. 5591*

A student's registration or diploma may be blocked in the case of unpaid parking violations/tickets.

More information regarding auto registration, traffic fines, etc. is in the University Traffic Rules and Regulations pamphlet, available online at [www.wfu.edu/police/traffic.html](http://www.wfu.edu/police/traffic.html). (ext. 6129)

#### **Barber Shop**

*Mon.-Fri., 9 a.m.-5 p.m./336.759.2443*

Located in Taylor House on the lower level with entrance off of the parking lot across from Brendle Hall. Appointments are advised, but walk-ins are always welcome.

#### **Benson Ticket Office**

<http://www.wfu.edu/benson/tickets.htm>  
*Mon.-Fri. 9 a.m.-5:30 p.m./ext. 4265*

Located on the third floor of the Benson University Center, next to the Student Union office, is the Benson Ticket Office. All major events are sold through the Benson Ticket Office as well as tickets to area events and attractions such as concerts, Carowinds, Wet 'n' Wild Water Park, Winston-Salem Warthogs baseball, Charlotte Bobcats (NBA), Carolina Panthers (NFL), Carolina Hurricanes (NHL) and much more! Cash, check, MC/Visa and Deacon Dollars accepted.

#### **Bridger Field House Deacon Shop**

<http://www.wfu.edu/stores>  
*Mon.-Fri., 10 a.m.-2 p.m., on weeks preceding home football games, as well as during home football games, coaches lunches, and special events. Closed June and July.*

Located at Groves Stadium, 499 Deacon Blvd., on the main floor, across from the ticket office, the Bridger Field House Deacon Shop offers a variety of Wake Forest memorabilia and apparel for the entire family. (ext. 3767)

#### **Campus Media**

##### **The Student Online Magazine**

<http://wakestudent.com>  
*Benson Center 502/ext. 5291*  
*Editor-in-chief, Mary Beth Ballard*

This online magazine is designed by students for students as a guide to campus activities, Winston-Salem, and beyond. It pulls together a vast array of information and resources and puts them in one convenient place.

### **WFDD (88.5 FM)**

<http://www.wfdd.org>

Ext. 8850

*General Manager, Jay Banks*

WFDD serves the Triad and surrounding counties by providing NPR news and quality discussion programming, as well as Triad arts news, local area news, and classical and jazz music combined with professional on-air talent, superior sound and a strong connection to the community and state.

### **WAKE Radio**

<http://radio.wfu.edu>

*Benson Center 512/ext. 5192 or 5129*

*Station Manager, Brandon Newsome*

Wake Forest's student-run radio station plays popular, college-list music and announcements 24 hours a day.

### **Old Gold and Black (OG&B),**

<http://ogb.wfu.edu>

*Benson Center 518/ext. 5279*

*Editor-in-chief, Caitlin Kenney*

*Managing editor, Jae Haley*

*Business manager, Max Rubin*

The University's weekly student newspaper is distributed on Thursdays during the school year. The paper can be found in various locations around campus.

### **Campus Printing**

336.716.7992

Your Document Source is located on the Bowman Gray campus and offers full-service graphics, illustration, photography, and printing.

### **College Bookstore**

<http://www.wfu.edu/stores>

*Taylor House/ext. 5142 or 5145*

*Academic Year Hours*

*Mon.-Fri. 8:30 a.m.-5 p.m.;*

*Sat. 9:30 a.m.-5 p.m.*

*Extended evening hours are posted each semester.*

Located on the Quad (Hearn Plaza), the Bookstore houses 5000+ titles (updated monthly) and offers school/office supplies and computer accessories through Office Depot, as well as newspapers, magazines, CDs, DVDs, Starbucks Coffee, pastries, Wake Forest emblematic stationery and gifts, student living items, cards, balloons, handbags, accessories, and jewelry.

### **Copy Center**

*Benson Center Food Court/ext. 5251*

*Academic Year Hours:*

*Mon.-Fri., 8:30 a.m.-9 p.m.*

*Summer Hours*

*Mon.-Fri., 8:30 a.m.-5 p.m.*

*Closed for lunch: 12:30-1:30 p.m.*

Students can leave resumes, flyers, and announcements with an attendant for photocopying. A telefacsimile (FAX) copier is located in this copy center. Payment is cash, check, credit card, or Deacon Dollars.

### **Deacon OneCard Office**

*Benson Center 101/ext. 1949*

*Mon.-Fri., 9 a.m.-5 p.m.*

The office provides initial and replacement University ID cards. Students should report campus vending problems to the Deacon OneCard Office. If vending problems occur after office hours, leave a message at the Deacon OneCard office and immediately contact University Police (ext. 5591) to prevent unauthorized use.

## Deacon Shop

<http://www.wfu.edu/stores>

*Kitchen House/ext. 5606*

*Academic Year Hours*

*Mon.-Fri., 8:30 a.m.-5 p.m.;*

*Sat., 9:30 a.m.-5 p.m.*

Located on Hearn Plaza (the Quad), the Deacon Shop features Wake Forest merchandise and fan favorites, including banners, pennants, footballs, basketballs, gifts, and apparel for the entire family.

## Disabled Student Services

<http://www.wfu.edu/lac>

*Reynolda Hall 117/ext. 5929*

*Director, Van D. Westervelt*

*Associate Director, Micahel P. Shuman*

Wake Forest University endeavors to provide facilities which are in compliance with all laws and regulations regarding access for students with disabilities. In addition, special services are available to provide reasonable accommodations for those with a wide range of documented disabilities. If you need further information regarding documenting a disability and requesting accommodations, please contact the Learning Assistance Center.

The Disabilities Awareness Coalition is a student group that seeks to raise and maintain awareness among the University community members about disabilities and closely related issues. Interested students may contact the Learning Assistance Center for more information.

## Information Desk

*Benson Center, 3rd level/ext. 5255 or 5256*

The desk is located to the right of the main entrance doors. A student staff member provides campus- and Winston-Salem-related information; distributes Benson Center room keys; and helps

with lost and found items. Audio wands are available for an interactive tour of the artwork in the building.

## Information Systems

<http://www.wfu.edu/is>

*336.758.HELP or on-campus ext. 4357*

*Information Systems Bldg. 256*

*Walk-in and phone support hours*

*Mon.-Thurs., 8 a.m.-7 p.m.*

*Fri., 8 a.m.-5 p.m.*

*Sat. closed*

*Sun., 3-7 p.m.*

*Hours vary during summer, breaks, and holidays.*

Information Systems is responsible for distributing and supporting University-issued computers, printers, and software; maintaining the campus telecommunications and computing networks; and providing productivity software, programming and analysis, and file services. Through the campus wired and wireless network, students have high-speed Internet connectivity from all campus buildings. Students use a login ID and password to access the campus network. Information concerning the ID and password is provided during the first-year student orientation.

Information Systems maintains an extensive array of online information systems that support University admissions, student registration, grade processing, payroll administration, accounting services, and many other administrative and academic applications. In addition, the Wake Forest Information Network (WIN) provides the University community with faculty, staff, and student directories; an alumni directory and career networking service; online class registration; and vehicle registration.



The Information Systems Help Desk offers assistance for Wake Forest-issued computers, printers, and standard software applications via telephone and in person.

A satellite Help Desk location in the Z. Smith Reynolds Library provides convenient access to self-help resources and on-site staff from 7-9 p.m., Monday through Thursday. Hours vary during summer, breaks, and on holidays.

The Resident Technology Advisor (RTA) program provides on-site computing assistance in residence halls. RTAs are available 24 hours a day and may be contacted by calling 336.758.RTAS (ext. 7827). Information about the RTA program is available at [www.wfu.edu/is/programs](http://www.wfu.edu/is/programs).

### **Law and MBA Professional Center Bookstore**

<http://www.wfu.edu/stores>  
*Information Systems Bldg./ext. 3950*  
*Mon.-Fri. 9:30 a.m.-5 p.m.*  
*(Extended hours during Rush and Book Buyback. Limited summer hours.)*

The Law and MBA Professional Center Store features law and MBA textbooks and study aids as well as emblematic merchandise and apparel.

### **Library Services**

The Wake Forest University libraries include the Z. Smith Reynolds Library (<http://zsr.wfu.edu>), located on the Reynolda campus and supporting the undergraduate College, the Calloway School of Business and Accountancy the Graduate School of Arts and Sciences, and the Divinity School. The Professional Center Library (<http://catalog.pcl.wfu.edu>), housed in the Worrell Professional Center on Reynolda Campus, serves the

Law School and the Babcock Graduate School of Management. The Coy C. Carpenter Library (<http://www1.wfubmc.edu/library/>) serves the Wake Forest School of Medicine and is located on the Bowman Gray campus.

The three library collections total over 1.9 million volumes. Subscriptions to more than 35,000 periodicals and serials, largely of scholarly content, are maintained at the libraries. The Z. Smith Reynolds Library holds over 1.4 million volumes in the general collection, over 1 million reels of microfilm and pieces of microtext, and nearly 25,000 videos and DVDs. As a congressionally designated selective federal depository and depository of North Carolina government information, the ZSR Library holds nearly 170,000 government documents. The Professional Center Library holds over 200,000 volumes and the Coy C. Carpenter Library holds over 150,000 volumes. The three libraries share an online catalog, which also provides access to electronic resources, journals and databases, all accessible via the campus network and on the Internet.

The Z. Smith Reynolds Library provides comprehensive reference and research services, including assistance with directed and independent research and online searching; discipline-related library instruction; information literacy classes; general library orientation; and tours. Reference tools are available in electronic and print formats. Undergraduates may take a one-credit course, LIB 100: "Accessing Information in the 21st Century," which focuses on effective research strategies, search techniques, evaluation of resources and intellectual property rights. Students can request research assistance in person, by telephone

(336.758.5475), through AskZak on the library Web site, and via AIM virtual reference at screen name Askzaklive. Through interlibrary loan services students may borrow materials from other libraries throughout the country at no charge.

Special collections in the Z. Smith Reynolds Library include the Rare Books and Manuscripts Collection emphasizing American, Irish and British authors of the late nineteenth and early twentieth centuries. The Ethel Taylor Crittenden Baptist Historical Collection contains materials relating to North Carolina Baptists and prominent individuals with ties to Wake Forest College/University. The Wake Forest College/University Archive is also located in this area.

The entire library is equipped for wireless Internet access. Facilities in the Z. Smith Reynolds Library include the Information Technology Center (ITC), which offers digital imaging, scanning, multimedia services, collaborative workstations, a computer lab, and technology training. Small group-study rooms are located throughout the library and may be reserved at the circulation desk. Lockers are available for students to use on a short term basis. Two 24-hour study areas, one of which houses a cyber-café, are accessible by key-card when the library is closed.

Z. Smith Reynolds Library hours, telephone numbers, maps, and more are posted on the library's Web page at <http://zsr.wfu.edu>.

### **Meeting Rooms**

A variety of spaces on campus are available for students to reserve for meetings. Private dining rooms, classrooms, auditoriums, and other meeting facilities may be reserved by consulting the following:

#### **Wait and Davis Chapels**

*Office of the Chaplain* ext. 5210

#### **Brendle Recital Hall**

*Department of Music* ext. 5104

#### **Classrooms**

*Departmental Chairs*

#### **DeTamble Auditorium**

*Media Center* ext. 5525

#### **Dining Rooms**

*Dining Services Director* ext. 5610

#### **Gymnasium**

*Health and Exercise Science* ext. 5391

#### **Reynolda Hall Rooms**

*Alumni Activities* ext. 5264

#### **Benson University Center**

*Benson Univ. Center Office* ext. 4869

### **Practice Rooms**

*Scales Fine Arts Center, Music Dept./ext. 5364*

Approximately 15 rooms are available to all students (including non-music majors) for music practice from 8:30 a.m.-11 p.m. on the first level of the music wing of Scales Fine Arts Center. First come, first served, no need to reserve. Key deposit and permission of instructor required to use one of the five grand pianos.

### **Recycling**

<http://www.wakerecycles.com>

Jim Coffey ([coffeyjb@wfu.edu](mailto:coffeyjb@wfu.edu))/ext. 6070

Wake Forest is committed to preserving the environment. Recycling is one of the easiest ways to help lessen the human footprint on the environment. Not only is it the right thing to do, but it is a North Carolina law to recycle aluminum cans. According to the Environmental Protection Agency, Americans discard 160 million tons of waste each year; 60-80% of this waste is recyclable.

