

Wake Forest University

Graduate School of Arts and Sciences

Student Handbook **2007-2008**



WAKE FOREST
UNIVERSITY

GRADUATE SCHOOL *of*
ARTS AND SCIENCES

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Graduate Student Rights and Responsibilities

Introduction

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

a. Rights

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

1. Freedom of Access to Higher Education

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

2. The Classroom and Research Environment

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

a. *Protection of Freedom of Expression*

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

b. *Protection Against Improper Academic Evaluation*

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

c. *Protection Against Improper Disclosure*

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

d. *Protection Against Harassment*

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

3. Student Records

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

4. Student Affairs

a. *Freedom of Association*

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

b. *Freedom of Inquiry and Expression*

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

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

c. *Student Participation in University Government*

As constituents of the academic community, graduate students are free, individually and collectively, to express their views on issues of University policy and on matters of general interest to the graduate student body.

5. Off-Campus Freedom of Students

If activities of graduate students upon occasion result in violation of law, University officials should be prepared to apprise students of sources of legal counsel and may offer other assistance. Graduate students who violate the law may incur penalties prescribed

by civil authorities. Only where the University's interests as an academic community are clearly involved should the special authority of the University be asserted to consider off-campus violations. The graduate student who incidentally violates University regulations in the course of his/her off-campus activity is subject to no greater penalty than would normally be imposed for such infractions.

b. Responsibilities

The faculty expects students to be mature and responsible members of the community, offers guidance in their freedom to learn, and subscribes to the statement of their rights.

Those rights are linked to the student's commitment to academic integrity and responsible behavior as a member of the University community.

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

Equal Opportunities Act

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 University rejects hatred and bigotry in any form and adheres to the principle that no person affiliated with Wake Forest should be judged or harassed on the basis of perceived or actual sexual orientation.

In affirming its commitment to these principles, Wake Forest does not limit freedom of religious association or expression, does not presume to control the policies of persons or entities not affiliated with Wake Forest, and does not extend benefits beyond those provided under other policies of Wake Forest. The University has adopted a procedure for the purpose of resolving discrimination complaints. Inquiries or concerns should be directed to: Reynolda Campus--Doris McLaughlin, Director of Equal Opportunity and Employee relations Manager, Human Resources (336) 758-4814, mclaugca@wfu.edu; Bowman Gray Campus--Sandra Hartley, assistant director of personnel at (336) 716-6123, shartley@wfubmc.edu.

The Family Educational Rights and Privacy Act (FERPA)

Right to Inspect and Review Educational Records

You have the right to review and inspect your educational records that are maintained by either the Reynolda or Bowman Gray Graduate School office, with certain limited exceptions. Requests must be made in writing to the appropriate office.

Right to Prevent Disclosures

You have the right to prevent disclosure of educational records to third parties, with certain limited exceptions. Further, the Graduate School may disclose the following directory information upon request unless you have objected to such disclosure: name, dates of attendance, degrees and/or certificates received.

Right to Request Amendment of Educational Records

You have the right to request a change in any part of the educational record which you believe to be inaccurate, misleading or otherwise in violation of your rights. A request in writing to the appropriate Graduate School office is required. If the Graduate School decides not to honor your request, you have the right to a hearing or to present evidence that the record should be changed.

Graduate Student Non-Academic Grievance Procedures

Grievances of a non-academic nature, such as discrimination or harassment, should be taken to the Chair or Graduate Program Director of the student's department, to the Dean of the Graduate School, to the Equal Employment Opportunity Office, Room 116 Reynolda Hall (Reynolda Campus, telephone 758-4814), or to the Office of Human Resources, Fifth Floor, Plaza I (Bowman Gray Campus, telephone 716-6123). See the Wake Forest University Sexual Harassment Prevention Policy in this handbook.

