



Wake Forest University  
School of Divinity

Student Handbook  
2008-2009

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## A Message from the Dean



Colleagues:

On behalf of the faculty, I am delighted to welcome you to Wake Forest University Divinity School for the school year 2008-09. Some of you are just beginning this pilgrimage, while others are moving toward the end of your Master of Divinity studies. Amid extensive academic and “practical” training, MDiv. studies offer opportunity for vocational formation, reflection on where these experiences might lead in life long endeavors. Courses, community worship, peer group encounters, and mentors encourage students to explore the nature of ministry in its multiple forms. The student handbook is one resource for shaping our life together, offering resources that encourage and at times protect our common life.

Please review the various policies and procedures listed here. We hope that they will be helpful if and when they may be needed. Please do not hesitate to talk with me about any of these matters. We are honored that you have chosen Wake Forest University for graduate theological studies. I hope that your three years here will be challenging and meaningful to your intellectual and spiritual life.

Sincerely,  
Bill J. Leonard, Dean

# Chapter One: Introduction and General Facts

## The WFUDS Mission Statement and Guiding Principles

The WFUDS mission statement, reviewed and revised in October 2003, articulates the school's specific vision as a professional school of the University engaged in theological education for ministry. The current Mission Statement reads:

The Divinity School at Wake Forest University is a graduate, professional school that is Christian by tradition, Baptist in heritage, and ecumenical in outlook. Consistent with Wake Forest's commitment to academic excellence and in the spirit of the university motto, *Pro Humanitate*, the Divinity School prepares leaders informed by a theological understanding of vocation. Through imaginative courses and diverse programs of community engagement, students are equipped to be agents of justice, reconciliation, and compassion in Christian churches and other ministries.

WFUDS aims to

- *Foster academic excellence*

The Divinity School faculty fosters critical scholarship across the varied disciplines of theological education through rigorous academic inquiry in the classroom and through research and publication.

- *Promote cross-disciplinary exploration*

As a school of the University, the Divinity School seeks to facilitate cross-disciplinary studies that promote dialogue and learning through interaction with faculty and students in other University-related schools and departments.

- *Encourage a global perspective*

Through theological reflection, critical inquiry, and ministry formation, the Divinity School encourages students to explore diverse religious, cultural, and ethnic perspectives within both national and international contexts.

- *Embody diversity*

A primary and continuing goal of the Divinity School is to ensure that students, faculty, and staff reflect racial and gender inclusiveness along with ecumenical and geographic diversity that characterize the Church and the world.

- *Nurture spiritual growth*

Within its emphasis on academic excellence, theological reflection, and the University-wide commitment to Pro Humanitate, the Divinity School provides opportunities for spiritual growth and the exploration of personal and corporate spirituality.

- *Partner with faith communities*

The Divinity School seeks the wisdom of churches and other faith communities while offering them a variety of educational resources through lecture series, continuing education, internships, and continuing consultation.

- *Contribute to the University mission*

The Divinity School seeks to support and augment the University's work commitment to Pro Humanitate in the exploration of questions of religious identity, academic responsibility, ethics, spirituality, vocation, and community service.

Wake Forest University is a member of the Southern Association of Colleges and Schools, the Southern Universities Conference, the Association of American Colleges, the Conference of Southern Graduate Schools, and the Council of Graduate Schools in the United States. Wake Forest University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, and doctoral degrees. The Commission can be contacted at (404) 679-4501, 1866 Southern Lane, Decatur, Georgia 30033-4097 and [www.sacscoc.org](http://www.sacscoc.org). Inquiries should relate only to the accreditation status of the institution and not to general admission information. The Divinity School prospectus and Master of Divinity degree were approved by the Commission on Colleges on July 26, 1999, for inclusion in the University's accreditation by the Southern Association of Colleges and Schools.

The Divinity School was accredited in June 2005 by the Association of Theological Schools in the United States and Canada (ATS). ATS is located at 10 Summit Drive, Pittsburgh, Pennsylvania 15275-1003. The ATS staff can be contacted at (412) 788-6510 and at [www.ats.edu](http://www.ats.edu). Inquiries to ATS should relate only to the accreditation status of the Divinity School and matters concerning ATS standards.

## Divinity School Calendar 2008-2009

### Fall Semester 2008

August 21-26	New student orientation
August 26-27	Registration for M.Div and Occasional students
August 27	Fall term classes begin
September 2	School of Divinity Opening Chapel
September 10	Last day to add classes (with permission)
September 16	School of Divinity Opening Convocation
September 18	University Convocation
September 25	Incomplete work past term due to instructor
September TBA	The Margaret A. Steelman Lectures
October 1	Last day to drop classes (with permission)
October 10	Last day to submit incomplete grade changes to registrar. Approval for December graduates due.
October 16-17	Fall Break
October 20-24	Spring registration advising
October 28	Discovery Day
November 3-14	Registration for Spring 2009
November 26-30	Thanksgiving Holiday
December 2	Advent Service of Lessons and Carols
December 7	Moravian Lovefeast
December 5	Classes End
December 6	Reading Day
December 8-13	Fall exams
December 14 – January 9	Winter Break
December 17	Final grades due by noon

### Spring Semester 2009

January 12-13	New student orientation
January 13	Registration
January 14	Spring term classes begin
January 19	Martin Luther King, Jr. Holiday
January 20	School of Divinity Spring Convocation
January 28	Last day to add classes (with permission)
February TBA	University Founder's Day Convocation
February 12	Incomplete work from past term due to instructor
February 18	Last day to drop classes (with permission)
February 24	Discovery Day
February 27	Last day to submit incomplete grade changes to registrar
March 2-6	Summer school advising
March 3-4	Tribble Lecture Series
March 7-15	Spring Break
March 13	Approval for May graduates due
March 16 – April 17	Summer school registration
March 23-27	Fall registration advising
March 30 – April 10	Registration for Fall 2009
April 10	Good Friday Observance Holiday (no classes)
April 29	Classes end
April 30	Reading day
May 1-2 and 4-7	Exams
May 12	Graduating students' grades due by noon
May 16	Hooping Service
May 17	Baccalaureate
May 18	Commencement
May 19	Non-graduating students' grades due by noon

## Summer Session 2009

May 27	First summer session begins
July 2	First summer session ends
July 6	First summer grades due by 5:00 PM
July 7	Second summer session begins
August 11	Second summer session ends
August 14	Second summer grades due by 5:00 PM

## A Chronological History of Wake Forest and the Divinity School

Since 1834, Wake Forest College has been developing 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 follows to help you understand where we've come from and how the Divinity School fits into the overall history of the University.

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
1936	Approval of the School of Law by the American Bar Association
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	Became Wake Forest University
1969	Babcock Graduate School of Management established
1979	James R. Scales Fine Arts Center opened
1984	Sesquicentennial anniversary
1986	Wake Forest appoints a self-governing Board of Trustees
1989	Olin Physical Laboratory opened
1989	<i>Trustees approve formation of a Divinity School</i>
1989	<i>First Divinity School donation from First Baptist Church in New Bern, a church served by Samuel and Sarah Wait</i>
1990	Clifton L. Benson University Center opened
1992	Edwin Graves Wilson Wing of Z. Smith Reynolds Library dedicated
1993	Worrell Professional Center for Law and Management opened
1994	Centennial Anniversary - School of Law
1995	Change of name to Wayne Calloway School of Business and Accountancy
1997	Medical School name changed to Wake Forest University School of Medicine
1999	<i>Divinity School opens</i>
2002	<i>Divinity School graduated its first class</i>
2002	<i>Divinity School voted into Associate Status with ATS</i>
2005	<i>Divinity School Accredited by ATS</i>

## Wake Forest University Divinity School Traditions

- \* Chapel Services are held on Tuesday each week at 11:00 am in Davis Chapel. These services are student-planned and host a variety of speakers, including students and local ministers. Music and prayer help to create a unique worship experience.
- \* Each Tuesday immediately following Chapel, lunch is served in the Lower Auditorium for the Divinity School community. Most weeks, area churches provide the meals free of charge. About once a month, the student Hospitality Committee serves a “co-op lunch” for the cost of \$3.00 a plate. These meals are foundational for community development and fellowship.
- \* Special worship services including the Service of Beginnings, communion services, and other various worship styles are incorporated throughout the year. Every February, AKONI also holds a commemorative worship service.
- \* The annual SLC Coffeehouse kicks off the school year and includes an open microphone, socializing, and guest performers. It is held the Sunday evening before Fall classes begin.
- \* An outdoor picnic during Orientation enables students and their families to enjoy the fall weather and the start of a new school year.
- \* Throughout the year, Senior Project Presentations are offered and open to the public.
- \* Full of carols, stories, and appearances by noted characters in our holiday lore, the Christmas Coffeehouse Gathering is a time to enjoy the end of the semester with fellow students and professors.
- \* A Hooding Service and following reception is held at graduation in the spring.
- \* The End-of-the-Year Banquet for students commemorates the completion of the school year and celebrates our graduating seniors.

## Wake Forest Traditions

### 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.

### Demon Deacon

The 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.

### 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, students mobilize the campus community in raising awareness of and monies for cancer research and treatment.

### Christmas Love Feast and Candlelight Service

First presented in December 1965 in Davis Chapel at the suggestion of a Moravian student. After two to three years, the crowds became too large and the event was moved to Wait Chapel. Sponsored by the Chaplain's Office, it is now a standing-room-only tradition.

### 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.

### Wait Chapel's Carillon

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. 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 grill.

# Chapter Two: Policies and Procedures

*Section I: Divinity School Policies and Procedures*

*Section II: Wake Forest University Policies and Procedures*

## ***Section I: Divinity School Policies and Procedures***

### **The Master of Divinity Degree**

The Master of Divinity (M. Div.) degree is a 90 credit hour program that joins academic and professional preparation for ministry. The standard time for completion of the program is three academic years. Full-time student status is at least 9 credit hours per semester. The degree is built on a core curriculum that covers courses in biblical studies (including languages), church history, theology, ethics, missions, homiletics, spirituality, pastoral care, and contemporary culture. The Master of Divinity is a graduate degree. Completion of a Bachelor's degree is required prior to admission.

## **Academic Policies and Procedures**

### **Grading System**

The Divinity School registrar maintains academic records of progress on all enrolled students. Grade reports are furnished to students at the end of each semester and/or summer session.

For all courses carrying graduate credit in the Divinity School, there are three passing grades – A (excellent), B (commendable), and C (satisfactory) – and one failing grade, F (failure). An A has the grade point value of 4.00 for each semester hour of credit involved, a B the value of 3.00 for each semester hour of credit involved, and C the value of 2.00 for each semester hour of credit involved. An F grade carries no credit. Core courses with a grade of F must be repeated. Pluses and minuses may be given at the discretion of the faculty member.

### **Repetition of courses**

A student may repeat a Divinity School course for which he or she has received a C- or lower. In this case, all grades received will appear on the student's transcript, but the course may be counted only one time for credit. For purposes of determining the cumulative grade point average, a course will be considered as attempted only once, and the grade points assigned will reflect the highest grade received. These provisions do not apply to any course for which the student has received the grade of F in consequence of an honor violation; in this case, both the F and the grade for the repeated course will be calculated in the student's grade point average.

### **Pass/Fail Option**

In order to encourage students to explore new areas, the Divinity School allows students to register for a limited number of general electives on a pass/fail basis rather than for a letter grade. Courses taken under the pass/fail option yield full credit when satisfactorily completed but, whether passed or not, they are not computed in the

student's grade point average. A student may not change from grade to pass/fail mode, or from pass/fail to grade mode, after the last day to add a course in that semester.

The pass/fail option is limited to general elective credits. In no case may a student use a course taken on the pass/fail option to satisfy a core requirement (including area electives). This limitation does not include core courses offered only in the pass/fail mode.

A student may count toward the MDiv degree program no more than six credit hours taken on the pass/fail option. (This number does not include courses that are offered only in the pass/fail mode). First-year students are not eligible to choose the pass/fail option without the written permission of the dean. No more than seven credits may be taken on a pass/fail basis in any one semester.

### Incomplete Grades

The grade of I (incomplete) may be assigned only when a student fails to complete the work of a course because of illness or some other emergency. If the work recorded as an I is not completed within 30 days after a student enters his or her next semester (excluding the summer session), the grade automatically becomes an F (failure). In no case is a graduate degree awarded to a student who has an I grade on record.

### Divinity School Grade/Point Equivalent

Grade	Points	Definition
A	4.00	Excellent
A-	3.67	
B+	3.33	
B	3.00	Commendable
B-	2.67	
C+	2.33	
C	2.00	Satisfactory
C-	1.67	
F	.00	Failing
I	.00	Incomplete
NR	.00	Not Reported
P	**	Passing
AUD	**	Audit
DRP	**	Late drop
WD	**	Withdrawal

\*\* **Grade** not calculated in grade point average. Grades F, I, or NR which are earned in the Pass/Fail mode do not affect the grade point average.

**Transfer credit** may be counted toward the graduation requirements, but grades earned as transfer credit are not used in calculating the Wake Forest grade point average. The grades appearing on the Wake Forest transcript are the actual grades earned, but the units shown are only those accepted for transfer by Wake Forest. Courses which have not been approved for transfer are noted with the designation N.

**RPT** in the GPA column indicated that the course is part of a repeat condition.

**Departmental course abbreviations** may be found in the Divinity School Bulletin. Some courses transferred from other institutions may have abbreviations not found in the Bulletin.

## Class Attendance

All students are required to attend classes regularly and prepare thoroughly. Students must receive prior approval from faculty for planned absences. Failure to meet these requirements may adversely affect grading. Most course syllabi specify class attendance requirements.