Recycling containers are dispersed throughout campus. Student government, the Student Environmental Action

Coalition (SEAC), and IFC (working with Facilities Management) have developed a plan to recycle waste from campus social functions through the placement of recycling bins at registered parties. Glass, aluminum, and plastic can all be placed in the same container. Any paper products can be placed in containers marked "Commingled Paper."

Items that can be recycled include:

**Glass**

Glass food and beverage containers (remove lids and rinse bottles)

**Aluminum & Steel**

Aluminum beer, soft drink, and juice cans, steel (tin) cans

**Paper**

Newspaper	Junk Mail
Magazines	Colored Paper
Notepad Paper	Manila Folders
White Paper	Computer Paper
Phone Books	Catalogs
Envelopes	Adding Machine Tape

**Plastic**

Clear and colored plastic bottles, including soda bottles, milk jugs, detergent bottles, and shampoo bottles (look at the bottom of the container to make sure that it is #1- or #2-type plastic).

**Shuttle & Escort Services**

**A Daytime Shuttle**

[www.wfu.edu/police/shuttle.html](http://www.wfu.edu/police/shuttle.html)

*Mon.-Fri., 7:30 a.m.-6 p.m.*

The shuttle provides safe transportation around campus when school is in session (except holidays). Shuttle service begins at 7:30 a.m. at Reynolda Village (Meadows Lot) and operates on a set route with a set schedule until 6 p.m. The shuttle telephone is not staffed during the daytime as call-in rides are not accepted.

Handicapped transportation is available by calling 336.758.5591. Service may be cancelled in the event of snow or ice.

**An Evening Shuttle**

*RIDE/ext. 7433*

*Sun.-Sat., 6 p.m.-3 a.m.*

Ride provides "door-to-door" service through campus and operates seven days a week while school is in session (except holidays). Calls for service are accepted until 2:45 a.m. Service includes Reynolda Village (Meadows Lot) and the Student Drive Lot. The evening shuttle also provides service to the First Assembly Lot from 6-10 p.m., at which time the lot is closed to students. Although every effort is made to operate the shuttle service as scheduled, there may be times that service is suspended due to dangerous driving conditions and/or severe snow or ice storms.

**Escort Service**

*University Police/ext. 311 or 5591*

If students are traveling alone after dark when the shuttle service is not in operation (after 3 a.m. or if service has been suspended) safe transportation is provided by University Police. A patrol car can be requested by calling 311 or 5591. Emergency calls (336.758.5911), or calls directly from the emergency phones located in campus parking lots, are given priority.

**Sundry Shop**

*Reynolda Hall/ext. 5604*

*Mon.-Fri., 8 a.m.-midnight*

*Sat.-Sun., 1 p.m.-midnight*

Located next to the Reynolda Cafeteria, the sundry shop sells snacks, toiletries, and some drugstore items. Deacon OneCard accepted.



## Telecommunication and Cable Television Services

*Information Systems Help Desk/336.758.4357*

The on-campus housing package includes local telephone services with voice mail, call waiting, and caller ID. Local dial service for the campus and Winston-Salem area is provided. Students must provide their own telephone for local telephone service. Please note that the University's Wireless Spectrum Policy prohibits use of 2.4 Ghz and 5.0 Ghz cordless phones on campus. While we no longer provide long-distance dialing from campus residences, we offer cellular service discounts through the University's MobileUTM program. Students can learn more about discount options online at [www.wfu.edu/is/telecom](http://www.wfu.edu/is/telecom).

The on-campus housing package also includes a comprehensive package of educational and entertainment channels through University Cable TV. Cable channel 2 is the Wake Forest Information Systems channel, which provides updated information on campus technology, Help Desk hours, and the status of various technology services. Cable channel 6 is student-run WAKE-TV, which features various student programming. Channels 20 and 22 carry SCOLA1 and SCOLA4, nonprofit educational services that feature television programming from more than 50 different countries in their original languages. Information Systems also offers select HDTV channels to students in residence halls. An off-air high-definition receiver or ATSC tuner and compatible television are required to view the HDTV channels. More information about Cable TV and the current channel line-up can be found at [www.wfu.edu/is/telecom/multimedia/cabletv/index.html](http://www.wfu.edu/is/telecom/multimedia/cabletv/index.html).

## Textbook Store

<http://www.wfu.edu/stores>

*Taylor Hall/ext. 4154*

*Mon.-Fri., 8:30 a.m.-5 p.m.*

Located beneath the Bookstore in Taylor House, the Textbook Store offers online ordering and prepack via WIN as well as art, laboratory, music supplies, and study aids. (Prepack is not available to first-semester freshmen.) The Textbook Store also holds Book Buyback during each semester's finals' period with extended service hours.

## University ID Cards—Campus Card Program

*ARAMARK Food Services Office/Reynolda Hall*

*Mon.-Fri., 9 a.m.-5 p.m.*

Students are required to carry and, upon the request of authorized University personnel, including residence hall and library staff members, to show their University Identification (ID) cards. The cards are multipurpose and should be kept in the student's possession at all times and carefully protected. They are used for access to residential locations and other areas such as campus labs, library functions, athletic events, the Secret Artist Series, and for all campus card functions. It is a permanent card, turned in upon withdrawal from the University or upon graduation. Lost or stolen cards should be reported to University Police immediately.

The campus card program is a student-requested declining balance system. Deacon OneCard monies may be used at all dining locations, College Bookstore, Deacon Shop, Student Health Service, Student Union, Office of Financial and Accounting Services, University Police, and all campus vending machines. Campus

## Keep the WFU Bulletin Issued During Your First Year

Upon matriculation, each student receives a copy of the current Undergraduate Bulletin of Wake Forest University. This bulletin is a very important document, containing the institution's most recent policies governing students' academic programs and pertinent administrative matters. Students are expected to be familiar with the contents of the bulletin since it represents the substance of their contractual relationship with the University. All students should keep the copy of the bulletin issued in their first year, as well as a copy of the bulletin issued in the year in which they declare a major/minor, to reference throughout their undergraduate career.

card accounts may be opened, or added to, in the ARAMARK (Food Services) office in Reynolda Hall, by cash, check, money order, VISA, or MasterCard.

### UPS Store/Campus Mail

Poteat Hall/336.896.1126

Campus Mail/ext. 5281

FedEx/ext. 1921

Mon.-Fri., 7 a.m.-6 p.m.

Sat., 7 a.m.-3 p.m.

There is a full-service mail, packaging, shipping, and document servicing center located in Poteat Hall facing Hearn Plaza (the Quad). Box rental is included in the room rent payment. You can access your box 24 hours a day with your key. (Lost keys cost \$10 to replace.) Mail should be addressed:

Campus Box XXXX\*

1834 Wake Forest Road

Winston-Salem, NC 27109-XXXX\*

\*Put in your box number

### Wachovia Bank

Davis Hall/336.759.7576

Mon.-Fri., 10 a.m.-3 p.m.

Located in Davis Hall on the Hearn Plaza (Quad) side is a fully-functioning Wachovia bank and an automated teller machine (ATM).

### Hours of Operation

Listings are for the academic year when school is in session.

### Food

#### Benson Food Court

Mon.-Fri., 7:30 a.m.-midnight

Sat.-Sun., 10 a.m.-midnight

#### Bodega

Mon.-Fri., 8 a.m.-10 p.m.

#### Campus Grounds Coffee Shop

Sun.-Thurs., 4:30 p.m.-1:30 a.m.

Fri.-Sat., 6:30 p.m.-1:30 a.m.

#### Fresh Food Co. at Reynolda Hall

Mon.-Fri.

Breakfast: 7:30 a.m.-10:30 a.m.

Lunch: 11 a.m.-4 p.m.

Dinner: 5-9 p.m.

Sat.-Sun.

Brunch: 9 a.m.-4 p.m.

Dinner: 5-9 p.m.

#### IS Food Court

Mon.-Fri., 7:30 a.m.-7 p.m.

#### Magnolia Room

Mon.-Fri., 11 a.m.-1:30 p.m.

#### Pizza Hut

Sun.-Thurs., 10:30 a.m.-1 a.m.

Fri.-Sat., 10:30 a.m.-midnight

#### Polo Area Convenience Store

Mon.-Sun., 10 a.m.-midnight

**Shorty's**

*Mon.-Fri., 7:30 a.m.-midnight (last call)  
Sat.-Sun., 10 a.m.-midnight (last call)*

**Subway on Hearn Plaza (the Quad)**

*Mon.-Sun., 10 a.m.-2 a.m.*

**Sundry Shop**

*Mon.-Fri., 8 a.m.-midnight  
Sat.-Sun., 10 a.m.-midnight*

**Services**

**Art Gallery**

*Mon.-Fri., 10 a.m.-5 p.m.  
Sat.-Sun., 1 a.m.-5 p.m.*

**Athletics Ticket Office**

*Mon.-Fri., 8:30 a.m.-5 p.m.*

**Barber Shop**

*Mon.-Fri., 9 a.m.-5 p.m.  
Sat., 9 a.m.-noon*

**Benson Copy Center**

*Academic Year Hours:  
Mon.-Fri., 8:30 a.m.-9 p.m.  
Summer Hours:  
Mon.-Fri., 8:30 a.m.-5 p.m.  
Closed for lunch: 12:30-1:30 p.m.*

**Benson Ticket Office**

*Mon.-Fri., 8 a.m.-5:30 p.m.*

**Bookstore**

*Mon.-Fri., 8:30 a.m.-5 p.m.  
Sat., 9:30 a.m.-5 p.m.*

**Deacon Shop**

*Mon.-Fri., 8:30 a.m.-5 p.m.  
Sat., 9:30 a.m.-5 p.m.*

**Mail Services**

*Mon.-Fri., 7 a.m.-7 p.m.  
Sat., 9 a.m.-3:30 p.m.*

**Museum of Anthropology**

*Tues.-Sat., 10 a.m.-4:30 p.m.*

**Professional Center Bookstore**

*Mon.-Fri., 9 a.m.-5 p.m.*

**Service Hotline 336.758.4255 (HALL)**

*Light bulb changing, general bathroom cleaning, unclogging drain or sink, or pest control*

**Textbooks**

*Mon.-Fri., 8:30 a.m.-5 p.m.*

**Vehicle Registration**

*Mon.-Fri., 8:30 a.m.-4 p.m.*

**Wachovia Bank**

*Mon.-Fri., 10 a.m.-3 p.m.*

**Recreation**

**Basketball/Racquetball Courts**

*Reynolds Gym (hours apply except when gym is in use for classes or intramurals)*

*Sun., Noon-10 p.m.  
Mon.-Thurs., 3-11 p.m.  
Fri., 3-10 p.m.  
Sat., 10 a.m.-8 p.m.*

**Fitness Center Miller Building**

*Lap Swimming:  
Mon.-Thurs., 7 a.m.-11 p.m.  
Fri., 7 a.m.-7 p.m.  
Sat., 10 a.m.-7 p.m.  
Sun., 1-11 p.m.*

**Swimming Pool Reynolds Gym**

*Lap Swimming:  
Mon.-Fri., 11 a.m.-1 p.m. and  
3:30-6:30 p.m.  
Tues.-Thurs., 7-9 a.m.  
Open Recreational Swimming:  
Mon. and Wed., 6:30-8:30 p.m.  
Sat., 11 a.m.-1 p.m.  
Sun., 2-5 p.m.*

**Religious (Meeting times and locations)**

**Athletes in Action**

*Tues., Miller Center, 9:30 p.m.  
Joe and Kim Haynes (336.993.1120)*

**Baptist Student Union**

*Tues., BSU Lounge, Kitchin Hall, 6:45 p.m.  
Rev. Rebecca Hartzog (5021)*

**Baha'i Association**

*Peter Furia, faculty advisor (3242)*

**Campus Crusade for Christ**

*Thurs., Campus Ministry Lounge, 7 p.m.  
Ron and Celia Jones (336.993.9792)*

**Catholic Community**

*Wed., Davis Hall,  
Catholic Comm. Lounge, 6 p.m.  
Father Jude DeAngelo (5018)  
Julie Ostergaard (4214)*