Graduate Student Academic Grievance Procedures

1. Initial Response to Perceived Academic Grievance

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

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

2. Faculty Liaison Persons

The student should first contact either of the two graduate School faculty members, one from the Bowman Gray Campus and one from the Reynolda Campus, who serve as liaisons for graduate students wishing to file a grievance. The Faculty Liaison Persons, who serve a three-year term, are appointed by the Dean of the Graduate School from two candidates from each campus nominated by the Graduate Student Association. They do not serve as advocates for the student, but are available to advise the student concerning academic problems and grievances and to help the student initiate and continue with the grievance procedure. At the student's request, a Faculty Liaison Person may be present during any hearings by the Grievance Committee in order to provide advice to and to insure fair treatment of the student. A graduate student on each campus, recommended by the Graduate Student Association, is also appointed by the Graduate Dean to provide advice and to introduce students to the grievance procedure, and students with a grievance may, but need not, consult them. Names, addresses, and phone numbers of both Faculty Liaison Persons and student advisers can be obtained from the Graduate School office on either campus (*or click [here](#) for a complete listing of the Graduate School Council Members and Liaisons with links to their e-mail addresses*).

3. Written Petition

After consulting a Faculty Liaison Person, the student should submit to the Dean of the Graduate School a written petition requesting initiation of the Graduate Student Academic Grievance Procedure. The petition must include the name of the faculty member against whom the grievance is filed, the specific charge, information about the grievance, and the action or relief requested by the student. If appropriate at this time, documentary material may be submitted in support of the grievance, although such material may be reserved until requested by the Chair of the Grievance Committee. At the time the grievance is submitted, the Dean of the Graduate School shall confer with the student to ensure that the student has spoken with the faculty member involved, gone through the department grievance procedure, and contacted a Faculty Liaison Person.

4. Grievance Committee

Upon receiving a grievance petition, the Dean of the Graduate School shall appoint a five-member Grievance Committee composed as follows: a Chair who is a member of the Graduate

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

5. Grievance Procedure

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

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

6. Grievance Hearing

The Chair shall preside over the Grievance Hearing, and will vote only to break tie votes of the Grievance Committee. All voting shall be done by secret written ballot. All proceedings during the Hearing shall be recorded on equipment provided by the Graduate School. At all times during the Hearing, the student may have the Faculty Liaison Person present, and both parties may be represented by legal counsel or another representative.

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

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

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

the Grievance Committee. Reasonable variations of this general procedure may be allowed by the Chair of the Grievance Committee.

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

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

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

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

7. Recommendation to the Dean of the Graduate School

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

8. Decision by the Dean of the Graduate School

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

9. Records

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

10. Flow Chart

The following chart summarizes the Graduate Student Academic Grievance Procedure.



Wake Forest University Sexual Harassment Prevention Policy

1. Policy

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

2. Definition

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when: submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic success; submission to or rejection of the conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or the conduct has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or academic environment. Examples of sexual harassment include repeated and unwelcome conduct involving one or more of the following: sexual flirtations, advances, propositions, sexually explicit statements, questions or jokes, displays of sexually explicit pictures, physical contact or touching or other conduct of sexual nature that is unwelcome and makes a reasonable person feel uncomfortable. Anyone who believes that he or she is being sexually harassed should make it clear that the conduct is unwelcome and unwanted, as this alone may stop the conduct.

3. Complaint Procedures

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

Wake Forest University School of Medicine Sexual Harassment Prevention Policy

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Wake Forest University Substance Abuse Policy and Program

Introduction

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

a. Standards of Conduct

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

b. State and Federal Sanctions

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

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

c. Health Risks

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

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

d. Treatment and Rehabilitation Programs

The Substance Abuse Program revised in March of 1989 provides a protocol for counseling and treatment of a student identified as having a substance abuse problem. Consultation with a substance abuse counselor may be required following the report of an incident or the awareness of a problem involving drugs or alcohol abuse. The program sets forth the consequences of violating the treatment and rehabilitation plan.