## Probation

All students must have an overall grade point average of 2.67 in order to graduate with the Master of Divinity degree. A student who falls below a 2.67 cumulative grade point average in a given term is placed on academic probation. Academic probation is lifted when the cumulative grade point average is raised to a 2.67 or higher. While on academic probation, students are required to earn at minimum a B average (3.00) in each semester or term until the minimum cumulative grade point average of 2.67 is reached. Students who fail to earn a B average in a semester or term while on academic probation will be asked to withdraw from the Divinity School. Reapplication to the program may be made after one academic year.

## Honor Code

**GRADUATE STUDENT ACADEMIC HONOR CODE**  
**Graduate School of Arts and Science**  
**Divinity School**  
**Wake Forest University**

### Part 1: The Honor Code

#### ARTICLE I. Preamble and Purpose.

The purpose of this Honor Code is to provide guidance for student conduct with respect to academic pursuits.

The Code applies to all students enrolled at Graduate School of Arts and Sciences and at the Divinity School of Wake Forest University. All forms of academic work performed by any graduate student enrolled on a part-time or full-time basis shall be subject to the stipulations of the Graduate Honor Code. Such work includes, but is not limited to, course work, lab work, thesis or dissertation work, research, and teaching. Upon acceptance for admission to the Graduate School of Arts and Sciences or the Divinity School, entering students will be informed of the Code. It is the responsibility of new students to be adequately informed of key provisions, including, but not limited to, the affirmative duty, the scope and limits of the Honor Code, and the names of the current officers. New students shall be required to sign a statement indicating that they were present for the informational session and that they agree to comply with the terms of the Honor Code. Changes in the Honor Code will be published and distributed to students upon adoption. Students are charged with notice of, and are

bound by, this Code. Copies of the Code are available from the offices of the Dean of the Graduate School of Arts and Sciences and of the Dean of the Divinity School.

The Code applies only to alleged misconduct identified in Article III or Article IV which occurs in academic pursuits or within the university community. Other misconduct within the university community but covered by other policies remains the full responsibility of the faculty, and the administrations of the appropriate graduate program.

## **ARTICLE II. The Code.**

We conduct our academic endeavors with honor, integrity and professionalism. We do our own work, credit the work of others, and provide the full truth about our work.

## **ARTICLE III. Scope and Jurisdiction.**

### **Section 1. Honor Council Original Jurisdiction**

The Honor Council shall have original jurisdiction to hear and to determine charges of lying, cheating, stealing, vandalism, research misconduct, or failure to report an honor Code violation by any graduate student in his or her academic pursuits or within the university community.

### **Section 2. Faculty Retention of Jurisdiction**

All disputes will be handled by the Graduate Honor Council except in instances where the cases cannot be addressed by the Honor Council in a timely manner, such as between academic terms. In this situation the administration and the faculty of the appropriate program will have jurisdiction over the handling of the misconduct case.

## **ARTICLE IV. Duty to Report an Honor Code Violation.**

A student, faculty member or staff member that reports an Honor Code violation is referred to as the Reporter. The individual accused of an Honor Code violation is referred to as the Respondent.

Any faculty or staff member may report an Honor Code violation to the Chairperson or Secretary of the Honor Council.

Students who have knowledge of, have witnessed or reasonably believe that they have witnessed an Honor Code violation have the duty to report the questionable occurrence to the Chairperson or the Secretary of the Honor Council within a reasonable time, not to exceed five academic days (as defined in Article IX). The report should include the name of the Reporter and the Respondent, the date on which the report is submitted, the date of the violation of the Code, the charge and description of the purported violation, and the names of other witnesses.

If the Chairperson or Secretary cannot be reached to make a report, then the

student should report to the appropriate Dean. "Appropriate Dean" refers to the Dean from the same program (the Graduate School of Arts and Sciences or the Divinity School) as the Respondent. If the report is made after five academic days, it will not be an Honor Code violation for the reporting student if the Dean determines that special circumstances existed that prevented the report from being given within the five day time period.

The willful failure of any student to comply with these affirmative duties shall be a violation of the Code. Failure or refusal to testify before the Honor Council is also a violation of the Code. No person shall be compelled to be a witness against himself or herself, or to testify against his or her spouse.

## **Part 2: The Hearing, Sanctions and Appeals Procedures**

### **ARTICLE V. Pre-Hearing Procedures.**

When a report on an Honor Code violation is received, the Chairperson shall convene, in a timely manner, a Pre-hearing Sub-committee composed of the Chairperson, the Secretary, a faculty member from the Honor Council and a student from the Honor Council. Members of the Pre-hearing Sub-committee selected from the Honor Council may not be from the same department as the Reporter or Respondent. The sub-committee will consider the report and decide whether the accusation falls under the prohibited conduct described in Article III, Section 1. If it does not, this decision will be conveyed promptly in writing by the Secretary to the Reporter, the appropriate Dean and the members of the Pre-hearing Sub-committee. No further action will be taken. The Chairperson will destroy the report and any accompanying records.

If the Pre-hearing Sub-committee determines that the accusation does include acts that may constitute a violation of the Honor Code, then a written specification of the violation(s) charged shall be prepared by the Secretary and provided to the Respondent promptly with copies to the Reporter, the appropriate Dean, the members of the Pre-hearing Sub-committee, the Respondent's Academic Advisor, and the Program Director of the Respondent's department. This written notification shall include the date, time and place of a hearing that will take place no sooner than 5 and no later than 10 academic days of the date of notification as well as full notice of the rights to which the Respondent is entitled. The faculty member on the Pre-hearing Sub-Committee will serve as Solicitor during the Hearing.

### **ARTICLE VI. Hearing Procedures.**

#### **Section 1. Name and Purpose**

The Hearing will be an administrative, not a legal, proceeding. Its purpose is to arrive at the truth.

#### **Section 2. Time and Place of Hearing**

The Honor Council shall conduct its Hearing no sooner than five academic days after the Chairperson's receipt of the Pre-Hearing Sub-committee conclusion that such a Hearing is warranted. The time and/or place of the Honor Council Hearing may, with reason, be changed by a majority vote of the Honor Council members making up the Panel. The Honor Council should endeavor to conduct the Hearing as soon as practicable and the Hearing need not be held on an academic day. The Solicitor and the Respondent shall meet no less than twenty-four (24) hours prior to the Hearing to exchange witness lists. At that time the Respondent will also notify the Chairperson if he or she will appoint a representative (as defined in Article VII) for the Panel Hearing. The Honor Council Hearing shall be closed to the public.

### Section 3.    **Hearing Procedures**

The Panel for the Hearing will consist of four (4) faculty members [two (2) from the Reynolda campus and two (2) from the Bowman Gray campus] and four (4) student members [two (2) from each campus] of the Honor Council. The Hearing shall be conducted by the Chairperson of the Honor Council (who will not vote). The Secretary of the Honor Council shall not vote except in the case of a tie. The Solicitor does not vote.

The Chairperson and the Secretary shall make the selection of the Panel no later than forty-eight (48) hours before the beginning of the Hearing. Panel members shall not be from the same department as the Respondent or the Reporter. The members of the Panel will be supplied with the written report against the Respondent when they are notified of their selection for the Panel. Should the Chairperson or the Secretary be unable to attend a Hearing or if the Chairperson and/or Secretary are from the same department as the Reporter or Respondent, the Panel shall select an appropriate member of the Honor Council to serve in the Chairperson's or Secretary's absence for the duration of the Hearing.

Should any member of the Panel upon hearing the report and learning the identity of the Respondent, conclude that he or she cannot render an impartial decision; it shall be his or her duty to notify the Chairperson and withdraw. In the event of a withdrawal, a new jury member will be chosen by the Chairperson.

The Secretary of the Honor Council will make a summary record of the Hearing. An audio recording, video recording, or comparable recording will be made of the Hearing. This recording will be available to the Panel during their deliberations, to the Secretary in preparing the summary report, to the appropriate Dean for review of the Sanction or during the appeals process, and to the Respondent if he or she requests an appeal. The recording will become a part of the sealed file to be kept by the appropriate Dean, and the entire file will be destroyed one year after the student graduates or withdraws from the program.

### Section 4.    **Chairperson's Duties**

1. The Chairperson of the Honor Council shall preside at all Honor Council meetings and Hearings.
2. The Chairperson shall insure that the Respondent has been made aware of his or her rights.

3. The Chairperson may require any person disrupting the orderly proceedings of a Hearing to leave.
4. The Chairperson shall have the right to declare a recess at any point in the Hearing.
5. The Chairperson shall inform the Panel, the Reporter and all others present at the Hearing that they shall not divulge any information about the accusation or the Hearing.

**Section 5. Secretary's Duties**

1. The Secretary of the Honor Council will notify in writing the members of the Pre-hearing Sub-committee, the appropriate Dean and the Reporter that an accusation did not fall under the prohibited conduct.
2. The Secretary will supply to the Respondent a written specification of offenses(s); the time, date and place of the hearing; and the rights of the Respondent within 48 hours after the Pre-hearing Sub-committee finds that an accusation does fall under prohibited conduct. Copies of this written specification will also be given to the Reporter, the appropriate Dean, the members of the Pre-hearing Sub-committee, the Respondent's Academic Advisor, and the Program Director of the Respondent's department.
3. The Secretary will make a summary record of the Hearing.
4. The Secretary will cast the deciding vote in the case of a tie vote in the Panel Hearing and in the Sanctions Hearing.

**Section 6. Solicitor's Duties**

1. The Solicitor will begin questioning the Reporter, the Respondent and any witnesses as appropriate.
2. The Solicitor may make a closing statement at the end of questioning, summarizing the evidence in support of the charge of an Honor Code violation.

**Section 7. Conduct of the Hearing**

The Chairperson shall call the Hearing to order by reminding the Respondent and all witnesses that they are honor bound to tell the truth before the Council. Any witness who is not bound by the Honor Code will be sworn in before he or she testifies. The Honor Council will create and maintain an appropriate oath and affirmation.

The Hearing shall be limited in scope to a determination of whether an honor code violation has taken place.

The Secretary shall read the written specifications to the Panel. If the Respondent admits to the charge(s) and stipulates to the facts as written in the charges, then the Panel will only consider the question of sanctions, in a Sanctions Hearing.

If the Respondent does not admit to the charges, questioning will begin. The Reporter and any other witnesses shall be questioned by the Solicitor regarding the charge(s). At the conclusion of the questioning of each witness called by the Solicitor in support of the charge, the Secretary and each member of the Panel shall be given the privilege of asking questions. Then, the Respondent or a representative chosen by the Respondent may ask additional questions. Questioning shall proceed until all parties are satisfied that the witnesses can furnish no further relevant information.

#### Section 8.    **The Respondent's Rebuttal**

At the conclusion of the evidence in support of the charges, the Respondent or the Respondent's representative may present evidence rebutting the charges of an Honor Code violation. At the conclusion of the testimony of each witness called by the Respondent, the Solicitor, the Secretary and each member of the Panel shall be given the privilege of asking questions. Questioning shall proceed until all parties are satisfied that the witnesses can furnish no further relevant information.

#### Section 9.    **Summary Statements**

A summary statement may be given by the Respondent or the Respondent's representative. A summary statement may be given by the Solicitor.

#### Section 10.    **Jury Duties**

The Chairperson shall instruct the Panel as to the charge and the factors to be considered during the deliberation over the violation of the Code. Upon the conclusion of such instructions the Chairperson shall adjourn this phase of the Hearing. The Panel shall promptly conduct its deliberations in private and reach a decision of its findings.

Confirming a violation of the Code shall require a simple majority vote that the charge(s) are proved. An abstaining vote is not a vote confirming the violation. In the case of a tie the Secretary shall vote. If there are not at least four (4) votes finding a violation of the Honor Code, then the charges are not supported. In determining whether there was a violation of the Code, it shall be improper to consider extraneous matters.

Upon reaching their findings, the Panel shall inform the Chairperson in writing. The findings shall be reported by the Chairperson to both the Reporter and the

Respondent. The Chairperson will then dismiss the Panel by reminding each member that he or she is forbidden to divulge any information about the Hearing.

### Section 11. **The Sanction Hearing**

If the Panel finds that there was a violation of the Code, the Chairperson shall reconvene the Panel for a Sanction Hearing with the Respondent present. This hearing should take place within a reasonable amount of time and should be held in private. First, the Solicitor may present facts, evidence, and arguments as to the sanction(s) being sought. Second, the Respondent or the Respondent's representative may present mitigating facts, evidence and arguments. At the conclusion of the arguments the Chairperson shall adjourn the Panel to deliberate the sanctions to be recommended for imposition. The Panel shall promptly conduct its deliberations in private and shall reach a decision.

Recommendations of a particular sanction shall require a simple majority in favor of the sanction. In the case of a tie, the Secretary shall vote. If a Panel is able to agree upon a particular sanction, they must recommend that sanction. If a Panel is unable to agree upon a particular sanction, then the selection of the sanction shall be made by the appropriate Dean. A Panel may not recommend that no sanction be imposed. If a decision as to a particular sanction is reached, the Panel shall announce its finding to the Chairperson. Before releasing the Panel, the Chairperson shall remind the members of the Panel that they are forbidden to divulge information about the findings or sanctions without the written approval of the Respondent.

### Section 12. **Notifications of Findings**

The finding of the Panel regarding the findings and recommended sanctions shall be conveyed immediately to the Respondent by the Chairperson of the Honor Council. The findings and recommended sanctions shall be reported to the appropriate Dean along with a report of alleged exceptional circumstances, in a timely manner. All copies of the record, findings and recommendations shall be transferred to that Dean for retention.