**Catholic Mass (Davis Chapel)**

*Mon., Tues., Thurs.: 12:10 and 5 p.m.*

*Wed.: 12:10 p.m.*

*Sun.: 11:30 a.m., 8 & 10 p.m.*

**Chi Alpha**

*Wed., First Assembly Church, 9:30 p.m.*

*Thomas Whited (336.759.8010)*

**Davis Chapel Wingate Hall**

*Open 24 hours a day*

**Episcopal (Davis Chapel)**

*Sun., Holy Communion, 6 p.m.*

*Wed., Eucharist/Healing service, 7:30 a.m.*

*Rev. Bob McGee (5249)*

**Hillel (Jewish Student Organization)**

*Louis Goldstein, faculty advisor (5368)*

**International Campus Ministries of the Triad**

*Scott Freese, director (336.972.6237)*

**Intervarsity Christian Fellowship**

*Thurs., Green Room, Reynolda Hall, 7 p.m.*

**Lutheran Student Movement**

*Tues., Davis,*

*Catholic Community Lounge, 6:15 p.m.*

**Sunday Worship**

*Davis Chapel (with Episcopal), 6 p.m.*

*Rev. Laura Wind (336.765.6211)*

**Meditation Room (404 Benson)**

*Same hours as the Benson University Center*

**Office of the Chaplain (5210)**

**Presbyterian Student Fellowship**

*Tues., Collins Hall,*

*Campus Ministry Lounge, 7 p.m.*

*Rev. Stewart Ellis (336.765.8779)*

**Reformed University Fellowship**

*Tues., Davis Chapel, 7 p.m.*

*Rev. Kevin Teasley (5248)*

**United Methodist Campus Ministry/  
Wesley Foundation**

*Thurs., Wingate Hall, Lower Auditorium (5019),*

*5:30 p.m.*

**Wake Forest Baptist Church (5297)**

*Sunday School, Wingate Hall, 9:45 a.m.*

*Sunday Worship, Wait Chapel, 11 a.m.*

*Evening Contemporary Service, 7 p.m.*

*Richard Groves, pastor (5119)*

**Benson University Center**

*Mon.–Sat., 7:30 a.m.–1 a.m.*

*Sun., 10:30 a.m.–1 a.m.*

**Student Health Service**

*Located in the George C. Mackie Health Center,  
Reynolds Gymnasium*

**Fall and Spring Semesters**

*Mon.–Fri. by appointment, 5218*

*8:30 a.m.–noon and 1:30–4 p.m.*

**Summer School**

*(Mon.–Thu. by appointment, 5218)*

*8:30 a.m.–noon and 1:30–4 p.m.*

**Nights and weekends** *a nurse is available with  
a physician on-call.*

*Open 24 hours a day when school is in session*

*(Aug–Dec; Jan–May) during spring and fall*

*semesters. See pages 22–24 for more information.*

# student organizations

For a more complete listing and descriptions of Wake Forest Student organizations, visit [www.wfu.edu/campuslife/organizations.html](http://www.wfu.edu/campuslife/organizations.html).

## Academic and Honorary Societies

Wake Forest has at least one local club or national society for every discipline offered at the University. Consult departmental chairs for more information about a specific group.

### Accounting Society

Calloway School, George Aldhizer (5778)

### Allied Health Student Association

Gary Miller (1901)

### Alpha Epsilon Delta (health professions)

Hugo Lane (5572)

### Alpha Kappa Psi (business fraternity)

Sylvain Boko (4461)

### Anthony Aston Players (theatrical group)

John Christman (5085)

### Anthropology Club

Steven Folmar (6065)

### Beta Beta Beta (biology honor society)

Herman Eure (5571/5323)

### Delta Phi Alpha (German honor society)

Grant McAllister (4023)

### El Club Hispano

Sarah d'Empaire-Wilbert (3541)

### Eta Sigma Phi (classics honor society)

Mary Pendergraft (5331)

### Euzelian Academic Society

Linda Bridges (5311)

### Finance Club

Calloway School, James Cotter (7220)

### Golden Key National Honor Society

Natascha Romeo (5937)

### Lambda Pi Eta

(communications honor society)

Steve Giles (4442)

### Mortar Board (senior honor society)

Katy Harriger (5450)/Michèle Gillespie (4270)

### Omicron Delta Epsilon

(economics honor society)

Robert Whaples (4916)

### Omicron Delta Kappa (leadership society)

Jenny Puckett (3937)

### Phi Alpha Delta (pre-law honor society)

Howell Smith (5502)

### Phi Beta Kappa

James Powell (5333)

### Philomathesian Literary Society

Anne Boyle (5400)

### Pi Mu Epsilon (mathematics honor society)

Sarah Raynor (4807)

### Pi Sigma Alpha

(political science honor society)

John Dinan (3495)

### Pre-Veterinary Student Association

Hugo Lane (5572)

### Sigma Tau Delta (English honor society)

William Moss (5377)

### Theta Alpha Kappa

(religion honor society)

Lynn Neal (3307)

### Upsilon Pi Epsilon

(computing science honor society)

David John (5535)

## Greek Organizations

Fraternities and sororities support and promote leadership, academics, community service and friendship. Each year, a large percentage of students make the decision to join the Greek community. Greek life at Wake Forest observes a policy of deferred recruitment. First-year students

may not participate in the formal recruitment process until the spring semester of their freshman year. The recruitment process varies depending on the organization. The Panhellenic Council holds formal recruitment week in early January, just before classes begin. Registration needs to occur by early November. Immediately following Panhellenic recruitment is the Interfraternity Council's rush period. During men's rush, interested men are able to visit all IFC fraternities through a mutually selective process. Each of our chapters in the National Pan-Hellenic Council holds their own recruitment/intake events throughout the year.

Greek Organizations with active chapters at Wake Forest are:

**Men's Fraternities**

- Alpha Sigma Phi
- Chi Psi
- Delta Kappa Epsilon

- Kappa Alpha Order
- Kappa Alpha Psi
- Kappa Sigma
- Lambda Chi Alpha
- Phi Beta Sigma
- Pi Kappa Alpha
- Sigma Alpha Epsilon
- Sigma Chi
- Sigma Nu
- Sigma Pi
- Theta Chi

*For more information, contact Steve Hirst (5185).*

**Women's Sororities**

- Alpha Kappa Alpha
- Chi Omega
- Delta Delta Delta
- Delta Sigma Theta
- Delta Zeta
- Kappa Delta
- Kappa Kappa Gamma
- Phi Mu
- Pi Beta Phi
- Phi Beta Chi (Christian Women's Sorority)

*For more information, call (5185).*





## Media and Publications

**The Howler** the yearbook of Wake Forest University.

Adviser: James Buckley (4853)

**Old Gold and Black** the campus newspaper which is distributed on campus each Thursday.

Adviser: Wayne King (5280)

**The Student the Web site** for the Wake Forest student body covering all facets of University life. <http://student.wfu.edu>.

Adviser: Nancy Crouch (5260)

**Three to Four Ounces** a bi-annual magazine containing student photography and literature.

Adviser: Bill Moss (5377)

**WAKE Radio** an AM alternative student-run radio station located on the fifth level of the Benson University Center.

Adviser: Mary Gerardy (5229)

**WAKE TV** chartered in the fall of 1993, produces student-generated local cable shows on a weekly basis.

Adviser: Steve Jarrett (5075)

**Wake Forest University Media Board** serves as the governing board over all Wake Forest publications and media organizations.

Adviser: Mary Gerardy (5229)

**Window on Wake Forest** online campus newspaper at [www.wfu.edu/wowf](http://www.wfu.edu/wowf). (5379)

**WFDD (88.5 FM)** serves the Triad and surrounding counties by providing NPR news and discussion programming, as well as Triad arts news, local area news, and classical and jazz music combined with professional on-air talent, superior sound and a strong connection to the community and state. (8850)

## Religious Organizations

Many different religious organizations exist to meet the needs of interested students. These organizations are coordinated by Campus Ministry, which provides worship, study, fellowship, and service activities. Non-denominational worship services are offered each

Thursday morning at 11 a.m. in Davis Chapel. Consult the campus ministry office for more information. (5248)

**Baha'i Association**, Peter Furia (3242)

**Baptist Student Union**,  
Rebecca Hartzog (5021)

**Campus Crusade for Christ**,  
Marcus Wright (6139)

**Catholic Community**,  
Fr. Jude DeAngelo (5018)

**Chi Rho**, (men's a capella) Tim Auman (5017)

**Christian Medical and Dental Assoc.**,  
Tim Auman (5017)

**Episcopal Student Fellowship**,  
Bob McGee (5249)

**Forest Fire Christian Ministry**,  
Teresa Earl (5864)

**Gospel Choir**, Bill Leonard (4315)

**Hillel (Jewish Student Organization)**,  
Andrew Ettin (5403)

**Intersarsity Christian Fellowship**,  
Mike Ford (5921)

**Living Parables Christian Drama Troupe**,  
Tim Auman (5017)

**Lutheran Student Movement**,  
Laura Wind (765-6211)

**Minor Variation**, (women's a capella)  
Tim Auman (5017)

**Orthodox Christian Fellowship**, Fr. Jude  
DeAngelo (5018)

**Presbyterian Student Fellowship**,  
Stewart Ellis (765-8779)

**Reformed University Fellowship**,  
Jack Wilkerson (5027)

**Student to Student**, Mike Ford (5921)

**United Methodist Campus Ministry/  
Wesley Foundation**, Larry Jones (5248)

## Service Organizations

**Alpha Phi Omega** This is a national coed service fraternity, commonly referred to as "APO."  
Adviser: Susan Rupp

**Circle K** Circle K is the “college version” of the Key Club. Membership is open to everyone.

Adviser: Holly Brower (6174)

**Emergency Response Team** Trained student volunteers who act as first responder to emergency calls on campus as well as supporting EMS education.

Adviser: Cecil Price, M.D. (5218)

**Habitat for Humanity** “Habitat” is an international organization which coordinates the building of houses for those in need. Student volunteers may register at the Benson Center Information Desk to participate.

Adviser: Andrea Ellis (4549)

**HOPE** (Helping to Overcome Physical Expectations) Students serving special needs children.

Adviser: Terry Blumenthal (5531)

**Campus Kitchens** Provides hot, healthy meals to people in need.

Adviser: Andrea Ellis (4549)

**Peer Health Educators** This organization promotes healthful lifestyles through various wellness activities, informal counseling, and educational programming.

Adviser: Natascha Romeo (5937)

**Rotaract Club** Rotaract is the college chapter of Rotary International with multiple service activities.

Adviser: Fred Horton (5460)

**Student Global Aids Campaign**

Adviser: Sylvain Boko (4461)

**Volunteer Service Corps** Matches student volunteers with community partners for service according to the student’s interests.

Adviser: Andrea Ellis (4549)

## Sports and Recreation

Wake Forest offers many outlets for recreational activity. Many students participate in intramural (“IM”) sports which range from very competitive in nature to “just for fun.” Some students choose to join club sport teams which compete against club teams from other colleges and universities. Outdoor Pursuits, as well as a comprehensive fitness program,

are coordinated by the campus recreation office as well. If interested in participating or working in campus recreation, please call 5838 or stop by Reynolds Gymnasium, Room 214.

The Higher Education Act requires that institutions of higher education make available by October 15th of each year a copy of the Equity in Athletics Disclosure Act annual report to any student who requests one. Please contact the athletic department if you would like to request a copy of this document.

## Intramurals

T.J. Peele, coordinator (x4192)

Basketball  
 Black Top Basketball  
 Bowling  
 Dodgeball  
 Flag Football  
 Golf (Individual/Team)  
 Hoopfest—All PM Basketball  
 Indoor Soccer  
 Indoor Tennis  
 Kickball  
 Racquetball  
 Roller Hockey  
 Soccer  
 Softball  
 Spikefest—Volleyball Tournament  
 Swimming  
 Table Tennis  
 Tennis (Individual/Team)  
 Volleyball  
 Water Polo (men and women)  
 Wrestling

**Club Sports Union** This organization is comprised of student officers from each club sport organization on campus. The union serves to promote, educate, encourage, and motivate all club sport teams. Director: Max Floyd (5838)

**Club Sports** Max Floyd, director (5383)

Ballroom Dancing  
 Baseball  
 Basketball (men)

Cycling  
Equestrian  
Fencing  
Field Hockey  
Golf (men and women)  
Gymnastics  
Ice Hockey  
Karate  
Lacrosse (men and women)  
ORAC—Outdoor Recreation and  
Adventure Club  
Rowing Club  
Rugby (men & women)  
Running Club  
Soccer (men and women)  
Softball (women)  
Swimming  
Tennis (men and women)  
Ultimate Frisbee (men and women)  
Unified Rhythms  
Volleyball (men and women)  
Wakeboard and Waterski  
Water Polo  
Wrestling

**Outdoor Pursuits**

Mark Henley, director (x6046)

Backpacking/Camping  
Canoeing

Caving  
Climbing  
Horseback Riding  
Sea Kayaking  
Skiing/Snowboarding  
Weekend and Extended Trips  
Whitewater Rafting

**Fitness**

All Fitness Programming  
Fitness Cycling/Spinning  
Kickboxing  
Low/High Impact Aerobics  
Personal Training  
Step Aerobics  
Strength  
Yoga

**Aquatics**

Fitness Swim  
Lifeguards  
Pool Hours  
Recreational Swimming/Water Aerobics

**Weight Rooms**

Reynolds Gymnasium  
Miller Center

**Intercollegiate Athletics**

Baseball (men)  
Basketball (men and women)





Cross-Country (men and women)  
 Field Hockey (women)  
 Football (men)  
 Golf (men and women)  
 Soccer (men and women)  
 Tennis (men and women)  
 Track (men and women)  
 Volleyball (women)

## Student Governance

**Student Government** 304 Benson Center, (5293). This organization serves as the primary link between the students and the faculty and administration. The Student Government's purpose is to formulate and carry out policies that meet the needs of the student body. The three branches of the Student Government are the executive, the legislative, and the judicial. The judicial branch is composed of the Honor and Ethics Council and the Board of Investigators and Advisers.