The continued or repeated abuse of substances following initiation into this program will constitute grounds for further disciplinary action by the University.

e. University Sanctions

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

f. Penalties

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

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

For the illegal manufacture, sale or delivery, or possession with the intent to manufacture, sell or deliver, of any controlled substance identified in Schedule I, N.C. General Statutes 90-89, or Schedule II, N.C. General Statutes 90-90 (including, but not limited to heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone), a student will be expelled.

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

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

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

Refusal or failure to abide by the terms of probation will result in suspension from enrollment or from employment for any unexpired balance of the prescribed period of probation.

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

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

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

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

Wake Forest University School of Medicine Substance Abuse Educational Program

Purpose

The purpose of this educational program is to clearly and unequivocally state Wake Forest University School of Medicine's (The School) opposition to substance abuse and its prohibition of the abuse, unlawful possession, distribution, and use of illegal drugs and alcohol by students and employees; to ensure that students, faculty and staff are aware of the health risks associated with and the destructive and devastating impact of the use and abuse of drugs and alcohol (see Appendix I, pages 22-23); to clearly state the disciplinary sanctions that the University may impose on students and employees who violate the standards of conduct (see Appendix II, pages 24-26); to ensure that all University constituencies are aware of the applicable local, state and federal sanctions pertaining to the illegal possession, distribution and use of controlled substances and alcohol (see Appendix III, pages 27-29); to encourage early identification of substance abuse problems and to advocate self-referral by individuals for treatment and rehabilitation; and to comply with the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

Education

The School will annually distribute the Substance Abuse Policy and this Substance Abuse Education Program to students, faculty and staff. In compliance with the Drug Free Campus Act, this policy and the Education Programs will be reviewed every two years. In addition, educational programs will be available to increase awareness of the hazards of drug use, abuse and dependency. The Substance Abuse Policy will be discussed with new students and new employees during orientation and will be reinforced periodically throughout the course of the calendar year.

Health Risks

The following is a summary of the various health risks associated with the use and abuse of some specific types of substances; it is not intended to be an exhaustive or final statement of all possible health consequences of substance abuse. A more extensive description on health risks related to abuse of controlled substances listed in Appendix I may be obtained from the Human Resources Department or Office of Student Affairs.

Alcohol Use and Abuse. Alcohol is the most widely used and abused drug in the United States. Alcohol consumption has both acute and chronic effects on the body and causes a variety of changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate dosage of alcohol is associated with a variety of aggressive acts, including spouse and child abuse and dangerous risk-taking behavior. Moderate to high doses of alcohol may cause marked impairment of higher mental functions such as severely altering a person's ability to learn and remember information. Very high doses may cause respiratory depression and death. If combined with other depressant type drugs, much lower doses of alcohol can be fatal. Alcohol-related automobile accidents are the number one cause of death among people ages 15 through 24 and is involved in 50 percent of all fatal traffic accidents. Furthermore, approximately 50 percent of all deaths from drowning, fires, suicide and homicide are alcohol-related.

Repeated use of alcohol can lead to physical and psychological dependence. Alcohol dependent persons who suddenly stop drinking are likely to suffer withdrawal symptoms, including severe anxiety, tremors, hallucinations, confusion, convulsions and can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can lead to permanent damage to vital organs such as the brain, heart and liver. Women who drink alcohol during pregnancy may give birth to infants with serious birth defects including fetal alcohol syndrome. These infants may have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents have an increased risk of becoming alcoholic themselves.

APPENDIX II

Substance Abuse Policy

Scope

This policy is not intended to affect The School's right to manage its workplace or discipline its students, faculty or staff nor does this policy guarantee employment or guarantee terms or conditions of employment. No contract for employment, either expressed or implied, is created. This policy may be modified from time to time as The School deems appropriate.

Definitions

The term "substance abuse" as used in this policy is defined as:

- reporting to work or working while affected by alcohol,
- being chemical dependent on alcohol or other drugs where job performance, participation in academic programs or safety of employees, students or patients may be adversely affected, or
- using illegal drugs.

