
WAKE FOREST
UNIVERSITY

BABCOCK GRADUATE
SCHOOL *of* MANAGEMENT

Wake Forest Full-time MBA Program

Student Handbook and Directory

2002-2003

Wake Forest University
Babcock Graduate School of Management

Purpose Statement

To develop business leaders for the 21st century who will positively influence organizations through their ethical standards, their management skills, and their ability to manage change in a global economy.

Mission Statement

The mission of the Babcock Graduate School of Management is to advance the understanding and practice of management and leadership in the context of a rapidly changing global economy, through the teaching and research of a faculty dedicated to the teacher/scholar ideal. To accomplish this, the Babcock School must be a recognized leader in the development and dissemination of knowledge valued by the management professions, and offer the highest quality, value-added education to current and aspiring business leaders. Moreover, the Babcock School recognizes its responsibility to enhance the intellectual and economic vitality of the community.

**Wake Forest University
Babcock Graduate School of Management**

**2002-03 Student Handbook
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**Wake Forest University
Babcock Graduate School of Management
Wake Forest Full-time MBA Program ~ Winston-Salem**

Preface

The purpose of this student handbook is to provide Babcock students with necessary information about Babcock's policies, procedures, organizations, and programs of study. Much of this information is also available in the program bulletins and various brochures. We have compiled this reference material in one volume and have attempted to make it as complete as possible. The Wake Forest University MBA Program reserves the right to make changes in content, instructor, and timing of courses offered, and in other matters set forth in this handbook.

Statements concerning courses and expenses are not to be regarded as irrevocable contracts between the student and the institution. The University reserves the right to change the schedule of classes and the cost of instruction at any time within the student's term of residence.

We wish this handbook to be as useful as possible; and if you have any ideas for additional helpful material to be included, please feel free to bring your suggestions to Aneil Mishra or Dianne Luce.

Wake Forest University
Babcock Graduate School of Management
Wake Forest Full-time MBA Program

Certification and Evaluation Document

I. The Certification Committee

- I.a Purpose. This document sets forth the certification and evaluation requirements and policies of the Full-time MBA Program of the Babcock Graduate School of Management. The administration of these requirements and policies is the responsibility of the Dean of the Babcock School. The Dean at his/her discretion may delegate certain of these responsibilities to the Certification Committee or, in special circumstances, to any other committee.

The Certification Committee is composed of three faculty members appointed by the Dean (one will act as chairperson), and the Faculty Directors of the Charlotte, Winston-Salem evening and fast-track executive, and full-time programs, and the Registrar of the Babcock School as non-voting members. Decisions of this committee shall be made according to the vote of the majority of those present and voting.

- I.b The Duties of the Certification Committee upon delegation by the Dean are:

1. to interpret the Certification Documents for each of the school's degree programs,
2. to monitor the academic progress of each student in each of the school's degree programs,
3. to approve specialized courses of study (e.g., individualized reading courses, research projects, directed study courses, course transfers, interprogram transfers),
4. to certify that students have met their respective program's minimum requirements for graduation,
5. to review and pass judgment on petitions for readmission to the school's degree programs from students who either withdrew or were dismissed from these programs,
6. to certify all candidates for the MBA degree on behalf of the Babcock School faculty, and
7. to perform other duties relevant to the administration of the certification and evaluation system as might be requested by the faculty and as might be assigned by the Dean.

II. Performance Evaluation

- II.a Grading System. Grades are a major formal mechanism by which an instructor transmits to students evaluative information relative to performance in class. The primary purpose of grades is to provide feedback from the instructor to the student relative to the student's

performance in such a way that the student can clearly assess his/her strengths and weaknesses.

II.b Grading Scale. All students registered in courses, seminars, study tours, or independent studies offered in the Full-time MBA Program will be given grades according to the following scale:

<u>Letter Grade</u>	<u>Quality Points</u>
A+	9
A	8
A-	7
B+	6
B	5
B ¹	4
C+	3
C	2
C-	1
F	0

II.b.1 Pass (P): An instructor, with the advance approval of the Certification Committee and the Dean, may use the Pass/Fail grading system. Grades in such courses will be recorded on the student's academic record as "P" (Pass) or "F" (Failure).

II.b.2 Incomplete (I): When a student has failed, because of illness or for other reasons acceptable to the instructor of the course in question, to fulfill the course requirements, the instructor may: (a) submit a grade for the course based on other evidence he or she considers sufficient, or (b) report to the Registrar that the student's work is Incomplete. The "Incomplete" grade is a device which affords students with good cause the opportunity to make up the requirements of a course. The temporary grade of "Incomplete" shall not be used where the student's failure to satisfy requirements of a course is the result of unexcused behavior.

Students who receive a grade of "Incomplete" must, in order to have the grade removed and changed to a final grade, complete the work of the course before the end of the next minimester. In the event that the "Incomplete" grade occurs at the end of an academic year, the work must be completed and a final grade assigned before the start of the following fall semester. An "Incomplete" which has not been removed by the required deadline shall become a failing grade (F) unless the student petitions the Certification Committee for an extension of the time available for removal of the "Incomplete." The student must establish in the petition that there are valid reasons for the extension request. This petition must have the written endorsement of the course instructor and must be submitted prior to the appropriate deadline for a failing grade.

II.c Academic Performance. Students maintaining a grade point average (GPA) of "B" (GPA = 5.00) or higher will be considered to be in "good academic standing." The grade of "F" indicates performance in which a student has not met the minimum standards. In courses where students receive a grade of "F," course credits toward graduation will not be awarded. "F" grades will be permanently noted on the student's record of academic performance maintained

¹Occasional marginal performance, as indicated by the B- grade, may be exhibited by a student. The faculty has held, however, that consistent marginal performance is unsatisfactory overall. Thus, the student who accumulates a substantial number of B- grades or below, as defined in paragraphs III.b.2 and III.c.3, may be subject to additional requirements or possible separation from the school.

by the Registrar of the Babcock School. If a student is allowed to retake a course that was failed, the new grade will be recorded along with the original grade.

Usually the credits assigned to courses graded on a Pass/Fail basis will count toward graduation credit if the student earns a passing grade (P). However, Pass/Fail courses have no impact on the student's GPA.

II.d Records of Academic Performance. Records of academic performance of all students are maintained by the Registrar of the Babcock School. No persons other than the permanent staff in the Babcock Registrar's office or individual course instructors through the Wake Information Network (WIN) shall record grades on the record of academic performance. These records are confidential. Access to any student's academic record is prohibited except to the following persons:

1. A student may view his/her own record but may not remove the record from the office of the Registrar. He or she may, however, obtain a photocopy/printout of the record.
2. Members of the Certification Committee, faculty advisors, and administrators may view the records of students when needed to carry out the functions of the Certification Committee or other related administrative tasks.
3. The staff of the Babcock School Registrar's office who has access to the record of academic performance for the purpose of carrying out his/her assigned duties.
4. Other administrative officials of the Babcock School and/or Wake Forest University, e.g., the Financial Aid Officer, the Director of the Career Management Center, etc., may petition the Dean for access to the student's academic record, to carry out required administrative responsibilities.
5. Other individuals and institutions including, for example, faculty, prospective employers, and other educational institutions who have been authorized to do so, in writing, by the student.

II.e Reporting Grades. At the conclusion of each academic term, the Registrar's office of the Babcock School shall prepare a report of grades for transmittal to each student through WIN. A paper copy will be sent to a student's home address on record upon request. Grades will not be reported to students over the telephone.

II.f Changes in Grades. The evaluation of performance in an individual course and the awarding of individual grades are the sole responsibility of the instructor(s) assigned to that course. Questions regarding the evaluation of individual course performance should be directed to the instructor(s) involved.

In an instance where a student suspects an erroneous grade has been assigned, the student must appeal directly to the instructor who assigned the grade. If an error is found, the instructor shall prepare a change of grade form indicating the reason for the change. The change of grade form will be forwarded to the Registrar of the Babcock School to indicate how the grade is to be changed. Grade changes from adjunct faculty must first be approved by the appropriate area coordinator before being sent to the registrar for change. There is no other oversight of this process within 60 days of the start of the next semester. Grade changes after this period must be approved by the Certification Committee. A copy of the memorandum will be placed in the student's record of academic performance.

III. Requirements for the MBA Degree

III.a General. Students may participate in the full-time program only on a full-time basis. For purposes of the Babcock Graduate School of Management, a full-time basis is defined as enrolling in a minimum of 6 credits of study per minimester. Exceptions may be made only with the recommendation of the Certification Committee and approval of the Dean. The requirements for continuation in the full-time program for graduation are overall satisfactory academic performance in completion of required and elective courses and activities. Satisfactory academic performance is determined by grades that are received in courses the student takes as part of his/her MBA experience at the Babcock School.

III.b The First Year

III.b.1 Curriculum. All courses in the first-year full-time program curriculum are required. Specific courses required for graduation and their credit assignment will be provided to students at matriculation.

III.b.2 Satisfactory Academic Performance. First-year students who receive a grade of "F" in any first year course are not considered to have achieved satisfactory academic performance and will not be admitted to the second year. Also, since it is the philosophy of the faculty that consistent marginal performance is unsatisfactory overall, students who receive 12 or more credits of "B-" or below grades and/or fail to achieve a GPA of 5.0 or greater will not be considered to have achieved an overall satisfactory level of academic performance. These students will be subject to dismissal from the program by action from the Certification Committee.

For individuals with a pronounced weakness in a well-defined area but with otherwise satisfactory academic performance, the Certification Committee may suggest or require that particular activities or courses be successfully completed during either the intervening summer or, in special circumstances, during the second year. In situations that the Certification Committee requires a student to complete a specific course, this may be in addition to the normal load required of continuing students. At the discretion of the committee, requirements of higher than marginal performance may also be set.

III.c The Second Year

III.c.1 Curriculum. Students admitted to the second year are required to submit an academic plan prior to the beginning of their second year of study listing the courses and activities in which they expect to enroll. Courses in the second year of the full-time program are assigned graduation credits in a manner corresponding to the number of class sessions held in each course. Students are not allowed to enroll in the equivalent of more than 7.5 credits per minimester without advance approval by the Certification Committee.² In no case will the committee approve an academic plan for a student which exceeds the equivalent of 9 credits per minimester. Specific required and elective courses and their credit assignment will be provided to students prior to their matriculation into the second year of the program. The total number of credits required for graduation will be provided to students as they matriculate to the full-time program.

III.c.2 Concentrations. Students in the full-time program must meet certain career concentrations in order to graduate. Specific career concentration requirements have

² Students who have maintained a cumulative grade point average of at least 6.0 will be allowed to enroll in 9.0 hours per minimester as long as their minimester grade point average remains at least 6.0 each minimester.

been formulated in the areas of consulting, entrepreneurship/family business, finance, information technology, marketing and operations. If students wish to design their own career concentrations, they may do so, but these self-designed career concentrations must be approved by the Director of the full-time program.

III.c.3 Satisfactory Academic Performance. A student who receives two or more "F" grades in the second year courses will be dismissed from the program. Students who receive grades of "B-" or below in more than 4.5 credits of second year course work in either semester will be subject to dismissal from the program by action of the Certification Committee. Additionally, students who at any time accrue 18 or more credits of "B-" or below work in first and/or second year courses combined will be subject to dismissal from the program by action of the Certification Committee. The Certification Committee may, in cases where they believe extenuating or mitigating circumstances exist, revise the 18 credit limit. Finally, all students must achieve a final overall GPA of at least 5.0 to graduate.

III.d Academic Probation. A student who does not achieve satisfactory academic performance in a particular semester, or cumulatively across all semesters in attendance may be placed on academic probation by the Certification Committee. In the event that a student is placed on academic probation, the Certification Committee may impose special requirements on that student to remedy deficiencies in the student's academic preparation and/or to require the student to raise his/her cumulative academic performance back up to the minimum performance standards.

These requirements may include additional course work either within the Babcock School, elsewhere in Wake Forest University, or at another institution. The Certification Committee also may require higher than minimum academic performance in future course work.

A student who fails to meet the special requirements imposed by the Certification Committee may be continued on academic probation with additional requirements, be asked to withdraw from the program, or be dismissed.

III.e Appeal. Students who have been dismissed from the full-time program shall have the right to petition for reinstatement. Petitions for reinstatement should be directed to the Certification Committee through the Registrar of the Babcock School within seven days of receipt of notification of dismissal. The petition shall be a written document that shall (a) request reinstatement, (b) discuss in detail the extenuating or mitigating reasons for the previous poor academic performance, and (c) propose and describe a course of remedial action that will restore the individual to good academic standing and maintain that standing throughout the remainder of the student's program. A student may make a written request for a personal appearance before the Certification Committee to support his or her written petition. This request should accompany the petition for reinstatement.

IV. Withdrawal/Course Additions

IV.a Course Withdrawal. Withdrawal from a required course or activity can only be accomplished by withdrawal from the MBA program. In such instances, no entries are made on a student's transcripts for uncompleted courses that semester. A student may withdraw from an elective course during the first week of the course without entry to his or her transcript. After this period, to the point in time when seventy-five percent (75%) of the class sessions of a course are completed, a student can withdraw from a course only in exceptional circumstances and with the written permission of the instructor. Requests for withdrawal from a course after the first week must be made in writing to the Registrar of the Babcock School. The instructor's written permission must accompany this request along with his/her recommended grade of passing or failing. After seventy-five percent (75%) of the class sessions of a course are completed, a

student may not withdraw from a course. Situations involving personal or family emergencies would be handled on a case by case basis by petitioning the Certification Committee for a withdrawal from a course. That petition must be made in writing through the Registrar of the Babcock School who will forward it on to the Certification Committee. The instructor's grade recommendation of passing or failing must accompany the request. If withdrawal is granted on a passing basis, the course will be recorded on the student's transcript as a "Withdrawn-Passing" (WP) and will not be used in the calculation of the grade point average. Otherwise, the course will be recorded with a grade of "F" and will be used in GPA calculations.

IV.b Course Addition. A student may add an elective course during the first week of the course without the permission of the instructor, Certification Committee, or the Dean, providing the total credit units enrolled in does not exceed 7.5 credits and a maximum enrollment ceiling for the course has not been reached. After this period, students can add a course only with the written permission of the instructor and the approval of the Certification Committee. Requests for addition of a course after the first week must be made in writing to the Certification Committee through the Registrar of the Babcock School accompanied by the written permission of the instructor.

IV.c Withdrawal from the MBA Program. In the event that a student desires to withdraw voluntarily from the MBA program, he or she must first discuss the plans with the Faculty Director. To withdraw, the student must submit a dated, written notice to the Faculty Director with a copy to the Registrar of the Babcock School giving the date on which the withdrawal is to be effective. This statement should include a list of outside agencies to be notified, such as the Veterans Administration, loan programs, etc. Further, the student should clear all accounts with the University Financial and Accounting Services' office.

Students who fail to attend classes for a seven day period, unless excused by the Dean or his/her designate, will be separated from the MBA program.

In the event of withdrawal, reimbursement of tuition and fees for the semester will be made according to University policies in effect at that time. Attendance starts from the first day of registration. Fractions of a week count as a full week.

IV.d Leave of Absence. Students in good academic standing may be granted a leave of absence for a period of up to two years by the Associate Dean for Management Education. Normally, a student would apply for a leave of absence only during the summer between the first and second years or at the end of the Fall semester of the second year. The request should be directed to the Associate Dean through the Registrar's office. A student who is granted a leave of absence must notify the Director of Admissions of his or her intent to return to the school not less than 16 calendar weeks prior to the term that studies are to be resumed. Records of academic performance for returning leave-of-absence students will be reviewed by the Certification Committee as outlined in paragraph V.c below.

V. Readmission

V.a Procedure. Students who have withdrawn without a leave of absence from the full-time program may apply to the Certification Committee for readmission. Students returning to school will normally be permitted to do so only at the beginning of the Fall term if two academic semesters of course work are needed prior to graduation; at the beginning of the Spring term if only one semester of course work is required. The Certification Committee may, however, require returning students to enroll at an earlier date if, in their judgment, they believe the course structure has changed significantly enough to warrant such action. Application for readmission must be completed by April 15th for admission to the Fall term, by August 15th for admission to the Spring term. Applications for readmission will be considered

only for those students who apply for readmission within two years of the time they left the program.

V.b **Completion of First Year.** If readmitted, students who have not completed the first year will be expected to repeat the first year of the full-time program in its entirety. This applies to all such students, including those who might have satisfactorily completed some discrete segments of the program with a previous class.

V.c **Certification Committee Review.** The records of students who return from a leave of absence or who apply for readmission shall be reviewed by the Certification Committee to determine if curricular modifications between the time the student left school and the time of re-enrollment have caused a special situation wherein the student would either miss or duplicate certain academic activities. In cases where a student was in good academic standing, the Certification Committee is to recommend a course of action that will enable the individual to graduate within a normal time frame and without taking an unusual course load. In situations where termination or withdrawal was under conditions of academic duress, the Certification Committee will review the applicant's record to determine the most appropriate course of action which may include:

1. completing specific courses prior to readmission,
2. completing an unusually heavy load,
3. completing specific second year elective courses,
4. maintaining a higher than minimum academic standard, and/or
5. engaging in other specific remedial work.

In extreme circumstances, the Committee may direct that the individual repeat the first year of the full-time program in its entirety. The Certification Committee may also judge that the applicant's academic record, when combined with his or her interim work experience, is sufficient to justify readmission without any of the remedial activities described above.

VI. Individual Studies

Individualized courses, directed reading courses, research projects, and study tours conducted under the supervision of a Babcock School faculty member may be allowed as credit toward graduation. Normally, these will be entertained only as part of the elective portion of the program's curriculum. However, in exceptional circumstances, requests to substitute one of these for a required activity may be granted.

VI.a **Request Procedure.** Students desiring to pursue one of the activities described above must secure the sponsorship of a Babcock School faculty member and develop an agreement regarding the nature and scope of the activity.

To secure credit allowable toward graduation certification, the student must prepare a memorandum specifying:

1. the nature of the course, project, or activity,
2. the time frame within which the activity will be carried out,
3. how the activity will fit with the student's personal goals and educational needs,

4. the learning objectives for the course or activity,
5. a detailed time schedule of topics and activities to be undertaken,
6. a representative bibliography and/or identification of other resource material to be used,
7. the output or concluding state of the activity,
8. a procedure by which student performance will be evaluated by the faculty sponsor, and
9. the number of graduation credits requested.

The signature of the student, as well as the faculty sponsor of the proposed activity, should appear on the memorandum. The Certification Committee will review the proposal and provide a written response to the student.

If the activity is approved, at the conclusion of the activity the faculty sponsor shall report a grade to the Babcock Registrar using the prescribed grading scale in II.b, unless a Pass/Fail grading system has been approved by the Certification Committee and the Dean.

VII. Transfer Credits and Exemptions

VII.a Required Courses. Transfer credit for or exemption from a required course is not allowed.

VII.b Elective Courses. Credit for courses taken prior to enrollment at the Babcock School shall not be allowed as credit toward graduation from the school. Courses taken at other institutions or from other units of Wake Forest University after initial enrollment in the Babcock School may, under certain circumstances and with the advance approval of the Certification Committee, be allowed as credits for graduation from the Babcock School. Completion of courses outside the school during the summer between the first and second years of the program will not normally reduce the course work requirements during the second year.

Permission to enroll in courses outside the Babcock School during the school year will be limited to one course per semester. Elective courses taken at other institutions during the second year will not normally reduce second year course work requirements. Courses taken from other units of the University during the second year may be used to fulfill the elective requirements.

Students may apply toward their degree as many as three credits of graduate course work from any unit of the University without special permission of the Certification Committee, although prior approval of the course instructor and Dean of the instructional unit are necessary. In order to apply more than three graduate course credits or to apply credits from undergraduate courses, the procedures outlined in Sections VII.c and VII.c.1 must be followed.

VII.c. Transfer Credit Request Procedure. Requests for transfer credit for courses taken outside the full-time program curriculum must be submitted in writing to the Certification Committee through the Registrar of the Babcock School prior to taking the course. The request for credit must include:

1. the name of the course,
2. the institution and program (department) which will offer the course,

3. the catalog description of the course,
4. the name of the instructor, his/her phone number, the name of the course text or texts, and the course syllabus, if available,
5. sufficient demonstration that the intended course does not duplicate material offered within the full-time program curriculum,
6. the intended evaluation procedure and grading system for the course,
7. the rationale underlying the request, and
8. any other data relevant to the decision to be made by the Certification Committee.

VII.c.1 Wake Forest Courses. For courses to be taken from other units of the University, the request must also include:

1. prior approval of the instructor and
2. prior approval of the Dean of the instructional unit in which the course is to be taken.

The Certification Committee will review the proposal and provide a written response to the student. If approved, the response will indicate the number of graduation credits to be applied, and a minimum grade requirement. While there is no requirement that the approved course be a graduate level course, the student should understand that only a limited number of graduation credits would be approved for an undergraduate course, regardless of the credit value of that course.

Successful completion of an undergraduate course during the second year will reduce the graduation credit requirements of Babcock electives in the second year by one half the number of credit hours allowed for the undergraduate course in the College. Successful completion of a graduate course during the second year will reduce the graduation credit requirements of Babcock electives in the second year by the number of credit hours allowed for the graduate course in the sponsoring school.

VII.d. Academic Performance Status of Transfer Courses. If the student completes a transfer course, earns a grade at or above the minimum specified by the Certification Committee in its approval communication, and submits an official transcript of this result to the Babcock Registrar, the course will be entered on the student's record of academic performance as a transfer course. The credits approved by the Certification Committee will be applied toward the student's graduation certification.

The grades from courses transferred from institutions other than Wake Forest will be shown on the record of academic performance as a "T", indicating transfer, and will not be included in the computation of the student's grade point average. Courses taken in other units of Wake Forest University or the Babcock School will appear on record of academic performance and will be designated as such. Grades earned will count in the computation of the student's grade point average at the credit values approved by the Certification Committee.³ The grades earned in other units of the University will be entered on a transcript for that unit of the University (i.e., Undergraduate, Law School, Graduate School, etc.) as well.

³In cases where only the pass/fail basis of grading is employed, the student will present a signed statement from the instructor explaining to the Certification Committee the grading system in effect for the course and commenting upon the Babcock student's performance relative to others in the class.

Any extra tuition or fees involved in taking a course from another unit of the University are the responsibility of the student.

VIII. Revision of This Document

This document may be revised by action of the Babcock faculty. However, any student admitted to the Full-time MBA Program at the Babcock School has the privilege of matriculating and graduating under the academic requirements existing at the time of his/her admittance if graduation occurs within 2 years after admission. If graduation is delayed beyond 2 years from the time of admission then the student must matriculate and graduate under such requirements as they exist or as prescribed by the Dean.

IX. Final Graduation Requirements

The specifications contained in this document are minimum requirements, from an academic perspective, for graduation. The faculty reserves the right of final certification of individuals for graduation.

Wake Forest University
Babcock Graduate School of Management
Wake Forest Full-time MBA Program

Certification Committee

Policy Concerning the Handling of Full-time Students with
Demonstrated Deficiencies at the End of the First Year of Study

This policy is for students in the full-time program, who at the end of their first year of study, exhibit academic deficiency by hitting one or more screens for less than satisfactory performance:

- a) A failure grade (F) in one or more courses,
- b) A GPA less than 5.0 required for graduation,
- c) Grades below B in several courses.

First-year students who receive a grade of "F" in any first year course are not considered to have achieved satisfactory academic performance and will not be admitted to the second year. Also, since it is the philosophy of the faculty that consistent marginal performance is unsatisfactory overall, students who receive 12 or more credits of "B-" or below grades and/or fail to achieve a GPA of 5.0 or greater will not be considered to have achieved an overall satisfactory level of academic performance. These students will be subject to dismissal from the program by action from the Certification Committee.