Adviser: Peter Siavelis (5451)

### 2007-2008 Officers for the Student Government

**President**—Whitney Marshall  
**Speaker of the House**—Ross Williford  
**Treasurer**—Sarah Walker  
**Secretary**—Parul Patel.

**Honor and Ethics Council** This organization, the central deliberative body in the judicial system, is comprised of students elected from each class, faculty members, and administrators. It hears all honor and student conduct cases not heard administratively.

Adviser: Charlene Cerruti (5226)

**Board of Investigators and Advisors** Members of this body are selected to both investigate and present cases before the Honors and Ethics Council and advise and represent accused students in all phases of the judicial process. Candidates are reviewed and appointed each year by student government.

Adviser: Charlene Cerruti (5226)

**Interfraternity Council (IFC)** This governing body coordinates fraternity Rush activities, Greek Week, the Brian Piccolo Cancer Fund Drive, community service programs, leader-

ship training programs, social events, and Greek intramurals. It comprises representatives from each fraternity.

Adviser: Steve Hirst (5185)

**National Pan-Hellenic Council** Represents the historically black Greek service organizations, in structure and background, recognizing the need for awareness, coordination, and cooperation in activities of inter-collegiate Greek letter fraternities and sororities, and recognizing there are certain areas of action and programming that can best be carried out by the joint efforts of all such organizations.

Adviser: Steve Hirst and Peyton Risley (5185)

**Panhellenic Council** This governing body coordinates sorority recruitment activities, Greek Week, the Brian Piccolo Cancer Fund Drive, community service programs, leadership training programs, social events, and Greek intramurals. It comprises representatives from each sorority.

Adviser: Peyton Risley (5185)

**Resident Student Association** Commonly referred to as "RSA," this organization promotes residence life on campus through various social, educational, and service programs.

Adviser: Gavin Roark (5185)

## Special Interest Groups

### Advertising Club

Adviser: Sheri Bridges (4589)

### American Chemical Society

Adviser: Paul Jones (3708)

### Amnesty International

Adviser: Helga Welsh (5452)

### Asian Student Interest Association

Adviser: Barbee Oakes (5227)

### Black Student Alliance

Adviser: Barbee Oakes (5227)

### Chess Club

Adviser: Will Hacker (7193)

### College Democrats

Adviser: Peter Siavalis (5451)

### College Republicans

Adviser: Ven Challa (336.716.2630)

**Democracy Matters**

Adviser: Katy Harriger (5450)

**Demon Deacon Battalion**

Adviser: Keith Callahan (5541)

**Demon Divas (a capella)**

Adviser: Paul Orser (5311)

**Dirrrty Dancers**

Adviser: Nina Lucas (5393)

**Disabilities Awareness Coalition**

Adviser: Michael Shuman (5929)

**Ducks Unlimited**

Adviser: Miles Silman (5596)

**English Student Association**

Adviser: Dean Franco (3549)

**Entrepreneurship Society**

Adviser: Page West (4260)

**GSSA (Gay Straight Student Alliance)**

Adviser: David Phillips (4817)

**Handbell Choir**

Adviser: Stewart Ellis (5248)

**Huffman House**

Adviser: Anne Boyle (5400)

**Innuendo (a capella)**

Adviser: Hugh Howards (5352)

**Japanese Studies Club**

Adviser: David Phillips (4817)

**MAPS (Minority Association of Pre-medical Students)** Adviser: Hugo Lane (5572)

**Mock Trial**

Adviser: Ross Smith (5268)

**Model United Nations**

Adviser: Steve Folmar (6065)

**Philosophy Club**

Adviser: Adrian Bardon (4066)

**Plead the Fifth (a capella)**

Adviser: Brian Gorelick (5364)

**PREPARE (Policy Group on Rape Education, Prevention and Response)**

Adviser: Amy Shuman (5273)

**Quiz Bowl** Adviser: Robert Whaples (4916)

**SEAC. (Student Environmental Action Coalition)** Adviser: Jim Coffey (6070)

**Sign Language Club**

Adviser: Scott Baker (5346)

**Student Art Gallery**

Adviser: David Faber (5302)

**Student Athlete Advisory Council**

Adviser: Julie Griffin (4609)

**Student Global Aids Campaign**

Adviser: Sylvain Boko (4461)

**Students Working Against Poverty**

Adviser: Angie Hattery (4470)

**UMOJA Multicultural Dance Ensemble**

Adviser: Kendra Stewart (5864)

**Unified Rythms Dance Squad**

Adviser: Eric Watts (4441)

**VOICE (Visionaries of Integration Creating Equality)**

Adviser: Anthony Parent (6132)

**Wake Forest Advertising Club**

Adviser: Sheri Bridges (4589)

**Wake Forest Tappers**

Adviser: Debbie Spencer (5393)

**WISA (Wake International Student Association)**

Adviser: Kent Greer (5938)

**WISE (Women's Initiative for Support & Empowerment)** Adviser: Anne Boyle (5400)

**Women in Science**

Adviser: Ellen Kirkman (5351)

**Student Activities**

**Harbinger Corps** Members of this organization work closely with the admissions office to provide campus tours and various other recruitment services. Adviser: Admissions Department (5201)

**National Residence Hall Honorary**

Adviser: Jenni Evans (5185)

**Resident Student Association**

Adviser: Gavin Roark (5185)

**Student Deacon Club**

Adviser: WFU Athletic Department (5616)

**Student Union** Adviser:

Kathy Arnett (5228)

# additional academic opportunities

## Interdisciplinary Minors

(See the Wake Forest University Undergraduate Bulletin for descriptions and requirements.)

### American Ethnic Studies

Director: Earl Smith (1892), sociology

### Cultural Resource Preservation

Coordinator: Paul Thacker (5117), anthropology

### Early Christian Studies

Coordinators: Mary Pendergraft (5331), classics  
Kenneth G. Hoglund (5120), religion

### East Asian Studies

Coordinator: Charles H. Kennedy (5453), political science

### Environmental Sciences

Director: Robert Browne (5569), biology

### Environmental Studies

Director: Robert Browne (5569), biology

### Film Studies

Director: Peter Brunette (3892), art

### Global Trade and Commerce Studies

Coordinator: Pia Wood (5938), international studies

### Health Policy and Administration

Coordinator: Michael S. Lawlor (5564), economics

### Humanities

Coordinator: William S. Hamilton (5311), dean of the college

**International Studies** Coordinator: Pia Wood (5938), international studies

International Development and Policy: Director: Sylvain H. Boko (4461)

### Latin-American Studies

Director: Luis Roniger (5449), political science

### Linguistics

Coordinator: Stan Whitley (5362)  
Romance languages

### Medieval Studies

Coordinators: Gillian Overing (5384) and Gale Sigal (5388), English

### Neuroscience

Coordinator: Wayne L. Silver (5920), biology

### Russian and East European Studies

Coordinator: Susan Z. Rupp (4396), history

### Urban Studies

Coordinator: Donald E. Frey (5618), economics

### Women's and Gender Studies

Director: Wanda Balzano (4455)

## Foreign Area Studies

(See the Wake Forest University Undergraduate Bulletin for descriptions and requirements.)

### Italian Studies

Coordinator: Antonio Vitti (5549), Romance languages

### Spanish Studies

Coordinator: Candelas Gala (5485) Romance languages

## Interdisciplinary Honors

Coordinator: Barry G. Maine (5380), English

This program consists of a series of seminar courses of an interdisciplinary nature open to qualified undergraduates. Students interested in participating in these seminars should consult the coordinator or a member of the Committee on Honors.

## Learning Assistance Center

117 Reynolda Hall, (5929) See page 20.

## Open Curriculum

For students with high motivation and strong academic preparation, this program provides the opportunity to follow a course of study planned within the framework of a liberal arts education but not necessarily fulfilling all core requirements for the degree. Interested students should apply to the Committee



on Open Curriculum. Information and applications are available at [www.wfu.edu/undergraduate\\_college/open\\_curriculum.htm](http://www.wfu.edu/undergraduate_college/open_curriculum.htm).

### **Pathways at the Pro Humanitate Center**

*206B Tribble Hall, (6075)*

Pathways: Exploring Vocation through Service, Learning, Values, and Faith is administered by the Pro Humanitate Center at Wake Forest. Beginning in 2002 with a \$1.9 million grant from the Lilly Endowment, Pathways strives to help members of the campus community discern, explore, and live into their vocations, the intersection between one's deep convictions and the needs of the world. Pathways opportunities include: international and domestic service trips; student retreats centered on the concept of vocation; grants and resources for interested students to experience theological education and careers in ministry, nonprofit agencies, and foundations; promotion and support of classes that focus on vocational consideration; challenging and inspiring theme years; and Pro Humanitate Center staff who are eager to consult with you about your sense of vocation. All students and members of the community are encouraged to contact the office and consider these and other opportunities.

### **Theme Houses**

The Office of Residence Life and Housing provides opportunities for students with common interests to establish theme housing. In the past, theme houses have included an environmental house, fine arts house, Wesley house, Nia house, technology house and an international

studies theme. Students may apply for theme houses by contacting residence life and housing. (5185)

### **Study Abroad on Wake Forest Programs**

Students wishing to study abroad on Wake Forest programs must contact the director of the program for the semester they want to go. Selection of students usually occurs one full year before a semester program begins, and the spring semester before a summer program. Tuition for a semester abroad with a Wake Forest program is approximately the same as tuition on the main campus. For more information, contact the Center for International Studies (CIS) at ext. 5938 and visit <http://studyabroad.wfu.edu>.

### **Study Abroad on Non-Wake Forest Programs**

Students wishing to study abroad on a non-Wake Forest program must visit the CIS for assistance. Students are required first to attend an information session and then schedule an appointment with a study abroad adviser. The CIS maintains an online database (<http://studyabroad.wfu.edu>) of approved non-Wake Forest programs. In addition, the CIS has a collection of printed materials of approved programs. The CIS staff advises students about their program options. Students will not receive credit at Wake Forest University for participation on any unapproved study abroad program.

**Course Approval Process.** Once a student is accepted to a study abroad program, he or she must start the course approval process by scheduling an appointment with a study abroad adviser. In no case

may a student undertake study elsewhere without completing this process in advance to the satisfaction of the CIS, registrar's office, and the academic departments which oversee course credit approval. Students may not register for fewer than twelve hours or more than seventeen hours on a semester study abroad program without the permission of a dean. Department chairs approve specific courses and the number of credit hours earned for those courses.

Grades for approved courses on non-Wake Forest study abroad programs will appear on the Wake Forest University transcript, but will NOT be calculated into the Wake Forest grade point average. Students must follow the drop/add policies of the host institution. If the program does not have any relevant policies, then the Wake Forest policy is applied. If a student withdraws from a study abroad program, he or she must notify the registrar's office; the rules for withdrawal, as stated in the *Undergraduate Bulletin*, also apply. For more information, consult the CIS.

Students may request to have scholarship and financial aid applied to approved non-Wake Forest programs. Scholarships for study abroad are also

available. Additional information is available in the CIS and the Office of Student Financial Aid.

### Eligibility for Study Abroad

To receive academic credit for courses taken outside the U.S. on an approved non-Wake Forest University program, students must:

- 1. Not be on probation or suspension** from Wake Forest,
- 2. Obtain approval of the program from the Center for International Studies** before applying,
- 3. Fulfill all required steps of the study abroad process** as outlined by the Center for International Studies, and
- 4. Attend a mandatory pre-departure orientation.**

No student possessing less than a 2.0 cumulative grade point average in either of the undergraduate schools will receive credit on a non-Wake Forest study abroad program.