The term "illegal drugs" as used in this policy includes, but is not limited to:

- marijuana, cocaine, heroin, opiates, amphetamines and similar drugs whose possession and use are prohibited under state and federal law,
- prescription drugs unless taken as validly prescribed by the employee's or student's physician, and
- "designer drugs," "look alike," synthetic drugs, and similar substances.

Standards of Conduct

Unless a standard of condition is specifically limited to a particular group, the standards apply to all faculty and staff. As a condition of employment or matriculation, each employee and student of The School is required to comply with the terms of this policy.

The sale, distribution, manufacture, possession or use of illegal drugs, or drug paraphernalia is prohibited.

All employees and students are prohibited from working while adversely affected by alcohol.

The possession or use of alcohol on any School property is prohibited unless its use is part of an authorized School activity. Distribution of alcohol to persons under the age of twenty-one and possession or use of alcohol by persons under the age of twenty-one on School property or as part of any School activity is prohibited.

All information concerning medical examinations, drug or alcohol testing results, or rehabilitation and treatment of an employee or student should be treated as confidential information subject to disclosure on a need-to-know basis.

The School reserves the right to require a drug or alcohol screening test from individuals whose job performance, behavior, or appearance reasonably suggests use of alcohol or illegal drugs substance abuse. Failure or refusal to comply with a substance abuse screening test may result in termination of employment.

In order to fulfill our obligations under the Drug Free Workplace Act, employees are required to notify the Human Resources Department in writing of any criminal drug statute conviction for a violation

occurring in the workplace no later than five days after such conviction. Faculty of The School must notify the Dean of any such convictions.

Employment (hiring) of staff and faculty is contingent on the successful completion of a drug screening test.

Disciplinary Sanctions

The School will impose disciplinary sanctions on students, faculty and staff who violate the above standards of conduct.

Among the disciplinary sanctions which may be imposed on students are the following: reprimand, probation, restriction, suspension, expulsion and referral for prosecution. The School may require evaluation, counseling and successful completion of an appropriate rehabilitation program, if indicated.

Among the disciplinary sanctions which may be imposed on faculty and staff are: oral warning, written reprimand, disciplinary suspension, termination, and referral for prosecution. The School may require evaluation, counseling and successful completion of an appropriate rehabilitation program, if indicated.

Identification and Rehabilitation

Early recognition of substance abuse is important for successful rehabilitation. The School encourages individuals with a chemical dependency problem to voluntarily seek assistance through the Medical Center's Employee Assistance Program (EAP). An individual's job will not be jeopardized solely because the individual voluntarily seeks assistance in the treatment and recovery from chemical dependency if the individual seeks treatment prior to any violation or disciplinary action. Any such requests and/or actions are strictly confidential. Eligibility to participate in any subsequent rehabilitation programs will be at the discretion of The School.

Any faculty member, student or staff, if given the option to participate in a rehabilitation program, will comply with the treatment and rehabilitation requirements set forth below or resign from his or her position with The School. Any such individual electing treatment and rehabilitation will:

- Satisfactorily participate in a substance abuse assistance or rehabilitation program approved for such purpose by a federal, state, or local health, law enforcement or other appropriate agency at the individual's expense. The School Employee's Medical Plan may provide coverage for certain counseling or rehabilitation services.
- Provide evidence satisfactory to The School of continued outpatient therapy in an approved program appropriate to the treatment recommendation.
- Remain substance free after completing a rehabilitation program for chemical dependency, and participate in random drug testing during rehabilitation, and for up to two years following completion of the rehabilitation program.

Failure to comply with these requirements may result in dismissal.

Counseling, Rehabilitation and Treatment Resources

The School provides a comprehensive Employee Assistance Program (EAP) for faculty and staff. The School endorses and encourages the activities of the School's Health & Effectiveness Council in early identification, treatment and rehabilitation of School students with a substance abuse problem. Those who do not wish to take advantage of the resources offered at The School may wish to seek referrals to rehabilitation and treatment programs from their own physician, First Line Community resources, or the resources listed in the yellow pages of the phone book.