For individuals with a pronounced weakness in a well-defined area but with otherwise satisfactory academic performance, the Certification Committee may suggest or require that particular activities or courses be successfully completed during either the intervening summer or, in special circumstances, during the second year. In situations that the Certification Committee requires a student to complete a specific course, this may be in addition to the normal load required of continuing students. At the discretion of the committee, requirements of higher than marginal performance may also be set.

The following are the policies for handling these deficiencies:

1. Students whose deficiencies are substantial to the degree that the committee deems it impractical, and not in the student's nor school's interest to attempt a program of remediation, will be dismissed from the program.

The students, of course, have the right to appeal in accordance with the terms of the Certification Document, Section IIIe.

2. Students whose deficiencies are considered of proportions such that they can be corrected in a plan of remediation will be placed on probation with the following terms:
 - a) The student will submit a plan of remediation satisfactory to the Certification Committee within seven (7) days after receiving notice of probation.

- b) This plan of remediation will generally include taking 3.0 credit hour courses in the areas of deficiencies, in graduate management programs accredited by the AACSB. In accordance with the Certification Document, all grades of F must be made up.

Under extenuating circumstances, but only after documenting the attempts made to find a course or courses that meet the above requirements, the Committee may consider reasonable substitution(s) of courses. However, the Committee will not accept regular courses, or continuing education courses, that have not been accredited by the AACSB. Also, independent studies are unacceptable because of the lack of contact time with a qualified instructor and with other students.

- c) The student must receive a grade of B or better in each course attempted in their remediation plan, and official transcripts must be submitted to the Registrar prior to enrollment in the second year.
- d) The remediation program must be completed and all requirements satisfied prior to enrolling in the second year of study. If not, the student will be dismissed from the program and will be unable to enroll in the second year of study. The student will have the right to appeal in accordance with the terms of the Certification Document.
- e) Upon enrolling in the second year, the student will remain on probation with the stipulation that he/she receive no further grades below a B and make reasonable progress towards improving his/her GPA to a B, the minimum level required for graduation.

**Wake Forest University
Babcock Graduate School of Management
Wake Forest Full-time MBA Degree Program**

Curriculum

	Credit Hours
First-Year Core Curriculum:	
MGT 1301 Accounting	4
FIN 1101 Financial Management	3
MGT 1701 International Business Management	2
MGT 1105 International Competitive Policy I	2
MGT 1801 Law and Ethics	2
MGT 1151 Macroeconomics	2
MGT 1250 Management Communication	2
MGT 1401 Managerial Economics	2
MGT 1651 Managing Information Technology	2
MKT 1351 Marketing Management	3
OPS 1451 Operations Management	3
MGT 1501 Organizational Behavior	3
MGT 1551 Quantitative Methods	4
Credit Hours	34
Required Courses in the Second Year:	
MGT 2121 Management Control	1.5
MGT 2105 International Competitive Policy II	1.5
MGT 2201 Management Consulting Practicum*	3
Credit Hours	6/3*
Elective Courses in the Second Year:	
Each student must complete 24/27* credit hours of elective course work.	
Elective Credit Hours	24/27*
Total Credit Hours	64

*Students with at least 3 years of relevant work experience may not be required to complete a practicum. If not required, 3 additional credit hours of electives will be taken in place of the practicum.

Wake Forest University
 School of Law
 Babcock Graduate School of Management
 The Joint (JD/MBA) Degree Program
 Curriculum

	<u>Management Credits</u>	<u>Law Credits</u>
First-Year Core Curriculum of the Management School:		
Accounting	4	
Financial Management	3	
International Business Management	2	
International Competitive Policy I	2	
Law and Ethics	2	
Macroeconomics	2	
Management Communication	2	
Managing Information Technology	2	
Managerial Economics	2	
Marketing Management	3	
Operations Management	3	
Organizational Behavior	3	
Quantitative Methods	4	
Credit Hours	34	

First-Year Core Curriculum of the Law School:

Civil Procedure I and II	6
Constitutional Law I	2
Contracts I and II	6
Criminal Law	3
Legal Research and Writing I and II	3
Property I and II	6
Torts I and II	5
Credit Hours	31

	<u>Management Credits</u>	<u>Law Credits</u>
Courses in the Third and Fourth Years:		
* Babcock - Required		
Managerial Control	1.5	
International Competitive Policy II	1.5	
Management Consulting Practicum**	3	
Credit Hours	3**/6	
Babcock - Electives		
	9/12**	
Law School - Required		
Constitutional Law II		3
Evidence		4
Professional Responsibility		2
Legal Research and Writing III		1
Credit Hours		10
Law School - Electives		
		33
Total Credit Hours	49	74

*It is strongly recommended that students take their required Babcock core courses in the third year and complete their Management Consulting Practicum in the fourth year.

**Students with at least 3 years of relevant work experience may not be required to complete a practicum. If not required, 3 additional credit hours of electives will be taken in place of the practicum.

Wake Forest University
 School of Law
 Babcock Graduate School of Management
 The Joint (JD/MBA) Degree Program

Academic Policies

Participants in the JD/MBA program are expected to comply with the general academic policies of both the JD and Full-time MBA Programs except as those policies are specifically altered to accommodate the JD/MBA joint program. Curriculum and other academic matters affecting only the law portion or only the management portion of the joint program are managed by the respective schools. Matters that affect the program in total are determined mutually by the two schools. The provisions of the Wake Forest Full-time MBA Program Certification Document apply to the management portion of the JD/MBA program except that Section III.c dealing with the second year is interpreted to mean the balance of the management curriculum beyond the first year of the management study.

The program allows a student to combine the three year law school curriculum and the two year graduate business curriculum into a four year combined course of study, thus eliminating one year. This is accomplished by eliminating 15 semester hours of elective courses from each normal course of study and using the equivalent of one semester (15 semester hours) of business school courses to satisfy the total hour requirement for the law degree, and vice versa.

The particulars of the program are as follows.

1. **Admission.** The student must be accepted for admission by each school under the normal procedure and according to the same standards as all other students. Neither school will have any control over the other school's admission determination.

Students normally will indicate their intention to pursue the joint degree program at the time of their application to each school. However, a student in the first year at either school may, upon admission to the other school, enter into the joint degree program. Such students may have to pay additional tuition.
2. **Tuition.** The tuition for each of the four years of study will be that of the school charging the higher tuition. Additional tuition may be due retroactively for enrolled students who enter after their first year.
3. **Course of Study.** A student in the joint degree program will take the first year, full-time curriculum in the school of his/her choice and in the second year, take the first year, full-time curriculum in the other school. In the third and fourth year, the student will take 15 semester hours of business school courses and three semesters of law school courses. During the third and fourth years, a committee, consisting of one faculty member from each school, will be assigned to each student to assist and advise in regard to selection of elective courses. Students in the joint degree program are responsible for a Management Consulting Practicum in the Wake Forest Full-time MBA Program if required.

Joint degree students may take summer evening courses to fulfill some of their requirements on a space available basis.

It is recommended that students begin their graduate education in the MBA program, as graduate management courses are often beneficial in the study of law. Additionally,

students who begin in the MBA program will have the advantage of being assigned to a definite Law School class that will graduate in three years, which is very important as many decisions in the Law School are based on class rank.

4. **Academic Standing and Retention.** The courses accepted by one school from the other, for credit towards its degree, shall be accepted as "pass" credits and are not used to determine grade point average or class rank. Each school shall be free to include or exclude the joint degree students with reference to class rank or awards.

Each student must maintain the academic standing and other requirements of each school. Any student dropped, suspended or expelled from one school is dropped from the joint program and may or may not be allowed to pursue the separate degree of the other school at the discretion of that school.

JD/MBA candidates will receive their degrees simultaneously and must complete all JD/MBA program requirements in order to receive both degrees.

If a student ceases to be a joint degree candidate, for any reason, and is allowed to remain enrolled at only one school, that school will determine what credit will be allowed, if any, for courses taken in the other school.

Registrars in both the Babcock Graduate School of Management and the Law School will coordinate to enforce each school's maximum limit on semester credit hours. Students with overloads must seek approval from the proper authorizing source in both schools, which is the Associate Dean in the Law School and the Certification Committee in the Babcock Graduate School of Management.

Wake Forest University
Bowman Gray School of Medicine
Babcock Graduate School of Management
The Joint (MD/MBA) Degree Program

Curriculum

The management portion of the MD/MBA curriculum has three components:

	<u>Credits</u>	<u>Hours</u>
Required general management courses	37*	/40
Required medical management courses	9	
Unrestricted elective management courses	18*	/15
Total credits management portion of MD/MBA	64	
Total credits medical portion of MD/MBA	184	

See the next page for current details

*Students with at least 3 years of relevant work experience may not be required to complete a Management Consulting Practicum. If not required, 3 additional credit hours of electives will be taken in place of the practicum.

MD/MBA Program
(Revised January, 1999)

<u>Course Name</u>	<u>Management Credits</u>	<u>Medical Credits</u>
<u>Year 1</u>		
Accounting	4	
Financial Management	3	
International Business Management	2	
International Competitive Policy I	2	
Law & Ethics	2	
Macroeconomics	2	
Management Communication	2	
Managerial Economics	2	
Managing Information Technology	2	
Marketing Management	3	
Operations Management	3	
Organizational Behavior	3	
Quantitative Methods	4	
Total Management Credit Hours – Year 1	34	
<u>Summer:</u>		
Management Consulting Practicum* (if required) or Elective	3	
Medical Internship (required, no credits)		
<u>Year 2</u>		
Clinical Decision Making I (in Med. School) (3 credits rec'd. after CDM II completed)		
Management Electives	6	
First Year of Medical School		42
<u>Year 3</u>		
Clinical Decision Making II (in Med. School)	3	
Second Year of Medical School		48
<u>Year 4</u>		
Third Year of Medical School		48
<u>Year 5</u>		
International Competitive Policy II	1.5	
Management Control	1.5	
Health Care Admin./Strategic Health Policy	3	
Leadership in Medicine (in Med. School)	3	
Management Electives	9	
Total Management Credit Hours – Year 5	18	
Fourth Year of Medical School		46
Program Totals	<u>64</u>	<u>184</u>

Wake Forest University
Bowman Gray School of Medicine
Babcock Graduate School of Management
The Joint (MD/MBA) Degree Program

Academic Policies

Participants in the MD/MBA program are expected to comply with the general academic policies of both the MD and Full-time MBA Programs except as those policies are specifically altered to accommodate the MD/MBA joint program. Curriculum and other academic matters affecting only the medicine or only the management portion of the joint program are managed by the respective schools. Matters that affect the program in total are determined mutually by the two schools. The provisions of the Wake Forest Full-time MBA Program Certification Document apply to the management portion of the MD/MBA program except that Section III.c dealing with the second year is interpreted to mean the balance of the management portion beyond the first year of the management study. The program is designed to be completed in five years.

The particulars of the program are as follows.

1. **Admission.** Applicants for the MD/MBA program must be accepted by each school individually in accordance with the procedures and standards used by the separate schools. Neither school will have any control over the other school's admission determination. Students must indicate their intention to pursue the joint degree before entering either school.
2. **Tuition.** The tuition for each of the five years of study will be that of the school charging the higher tuition. The tuition will go to the Babcock School the first year and 1/2 of each semester of the fifth year. Tuition for years two, three, and four, and one half of year five, will go to Bowman Gray.
3. **Course of Study.** A student in the joint degree program will take the first year, full-time curriculum in the Full-time MBA Program. In the next four years, the student will take courses in both schools. Students in the joint degree program are responsible for a Management Consulting Practicum, if required, arranged through the medical management internship program at Bowman Gray.

Joint degree students may take summer evening courses to fulfill some of their requirements on a space available basis.

4. **Academic Standing and Retention.** The courses accepted by one school from the other, for credit towards its degree, shall be accepted as "pass" credits and are not used to determine grade point average or class rank. Each school shall be free to include or exclude the joint degree students with reference to class rank or awards.

Each student must maintain the academic standing and other requirements of each school. Any student dropped, suspended or expelled from one school is dropped from the joint program and may or may not be allowed to pursue the separate degree of the other school at the discretion of that school.

MD/MBA candidates will receive their degrees simultaneously and must complete all MD/MBA program requirements in order to receive both degrees.

If a student ceases to be a joint degree candidate, for any reason, and is allowed to remain enrolled at only one school, that school will determine what credit will be allowed, if any, for courses taken in the other school.

Registrars in both the Babcock Graduate School of Management Program and the Bowman Gray School of Medicine will coordinate to enforce each school's maximum limit on semester credit hours. Students with overloads must seek approval from the proper authorizing source in both schools.

Wake Forest University
Babcock Graduate School of Management
Wake Forest Full-time MBA Program

Course Descriptions

Full-time Program
First Year Required Courses

Financial Management (FIN 1101)

This survey course applies theoretical concepts and analytical techniques to a wide variety of financial problems, including financial statement analysis, management of current assets, short term and intermediate term financing, capital budgeting and the cost of capital, capital structure planning, and long-term financing. The use of financial journals and services helps students to understand stock and bond markets, including warrants, options, and issue prices and returns.

(3 Credits)

International Competitive Policy I (MGT 1105)

The objectives of this course are to expose students to (1) the viewpoints of top managers in complex organizations; (2) major concepts and frameworks in strategic decision-making, management of strategy, and dynamics of competitive rivalry; and (3) a larger view of overall organizational functioning.

(2 Credits)

Macroeconomics (MGT 1151)

Building on the foundation established in Managerial Economics, this spring semester module focuses on the role of the United States in the world economy with special emphasis on world trade, the international flow of funds, monetary and fiscal policy, and the business cycle.

(2 Credits)

Management Communication (MGT 1250)

Professional managers must develop effective communication skills to enhance their ability to inform and motivate many interest groups: employees, supervisors, stockholders, clients, and other professionals. Assuming a managerial role, students prepare oral and written presentations for study groups and faculty. Students also learn through feedback from individual reports, cases, letters, requests and memos. In addition, first year study teams will participate in the Integration Exercise in which students fill the role of executives in a dynamic environment. Using the tools learned in other core courses, they gain experience in a competitive arena requiring integration of marketing, finance, and production concepts. Each study team reports to a board of directors (faculty members). Individual evaluation includes team performance and individual contribution.

(2 Credits)

Accounting (MGT 1301)

Accounting is the language of business, with its own vocabulary and rules. This course focuses on the need for users of accounting information to understand accounting systems. Accounting is studied both as a method of communication and as a decision-making tool. Topics include the structure of conventional accounting, measurement of cost and value, processing accounting data, financial analysis, control, and using accounting information in planning.

(4 Credits)

Marketing Management (MKT 1351)

Students examine marketing phenomena in an attempt to develop a conceptual grasp of the major principles and techniques of marketing management. Using behavioral, financial, and quantitative analyses the class explores such topics as buyer behavior, demand estimation, market segmentation, and brand strategy, including pricing, distribution channels, advertising, and sales force management. Both domestic and international cases are used to highlight the cultural dimensions of marketing.
(3 Credits)

Managerial Economics (MGT 1401)

This course introduces the analytical skills and managerial insights of microeconomics. Recurrent themes are efficient resource allocation and value-maximizing marginal decisions under asymmetric information. Topics include demand and supply estimation, the market for dollars as foreign exchange, alternative concepts of production efficiency, competitive industry adjustment, pricing techniques, rivalrous oligopoly, labor market dynamics, and managerial incentive contracts.
(2 Credits)

Operations Management (OPS 1451)

Operations Management explores the relationship between the production system of the organization and the marketing, financial, and human resources systems during the creation of goods and services. The orientation of the course changes from tactical day-to-day operating decisions to longer range strategic decisions as the following topics are covered: process analysis, work force management, aggregate planning and scheduling, capacity and facilities planning, management of changes in process technology, and the relationship between manufacturing and corporate strategy.
(3 Credits)

Organizational Behavior (MGT 1501)

Organizational Behavior focuses on understanding human behavior at the individual and group level, including the effect of organization structure, design, and culture on that behavior. Managers have traditionally been held accountable for influencing their employees' attitudes, behaviors, and performance. The systematic study of human behavior can help managers explain and predict the actions of others inside and outside the organization. Although behavior varies with individual and situational differences, systematic study of behavior reveals similarities. This course explores current approaches, models, and methods that managers use to influence individuals and groups.
(3 Credits)

Quantitative Methods (MGT 1551)

A variety of quantitative techniques including decision analysis, probability theory, sampling, statistical inference, time-series analysis, regression, and mathematical programming, are explored as aids to managerial decisions in the face of varying degrees of uncertainty. Students develop and refine the quantitative skills necessary to effectively address problems they will encounter throughout the curriculum and later in their careers.
(4 Credits)

Managing Information Technology (MGT 1651)

Information is a critical organizational resource. This course focuses on management's role in planning, designing, implementing, and controlling information systems (IS). Topics include recent technological advances in hardware and software, systems design and applications development, end-user computing, telecommunications, management of systems projects, the role and organization of the IS function in the firm, strategic planning of information systems, and the use of information for competitive advantage.
(2 Credits)

International Business Management (MGT 1701)

This course introduces students to the special problems and complexities of operating in the global marketplace. The course stresses fundamental concepts and issues pertinent to all business managers. The course deals with issues in the fields of international accounting, economics, finance, law, marketing,

organizational behavior, politics, production and strategy. The course emphasizes the integration of these fields within an international business context.

(2 Credits)

Law and Ethics (MGT 1801)

Leadership is a complex dynamic. Managers who hope to lead must identify, articulate, and understand the ethical and legal dimensions of important decisions. This course combines business ethics and the legal environment of business. Students examine the current literature and have substantial opportunity to sharpen their skills through the calisthenics of case analysis and other class exercises. Joint sessions of the course will be held with other first-year courses.

(2 Credits)

Full-time Program
Second Year Required Courses

International Competitive Policy II (MGT 2105)

Building upon ICP I, this course explores issues related to the implementation of global strategies in different cultural contexts. The course explores the nature of global strategies and provides conceptual tools to deal with organizational challenges facing multinational corporations.

(1.5 Credits)

Management Control (MGT 2121)

Planning and control systems influence and direct managerial behavior consistent with corporate goals and objectives. This course introduces students to issues relating to the development, application, implementation, and evaluation of those systems. It focuses on the formal mechanisms available to implement corporate strategies. Successful management systems, based on collective decisions, create value for organizations. Through the exploration of major factors that influence management system effectiveness, students develop a key aspect of their management styles: a philosophy about planning and control systems.

(1.5 Credits)

Management Consulting Practicum (MGT 2201)

Required of all students with less than three years of relevant work experience. This course allows MBA students an opportunity to deal directly with organizations and their managers. During the practicum, student teams act as project consultants to a local, regional, or national business or nonprofit organization. They apply the skills acquired in the first year of the full-time program to an actual business problem. Typical projects include planning a fund-raising and marketing campaign, developing a restructuring study, examining operating or computer systems for consolidation, and implementing an activity-based costing system. Students complete a comprehensive written report, make a formal oral presentation to the client, and present an oral defense before faculty members who also act as project advisers.

(3 Credits)

Full-time Program
Second Year Elective Courses

All of the courses listed are not offered each year -- check the current schedule.

East Asia Management Program (MGT 3700)

This program runs from mid-May to early June each year and includes group visits to various companies in PR China or Japan. The Japan trip also incorporates homestays with individual Japanese families.
(3 Credits)

European Business Studies Program (MGT 3701)

This two-week course runs from either mid-May to early June or early to mid-July and focuses on business developments in the European community. Students select a trip to either Oxford University in England, or Vienna, Austria; Budapest, Hungary; and Prague in the Czech Republic, or cities in France and Germany.
(3 Credits)

Advanced Financial Management (FIN 5110)

This course focuses on value creation by utilizing financial architecture to enhance the corporate strategy of firms. Advanced valuation techniques (option pricing, adjusted present values, discounting equity, and capital cash flows) are used to evaluate leveraged buyouts, leveraged recapitalizations, initial public offerings, restructurings and real options embedded in investment decisions. Financing growth, the use of private equity, securitization, syndication and risk management also are covered.
(3 Credits)

Advertising Management (MKT 5120 or MKT 5121)

MBA students whose career plans involve making marketing-mix decisions need to understand advertising management. In addition to advertising, this course addresses elements of a marketing communications program such as promotions, direct mail, publicity, packaging, and point of sale material. The objectives are: (1) to increase students' understanding of important issues in planning and executing marketing communications campaigns; (2) to introduce students to theories and models that will improve their abilities to make marketing communications decisions; and (3) to acquaint students with contemporary research in marketing communications.
(3 Credits or 1.5 Credits)

Topics in Management (MGT 5155)

This course addresses contemporary topics in management that are more specialized and/or more advanced than those included elsewhere in the curriculum. The particular content of the course may vary each time the course is offered. Depending on the content and duration, the credits awarded for this course will vary.
(Credits to be determined each offering)

Case Writing Practicum (MGT 5156)

The focus of this course is to help students bridge the theory-to-practice gap of a management/industry/functional area/other issue through writing a teaching case with teaching notes. This is an individualized course with directed readings under the supervision of a faculty member. The selection of case issue(s) and organizational site are by mutual agreement of student and supervising faculty member. Normal course credit for this elective is 1.5 hours. Each practicum must receive prior consensus of the participating faculty member.
(1.5 Credits)

Strategy Games (MGT 5170)

Through case studies and stylized settings that arise in the practice of management this course examines the predictable end-game outcomes of competitive rivalry. Topics include credible commitment and credible threat mechanisms and non-cooperative strategy games among incumbents, customers, fringe competitors, and potential market entrants. Students discuss applications to entry/exit and capacity

choices, pricing decisions, marketing forecasts, advertising duels, couponing, vertical requirements agreements, auction mechanism design and bidding tactics, patent races, tender offers, moral hazard and adverse selection in commercial loan contracts, incentive-compatible joint ventures and managerial incentive contracts.

(1.5 Credits)

Contemporary Topics in Accounting (MGT 5180)

This course is designed to make students aware of recent developments in the field of accounting that affect management behavior and decisions. It is intended to re-sharpen students' awareness that many reporting options exist and that management is responsible for selecting alternatives that are consistent with an organization's strategy. The goal is not to prepare students to be CPAs, but rather to be more effective managers or analysts.

(1.5 Credits)

Topics in Finance (FIN 5182)

This course addresses contemporary topics in finance that are more specialized and/or more advanced than those included elsewhere in the curriculum. The particular content of the course may vary each time the course is offered. Depending on the content and duration, the credits awarded for this course will vary.

(Credits to be determined each offering)

Cost Analysis (MGT 5190)

It is complicated to evaluate the performance of managers, products, and segments of an organization that has automated its manufacturing facilities or management methods. This course focuses on product costing systems and the ability, or inability, of these systems to assign costs. Cost allocations and activity-based costing are covered in detail. Other topics include Flexible Manufacturing Systems (FMS), Just-In-Time Inventory systems (JIT), performance measurement, strategic cost analysis, and accounting for the costs of quality.

(1.5 Credits)

Forecasting (MGT 5220)

This course provides practical training and experience in forecasting using both structural and time-series approaches. Under the structural approach, the focus of the course is on alternative functional forms, violations of basic assumptions under ordinary least squares, and decomposing forecast errors. Time series approaches include vector auto-regression (VAR). Students use actual economic and financial data to conduct experimental forecasts using alternative forecasting techniques. Thus, students gain an awareness of the forecast accuracy of the various models as forecasts are compared for each series.

(1.5 Credits)

Business-to-Business Marketing (MKT 5241)

This course encompasses management activities that enable a supplier firm to understand, create, and deliver value to other businesses, governments, and institutional customers in traditional and Internet markets. There are four guiding principles of business-to-business marketing: make value the cornerstone, focus on business processes, emphasize doing business across borders, and accentuate working relationships and business networks. As 80% of current Internet transactions are business-to-business (B2B), the course will pay particular attention to emerging models, strategies, and examples from the "New Economy." Students will learn techniques of value assessment and methods for devising innovative value propositions. Classes are set in a seminar format, featuring the discussion of articles, analyses of management cases, a negotiations exercise, and a business market simulation game.