### Section 13. **Appeals Procedure.**

A student found in violation of the Honor Code may appeal the decision or the sanction of the Panel to the Secretary of the Graduate Council. Written notice of appeal from the Respondent or his/her representative shall be given to the Secretary of the Graduate Council within 10 academic days after the Sanction Hearing. The Graduate Council consists of 6 elected faculty members from the Reynolda campus, 6 elected faculty members from the Bowman Gray campus and two Graduate Student Representatives. The Dean and Associate Dean of the Graduate school are *ex-officio* members of the Graduate Council and will not take part in the appeals procedure. The Dean of the Divinity School is not a member of the Graduate Council.

The Graduate Council will be provided with a copy of the written specifications of the charge, the summary records kept by the Honor Council Secretary during the hearing, and the written appeal of the Respondent. The Graduate Council will meet in a timely manner to consider the decision of the Hearing and the appropriateness of the suggested sanction. The Graduate Council will decide whether to support the findings and sanctions of the Honor Council or whether to recommend changes. A written notice of their decision will be given to the appropriate Dean by the Secretary of the Graduate Council in a timely manner.

#### Section 14. **Final Disposition**

The Dean of the appropriate graduate program shall consider the findings of the Panel Hearing, the recommended sanction, the recommendations of the Graduate Council in the case of a Respondent's appeal and any alleged exceptional circumstances and shall either approve or alter the recommended sanction. The office of the appropriate Dean shall have the responsibility of processing and supervising the imposition of sanction. The decision of the Dean shall be final.

#### Section 15. **Sanctions**

The sanctions which the Panel shall recommend in the case of a Honor Code violation and which the appropriate Dean will consider will ordinarily be selected from the following (more than one of the sanctions may be imposed when deemed appropriate.):

- a. **Notice and Censure:** A written reprimand that continuation of conduct in violation of the Honor Code may be cause for more severe disciplinary sanctions.  
*This may include a warning or more severe disciplinary sanction in the event of the determination of a subsequent violation within a stated period of time.*
- b. **Restitution:** Reimbursement for defacement, damage to, or misappropriation of property, whether that of the University, any member of the University community, or any guest or visitor of the University.
- c. **Suspension:** Exclusion from classes and other privileges and activities with forfeiture of academic credit as set forth in the notice of suspension from the office of the appropriate Dean. Sanctions for the Honor Code violation of cheating shall ordinarily include a recommended F or failing grade in the course involved and authorized withdrawals in the student's other courses, regardless of the semester that the offense was committed. If a suspension for a definite time is more than one semester, the suspension shall begin immediately and shall be served in consecutive semesters.
- d. **Expulsion:** Termination of student status, with readmission subject to the approval of the program faculty and the appropriate Dean. No petition for readmission may be considered before the expiration of one calendar year

from the date of expulsion. Sanctions for the Honor Code violation of cheating shall ordinarily include a recommended F or failing grade in the course involved and authorized withdrawals in the student's other courses, regardless of the time in the semester that the offense was committed.

#### **ARTICLE VII. Rights of the Respondent**

The Respondent shall have the following rights:

1. A right to have the charges against him or her submitted in writing and to receive the written charges before the beginning of the hearing.
2. A right to a copy of procedures established by the Honor Code for the hearing of alleged Honor Code violations. This shall be given to him or her at the same time as the notice of the charge or charges.
3. A right to separate hearings where two or more students are reported to have participated in a joint violation. If none of those reported jointly of an alleged offense request separate hearings, they may have joint or separate hearings as the Pre-hearing Sub-committee determines.
4. A right to know the nature of the evidence and, when practical, to examine the evidence before the hearing.
5. A right to appoint a Representative to question witnesses, to give the summary statement and to be present at the Sanctions hearing. The Representative will be a faculty member, staff member or student from the Wake Forest University Graduate School or Divinity School. Legal counsel can attend the hearing and advise the Respondent, but may not participate in the hearing.
6. A right to summon witnesses and to testify on his or her own behalf, but the number of character witnesses, if any, may be reasonably limited by the Chairman of the Honor Council.
7. A right to meet with the witnesses, and to question them during the Hearing.
8. A right not to be compelled to testify against himself or herself.
9. The Respondent's spouse cannot be compelled to testify against him or her.
10. A right to present evidence of extenuating circumstances.
11. A right not to be tried for one offense, and convicted of another, e.g., lying before the Council, without the same opportunity to defend against the other charge.
12. A right to make a summary statement to the Panel.
13. Until the Hearing and Appeals processes are complete, the Respondent has the right to participate in any University function except the following: participating in graduation exercises, receiving a degree, or receiving academic credit for courses taken during the semester in which the violation is alleged to have occurred.

#### **ARTICLE VIII. Organization of Honor Council**

##### **Section 1. Membership and Election**

The membership and election of the Honor Council shall be determined as follows:

- a. The Honor Council shall be comprised of sixteen (16) faculty members, eight (8) each from the Bowman Gray and Reynolda campuses and one (1) student from each department or program of the Graduate School of Arts and Sciences and of the Divinity school.
- b. Faculty members of the Honor Council will be appointed by the Dean of the Graduate School. Appointments are effective September 15th of each calendar year. Members of the Graduate Council may not be appointed to the Honor Council.
- c. Student members of the Honor Council are appointed by the director of each program or department, one (1) from each department or program. Appointments are effective September 15th of each calendar year. Graduate Student Association chairs and representatives may not be appointed to the Honor Council.
- d. A student appointed to the Honor Council serves a one year term. A faculty person appointed to the Honor Council serves a two year term. Students and faculty may be appointed for up to three consecutive terms.

#### Section 2.    **Election of Officers**

After appointment of new members, the Honor Council shall elect one (1) faculty member to serve as Chairperson and one (1) student member to serve as Secretary through September 14<sup>th</sup> of the following calendar year. The Chair and the Secretary should not be from the same department.

#### Section 3. **Pre-hearing Sub-committee Selection**

The Pre-hearing Sub-committee will consist of the Chairperson, the Secretary, one (1) faculty member of the Honor Council and one (1) student member of the Honor Council. The Chairman and Secretary will choose these two members, ensuring equal representation of the two campuses and ensuring that the two chosen members do not come from the same department or program as the Reporter or the Respondent. The faculty member of the Honor Council shall act as Solicitor.

#### Section 4.    **Hearing Panel Selection**

The Panel will be comprised of the four (4) faculty members and 4 student members of the Honor Council chosen by the Chairperson and the Secretary. The faculty members and students will be chosen to ensure equal representation between the two campuses and to ensure that no member of the Panel is from the same department or program as the Reporter and the Respondent. To assure fairness to the Respondent and to equalize the burden of members of the Honor Council, ordinarily members chosen to serve on a Panel will be removed from the pool for the remainder of

the calendar year, unless all council members have served, at which time all members will be returned to the list of potential jurors.

### Section 5.    **Maintaining Readiness**

Members of the Honor Council accept the duty of developing and maintaining their understanding of the Honor Code.

### Article IX.   **Miscellaneous.**

“Appropriate Dean” refers to the Dean from the same program (the Graduate School of Arts and Sciences or the Divinity School) as the Respondent.

An academic day is a day on which regularly scheduled classes are held, not including summer sessions.

Research misconduct is covered by two on-line documents for the Reynolda campus (<http://www.wfu.edu/rsp/compliance.html> WFU Policy on Scientific Misconduct) and for the Bowman Gray campus ([http://www.wfubmc.edu/or/pp\\_man.html](http://www.wfubmc.edu/or/pp_man.html) Operations and Policy Handbook). While these policies are written for scientific research misconduct, for the purposes of this document, the policies apply to research misconduct in any field.

## Policies on Grievances

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.

Students are encouraged to seek assistance from their advisors or another member of the faculty or staff in evaluating the nature of their complaints or deciding on an appropriate course of action.

The Divinity School provides the following process for students to voice concerns regarding specific academic or other grievances:

**Step 1.** Student concerns about professors, specific courses, or other matters should begin with a conference with the particular professor or staff person, offering formal or informal statements of concern.

**Step 2.** If the concern is not resolved in consultation with the professor or staff person, then the student(s) should schedule a conference with the associate dean for academic affairs. At that time, an informal or formal statement of concern will be brought to the associate dean of academic affairs.

**Step 3.** The associate dean of academic affairs will attempt to resolve the issue to the satisfaction of the relevant parties by convening a meeting between the student(s) and the professor or staff person. If the associate dean is the professor against whom the student(s) has the grievance, then student(s) may begin the appeal with the dean of the Divinity School.

**Step 4.** If the issue remains unresolved, the student(s) may appeal to the dean of the Divinity School who will meet with the student(s) and the professor or staff person and attempt to informally or formally resolve the issue. Formal grievances against the dean should be made to the University provost. The provost will function in the dean's role in the remaining steps of the process.

**Step 5.** If concerns remain, the student may initiate a formal grievance procedure. At this point, the student(s) should present the grievance in the form of a written statement of concern. Within 14 days, the dean will appoint a grievance committee composed of two faculty members and one student. The committee will meet with the student(s) making the appeal, the professor or staff person, and the associate dean for academic affairs for a full discussion of the grievance.

**Step 6.** The committee will make a recommendation to the dean who will communicate the final decision in writing to the student(s) and the professor or staff person.

## **Policies on Credit for Academic Work Done Out of Residence**

### **Part 1. Policy on Transfer of Academic Credit**

Credit earned prior to matriculation.

Academic credit earned at another school may be submitted for review after a student is enrolled for one semester in a degree program. Transfer credit is awarded by the dean on the recommendation of the faculty committee on curriculum and academic policy. A student may not transfer more than 30 hours of credit into the Master of Divinity program. No more than 12 of these transfer credits will be awarded as core courses. Students should be prepared to submit supporting documents to the faculty committee.

The following requirements must be met before a request for transfer credit can be submitted:

- 1) The course must be taken at an institution accredited by a recognized accrediting body.\*
- 2) Courses must be taken at the graduate or professional level.
- 3) A grade of B- or higher must be earned in the course in order for the course to be considered for transfer credit. If the course is to be considered for transfer credit as a core course the grade earned must be a B or higher.

- 4) Applicants for transfer credit must have earned the credit after earning a bachelor's degree.
- 5) The course must have been taken within the eight years prior to matriculating at the Divinity School.
- 6) Any course credit earned that has been utilized or will be utilized for another degree program is not normally transferred.
- 7) No more than 12 hours will be transferred from a non-theological graduate program. If 12 hours are to be transferred, the student will be required to demonstrate the course's or courses' relevance to the Master of Divinity degree.

Credit earned during matriculation. (Transient coursework)

Credit earned at another institution\* while enrolled in a degree program at Wake Forest University Divinity School is subject to the general transfer credit guidelines. All course work taken at another institution during matriculation and intended for transfer must be preapproved by the dean on the recommendation from the faculty committee on curriculum and academic policy.

## **Part 2. Credit for Clinical Pastoral Education and Specialized Internships**

Students enrolled in the Master of Divinity program may earn credit by successfully completing an accredited program in Clinical Pastoral Education. Additional credits may be earned in a select number of internships. Information is available in the vocational formation office.

## **Part 3. Policy on Advanced Academic Standing**

Students who can demonstrate that they have had the academic equivalent of introductory core courses may petition the associate dean for academic affairs to substitute advanced elective courses for core requirements. The associate dean for academic affairs will forward appropriate petitions to the Faculty Curriculum and Academic Policy Committee, which will make a recommendation to the Divinity School dean for final approval.

## **Policy on Full-Time Student Status**

The Divinity School defines a full-time student as any student in the Master of Divinity program enrolled in nine or more semester hours. Since the current policy restricts the Master of Divinity degree program to full-time students, all degree students in the Divinity School are expected to enroll for nine or more hours. Exceptions are made in a student's final semester prior to graduation when less than nine hours are required for graduation. Students may also request to be considered for limited enrollment status. (See Policy on Limited enrollment status).

If a student in the degree program falls below nine semester hours due to an authorized withdrawal from a course, the student is no longer a full-time student. If an authorized withdrawal affects a student's full-time status, there are significant implications for financial aid awarded on the basis of full-time status.

**Note:** Federal financial aid policies may assume a graduate student is full-time when he or she is enrolled in less than nine semester hours. For example, federal subsidized loans may be awarded to students who show need and who are enrolled in a minimum of six hours. However, policies concerning standing within the Divinity School define full-time status as nine semester hours.

*\*Students must possess a baccalaureate degree from a member institution of the Association of Universities and Colleges or an institution accredited by a United States agency recognized by the Council of Higher Education Accreditation.*

## **Policy on Occasional Student and Auditor Status**

### Occasional Students

#### 1. Exploratory Enrollment Status

Students in the exploratory category will have a one-year, six credit hour per semester, enrollment limit in this category and are not eligible for financial aid. Exploratory students who want to be considered for admittance to a degree program must go through the full admissions process.

To be accepted to "exploratory" status, prospective students must complete an application specific to this admissions category. Courses taken during the exploratory process may be transferred into the Master of Divinity degree program.

#### 2. Temporary Enrollment Status

Students seeking credit to transfer to other degree programs may enroll in Wake Forest Divinity School courses after completing admissions materials specified by the Admissions Office.

### Auditors

Divinity School students, other Wake Forest students, and persons in the community may be admitted to select Divinity School courses as auditors. Auditors attend course lectures but are not required to submit course assignments. Not all courses taught in the Divinity School are open to auditors. Applicants seeking to attend a specific course should check with the office of the Associate Dean for Academic Affairs to determine if the course may be audited. Applications for auditor status are accepted for fall and spring semesters, and summer sessions. Auditors register for courses at the first class meeting or by special arrangement with the office of the Associate Dean for Academic Affairs.

## **Policy on limited enrollment status**

Degree-seeking students can, under certain circumstances, request limited enrollment status. Students granted limited enrollment status can take fewer than nine credit hours per semester or up to 15 credit hours per academic year. Students who request limited enrollment status must complete the degree within five years. Stafford loans are the only financial aid that may be available during the limited enrollment period. Previous higher education loans may no longer be deferred if students drop below nine hours.