## *activities on campus*

### **Christmas Lovefeast and Candlelight Service**

The 43rd Annual Christmas Lovefeast and Candlelight Service will take place on Sunday, December 2, 2007 at 8 p.m. in Wait Chapel. The Lovefeast includes a luminary-lined Hearn Plaza, lighted, beeswax candles with red, crepe-paper ruff, music, and sweetened buns and coffee. As they partake, the participants are asked to pray in love for one another, especially for those seated on either side of them. This Moravian-style Lovefeast is one of the most sensory-rich experiences of the Wake Forest holiday season.

### **Convocation**

Opening Convocation celebrates the beginning of the academic year and is held in the fall. The University invites a prominent speaker to address current issues. All students, faculty, and staff should attend this event which is held in Wait Chapel.

### **Family Weekend**

During this weekend, the parents and families of Wake Forest students are invited to attend scheduled activities including the football game, parent information sessions, headline entertainment in Wait Chapel, and Sunday brunch. Sponsored by the Student Union. Family Weekend will be held October 26-28, 2007

### **The Fine Arts**

Throughout the year there are numerous opportunities to attend programs in

music, art, theater, and dance. These are generally held in Scales Fine Arts Center or Wait Chapel and are publicized in the Old Gold & Black, posters, and WFDD.

### **Founders' Day**

This event commemorates the founding of Wake Forest and is held at the beginning of February in Wait Chapel. Student and faculty excellence awards are presented during this event.

### **Homecoming**

Homecoming is a fall reunion weekend for alumni, friends, and students of Wake Forest. It includes the annual Bonfire, Homecoming football game and social activities organized by Student Union, Student Government, the alumni office, and the Department of Athletics. Homecoming will be held this year on September 14-16, 2007.

### **Project Pumpkin**

Project Pumpkin is an annual event sponsored by the Volunteer Service Corps at Halloween time. This year's event will be held October 25. It brings approximately 1,500 invited children from the Winston-Salem community and pairs them with Wake Forest undergraduates. Throughout the course of their visit, the children trick-or-treat in the residence halls and participate in Halloween carnival games. Don't miss this wonderful experience of giving to children who otherwise might not have a safe and fun Halloween. For more information on becoming involved, contact the Volunteer Service Corps (5290).





### Recreation

The campus recreation office provides a recreational sports program for all Wake Forest students. Activities include: intramurals, club sports, aerobics, aquatics, and outdoor pursuits. See page 101 for a comprehensive list of the activities offered.

### Springfest

This annual tradition provides week-long events including Wake 'n Shake dance marathon, a carnival, competitions, coffeehouse featuring student bands, outdoor movies, "Shag on the Mag," and concerts/comedy. Springfest is sponsored by the Student Union.

### Secret Artists Series

The Secret Artists Series has a long and distinguished history of presenting, at no cost to students, staff, and faculty, performing artists of national and international reputation. Considered as

education and entertainment of the highest quality, such celebrated performers as Itzhak Perlman, Christopher Parkening, Ravi Shankar, Doc Severinsen and his Big Band, Denyce Graves, and the National Symphony with Leonard Slatkin, have appeared on the Secret Series. Each event is accompanied by a pre-concert talk and/or a residency activity by the artist. Occasionally, professors will offer extra credit for attendance at a Secret event.

The 2007-08 season continues with five stellar events. Free tickets for students are available at the ticket office in the Benson Center the week of each performance upon presentation of a valid student ID. Tickets can be purchased for family and friends at the University Theatre box office in the Scales Fine Arts Center.

**Jason Vieaux, guitar:** Jason Vieaux is expanding the definition of "classical guitarist" and changing the face of guitar

programming. His ever-growing reputation for putting his expressive gifts and virtuosity at the service of the music earns him an active schedule of solo, chamber and concerto appearances around the U.S. and abroad. ([www.jasonvieux.com](http://www.jasonvieux.com))

*Thursday, September 6,  
Brendle Hall, 7:30 pm*

**Time for Three, string trio:** A young, dynamic trio of classically trained string musicians, Time for Three transcends traditional performance genres. In concert, a blue-grass standard like "Orange Blossom Special" may be followed by a gypsy-tinged Csardas. The group is equally comfortable offering their own arrangements of shorter classical works, Brahms or the Beatles and continues to win over widely diverse audiences across America. ([www.tf3.com](http://www.tf3.com))

*Thursday, October 4  
Brendle Hall, 7:30 pm*

**Top Secret: The Battle for the Pentagon Papers," a radio drama of L.A. Theatre Works:** A theatrical event, starring Stacey Keach, that uses original source material and the old-fashioned format of the live radio drama to tell the story of the epic legal battle between the government and the press in 1971, during the Nixon administration. ([www.latw.org](http://www.latw.org))

*Thursday and Friday, January 17 and 18  
Wait Chapel, time to be announced*

**Dame Evelyn Glennie, percussionist, and the Winston-Salem Symphony:** Not only is Dame Evelyn an accomplished, virtuosic musician, she is the first person in musical history to successfully create and sustain a full-time career as a solo percussionist. The program will feature the percussion concerto of Joseph Schwantner. ([www.evelyn.co.uk](http://www.evelyn.co.uk))

*Saturday, February 9  
Wait Chapel, 7:30 pm*

**Apollo's Fire, The Cleveland Baroque Orchestra, with Jennifer Larmore, soprano:** In 1992, Jeannette Sorrell ('86) founded this ensemble of early music specialists from North America and Europe. It has since received international critical acclaim for its recordings and stunningly eloquent performances. Apollo's Fire is frequently broadcast on NPR and can also be heard on Britain's BBC, Canada's CBC, and European Community Radio. ([www.apollosfire.org](http://www.apollosfire.org); and [www.imgartists.com](http://www.imgartists.com))

*Thursday, March 6  
Wait Chapel, 7:30 pm*

## activities off-campus

*All the listings in this section are for informational purposes only. The University does not endorse or promote the businesses named.*

### Movie Theaters

#### **Carmike 10**

3640 Reynolda Road/336.922.1301

#### **Films on Fourth**

Stevens Center on 4th St./336.722.8269  
www.cinemasociety.org

#### **The Grand**

5601 University Parkway/336.661.1125  
www.thegrandtheatre.com

#### **Marketplace \$2 Cinema**

2095 Peter's Creek Parkway/336.725.4646

#### **Wynnsong 12**

1501 Hanes Mall Blvd./336.765.5875

### Outdoors

#### **Dixie Classic Fair**

*September 28-October 7, 2007*

The Dixie Classic Fair is an annual Winston-Salem exposition of the area's agriculture, economic, and cultural life. It is held each fall at the Dixie Classic Fairgrounds, which is part of the recreational/sporting complex that includes the Lawrence Joel Veterans Memorial Coliseum and Annex.

The fair offers food, educational displays, exhibits of livestock and agriculture, arts and crafts, carnival rides, as well as grandstand, outdoor musical and midway entertainment. Entrance fee \$7.

#### **Pilot Mountain and Hanging Rock State Park**

For breathtaking views of the Piedmont area, take an afternoon trip to either of

these natural wonders. At Pilot Mountain, you drive your car to the top and hike a short distance. At Hanging Rock State Park, you park your car towards the bottom and hike to the top.

To get to Pilot Mountain, take University Parkway north to US 52. Take 52 N for about 20 miles and watch for signs. It takes about thirty minutes to get to Pilot Mountain from campus.

To get to Hanging Rock, take University Parkway north to the the Stanleyville exit on route 66 and go about 15-20 miles watch for signs. The ride to Hanging Rock takes about 45 minutes from campus. (hanging.rock@ncmail.net)

#### **Tanglewood Park**

Over 1,000 public acres of year-round fun make Tanglewood a diverse attraction. Enjoy tennis, canoeing, horseback riding, swimming, fishing, fifty-four holes of golf, bicycling, and natural beauty. The park is on Hwy 158, off I-40 west of Winston-Salem. Take Silas Creek Parkway south; exit on Business 40 west which will join I-40 Bypass west. Exit at Tanglewood Park/Bermuda Run (Exit 182), turn left, and follow the signs. There is a \$2 entrance fee per car.

#### **Westbend Vineyards**

You can take a tour of the vineyard and the wine processing facility; sample tastings are available. Westbend is located along the Yadkin River in western Forsyth County. There are forty acres of varietal grapes. Take Silas Creek Parkway south; exit to I-40 west. From I-40 take US 421 (to the right toward Yadkinville



to the Shallowford Road exit. Go left on Shallowford Road for two miles, and then left onto Williams Road. The vineyard is on the left.

## **Arts and Culture**

### **Museum of Early Southern Decorative Arts (MESDA)**

MESDA is the nation's only museum solely devoted to the research and display of Southern decorative arts. There are guided tours through the museum's nineteen period rooms and six galleries that display the life of the seventeenth to nineteenth centuries. Entrance fee is \$21 (for Old Salem, MESDA, Children's Museum and Toy Museum admission) for the day. Wake Forest students admitted free with a valid ID. Includes several buildings and museums./336.721.7360

### **Piedmont Craftsmen**

This group represents about 400 craftsmen and has been called "a showcase

for Southern crafts" by the New York Times. In the gallery and shop, works in fiber, glass, wood, pottery, and metal are displayed year-round. The annual Piedmont Crafts Fair will be held November 17-18, 2007 with an admission fee of \$6./336.725.1516

### **Reynolda House**

#### **Museum of American Art**

Designed and built in 1914-1917, Reynolda House holds a noteworthy collection of eighteenth, nineteenth, and twentieth century American paintings, prints, and sculpture. The House is within walking distance of campus. You can take a stroll through the Reynolda Gardens to reach the House. Look for the path that is located behind Winston Hall (the biology building). Entrance fee for adults is \$10, seniors \$9. No charge for students with a valid ID./336.758.5150.

([www.reynoldahouse.org](http://www.reynoldahouse.org))



### **Sawtooth Center for Visual Art**

The Sawtooth Center is located in the heart of downtown on Marshall Street. It features three large galleries for art collections and offers year-round classes in ceramics, graphics, fiber, metal, photography, and wood. Afternoon and evening classes are available. The Sawtooth Center is part of Winston Square, which has meeting facilities, a restaurant, and a summertime amphitheater for lunchtime concerts. /336.723.7395. ([www.sawtooth.org](http://www.sawtooth.org))

### **Southeastern Center for Contemporary Art (SECCA)**

Founded in 1956, SECCA is nationally recognized as a showcase for the contemporary works of painters, sculptors, printmakers, and other artists in an eleven- Southeast state area. SECCA offers a year-round schedule of exhibitions, lectures, and programs in the arts. It is located about five minutes from campus off Reynolda Road, right turn on Marguerite Drive. It has a great gift shop. Admission is \$5 for adults, \$3 for seniors and students seventeen and older. Under seventeen admitted free. /336.725.1904. ([www.secca.org](http://www.secca.org))

### **Roger L. Stevens Center For the Performing Arts**

The Stevens Center, located downtown, is a 1,400 seat former vaudeville theater from the 1920s that was restored and reopened in 1983. It is home to the Winston-Salem Piedmont Triad Symphony. / Box Office, 336.721.1945. ([www.ncarts.edu/stevenscenter](http://www.ncarts.edu/stevenscenter))

### **Winston-Salem Delta Fine Arts Center**

The Delta Center is the city's oldest incorporated African-American not-for-profit cultural organization. It offers

free classes in the arts and humanities, lectures, arts workshops, exhibits, and performances by professional artists. / 336.722.2625. ([www.deltafinearts.org](http://www.deltafinearts.org))

### **Winston-Salem Piedmont Triad Symphony**

Offers a full annual concert schedule with over sixty-five concerts each year in Winston-Salem and other cities. Student tickets are \$5 one half hour before most performances. /336.725.1035. ([www.wssymphony.org](http://www.wssymphony.org))

## **Other Attractions**

### **Bethabara Park**

Bethabara was founded by the Moravians during the mid-eighteenth century. There are tours of the restored buildings that display early Moravian culture. The park is located on Bethabara Road off University Parkway, about five minutes from campus. Tours are \$2 for adults and \$1 for children. 336.924.8191

### **Old Salem**

The town of Salem was founded by the Moravians in 1766. Today, over eighty structures have been restored on one of America's most authentic colonial sites. Entrance fee is \$22 for Old Salem, MESDA, Children's Museum and Toy Museum. Special events that replicate early traditions are scheduled at Thanksgiving, Christmas, and Easter (sunrise service). Old Salem is located in the south end of town, about ten miles from campus. It borders Salem College, Salem Academy, and Main Street. 336.721.7350

### **Sports**

For sports fans, Winston-Salem has plenty to offer in many areas: Wake Forest football is played in Groves Stadium, while basketball games are held in

the Lawrence Joel Veterans Memorial Coliseum. Wake Forest's baseball team plays in Hooks Stadium on campus. Winston-Salem also has a minor league baseball team called the Warthogs. They play at Ernie Shore Field, which is next to Groves Stadium. For anyone interested in ice skating, there is a rink in the Coliseum Annex next to the Coliseum. The closest bowling alley to Wake Forest is Northside Lanes on North Patterson Avenue.