(3 Credits)

International Finance (FIN 5260)

The course provides students with an understanding of the foreign exchange market, the impact of foreign exchange volatility on the cash flows and competitive positions of firms, and the use of derivative contracts (forwards, futures, options and swaps) for risk management. Use of foreign direct investment

strategies, strategic investment decision-making and financing international growth are discussed in the context of value creation in a globally competitive environment.
(3 Credits)

Labor Relations I (MGT 5280)

Labor Relations II (MGT 5281)

Labor Relations (MGT 5282)

General managers need a primer in the history, law, and practice of collective bargaining and labor-management relations in the United States. The focus of this course is institutional, rather than theoretical. The goal is to provide an understanding of the origins of American unions and the legal framework that defines national labor policy. Students develop an appreciation for the way in which national labor policy, the presence of unions, and the collective bargaining process affect the work of the general manager in a unionized firm.
(1.5 Credits or 3 Credits)

Management of Financial Service Institutions (FIN 5330)

This course applies the principles of corporate finance to the analysis and management of depository financial institutions. The operation and management of commercial banks are the primary areas of emphasis. The course concentrates on (1) the financial and regulatory environment in which depository institutions operate, (2) the microeconomics of modern depository institutions, and (3) the nature of the decision-making processes in depository institutions.
(3 Credits)

Management of Service Operations I (OPS 5340)

Management of Service Operations II (OPS 5341)

Management of Service Operations (OPS 5342)

This course focuses on the unique challenges of managing service operations and how manufacturing-based approaches and techniques can be adapted to service operations. Issues include (1) capacity management in organizations that do not maintain inventory, (2) maintenance of quality in services that are simultaneously produced and consumed, (3) demand forecasting and employee scheduling, (4) demand management, (5) service operations location and (6) service operations facility layout. Students examine the management of organizations in banking, health care, hospitality and consulting.
(1.5 Credits or 3 Credits)

Negotiations (MGT 5360 or MGT 5361)

Modern managers negotiate every day, in both their professional and personal life; however, most managers have no formal training in the negotiations process. This course fills that void by empowering students with an understanding of the dynamics underlying the negotiations process. That understanding will provide the baseline from which students can first identify, then refine, and ultimately optimize their particular negotiating styles. The course focuses equally upon the theoretical, conceptual, and operational dimensions of the topic. Class sessions are devoted to lecture, discussion, and negotiations exercises.
(1.5 Credits or 3 Credits)

Marketing Research (MKT 5380)

This course includes topics such as information systems, syndicated data services, secondary and primary data collection, and data analysis and interpretation. Student groups follow the process of developing, implementing, and managing a market research project. Particular emphasis is placed on projects involving primary data collection.
(3 Credits)

Marketing Strategy & Planning (MKT 5390 or MKT 5391)

This is a decision-oriented course concerned with solutions to problems of product, price, promotion, and distribution channels. Students are expected to locate their own marketing plan projects and to prepare a professional marketing plan. The course makes extensive use of case studies and instructional methods include slides, examples, and videotapes.
(3 Credits or 1.5 Credits)

New Product Introduction (MKT 5430)

This course gives students hands-on experience in the process by which new consumer products are introduced and marketed. Instructors provide the new product idea. Beginning with research to identify a viable target segment and a positioning strategy, students proceed from the estimation of sales and profit potential to the development of a marketing plan. The instructors, who include professional advertising and brand management practitioners, function as management consultants. Students work in teams to prepare short oral and written reports of weekly progress. The course ends with team presentations to a "board of directors" composed of managers and executives from local companies.
(1.5 Credits)

Financing The Entrepreneurial Venture (ENT 5440)

New venture formation and small business have been major forces in the growth and vitality of the global economy, and the flow of innovation and new jobs. This course is about financing high potential ventures. Specific topics include (1) techniques for evaluating new venture opportunities, (2) strategies of starting versus buying an existing firm, (3) valuation of closely held companies, (4) venture capital and other financing sources, (5) aspects of organizational form, taxes, and securities regulations, (6) techniques of structuring and negotiating a deal, and (7) ethical issues. Students study a variety of businesses through readings, case studies and guest lectures.
(1.5 Credits)

Entrepreneurship & Venture Formation (ENT 5445)

During the past several decades entrepreneurship has taken an elevated role throughout the world. Eastern Europe, for example, views the revitalization of entrepreneurship as crucial to establishing a free market economy. This course explores key characteristics of the entrepreneur and contrasts these characteristics to those of a manager of a large bureaucratic organization. Who is the entrepreneur? How does one become a successful entrepreneur? How can the entrepreneurial spirit remain viable in established organizations? How does one manage the growth phases of an entrepreneurial firm? Students consider these issues through the writings of important authors, discussion with visitors, and case analysis involving of successful and unsuccessful entrepreneurs.
(1.5 Credits)

Entrepreneurship (ENT 5446)

Entrepreneurship is an eclectic field, drawing from such areas as strategy, economics, psychology, and business functional domains (marketing, finance, and operations). Entrepreneurs are concerned with the relentless pursuit of opportunities and the goal of this course is to teach students to identify and act on new opportunities. By the conclusion of this course, students should understand their potential roles as entrepreneurs and have the skills to systematically analyze new opportunities for commercialization.
(3 Credits)

Family Business Dynamics (ENT 5447)

If you are not directly involved in your own family's business, most likely you will be as a professional manager, accountant, lawyer, psychologist or employee. This course explores the business, personal and interpersonal issues associated with a family-owned and managed company. We examine such issues as (1) your role in a family business, (2) strategic family and business planning, (3) succession planning, (4) family business conflict resolution and (5) estate planning.
(1.5 Credits)

Business Plan Practicum (ENT 5448)

Starting a new venture is risky and often ends in failure. An effective tool for entrepreneurs who want to reduce risks and better ensure success is a convincing business plan. A business plan serves two purposes. It acts as a roadmap for managers and helps to secure financing. This course focuses on the critical components of a business plan. The major course assignment is to prepare a business plan for a business opportunity chosen by the student.
(3 Credits)

Fast Growth Management (ENT 5449)

The most challenging, exciting, and rewarding experiences for the entrepreneur is the growth of her/his new venture. However, achieving operational success poses daunting challenges to your management and analytical skills. This course first helps students to learn to anticipate the challenges that entrepreneurial companies face during periods of fast growth. The course also provides students with concepts, techniques, and skills needed to respond to the challenges of managing fast growth. It is intended for students interested in start-up companies, as well as new business ventures within existing organizations.

(1.5 Credits)

Brand Management (MKT 5480 or MKT 5481)

Because product management provides general management experience in an entry-level position, it is a popular career choice among MBA graduates. The recent growth of private-label brands and the increasing use of price promotion as a competitive strategy make it essential that managers understand how to build and maintain brand equity. The course acquaints students with the dynamic aspects of product management and offers them an opportunity to confront actual problems and challenges faced by product managers.

(1.5 Credits or 3 Credits)

Project Management I (OPS 5490)

Project Management II (OPS 5491)

Project Management (OPS 5492)

This course investigates the increasing use of projects and the unique style of administration required to manage them. Projects considered include R&D studies, campaigns, construction and emergency operations. Topics include the selection of projects, creativity and technological forecasting, the role of the project manager, how to organize and plan a project, negotiation and conflict resolution, budgeting and cost estimation, project scheduling (PERT/CPM), resource allocation among multiple projects, project monitoring and information systems, controlling projects, auditing projects, ways of terminating projects, and running projects in multi-cultural settings.

(1.5 Credits or 3 Credits)

Topics in Operations Management (OPS 5520)

This course addresses contemporary topics in operations management that are more specialized and/or more advanced than those included elsewhere in the curriculum. The particular content of the course may vary each time the course is offered. Depending on the content and duration, the credits awarded for this course will vary.

(Credits to be determined each offering)

Marketing Channel Management (MKT 5530)

In learning to manage a firm's marketing channels primary emphasis goes toward development of a strategic framework for channel analysis, planning, and management. This course also takes a in-depth look at trends in marketing channels and a comparison of intermediary industries.

(3 Credits)

Topics in Behavior (MGT 5560)

This course addresses more specialized and/or more advanced contemporary topics in behavior. The particular content of the course may vary each time the course is offered. Depending on the content and duration, the credits awarded for this course will vary.

(Credits to be determined each offering)

Value Creation (FIN 5570)

Value creation, in the context of financial management, is the process by which companies earn returns on the capital invested in excess of the cost of that capital. A manager's financial goal is to maximize the creation of economic values. This course explores operating and financial strategies for creating value and links those strategies to valuation models for planning and controlling results. Three prominent models are used to compute valuations including EVA, CFROI and the Ferner Model. Readings are

assigned from such well-known authors as William Fruhan, Alfred Rappaport, and Bennett Stewart, author of *Quest for Value*, the text used in this course.
(1.5 Credits)

Database Marketing I (MKT 5580)

Database Marketing I focuses on the role of information systems—and especially relational database management systems—in database marketing performance. Working within a database/direct marketing framework, students are expected to cope with issues of logical and physical database design, managing a customer database, and deciding whether to outsource database processing.
(1.5 Credits)

Database Marketing II (MKT 5581)

Database Marketing II focuses on the design and implementation of marketing programs intended to create exchanges without benefit of salesperson/customer face-to-face interaction. Students examine key decisions and activities throughout the process of designing and implementing a database marketing program. Special emphasis is placed on performance forecasting and segmentation. Database Marketing I is a prerequisite for this course.
(1.5 Credits)

Internet Marketing (MKT 5583)

The purpose of this course is to provide students with conceptual tools to compete effectively in the new digital economy. The focus will be on the marketing issues that managers must address as they consider how to develop successful commercial strategies on the Internet and other emerging electronic media. Drawing on existing scholarly research as well as current industry practices, the course will examine, analyze, and evaluate marketing challenges that need to be tackled to compete in this revolutionary environment. The intent of this course is to look at the Internet from a strategic, not a technical perspective.
(1.5 Credits)

International Marketing (MKT 5600 or MKT 5601)

The course examines the issues involved in entering foreign markets and conducting marketing operations on a global scale in consumer, industrial, and service sectors. Students learn to identify and evaluate opportunities in overseas markets, develop and adapt marketing strategies to specific national market needs and constraints, and coordinate strategies in world markets. The thrust is strategic and integrative. In addition, the class studies global marketing strategies adopted by companies in Japan and Europe, as well as newly developed countries.
(1.5 Credits or 3 Credits)

Capital Markets and Institutions (FIN 5620)

This course is about financial or capital markets—how they work, how they might work better, and, in some instances, how they do not work at all. Students concentrate on the following major topics: (1) the pricing of financial assets, (2) the determination of interest rates in a competitive international financial market, (3) the organization and regulation of financial markets, (4) the development of innovations in financial markets, and (5) the basic characteristics of the financial markets and institutions, and the impact of changes to the system.
(3 Credits)

Working Capital Management (FIN 5621)

This course applies the concepts of value maximization to the management of short-term assets and liabilities. Using the principles of financial decision-making, we develop a systematic approach to solving working capital problems involving cash management, accounts receivable and inventory policy, and payables/short-term debt policy. We also consider how short-term financial management is influenced by innovations stemming from new technology, new regulations and new ways of doing business.
(1.5 Credits)

Quality Management I (OPS 5650)

Quality Management II (OPS 5651)

Quality Management (OPS 5652)

This course addresses the issues surrounding the development and implementation of quality management initiatives. These issues cut across the entire organization and affect all functional areas in both manufacturing and service organizations. Well-known approaches to quality management are covered, along with the tools of quality improvement, the cost of poor quality, quality in product design, the role of quality awards and certifications, ascertaining customer needs, supplier relationships, employee involvement and training, and the strategic role of quality in competitive performance.

(1.5 Credits or 3 Credits)

Managing International Operations (OPS 5671)

Managing International Operations I (OPS 5672)

Managing International Operations II (OPS 5673)

This course explores how managers can create substantial value by coordinating international material flows and international process development. Specific topics include international sourcing, international site selection, international logistics, manufacturing and service in developing countries, multi-plant network issues and the impact of technology and flexibility on international operations. International supply chain concepts also are discussed.

(3 Credits or 1.5 Credits)

Operations Strategy I (OPS 5690)

Operations Strategy II (OPS 5691)

Operations Strategy (OPS 5692)

This course deals with ways of understanding a firm's operations strategy in the context of how it affects other functional areas and the firm as a whole. It provides exposure to the concepts of operations strategy and how operations strategy is used as a competitive weapon. Specific topics include capacity strategies, technology strategies, vertical integration and sourcing strategies, facilities strategies, matching process technology with product/market requirements, and building the competitive potential of the operations function in an organization.

(1.5 Credits or 3 Credits)

Process and Decision Modeling (MGT 5695)

This course provides analytic methods for making decisions about the product/service package from its inception through its distribution. Students develop a cross-functional perspective of the process of the product/service package conception/implementation cycle. Students who want an integrated, cross-functional view of the analytic methods relevant to each functional area, but who may not have the desire/need/time to take a second-year depth course in each area should take this course. Analytic methods include categorical data analysis, logic regression analysis, dynamic programming, integer and linear programming, nonlinear programming, and stochastic modeling.

(1.5 Credits)

Database Management (IT 5700)

Database systems are a fundamental part of information infrastructure for a modern organization. Data, information and knowledge are key corporate assets that require careful management. This course examines the organizational role that database systems play and provides a practical introduction to the design, implementation and use of databases. In addition to covering traditional topics such as data modeling, database design and administration, contemporary topics such as knowledge management, data warehousing and data mining are also integrated into the course.

(1.5 Credits)

Systems Analysis and Design (IT 5705)

Despite decades of experience with information systems (IS) development, many IS projects are over budget, behind schedule, and fail to deliver the functionality and benefits that were anticipated. Furthermore, traditional approaches to systems development do not provide the speed and flexibility needed in implementing Internet-based information systems. This course introduces students to

traditional methods and tools for information systems design, development, implementation and maintenance. Included are leading approaches for determining user requirements analysis and for the specification and design of application software. Classic and alternative approaches, such as rapid application development, will be discussed. Techniques for automating some phases of software development (computer-assisted software engineering tools) will be examined.

(1.5 Credits)

Advanced Information Technology Concepts (IT 5711)

The objective of this course is to enhance the student's ability to communicate with IT technical personnel in the work environment. Current and emerging technologies are examined within an organizational strategy framework. Managerial concepts are developed and employed to help understand and assess information technologies such as emerging computer platforms, telecommunications, networking, data management and the Internet. The focus is on understanding relevant managerial issues relating to information technologies, rather than on the design or development of such technologies.

(1.5 Credits)

Application Development (IT 5712)

The overall objective of this course is to enhance the student's ability to understand, apply and communicate application programming and development concepts. More specifically, the course focuses on developing students' familiarity with the logic and process of programming languages and other business application development tools. Typical topics include: the constructs of structured programming, modular development, and sequential and non-sequential data access techniques. Hands-on development exercises and projects are included.

(1.5 Credits)

Managing Information in the Competitive Environment (IT 5715 or IT 5716)

This course leverages the introductory material that was presented in the first-year core course into a deeper exploration of how a firm can 1) create the most appropriate portfolio of IT projects and 2) manage their IT resources to deliver that portfolio most efficiently and effectively. Using a combination of lectures and cases, the course will employ well-established theories and models to illustrate various approaches to aligning a firm's IT portfolio with its strategy. The course will also address important issues associated with information resource management within the firm, with consideration of how one builds the appropriate processes and managerial systems within the organization.

(3 Credits or 1.5 Credits)

Principles of e-Business (IT 5720)

The Internet offers fundamentally new ways to conduct business including the ways products and services can be customized, customer relationships established, new products and services developed, partnerships valued, and the supply chain managed. The topic of e-business is of necessity interdisciplinary cutting across all functional areas and disciplines. The AACSB defines e-business as "any process that a business organization (for profit, governmental, or nonprofit entity) conducts over a computer-mediated network." The purpose of this course is to investigate the organizational challenges, risks, and opportunities in the broad e-business context. The course begins with an overview of the strategic issues related to the use of technology and emerging new business models. Then, based on this broad strategic foundation, narrows the focus and examines the impact e-business is having on marketing, operations, and finance.

(1.5 Credits)

Management of Process Technology (OPS 5741)

Management of Process Technology I (OPS 5742)

Management of Process Technology II (OPS 5743)

These courses examine the critical role of process technology in the global competitiveness of the firm. They investigate both how process technology can be used to gain competitive advantage and the tools/techniques for managing process technologies. Both new manufacturing and service technologies and their potential applications are considered, and in a variety of settings. Specific topics may include process design analysis, flexible technologies, cellular manufacturing, robotics, service operations

technologies, new technology startup, operations infrastructure development for new process technology, accounting and finance issues related to evaluating new process technologies, and a country-to-country comparison of process technology use and its development.
(3 Credits or 1.5 Credits)

Product/Service Innovation Management (OPS 5751)
Product/Service Innovation Management I (OPS 5752)
Product/Service Innovation Management II (OPS 5753)

This course focuses on innovation in both services and manufacturing, and the role of technology in innovation. The course is based on the premise that the provision of better products and services will be a growing source of global competitive success. Topics may include product/service strategy, the acquisition and transfer of technology, protection of intellectual property, product/service development and launch, entrepreneurship and intrapreneuring, and the integration of innovation with technology and marketing.
(3 Credits or 1.5 Credits)

Investments and Portfolio Management (FIN 5760)

This course introduces students to the basic types of investment securities, the concept of investment risk and investment management. Students examine security valuation, risk measurement, portfolio diversification and portfolio performance measurement. Also covered are the basics of options and futures pricing. Students also learn how derivative securities can be used to change the payoff structure of portfolios of financial assets.
(3 Credits)

Applied Security Analysis and Portfolio Management (FIN 5761)

This course develops and hones skills for security analysis and portfolio construction. Students analyze securities for possible inclusion in the student-managed First Union Securities Fund. The course is designed for students seeking a career in the investment industry, particularly security analysis, security sales, and portfolio management. The course also benefits the corporate finance specialist who deals with investor relations. Students are selected each year by application. FIN 5760 Investments and Portfolio Management is a co-requisite.
(3 Credits)

Sales Management (MKT 5771)

This course deals with the management of an organization's sales function. Emphasis is given to: (1) matching customer requirements with sales force type, (2) designing and organizing the sales force, (3) training the sales force, (4) compensating and motivating sales people, and (5) evaluating and controlling the sales force.
(3 Credits)

Health Care Administration/Strategic Health Policy (MGT 5781)

Health care expenditures are a significant and increasing portion of the US gross national product. This course covers generic issues related to health care financing. Students focus on service availability to all citizens and reimbursement issues as they apply to third-party carriers, including Medicare and Medicaid. It also looks at training the next generation of health care professionals and evaluates the quality of the current health care system.
(3 Credits)

Pricing Strategy & Tactics: Revenue Management (MKT 5790)

Yield management is a pricing process by which multi-product firms adjust capacity scheduling and prices to increase their revenue. It is frequently implemented as a computerized decision support system. Yield management focuses on the analysis of rival firm reactions and integrative systems crossing the functional borders of marketing, operations and finance. Decisions as seemingly removed as marketing strategy, capacity planning and markdown policy are directly involved. Successful yield management reveals what preferred customers are willing to pay for additional capacity with reliable delivery after other customers have been induced to move to basic shelf products or off-peak service.
(1.5 Credits)

Topics in International Management (MGT 5810)

This course addresses contemporary topics in international management that are more specialized and/or more advanced than those included elsewhere in the curriculum. The particular content of the course may vary each time the course is offered. Depending on the content and duration, the credits awarded for this course will vary.

(Credits to be determined each offering)

Managing e-Operations and the Supply Chain (OPS 5825)

Managing e-Operations and the Supply Chain I (OPS 5826)

Managing e-Operations and the Supply Chain II (OPS 5827)

Today's e-business environment is one where products and processes can be outmoded within months. Survival in this environment of fierce competition, shorter product life cycles and heightened customer expectations is a key issue. The supply chain choices that today's organizations make have a critical influence on strategic business outcomes. Recent developments in information technology have created the opportunity to revolutionize how organizations design and manage their supply chains, in order to gain a strategic competitive advantage. One such development has been the introduction and rapid rise in popularity of enterprise resource planning (ERP) systems. While supply chain management has been primarily tactical in the past, this course focuses on the important strategic concepts surrounding supply chain management. Issues to be addressed include: (1) identification of supply chain design with product and process development; (2) identification and implementation of ERP systems; (3) supply chain integration with e-business strategies; (4) strategic partnering and outsourcing; and (5) supply chain dynamics.

(3 Credits or 1.5 Credits)

Marketing of Services (MKT 5845)

Managers must understand the similarities and differences between product and service marketing. This course covers the problems and issues service marketers face, along with the tools and techniques they use. It integrates three perspectives of marketing: (1) a strategic thrust pursued by top management; (2) a set of functional activities performed by line management, and (3) a customer-driven orientation for the entire organization.

(1.5 Credits)

Operations Systems Management (OPS 5871)

Operations Systems Management I (OPS 5870)

Operations Systems Management II (OPS 5872)

This course promotes an understanding of the relationships among an organization's productive systems and functional areas. It examines issues related to capacity planning, process mapping, process design analysis, re-engineering, cellular manufacturing and assembly line layout. Students use tools for analyzing systems management issues including simulation and queuing theory.

(3 Credits or 1.5 Credits)

Business Process Management (OPS 5875)

Business Process Management (BPM) offers a way for firms to improve their competitive advantage across various dimensions, including time, flexibility, quality and cost. BPM considers the design of any and all processes in the firm whether they are administrative, service or manufacturing oriented. In this course, students learn how to apply various tools to both analyze and redesign business processes, why changes to management structure are necessary for the success of such redesigns, and how numerous organizations have implemented such an approach. The use of various process and information technologies will also be considered as a way of opening up new avenues for process design. A major component of the course is learning how to use one of the popular simulation software packages for the analysis of process designs. Students choose either a simulation project provided by the instructor or an actual process redesign project in industry as a major component of the course learning experience. This course covers subject matter that is often used by major consulting firms for engagements in this area.

(3 Credits)

Independent Study (MGT 5900-5909)

Individualized courses, directed reading courses, research projects, and study tours conducted under the supervision of a faculty member may be allowed as credit toward graduation. Normally, these are considered only as elective; however, in exceptional circumstances, requests to substitute an independent study for a required activity may be granted. Depending upon content and duration, the credits awarded for independent study will vary. All independent studies must receive prior approval of the Certification Committee.

(Credits to be determined each offering)

Real Estate Investments (MGT 5910)

This course covers contemporary subjects in real estate investment and development including (1) real estate cash flow analysis techniques, (2) valuation and portfolio analysis, (3) the due diligence process, (4) real estate law, and (5) vehicles for purchasing and financing real estate. Students apply concepts and techniques discussed to a variety of development opportunities including regional shopping centers, office parks, apartment complexes, and single family dwelling renovations.

(1.5 Credits)

The Legal Environment of Business (MGT 5970)

The overlap between law and business is extensive and continues to grow. Working managers increasingly find their actions and decisions significantly affected by federal and state statutes, administrative agency rules and regulations, and attendant case law. The general manager must have an adequate understanding of the impact of the law upon the firm and the reasons those public policies have been adopted. This course provides basic knowledge and skills necessary to identify and address intelligently the salient legal dimensions of business decisions. This course is not open to JD/MBA Program students.