## **Policy on Withdrawal and Leaves of Absence**

All enrolled Divinity students who must withdraw from the University prior to the last day to drop courses in a given term, may do so by completing a drop form and submitting the form to the Divinity School registrar. While forms completed prior to the semester drop deadline will not result in academic penalties, meeting the deadline may not prevent negative implications for merit and need-based financial aid. Withdrawing from the University within the period allowed for dropping and adding courses may result in partial or total charges for the term and may alter scholarship, grants, and loan amounts. Students who borrow under federal loan programs are responsible for repaying loans granted based upon full-time enrollment. Students are strongly urged to discuss the financial implications of all withdrawals from the University with the financial aid office.

Students who drop all courses are considered withdrawn from the University and must seek approval from the academic dean for readmission in a subsequent term.

Withdrawing from the University after the last day to drop courses and before the last day of classes may result in academic penalties. A grade of W will be assigned only where approved medical or special leaves of absence are granted. Medical leaves must be approved by the director of the Wake Forest student health office. Special leaves for personal reasons may be granted only by the dean of the Divinity School. Please take note that special leaves are granted only in light of circumstances deemed extreme by the dean.

If a student withdraws after the drop deadline and is in the judgment of the professor failing a course, a WF will be granted and will appear on the transcript. The grade of WF does factor into a student's overall grade point average and as such may negatively affect academic standing.

A course abandoned with insufficient reason for withdrawal is assigned the letter grade F. In some cases, faculty may initiate the withdrawal process for due cause. A student cannot be withdrawn or granted a leave a absence without submitting a written request to the dean of the Divinity School.

## **Policy on Readmission to the School of Divinity**

Students granted a leave of absence may be readmitted to the Master of Divinity program within 30 months of the date granted the leave. This includes students on medical, personal, and special leaves of absence.

Students who withdraw may be readmitted within a period of 24 months from the date of their withdrawal. All readmissions are contingent upon a student's academic standing. Applications for readmission may be requested from the Office of Admissions & Student Services.

Students seeking readmission beyond the time frame as outlined above must complete the standard admission process.

## **Policy on Graduation Application Process**

Seniors must apply for graduation in order for their records to be activated for certification. The application form is provided by the registrar at the beginning of the senior year. Applications must be submitted to the registrar no later than 30 days prior to the expected commencement date. During the final term, the associate dean of academic affairs and the registrar will examine each candidate's transcript. All requirements, except those satisfied by courses in progress, must be completed no later than 30 days prior to the expected commencement date. All requirements must be completed and certified, and the student must have applied for hooding or graduation before a student may participate in the commencement exercises. No further entries or alterations may be made toward the Master of Divinity degree once the student has graduated.

## **Policy on Hold for Registration or Graduation**

Holds placed on a student account result from a lack of payment of tuition, overdue library books, unpaid fines, failure to provide proper medical information to student health, or failure to meet preset academic requirements. Holds may only be lifted from a student record by the office that issues a hold. For example, a hold on one's financial account can only be lifted by the Office of Financial and Accounting Services. Holds may prevent one from registering for courses or from graduating. Each student is responsible for addressing the circumstances related to holds.

## **Statement on Inclusive Language**

Recognizing that words both shape and reflect reality, the faculty of the Divinity School affirms inclusive language based on biblical and theological insights. Inclusive language rejects all discourse that discriminates against individuals and groups by race, ethnicity, or gender. The statement derives from the Old Testament declaration that God created

humankind male and female in the divine image (Genesis 1:27) and from the New Testament declaration that in Christ there is neither Jew nor Greek, slave nor free, male nor female (Galatians 3:28). These declarations derive from the understanding of God as the Creator and Holy One who transcends gender.

The implementation includes the following guidelines:

- 1) Instead of the term “man” and derivative compounds (e.g., clergyman, chairman), use such terms as “humanity,” “humankind,” “person,” “people,” “women and men,” “clergy” or “clergyperson,” “chair” or “chairperson.”
- 2) Instead of singular masculine pronouns, use “he and she” and “his and hers,” or, where appropriate, convert the singular pronouns to plurals, “they” and “theirs” (except when quoting historical documents).
- 3) Instead of pronouns for God, especially masculine pronouns, repeat the proper noun, utilize a different noun, or case the words so as to circumvent the problem (except when quoting translations of the Bible and historical documents). One strategy among others for using pronouns in reference to God is to vary masculine and feminine constructions.
- 4) Instead of exclusively using male imagery for God, a pattern that dominates Christian tradition, when using such imagery, use corresponding female imagery to communicate the identity of God beyond the distinctions of gender.

Offering these guidelines means that commitment, sensitivity, and imagination are essential to all theological discourse.

All faculty, staff, and students in the Wake Forest University Divinity School are expected to use inclusive language in the life of the community. The statement applies to oral and written discourse, including lectures, seminars, discussions, sermons, liturgies, brochures, papers, and other academic assignments.

**THE DIVINITY SCHOOL OF WAKE FOREST UNIVERSITY  
ALCOHOL POLICY  
SUBSTANCE ABUSE POLICY**

The Divinity School adopts a formal policy governing the use of alcohol and drugs based on the Wake Forest University Alcohol Policy and the Wake Forest University Substance Abuse Policy and Program. Alcohol and/or drug abuse pose a danger to students and professionals who grow to depend upon these substances. The following policy reflects the guidelines of all Wake Forest University graduate schools and serves as an aid in the development of responsible decisions regarding alcohol and drug use and of awareness among our students, faculty, and staff as to the dangers of the misuse of alcohol and drugs.

**Alcohol Policy**

- I. The Divinity School of Wake Forest University will provide an alcohol and substance abuse sensitivity program during the Orientation for first year students. During this program and throughout the year, information about university and community services (such as the counseling center) shall be readily available through the Office of Admissions and Student Services and the Office of the Pastoral Resident.
  
- II. Alcohol may not be provided, displayed or consumed during the academic year during regular daytime class hours in Wingate Hall, Wait Chapel, Benson Center, Reynolda Hall, the library, the gymnasium, areas outside buildings, the grounds and buildings of Reynolda Gardens, all residence hall formal parlors, common lounges, sun decks and patios except at designated, registered events under the guidelines and approval of the Dean of the Divinity School and/or his/her designee. Requests should be made at the beginning of the semester or at least three days before the designated event and should identify a staff or faculty person responsible for supervising the function.
  
- III. Organizations that sponsor social functions are responsible for upholding both University regulations and North Carolina laws concerning the use of alcohol. Individuals consuming alcoholic beverages at a registered social function have additional rights and responsibilities as stated in the University Alcohol Policy. Copies of the University Alcohol Policy and Organizational Relations are available in the Office of Admissions and Student Services.
  
- IV. At a Divinity School sponsored event, the sponsoring organization shall consider whether providing alcohol is appropriate for the particular event. If alcohol is to be made available:
  - The promotion of the event shall not be done in a manner that encourages excessive consumption of alcohol. Advertising should be limited to a single mention that alcohol is provided.
  - The sponsoring organization shall act responsibly in determining the amount of alcohol to be provided.

- Non-alcoholic drink alternatives and food shall be provided
- The sponsoring organization shall take appropriate measures to prevent the abuse of alcohol at the event.

V. Persons of legal age may consume alcoholic beverages in the following locations: University owned houses (e.g. Polo Road, University housing), residence hall rooms, and University apartments.

VI. The consumption of fortified wines, distilled liqueurs, and liqueurs having an alcohol content of more than 18% volume is permitted only in private residence hall rooms or University owned houses by persons of legal age.

VII. A legal-age student who transports alcohol anywhere outside a specific area within which consumption has been approved must cover the closed containers in the original packaging, a bag or cooler.

IX. The sale of alcoholic beverages is prohibited on the Reynolda Campus except for sales by ARAMARK or an approved licensed vendor.

X. The use of alcoholic beverages as a prize in any type of contest is prohibited. Beer slides, drinking contests, and drinking contest paraphernalia are also prohibited.

XI. Excessive and/or harmful use of alcohol is determined on a case-by-case basis by the Dean of the Divinity School and/or his/her designee. Examples of excessive abuse include, but are not limited to:

- 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.
- Use of alcohol in association with inappropriate behavior such as: verbal abuse, physical abuse, failure to comply with a University official, property damage, and any behavior that violates the personal conduct code of the University.
- A pattern of recurring episodes of alcohol related violations of University and Divinity School policies.
- A single episode of intoxication in which the Dean or his/her designee believes that the level of alcohol consumption posed a risk to the student's health or well being.

XII. The status of any student will not be jeopardized for conscientiously seeking early assistance in the recovery from alcohol 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.

## **Substance Abuse Policy**

I. Wake Forest University is unequivocally opposed to 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 controlled substances are prohibited by the University.

II. 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.

XIII. The Substance Abuse Program of Wake Forest University 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 substance abuse. The program sets forth the consequences of violating the treatment and rehabilitation program. The continued or repeated abuse of drugs following initiation into this program will constitute grounds for further disciplinary action by the Divinity School and larger University.

## ***Section II: Wake Forest University Policies and Procedures***

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 and 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 student 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.

Wake Forest believes in individual freedom, not as a right, but as a responsibility: freedom to be and 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 individual 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.

### **Policy on Sexual Harassment**

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.

**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 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 sexual 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.

***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 for student life, his or her dean, the provost, the director of equal employment opportunity/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.

## **University Students' 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 Divinity School is committed to providing an environment that will encourage divinity students to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. The Divinity 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 study and research.

**rights:** The minimal standards of academic freedom outlined below are essential to any community of scholars. Any violation of these standards may be grounds for a student to initiate the grievance process.

***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 students to public facilities in the local community.

***classroom and research environment:*** Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

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

***protection against improper academic evaluation:*** Students have protection through orderly procedures against prejudice 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.

***protection against improper disclosure:*** Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisers, 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 student.

***protection against harassment:*** Students have protection through orderly procedures against physical (sexual, etc.) harassment and/or psychological abuse.

***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 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 students. The dean of the Divinity School should make provision for periodic review and possible destruction of non-current disciplinary records. Administrative staff and faculty members should respect confidential information that they acquire about students.

***freedom of association:*** Students bring to the campus a variety of interests previously acquired and develop many new interests as members of an academic community. They are free to organize and join associations to promote common interests.

***freedom of inquiry and expression:*** 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.

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

***student participation in university government:*** As constituents of an academic community, students are free, individually and collectively, to express their views on issues of University policy and on matters of general interest to the student body.

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

***responsibilities:*** The faculty expects students to be mature and responsible members of the community. Infractions of academic integrity include plagiarism, cheating on examinations, misrepresentation of the work of other scholars, and falsification or fabrication of data in reporting one's own research. These infractions, as well as acts that disrupt the educational environment and any violations of local or federal law that occur on the University campus or during University sponsored activities, can be grounds for disciplinary action, which may include dismissal from the University.

## **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.

These are:

- 1) The 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 student 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 the 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.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure 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 unit personnel and health staff); a person serving on the Board of Trustees; or 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.

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 educational 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) date 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 a parent of a student or an eligible student.

Parents of students and eligible 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 a parent or student, or as otherwise allowed by FERPA.

Any parent or 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 on or before September 1 of the current academic semester. Forms are available at that office.

If a refusal is not filed, Wake Forest assumes that neither a parent of a student nor an eligible student objects to the release of 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, SW, Washington, DC 20202-4605.

## **Wake Forest University Plagiarism Policy**

To put your name on a piece of work is to say that it is yours, that the praise or criticism due to it is due to you. To put your name on a piece of work any part of which is not yours is plagiarism, unless that piece is clearly marked and the work from which you have borrowed is fully identified. Plagiarism is a form of theft. Taking words, phrasing, sentence structure, or any other element of the expression of another person's ideas, and using them as if they were yours, is like taking from that person a material possession, something he or she has worked for and earned. Even worse is the appropriation of someone else's ideas. By "ideas" is meant everything from the definition or interpretation of a single word, to the overall approach or argument. If you paraphrase, you merely translate from his or her language to yours; another person's ideas in your language are still not your ideas. Paraphrase, therefore, without proper documentation, is theft, perhaps of the worst kind. Here, a person loses not a material possession, but something of what characterized him or her as an individual.

If students wish to do one project for two courses, or to draw on work previously done in order to complete an assignment for a current course, they must get the expressed permission of all affected faculty in advance of turning in the assignment. The faculty suggests that approved combined projects should represent significantly more effort than the individual projects they supplanted.

Plagiarism is a serious violation of another person's rights, whether the material stolen is great or small; it is not a matter of degree or intent. You know how much you would

have had to say without someone else's help; and you know how much you have added on your own. Your responsibility, when you put your name on a piece of work, is simply to distinguish between what is yours and what is not, and to credit those who have in any way contributed.

From the WFU Guide to Academic writing

<http://www.wfu.edu/academics/english/courses/writingguide.htm>

LIB100 WFU Plagiarism Policy

## Chapter Three: Divinity School Community

# Divinity School Community

## Gathering Places

- ◆ The Lower Auditorium and Divinity Commons are both designed for the gathering and commingling of students. Drink and snack areas, a microwave, and a sink are provided for students' use. Student mailboxes are also located across from the Commons area. A computer lab for student use is also located on the second floor.
- ◆ In addition, the balcony room and other meeting rooms can be reserved through Jo Ann Trethaway.
- ◆ Davis Chapel is available to students for prayer and worship when not in use by other groups.

## Worship

Worship is a central aspect of the Divinity School Community. The Divinity School Community worships each Tuesday of the academic year at 11 o'clock. Classes are not scheduled at this time to enable all students, staff, and faculty to participate. Faculty, staff, and students plan the services, which embrace the diverse traditions of the Christian faith.