### **Golf Courses (public)**

Grandview Golf Course	336.924.8229
Heather Hills Golf Course	336.788.5785
Long Creek Club	336.924.5226
Reynolds Park Golf Course	336.650.7660
Tanglewood Golf Course	336.778.6320
Wilshire Golf Course	336.788.7016
Winston Lake Golf Course	336.727.2703

### **Local Shopping and Services**

#### **Bed and Breakfast**

Brookstown Inn	200 Brookstown Ave., 336.725.1120
Col. Ludlow Bed & Breakfast Inn	Summit & West 5th St., 336.777.1887
Manor House at Tanglewood	Tanglewood Park, Clemmons 336.778.6370
Shaffner House	150 S. Marshall St., 336.777.0052
Augustus T. Zevely Inn	803 S. Main St., 336.748.9299

#### **Bicycle Shops/Maintenance**

Ken's Bike Shop	2750 Reynolda Road, 336.724.9688
Paul's Schwinn	2405 Buchanan St., 336.777.1002

#### **Bookstores**

Barnes & Noble	1925 Hampton Inn Ct., 336.774.0800
Borders	252 S. Stratford Rd., 336.727.8834
Encore! Books	1138 Burke St., 336.723.2525
Village Book Shop	120 Reynolda Village, 336.722.1829

#### **Groceries**

Food Lion (groceries)	North Point Blvd., 336.759.0400
Harris Teeter (groceries)	S. Stratford Rd., 336.723.2305 Reynolda Rd., 336.924.5550 N. Peacehaven Rd., 336.760.0116
Lowe's Foods	Reynolda Rd., 336.725.7759
Whole Foods Market	Miller St., 336.722.9233

#### **Hotels and Inns**

Adam's Mark Winston-Plaza Hotel	425 North Cherry St., 336.725.3500
Best Western Salem Inn	127 South Cherry St., 336.725.8561
Courtyard by Marriott	3111 University Pkwy., 336.727.1277
Graylyn International Conference Center	Reynolda Rd., 336.758.2600
Hawthorne Inn & Conference Center	420 High St., 336.777.3000
Holiday Inn Select	5790 University Pkwy., 336.767.9595
Ramada Plaza Hotel Coliseum	University Pkwy., 336.723.2911
Residence Inn by Marriott	7835 North Point Blvd., 336.759.0777



### **Pharmacies**

#### **CVS Drug Stores**

University Pkwy., 336.744.2320

Robinhood Rd., 336.768.8251

#### **Eckerd Drug**

Reynolda Rd., 336.924.9366

Thruway Shopping Ctr., 336.725.8311

University Plaza, 336.724.2458

### **Shopping Centers**

#### **Hanes Mall**

Silas Creek Parkway (has over 200 shops and services, including five department stores, restaurants, and specialty shops), 336.765.8321

#### **Marketplace Mall**

Peters Creek Pkwy., 336.722.7779

#### **Reynolda Village**

Reynolda Rd., 336.758.5584

#### **Sherwood Plaza Shopping Center**

(Lowe's Supermarket, TJ Maxx)  
Robinhood Rd.

#### **Stratford Oaks Shoppes**

S. Stratford Rd., 336.722.3410

#### **Thruway Shopping Center**

S. Stratford Rd.

#### **Wal-Mart**

E. Hanes Mill Rd., (open 24 hours),  
336.377.9194

Hanes Mall Blvd., 336.760.9868

### **Telephone Information Line**

First Line 336.727.8100

*Forsyth Co. Directory of Community Resources*

Tel-Med 336.760.3062

*A library of tape-recorded health messages free and available 24 hours a day, 7 days a week.*

### **Restaurant and Discounts**

For more information on local restaurants and to see menus and reviews, visit <http://student.wfu.edu>. Student discounts are available at restaurants and other places frequented by Wake Forest students. In order to receive discounts, students must present a valid ID. For a complete list of student discounts, retail addresses, maps, and phone numbers, visit <http://student.wfu.edu/discounts/>.

## Restaurants

Visit <http://student.wfu.edu> for more information on area dining.

*average entree cost:* \$ = \$6 or less;  
\$\$ = \$6-12; \$\$\$ = \$12+

### 1703 Restaurant \$\$

1703 Robinhood Rd., 336.725.5767

### Basmati \$\$

3088 Healy Dr., 336.794.9206

### Bernardin's Fine Dining

373 Jonestown Rd., 336.768.9365 \$\$\$

### Bistro 420 \$\$\$

420 W. 4th St., 336.721.1336

### Cha Da Thai \$\$

420 Jonestown Rd., 336.659.8466

### Cities Grill & Bar \$\$

2438 S. Stratford Rd., 336.765.9027

### Coppola's Pizzeria \$

Reynolda Commons Center, 336.922.1190

### Diamondback Grill \$\$-\$\$\$

753 N. Avalon Rd., 336.722.0006

### Elizabeth's Restaurant & Pizzeria \$

2824 University Pkwy., 336.724.4650

### Fourth Street Filling Station \$\$

871 W. 4th St., 336.724.7600

### Franco's Italian Restaurant \$\$

420 Jonestown Rd., 336.659.7778

### Golden India \$\$

2837 Fairlawn Dr., 336.777.0004

### Hero House \$

2951 University Pkwy., 336.761.0078

### Ichiban \$\$

270 S. Stratford Rd., 336.725.3050

### Jason's Deli \$\$

Hanes Mall Blvd., 336.794.0015

### K&W Cafeterias \$

3300 Healy Dr., 336.768.1066

800 E. Hanes Mill Rd., 336.661.0504

### Kanpai \$\$\$

1438 S. Stratford Rd., 336.768.7799

### La Carreta \$\$

725 Coliseum Dr., 336.722.3709

### Little Richard's Bar-B-Que \$

4885 Country Club Rd., 336.760.3457

### Macaroni Grill \$\$

1915 Hampton Inn Ct., 336.765.6676

### Mayberry Ice Cream Restaurant \$

1114-D Reynolda Village, 336.722.2948

50 Miller St., 336.724.3682

### Midtown Cafe & Dessertery \$\$

151 Stratford Rd., 336.724.9800

### Mountain Fried Chicken \$

5475 University Pkwy., 336.767.1676

### New Town Bistro \$\$

420 Jonestown Rd., 336.659.8062

### Panera Bread Co. \$\$

2209 Cloverdale Ave., 336.722.0900

### Qdoba Mexican Grill \$\$

57 Miller St., 336.724.9873

### Quizno's \$

7815 North Point Blvd., 336.759.2762

### Royal Thai \$\$\$

514 S. Stratford Rd., 336.777.1597

### River Birch Lodge \$\$\$

3324 Robinhood Rd., 336.768.1111

### Salem Tavern \$\$\$

736 S. Main St., 336.748.8585

### Steak and Shake \$

4684 North Patterson Ave., 336.744.7078

### The Loop Pizza Grill \$

320 S. Stratford Rd., 336.703.9881

### Twin City Chop House \$\$\$

115 S. Main St., 336.748.8600

### Twin City Diner \$\$

1425 W. 1st St., 336.724.4203

### Village Tavern \$

221 Reynolda Village, 336.748.0221

### West End Cafe \$-\$

926 W. 4th St., 336.723.4774

---

## Coffeehouses

### Chelsea's Coffee Shop

533 N. Trade St., 336.703.1503

### Simplyummy

122 Reynolda Village, 336.724.9779

### Starbuck's Coffee

3331 Robinhood Rd., 336.768.1221

2005 Frontis Plaza Rd., 336.765.2716

110 Oakwood Dr., 336.721.0021

---

## Pizza Delivery

Domino's 336.759.2011

Papa John's 336.725.9700

Pizza Hut 336.758.4865

# telephone numbers

## Aa

Activities Coordinator	5788
Activity Info. Line	4422
Admissions/Financial Aid	5201
Alcohol Event Registration	5921
Anthropology Dept.	5945
ARAMARK (Food Services)	5607
AROTC/Military Science	5836
Art Dept.	5310
Athletics	5616
Athletics Ticket Office	3322

## Bb

Babcock Graduate School of Management	5422
Baptist Student Union	5021
Barber and Beauty Shop	759-2443
Benson Center Ticket Office	4265
Benson University Center	4869
Biology Dept.	5323
Box Office, Theatre	1997

## Cc

Calloway, Wayne, School of Business & Accountancy	5304
Campus Ministry	5248
Career Services	5902
Chaplain	5017
Chemistry Dept.	5325
Classical Languages Dept.	5330
College Bookstore	5603
Communication Dept.	5405
Computer Center (Information Systems)	5261
Computer Science Dept.	5354
Copy Center	5251
Counseling Center	5273
Creative Services Office	5379
Cultural Res. Preservation	5117

## Dd

Dance	5393
Deacon Shop	5626
Dean of the College	5311
Dean of Freshmen	5311
Dean of Student Services	5226
Dean of Summer Session	5664

Debate Team	5268
Director, Student Development	5921

## Ee

Early Christian Studies	5120
East Asian Lang. & Cultures	4817
East Asian Studies	5455
East European Studies	4396
Economics Dept.	5334
Education Dept.	5341
Emergency (Univ. Police)	911
English Dept.	5383
Equal Opportunity Office	4814

## Ff

Facilities Management	4255
Financial Aid Office	5154
Financial and Accounting Services	5233
Food Court, Benson Center	4695

## Gg

German/Russian Dept.	3493
German Studies	5363
Graduate School	5301
Greek Activities	5921

## Hh

Health & Exercise Science	5391
Health Educator	5937
Health Professions Student Services	5572
History Dept.	5501
Howler, The	5289
Housing	5663
Humanities	5647

## Ii

Information Desk	5255
Information Systems (Computer Center)	5261
Information Tech. Center	4649
Interdisciplinary Honors	5555
International Studies	5938/5939
Intramural Sports	5838
Italian Studies	5549



**Jj**

Judicial Officer/Associate Dean  
of Student Services 5226

**Ll**

Language Resource Center 5271  
Latin-American Studies 5429  
Law School 5430  
Learning Assistance Center 5929  
Library 5478/4931/5480  
Linguistics 5362

**Mm**

Mathematics Dept. 5354  
Medieval Studies 5384/5388  
Military Science Dept. 5836  
Multicultural Affairs Office 5864  
Museum of Anthropology 5282  
Music Dept. 5364

**Oo**

Office of Volunteer Services 4549  
Old Gold and Black 5280

**Pp**

Parking Management 6123  
Pathways 6075  
Perkins Loans 5189  
Philosophy Dept. 5359  
Physical Facilities 4255  
Physics Dept. 5337  
Pizza Hut, Benson Center 4862  
Politics Dept. 5449  
Pool 1967  
Post Office, WFU Contract 4449  
Pre-Graduate School Advising 5156  
Pre-Law Advising 5556  
President 5213  
Printing Services (Biomed) 716-7992  
Provost 4900  
Psychology Dept. 5424

**Rr**

Registrar's Office 5207  
Religion Dept. 5461  
Residence Life & Housing 5185  
Reynolda Gardens 5593  
Reynolda Village 5584  
Romance Languages Dept. 5487  
Russian/East European Studies 4396  
Russian/German Dept. 3493

**Ss**

Scholarships/Student Aid 5154  
Secret Artists Series 5757  
Security (Information) 5591  
Security (Emergency) 911  
Sociology Dept. 5495  
Spanish Studies 5487  
Sports Information 5640  
Student Development 5921  
Student Government 5293  
Student Health Service 5218  
Student Life 5226  
Student Loan Office 5189  
Student Union 4895  
Summer Session 5664  
Sundry Shop 5604