(1.5 Credits)

Law and Economics (MGT 5971)

This course involves an economic analysis of legal reasoning as applied to common law doctrines in contracts, property, and torts. The emphasis is on managerial and legal insights for corporate attorneys and business managers. The course addresses both the efficiency rationale for landmark opinions as well as the economic evolution of legal rules (e.g., from explicit and implicit privity of contract, to the introduction of a new tort of products liability, to product negligence rules, qualified strict product liability, strict liability, absolute product liability, elective no-fault and other proposals for reform). Managers who understand the efficiency rationales behind alternative commercial contracting mechanisms, measures of damages, property rights and governmental takings, and standards for product hazard warnings can better assess the recommendations from their corporate counsel.

(1.5 Credits)

Commercial Finance: Financial Valuation in Legal Contexts (MGT 5972)

This course considers the interplay of the law and modern valuation techniques. In a variety of circumstances, legal outcomes depend on the present valuation of uncertain future results. We will look at modern valuation theory and methods, and their application in particular legal valuation contexts such as bankruptcy, equitable distribution, medical malpractice litigation, government takings and corporate buyouts. Our focus will be on the use (and misuse) by legal institutions of modern valuation techniques. Students will present a group project and write a short paper on a topic of their choice. (The course is cross-listed in the School of Law and the Babcock Graduate School of Management.)

(1.5 Credits)

Topics in Marketing (MKT 5980)

This course addresses contemporary topics in marketing that are more specialized and/or more advanced than those included elsewhere in the curriculum. The particular content of the course may vary each time the course is offered. Depending upon content and duration, the credits awarded for this course will vary.

(Credits to be determined each offering)

Topics in Economics (MGT 5981)

This course addresses contemporary topics in economics that are more specialized and/or more advanced than those included elsewhere in the curriculum. Depending upon content and duration, the credits awarded for this course will vary.

(Credits to be determined each offering)

Financial Statement Analysis (MGT 5990)

This course helps students develop the skills needed to interpret and analyze financial accounting information. Financial statements should be viewed as an imperfect model for measuring corporate performance and achieving goals and strategies. Therefore, the effective analysis of a set of financial statements requires study of (1) the characteristics of the industry in which the firm competes, (2) the specific strategies by which the firm competes, and (3) the accounting procedures underlying the financial statements and how these can be adjusted to better reflect economic reality. The course is designed primarily for individuals who will be intensive users of financial accounting reports.

(1.5 Credits)

Curricular Practical Training (MGT 5999)

The focus of this course is to help students bridge the theory-to-practice gap of a management/industry/functional area through the writing of a report relating their summer internship experience to management theory. This is an individualized course under the supervision of a faculty member. The selection of the report topic and expectations will be met by mutual agreement of the student and supervising faculty member prior to enrollment in the course. Enrollment in the course may be limited and determined based on application.

(1.5 Credits)

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Honor Code

The Babcock Graduate School of Management has established a set of values that demands the highest standards of its students and faculty. While recognizing our different ways, different personalities and different views, we are of one mind about the Honor Code. We are honor bound to uphold the principles of this most cherished possession of the Babcock community. The Honor Code is built on the foundation of the following four points:

1. I will not lie
2. I will not cheat
3. I will not steal
4. I have a duty to report any honor violation of which I am personally aware to a member of the Honor Council.

The first three points of the Honor Code are precepts on which any civilized society must function. The fourth point, however, requires that each member of the Babcock community take responsibility for the ethical well being of his or her classmates. Clearly, this fourth point is the most difficult of the four points because it involves an actual commitment; however, it is the most important point because it is what makes the Code belong to each student. Failure to uphold the fourth point is considered an honor offense.

The Babcock School reserves the right to bring disciplinary action to bear against students for breaches of conduct inside the Babcock community. The school may bring penalties against a student who violates the Honor Code ranging up to expulsion from the program.

Terms in this document should be construed to have their ordinary non-legal meaning. The school's honor system is grounded in the following definitions concerning Honor Code violations:

1. No student shall lie. Lying is defined as deliberately making a false or deceiving statement to another member of the Babcock community.
2. No student shall cheat. Cheating is defined as willfully or deceptively giving or receiving aid, attempting to do so, or wrongfully obtaining or attempting to obtain prior information about cases and examinations.
3. No student shall commit plagiarism. Plagiarism is defined as intentionally offering as one's own, any ideas, words, paragraphs, or phraseology that are attributable to other sources. Students are responsible for following the directions of the instructor concerning all assignments.
4. No student shall steal from the members of the Babcock community. This includes any attempt to gain access or to aid another in gaining access to any e-mail or physical mailbox other than one's own without proper authorization.

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Spirit of the Honor Code

The purpose of the Honor Code is not to define exact boundaries and areas that may be construed as acts of dishonor. Rather, the Honor Code creates a general spirit that should be respected and maintained throughout one's career in the Babcock community and carried forth into one's professional career. The Honor Code provides a framework for all members of the Babcock community to use when determining the integrity of any personal, professional or academic action.

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Honor Council Procedures

The Honor Council

The purpose of the Honor Council shall be:

1. To receive and investigate reports of alleged honor violations and to bring charges.
2. To hold hearings on the charges in accordance with the procedures set forth herein.
3. To submit to the Dean a fair verdict of judgment for his final approval.

The Full-time Program Honor Council is comprised of two first-year full-time program council members, two second-year full-time program council members, one second-year full-time program chairperson, and one faculty advisor.

The Winston-Salem executive, evening and Charlotte programs Honor Council is comprised of seven members, with two representatives elected from each program plus the Full-time Program Honor Council Chairperson.

Elections

Full-time Program Honor Council

The full-time program student body elects the first and second-year Council members and the chairperson. Rising second-years are elected during the second week of April of their first academic year. First-year elections are carried out during the fourth week of school. A simple majority determines election outcomes; ties require a run-off. If a Council member drops out of the program during his or her tenure, a replacement is immediately elected to finish the term.

Working Professional Programs Honor Council

Students in the Winston-Salem evening and Charlotte programs elect one representative from each class to serve on the council. First year Fast-Track Executive program students will elect two representatives from their class. Terms will run for 12 months, through the next election. Elections are held no later than September 9 each year. A simple majority determines election outcomes; ties require a run-off. If a Council member drops out of the program during his or her tenure, a replacement is immediately elected to finish the term.

A faculty member is appointed by the Dean and may serve incumbent terms at the discretion of the Dean. The faculty member has no voting power and serves in an advisory capacity only.

The Honor Council chairperson is responsible for student elections to the Full-time Program Honor Council. Students may serve consecutive terms and hold positions in extracurricular associations, including the Student Government Association. Program Directors for the working professional programs are responsible for the election process in those programs.

An Honor Council member's public and official behavior should be beyond reproach and free from impropriety. Each newly elected member of the Honor Council shall, on an individual basis, take the following oath to be administered by the Dean of the Babcock school:

I do solemnly swear that I will work to the best of my ability as a member to the Honor Council, that I will observe the Honor Code, and that I will always be mindful of the interest of the Babcock School and the public.

Investigation

The Honor Council chairperson and one other Council member question the witness(es) of alleged honor violations to obtain all the details. The two then summon the accused and inform him or her of the charges, requesting an explanation. The witness(es) remain anonymous during this procedure. If the student in question denies the charges and the Honor Council concludes there is insufficient evidence to the contrary, the case is dropped.

The chairperson calls Honor Council hearings for those students whose charges are not dropped. All members of the Honor Council must be present at honor case hearings. Honor Council meetings are held in secret session unless the accused requests an open hearing.

With the exception of the investigators while investigating a case, no member should mention, comment upon, or discuss in any manner the case except when the Honor Council itself is sitting to consider the case. This applies to both open and closed proceedings. Members not investigating the case should refrain from learning about the case prior to the hearing.

Hearing Procedures

At the time of hearing, the accused is brought before the Honor Council, and faces, for the first time, the witness(es). In the case of multiple witnesses, witnesses are presented individually to prevent testimonial bias. When considering a case, a member should always bear in mind that he or she is deciding whether a particular regulation has been violated. A member, however, should consider the welfare of the individual and the integrity of the Babcock community in setting penalties for violations.

Note: The Council is not to seek the truth under its interpretation of legal methodology, but rather in a straightforward, adult fashion (i.e., the hearing is not a court procedure and we are not lawyers).

After dismissing everyone but Honor Council members, the Council discusses the case privately. A vote is taken to determine if the individual is "guilty" or "not guilty". A simple majority determines the verdict. If the accused student is found "not guilty" then the case is closed. If a "guilty" verdict is reached, a secret vote is held in which all members vote either "stay with penalty" or "resign". This vote accompanies the Council's recommendation to the Dean. Four out of five Council votes are required for a full-time program student to be asked to resign; three out of four Council votes are required for a working professional program student to be asked to resign. A majority vote of "resign" represents the Council's belief that the student is basically dishonorable and must go quickly. The Honor Council believes a student found guilty with a majority vote of "stay with penalty" deserves a second chance. The Council provides a written statement of findings and recommends an appropriate disciplinary action for these students, including, but not limited to, repeating a course, assigning a grade of F for the course, requiring a public apology or prescribing community service work.

In all cases where a finding of guilt has been made, the Honor Code Appeals Committee will automatically review the case. The Honor Code Appeals Committee ultimately decides the School's course of action, maintaining an appropriate balance between the goals and the objectives of both the Babcock School and the Honor Code. In cases where a change of grades is recommended, the recommendation is made to affected faculty member(s), who has (have) the final grade authority.

Announcements

In the event a student resigns from the Babcock Graduate School due to an Honor offense, an announcement will be made. Neither case details, nor the student's name will be included in the announcement.

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Honor Code Contract

The students of the Babcock Graduate School of Management have prepared the Honor Code, recognizing it as a contract between each person of the community. It is an agreement by which the community grants privileges and opportunities of citizenship, and each person within the community accepts two fundamental responsibilities:

1. To maintain personal integrity by internalizing and living the Code, and
2. To maintain the integrity of the community by helping others live by the Code.

The successful functioning of the Honor Code, indeed of the University itself, depends on mutual confidence and trust among students, faculty members and staff. Unless each is assured that the other will uphold the contract, the Code will fail and the University will be diminished. Moreover, students and faculty members share a responsibility for hearing and evaluating reports of Honor Code infractions.

The significance of this matter should not be underestimated. The certification a person receives for completing a class, course of study, or requirements for a degree is without value if the person obtained that certification dishonestly. Examination papers, laboratory work, essays, theses, projects, research tools, and all other class work for classes and degrees are to be prepared with no use having been made of unauthorized or undocumented materials of any kind. *Students are not to give or receive aid in examinations or in class work where such is not permitted.*

Any individual violation of the Honor Code compromises every member of the community. Therefore, the entire community has a deep-rooted investment in the honesty of every person at Babcock.

The Honor Code will only work effectively in the Babcock community as long as each member ensures its enforcement. As you pledge to live by the Code, you also accept the responsibility of reporting any probable violations with which you are personally aware. As a Babcock student, it is your duty to bring to the attention of the Honor Council any violation you may witness. Indeed, by failing to do so, you are in fact committing a violation of the Code, by not coming forth with such information.

The Honor Council in turn will investigate the alleged violation in-depth, provide the accused with a fair trial, and recommend a course of action/punishment to the Dean. In the event of a guilty verdict, the accused may appeal the decision of the Honor Council to the Faculty Honor Code Appeals Coordinating Council.

I acknowledge that I have received, read and understand the Honor Code.

Signed: _____

Print your name: _____

Date: _____

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A Note on Plagiarism

Plagiarism is the dishonest use of the work of others.

Few students plagiarize deliberately; that is, few copy, with conscious dishonesty, another student's ideas, or a passage from a book or article. But a number of students, feeling the pressure of regular writing assignments, and actually confused about the legitimate use of materials, may be tempted to "borrow" sentences and patterns of ideas, or to "get help" on a theme, unless the whole concept of plagiarism is clarified for them. It is the purpose of this note to make clear what plagiarism is and how it can be avoided.

Plagiarism means presenting, as one's own, the words, the work, or the opinions of someone else. It is dishonest, since the plagiarist offers, as his own, for credit, the language, or information, or thought for which he deserves no credit. It is unintelligent, since it defeats the purpose of the course--improvement of the student's own powers of thinking and communication. It is also dangerous, since penalties for plagiarism are severe; they commonly range from failure on the paper to failure in the course; in some institutions the penalty is dismissal from the program.

Plagiarism occurs when one uses the exact language of someone else without putting the quoted material in quotation marks and giving its source. (Exceptions are very well known quotations, from the Bible or Shakespeare, for example.) In formal papers, the source is acknowledged in a footnote, in informal papers, it may be put in parentheses, or made a part of the text: "Robert Sherwood says, . . ." This first type of plagiarism, using without acknowledgment the language of someone else, is easy to understand and to avoid: when a writer uses the exact words of another writer, or speaker, he must put those words in quotation marks and give their source.

A second type of plagiarism is more complex. It occurs when the writer presents, as his own, the sequence of ideas, the arrangement of material, the pattern of thought of someone else, even though he expresses it in his own words. The language may be his, but he is presenting as the work of his brain, and taking credit for, the work of another's brain. He is, therefore, guilty of plagiarism if he fails to give credit to the original author of the pattern of ideas.

This aspect of plagiarism presents difficulties because the line is sometimes unclear between borrowed thinking and thinking which is our own. We all absorb information and ideas from other people. In this way we learn. But in the normal process of learning, new ideas are digested; they enter our minds and are associated and integrated with ideas already there; when they come out again, their original pattern is broken; they are re-formed and rearranged. We have made them our own. Plagiarism occurs when a sequence of ideas is transferred from a source to a paper without the process of digestion, integration, and reorganization in the writer's mind, and without acknowledgment of the paper.

Students writing informal themes, in which they are usually asked to draw on their own experience and information, can guard against plagiarism by a simple test. They should be able honestly to answer NO to the following questions:

1. Have I read anything in preparation of writing this paper?
2. Am I deliberately recalling any particular source of information as I write this paper?
3. Am I consulting any source as I write this paper?

If the answer to these is No, the writer need have no fear of using sources dishonestly. The material in his mind, which he will transfer to his written page, is genuinely digested and his own.

The writing of a research paper presents a somewhat different problem, for here the student is expected to gather material from books and articles read for the purpose of writing the paper. In the careful research paper, however (and this is true of term papers in all college courses), credit is given in footnotes for every idea, conclusion, or piece of information which is not the writer's own; and the writer is careful not to follow closely the wording of the sources he has read. If he wishes to quote, he puts the passage in quotation marks and gives credit to the author in a footnote; but he writes the bulk of the paper in his own words and his own style, using footnotes to acknowledge the facts and ideas he has taken from his reading.

Reprinted with minor modifications from Understanding and Using English, Third Edition, by Birk and Birk, Odyssey Press, Inc., 1958.

Wake Forest University
Babcock Graduate School of Management
MBA Program

Unauthorized Copying or Use of Computer Software

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

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

The best position for students, faculty and staff to follow is copying software for use on additional machines is prohibited unless you are told otherwise by an authorized individual.

The University does not require, request, or condone unauthorized copying or use of computer software and such action is considered not to be taken in the course of employment. As a result, the University will not provide legal defense for individuals accused of making unauthorized copies of software. If the University is sued or fined because of unauthorized copying or use by students, faculty, or staff, it will be required to seek payment from the individuals. They may also be subject to disciplinary action that may include dismissal.

University policy requires that all students, faculty, and staff abide by the law and University contractual obligations.

This policy is undergoing revision. The updated version will be available at www.wfu.edu/Computer-information/policies/software.htm.

The following are examples of prohibited uses:

Example 1. You license a software package, make copies and give them to your friends and/or colleagues. You are in violation of the U.S. Copyright Law and the license agreement. You are also guilty of theft under the North Carolina Law. Your friends and/or colleagues are in violation of the U.S. Copyright Law and are guilty of receiving stolen property.

Example 2. As a faculty member, you buy a copy of a software package. When your students arrive for their class or laboratory work, you load the software on several computers for them to use. Unless specifically permitted by the software license agreement, you are in violation of the license agreement and the U.S. Copyright Law. You are also guilty of theft under North Carolina law.

WFU Policy on Responsible and Ethical Use of Computing Resources

Final version, approved by the CIT October 26, 1998.

Introduction

This policy is intended to promote the responsible and ethical use of the computing resources of Wake Forest University. Copies of the policy shall be provided to all users of the Academic Computing System, and every effort shall be made to ensure that all users read the policy at least once.

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

The administrators of various on-campus and off-campus computing facilities, and those responsible for access to those facilities, may promulgate additional regulations to control their use, if not inconsistent with this policy. System administrators are responsible for publicizing any such additional regulations.

Basic Principles

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

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

Use of campus facilities is restricted to authorized users. For the purposes of this document, an "authorized user" shall be defined as an individual who has been assigned a login ID and password by Information Systems staff (on any relevant system), or by an authorized agent. Individual users are responsible for the proper use of their accounts, including the protection of their login IDs and passwords. Users are also responsible for reporting any activities which they believe to be in violation of this policy, just as students are responsible for reporting Honor Code violations.

Individuals should use only those computing facilities they have been authorized to use. They should use these facilities:

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

Abusive activities which are already covered under other University policies are to be handled in the same way, and by the same authorities, as if a computer had not been involved, following established guidelines. In such cases the Information Systems Department will follow the advice of the appropriate parties, although it reserves the right to add additional, computer-oriented punishments when the abuse involves the use of campus computing resources. Violations that relate exclusively to this policy and other computer usage policies (such as forging mail and interfering with the use of campus computer resources) shall be handled by Information Systems directly.

System Monitoring

This statement serves as notice to all users of campus computing systems that regular monitoring of system activities may occur. (But see also section 4 below.)

Only the following persons are authorized to engage in system monitoring: the Chief Information Officer or Assistant Chief Information Officer, Director of Networking, Director of Systems, Assistant Manager of Systems, and any Systems Administrator or Network Administrator (on the systems or networks they administer).

Detailed records of all system monitoring that takes place (routine or not) shall be kept, and may be inspected by the Provost or an appointed representative of the Provost at any time.

The following may be monitored by the above-mentioned staff:

1. Any system log files which contain information pertaining to processes executed on a given system.
2. System directories, temporary storage areas, work areas, and all areas outside of users' personal files. (Personal files are defined as any files created by and/or owned by the user.)
3. Unsuccessful attempts to log into an account or a network.
4. Attempts to gain unauthorized access to departmental or personal machines within the campus community.
5. Attempts to disguise the source of electronic mail.
6. Personal computers associated with reported incidents of harassment or other violations of acceptable use policies, or user complaints.
7. Any activity which in the opinion of the staff appears to compromise the security or integrity of the operating system.

In addition mail messages with invalid recipient or sender fields are commonly sent to the "Postmaster", who will examine them to determine the cause of the problem. Complaints brought by users will also result in examination of relevant information.

Privacy

All individuals, including the members of the Information Systems staff, should respect the privacy of other authorized users. Thus they should respect the rights of other users to security of files, confidentiality of data, and the ownership of their own work.

Nonetheless, in order to enforce the policies set out here, the Information Systems staff listed in section 3 are permitted to monitor activity on local computing systems. In general, the staff may routinely search a University-owned file system for potential violations. When there is clear evidence of a serious violation, they may view users' files, monitor keystrokes, and otherwise observe users' activities. In especially serious cases Information Systems staff may read users' email, but only after obtaining permission from the Provost.

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

1. Evidence of Honor Code or Social Rules and Regulations violations will be referred to the Dean of the appropriate college, or to the Dean of Students.
2. Evidence of improper activities by University employees will be referred to the Director of Human Resources or the appropriate University officers.
3. Evidence of violations of law will be referred to the appropriate law enforcement officials.

Should Information Systems receive an inquiry concerning whether a user has had computer-related disciplinary action taken against him or her, IS staff will provide only a confirmation of the disciplinary action taken and the dates of the action. No information regarding the reasons for the action will be

provided to anyone except the user and the authorities involved, and no names may be given. (For example, if someone asks about the person that broke into their account, they are only told the punishment and dates of the punishment - not who broke into the account. IS staff are committed to abide by existing privacy laws.)

Prohibited Activities

The following list is intended to aid in interpreting the principles set out above; the list should not be construed as comprehensive. Examples of actions in violation of the approved principles are:

1. Providing copyrighted or licensed software to others while maintaining copies for one's own use, unless there is a specific provision in the license which allows this. This activity is forbidden even if the software is provided without cost for an educational purpose.
2. Using software or documentation known to have been obtained in violation of the Copyright Law or a valid license provision. Use of a copyrighted program obtained from another party, for which no license exists that allows such a transfer, will be presumed to be knowing and the burden of demonstrating that the use was innocent will rest with the user.
3. Using a copyrighted program on more than one machine at the same time, unless this is permitted by a specific license provision.
4. Copying any copyrighted printed documentation.
5. Interfering with others' legitimate use of computing facilities.
6. Using the computer access privileges of others.
7. Providing any unauthorized user with access to a personal login ID, or in any way allowing others access to a machine under one's own name. This includes providing access to campus computing resources without the express written permission of Information Systems.
8. Intentionally creating, modifying, reading or copying files (including mail) to or from any areas to which the user has not been granted access. This includes accessing, copying, or modifying the files of others without their explicit permission.
9. Disguising one's identity in any way, including the sending of falsified messages, removal of data from system files, and the masking of process names. This prohibition includes sending electronic mail fraudulently.
10. The establishment of any function which provides unauthorized access, via the Internet connection or otherwise, without the written permission of Information Systems. For example, users may not install games which allow users to access academic computers without a valid login ID.
11. Sending harassing or libelous messages via any digital means.
12. Sending chain letters via electronic mail.
13. Using University facilities to gain unauthorized access to computer systems off-campus.
14. Use of campus computer facilities for commercial purposes without prior written permission.
15. Attempting to interfere with the normal operation of computing systems in any way, or attempting to subvert the restrictions associated with such facilities.

Disciplinary Actions

Substantial evidence of a violation of the principles described in this policy statement may result in disciplinary action. As stated above, in cases where a policy already exists, and the only difference is that a computer was used to perform the activity, such action will be taken through appropriate University channels such as administrative procedures, the Honor and Ethics Council, the Graduate Council, or other supervisory authority to which the individual is subject. Violation of State or Federal statutes may result in civil or criminal proceedings. Otherwise, however, those who engage in computer violations are subject to Information Systems.

System administrators, with due regard for the right of privacy of users and the confidentiality of their data, have the right to suspend or modify computer access privileges, examine files, passwords, accounting information, printouts, tapes, and any other material that may aid in maintaining the integrity and efficient operation of the system. Users whose activity is viewed as a threat to the operation of a computing system, who abuse the rights of other users, or who refuse to cease improper behavior may have disciplinary action taken against them.

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

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

Upon taking action, Information Systems will notify the user in writing within 24 hours. The notice will clearly state which policies allegedly were violated. The suspended user must contact the Assistant Vice-President of Information Systems or his designated representative (the "policy enactor") regarding the suspension. After discussing the alleged violation, the policy enactor may undo any or all of the disciplinary action, or continue action for up to one year. If the user has not contacted the Representative within seven days of the disciplinary action, the Representative will render a decision and notify the user as specified below.

In the event that the user and the policy enactor are unable to resolve the matter to the user's satisfaction, he or she may appeal to the Director of Information Systems within seven days. The Director of Information Systems may modify or sustain the decision. When disciplinary action is taken, a written notice will be sent to the user and the Office of the Provost explaining the length of the punishment and the violations which occurred. Copies of this notice will be sent to administrators of other campus computing systems on a need-to-know basis. Information Systems also will forward this notice to the authorities specified above if there is reason to believe a violation of other University policies or law has occurred.

If a revoked privilege is needed by a student to complete class work, the student must obtain a note signed by the professor in question explaining why the privilege is required, to be sent to the policy enactor. Only the minimum privileges needed for the student's class activities will be restored. Any further abuse by the student in question will lead to the privilege being revoked anyway. Information Systems reserves the right to monitor previous offenders for further abuse.