Students typically participate in leadership roles in each worship service. Students who wish to help plan these student services or to participate in the worship life of the community through singing, playing musical instruments, etc., are encouraged to contact members of the Worship Committee.

In addition to Divinity School Worship, University Worship is held each week of the academic year on Thursdays at 11 o'clock in Davis Chapel. The Office of the University Chaplain is responsible for these services.

## Spiritual Formation

Spiritual Formation is fast becoming a major segment of the Master of Divinity Degree in Theological Education Communities. When the Association of Theological Schools redeveloped their standards in 1996, spiritual formation gained special attention in the revised standards. The ATS degree standards for the Master of Divinity Degree Program now require as a part of the program content "Personal and Spiritual Formation". The standards indicate that "The program shall provide opportunities through which the student may grow in personal faith, emotional maturity, moral integrity, and public witness. Ministerial preparation includes concern for the development of capacities – intellectual and affective, individual and corporate, ecclesial and public – that are requisite to a life of pastoral leadership".

Opportunities for spiritual formation at Wake Forest University Divinity School encourage students and faculty to deepen a relationship with God and continue to mature in the love of God, others and self. The program encourages the “practice of the presence” of God through prayer, study, reflection and increased reliance on the Holy Spirit.

A variety of experiences are made available to students as a means of cultivating spiritual formation. These include:

- ◆ The Divinity School Chapel Service (Tuesdays, 11:00 AM)
- ◆ The University Chapel Service (Thursdays, 11:00 AM)
- ◆ Specific Courses dealing with spirituality
- ◆ Individual and Group Retreats
- ◆ Individual and Group Spiritual Direction
- ◆ University Chaplains and Counselors
- ◆ Communion and other special worship occasions

Students may also consult with Sister Laretta Rivera-Williams, our Resident Pastoral Counselor

## **Social Opportunities**

Recognizing that community, laughter, and play are essential ingredients for spiritual formation, the Divinity School offers many opportunities throughout the year for community fellowship. Some of these community fellowship activities include a fall picnic, after-chapel lunches, and a Christmas party. Also, opportunities through student government are available for everyone to make a contribution to the life of the divinity school.

## **Divinity School Student Government**

The Student Leadership Committee (SLC) of the School of Divinity is the constituted student governing body. The SLC gives voice to student concerns in the School of Divinity and in the broader University. Elected by the student body, representatives of the SLC coordinate special events, sponsor various organizations, and appoint students to the School of Divinity's standing committees.

The Student Government elects officers in the Spring of each academic year. The Student Leadership Committee (SLC) is the established liaison between faculty and students and has established a number of sub-committees to serve our School of Divinity community.

The purposes of the SLC are:

- To present itself as a community of faith, under the Gospel of Jesus Christ, in witness and in fellowship.
- To provide students with programs, activities and services.
- To represent the Student Association before School of Divinity's administration.
- To collect and raise money to help accomplish these purposes.

2007-2008 SLC Representatives:

Emily Hull, President  
 Greg Dover, Vice-President  
 Hilary Floyd, Secretary  
 Faika Weche, Treasurer  
 Barbara Calvin, 3<sup>rd</sup> Year Representative  
 Oliver Thomas, 2<sup>nd</sup> Year Representative  
 TBA, 1<sup>st</sup> Year Representative

SLC Sub-Committees:

### *Pastoral Care:*

Description: The Pastoral Care Committee offers programs that are a foundation for student self care. Self care is essential for each student's physical and emotional well being, ensuring success at the graduate level of education.

Chair: ????

### *Academic Affairs:*

Description: The Academic Affairs Committee serves as a liaison between the student body and the faculty. This committee makes recommendations regarding academic affairs at the Divinity school. Our goal is to ensure that the students' voices are heard when academic processes are discussed and curriculum is shaped.

Chair: Hannah McMahn

*Outreach:*

Description: The Outreach Committee is involved in developing and implementing various service projects throughout the school year. These projects seek to tangibly invoke a spirit of ministry to the less fortunate of the larger Winston-Salem community.

Chair: TBD

*Merchandise:*

Description: The Merchandise Committee is involved in the creation, execution, and retailing of Divinity School merchandise to our community. Because the WFU Bookstore does not offer Divinity School-specific merchandise, our committee helps to stylishly celebrate all things divine.

Chair: TBD

## Divinity School Student Organizations:

*Kaleidoscope:*

Description: Celebrating the sacred worth of LGBTQQA voices

Chair: Lin Bunce

*Akoni:*

Description: Akoni is a student organization of Wake Forest University Divinity School dedicated to providing a platform for students of African ancestry and all registered students, faculty, and staff to explore theological education focused on the black religious experience, the Black Church as an expression of black religion, and the social, religious and political needs and concerns of the students and the black community.

Chair: Faika Weche

*Table Talk:*

Description: Table Talk is a student-led organization that seeks to enhance the educational experience of Divinity students by facilitating informal dialogue with outstanding Christian scholars and ministers.

Chair: Charles Smith & Jenn Fredette

*Mosaic:*

Description: Exists to nurture spiritual formation and expression through a variety of artistic formats.

Chair: Matt Stalnaker & Cameron Vickery

*The Tablet:*

Description: The Tablet is a student run bi-weekly publication of the Divinity School and serves as an informative, community-building vehicle. The Tablet contains

news regarding upcoming activities, vocational news, campus events,  
financial aid and classified ads.

Chair: Steven Fuller, Sr. Editor

# **SLC Student Constitution**

## **Preamble**

We, the students of Wake Forest University Divinity School (hereafter WFUDS), with the desire to promote the interests of the Student Association, to provide for the development of each individual within, to organize and facilitate events which encourage community and student involvement, to ensure the liberty of thought and the pursuit of academic integrity and higher learning, and to promote a spirit of cooperation among the WFUDS administration, faculty, and students, affirm the intrinsic right of all students to fair and equal representation through the Student Leadership Council (hereafter SLC).

Thus, the chief purposes of the SLC shall be to communicate the concerns of students to the WFUDS administration and to promote the general welfare of the Student Association through the responsible use of student resources. The SLC shall ensure and protect the right of individual students and student organizations to voice their opinions openly and faithfully adhere to the WFUDS Mission Statement. To these ends, we the students do hereby ordain and establish this constitution of the Student Association of WFUDS.

From the WFUDS Mission Statement (2005-2006 Divinity School Bulletin): "The Divinity School of Wake Forest University is a graduate, professional school that is Christian by tradition, Baptist in heritage, and ecumenical in outlook. Consistent with Wake Forest's commitment to academic excellence and in the spirit of the University motto, Pro Humanitate, the Divinity School prepares leaders informed by a theological understanding of vocation. Through imaginative courses and diverse programs of community engagement, students are equipped to be agents of justice, reconciliation, and compassion in Christian churches and other ministries."

## **ARTICLE I**

### **Name and Membership**

Sec. 1 This organization shall be called the Student Association of WFUDS (also referred to as the student body) and shall be served by the SLC, as is hereafter defined.

Sec. 2 The membership of the Student Association shall consist of all students enrolled in one or more courses at WFUDS, including members designated as special students.

## **ARTICLE II**

### **Meetings**

Sec. 1 The Student Association meetings shall be held to discuss the agenda of the SLC and matters that arise within WFUDS that affect the students. These meetings shall be called by the SLC at least one week in advance.

Sec. 2 The SLC meetings will be held as necessary as determined by the President. Any member of the Student Association shall be allowed to attend an SLC meeting, provided s/he provides a written request to be on the agenda before the meeting convenes. Any matter that requires a vote shall be determined by a simple majority of the entire SLC. A quorum must be present in order to convene a meeting (see Definitions).

Sec. 3 The Annual Meeting shall be convened at the end of the academic year, whereby Student Organizations and subcommittees shall present a budget projection for the upcoming academic year.

Sec. 4 Minutes from all meetings must be approved by the SLC and made available to the Student Association by the Secretary.

### **ARTICLE III Rights and Responsibilities**

Sec. 1 Members of the Student Association

- a. shall attend Student Association meetings as called by the SLC and shall be given the opportunity to voice opinions on matters presented therein.
- b. shall be aware of the business conducted in the SLC meetings by means of minutes.
- c. shall elect SLC members and vote on matters as defined in the Constitution and Bylaws.
- d. shall hold members accountable in matters specified by the Constitution and Bylaws.

Sec. 2 The SLC shall consist of

- a. a President, who shall preside at meetings of the SLC and Student Association, shall be the primary representative of the Student Association to the WFUDS administration. The President shall oversee all functions of the SLC.
- b. a Vice-President, who shall act as President in the President's absence. Additionally, the Vice-President shall attend faculty meetings.
- c. a Secretary, who shall be responsible for the SLC's correspondence both within the SLC and to the Student Association.
- d. a Financial Steward, who shall be responsible for funds collected each year from student fees, shall overlook expenditures, shall maintain complete records thereof, and shall chair a standing Financial Advisory Subcommittee.
- e. one Representative from each class, who shall represent his/her respective class at meetings of the SLC, shall preside at class meetings, and shall keep his/her respective class informed of WFUDS Student Association activities.

Sec. 3 The SLC shall work together

- a. to provide students with programs, activities and services.

- b. to represent the Student Association before the WFUDS administration, other Wake Forest organizations, and outside the university as needed.
- c. to offer formal proposals to the WFUDS administration for the improvement of the institution.
- d. to assist in the appropriate management of student funds and approve a yearly budget.
- e. to respond to pressing needs that may arise in the Student Association.
- f. to establish Standing and Ad Hoc Subcommittees (see Definitions), which are deemed necessary to fulfill the purposes of the Student Association set forth in the Preamble to the Constitution.

#### **ARTICLE IV Elections and Vacancies**

Sec. 1 Elections for upper class members of the SLC shall be concluded during the second full week in April. Elections for the First-Year Representative shall be completed by Fall Break. Nominations shall be submitted no later than two weeks prior to all elections. Voting shall be done by secret ballot. An Ad Hoc Subcommittee representative of WFUDS and exclusive of nominees for positions shall count the ballots, and the election shall be determined by a simple majority vote. Terms begin on the day of the last scheduled spring examination, and last until the following year's last scheduled spring examination.

#### Sec. 2 Nominees

- a. must be in good academic standing (not on academic probation) for the degree of Master of Divinity or any other degree program offered by WFUDS.
- b. may not hold more than one elected office concurrently.
- c. must be members of the class they are elected to represent. Classes in WFUDS are defined by year of matriculation.

Sec. 3 If an elected member of the SLC resigns before the completion of his or her term, a special election shall be held. If the President resigns, the Vice-President shall assume the office, and a new Vice-President shall be elected. The election shall be conducted in the same manner as the yearly elections.

#### **ARTICLE V Provision for Suspension and Removal**

Sec. 1 Any officer of the SLC is subject to suspension and may be removed from office. Grounds for suspension and removal shall be incompetence, poor representation of the standards and ideals of the WFUDS, or other reasons which may be considered justifiable grounds by the students. The suspension may be initiated by any member of the SLC with the approval of a two-thirds vote of the SLC, or by any member of the Student Association with a petition representing two-thirds of the Student Association. The duration of the suspension shall not exceed one month.

Sec.2 During the suspension described in Sec. 1, the SLC shall notify the Student Association and conduct a vote to determine if the suspended member will be permanently removed from office. The SLC member shall be removed by a two-thirds vote of the Student Association quorum. In the event of removal, the SLC shall hold a special election as described in Article IV.

## **ARTICLE VI Student Organizations and Subcommittees**

Sec. 1 Student Organizations shall be comprised of distinct groups who constitute an existing support group or fellowship with regular meetings and programs. An organization may request full recognition and financial support from the SLC. The organization shall then be invited to the Annual Meeting to discuss matters related to the upcoming year.

Sec. 2 Subcommittees shall be initiated by the SLC, and chairs shall be appointed each year in consent of the existing Subcommittee in consultation with the SLC. A designated Subcommittee representative shall be present at the Annual Meeting to discuss matters related to the upcoming year.

Sec. 3 Each year, the Secretary shall publish a list of SLC funded Student Organizations and Subcommittees to be placed in the SLC Guidebook (see Definitions).

## **ARTICLE VII Faculty Advisor**

Sec. 1 A member of the faculty, either full-time or adjunct, shall be nominated by any member of the SLC for the position of SLC Faculty Advisor. Upon acceptance of the nomination , and the approval of a simple majority of the entire SLC, the Faculty Advisor shall be officially appointed.

Sec. 2 It is the duty of the Faculty Advisor to maintain regular contact with the SLC and attend SLC meetings when appropriate, to assist and advise whenever necessary, and to represent the faculty and administration of the WFUDS before the SLC.

Sec. 3 The term for the Faculty Advisor shall be indefinite. The Faculty Advisor may choose to resign at any time with a written letter to the SLC. The SLC shall immediately appoint a successor in accordance with Sec. 1.

## **ARTICLE VIII Amendment and Enactment of Bylaws**

Sec. 1 Any proposed amendment from the SLC shall become binding and a part of this Constitution after a two-thirds of a quorum vote of approval by the Student Association.

Sec.2 With the approval of two-thirds of a quorum of the Student Association, Bylaws shall be enacted as needed by the SLC.

Sec.3 The SLC Guidebook shall act as a supplementary guide to the Constitution in order to offer more details concerning specific duties and procedures. Guidebook additions and changes, excluding the Constitution and Bylaws, must be approved by a two-thirds vote of the entire SLC.

## **ARTICLE IX Ratification**

The ratification of two-thirds of a quorum of the Student Association shall be sufficient for the establishment of this Constitution.

### **Definitions:**

**Ad Hoc Subcommittee** a Subcommittee formed in cooperation with the SLC for a specific task; a temporary Subcommittee.

**Annual Meeting** a meeting held once a year to discuss matters pertinent to the upcoming academic year, including budget proposals for each applicable Student Organization or Subcommittee. This meeting is held every Spring before the last scheduled exam.