**Tt**

Telecommunications 5150  
Tennis Center 5634  
Tests: GRE, GMAT, LSAT 5311  
Theatre and Dance Dept. 5294  
Three To Four Ounces 5291  
Ticket Office, Athletics 3322  
Traffic 6123

**Uu**

University Advancement 5890  
University Counseling Ctr. 5273  
University Police-emergency 911  
University Police-  
non-emergency 5591  
University Theatre 5294  
Urban Studies 5618

**Vv**

Volunteer Service Corps 5290

**Ww**

Wake Forest Baptist Church 5297  
WAKE Radio 5129/5192  
WFDD-FM 8850  
Window on Wake Forest 5379  
Women's and Gender Studies 5139  
Writing Center 5768

## **A**

Academics 110  
Academic Adviser 28  
Academic Misconduct 76  
academic policies 25  
Academic Societies 103  
Adding a course 27  
Administrative Hearings 85  
administrative offices 14  
Administrative Withdrawal 55  
Advertising an event 92  
Advisers 28  
Alcohol 36, 42, 48, 56  
    violations and sanctions 42  
Alcohol Abuse 36, 58  
Alcohol and Drug Cases 86  
Alma Mater 8  
Appeals 40  
Appeals, hearing 82  
Aquatics 107  
ARAMARK 99  
Arts 113  
Arts and Culture 117  
AskZak 97  
Associate Dean/Judicial Officer 18, 85  
Associate Vice President and  
    Dean of Student Services 16  
Associate Vice President for  
    Student Life 16  
Athletics, department of 15  
Auman, Tim 17  
Auto Registration 92

## **B**

Barber Shop 93  
Benson Ticket Office 93  
Benson University Center 19, 102  
Best, Deborah 14  
Bethabara Park 118  
Board of Investigators and  
    Advisors 70, 108  
    oath for members 74  
Board of Trustees 34  
Bookstore  
    College Bookstore 94  
    Law and MBA 96  
    Textbook 99

Brian Piccolo Cancer Fund Drive 12  
Bridger Field House 93  
Bulletin, Undergraduate 100

## **C**

Cable Television 99  
Calloway School 28  
Campus Mail 100  
Campus Media 93  
Campus Ministry 16, 60  
Campus Printing 94  
Career Services 17  
Carillon 13  
Chapel 13  
Chaplain, office of 17  
Class Excuses 22  
Clubs 108  
Club Sports 106  
Club Sports Union 106  
Code of Conduct 35  
Coffeeshouses 121  
Commencement 13  
Community Infractions 40  
Complaints, Student 50  
Computing 25, 39  
Computing, rights and  
    responsibilities 25  
Computing Resources 25  
Conduct  
    members of the judicial system 73  
    organizational 41  
    standards of 62  
Confidentiality,  
    student health service 22  
Contempt 76  
    of the judicial process 84  
Controlled Substances 37  
    violations and sanctions 43  
Copyright 37  
    violations and sanctions 44  
Copy Center 94  
Counseling Center 20, 52, 60  
Course Approval, study abroad 112  
Course Drop/Add 27  
Course registration 30  
Crime 21  
Crimestoppers 61  
Cyberstalking 53

**D**

- "Dear Old Wake Forest" 8
- Deacon Shop 95
  - Bridger Field House 93
- Deadly Weapons 37
  - violations and sanctions 44
- Dean of Freshmen, office of 14
- Dean of Student Services 16
- Dean of the College, office of 14
- Deception 76
- Defacement of Property 38
- Demon Deacon 11
- Dining 100
- Disabilities Awareness Coalition 95
- Disabled Student Services 95
- Disciplinary Procedures, group 49
- Disorderly Conduct 38
- Dixie Classic Fair 116
- Driving While Impaired 36
- Drop/Add 27
- Dropping a course 27
- Drugs, Illegal 37
  - possession of 64
  - trafficking in 64

**F**

- Facilities 92
- Faculty Advisers' Dinner 12
- Family Educational Rights and
  - Privacy Act 28
- Felonies 75
- FERPA 28
- Fight Song, the deacon 8
- Financial Aid, office of 15
- Financial and Accounting Services 15
- Fine Art 113
- Fire Safety 38, 43
- Fire Safety Equipment
  - violations and sanctions 43
- Fitness 107
- Food 100
- Foreign Area Studies 110
- Founders' Day 113
- Fraternities 104

**G**

- Gambling 38
  - violations and sanctions 45
- Gate Protocols 92
- Golf Courses 119
- Greek Life 49
- Greek Organizations 103
- Group Responsibility 41, 47
- Guide to Community Living 35

**H**

- Harassment 40
- Hatch, Nathan O. 14
- Hazing 40, 43, 49
  - violations and sanctions 43
- Health Education 18
- Health Educator 60
- Health Information, online 22
- Health Insurance 22
- Hearings 89
- Hearings for accused students 78
- Help Desk 96
- History, of Wake Forest 10
- Hit the Bricks for Brian 12
- Homecoming 113
- Honor Societies 103
- Honor and Ethics Council 26, 34, 35, 40, 68,
  - 108
  - oath for members 74
- Honor and Ethics System 26
- Honor Code 35, 42
  - standards for academic honor 72
  - violations and sanctions 42
- Honor System 9, 36
- Housing Policies
  - violations and sanctions 43
- Human papillomavirus vaccine 24

**I**

- ID 25
- ID Cards 99
- Illegal Drugs 37
  - possession of 64
- Illicit Sexual Activity 38
- Immunization Policy 23
- Indecent Exposure 38
- Individual Regulations 57
- Information Desk 95



Information Systems 25, 95  
Interdisciplinary Honors 110  
Interdisciplinary Minors 110  
Interfraternity Council 108  
Interim Judicial Process 83  
Intramurals 106

## **J**

Judicial Co-Chairs 71  
Judicial Conference 77, 85  
Judicial Council 34  
    constitution of 87  
Judicial Officer 18, 76, 85  
Judicial Process  
    interim 83  
Judicial Process,  
    contempt of 37  
Judicial System 52, 59, 67  
    organization of 68

## **K**

Kegs 37  
Keycard 35

## **L**

Late-Night Breakfast 12  
Learning Assistance Center 20, 95  
Library Policies 39  
Library Services 96  
Lie Detector Test 73  
Lighting of the Quad 12  
Locating Computing Policy 26  
Login ID 25  
Lounge Space 48  
Lovefeast 12, 113

## **M**

mascot 11  
Measles Vaccine 23  
Media 105  
Medical Records, retention of 23  
Medical Situations  
    alternative sanctions for 59  
    helpful campus resources 60  
Meeting Rooms 97  
Movie Theaters 116

Multicultural Affairs 18  
Museum of  
    Early Southern Decorative Arts 117

## **N**

National Pan-Hellenic Council 108  
Noise Policy 65  
Non-Discrimination Statement 50  
    violations of 40  
North Carolina Legislative Tuition Grants 28

## **O**

"O Here's to Wake Forest" 8  
Obstruction of University Activities 38  
Off-Campus Conduct 38  
Off-Campus Housing Policy 65  
Office of the Dean of Student Services 82  
Old Campus 13  
Old Gold and Black 92, 94  
Old Salem 118  
Open Curriculum 110  
Organizational Conduct 41  
Organizational Regulations 57  
orientation 12  
Orser, Paul N. 14  
Outdoor 107  
Over-the-Counter Medication 37

## **P**

Panhellenic Council 108  
Parking Management  
    department of 92  
Party Management 58  
Passwords, computer 25  
Pathways at the Pro Humanitate Center 111  
Penalties 63  
Personal Conduct 35  
Physical Abuse 38  
Piedmont Craftsmen 117  
Pizza Delivery 121  
Plagiarism 75  
Polio Vaccine 24  
Polygraph 73  
Posting, flyers on campus 66  
Poost Office 100  
Practice Rooms, music 97  
PREPARE 52

President, University  
  office of 14

Printing  
  campus services 94

Privacy 48

Privacy, computing 25

Project Pumpkin 13, 113

Provost, office of 14

Publications 105

Public Display, alcohol policy 36

Pyrotechnics 39

**R**

Records and Reporting, judicial system 82

Recreation 101, 114

Recycling 97

Registrar, office of 15

Registration 30

Regulations  
  general 56  
  individual 57  
  organizational 57  
  social 61

Religious groups 101

Religious Organizations 105

Reporting Accusations 76

Residence Life and Housing 60  
  office of 19

Resident Student Association 108

Resident Technology Advisor program 96

Restaurants 121

Reynolda House Museum of American Art 117

Rolling the Quad 13

**S**

Sales and Solicitations 65

Sanctions 41, 63  
  state and federal, substance abuse 62

Sanctions for Violations  
  individual 61

Sawtooth Center for Visual Art 118

Secret Artists Series 114

Senior Orations 13

Services 92

Service Organizations 105

Sexual Assault 75

Sexual Harassment 39, 48, 55

Sexual Misconduct 39, 51, 52  
  violations and sanctions 44

Shopping 119

Shuttle 98

Silent Witness 61

Social Regulations 61

Social Regulations and Policies 33

Software 27

Software Duplication 27

Solicitation 39  
  violations and sanctions 45

Sororities 104

Southeastern Center for  
  Contemporary Art 118

Special Interest Group 108

Sports 118

Sports and Recreation 106

Springfest 114

Stalking 53

Statement of Principle on Diversity 9

Stevens Center 118

Student Activities 109

Student Development 19

Student Governance 108

Student Health Information Summary Form 23

Student Health Service 22, 51, 59, 102

Student Life 16

Student Online Magazine 92, 93

Student Union 20

Study Abroad 111

Substance Abuse Policy 62  
  treatment and rehabilitation 63

Sugden, Dorothy 15

Summer Session 30

Summer Session Dates 31

Sundry Shop 98

Symphony 118

Systems Monitoring 25

**T**

Tanglewood Park 116

Telecommunication 99

Telephone Numbers 122

Theme Houses 111

Threat of Physical Harm 38

Ticket Office  
  Benson Center 93

Tiefenthaler, Jill 14

Towed or Malfunctioning Vehicles 93

Traffic Fines 92

Treatment and Rehabilitation Programs 63

## **U**

Unauthorized Activity 39  
Unauthorized Containers 37  
Unauthorized Entry 40  
Underage Possession 36  
University Counseling Center 20  
University Police 20, 52, 60  
UPS Store 100

## **V**

Verbal Abuse 40  
    violations and sanctions 45  
Vice President for Student Life 16  
Victims Advocate 61  
Visitation 65  
Volunteerism 13  
Volunteer Services 21

## **W**

Wachovia Bank 100  
Wait Chapel 13  
Wake 'n Shake 12  
Wake Forest Information Network 95  
Wake Forest Judicial System 36  
WAKE Radio 92, 94  
WAKE TV 92  
Wayne Calloway School of  
    Business and Accountancy  
    office of the dean 14  
Weapons 37  
Weather, inclement 22  
Wellman, Ron 15  
Wells, William T. 15  
Westbend Vineyards 116  
WFDD 94  
Wilkerson, Jack 14  
WIN 95  
Window on Wake Forest 92

## **Z**

Z. Smith Reynolds Library 96







student

*body*

*fall*

*calendar*

fall 2007/spring 2008

*events*

*arts*

*spring*

*sports*

07  
|  
08





# calendar snapshot

## Fall Semester 2007

August 23	Thursday	Move-in day for new students*
August 24-27	Friday-Monday	Orientation for new students
August 25-26	Saturday-Sunday	Residence halls open for returning students*
August 27-28	Monday-Tuesday	Check in/Registration
August 29	Wednesday	Classes begin
September	(date to be announced)	Opening Convocation
September 12	Wednesday	Last day to add courses**
October 3	Wednesday	Last day to drop courses**
October 19	Friday	Fall break
October 21	Wednesday	Midterm grades due
November 21-23	Wednesday-Friday	Thanksgiving holiday*
November 26	Monday	Classes resume
December 7	Friday	Classes end
December 10-15	Monday-Saturday	Examinations
December 15	Saturday	All residence halls close*
Dec. 16-Jan. 12		Winter recess

## Spring Semester 2008

January 12	Saturday	Residence halls open*
January 13-14	Sunday-Monday	Orientation for new students Residence halls open*
January 15	Tuesday	Check in/Registration
January 16	Wednesday	Classes begin
January 21	Monday	Martin Luther King Jr. Day—no classes
January 30	Wednesday	Last day to add courses**
February	(date to be announced)	Founders' Day Convocation
February 20	Wednesday	Last day to drop courses**
March 9	Friday	Midterm grades due
March 10-14	Monday-Friday	Spring break*
March 17	Monday	Classes resume
March 21	Friday	Good Friday—no classes
April 30	Wednesday	Classes end
May 1	Thursday	Reading Day
May 2-3	Friday-Saturday	Examinations
May 5-8	Monday-Thursday	Examinations*
May 18	Sunday	Baccalaureate
May 19	Monday	Commencement*

\* Consult *Residence Life and Housing* for schedule of opening and closing times.