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

Changes to this Policy

Information Systems may, in consultation with the Committee on Information Technology, change or amend this policy from time to time. When changes are made, they will be announced through whatever messaging system is currently in use. As with all matters of law and ethics, ignorance of the rules does not excuse violations.

**Wake Forest University
Babcock Graduate School of Management
MBA Program**

Social Rules and Regulations

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

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

The dean of the Babcock School has the authority to suspend students from the school in "cases of clear and present danger to lives and property and in instances of violence to persons..."

Personal Conduct

Each student should be aware of and responsible for the following rules and regulations:

1. Plagiarism, cheating, stealing, and deception are serious violations in every instance. They will be referred to the Honor Council. Falsification of ID's and/or use of fraudulent identification will be considered as deception.
2. Any activity that destroys or defaces property or grounds, at the University or elsewhere, is prohibited.
3. Removal of books from the library without following proper checkout procedures or by misuse of identification is prohibited.
4. Gambling is prohibited.
5. Indecent exposure and illicit sexual activity are prohibited.
6. Verbal abuse and/or harassment are prohibited. Verbal abuse is the use of obscene, profane or derogatory language that abuses or defames another person. Harassment is any action, verbal or nonverbal, intended to annoy or disturb another person. This may be a single incident or a series of incidents.
3. Intoxication, and other forms of alcohol abuse (see definition under Alcohol Abuse), driving while impaired (DWI), public consumption, or public display of alcoholic liquors, wines, or beer in residence halls or elsewhere on campus is prohibited. Students are subject to state and federal regulations concerning the use of alcohol. A campus DWI charge does not exempt students from external legal action. Alcohol consumption and actions that accompany such consumption will not be seen as an excuse for inappropriate and harmful behavior. Public display is defined as the possession and/or consumption of alcoholic beverages in any public or unregistered area on campus. This includes classroom buildings, the Benson University Center, Reynolda Hall, the library, the gymnasium, Wait

Chapel/Wingate Hall, areas outside buildings including lawns, courtyards, balconies, and playing fields, grounds and buildings of Reynolda Gardens, all residence hall formal parlors, common lounges and sun decks.

4. Use, possession, manufacture, sale, distribution of, transportation of illegal drugs (cocaine, marijuana, heroin, crack, ice, etc.) and drug paraphernalia is prohibited. Students found to be involved in its use, possession, manufacture, sale, distribution, or transportation, on or off campus, will be subject to disciplinary action, which may include dismissal from the University. Refer to the Substance Abuse Policy and Program section of this document.
9. Hazing, physical abuse or threat of physical harm in any form is prohibited.
10. Sexual assault, abuse, or harassment is prohibited.
11. Failure to comply with the directions of University officials (Police, etc.) or other appropriate authorities acting in the performance of their duties is a serious offense. Such conduct as failure to provide ID and disrespectful, uncooperative, abusive or threatening behavior will be dealt with severely.
12. The use and/or possession of pyrotechnics and other explosives is not permitted anywhere on campus.
13. Deadly weapons of any type are prohibited everywhere on campus except for use in the Department of Military Science. Examples include (but are not limited to): BB guns, stun guns, air rifles, air pistols, paint ball guns, bowie knives, dirks, daggers, slingshots, leaded canes, switchblade knives, blackjacks, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp, pointed or edged instruments, except instructional supplies, unaltered nail files and clips, and tools used solely for preparation of food, instruction, and maintenance.
14. Unauthorized entry or occupation of any University facility which is locked, closed to student use, or otherwise restricted as to use, is prohibited.
15. Disorderly Conduct: Any behavior which disrupts the regular or normal functions of the Wake Forest University community, including behavior which breaches the peace or violates the rights of others, is prohibited.
16. Wake Forest students are responsible for conducting themselves so as not to bring disrepute to the University. Conduct or activity by members of the student body living in, or hosting functions at, off-campus locations that has the effect of unreasonably interfering with the rights of neighbors is prohibited. This standard of conduct recognizes and affirms a responsibility to respect the rights of others appropriate to the setting in which one lives. It also recognizes the duty of Wake Forest students who are residents of off-campus rooms/apartments/houses to control the nature and size of activities carried out in or on their premises consistent with the standards of the University.
17. Intentional disruption or obstruction of teaching, study, research, administration, disciplinary procedures, or any other University activity is prohibited.
18. Any unauthorized activity on University property that affects the University's pursuit of its mission is prohibited.
19. The solicitation of sales, services, memberships, or gifts on campus without permission of the dean is prohibited.
20. Federal law restricts the use of copyrighted video, audio, or computer material. Any organization or student using such material should be certain that its use conforms to this law.

21. Contempt of the judicial process, including failure to appear for a judicial hearing or failure to observe and comply with judicial sanctions, is an offense.

Sanctions imposed as a result of personal conduct or honor system violations become a part of the student's record that is maintained in the Babcock Registrar's Office.

Although transcripts of the permanent education record are normally issued to students upon written request, they may be withheld where there are unpaid financial obligations to the University or other unresolved issues.

Notwithstanding the judicial process, the University reserves the right to take appropriate action in matters involving loss of, or damage to, University property, etc.

Organizational Conduct

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

General Principles of Group Responsibility

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

1. Members of the group act in concert to violate University standards of conduct.
2. A violation arises out of a group sponsored, financed or endorsed event.
3. A group leader(s) has knowledge of the incident before it occurs and fails to take corrective action.
4. The incident occurs on the premises owned or operated by the group.
5. A pattern of individual violations is found to have existed without proper and appropriate group control, remedy, or sanction.
6. Members of a group act in concert, or the organization provides the impetus (probable cause) for violation of University rules and regulations.

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

Every organization has the duty to take all reasonable steps to prevent any infraction of University rules and state laws growing out of or related to the activities of the organization. This duty is applicable not only to members of the organization who are engaging in the activity, but is applicable to every member, including those not engaging in the activity.

Thus, if a number of members are involved in misbehavior growing out of their association or membership in the group, even if no other members are around to prevent the action, the organization will still be held collectively liable for the misbehavior so long as it grows out of the life of the

organization. All members should be aware that their misdeeds may result in the sanctioning of their entire organization and themselves as individuals.

Non-Discrimination Statement

Wake Forest University is committed to administer all educational and employment activities without discrimination because of race, color, religion, national origin, age, sex, veteran status, handicapped status or disability as required by law. In addition, Wake Forest rejects hatred and bigotry in any form and adheres to the principle that no person affiliated with Wake Forest should be judged or harassed on the basis of perceived or actual sexual orientation. In affirming its commitment to this principle, Wake Forest does not limit freedom of religious association or expression, does not presume to control the policies of persons or entities not affiliated with Wake Forest, and does not extend benefits beyond those provided under other policies of Wake Forest. The University has adopted a procedure for the purpose of resolving discrimination complaints. Inquiries or concerns should be directed to R. Charles Moyer, Dean, Babcock Graduate School of Management at (336) 758-5418 or Doris McLaughlin, director of equal opportunity and employee relations, at (336) 758-4814.

Student Complaints

Situations may arise in which a student believes that he or she has not received fair treatment by a representative of the University or has a complaint about the performance, actions or inaction of the staff or faculty affecting a student. The procedure for bringing these issues to the appropriate person or body is outlined below. Students are encouraged to seek assistance from their advisors or another member of the faculty or staff in evaluating the nature of their complaints or deciding on an appropriate course of action. A complaint should first be directed as soon as possible to the person or persons whose actions or inactions have given rise to the problem - not later than three months after the event. For complaints in the academic setting, the student should talk personally with the instructor. Should the student and instructor be unable to resolve the conflict, the student may then turn to Babcock's Associate Dean for Faculty and Alumni Affairs for assistance. The Associate Dean will meet with both parties, seek to understand their individual perspectives, and within a reasonable time, reach a conclusion and share it with both parties. Finally a student may appeal to the Dean of the Babcock School who will study the matter, work with the parties, and reach a final resolution.

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

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

Rape and Sexual Assault

Wake Forest University expects all members of its community to act in respectful and responsible ways to toward each other. Acts of sexual misconduct constitute grievous violations of University policy. Rape

and sexual assault are crimes of violence which are subject to prosecution. It is the responsibility of each individual in the University community to become educated about such acts and their consequences. The presumptive sanction for non-consensual sexual intercourse is expulsion from the University. The presumptive sanction for non-consensual sexual contact is suspension. The presumptive sanctions for sexual exploitation range from warning to expulsion. The University will vigorously address instances of sexual misconduct and will endeavor to preserve a victim's confidentiality.

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

It is crucial to obtain medical attention as soon as possible to prevent or treat sexually transmitted diseases and to prevent pregnancy. The Student Health Service is open 24 hours when the University is in session and can perform a preliminary physical examination and other tests, including a urine drug screen for the presence of sedative drugs such as Rohypnol or GHB ("date rape drugs"). It is also important to consider having an evidence collection kit completed within 72 hours, should the victim decide that they might want to file legal or judicial charges, either immediately or at a later date. These procedures may be obtained through the emergency departments at Forsyth Memorial Hospital or North Carolina Baptist Hospital.

It is important that victims receive the support and information they need to make considered decisions about how to proceed. On-campus resources include University Counseling Center staff (758-5273) who are available on a 24-hour basis when the University is in session; PREPARE Student Advocates, Wake Forest students who have received training in working with other students who have been sexually assaulted; Victim Services volunteers from University Police; or a member of the Campus Ministry staff.

Victims may report an incidence of sexual misconduct directly to University Police (758-5911) for incidents that occur on-campus, or the Winston-Salem Police for incidents that occur off-campus. Victims have three options for reporting. If the alleged assailant is thought to be a Wake Forest student, victims are strongly encouraged to report an incident of sexual misconduct to the University Judicial System, where a special judicial process has been established to address complaints of sexual misconduct. A student may file a complaint of sexual misconduct at any time during their matriculation at Wake Forest regardless of the length of time between the alleged misconduct and the decision to file the complaint. Victims may also consider pursuing a civil suit for money damages, or they may pursue criminal prosecution by having charges filed by a prosecutor or district attorney.

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

I. Forms of Sexual Misconduct

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

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

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

Examples include:

- Inducing incapacitation with the intent to rape or sexually assault another student;
- Non-consensual video or audio taping of sexual activity;

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

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

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

Cyperstalking (according to NC Statute 14-196.3): Occurs when a person uses electronic mail or electronic communication to convey any words or language threatening to inflict bodily harm to a person, or physical injury to the property of any person, or for the purpose of extorting money or other things of value from a person; to communicate to another repeatedly, for the purpose of abusing, annoying, threatening, terrifying, harassing, or embarrassing any person; to knowingly make any false statement concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct of the person electronically mailed or of any member of the person's family or household with the intent to abuse, annoy, threaten, terrify, harass, or embarrass. If committed with the intent and for the purpose of abusing, annoying, threatening, terrify, harassing, or embarrassing, the following examples MAY constitute cyberstalking:

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

II. Terminology

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

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

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

- In the absence of mutually understandable words or actions (a meeting of the minds on what is to be done, where, with whom, and in what way), is the responsibility of the initiator; that is, the person who wants to engage in the specific sexual activity, to make sure that they have consent from their partner(s).
- Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a mutually understandable agreement between them to do the same thing, in the same way, at the same time, with each other.

jeopardized for conscientiously seeking early assistance in the recovery from substance abuse impairment. Students who are identified as possibly having a problem and who are referred to the health educator for assessment may be required to participate in an education and treatment program. To the extent possible, complete confidentiality will be maintained with students seeking assistance and treatment.

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

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

The federal law makes it unlawful for any person to manufacture, distribute, create, dispense or to possess with the intent to manufacture, distribute, or dispense controlled substances. Title 21 of the United States Code provides terms of imprisonment and fines for violations of this act. The nature of the offense and whether the person has committed any previous unlawful acts under this statute will determine the term of imprisonment as well as the amount of the fine.

The penalties for violations of alcoholic beverage regulations are found in Chapter 188 of the North Carolina General Statutes. Such penalties include terms of imprisonment and heavy fines.

C. **Health Risks.** Wake Forest University recognizes that the state of an individual's overall health affects academic performance, job performance and all facets of a student's life. Alcohol and substance abuse rank as one of the major health and economic problems in this society. The use of the stimulants--cocaine, crack and ice--includes such health risks as central nervous system dysfunctions, convulsions, hypertension, heart irregularities, nasal destruction, and a potential for sudden death. A longer-lasting paranoia and unpredictable violent behavior have been associated with the use of ice. Apathy, decreased visual perception, impaired psychomotor skills, and memory loss may be associated with the use of marijuana. Alcohol is a sedative affecting the central nervous system. In addition to intestinal disorders and liver disease, the abuse of alcohol may lead to unpredictable behavior, the impairment of judgment, dangerous mob activities such as drinking games, and unwanted sexual behavior (acquaintance rape). The misuse of alcohol has given rise to unwanted pregnancies and a greatly increased number of sexually transmitted diseases.

D. **Treatment and Rehabilitation Programs.** The Substance Abuse Program, revised in March of 1989 and April 1994, provides a protocol for counseling and treatment of a student identified as having a substance abuse problem. Consultation and assessment with a substance abuse counselor may be required following the report of an incident or the awareness of a problem involving drugs or alcohol abuse. The program sets forth the consequences of violating the treatment and rehabilitation plan. The continued or repeated abuse of substances following initiation into this program will constitute grounds for further disciplinary action by the University.

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

Penalties

Penalties may range from written warnings with probationary status to expulsions from enrollment. A student convicted in criminal court of a drug violation will lose his/her eligibility for Federal student aid. The following minimum penalties will be imposed for the particular offenses described:

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

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

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

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

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

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

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

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

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

Hazing

Hazing in any form by an organization is strictly forbidden by the University and prohibited by state law. Hazing is defined as any planned or created situation, on or off campus, that demeaning to an individual; produces mental, emotional, or physical duress, harassment, or ridicule; or which threatens or endangers the health, safety, and well-being of any person. Activities and situations considered hazing include paddling in any form; creation of excessive fatigue; morally degrading or humiliating games and activities; late-work sessions which interfere with studying; and any other activity which is inconsistent with the policies and regulations of Wake Forest University. Any student organization found guilty of hazing will be subject to serious disciplinary action. Questions about what constitutes hazing should be addressed to the Assistant Dean for Student Affairs.

Sales and Solicitations

All on-campus sales and solicitations must be operated or sponsored by a University-recognized student organization or otherwise approved by the Babcock School's Assistant Dean for Student Affairs or her designate in advance.

Campus Posting

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

For Worrell Professional Center, postings and distribution of flyers must be approved by Robin Ganzert, Assistant Dean for Administration and Human Resources - 758-4681.

- For flyer distribution in Benson University Center, call Julie Reto - 758-4869
- For flyer distribution on campus, call Mike Ford, director of student development - 758-5921.
- For flyer distribution on cars, call Regina Lawson, chief of University Police - 758-6066.
- For flyer distribution in residence halls, call Connie Carson, director of residence life and housing - 758-5185.

Where you can post items:

1. Bulletin boards
2. Stone, brick, concrete and natural wood surfaces

Please use only masking tape, "Scotch" tape or thumb tacks and staples (bulletin boards only) to hang items. No duct tape is to be used on any postings.

Where you cannot post items:

1. Trees
2. Sidewalks
3. Iron railings
4. Lamp posts
5. Painted surfaces
6. Glass doors and windows
7. Wait Chapel
8. Outside entrances to Reynolda Hall, Tribble Hall, the library, and the Benson Center

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

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

Human Immunodeficiency Virus (HIV) Infection Policy

Human immunodeficiency virus (HIV) 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 that 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 this 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 Assistant Dean for Student Affairs.
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 Babcock School's Assistant Dean for Student Affairs.
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 the 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.

Wake Forest University
Babcock Graduate School of Management
MBA Program

General Information

Computer Facilities and Services

The Babcock School's computer labs are located on the third floor of the Worrell Professional Center and at One Morrocroft Centre in Charlotte. The Worrell lab is equipped with 32 Dell PC Pentium computers. The Charlotte facility is also equipped with Dell computers. All of the computers are connected to the school's network, which provides access to file sharing, email, printing and the Internet. The network also provides access to the University's library card catalog as well as hundreds of libraries and databases available on the Babcock Intranet and the Internet.

The Dell computers are configured with 512MB of RAM, a 17 flat panel display, sound cards and Ethernet for connection to the network. The computers contain a variety of software applications that include the Microsoft Office XP Suite, which contains Word, Excel, PowerPoint, Frontpage, and Access.

The Babcock computer labs are accessible 24 hours a day, seven days a week, by student ID card access except when classes are scheduled to meet in the labs. The labs are for the exclusive use of our MBA Students.

The Babcock School recently opened the Capital Markets Training Center, which is outfitted with real-time live data and delayed feeds from major domestic and international markets through Reuter's TeleRate software. The center also features Trans-Lux electronic trading display boards, 19-inch computer monitors and 800-mhz Pentium III IBM computers, a television tuned to financial news and a multimedia package with color touch screen, projector, document camera, speakers and videocassette recorder. The center can be used for classroom work, as well as by student clubs and faculty members for research.

All students will be issued an email account. Students with their own personal home machines can access email and other network services via an Internet Service Provider (ISP) account. Any ISP such as AOL, Microsoft Network, AT&T Global Network, Time Warner RoadRunner and Mindspring can be used to access the Babcock network remotely.

Email can be accessed via the web by connecting to <http://mail.mba.wfu.edu/exchange>. You can also access your mail with the Microsoft Outlook client if you are running Windows 9x, Windows NT, Windows 2000, or Windows XP. Outlook is bundled with the Microsoft Office Suite of applications.

Babcock classrooms are outfitted with state of the art audiovisual equipment. In the front of each classroom is an instructor's desk equipped with a Dell computer that is connected to the school's network. Ceiling mounted projectors are used to display the computer, videos and document camera images. Faculty and students use this equipment daily for lectures and presentations. Guest lecturers may also connect their own laptops for access to the multimedia projection equipment.

Students can purchase hardware and software packages at academically reduced prices from CompuMed, the University approved computer reseller. CompuMed can be reached at (336) 716-9007.

Email Policy

Version 1.0 14th February, 2001

Objectives

This document details the email policy for the Babcock Graduate School. It sets out guidelines for email usage by all Babcock faculty, staff and students. This policy also ensures that Babcock's investment in computer hardware, software and services is used in the most productive manner to the greatest possible benefit of Babcock

Overview

Electronic Mail is a tool provided by the University to complement traditional methods of communications and to improve education and administrative efficiency. Users have the responsibility to use this resource in an efficient, effective, ethical and lawful manner. Use of the University's e-mail system evidences the user's agreement to be bound by this policy. Violations of the policy may result in restriction of access to the University email system and/or other appropriate disciplinary action. All emails sent or received by a Babcock employee are Babcock property. The following policies are to ensure that Babcock's email system is used in a responsible manner.

Policies

When using e-mail as an official means of communication, students, faculty, and staff should apply the same professionalism, discretion, and standards that they would use in written business communication. The Policy on Responsible and Ethical Use of Computing Resources (http://www.wfu.edu/organizations/CIT/ethical_use.html) applies to the use of email.

1. All emails sent or received via the Babcock email system are the property of Babcock.
2. All students and employees should ensure that the latest update of anti-virus software is running on their workstation. No attachment should be opened unless the latest version of anti-virus software is installed and operational.
3. No attachment should be opened or stored unless the employee can positively identify the sender.
4. No student or employee may send or distribute questionable email containing expletives or pornography.
5. No employee may send or distribute email containing derogatory, inflammatory, insulting or libelous information about any other Babcock employee, student, or any other person whatsoever.
6. The creation and exchange of information in violation of any laws, including copyright laws, or University policies is forbidden.
7. The knowing transmission of a message containing a computer virus is forbidden.
8. The misrepresentation of the identity of the sender of an e-mail is forbidden.
9. The use or attempt to use the accounts of others without their permission is forbidden.

Any Babcock students or employee receiving questionable material should immediately forward all such material to Babcock's email administrator for appropriate action.

Monitoring Emails

Babcock has the capability and right to capture and review email as well as to monitor email distribution groups to ensure that Babcock's email policy is being adhered to. While the University will make every attempt to keep email messages secure, privacy is not guaranteed and users should have no general expectation of privacy in email messages sent through the University system. Under certain circumstances, it may be necessary for the IT staff or other appropriate University officials to access email files to maintain the system, to investigate security or abuse incidents or violations of this or other University policies. Such access will be on an as needed basis and any email accessed will only be disclosed to those individuals with a need to know or as required by law.

Consequences

Babcock students or employees found to be acting in contravention of the above policies will be warned by the appropriate administrator and asked not to re-offend. Students or employees who continue to disregard the above policy will be formally warned and then may face disciplinary action and/or dismissal if the offense is considered to be of a serious nature. Note that any offence associated with pornography or insulting behavior will be automatically classified as being of a serious nature.

Tuition and Financial Aid

The Babcock School offers financial assistance programs that include scholarships, assistantships, and private as well as federally sponsored loan programs. The Babcock School's financial aid specialists will gladly advise interested applicants of their eligibility for these programs upon receipt of the student's FAFSA (Free Application for Federal Student Aid) form. Scholarship awards for the evening, fast-track executive, Charlotte, and full-time programs are determined by the admissions committee for each program. Contact the appropriate admissions office for more information.

The Babcock School makes every effort to provide financial assistance to qualified students, but cannot guarantee that all student needs can be met by these programs. Each student is asked to determine the amount of his or her financial need, investigate the assistance available, and work with the Babcock School's financial aid specialists to make the necessary arrangements to meet these needs.

Eligibility for student loans, and need based scholarships, is determined by financial aid analysis via the FAFSA form. This form should be filed as early in the admissions process as possible in order to provide the student with timely information. The FAFSA form may be obtained from The Babcock School financial aid offices, or by calling (800) 722-1622 for Winston-Salem programs, or (704) 365-1921 for the Charlotte program, or can be completed online at www.fafsa.ed.gov.

The completed form is sent to the Federal Student Aid Program, Department of Education, for analysis and is then forwarded to the Wake Forest MBA Admissions Office. In determining financial need, the school will utilize standardized nine-month and twelve-month budgets. Expenses vary somewhat from person to person. However, in no instance may financial aid exceed the cost of attendance. The total Federal Stafford Loan limit is \$18,500.

The student budget for the Full-time MBA Program for 2002-03 is:

Tuition	\$25,000
Room	3,600
Board	2,000
Books/supplies	1,500
Utilities	850
SGA fees	125
Personal	2,235
Insurance	935
Transportation	1,640
Average Loan Fees	<u>415</u>
Total	38,300

For the 2002-2003 academic year, tuition of \$24,250 for the Wake Forest Evening MBA Program ~ Winston-Salem and the Wake Forest MBA Program ~ Charlotte covers books, course materials and fees. Students are eligible to borrow \$24,805 as follows:

Federal Stafford Loan	\$18,500
Alternative Loan	<u>6,305</u>
Total	\$24,805

For the 2002-2003 academic year, tuition of \$39,000 for the Fast-Track Executive MBA Program covers lodging, books, parking, residency periods, some meals and international study tour.

Federal Stafford Loan	\$18,500
Alternative Loan	<u>21,055</u>
	\$39,555

Some lenders charge a three-percent processing fee for the Stafford loan and federal regulations require academic institutions to include that fee in the tuition cost.

Tuition Payment

- Full-Time Program: Due in full on August 1 and December 15 or with voucher explaining that a loan, scholarship or a payment plan has been arranged with FACTS Tuition Management Company.
- Fast-Track Executive Program: One third due on day of registration or with voucher explaining that a loan, scholarship or a payment plan has been arranged with FACTS Tuition Management Company.
- Evening Program: One-third due on day of registration or with voucher explaining that a loan, scholarship or a payment plan has been arranged with FACTS Tuition Management Company.
- Charlotte Program: One third due at the beginning of each semester or with voucher explaining that a loan, scholarship or a payment plan has been arranged with FACTS Tuition Management Company.