**Guidebook** a book that contains documents that help the SLC operate consistently from year to year. This book shall hold a copy of the current constitution, all of the Bylaws, former budgets, minutes from previous academic years, and any other material that might be helpful to current and future members of the SLC.

**Quorum** For the SLC, a quorum represents two-thirds of the entire number of elected SLC members. A quorum must be present at any scheduled SLC meeting in order to enact an official decision.

*For the entire Student Association, a quorum represents one more individual than half of the number of currently enrolled WFUDS students.*

**Standing Subcommittee** a Subcommittee formed in cooperation with the SLC that continues to operate each academic year; a permanent Subcommittee.

**Student Association** every student enrolled in one or more courses at WFUDS. The Student Association is sometimes referred to as the student body.

**Student Leadership Council (SLC)** a council comprised of students officially elected to represent the Student Association.

## **SLC Bylaws**

### **Annual Budget:**

The SLC annual budget shall be approved by September 30<sup>th</sup>.

A Financial Advisory Subcommittee convened by the Financial Steward shall consist of at least students who are not elected SLC members. The subcommittee shall consist of:

- a) a treasurer from each Student Organization or Subcommittee, or
- b) if there is no treasurer in a Student Organization or Subcommittee, a representative may be appointed by their respective membership. All members of the Financial Advisory Subcommittee are strongly encouraged to attend meetings convened by the Financial Steward.

### **Procedure for Formal Complaints Issued to the SLC:**

This document exists to ensure that all parties involved in a conflict find that they have expressed their grievances fairly and adequately. All parties must be willing to achieve resolution before committing to the following procedure.

If a member or group of the student body has a formal complaint he/she/they desire to bring before the SLC about a specific policy or action, he/she/they must put the complaint in writing. The SLC abstains from involvement in conflicts between members of the student body or groups of students who do not directly involve the SLC. When the SLC receives the written complaint, a meeting will be called whereby all parties involved can openly and honestly discuss the circumstances. All faculty advisors must be present at the meeting.

When a resolution is achieved, all parties will put the solution in writing and sign the document. The document will be kept in the SLC Guidebook for the remainder of the year, and after the current term has expired the documentation of the formal complaints will fall under the possession of the SLC Faculty Advisor.

### **The President's Cabinet:**

The President shall convene a Cabinet whose purpose is to maintain communication between the SLC, its Subcommittees, and Student Organizations.

The Cabinet shall consist of representatives from each Subcommittee and Student Organization and shall meet at least once a semester.

## Procedure for the Formation of a Student Organization:

An interested party may request the formation of a Student Organization as defined in VI.1 of the Student Association Constitution. Student Organizations benefit from a portion of the student resources collected by the SLC.

The interested party shall submit a written request to the SLC President in order to be placed on the agenda of the upcoming SLC meeting (WFUDS Constitution II.2). At the next SLC meeting, the interested party shall present a constitution defining the proposed Student Organization's purpose and a budget request to the SLC.

After a period of discussion, the SLC shall then vote to determine whether the proposed student organization shall be added.

A separate vote shall determine whether the budget request will be approved. The SLC may alter the amount requested if necessary as determined by available funds in the annual budget.

## Procedure for Requesting Additional Funds Mid-Year (Student Organizations and Subcommittees):

A student organization or subcommittee may request additional funds from the SLC budget provided the interested party provides a written request to the SLC President or the SLC Financial Steward.

- ◆ The SLC shall vote on the request within one week.
- ◆ The SLC may vote to ask for additional information or alter the requested amount if necessary.
- ◆ The SLC shall notify the interested party of the result of the vote in a timely manner.

## Procedure for Requesting Annual Funds (Student Organizations and Subcommittees):

Student Organizations and Subcommittees shall present a written request at the Annual Meeting. The request shall be given to the SLC President or the SLC Financial Steward. A decision on the request shall be made known in the SLC Annual Budget before September 30<sup>th</sup> for the academic year.

The final budget shall be approved by the SLC before it is made official. There shall be no automatic rollover of unused funds from the prior year; however, the unused amount may be requested for a specific use as a part of the next academic year's written financial request.

## Procedure for Requesting Funds for Special Events:

The interested party (i.e., any student or group of students in the Student Association) shall submit a request form obtained from the SLC Financial Steward or the designated WFUDS office at least two weeks prior to the proposed event, with the exception of extraordinary circumstances.

Every student at WFUDS must be invited. Advance publicity needs to ensure all students are aware of the event. Funds for special events may not be granted to the same hosting group more than once in a semester. Funds will be granted on a case by case basis at the discretion of the SLC based on the available discretionary funds.

The request form shall be submitted to the SLC President or the SLC Financial Steward. The SLC shall vote on the request within one week. The SLC may vote to ask for additional information or alter the requested amount if necessary. The SLC shall notify the interested party of the result of the vote in a timely manner.

## Procedure for the Resolution Process:

Any member of the Student Association has the right to submit a resolution to the SLC for consideration. A resolution is a formal proposal that aims to improve one or more aspects of school policy or student life at WFUDS. The procedure for writing a resolution is available in writing at the request of the SLC Secretary.

A completed resolution must be submitted to the SLC mail box at least one week in advance of a scheduled SLC meeting. If received before the one-week deadline, the Vice-President shall present the resolution for discussion during new business of the next scheduled SLC meeting.

The SLC may not make friendly amendments to a resolution unless the author(s) of the resolution is present in the meeting. Once discussion on a resolution has occurred the Vice-President shall initiate a vote to the SLC.

If a resolution is voted in the affirmative, it is considered approved. If a resolution is voted in the negative, it is considered unapproved. An unapproved resolution shall be returned to the author(s) immediately after the meeting in which the vote occurred. The SLC is not required but may choose to make suggestions or recommendations to the author of an unapproved resolution.

A resolution which receives an affirmative vote by the SLC shall be forwarded to the dean of WFUDS for administrative approval. A resolution shall be considered in effect upon the positive recommendation of the dean. The modifications advocated in a resolution shall take effect via a process determined by the SLC.

# Student Birthdays

## *Third-Year Student Birthdays*

Shelley Adams	November 23
Kelly Browne	February 28
Lauren Brown-Dean	July 24
Lin Bunce	September 7
Barbara Calvin	July 2
Debbie Collins	August 14
Evelyn Crews	February 11
Greg Dover	March 9
Andrew Floyd	April 28
Jeremy Fox	February 12
Steven Fuller	July 29
Sabrina Gilchrist	September 29
Leon Holmes	April 5
Emily Hull	July 28
Brooks Johnson	March 6
John Lawrence	September 1
Helen Logan	April 15
Cameron Mason-Vickrey	October 16
Reggis Mathis	June 20
Hannah McMahan	November 16
Becky Memmelaar	December 25
Linda Osborne	January 4
Justin Rascoe	April 24
Nancy Smith Redd	July 29
Eddie Self	December 20
Amanda Singleton	March 26
Shawn Small	January 20
Matt Stalnaker	July 13
Chrissy Tatum	September 20
Justin Williamson	March 30
Rob Womack	April 26
Adam Woods	February 14

## *Second-Year Student Birthdays*

Courtney Allen	October 6
Jason Apicella	July 2
Aaron Brewington	June 30
James Bunch	September 30
John Carter	June 2
Leah Creel	November 10
Michael Cunningham	July 28
Meg Finnerud	May 10
Hilary Floyd	October 8
Jenn Fredette	March 19
Jenn Golwyn	June 8
Amanda Harmon	August 5
Andrew Heil	September 27
Will Henderson	December 21
Kia Hood	January 7
Dianne Horton	September 21
Sarah Hubbard	December 16
Clare Johnson	January 17
Matt Johnson	April 7
Raquel Johnson-Holley	August 14
Yoonjung Na	April 27
Ward Page	July 31
Lynn Rose	October 8
Stephen Russ	June 24
Bert Sanders	November 11
Charles Smith	August 24
Sally Taylor-Boshears	March 28
Robert Teeple	April 8
Oliver Thomas	November 18
Ginny Tobiassen	April 18
Tyler Tolleson	December 5
Feika Weche	October 30
Ben Wright	November 2
Cedric Wright	January 15
Pete Zimmerman	November 28

## *First-Year Student Birthdays*

Shannon Axtell	September 25
Christie Barker	November 4
Doug Biggerstaff	September 26
Charles Burleson	June 21
Kyle Caudle	August 19
Christa Chappelle	February 26
Chuck Coutler	July 5
Greg Griffey	October 17
Melissa Guthrie-Johnson	November 7
Amber Harris	August 15
John Herrera	September 7
Paul Herrington	April 8
Rebecca Hewitt-Newson	February 16
Adam Huffman	January 9
Erin James	September 6
Anne Jones	October 22
Malachi Kosanovich	May 26
Brian Layman	August 17
Scott Looney	March 5
Vicki McCain	May 5
Orita McCorkle	July 5
Judy McReynolds	June 17
Blake Miller	June 8
Kevin Murray	May 15
Ryan Newson	April 22
Carlin Ours	April 16
Philip Pfeifer	March 29
Cindy Post	January 22
Frank Pottorff	April 30
Karen Richardson-Dunn	August 19
Marcel Rivera	February 22
Brian Russell	September 25
Ellen Sizemore	October 8
Ralph Stocks	September 1
Kim Strong	May 2
Sara Swift-Tharpe	November 25
J.J. Watts	March 6
Tiont Williams	November 9
Barrett Wooten	May 28

# Chapter Four: University Services and Facilities

## **University Services and Facilities**

### Activities and Advertising

*Student Events Calendar* is where you can post your organization's event or meeting on this campus-wide on-line calendar. Pull up WIN and click on Info Central. Listings include arts and education, music and entertainment, sports and recreation, social functions, service and campus organizations.

*WFDD (88.5 FM)* is a member of National Public Radio which broadcasts twenty-four hours a day, 365 days per year to the Piedmont. Jay Banks, station manager (8850).

*WAKE Radio* is the student-run radio station on campus. It is located in Room 512 of the Benson Center and plays popular, college-list music and announcements twenty-four hours per day. Rob Haining, station manager (5129)

*Old Gold & Black (OG&B)*, Wake Forest's weekly student newspaper, is located in Room 518 of the Benson Center. It is distributed every Thursday during the school year in the Benson Center, the post office, as well as other sites in academic buildings. Dave Chace, editor in chief (5280), Max Rubin, business manager (5279).

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

All students bringing a motor vehicle to the campus must register the vehicle with the Department of Parking Management (University Police). Vehicles may be registered in person or on the WIN network. This applies for both on campus parking and the free satellite parking sites at First Assembly Church and Reynolda Village. 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 vehicle.

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

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.

Procedures to register guests are available in the "Wake Forest University Traffic Rules and Regulations," or by calling 311, or at the gatehouse during hours of operation. East gatehouse/ University Parkway Entrance (4112). West Gatehouse/ Silas Creek Parkway and Reynolda Road entrance (4111).

The Department of Parking Management issues a special override permit to students who merit special medical parking privileges. In such cases, the student must go 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 will allow the student to park in designated faculty/ staff areas (reserve areas 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 permanently handicapped 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.

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 from the parking management office (6123).

#### *Parking/Ticket Inquiries*

Hours: Monday-Friday, 8:30 a.m.- 4:00 p.m.

#### **Barber Shop**

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. (2443)

Hours: Monday-Friday, 9:00 a.m.- 5:00 p.m.; Saturday, 8:30 a.m. – noon

#### **Book Store**

Located in Taylor House on the Quad side. Offering school and office supplies, books, magazines, newspapers, Starbucks Coffee, gifts, greeting cards, fresh flowers, balloons, student living items, and textbooks, which are located on the lower level. (5145)

Hours: Monday-Friday, 8:30 a.m.-5:00 p.m.; Saturday, 9:30 a.m. – 5:00 p.m. (closed on Saturdays June –August )

#### **Copy Center**

A copy center is located on the first floor of the Benson Center. Students can leave resumes, flyers, and announcements with an attendant for photocopying. There is a facsimile (FAX) copier also located in this copy center. Payment is cash only. (5251)

Hours: Monday- Friday, 8:30a.m. -9:00 p.m.

### For Day Students

Lounge spaces for day students to relax and study are located throughout the Benson Center (third and fourth floors). Lockers, which are located on the first floor can be reserved through the Benson Center office, Room 335.

### Deacon Shop

Located on the Quad side of Kitchin House. Offering Wake Forest emblematic merchandise, including caps and clothing, glassware, jewelry, and gifts. (5606)

Hours: Mon.-Fri. 8:30 a.m.-5 p.m.; Sat. 9:30 a.m.-5 p.m.

### Disabled Student Services

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 check the Learning Assistance Center Web site by clicking on the Division of Student Life from the campus link on the Wake Forest homepage, <http://www.wfu.edu>. You may also contact Van D. Westervelt, Ph.D., director of the Learning Assistance Center, or Michael P. Shuman, M.Ed., assistant director of the Learning Assistance Center at 5925.

### Information Desk

The "Info" desk is located on the third level of the Benson Center, to the right of the main entrance doors. A staff member is available to provide campus and Winston-Salem information as well as student telephone numbers. (5255/5256)

### Information Systems

Information Systems is responsible for distributing and supporting University-issued IBM ThinkPads, Lexmark inkjet printers, and standard Wake Forest software; maintaining the campus telecommunications and computing networks; and providing productivity software, programming and analysis, and file services. Through the campus network, students have high-speed Internet connectivity from all campus residence hall rooms as well as many classrooms and common areas.

Information Systems also supports an extensive online information system that includes documentation, class schedules, University-wide calendars, and the electronic version of Old Gold and Black. Students have access to online registration, the course catalog, and can view their grades through the Wake Information Network (WIN), a secure Intranet available only to members of the Wake Forest community.