\*\* For courses taught in less than the full term's duration (e.g., 7.5 week classes), proportional drop and add deadlines will be in effect.

# august

6 monday

---

7 tuesday

---

8 wednesday

---

9 thursday

---

10 friday

---

11 saturday

s	m	t	w	t	f	s
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

august 2007

12 sunday

---

august

monday 13

---

tuesday 14

---

wednesday 15

---

thursday 16

---

friday 17

---

saturday 18

---

sunday 19

s	m	t	w	t	f	s
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
august 2007						

# september

3 monday

---

4 tuesday

---

5 wednesday

Women's Soccer vs. Cal State (Long Beach) 7 p.m.

---

6 thursday

Secret Artist Series: Jason Vieaux, Brendle Hall, 7:30 p.m.

---

7 friday

Volleyball vs. Dayton, 7 p.m.  
Men's Soccer vs. Akron, 7:30 p.m.

---

8 saturday

Football vs. Nebraska  
Volleyball vs. Radford, 12:30 p.m.  
Volleyball vs. Jacksonville, 7 p.m.

---

s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
september 2007						

9 sunday

Men's Soccer vs. Bradley, 2:30 p.m.



# september

monday **10**

---

tuesday **11**

---

Last day to add courses  
Field Hockey vs. Radford, 7 p.m.  
Women's Soccer vs. Louisville, 7 p.m.

---

wednesday **12**

thursday **13**

---

Homecoming weekend

---

friday **14**

Homecoming weekend  
Football vs. Army  
Men's Soccer vs. Louisville, 7 p.m.

---

saturday **15**

sunday **16**

s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
september 2007						

Homecoming weekend

# september

17 monday

---

18 tuesday

---

19 wednesday

---

20 thursday

Hit the Bricks for Brian: Hearn Plaza, 11 a.m.-7 p.m.

---

21 friday

Volleyball vs. Boston College, 7 p.m.  
Women's Soccer vs. Brown, 7 p.m.

---

22 saturday

s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
september 2007						

Football vs. Maryland  
Volleyball vs. Maryland

---

23 sunday

# september

monday **24**

---

tuesday **25**

---

wednesday **26**

---

Women's Soccer vs. Virginia Tech, 7 p.m. thursday **27**

---

Dixie Classic Fair friday **28**

---

Dixie Classic Fair  
Field Hockey vs. UNC, 1 p.m.  
Men's soccer vs. Maryland, 7 p.m. saturday **29**

---

Dixie Classic Fair  
Field Hockey vs. Michigan State, noon  
Women's Soccer vs. Virginia, 1 p.m. sunday **30**

---

s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

september 2007

# october

1 monday

Dixie Classic Fair

---

2 tuesday

Dixie Classic Fair  
Men's Soccer vs. Elon, 7 p.m.

---

3 wednesday

Last day to drop courses  
Dixie Classic Fair  
Field Hockey vs. Appalachian State, 7 p.m.

---

4 thursday

Dixie Classic Fair  
Secret Artists Series: Time for Three, Brendle Hall, 7:30 p.m.

---

5 friday

Dixie Classic Fair

---

6 saturday

s	m	t	w	t	f	s
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
october 2007						

7 sunday

Dixie Classic Fair

---

Dixie Classic Fair



# october

monday **8**

---

Men's Soccer vs. Appalachian State, 7 p.m.  
Volleyball vs. Duke, 7 p.m.

---

tuesday **9**

wednesday **10**

---

Football vs. Florida State

---

thursday **11**

Volleyball vs. Clemson, 7 p.m.

---

friday **12**

Volleyball vs. Georgia Tech, 6 p.m.  
Men's Soccer vs. NC State, 7 p.m.

---

saturday **13**

sunday **14**

s	m	t	w	t	f	s
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

october 2007

# october

15 monday

---

16 tuesday

---

17 wednesday

---

18 thursday

Women's Soccer vs. Duke, 7 p.m.

---

19 friday

Fall break  
Volleyball vs. Virginia, 7 p.m.

---

20 saturday

s	m	t	w	t	f	s
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

---

october 2007

Field Hockey vs. Virginia, 1 p.m.  
Volleyball vs. Virginia Tech, 6 p.m.

---

21 sunday

# october

monday **22**

tuesday **23**

wednesday **24**

Project Pumpkin: Hearn Plaza, 3-6 p.m.  
Women's Soccer vs. Florida State, 7 p.m.

thursday **25**

Family Weekend

friday **26**

Family Weekend  
Football vs. UNC

saturday **27**

sunday **28**

Family Weekend  
Field Hockey vs. Boston College, 1 p.m.

s	m	t	w	t	f	s
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
october 2007						

# october/november

29 monday

---

30 tuesday

---

31 wednesday

---

1 thursday

---

2 friday

---

Volleyball vs. Florida State, 7 p.m.

3 saturday

---

Volleyball vs. Miami, 6 p.m.  
Men's Soccer vs. UNC, 7 p.m.

s	m	t	w	t	f	s
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
november 2007						

4 sunday

---

Women's Soccer vs. Miami, 1 p.m.



# november

monday 5

Men's Soccer vs. Davidson, 7 p.m.

tuesday 6

wednesday 7

thursday 8

friday 9

saturday 10

Men's Soccer vs. Virginia, 7 p.m.

sunday 11

s	m	t	w	t	f	s
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
november 2007						

# november

12 monday

---

13 tuesday

---

14 wednesday

---

Volleyball vs. UNC, 7:30 p.m.

15 thursday

---

16 friday

---

Volleyball vs. NC State, 7 p.m.

17 saturday

---

s	m	t	w	t	f	s
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
november 2007						

Football vs. NC State  
Piedmont Crafts Fair

18 sunday

---

Piedmont Crafts Fair

# november

monday 19

tuesday 20

Thanksgiving holiday

wednesday 21

Thanksgiving holiday

thursday 22

Thanksgiving holiday

friday 23

saturday 24

sunday 25

s	m	t	w	t	f	s
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
november 2007						

# november/december

26 monday

Classes resume

27 tuesday

28 wednesday

29 thursday

30 friday

1 saturday

s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

december 2007

Football ACC Championship

2 sunday

Lovefeast and Candlelight Service: Wait Chapel, 8 p.m.



# december

monday 3

---

Chanukah begins

tuesday 4

---

wednesday 5

---

thursday 6

---

Classes end

friday 7

---

saturday 8

---

sunday 9

s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

december 2007

# december

10 monday

Examinations

---

11 tuesday

Examinations

---

12 wednesday

Examinations

---

13 thursday

Examinations

---

14 friday

Examinations

---

15 saturday

s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
december 2007						

16 sunday

Examinations  
Residence halls close

---

Winter recess

# december

winter recess

monday 17

Winter recess

tuesday 18

Winter recess

wednesday 19

Winter recess

thursday 20

Winter recess

friday 21

Winter recess

saturday 22

sunday 23

s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

december 2007

Winter recess

# december

24 monday

Winter recess

25 tuesday

Christmas Day  
Winter recess

26 wednesday

Kwanzaa begins  
Winter recess

27 thursday

Winter recess

28 friday

Winter recess

29 saturday

s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
december 2007						

30 sunday

Winter recess

Winter recess



# december/january

Winter recess

monday 31

New Year's Day  
Winter recess

tuesday 1

Winter recess

wednesday 2

Winter recess

thursday 3

Winter recess

friday 4

Winter recess

saturday 5

sunday 6

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
january 2008						

Winter recess

# january

7 monday

Winter recess

8 tuesday

Women's recruitment start  
Winter recess

9 wednesday

Winter recess

10 thursday

Winter recess

11 friday

Winter recess

12 saturday

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

january 2008

Residence halls open

13 sunday

Panhellenic Bid Day  
Orientation for new students

# january

Orientation for new students

monday 14

Men's recruitment start  
Check in/registration

tuesday 15

Classes begin

wednesday 16

Secret Artist Series: "Top Secret: The Battle for  
the Pentagon Papers", Wait Chapel, Time TBA

thursday 17

Secret Artist Series: "Top Secret: The Battle for  
the Pentagon Papers", Wait Chapel, Time TBA

friday 18

saturday 19

sunday 20

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

january 2008

# january

21 monday

Martin Luther King Holiday/no classes

---

22 tuesday

---

23 wednesday

---

24 thursday

---

25 friday

Men's Bid Acceptance

---

26 saturday

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

---

january 2008

27 sunday



# january/february

monday 28

---

tuesday 29

---

Last day to add courses

wednesday 30

---

thursday 31

---

friday 1

---

saturday 2

---

sunday 3

s	m	t	w	t	f	s
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	
february 2008						

# february

4 monday

---

5 tuesday

---

6 wednesday

---

7 thursday

---

8 friday

---

9 saturday

s	m	t	w	t	f	s
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

february 2008

Secret Artist Series: Dame Evelyn Glennie,  
percussionist and the Winston-Salem  
Symphony; Wait Chapel, 7:30 p.m.

---

10 sunday

# february

monday *11*

---

tuesday *12*

---

wednesday *13*

---

thursday *14*

---

friday *15*

---

saturday *16*

---

sunday *17*

s	m	t	w	t	f	s
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	
february 2008						

# february

18 monday

---

19 tuesday

---

20 wednesday

Last day to drop courses

---

21 thursday

---

22 friday

---

23 saturday

s	m	t	w	t	f	s
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

---

february 2008

24 sunday

---



# february/march

monday 25

---

tuesday 26

---

wednesday 27

---

thursday 28

---

friday 29

---

saturday 1

---

sunday 2

s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

march 2008

# march

3 monday

---

4 tuesday

---

5 wednesday

---

6 thursday

---

Secret Artist's Series: "Apollo's Fire," the  
Cleveland Baroque Orchestra; Wait Chapel, 7:30 p.m.

7 friday

---

8 saturday

---

s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
march 2008						

9 sunday

---

# march

Spring break

monday 10

Spring break

tuesday 11

Spring break

wednesday 12

Spring break

thursday 13

Spring break

friday 14

saturday 15

sunday 16

s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

march 2008

# march

17 monday

Classes resume  
St. Patrick's Day

---

18 tuesday

---

19 wednesday

---

20 thursday

---

21 friday

Good Friday/no classes

---

22 saturday

s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
march 2008						

23 sunday

---



# march

monday 24

---

tuesday 25

---

wednesday 26

---

thursday 27

---

friday 28

---

saturday 29

"Wake 'n Shake Dance Marathon:" Reynolda Gym

---

sunday 30

s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

march 2008

# march/april

31 monday

Springfest

---

1 tuesday

Springfest

---

2 wednesday

Springfest

---

3 thursday

Springfest

---

4 friday

Springfest

---

5 saturday

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
april 2008						

6 sunday

---

april

monday 7

---

tuesday 8

---

wednesday 9

---

thursday 10

---

friday 11

---

saturday 12

---

sunday 13

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

april 2008

# april

14 monday

---

15 tuesday

---

16 wednesday

---

17 thursday

---

18 friday

---

19 saturday

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

april 2008

20 sunday

---



april

monday 21

---

tuesday 22

---

wednesday 23

---

thursday 24

---

friday 25

---

saturday 26

---

sunday 27

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

---

april 2008

# april/may

28 monday

---

29 tuesday

---

30 wednesday

Classes end

---

1 thursday

Reading day

---

2 friday

Examinations

---

3 saturday

s	m	t	w	t	f	s
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

may 2008

Examinations

---

4 sunday

may

Examinations

monday 5

Examinations

tuesday 6

Examinations

wednesday 7

Examinations

thursday 8

friday 9

saturday 10

sunday 11

s	m	t	w	t	f	s
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

may 2008

may

12 monday

---

13 tuesday

---

14 wednesday

---

15 thursday

---

16 friday

---

17 saturday

s	m	t	w	t	f	s
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

may 2008

18 sunday

---



may

Commencement  
Residence halls close

---

monday 19

tuesday 20

---

wednesday 21

---

thursday 22

---

friday 23

---

saturday 24

---

sunday 25

s	m	t	w	t	f	s
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

---

may 2008







# The Student Handbook

was produced by the  
Office of Creative Services  
in conjunction with the  
Division of Student Life.