Loan Programs

The Federal Stafford Loan (Subsidized and Unsubsidized): The Federal Stafford Loan Program is comprised of the Subsidized and Unsubsidized Stafford loans. The total Federal Stafford Loan eligibility has been set at \$18,500. With the Subsidized Stafford Loan a student may be eligible to borrow up to \$8,500. With the Unsubsidized Federal Stafford Loan the student will be eligible to borrow the difference between the \$18,500 and the Subsidized portion of the loan. ($\$18,500 - \text{Subsidized Stafford [the maximum is } \$8,500] = \text{Unsubsidized Stafford Loan.}$) The Subsidized Stafford loan is available to applicants who qualify on the basis of federally published need criteria. Both the Subsidized and the Unsubsidized Stafford require U.S. citizenship or permanent resident status. The federal government pays the interest on the Subsidized Stafford loan while the student maintains full-time enrollment. The student is responsible for the interest on the Unsubsidized Stafford while in school. There is a six month grace period after graduation (or when a student drops below the minimum course load requirement) before repayment begins. The interest for the 2002-2003 school year is 3.46%. Interest does not begin to accrue on the Subsidized Stafford Loan until after the student has left school. Participation in the loan program requires a FAFSA analysis.

Private Loan Programs: A student may borrow up to the cost of attendance for each year of study minus any scholarship and federal moneys awarded. The Babcock Graduate School can supply information on a variety of private loans available to graduate students. The minimum first time borrower amount is \$500. Repayment begins six months after graduation or when a student drops below half-time status. Students have a maximum of twenty years to repay. Call the appropriate financial aid office for more information on private loans.

V.A. Education Benefits: Veterans benefits are available for qualified veterans. Contact Dianne Luce, Registrar, at (336) 758-5037 for information and application procedures.

The Wake Forest Monthly Payment Plan: This program administered by FACTS Tuition Management Company allows students to pay their tuition on a monthly basis for the academic year. Those students interested in applying for this program should contact Cindy Terwilliger at FACTS, (800) 609-8056.

Loan applications are available upon request. Evening and executive students should contact the program at (336) 758-5025. Full-time students should contact the Admissions Office at (336) 758-4424. Charlotte students should contact the program at (704) 365-1921.

Withdrawal Refunds

The Certification Document has information concerning withdrawal procedures for each program. If a student withdraws from a program and does not receive Title IV federal financial aid, refunds are issued as follows:

1st WEEK:	Full refund except for tuition deposit.
2nd WEEK:	75% refund
3rd WEEK:	50% refund
4th WEEK:	25% refund
5th WEEK:	0% refund

There is no refund of room rent or parking decals that have been placed on vehicles.

Return of Title IV Program Funds Policy

The 1998 amendments to the Higher Education Act (HEA) of 1965 (Section 484B), and subsequent regulations issued by the United States Department of Education (34 CFR 668.22), establish a policy for the return of Title IV, HEA Program grant and loan funds for a recipient who withdraws. The Return of Title IV Funds policy, implemented August 30, 2000 at Wake Forest University, replaces the former statutory federal refund policies. Wake Forest University does not have a leave of absence policy that would exempt any student from the requirements of the Return of Title IV Funds policy.

Title IV Funds include the following aid programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Perkins Loan, Federal Work-Study (FWS), Federal Stafford Loan (subsidized and unsubsidized), Federal PLUS Loan, and Leveraging Educational Assistance Partnership Grant (LEAP).

The percentage of the term completed is determined by dividing the total number of calendar days comprising the term (excluding breaks of five or more consecutive days) into the number of calendar days completed. The percentage of Title IV grant and loan funds earned is: (1) up through the 60% point in time, the percentage of the term completed, (2) after the 60% point in time, 100%.

The amount of Title IV grant and loan funds unearned is the complement of the percentage of earned Title IV funds applied to the total amount of Title IV funds disbursed (including funds that were not disbursed but could have been disbursed, i.e., post-withdrawal disbursements).

If the amount earned is less than the amount disbursed, the difference is returned to the Title IV programs. If the amount earned is greater than the amount disbursed, the difference is treated as a late disbursement in accordance with the federal rules for late disbursements.

Unearned funds, up to the amount of total institutional charges multiplied by the unearned percentage of funds, are returned by the University; the student returns any portion of unearned funds not returned by the University.

A student repays the calculated amount attributable to a Title IV loan program according to the loan's terms. If repayment of grant funds by the student is required, only fifty percent of the unearned amount must be repaid. A student repays a Title IV grant program subject to repayment arrangements satisfactory to the University or the Secretary of Education's overpayment collection procedures.

Funds returned are credited in the following order: Unsubsidized FFEL (Stafford) Loans, Subsidized FFEL (Stafford) Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity (SEOG) Grants, and other Title IV funds for which a return on funds is required.

Questions should be directed to student accounts in the Financial and Accounting Services Office.

Other Sources of Financial Aid

Scholarships: For the student who is willing to do some research, special scholarship funds are occasionally available. These sources include, but are not limited to:

1. Fraternal, religious and social organizations, business and professional women's clubs, etc.
2. State groups and agencies.
3. Veteran's organizations.
4. Social fraternities and sororities.
5. Children and/or employees of certain companies or unions.
6. Special groups (e.g. fellowships for nurses, etc.).

Scholarships, Fellowships, and Loans, published by Bellman Publishing Co., Box 164, Arlington, MA 02174. The Scholarships, Fellowships, and Loans Newsletter, and the Directory of Financial Aids for Women should be available in the financial aid office of your undergraduate school or in the school or public library. They offer additional information regarding scholarships and other financial aid.

Graduate Assistantships: Approximately 40 percent of the full-time students in the second year work as a graduate assistant for a faculty member or a department. It is strongly recommended that students not work during the first year of full-time MBA school because of the intense study requirements. Graduate assistantships are made available, however, to second semester first year and second year MBA students. The assistantships are awarded based on skill and are payable at \$7.50 per hour. Assistantships are work agreements between faculty members and/or departments to perform a variety of tasks including research, clerical, and staffing.

* Please note that the information provided here is current at the time of printing. Loan and scholarship updates may be obtained by contacting the Admissions Office at the Babcock School.

Applications and Information: We will be happy to furnish further information concerning financial aid on an individual basis. Evening and executive students should contact the program at (336) 758-5025. Full-time students should contact the Admissions Office at (336) 758-4424. Charlotte students should contact the program at (704) 365-1921.

University ID Cards - Campus Card Program

All students at the Reynolda Campus are required to obtain and carry with them their Wake Forest University ID card, and, upon the request of authorized University personnel, including University Police, residence hall and library staff members, to show their ID card. The ID cards, known as Deacon OneCards, are multipurpose and should be kept in the student's possession at all times, carefully protected, and never given or loaned to another person. They are used for electronic access to the Worrell Professional Center building after hours, access to the Fitness Center located on the first floor of the Kenneth D. Miller Center, admission to athletic events and Secret Series, as well as checking out library materials. Cards are issued to be valid during your enrollment at the University, but MUST be returned to the Deacon OneCard Office upon withdrawal from the University. Lost or stolen cards should be reported to University Police immediately at 758-5591 or Ext. 311. Initial and replacement University ID cards are obtained at the Deacon OneCard Office, Room 139, Benson University Center. Hours are

**Wake Forest University
Babcock Graduate School of Management**

MBA Full-time - Class of '04

Orientation Material Contents

- Name Tag
- Classroom Nameplate
- Locker Number and Combination (Envelope)

- Memo: Overview of Orientation Schedule
- Registration and Orientation Schedule
- First Week Orientation Schedule
- Study Group Memo
- Team Assignments
- Group Assignments and Advisor Assignments
- Seating Charts
- Software License Memo
- Student Information Sheet
- First Year Textbook List
- Religious Organizations
- Good Food Guide
- Program Questions and Suggestions Memo
- Memo From 1st Year Core Director with Schedules
- Key Dates for Full-time Program
- Feedback Form
- Acknowledgment of Student Handbook Form
- Class Registration Form
- Photography Release Form
- Honor Code Contract
- Student Handbook
- Career Management Center Information

Monday-Friday, 8:30 a.m. - 5:00 p.m., telephone number is 758-1949. A fee of \$25.00 will be charged for the first replacement of a lost, broken or damaged card; subsequent replacement charges will increase by \$10 to a maximum charge of \$55.

The Deacon OneCard may also be used with the Deacon Dining and Deacon Dollars programs, a student-requested declining balance system. The Deacon OneCard may be used at all food courts and the cafeteria on campus after an account is set up. Your account may also be used at all University Stores locations, Student Health Service, Student Union, Office of Financial and Accounting Services, and University Police. Vending value may also be added to your card, by cash or a debit transfer from your account, at the circulation desk areas of the libraries, to make copies at the libraries, or to make purchases from most vending machines located on campus. Deacon Dining and Deacon Dollar accounts may be opened, or funds added, in the ARAMARK (Food Services) offices at Room 31C Reynolda Hall, by cash, check, money order, VISA, or Mastercard. Funds may also be added on-line at their university web page, or by telephone using a credit card. Their hours are Monday-Friday, 8:30 a.m. - 5:00 p.m., telephone number is 758-5607.

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 does 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 immunue. 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 30 days following enrollment. 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.

Student medical records are destroyed ten years after the last visit at the Student Health Service. Immunization records will be kept longer.

Career Management Center

Full-time program students are eligible for all services offered by the Career Management Center (CMC). Please refer to materials contained in the full-time orientation packet and the Career Management Manual for details regarding the policies and procedures for participating in the services offered.

Students enrolled in the evening, Charlotte, and executive programs should refer to the specific CMC information found elsewhere in this handbook.

Any student regardless of his or her employment or support situation, is invited to attend the seminars and/or workshops offered by the CMC's office. Schedules of workshops will appear in the CMC on-line bulletin. For more details on eligibility and requirements for participating in various services offered by the CMC, please refer to the policy forms in the orientation packet for each program.

External Relations and Publications Office

The Babcock School Internet site design and content, external publications and advertising produced by the school and representing the Babcock Graduate School of Management to the outside public, other schools, prospective students and alumni must be routed through the Office of External Relations and Program Development. This office also represents the school to the local, regional, national and international media. The office plans and coordinates special events and provides consistency in graphic design and Babcock logo use. Academic information to current students and faculty publications such as books and journal articles are not included in the responsibilities of this office.

Student Groups and Activities

Student Government Association. The Babcock Student Government Association is an elective body chosen by the students in the Full-time Program. In its representative role, the Student Association provides a medium for the expression and discussion of full-time students' views. Moreover, the Association promotes social, cultural, academic, and community service programs for students. Lastly, the Babcock Student Government Association attempts to create an atmosphere of integrity and professionalism among the student body by emphasizing the Honor Code and importance of ethical student behavior.

Four first-year student representatives for the Student Government Association are nominated and elected early in the fall each year. Officers are elected from among the rising second-year class in the spring semester.

Babcock Leadership Committee. The Babcock Leadership Lecture Series is organized by students to bring outstanding persons in business, academia, and government to the Babcock School to discuss topics of particular interest. The student committee, interacting with faculty and administration, sponsors at least four lectures during the academic year. These lectures are accompanied by a luncheon and a reception, providing students and faculty the opportunity to meet and interact with a speaker. The lectures are open to the public.

Broyhill Distinguished Lecturer Series. The Babcock School invites nationally prominent speakers to address issues of concern to the business community. This program provides an opportunity for free and open discussion of ideas among students, faculty, and national leaders. Students serve as hosts and ushers for this event.

Babcock Finance Club. The Babcock Finance Club is designed to enhance its members' awareness of current financial issues, strategies and techniques through lectures, tours, meetings and social events. The organization also provides a means of identifying and associating with professionals in the financial world for both educational and career purposes.

Babcock Marketing Association. This student organization exists to give students interested in marketing a means to explore the dimensions of marketing in an extracurricular channel, and seeks to promote interaction between students, faculty, and marketing professionals as well as providing practical hands-on experience. This group is the host of the annual Southeastern Regional MBA Marketing Case Competition. The competition is a showcase for top MBA students in the region.

MBA Partner's Association. This association provides special contact for incoming students' spouses and significant others. The group encourages social interaction and serves as a means of support during the program's two years.

Student Host Program. The student host program is comprised of first and second year students who assist the Admissions office by taking to class and lunch, and giving tours to visiting prospective students.

Women in Business Association. Formed in 1993, the Women in Business Association is open to all members of Wake Forest MBA. The club's mission includes encouraging other women to pursue a career in business, increasing the percentage of women enrolled at Wake Forest MBA, improving the environment for women at Babcock through increased awareness of concerns and differences between women and men, enabling women to better use their abilities, strengths, and differences in business, and improving business relationships between women and men by focusing on cooperation. The organization has set up a mentor program that will link second-year women with incoming first-year women to help facilitate their transition to Wake Forest MBA.

Babcock Operations Club. The mission of this club is to educate students about future careers in operations and provide networking opportunities with operations executives. The Babcock Operations Club is also a student chapter of AIPCS. AIPCS is a national society that gives members reliable information and educational opportunities on the latest technologies in resource management. These opportunities include seminars, journals, and a certification program. Monthly meetings in Greensboro allow students to meet and learn from professionals working in varied fields of business operations. The club also sponsors speakers that come to Babcock to discuss operations careers.

Babcock Entrepreneurship Club. A student run organization that promotes entrepreneurial activities among the Babcock students. The activities include supporting and promoting student developed ventures, arranging guest lecturers, and participating in networking social events within the entrepreneurial community. The organization supports hands on activities to utilize and develop skills needed in the business community.

Black Business Students Association. Encourages diversity through increased enrollment of African-Americans. Members also participate in the Piedmont Triad Chapter of the National Black MBA Association. (bbsa@mail.mba.wfu.edu)

Honor Council. Elected by full-time students to promote the highest standards of character and conduct by upholding the school's honor system. Investigates alleged violations and holds hearings as required.

Babcock e-Business and Information Technology Club. The mission of this club is to provide Babcock students with a cross-functional perspective on the use of technology in the business world. The goal is to be on the forefront of the sweeping technological revolution through learning, listening and leading. The

club will provide support to its members in pursuit of their career goals through information sharing and active access to technology business leaders.

Strategy and Consulting Club. The objectives of this club are to attract students seriously interested in strategy consulting and general management topics and to provide them with the background knowledge and skills necessary to be extremely competitive in the workplace; to present a positive, professional image of the club members and the Babcock School of Management; and to assist club members in not only receiving a job offer but an offer from the company of their choice (either a consulting or corporate strategic position).

Non-Traditional Career Seekers Association. This student group was formed to represent and support the student body. It makes students aware that non-traditional career options exist, and provides information, knowledge and resources to students who are pursuing non-traditional careers.

Net Impact Club. The mission of this club is to promote social responsibility in relation to the purpose, practice and payoff in business. The organization is geared towards exposing and offering insightful ways of doing business beyond what is traditionally considered as shareholder value. Socially responsible businesses leverage their commitment to increase value beyond the dollar through advances in technology, global marketing and the impact of financial decisions.

Lost and Found

Found articles may be turned into Angie Sink in Room 3113. You may check with Angie (angie.sink@mba.wfu.edu) to see if a lost article has been turned in.

Facilities Reporting

Students, faculty and staff may report any facility problems with the Babcock side of the Worrell Professional Center by using the On Line Building Maintenance report form. Go to Babcock's homepage and long on to the Intranet, then choose Administration, the On Line Building Maintenance, and fill in the necessary information. The report goes directly to Angie Sink who will attend to the problem in-house or place a service call to Facilities Management as needed.

Inclement Weather Plan

Rev 11/26/01

Severe weather is an uncommon experience in Winston-Salem. As a result, snow, ice or other severe weather can tax the system and make travel difficult. Because the undergraduate college is largely residential, every effort is made to keep the university open during inclement weather. In previous years, due to severe weather, the Babcock School sometimes canceled classes while the undergraduate college remained open.

Only one decision regarding weather-related changes in schedules is made for the entire Reynolda Campus (this includes the Law School, Babcock's full-time program, as well as the undergraduate college). This means that for the full-time program only if the university is closed, the Babcock School will be closed; or, if the university is operating on a two-hour delayed opening, the Babcock School will begin classes two-hours late. Unless there is an announcement to the contrary, full-time program classes are being held as scheduled.

Please note that the decision to cancel or hold classes in the Charlotte, executive, and evening programs will still be done on a program-by-program basis. It is possible that while full-time classes are canceled, evening program classes may be held if conditions improve. Since joint classes (with evening program students) follow the evening program calendar, students enrolled in joint classes should check on the

decision made for the evening program by calling the appropriate number listed below. In any event, even if classes are being held as scheduled, students are not asked to travel under unsafe conditions or to take unnecessary risks.

Announcements concerning program closings are broadcast by the following media:

Babcock Intranet: See Emergency Information.

Radio: WFDD (88.5 FM) and WSJS (600 AM)

No other stations, television or radio will be announcing the information.

In addition to the broadcast message, the university operates Wake Forest Weather Line: (336) 758-5935 that carries any announcements concerning University closings and delayed openings. Babcock-specific announcements are also recorded on:

Full-time Program: (336) 758-3688

Evening & Executive Program: (336) 758-4584 (local); (800) 428-6012 (long distance)

Charlotte Program: (704) 365-1717

Benson Center's information desk also will be providing information to all students--undergraduate and graduate--who call 758-5255.

Finally, in the event of a closing or delayed opening decision, every effort will be made to provide details about full-time program schedule adjustments in a timely manner. It is most likely that these adjustments will be distributed via Babcock's local area network and e-mail system.

Voter Registration

You may register to vote in Forsyth County if you are:

- A citizen of the United States (if convicted of a felony, citizenship rights must have been restored)
- A person 18 years of age or older
- A legal resident of Forsyth County for 30 days by the date of the next election

Forsyth has a permanent registration system. You need to register, transfer or re-register ONLY if you:

- Have not registered in Forsyth County before
- Have moved to a different voting precinct since you registered in Forsyth. If you move, it is a violation of the law to return to your old precinct and vote after 30 days.
- Wish to change your party affiliation
- Have changed your name

A voter registration card will be mailed to you once your registration application has been processed. They are mailed monthly. Keep the card, as it may be used to change your address by mail should you move within Forsyth County, change your name, or change your party. It can also be used to cancel your Forsyth County registration should you move out of the County.

A registration form must be postmarked 25 days before an election or delivered to the Board of Elections office no later than 25 days before an election in order to be good for that election.

Registration may be placed in an inactive status if a voter card is returned by the Postal Service as undeliverable.

PARTY AFFILIATION

When you register, you will need to declare your party affiliation. You may register with any recognized party in the State of North Carolina. Party affiliation determines the primary in which a voter is eligible to vote. You may also register unaffiliated.

During a partisan primary election, an unaffiliated voter may vote only in a party primary that authorizes unaffiliated voters. If no party authorizes unaffiliated voters, they may only vote in non-partisan races and bond issues.

REGISTRATION LOCATIONS

You may obtain registration forms at the following locations in Forsyth County:

- Board of Elections office, 680 W. Fourth Street (Monday through Friday, 8:00 am to 5:00 pm)
- At any of Forsyth County's public libraries during regular hours
- At various public locations including registration drives
- Winston-Salem City Hall, Town Halls of Kernersville, Rural Hall, Walkertown, Clemmons, Lewisville and Tobaccoville
- Department of Motor Vehicles
- Various Agencies (Social Services, Agencies dealing with people with Disabilities, Employment Security Commission, Armed Forces Recruitment offices)
- Public Locations including government offices and political party headquarters

In addition, you may change your address by filling out the back of your voter registration card and returning it to the Board of Elections. **CARD MUST BE POSTMARKED 25 DAYS BEFORE AN ELECTION OR RECEIVED IN THE BOARD OF ELECTIONS OFFICE BY 5:00 PM, 25 DAYS BEFORE AN ELECTION.**

VOTING

You will be assigned a voting place within the precinct where you live. Your precinct will be assigned by our office when you register or change address and you will be notified by mail. You will receive a voter card before any election if you are a new voter or have made changes since the last election. The voter card will indicate the name and location of your voting place. You may also telephone the Board of Elections office (727-2162) for the location of your voting place.

TRANSFER VOTING

If you fail to change your address by the registration deadline, there is a procedure that allows you to vote. On Election Day, you may go to your old precinct & fill out a voter update/transfer form. Then you can take the form to your new precinct where you will be allowed to vote. To avoid this paperwork, change your address by the registration deadline.

ALL VOTING PLACES IN FORSYTH COUNTY ARE OPEN FROM 6:30 AM UNTIL 7:30 PM ON EVERY ELECTION DAY.

AT THE VOTING PLACE

On entering the voting place, give your name, address and party (primary only) to the election officials. If you are properly registered, you will be allowed to vote. If precinct officials are unable to locate your registration record, you may be asked to vote a provisional ballot. Voter will place the ballot in an envelope and SEAL the envelope. Voter must return provisional ballot in the sealed envelope to precinct official.

CURBSIDE VOTING

If you are unable to enter the voting place because of age or physical disability, you will be allowed to vote either in your vehicle or near the voting place. Have someone enter the voting place and inform the election officials of your desire to vote in this manner.

HANDICAPPED TRANSFER VOTING

Most of the precincts in Forsyth County are handicapped accessible. However, if the precinct to which you are assigned is not accessible on Election Day, you may ask to be assigned to another precinct. You

will need to go to your assigned precinct and get a handicapped transfer form. You must take that form to the assigned precinct, which will be the Board of Elections office, 680 West Fourth St., Winston-Salem. Otherwise, you may vote a curbside ballot as described above.

CALL 727-2162 IF YOU NEED SPECIAL ASSISTANCE.

North Carolina TDD RELAY:

Voice to TDD 1-800-735-8262

TDD to Voice 1-800-735-2962

State Board of Elections TDD 919-715-0230

ABSENTEE BALLOTS

If you are registered to vote in Forsyth County and are unable to vote in person on Election Day because you:

are sick or disabled and are unable to enter the voting place
expect to be out of Forsyth County during voting hours.

You may request an absentee ballot from the Board of Elections office, 680 W. 4th St, Winston-Salem, North Carolina 27101-2730. Absentee voting is allowed in all elections except fire district elections and is available as explained.

APPLICATION REQUESTED BY MAIL

OUT OF TOWN - Make the written request beginning 50 days prior to but not later than the Tuesday prior to Election Day. Each voter must sign the written request. An application and ballot will be mailed to the voter.

ILLNESS OR DISABILITY - Make the written request beginning 50 days prior to but not later than the day prior to Election Day. Each voter must sign the written request. An application and ballot will be mailed to the voter.

APPLICATION MADE AT BOARD OF ELECTIONS OFFICE

OUT OF TOWN - The voter, near relative or verifiable legal guardian may appear at the Board of Elections office beginning 50 days prior to but not later than 5:00 pm on the Tuesday prior to the election and complete an absentee application. A ballot will be mailed to the voter.

ILLNESS OR DISABILITY - The voter, near relative or verifiable legal guardian may appear at the Board of Elections office beginning 50 days prior to but not later than 5:00 pm on the day prior to the election and complete an absentee application. A ballot will be mailed to the voter.

THE VOTER, A NEAR RELATIVE, VERIFIABLE LEGAL GUARDIAN, UNITED STATES MAIL OR COMMERCIAL CARRIER SERVICE MUST RETURN THE BALLOT TO THE BOARD OF ELECTIONS OFFICE BY 5:00 PM THE DAY BEFORE THE ELECTION.

NEAR RELATIVE MEANS spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, and stepchild.

APPLY AND VOTE AT THE BOARD OF ELECTIONS

VOTER APPEARS IN PERSON, MAKES APPLICATION AND VOTES AT THE BOARD OF ELECTIONS OFFICE (ONE-STOP)

The one-stop absentee process permits a voter who will be out of town or an ill or disabled voter to appear at the Board of Elections office beginning the day after the registration deadline but no later than 5:00 pm on the Friday before the election. The voter will be allowed to apply and vote at the Board of Elections office.