The Information Systems Support System offers assistance for ThinkPads, printers, and standard software applications via telephone at (336)758-HELP, email (send email to [help@wfu.edu](mailto:help@wfu.edu)), and in person in Room 256, Information Systems Building. Walk-in, phone, and email support hours are as follows (*Hours will vary during summer, breaks, and on holidays*):

Mon.-Thurs.	8:00 a.m.- 9:00 p.m.	Sat.	Closed
Fri.	8:00 a.m.-5:00 p.m.	Sun.	5:00 p.m.-9:00 p.m.

## Library Services

The Z. Smith Reynolds Library houses over 1.3 million volumes. There are more than 300,000 volumes located in the Professional Center Library and Carpenter Library of the Medical School. These three libraries share an online catalog that also provides entry to a wide variety of electronic research resources, all accessible through the campus network via modem.

In the ZSR Library reference department, students can obtain a full range of reference services, including instruction in research skills, assistance with directed and independent studies, tours, and online searching. Through interlibrary loan service, students may obtain materials from other libraries at no charge. Small group study rooms may be reserved at the circulation desk. Twenty-four hour study rooms are located near the entrance to the library and may be accessed by keycard.

The Information Technology Center is located on level 2 in the Wilson Wing of the Z. Smith Reynolds Library. The Information Technology Center provides multimedia support and gives technical instruction and consultation. In addition, there is a microcomputer lab and multimedia lab that students can use for image, text, book, or slide scanning and audio and video digitization. (Reference 5475; Circulation, 4931; ITC, 4649).

Students may view movies, available at the Circulation, in the media lab with a valid student ID.

Graduate carrels are available. Ask about these at the Circulation Desk.

## Library Hours:

Regular weekly schedule

Monday-Thursday 8:00 a.m. -1:00 a.m.

Friday 8:00 a.m. - 7:00 p.m.

Saturday 10:00 a.m. - 7:00 p.m.

Sunday 10:00 a.m. -1:00 a.m.

*After hours study available after midnight each evening except during holidays and intersession periods. No key card access or after hours study at those times.*

Holiday, Intersession and Summer hours may differ. All exception hours are viewable on the Library Calendar at [www.wfu.edu/Library/libhours.htm](http://www.wfu.edu/Library/libhours.htm).

## Meeting Rooms

Student organizations may reserve a variety of spaces on campus. Private dining rooms, classrooms, auditoriums, and other meeting facilities may be reserved by consulting the following:

*Wait and Davis Chapels*  
University Chaplain 5210

*Brendle Recital Hall*  
Department of Music 5104

*Classrooms*  
Departmental Chairs

*DeTamble Auditorium*  
Media Center 5525

*Dining Rooms*  
Dining Services Director 5610

*Gymnasium*  
Health and Exercise Science 5391

*Reynolda Hall Rooms*  
Alumni Activities 5264

*Benson Center*  
Benson Center Office 4869

## Fedex

Located on the Quad side of Poteat Hall. It is a full-service contract mailing office, observing all national holidays. Students may buy stamps, postcards and money orders, as well as certify, insure, register, and send overnight mail and packages. Students rent post office boxes to receive mail. If UPS is used to receive packages on campus, they must be addressed to the student's residence hall. (4449)

Hours: Mon.-Fri. 8 a.m.-4 p.m.

## Practice Rooms

Approximately fifteen rooms are available to all students (including non-music majors) for music practice from 8:30 a.m. to 11:00 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 the four grand pianos. Any questions, call the music department, 5364.

## Shuttle & Escort Services

The Shuttle Service is a student-run service to provide safe transportation on campus. The number to request the service is 758-RIDE (7433). It operates daily during the school year, except holidays, from dark to 1 a.m.

Escort Service is provided by University Police for students traveling alone after dark when the shuttle service is not in operation. Call University Police at 311.

Emergency calls (758-5911 or calls directly from the emergency phones located in campus parking lots) will be given priority.

### University ID Cards-Campus Card Program

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 electronic access to residence hall rooms and other areas such as campus labs, for library functions, admission to athletic events and the Secret Series, and for all Campus Card functions. It is a permanent card, turned in upon withdrawal from the University or graduation. Lost or stolen cards should be reported to University Police immediately.

The Campus Card program is a student-requested reducing balance system consisting of two possible accounts. The Deacon OneCard monies account may be used at all dining locations on campus and the Sundry Shop.

Campus 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.

Hours: Mon.-Fri. 9:00 a.m.-5:00 p.m.

### Deacon One-Card Office

Located in 218 Benson. Provides initial and replacement University ID cards (Deacon One-Cards). Students also should report campus vending problems or suggestions to this office. (7777)

Hours: Mon.-Fri. 9:00a.m.-5:00 p.m.

### Wachovia Bank

Located on the Quad side of Davis Hall. Includes a fully-functioning bank and an ATM machine. (759-7576)

Hours: Mon.-Fri. 10:00 a.m.-3 p.m.

### How to Advertise Your Event

Some of the best ways to get the word out to the campus community regarding an activity or event open to the public would be through:

Students Events Calendar on WIN  
 Old Gold and Black (5280)  
 WAKE Radio (5192)  
 WAKE TV (4298)

Remember to contact these media sources with your activity/event information at least two weeks in advance. Student may also want to consult with the Wake Forest University News Service (5237) to discuss possible off-campus publicity for an event or activity. The News Service is located in Reynolda Hall, Room 221.

### Locker Notice

Lockers in the basement of Wingate Hall are assigned on a first-come, first-serve basis. To secure a locker, see Kim Hovis in the Admissions Office. Rules: You must use the provided lock, you may not use your own lock, a ten dollar deposit is required. To secure a locker in Reynolds Gymnasium, go to the Campus Recreation Office in 214 Reynolds Gym.

### Hours of Operation: Selected Campus Facilities

#### **Benson Center**

Monday-Saturday 7:30am - 1:00am  
 Sunday 10:30am - 1:00am

#### **Benson Ticket Office**

Monday-Friday 9:00am - 5:30pm

#### **Benson Food Court**

Monday-Friday 7:30am - 12:00am  
 Saturday/Sunday 10:30am - 12:00am

#### **Bodega Sundry**

Monday-Friday 8:30am - 12:00am  
 Saturday/Sunday 10:30am - 12:00am

#### **Bookstore**

Monday-Thursday 8:30am - 7:00pm  
 Friday 8:30am - 5:00pm  
 (Open 5 hours prior to home football games)

#### **Pizza Hut**

Monday-Thursday 11:00am - 12:00am  
 Friday-Sunday 11:00am - 1:00am

#### **Reynolda Pit**

Monday-Friday 7:30am - 8:00pm  
 Saturday 8:00am - 7:00pm  
 Sunday 8:00am - 7:30pm

#### **Magnolia Room**

Monday-Friday 11:00am - 2:00pm

**IS Food Court**

Monday-Thursday 7:30am - 6:00pm  
 Friday 7:30am - 3:00pm

**Sundry Shop**

Monday-Friday 8:00am - 12:00am  
 Saturday/Sunday 1:00pm - 12:00am

**Deacon Shop**

Monday-Friday 8:30am - 5:00pm  
 Saturday 9:30am - 5:00pm

**Athletic Ticket Office**

Monday-Friday 8:30am - 5:00pm

**Student Health Services**

Monday-Friday 8:30am - 4:00pm  
 (closed 12:00pm - 1:30pm)

**Miller Recreation Center**

Monday-Thursday 7:00am - 11:00pm  
 Friday 7:00am - 7:00pm  
 Saturday 11:00am - 7:00pm  
 Sunday 1:00pm - 9:00pm

**Reynolds Gym**

Monday-Thursday 3:00pm - 11:00pm  
 Friday 2:00pm - 10:00pm  
 Saturday 12:00am - 10:00pm  
 Sunday 1:00pm - 11:00pm

**Wachovia Bank**

Monday-Friday 10:00am - 3:00pm

**FedEx**

Monday-Friday 8:00am - 4:00pm

**Library**

Monday-Thursday 8:00am - 1:00am  
 Friday 8:00am - 7:00pm  
 Saturday 10:00am - 7:00pm  
 Sunday 10:00am - 1:00am

**Vice President of Student Life**

Kenneth Zick (758) 5943

**Student Health Service**

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

Monday - Friday by appointment, 5218 8:30 a.m. - noon

1:30 - 4:00 p.m.

Urgent care is available during the above hours, as well as nights and weekends when school is in session (Aug-Dec; Jan-May) during spring and fall semesters.

**DO YOU**

- |   |                                    |
|---|------------------------------------|
| *Want to be weighed?                      | *Want to borrow crutches?          |
| *Feel ill?                                | *Have a prescription to be filled? |
| *Think you have a STD?                    | *Need a vision test?               |
| *Need sutures?                            | *Need a physical?                  |
| *Think you are pregnant?                  | *Need an annual GYN exam?          |
| *Want a health condition monitored?       | *Need urgent care?                 |
| *Want a referral to a specialist?         | *Need immunizations?               |
| *Want to discuss contraception?           | *Need a laboratory test?           |
| *Need a consultation with a psychiatrist? | *Need an allergy shot?             |

Go to the Student Health Service!

## **Student Health Service**

*Dr. Cecil Price, director George C. Mackie Health Center, Reynolds Gymnasium extension 5218, health@wfu.edu*

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 services, sports medicine clinic, referral to specialists, and confidential HIV testing.

A full staff is available by appointment during clinic hours: 8:30 a.m.- noon; 1:30 p.m.-4:00 p.m., Monday-Friday. A limited staff is available for urgent care and observation twenty-four hours a day, seven 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, lab tests, in-patient observation, and some supplies and services.

### *Confidentiality*

Information about a student's health is not released to University officials, friends, family members, or therapists and physicians not involved in the student's immediate care without the student's permission.

### *Health Information*

"On-line" health information is available through the "Campus Life" section of the Wake Forest University home page.

### *Class Excuses*

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

### *Health Insurance*

All Wake Forest students are required to have health insurance. A plan is available through Student Resources (The MEGA Life and Health Insurance CO.) at [www.studentresources.com](http://www.studentresources.com).

### *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 destroyed ten years after the last visit at the Student Health Service. Immunization records of students entering after 1985 will be kept longer.

### *Health Information Summary*

All students are required to have on file in the Health Service the WFU Student Health Service Health Information Summary.

### *Immunization Policy*

Wake Forest University and North Carolina state law require that all new, transfer, readmit, unclassified or visiting students, except those with a valid exemption, submit certification of certain immunizations PRIOR TO REGISTRATION. Documentation should be on or attached to the completed health summary form provided by the Student Health Service in order to assure correct identification of the student. 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 American College Health Association recommendations and North Carolina state law require certification in accordance with the following:

### *Required*

1. **Tetanus and Diphtheria (Td)** Students must document a Td immunization series and a booster within ten years of enrollment.
2. **Rubeola (Measles)** Students must document two doses of live virus measles vaccine given at least thirty days apart, on or after their first birthday (after 3/21/63\*\*) 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.
3. **Rubella (German Measles)** Students must document that they have had one dose of live virus vaccine on or after their first birthday (after 6/9/69\*) 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.
4. **Mumps** Students must document that they have had one dose of live virus mumps vaccine on or after their first birthday (after 12/28/67\*) 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.
5. **Polio** Students must document that they have had trivalent polio vaccine unless they will be eighteen years old or older when they enroll. A booster is recommended for students traveling to countries where polio is endemic.
6. **Tuberculin Skin Test** The test is required within twelve months of the University registration date if (a) the student has been exposed to tuberculosis or (b) the student's 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*

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

2. **Varicella** The two-dose series is recommended. Discuss with your health provider.

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.

## Human Immunodeficiency Virus (HIV) Infection Policy

Human immunodeficiency virus is the infectious agent which causes acquired immunodeficiency syndrome (AIDS). HIV primarily affects immune system white blood cells, and the degree of the resulting compromise of the immune system determines an infected person's clinical status. Anyone infected with HIV is infectious to anyone with whom he or she has unprotected sexual intercourse or shares blood. A protective vaccine has not been developed. Clinical treatments, which may delay AIDS manifestations are now available; therefore, testing of persons involved in risky behaviors is encouraged. HIV infection is a continuum ranging from no obvious disease, to recurring infections with remissions, to deterioration, to death.

Transmission of HIV has only been documented through unprotected sexual intercourse, blood and blood product exchange (primarily by sharing contaminated needles when using intravenous drugs), and from HIV-infected pregnant women to their infants. HIV infection is not spread by casual contact; therefore, persons infected with HIV do not pose any risk of HIV infection in routine social, occupational, educational, or recreational settings.

In view of the scientific evidence about how HIV can and cannot be transmitted by asymptomatic and symptomatic persons, the following policies apply to members of the Wake Forest University (Reynolda Campus) community:

1. Members of the Wake Forest University community will receive updated information on HIV infections, their outcome, transmission, and prevention. Dissemination of the information will be supervised by the Health Advisory Board.
2. Mass screening of community members for HIV infection is not indicated at the present time and will not be done.
3. Persons with any form of HIV infection should inform their health care practitioners of their infectious condition prior to assessment and/or treatment.
4. The need for accommodations and restrictions of HIV-infected persons will be determined on a case-by-case basis. Recommendations concerning each case will be made by the Health Advisory Board to the vice president for student life and instructional resources.
5. Clinical records of persons with HIV infection will be kept confidential in accordance with the University's record-retention policy, except as permitted or required by law or as authorized in writing by the patient. Public health officials will be informed of the existence of such cases as required by law.

6. HIV-infected individuals must conduct themselves responsibly for the protection of themselves and other members of the University community. Persons who refuse to comply with infection control measures as defined by North Carolina state law and as recommended by the medical staff of the Student Health Service will be referred to the vice president for student life and instructional resources.

7. Questions concerning the University's policy, educational information, or the treatment of cases will be referred to the Health Advisory Board. Members of the board include the directors of Student Health Service (chair), University Counseling Center, Campus Ministry, Office of Residence Life and Housing, a faculty member of the Division of Infectious Diseases at Wake Forest School of Medicine, a staff member of the Legal Department, a faculty member from the Reynolda Campus, the health educator, and a student member.

## **Activities on Campus**

### *Irving Carlyle Lecture Series*

The lecture series was begun in 1972 to honor one of North Carolina's outstanding political leaders and lay educators. The series brings top lecturers to speak on current topics. Past speakers have included Al Hunt, Jimmy Carter, Joseph Biden, Mario Cuomo, and Molly Ivins. The series is sponsored by the Student Union.

### *Christmas Moravian Lovefeast*

The Lovefeast and candlelight service occurs on the first Sunday in December in Wait Chapel. It is sponsored by the University and celebrates one of the unique traditions of the Moravian community in Winston-Salem. The Quad is lined with luminaries, the Chapel is adorned with Christmas decorations, the concert choir and Moravian band are featured, traditional Moravian coffee and buns are served, and beeswax candles are provided to all who attend.

### *Opening Convocation*

This 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.

### *Film Series*

The film series is sponsored by the Student Union which plans and promotes a diverse series of both classic and contemporary films. The films are shown in Pugh Auditorium in the Benson Center. Formats include 35 mm, laser disc, DVD, and video. State of the art surround sound system enhance your viewing pleasure.

### *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 Homecoming football game and social activities organized by Student Union, the alumni office, and the Department of Athletics.

### *Intramural Sports*

The intramurals and club sports office provides a recreational sports program

for all Wake Forest students. Teams can be composed of any students, faculty or staff. Men's, women's, and co-recreational divisions are offered for almost every sport.

#### *Project Pumpkin*

Project Pumpkin is an annual event sponsored by the Volunteer Service Corps at Halloween time. This year's event will be held Oct. 28. It brings more than 1,200 needy children from the Winston-Salem community and pairs them with Wake Forest undergraduates. Throughout the course of their visit, they 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, see the traditions and legends section, page 13.

#### *Secret Artist Series*

The Series brings to Wake Forest University's students, faculty, and staff the most varied fine arts program. It features up-and-coming artists as well as celebrated performers. Admission is free with ID for Wake Forest students. Tickets are available at the Benson Center Information Desk.

#### *Springfest*

This annual spring festival includes games, festival activities, and usually ends with a band celebration on Davis Field. It is sponsored by the Student Union.

# Chapter Five: Life in the Winston-Salem Community

## **Winston-Salem Community**

Wake Forest University is located in Winston-Salem, North Carolina, a city rich in history and culture. Salem was founded in 1766 by German Moravians as a congregation town, and the nearby city of Winston was established in 1849. As the area became known for its tobacco, furniture, and textile industries, completion of the railroad line furthered the economic growth of the Winston and Salem communities. In 1913 the two cities merged, and although Winston-Salem continues to thrive economically and is now North Carolina's fourth largest city, it still retains its early Southern charm and visitors can still stroll the cobblestone streets of Old Salem. The city also boasts a cost of living that is at or below the national average, and students are able to find a variety of quality housing options at affordable prices.

Nestled in the rolling hills of North Carolina's western piedmont region, Winston-Salem offers its visitors and residents the best of many worlds. Winston-Salem is only 2.5 hours away from the Blue Ridge Mountains, and only 4.5 hours from the beautiful beaches of the Carolinas. The climate is mild, but the Winston-Salem area still experiences all four seasons, with average summer temperatures around 74 F and average winter temperatures around 45 F. In addition to the versatility offered by its location, Winston-Salem is also a city of social diversity. Its multifaceted history has yielded a wide range of communities and environments all within the town limits, each well worth exploring for its contribution to the collective character of the city. With a population of about 187,000, Winston-Salem offers most of the activities enjoyed in larger cities, but with the appeal of a small town:

For art lovers Winston-Salem provides the Southern Center of Contemporary Art (SECCA), the Museum of Anthropology, the Museum for Southern Decorative Arts, and the Reynolda House Museum of American Art, as well as places such as the Sawtooth Center, which features interactive art exhibits. For music fans there is a vibrant local music scene with free outdoor summer concerts as well as performances at area clubs and concert halls and coliseums.

Theatre buffs will also find Winston-Salem a delight. In addition to theatre performances given by the city's universities and the NC School for the Arts, Winston-Salem is also home to several community theatres and the National Black Theatre Festival, and nearby High Point is home to the NC Shakespeare Festival. Sports fans and nature lovers will enjoy Winston-Salem as well. The city has over 40 parks, yet also provides big-time sports excitement with professional baseball and hockey teams, as well as the Crosby National Celebrity Golf Tournament and Winston Cup auto racing.

In addition to Wake Forest University, Winston-Salem is also home to Winston-Salem State University, Salem College, and Forsyth Technical Community College. These institutions, as well as the city's rich offering of cultural, historical, social, and sports events, combine to make Winston-Salem a unique and pleasurable place to live.

## **Activities off campus**

### Movie Theaters

#### *Carmike 10*

3640 Reynolda Rd. (922-1301) student discounts available

#### *The Grand Theatre 18*

5601 University Pkwy (661-1125) student discounts available

#### *Marketplace Mall Theater*

2095 Peters Creek Pkwy (727-1787) \$3.00 per ticket

#### *Wynnsong 12*

Hanes Mall Blvd. (765-5875)

### Outdoors

#### *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 north for about twenty miles and watch for signs. It takes about thirty minutes to get to Pilot Mountain from campus. To get to Hanging Rock is a little more tricky. Take University Parkway North to the Stanleyville Exit on Route 66 and go about fifteen to twenty miles; watch for signs for Hanging Rock. It takes about forty-five minutes to get to Hanging Rock from campus.

#### *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 Highway 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.

#### *Dixie Classic Fair*

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 L. 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 6\$.

### *RayLen Vineyards*

The Yadkin Valley's unique microclimate and soils have proven to be optimal for growing European varietals. RayLen's estate vineyards include Chardonnay, Viognier, Pinot Grigio, Merlot, Cabernet Sauvignon, Cabernet Franc, and Shiraz. RayLen Vineyards is located fifteen miles west of Winston-Salem at 3577 Highway 158, Mocksville, NC. The vineyards are open year-round for visitation, wine tasting and touring. (Hours: Monday-Saturday, 11 AM – 6 PM)

### *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 variety 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. The museum is closed for renovations but will reopen sometime in the fall. Entrance fee is \$10 for adults. (721-7360)

### *North Carolina Black Repertory Company*

The North Carolina Black Repertory Company was founded in Winston-Salem, North Carolina in 1979 by Larry Leon Hamlin. It was the first organization for black theatre in the state. In addition to producing several productions throughout the year, its most notable program is the National Black Theatre Festival. See their website at <http://www.nbtf.org>.

### *North Carolina School of the Arts (NCSA)*

The North Carolina School of the Arts is a well-known arts conservatory in Winston-Salem. It was the first state-supported, residential school of its kind in the nation. The mission of this school is to train talented students for professional careers in the arts. NCSA students - along with faculty and guest artists - present more than 400 performances and screenings a year at School facilities and in touring appearances throughout North Carolina, the Southeast and abroad. For a complete listing of upcoming performances, see <http://www.ncarts.edu/performances>.

### *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 is held in the fall. There is an admission for the Fair. (725-1516)

#### *Piedmont Opera*

Winston-Salem's own opera company boasts over 30 years of continuous operation. Hiring singers and stage directors from across the country, Piedmont Opera attracts audience members from seven states and more than 100 communities throughout North Carolina. Since 1978, Piedmont Opera has performed over 48 different productions to an audience of over 135,000 people. Main stage productions are in the Roger L. Stevens Center of the North Carolina School of the Arts in downtown Winston-Salem. Their 2007-2008 season includes such exciting fare as Giuseppe Verdi's *La Traviata* and Johann Strauss' *Die Fledermaus*. Tickets can be purchased on the company's website (<http://www.piedmontopera.org>) or by phone at 725-7101.

#### *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 \$6. No charge for students with a valid ID. (725-5325)

#### *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 summer time amphitheater for lunchtime concerts. For more information, call 723-7395.

#### *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. There is a \$2 entrance fee for students. (725-1904)

#### *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, Something for Everyone Series, and the Broadway Preview Series. (Box Office, 721-1945)

### *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. (722-2625)

### *Winston-Salem Piedmont Triad Symphony*

Offers a full annual concert schedule with over sixty-five concerts each year in Winston-Salem and other cities. (725-1035)

## 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. (924-8191) Tours are free.

### *Old Salem*

The town of Salem was originally founded by the Moravians in 1766. Today, over eighty structures have been restored on one of America's most authentic colonial sites. There are shops, homes, and gardens. 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. (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 Warhogs. 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.

## Hotels, Inns, and Bed and Breakfasts

### Hotels:

*Adam's Mark Winston-Plaza Hotel*  
Cherry Street, 725-3500

*Courtyard by Marriott*  
University Parkway, 727-1277

*Graylyn International Conference Center*  
Reynolda Road, 727-1900

*Hawthorne Inn & Conference Center*  
High Street, 777-3000

*Holiday Inn Select*  
5790 University Parkway, 767-9595

*Ramada Plaza Hotel*  
University Parkway, 723-2911

*Residence Inn by Marriott*  
North Point Blvd., 759-0777

*Salem Inn*  
127 South Cherry Street, 725-8561

Bed and Breakfast:  
*Brookstown Inn*  
220 Brookstown Ave., 725-1120

*Col. Ludlow Bed & Breakfast Inn*  
Summit & West 5th St., 777-1887

*Manor House at Tanglewood*  
Tanglewood Park, Clemmons, 778-6370

*Shaffner House*  
150 So. Marshall Street, 777-0052

*Augustus T. Zevely Inn*  
803 So. Main Street, 748-9299

## Telephone Information Line

*First Line* 727-8100  
Forsyth Co. Directory of Community Resources

*Real Talk* 761-5000  
See Real Talk section of Winston-Salem telephone directory (after the Winston-Salem/Forsyth County Business Section) for 4-digit code for news, national/local weather, health guide, legal guide, etc.

*Tel-Med* 760-3062  
A library of tape-recorded health messages. The service is free and available 24 hours a day, 7 days a week. See the WFU telephone directory for a listing of subjects and the 3-digit access numbers.

## Local Shopping and Services

### Malls, Pharmacies, Shopping:

#### *Eckerd Drug*

Reynolda Road, 721-1711  
 Thruway Shopping Ctr., 725-8311  
 University Plaza, 724-2458

#### *Food Lion (groceries)*

North Point Blvd., 759-0400

#### *Hanes Mall*

Silas Creek Parkway (has over 200 shops and services, including five department stores, restaurants, and specialty shops), 765-8321

#### *Harris Teeter (groceries)*

S. Stratford Road, 723-2305  
 Reynolda Road, 924-5550  
 N. Peacehaven Road, 760-0116

#### *Lowe's Foods (groceries)*

Reynolda Road, 725-7759  
 Robinhood Road, 659-4943  
 University Pkwy, 377-9525

#### *Marketplace Mall*

Peters Creek Parkway, 722-7779

#### *Reynolda Village*

Reynolda Road, 758-5584

#### *Sherwood Plaza Shopping Center*

(Lowe's Supermarket, CVS Pharmacy, TJ Maxx)  
 Robinhood Road

#### *Stratford Oaks Shoppes*

S. Stratford Rd., 725-1821

#### *Target*

University Pkwy  
 Hanes Mall Blvd., 774-9687

#### *Thruway Shopping Center*

(Borders, Stein Mart, Bed Bath and Beyond, Blockbuster, Fresh Market, etc.)  
 S. Stratford Rd., 722-2583

#### *Walgreen's*

3634 Reynolda Rd., 923-2367  
 Robinhood Rd., 659-9233  
 Country Club Rd., 774-8420

#### *Wal-Mart*

University Parkway (open 24 hours), 377-9194  
 Hanes Mall Blvd., (open 24 hours), 760-9868

#### *Whole Foods (groceries)*

Miller St., 722-9233

## Restaurants Recommended by Divinity Students

1 <sup>st</sup> Street Draft House	Lighthouse Grill
4 <sup>th</sup> Street Filling Station	McAlister's
Applebee's	Mary's Of Course
Arigato Japanese Steak & Seafood	Mayberry's
Bonefish Grill	Mellow Mushroom
Cha-Da Thai	Mi Pueblo
Carving Board	Malay Chinese
Cat's Corner Café	Midtown Café & Dessertery
Cloverdale Kitchen	Moe's
Coppola's Pizzeria & Italian	Nawab Indian Cuisine
Diamondback Grill	Olive Garden
Downtown Deli	Oyster Bay Seafood Restaurant
Downtown Thai	Panera Bread
Hutch & Harrison	Putter's Patio & Grill
El Arriero Mexican	Macaroni Grill
Elizabeth's Italian Restaurant & Pizzeria	Rose's Deli
Foothills Brewery	Ryan's Steaks Chops & Seafood
Forsyth Seafood Market	Sakura Japanese Restaurant & Sushi
Fox and Hound	Bar
Golden India	Simply Yummy
Ham's Restaurant	Sixth & Vine
Hero House Sub Shop	South by Southwest
Ishi Japanese Restaurant & Sushi Bar	Sweet Potatoes
Jersey Mike's Submarines	Tequila Mexican Restaurant
Kowloon Chinese Restaurant	The Loop
La Carretta	Twin City Diner
La Estrellas	Village Tavern
	West End Café