Beginning with the November 2000 Election, any voter may vote a one-stop absentee without a reason such as sickness/out of town. The no excuse provision applies only to General Elections in the even numbered years.

PRIMARIES AND GENERAL ELECTIONS

In primaries in North Carolina, you vote only in the primary of the party with which you are affiliated. If you register unaffiliated, you may be allowed to vote in a primary if a party allows unaffiliated voters to vote in their primary.

In the primary you NOMINATE party candidates and in a general election you ELECT officials for these offices:

- United States Senator 1998 & 2002 (6 year terms)
- United States Representative 2002 (2 year terms)
- Governor and other State officials 2000 (4 year terms)
- State Senate and State House 2002 (2 year terms)
- Clerk of Superior Court 2002 (4 year term)
- Register of Deeds 2000 (4 year term)
- Sheriff 2002 (4 year term)
- District Attorney 2002 (4 year term)
- County Comm. At Large (1 seat) 2002 (4 year term)
- County Comm. District A (2 seats) 2002 (4 year terms)
- County Comm. District B (1 seat) 2002 (4 year term)
- County Comm. District B (3 seats) 2000 (4 year terms)
- District Court Judge (6 seats) 2000 (4 year terms); (1 seat) 2002 (4 year term)
- Board of Education District 1 (2 seats) 2002 (4 year terms)
- Board of Education District 2 (4 seats) 2002 (4 year terms)
- Board of Education at Large (3 seats) 2002 (4 year terms)

In a presidential election year and every four years thereafter you also ELECT:

- United States President and Vice-President 2000

Non-Partisan Offices

- Judges of Superior Court District 21B & 21D - 1996 (8 year terms)
- Judges of Superior Court District 21A & 21C - 1998 (8 year terms)
- Soil and Water Conservation District Supervisor (1 seat) 2000 (4 year term); (2 seats) 2002 (4 year terms)

Municipal officials were elected in 1997 and will be elected every two years thereafter except for Winston-Salem, which will elect officials in 2001 and every 4 years thereafter.

FOR FURTHER INFORMATION REGARDING VOTER REGISTRATION, ELECTIONS, AND VOTING IN FORSYTH COUNTY, CALL THE ELECTIONS OFFICE AT 336/727- 2162.

State Board of Elections TDD 919 733-7173

<http://www.sboe.state.nc.us>

Forsyth County Board of Elections
680 West Fourth Street
Winston-Salem, NC 27101

WAKE FOREST

UNIVERSITY

BABCOCK GRADUATE
SCHOOL *of* MANAGEMENT

Wake Forest Fast-Track
Executive MBA Program ~ Winston-Salem

Student Handbook and Directory

2002-2003

Wake Forest University
Babcock Graduate School of Management

Purpose Statement

To develop business leaders for the 21st century who will positively influence organizations through their ethical standards, their management skills, and their ability to manage change in a global economy.

Mission Statement

The mission of the Babcock Graduate School of Management is to advance the understanding and practice of management and leadership in the context of a rapidly changing global economy, through the teaching and research of a faculty dedicated to the teacher/scholar ideal. To accomplish this, the Babcock School must be a recognized leader in the development and dissemination of knowledge valued by the management professions, and offer the highest quality, value-added education to current and aspiring business leaders. Moreover, the Babcock School recognizes its responsibility to enhance the intellectual and economic vitality of the community.

Wake Forest University
Babcock Graduate School of Management

2002-03 Student Handbook
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**Wake Forest University
Babcock Graduate School of Management
Wake Forest Fast-Track Executive MBA Program ~ Winston-Salem**

Preface

The purpose of this student handbook is to provide Babcock students with necessary information about Babcock's policies, procedures, organizations, and programs of study. Much of this information is also available in the program bulletins and various brochures. We have compiled this reference material in one volume and have attempted to make it as complete as possible. The Wake Forest University MBA Program reserves the right to make changes in content, instructor, and timing of courses offered, and in other matters set forth in this handbook.

Statements concerning courses and expenses are not to be regarded as irrevocable contracts between the student and the institution. The University reserves the right to change the schedule of classes and the cost of instruction at any time within the student's term of residence.

We wish this handbook to be as useful as possible; and if you have any ideas for additional helpful material to be included, please feel free to bring your suggestions to Chet Miller, Jamie Barnes, Carolyn Campbell, or Dianne Luce.

Wake Forest University
Babcock Graduate School of Management
Wake Forest Fast-Track Executive MBA Program ~ Winston-Salem

Certification and Evaluation Document

I. The Certification Committee

- I.a Purpose. This document sets forth the certification and evaluation requirements and policies of the Wake Forest Fast-Track Executive MBA Program ~ Winston-Salem of the Babcock Graduate School of Management. The administration of these requirements and policies is the responsibility of the Dean of the Babcock School. The Dean, at his/her discretion, may delegate certain of these responsibilities to the Certification Committee or, in special circumstances, to any other committee.

The Certification Committee is composed of three faculty members appointed by the Dean (one will act as chairperson), and the Faculty Directors of the Charlotte, Winston-Salem evening and executive, and full-time programs and the Registrar of the Babcock School as non-voting members. Decisions of the committee shall be made according to the vote of the majority of those present and voting.

- I.b Duties. The duties of the Certification Committee upon delegation by the Dean are:
1. to interpret the Certification Document for each of the school's degree programs,
 2. to monitor the academic progress of each student in each of the school's degree programs,
 3. to approve specialized courses of study (e.g., individualized reading courses, research projects, directed study courses, course transfers, interprogram transfers),
 4. to certify that students have met their respective program's minimum requirements for graduation,
 5. to review and pass judgment on petitions for readmission to the school's degree programs from students who either withdrew from or were dismissed from these programs,
 6. to certify all candidates for the MBA degree on behalf of the Babcock School Faculty, and
 7. to perform other duties relevant to the administration of the certification and evaluation system as might be requested by the faculty and as might be assigned by the Dean.

II. Performance Evaluation

- II.a Grading System. Grades are a major formal mechanism by which an instructor transmits to students evaluative information relative to performance in a course. The primary purpose of grades is to provide feedback from the instructor to the student relative to the student's performance in such a way that the student can clearly assess his/her strengths and weaknesses.

II.b Grading Scale. All students registered in courses, seminars, study tours, projects, or independent studies offered in the executive program will be given grades according to the following scale:

<u>Letter Grade</u>	<u>Quality Points</u>
A+	9
A	8
A-	7
B+	6
B	5
B- ¹	4
C+	3
C	2
C-	1
F	0

II.b.1 Pass (P). An instructor, with the advance approval of the Certification Committee and the Dean, may use the Pass/Fail grading system. Grades in such courses will be recorded on the student's academic record as "P" (Pass) or "F" (Failure).

II.b.2 Incomplete (I). When a student has failed to fulfill the course requirements because of illness or for other reasons acceptable to the instructor of the course in question, the instructor may: (a) submit a grade for the course based on other evidence he/she considers sufficient, or (b) report to the Registrar that the student's work is Incomplete (I). The "Incomplete" grade is a device that affords students with good cause the opportunity to make up the requirements of a course. The temporary grade of Incomplete shall not be used where the student's failure to satisfy requirements of a course is the result of unexcused behavior.

Students who receive a grade of "Incomplete" must, in order to have the grade removed and changed to a final grade, complete the course before the end of the next semester. An "Incomplete" which has not been removed by the required deadline shall become a failing grade (F), unless the student submits a written petition to the Certification Committee for an extension of the time available for removal of the "Incomplete." The student must establish in the petition that there are valid reasons for the extension request. The petition must have the written endorsement of the course instructor and must be submitted prior to the appropriate deadline for a failing grade.

II.c Academic Performance. Each course in the executive program has been assigned a specified number of credits to count toward graduation. The credits assigned to a particular course are multiplied by the quality points equivalent to the grade earned by the student to produce "earned quality points." Grade point averages are determined for each student by accumulating his/her "earned quality points" across all courses taken and dividing this total by the number of accumulated credits for all courses taken. Students who maintain a cumulative grade point average (GPA) of "B" (GPA = 5.00) or better will be considered to be in "good academic standing."

¹Occasional marginal performance, as indicated by the B- grade, may be exhibited by a student. The faculty has held, however, that consistent marginal performance is unsatisfactory overall. Thus, the student who accumulates a substantial number of B- grades or below may be subject to additional requirements to both remain in the program and be certified for graduation, or may be subject to dismissal from the program.

The credits assigned to courses graded on a Pass/Fail basis will count toward graduation credit if the student earns a passing grade (P). However, Pass/Fail courses have no impact on the student's grade point average.

The grade of "F" indicates performance in which a student has not met the minimum standards of a course. In courses where students receive a grade of "F", course credits toward graduation will not be awarded. Further, since the equivalent quality points of an "F" grade are zero, the student accumulates no "earned quality points." However, the course credits will be included in the total credits completed. Therefore, the student's GPA will be severely impacted by the receipt of a failing grade. Failing (F) grades will be permanently noted on the student's record of academic performance maintained by the Registrar of the Babcock School. If a student is allowed to retake a course that he/she previously failed, the new grade will be recorded in addition to the prior failing grade. All grades and course credits will be used to compute the student's grade point average.

II.d Records of Academic Performance. The student's record of academic performance is maintained by the Registrar of the Babcock School. No persons other than the permanent staff of the Babcock Registrar's office or individual course instructors through the Wake Information Network (WIN) shall record grades on the student's record of academic performance. Changes in student grades can only be made under the conditions defined in II.f, below.

Student academic records are confidential and protected. Access to any student's academic record is prohibited except to the following.

1. A student may view his/her own record, but may not remove the record from the office of the Registrar. The student may obtain a photocopy or printout of his/her record from the Registrar.
2. Members of the Certification Committee and the Dean of the Babcock School may view the records of students when needed, to carry out the functions of the certification and evaluation process or other related administrative tasks.
3. The staff of the Babcock School Registrar's office may have access to the record of student's academic performance for the purpose of carrying out his/her assigned duties.
4. Other administrative officials of the Babcock School and/or Wake Forest University, e.g., the Financial Aid Officer, the Director of the Career Management Center, etc., may petition the Dean for access to the student's academic record, to carry out required administrative responsibilities.
5. Other individuals and institutions, including for example, faculty, prospective employers, and other educational institutions, may view the record of academic performance in original or photocopy form only when authorized to do so, in writing, by the student.

II.e Reporting Grades. At the conclusion of each academic term, the Registrar's office of the Babcock School or individual course instructors through WIN shall record each student's grades on his/her record of academic performance and prepare a report of grades for transmittal to each student through WIN. Paper copies will be sent to a student's home address on record by request. Grades will not be reported to students over the telephone.

II.f Changes in Grades. The evaluation of performance in an individual course and the awarding of individual grades are solely the responsibility of the instructor(s) assigned to that course. Questions regarding the evaluation of individual course performance should be directed to the instructor(s) involved.

In an instance where a student suspects an erroneous grade has been assigned, the student must appeal directly to the instructor who assigned the grade. If an error is found, the instructor shall prepare a change of grade form, indicating the reason for the change. The change of grade form will be forwarded to the Registrar of the Babcock School to indicate how the grade is to be changed. Grade changes from adjunct faculty must first be approved by the appropriate area coordinator before being sent to the registrar for change. There is no other oversight of this process within 60 days of the start of the next semester. Grade changes after this period must be approved by the Certification Committee. A copy of the grade change form will be placed in the student's record of academic performance.

III. Degree Requirements

III.a General Requirements. Students may participate in the executive program only on a full time basis. The requirement for continuation in the program is overall satisfactory academic performance in the full complement of courses offered each semester. Satisfactory academic performance requires:

1. that the student maintain a grade point average equal to 5.00, or above, and
2. that the student earn a "passing" grade in each course taken. "Passing" grades include all grades which earn quality points, i.e., "A+" through "C-," as well as the passing grade (P) in Pass/Fail courses.

The Certification Committee shall review the progress of each student at the end of each semester. A student who does not achieve a GPA of 5.00 for a given semester and on a cumulative basis for the total number of courses completed through that semester may be placed on academic probation, requested to withdraw from the program, or be dismissed.

The specific action taken by the Certification Committee will be based on an assessment of the probability of the student's successful completion of the program and his/her effort and motivation. If a student is not permitted to continue in the program, graduate credit will be given for all courses passed.

III.b Academic Probation. A student who does not achieve satisfactory academic performance in a particular semester, or cumulatively across all semesters in attendance may be placed on academic probation by the Certification Committee.

In the event that a student is placed on academic probation, the Certification Committee may impose special requirements on that student to remedy deficiencies in the student's academic preparation and/or to require the student to raise his/her cumulative academic performance back up to the minimum performance standards. These requirements may include additional coursework either within the Babcock School, elsewhere in Wake Forest University, or at another institution. The Certification Committee also may require higher than minimum academic performance in future course work.

A student who fails to meet the special requirements imposed by the Certification Committee may be continued on academic probation with additional requirements, be asked to withdraw from the program, or be dismissed.

III.c Graduation Requirements. Each student will receive, upon matriculation into the first year of the executive program, a document entitled the Wake Forest Fast-Track Executive MBA Program ~ Winston-Salem Curriculum, which outlines the graduation requirements for that entering class. All required courses and their credit values are listed.

To be certified for graduation the student must complete and pass all required courses defined in their Wake Forest Fast-Track Executive MBA Program ~ Winston-Salem Curriculum. Further, students must maintain a cumulative grade point average of 5.00 (B) or above for all courses taken.

In the event that a student withdraws or takes a leave of absence from the program and is readmitted in a later year, the student is expected to meet the requirements defined for the Wake Forest Fast-Track Executive MBA Program ~ Winston-Salem Curriculum applicable at that point of readmission, rather than the curriculum in effect at the point of his/her original admission to the program.

III.d First Year Requirements. The first year of the executive program is divided into two semesters of required courses. The specific courses and their credit assignments are provided in the Wake Forest Fast-Track Executive MBA Program ~ Winston-Salem Curriculum to students at matriculation.

A student whose semester or cumulative GPA falls below 5.00 will be subject to the Certification Committee review procedures outlined in section III.a, above. A student who receives a failing grade in one or more of the first year courses will not be admitted to the second year of the program. Depending upon an evaluation of the student's record, the Certification Committee may (a) require that the student retake a failed course and earn a passing grade, (b) require the student to retake the entire first year, or (c) dismiss the student from the program.

In situations where the Certification Committee requires a student to complete a specific course, this may be in addition to the normal load required of continuing students. At the discretion of the Certification Committee, requirements of higher than marginal performance may be set.

III.e Second Year Requirements. The second year of the executive program is divided into two semesters. The Wake Forest Fast-Track Executive MBA Program ~ Winston-Salem Curriculum distributed to the student at matriculation describes these courses and their credit units.

The Certification Committee will review the performance of all executive program students after the summer semester of the second year. A student who does not achieve a grade point average of 5.00 for the summer semester or a cumulative GPA of 5.00 through the three semesters completed will be subject to the Certification Committee review procedures outlined in section III.a, described earlier.

A student who receives a failing grade in any second year course will not be certified for graduation. The Certification Committee can (a) require the student to retake the course or (b) dismiss the student from the program.

III.f The Final Certification Process. The Certification Committee will review the record of academic performance of each student at the completion of the student's fourth semester in the program. If a student has earned a passing grade in all required courses, earned the required number of graduation credits, and accumulated a grade point average of 5.00 or above across all graded activities, the Committee will certify this student for graduation on behalf of the Babcock faculty. MBA degrees are conferred by the University's Board of Trustees.

III.g Appeal. Students who have been dismissed from the executive program may petition for reinstatement. Petitions for reinstatement should be directed to the Certification Committee through the Registrar of the Babcock School within seven days of receipt of notification of dismissal.

The written petition should (a) request reinstatement, (b) discuss in detail the extenuating or mitigating reasons for poor academic performance, and (c) propose a course of remedial action

that will restore the individual to good academic standing and maintain that standing throughout the remainder of the program. A student may make a written request to appear before the Certification Committee in support of his/her written petition. This request should accompany the petition for reinstatement.

IV. Registration Changes

IV.a **Course Withdrawal.** Withdrawal from a required course or activity can only be accomplished by withdrawal from the executive program, or by petitioning the Associate Dean for Management Education for a leave of absence (see IV.d, below).

IV.b **Withdrawal from the Fast-Track Executive Program.** In the event that a student desires to withdraw voluntarily from the executive program, he/she should first discuss his/her plans with the Program Director. To formally withdraw, the student must submit a dated, written notice to the Program Director with a copy to the Registrar of the Babcock School, giving the date on which the withdrawal is to be effective. This statement should include a list of outside agencies to be notified, such as the Veterans Administration, loan programs, etc. Further, the student should clear all accounts with the University Financial and Accounting Services' office. If withdrawal from the program occurs during a semester in which the student is enrolled, no entries are made on the student's transcript for uncompleted courses.

Students who fail to attend classes for two successive bi-weekly meetings, unless excused by the Dean or his/her designate, will be separated from the executive program. Grades of either Withdrawn/Passing ("WP") or Failure (F) will be assigned, depending on the instructors' evaluation of the student's performance in each course.

In the event of withdrawal, reimbursement of tuition and fees for the semester will be made according University policies in effect at that time. Attendance starts from the first day of registration. Fractions of a week count as a full week.

IV.c **Leave of Absence.** Students in good academic standing may be granted a leave of absence for a period of up to two years by the Associate Dean for Management Education. The request should be directed to the Associate Dean through the Registrar's office. A student who is granted a leave of absence must notify the Program Director of the executive program of his/her intent to return to the school not less than 16 calendar weeks prior to the term that studies are to be resumed. Records of academic performance for students returning from a leave of absence will be reviewed by the Certification Committee as outlined in paragraph V.b below.

V. Readmission Following Withdrawal

V.a **Readmission Procedure.** Students who have withdrawn without a leave of absence from the executive program may apply to the Certification Committee for readmission. Application for readmission must be completed by April 15th for admission to the fall semester, by August 15th for the spring semester, and by December 15th for the summer semester.

Applications for readmission will be considered only for those students who apply for readmission within two years of the time that they left the program. Students who reapply after two years must apply to repeat the entire program.

V.b **Certification Committee Review.** The records of students who return from a leave of absence or who apply for readmission will be reviewed by the Certification Committee to determine if curricular changes have created circumstances requiring special consideration. If accepted for readmission, students will be expected to meet the graduation requirements defined by the

Wake Forest Fast-Track Executive MBA Program ~ Winston-Salem Curriculum in force at the time of readmission.

In cases where a student was in good academic standing, the Certification Committee is to recommend a course of study enabling graduation within a normal time frame and without taking an unusual course load, except where changes in the Wake Forest Fast-Track Executive MBA Program ~ Winston-Salem Curriculum mandate exceptions.

In situations where termination or withdrawal was under conditions of academic duress, the Certification Committee will review the applicant's record to determine the most appropriate course of action which may include requiring the student to:

1. complete specific courses prior to readmission,
2. complete an unusually heavy load,
3. complete specific courses offered in one of the Babcock School's degree programs,
4. maintain a higher-than-minimum academic grade point average, and/or
5. engage in other specified remedial work.

In extreme circumstances, the Certification Committee may direct that the individual repeat the first year of the executive program in its entirety. The Certification Committee may also judge that the applicant's academic record, when combined with his/her interim work experience, is sufficient to justify readmission without any of the remedial activities described above.

VI. Individual Studies

Individualized courses, directed reading courses, and research projects conducted under the supervision of a Babcock School faculty member may be allowed as credit toward graduation. Normally, these will be entertained only as part of the elective portion of a program's curriculum. However, in exceptional circumstances, requests to substitute one of these for a required activity may be granted.

VI.a Request Procedure. Students desiring to pursue one of the activities described above must secure the sponsorship of a Babcock School faculty member and develop an agreement regarding the nature and scope of the activity.

To secure credit allowable toward graduation certification, the student must prepare a memorandum for approval by the Certification Committee specifying:

1. the nature of the course, project, or activity,
2. the time frame within which the activity will be carried out,
3. how the activity will fit with the student's personal goals and educational needs,
4. the learning objectives for the course or activity,
5. a detailed time schedule of topics and activities to be undertaken,
6. a representative bibliography and/or identification of other resources to be used,
7. the output or concluding state of the activity,

8. a procedure by which student performance will be evaluated by the faculty sponsor, and
9. the number of graduation credits requested.

The signature of the student, as well as the faculty sponsor of the proposed activity, should appear on the memorandum. The Certification Committee will review the proposal and provide a written response to the student. If the activity is approved, at the conclusion of the activity the faculty sponsor shall report a grade to the Babcock School Registrar using the prescribed grading scale in II.b, unless a Pass/Fail grading system has been approved by the Certification Committee and the Dean.

VII. Transfer Credit and Course Waivers

VII.a **Transfer Credit.** Transfer credit for, or exemption from, a required course in the executive program is not permitted. Only in very exceptional circumstances would credit toward graduation be granted for courses completed elsewhere prior to enrollment at the Babcock School. Students who can demonstrate these exceptional circumstances should submit requests to the Certification Committee following the procedure outlined in VII.b, below.

Courses taken at other institutions, from other units of Wake Forest University, or from other degree programs of the Babcock School after initial enrollment in the Babcock School may, under certain circumstances, and with the advance approval of the Certification Committee, be allowed as credits toward graduation within the executive program.

VII.b **Transfer Credit Request Procedure.** Requests for transfer credit for courses taken outside the executive program curriculum must be made in writing to the Certification Committee. The request for transfer credit must include:

1. the name of the course,
2. the institution and program (department) in which the course was offered,
3. the catalog description of the course,
4. the name of the instructor, his/her phone number, the name of the course text or texts, and the course syllabus, if available,
5. the evaluation procedure and grading system for the course,
6. an official transcript of the student's graded performance in the course, (if the course has already been completed),
7. the rationale underlying the request, and
8. any other data relevant to the decision to be made by the Certification Committee.

The Certification Committee will review the proposal and provide a written response to the student. If approved, the response will indicate the number of graduation credits to be applied, and a minimum grade requirement. Generally, graduation credit would only be given for transfer courses taken at the graduate level. However, in exceptional circumstances, a limited number of graduation credits may be approved for an advanced level undergraduate course, regardless of the credit value of that course.

VII.c Academic Performance Status of Transfer Courses. If the student earned a satisfactory passing grade and submits an official transcript of this result to the Babcock School Registrar, the course will be entered on the student's record of academic performance as a transfer course. The credits approved by the Certification Committee will be applied toward the student's graduation certification.

The grades from courses transferred from institutions other than Wake Forest will be shown on the student's record of academic performance as a "T", indicating transfer, and will not be included in the computation of the student's grade point average.

Courses taken in other units of Wake Forest University or the Babcock School will appear on the student's record of academic performance and will be designated as such. The grades earned in these courses will count in the computation of the student's grade point average at the credit values approved by the Certification Committee. The grades earned in other units of the University will also be entered on a transcript for that unit of the University (i.e., Undergraduate, Law School, Graduate School, etc.).

Any extra tuition or fees involved in taking a course from another unit of Wake Forest University, another degree program in the Babcock School, or from another institution are the responsibility of the student.

VIII. Revision of This Document

This document may be revised by action of the Babcock School faculty. However, any student admitted to the Wake Forest Fast-Track Executive MBA Program ~ Winston-Salem has the privilege of matriculating and graduating under the academic requirements existing at the time of admission if graduation occurs within 2 years after admission. If graduation is delayed beyond 2 years from the time of admission, the student must matriculate and graduate under such requirements as then exist or as prescribed by the Certification Committee and the Dean.

IX. Final Graduation Requirements

The specifications contained in this document are the minimum academic requirements for graduation. The faculty reserves the right of final certification of individuals for graduation.

Updated 7/12/02

Wake Forest University
Babcock Graduate School of Management
Wake Forest Fast-Track Executive MBA Program ~ Winston-Salem

Curriculum

	<u>Credit Hours</u>
<u>First Semester - Fall</u>	
MGT 6120 Business in the Global Economy	3
MGT 6175 Global Strategic Management I	2
MGT 6125 Strategic Economic Analysis	2
MKT 6100 Strategic Marketing	3
MGT 6140 Accounting and Financial Management	3
<u>Second Semester - Spring</u>	
OPS 6180 Managing Operations for Competitiveness	3
MGT 6110 Managing for Organizational Effectiveness	3
MGT 6190 Leadership Development	1.5
MGT 6170 Managerial Accounting	1.5
MGT 6145 Managing Information Technology	3
<u>Third Semester - Summer</u>	
MGT 7125 Global Strategic Management II	2
MGT 7120 International Business Management	2
FIN 7140 International Financial Management	2
MGT 7201 (Asia) or MGT 7202 (Europe) International Practicum	4
<u>Fourth Semester - Fall</u>	
MGT 7155 Leading Change	3
MGT 7175 Implementing Enterprise Strategy	3
FIN 7145 Strategic Financial Management	3
MGT 7150 Management Practicum	4
Total Program Credit Hours	48

Wake Forest University
Babcock Graduate School of Management
Wake Forest Fast-Track Executive MBA Program ~ Winston-Salem

Course Descriptions

Semester 1 (Fall)

Business in the Global Economy (MGT 6120)

This course fosters student understanding of large-scale socio-political and economic issues. It emphasizes how managers should assess the international marketplace in order to make informed investment decisions.

(3 Credits)

Global Strategic Management I (MGT 6175)

This is the first of a two-semester course sequence that addresses strategic management. The first semester emphasizes industry and competitor analysis, along with the development of core business strategies.

(2 Credits)

Strategic Economic Analysis (MGT 6125)

This course addresses basic microeconomic principles necessary for understanding the nature of competition among firms within an industry. From this vantage point, managers can more effectively assess investment decisions and risk.

(2 Credits)

Strategic Marketing (MKT 6100)

This course starts by looking at the identification, creation and retention of customer segments. Both consumer and business-to-business segments are considered. The course then moves to the question of how the marketing mix should be tailored to the particular industry and competitive environment.

(3 Credits)

Accounting and Financial Management (MGT 6140)

This course focuses on financial statement preparation and analysis. Managers must be sensitive to the effect of decisions on their financial statements and on the reaction of external audiences to those statements. Understanding such statements is a key tool of competitor analysis. The course also covers cash flows and the time value of money.

(3 Credits)

Semester 2 (Spring)

Managing Operations For Competitiveness (OPS 6180)

The focus of this course is on managing operations to provide a competitive advantage through the timely and efficient provision of quality goods and services. To achieve competitive advantage, managers must understand how capacity planning, location decisions, inventory management, total quality management and project management relate to operations strategy.

(3 Credits)

Managing For Organizational Effectiveness (MGT 6110)

This course addresses the critical need of managing human resources for organizational effectiveness. Topics include motivating individuals and teams, power and politics, performance evaluation and particular challenges within fast-paced organizations.

(3 Credits)

Leadership Development (MGT 6190)

This course emphasizes the development of leadership skills through personal assessment and a workshop on persuasive presentations. The role of leadership in crafting and overseeing strategy receives special attention.

(1.5 Credits)

Managerial Accounting (MGT 6170)

The three types of accounting information used by managers are examined: full costs, used in pricing and other decisions; differential costs, used in alternative choice decisions; and responsibility accounting, used to measure performance. In addition, budgeting systems for planning and control, activity-based costing, the balanced scorecard and economic value-added approaches are covered.

(1.5 Credits)

Managing Information Technology (MGT 6145)

Information is a key resource of organizations, critical to planning, decision-making and control. The role of management in shaping, directing and controlling information systems is the primary focus of this course. Specific topics include the strategic role of information systems, database design, security, outsourcing and electronic business.

(3 Credits)

Semester 3 (Summer)

Global Strategic Management II (MGT 7125)

This course focuses on the competitive challenges of crafting and implementing strategy in a global marketplace. Topics include product positioning, pricing, diversification and particular problems faced by entrepreneurial organizations.

(2 Credits)

International Business Management (MGT 7120)

When competing in global markets, certain operational issues become key. These include market entry choice, cross-cultural management, international laws and government relations, joint-venture management and negotiating. The course also explores future scenarios for the global marketplace.

(2 Credits)

International Financial Management (FIN 7140)

As competition and market opportunities have become increasingly global, capital markets and contracts, portfolio theory, asset pricing and evaluation, capital structure and risk management must be viewed in an international context. The course pays particular attention to foreign exchange rates in terms of how executives can manage their impact on trade and investment decisions.

(2 Credits)

International Practicum (MGT 7201 Asia or MGT 7202 Europe)

Students select one of the international programs to attend. Choices include study tours in PR China, Japan, or Oxford University in England; a trip to Vienna, Austria; Budapest, Hungary; and Prague in the Czech Republic; or a trip to cities in France and Germany. Students prepare individual projects related to these international programs, which often address issues of concern to sponsoring companies.

(4 Credits)

Semester 4 (Fall)

Leading Change (MGT 7155)

The accelerating role of change in contemporary life has made the ability to manage change a highly valued skill. This course combines approaches from theory and practice, which gives students a framework for understanding and managing change within an organization.

(3 Credits)

Implementing Enterprise Strategy (MGT 7175)

This course analyzes problems of implementing strategy, including how strategies emerge and the feedback and control mechanisms that are necessary to monitor strategic progress. Tools available to help managers effectively control the strategic process include organizational structure and management systems. Students examine these decision-influencing tools to understand their benefits and limitations and to integrate and align them to achieve strategic objectives.

(3 Credits)

Strategic Financial Management (FIN 7145)

Organizations undergoing strategic change and growth confront special challenges. This course examines different financing options to fuel growth, dividends and stock repurchases, restructuring practices, and mergers and acquisitions.

(3 Credits)

Management Practicum (MGT 7150)

Students form teams to work on a major project that is approved and supervised by the core faculty of the fast-track program. Student teams write a report and present the results to faculty as the final exercise in the MBA program.

(4 Credits)

Wake Forest University
Babcock Graduate School of Management
Wake Forest MBA Program

Policy for Use of Career Management Center

Career Management Center for Evening, Executive and Charlotte Students

The mission of the Career Management Center Office is to design and manage services and programs that will enhance the career progression and employment opportunities of our graduates. The Career Management Center is not an employment agency. We do not charge you for our services nor do we guarantee to secure you a position or "place" you. We firmly believe that your job search and career planning are developmental processes that must be an integral part of your total educational experience. Therefore, our office serves as a coordinator, facilitator and an adjunct to the total Babcock School educational program. As in the business world, you must have "ownership" of your own career development and progression.

The following services are available to all Babcock students:

- Career Management Center which includes:
 - * Business periodicals
 - * Copy machine
 - * Fax machine
 - * Computer (limited use)
- Career Resource Manual
- Alumni Career Networking database (ACN)
- Intranet Information
- WPC Library (on reserve at the circulation desk)
 - * Company contact names that recruit on-campus
 - * Job listings
 - * Hard copy of the Alumni database
- "How To" books on resume writing, interviewing and job search
- Job Search Workshops and Training

Eligibility Requirements: Evening, Fast-Track Executive and Charlotte program (EEC) students are eligible 12 months prior to graduation and may use the Career Management Center for up to 12 months. In addition, they must be fully self-funding their MBA studies, be unemployed or have written permission from their company to use the Career Management Center. EEC students who receive any funding from their employer must obtain written permission from their current employer to use the Career Management Center. This letter must be from the office of the VP of Human Resources (or corporate office responsible for setting educational reimbursement policies) and must specifically state that the employee has permission to use the Career Management Center's offices and interview on campus with other organizations. No approvals will be granted based on letters from local managers or regional offices.

EEC students that meet the criteria stated above are eligible for all services offered by the Career Management Center on the same basis as that provided to Full-time MBA students. These services include; career counseling and job coaching, resume review and critique, and the opportunity to interview on campus for jobs which their profile and career concentration matches the hiring goals of the recruiter. EEC students are not eligible to participate in the New York and Atlanta MBA Consortiums.

The Winston-Salem Evening, Fast-Track Executive and Charlotte MBA programs are general management programs. Therefore students in these three programs are limited to interviewing for general management and consulting positions. Students in these three programs do not receive adequate functional course depth for MBA entry-level functional jobs. As with our Full-time students, prior work experience does not substitute for functional coursework.

The Career Management Center is responsible for managing the on-campus interview process and insuring that only candidates meeting all requirements, stated in their specific program policy, appear on an interview schedule.

In order for resumes to be included in the MBA Resume Book, they must correctly identify the student's career concentration (for Full-time MBA program students) or indicate consulting and/or general management for Winston-Salem Evening, Fast-Track Executive, and Charlotte MBA program students.

All students are required to abide by policies, procedures and information requirements as set forth by the Career Management Center. As with all our students, any violations of policy may result in the termination of rights to use the Career Management Center. If interested in using the Career Management Center, please see Carolyn Campbell (Winston-Salem) or Leslye Gervasi (Charlotte) to fill out the necessary paperwork.

Hours:

Monday through Friday 8:30am - 5:00pm
TBA 5:00pm - 8:00pm (during the fall and spring)
Saturday 10:00am - 2:00pm (during the fall and spring)

This policy may be revised by the administration of the Babcock School based upon our experience and opportunities to better serve the Babcock community.

**Wake Forest University
Babcock Graduate School of Management
MBA Program**

Honor Code

The Babcock Graduate School of Management has established a set of values that demands the highest standards of its students and faculty. While recognizing our different ways, different personalities and different views, we are of one mind about the Honor Code. We are honor bound to uphold the principles of this most cherished possession of the Babcock community. The Honor Code is built on the foundation of the following four points:

1. I will not lie
2. I will not cheat
3. I will not steal
4. I have a duty to report any honor violation of which I am personally aware to a member of the Honor Council.

The first three points of the Honor Code are precepts on which any civilized society must function. The fourth point, however, requires that each member of the Babcock community take responsibility for the ethical well being of his or her classmates. Clearly, this fourth point is the most difficult of the four points because it involves an actual commitment; however, it is the most important point because it is what makes the Code belong to each student. Failure to uphold the fourth point is considered an honor offense.

The Babcock School reserves the right to bring disciplinary action to bear against students for breaches of conduct inside the Babcock community. The school may bring penalties against a student who violates the Honor Code ranging up to expulsion from the program.

Terms in this document should be construed to have their ordinary non-legal meaning. The school's honor system is grounded in the following definitions concerning Honor Code violations:

1. No student shall lie. Lying is defined as deliberately making a false or deceiving statement to another member of the Babcock community.
2. No student shall cheat. Cheating is defined as willfully or deceptively giving or receiving aid, attempting to do so, or wrongfully obtaining or attempting to obtain prior information about cases and examinations.
3. No student shall commit plagiarism. Plagiarism is defined as intentionally offering as one's own, any ideas, words, paragraphs, or phraseology that are attributable to other sources. Students are responsible for following the directions of the instructor concerning all assignments.
4. No student shall steal from the members of the Babcock community. This includes any attempt to gain access or to aid another in gaining access to any e-mail or physical mailbox other than one's own without proper authorization.

Wake Forest University
Babcock Graduate School of Management
MBA Program

Spirit of the Honor Code

The purpose of the Honor Code is not to define exact boundaries and areas that may be construed as acts of dishonor. Rather, the Honor Code creates a general spirit that should be respected and maintained throughout one's career in the Babcock community and carried forth into one's professional career. The Honor Code provides a framework for all members of the Babcock community to use when determining the integrity of any personal, professional or academic action.

Wake Forest University
Babcock Graduate School of Management
MBA Program

Honor Council Procedures

The Honor Council

The purpose of the Honor Council shall be:

1. To receive and investigate reports of alleged honor violations and to bring charges.
2. To hold hearings on the charges in accordance with the procedures set forth herein.
3. To submit to the Dean a fair verdict of judgment for his final approval.

The Full-time Program Honor Council is comprised of two first-year full-time program council members, two second-year full-time program council members, one second-year full-time program chairperson, and one faculty advisor.

The Winston-Salem executive, evening and Charlotte programs Honor Council is comprised of seven members, with two representatives from each program plus the Full-time Program Honor Council Chairperson.

Elections

Full-time Program Honor Council

The full-time program student body elects the first and second-year Council members and the chairperson. Rising second-years are elected during the second week of April of their first academic year. First-year elections are carried out during the fourth week of school. A simple majority determines election outcomes; ties require a run-off. If a Council member drops out of the program during his or her tenure, a replacement is immediately elected to finish the term.

Working Professional Programs Honor Council

Students in the Winston-Salem evening and Charlotte programs elect one representative from each class to serve on the council. First year Fast-Track Executive program students elect two representatives from their class. Terms will run for 12 months, through the next election. Elections are held no later than September 9 each year. A simple majority determines election outcomes; ties require a run-off. If a Council member drops out of the program during his or her tenure, a replacement is immediately elected to finish the term.

A faculty member is appointed by the Dean and may serve incumbent terms at the discretion of the Dean. The faculty member has no voting power and serves in an advisory capacity only.

The Honor Council chairperson is responsible for student elections to the Full-time Program Honor Council. Students may serve consecutive terms and hold positions in extracurricular associations, including the Student Government Association. Program Directors for the working professional programs are responsible for the election process in those programs.

An Honor Council member's public and official behavior should be beyond reproach and free from impropriety. Each newly elected member of the Honor Council shall, on an individual basis, take the following oath to be administered by the Dean of the Babcock school:

I do solemnly swear that I will work to the best of my ability as a member to the Honor Council, that I will observe the Honor Code, and that I will always be mindful of the interest of the Babcock School and the public.

Investigation

The Honor Council chairperson and one other Council member question the witness(es) of alleged honor violations to obtain all the details. The two then summon the accused and inform him or her of the charges, requesting an explanation. The witness(es) remain anonymous during this procedure. If the student in question denies the charges and the Honor Council concludes there is insufficient evidence to the contrary, the case is dropped.

The chairperson calls Honor Council hearings for those students whose charges are not dropped. All members of the Honor Council must be present at honor case hearings. Honor Council meetings are held in secret session unless the accused requests an open hearing.

With the exception of the investigators while investigating a case, no member should mention, comment upon, or discuss in any manner the case except when the Honor Council itself is sitting to consider the case. This applies to both open and closed proceedings. Members not investigating the case should refrain from learning about the case prior to the hearing.

Hearing Procedures

At the time of hearing, the accused is brought before the Honor Council, and faces, for the first time, the witness(es). In the case of multiple witnesses, witnesses are presented individually to prevent testimonial bias. When considering a case, a member should always bear in mind that he or she is deciding whether a particular regulation has been violated. A member, however, should consider the welfare of the individual and the integrity of the Babcock community in setting penalties for violations.

Note: The Council is not to seek the truth under its interpretation of legal methodology, but rather in a straightforward, adult fashion (i.e., the hearing is not a court procedure and we are not lawyers).

After dismissing everyone but Honor Council members, the Council discusses the case privately. A vote is taken to determine if the individual is "guilty" or "not guilty". A simple majority determines the verdict. If the accused student is found "not guilty" then the case is closed. If a "guilty" verdict is reached, a secret vote is held in which all members vote either "stay with penalty" or "resign". This vote accompanies the Council's recommendation to the Dean. Four out of five Council votes are required for a full-time program student to be asked to resign; three out of four Council votes are required for a working professional program student to be asked to resign. A majority vote of "resign" represents the Council's belief that the student is basically dishonorable and must go quickly. The Honor Council believes a student found guilty with a majority vote of "stay with penalty" deserves a second chance. The Council provides a written statement of findings and recommends an appropriate disciplinary action for these students, including, but not limited to, repeating a course, assigning a grade of F for the course, requiring a public apology or prescribing community service work.

In all cases where a finding of guilt has been made, the Honor Code Appeals Committee will automatically review the case. The Honor Code Appeals Committee ultimately decides the School's course of action, maintaining an appropriate balance between the goals and the objectives of both the Babcock School and the Honor Code. In cases where a change of grades is recommended, the recommendation is made to affected faculty member(s), who has (have) the final grade authority.

Announcements

In the event a student resigns from the Babcock Graduate School due to an Honor offense, an announcement will be made. Neither case details, nor the student's name will be included in the announcement.

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Honor Code Contract

The students of the Babcock Graduate School of Management have prepared the Honor Code, recognizing it as a contract between each person of the community. It is an agreement by which the community grants privileges and opportunities of citizenship, and each person within the community accepts two fundamental responsibilities:

1. To maintain personal integrity by internalizing and living the Code, and
2. To maintain the integrity of the community by helping others live by the Code.

The successful functioning of the Honor Code, indeed of the University itself, depends on mutual confidence and trust among students, faculty members and staff. Unless each is assured that the other will uphold the contract, the Code will fail and the University will be diminished. Moreover, students and faculty members share a responsibility for hearing and evaluating reports of Honor Code infractions.

The significance of this matter should not be underestimated. The certification a person receives for completing a class, course of study, or requirements for a degree is without value if the person obtained that certification dishonestly. Examination papers, laboratory work, essays, theses, projects, research tools, and all other class work for classes and degrees are to be prepared with no use having been made of unauthorized or undocumented materials of any kind. *Students are not to give or receive aid in examinations or in class work where such is not permitted.*

Any individual violation of the Honor Code compromises every member of the community. Therefore, the entire community has a deep-rooted investment in the honesty of every person at Babcock.

The Honor Code will only work effectively in the Babcock community as long as each member ensures its enforcement. As you pledge to live by the Code, you also accept the responsibility of reporting any probable violations with which you are personally aware. As a Babcock student, it is your duty to bring to the attention of the Honor Council any violation you may witness. Indeed, by failing to do so, you are in fact committing a violation of the Code, by not coming forth with such information.

The Honor Council in turn will investigate the alleged violation in-depth, provide the accused with a fair trial, and recommend a course of action/punishment to the Dean. In the event of a guilty verdict, the accused may appeal the decision of the Honor Council to the Faculty Honor Code Appeals Coordinating Council.

I acknowledge that I have received, read and understand the Honor Code.

Signed: _____

Print your name: _____

Date: _____

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A Note on Plagiarism

Plagiarism is the dishonest use of the work of others.

Few students plagiarize deliberately; that is, few copy, with conscious dishonesty, another student's ideas, or a passage from a book or article. But a number of students, feeling the pressure of regular writing assignments, and actually confused about the legitimate use of materials, may be tempted to "borrow" sentences and patterns of ideas, or to "get help" on a theme, unless the whole concept of plagiarism is clarified for them. It is the purpose of this note to make clear what plagiarism is and how it can be avoided.

Plagiarism means presenting, as one's own, the words, the work, or the opinions of someone else. It is dishonest; since the plagiarist offers, as his own, for credit, the language, or information, or thought for which he deserves no credit. It is unintelligent, since it defeats the purpose of the course--improvement of the student's own powers of thinking and communication. It is also dangerous, since penalties for plagiarism are severe; they commonly range from failure on the paper to failure in the course; in some institutions the penalty is dismissal from the program.

Plagiarism occurs when one uses the exact language of someone else without putting the quoted material in quotation marks and giving its source. (Exceptions are very well known quotations, from the Bible or Shakespeare, for example.) In formal papers, the source is acknowledged in a footnote, in informal papers, it may be put in parentheses, or made a part of the text: "Robert Sherwood says," This first type of plagiarism, using without acknowledgment the language of someone else, is easy to understand and to avoid: when a writer uses the exact words of another writer, or speaker, he must put those words in quotation marks and give their source.

A second type of plagiarism is more complex. It occurs when the writer presents, as his own, the sequence of ideas, the arrangement of material, the pattern of thought of someone else, even though he expresses it in his own words. The language may be his, but he is presenting as the work of his brain, and taking credit for, the work of another's brain. He is, therefore, guilty of plagiarism if he fails to give credit to the original author of the pattern of ideas.

This aspect of plagiarism presents difficulties because the line is sometimes unclear between borrowed thinking and thinking which is our own. We all absorb information and ideas from other people. In this way we learn. But in the normal process of learning, new ideas are digested; they enter our minds and are associated and integrated with ideas already there; when they come out again, their original pattern is broken; they are re-formed and rearranged. We have made them our own. Plagiarism occurs when a sequence of ideas is transferred from a source to a paper without the process of digestion, integration, and reorganization in the writer's mind, and without acknowledgment of the paper.

Students writing informal themes, in which they are usually asked to draw on their own experience and information, can guard against plagiarism by a simple test. They should be able honestly to answer NO to the following questions:

1. Have I read anything in preparation of writing this paper?
2. Am I deliberately recalling any particular source of information as I write this paper?
3. Am I consulting any source as I write this paper?

If the answer to these is No, the writer need have no fear of using sources dishonestly. The material in his mind, which he will transfer to his written page, is genuinely digested and his own.

The writing of a research paper presents a somewhat different problem, for here the student is expected to gather material from books and articles read for the purpose of writing the paper. In the careful research paper, however (and this is true of term papers in all college courses), credit is given in footnotes for every idea, conclusion, or piece of information which is not the writer's own; and the writer is careful not to follow closely the wording of the sources he has read. If he wishes to quote, he puts the passage in quotation marks and gives credit to the author in a footnote; but he writes the bulk of the paper in his own words and his own style, using footnotes to acknowledge the facts and ideas he has taken from his reading.

Reprinted with minor modifications from Understanding and Using English, Third Edition, by Birk and Birk, Odyssey Press, Inc., 1958.

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Unauthorized Copying or Use of Computer Software

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

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

The best position for students, faculty and staff to follow is copying software for use on additional machines is prohibited unless you are told otherwise by an authorized individual.

The University does not require, request, or condone unauthorized copying or use of computer software and such action is considered not to be taken in the course of employment. As a result, the University will not provide legal defense for individuals accused of making unauthorized copies of software. If the University is sued or fined because of unauthorized copying or use by students, faculty, or staff, it will be required to seek payment from the individuals. They may also be subject to disciplinary action that may include dismissal.

University policy requires that all students, faculty, and staff abide by the law and University contractual obligations.

This policy is undergoing revision. The updated version will be available at www.wfu.edu/Computer-information/policies/software.htm.

The following are examples of prohibited uses:

Example 1. You license a software package, make copies and give them to your friends and/or colleagues. You are in violation of the U.S. Copyright Law and the license agreement. You are also guilty of theft under the North Carolina Law. Your friends and/or colleagues are in violation of the U.S. Copyright Law and are guilty of receiving stolen property.

Example 2. As a faculty member, you buy a copy of a software package. When your students arrive for their class or laboratory work, you load the software on several computers for them to use. Unless specifically permitted by the software license agreement, you are in violation of the license agreement and the U.S. Copyright Law. You are also guilty of theft under North Carolina law.

WFU Policy on Responsible and Ethical Use of Computing Resources

Final version, approved by the CIT October 26, 1998.

Introduction

This policy is intended to promote the responsible and ethical use of the computing resources of Wake Forest University. Copies of the policy shall be provided to all users of the Academic Computing System, and every effort shall be made to ensure that all users read the policy at least once.

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

The administrators of various on-campus and off-campus computing facilities, and those responsible for access to those facilities, may promulgate additional regulations to control their use, if not inconsistent with this policy. System administrators are responsible for publicizing any such additional regulations.

Basic Principles

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

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

Use of campus facilities is restricted to authorized users. For the purposes of this document, an "authorized user" shall be defined as an individual who has been assigned a login ID and password by Information Systems staff (on any relevant system), or by an authorized agent. Individual users are responsible for the proper use of their accounts, including the protection of their login IDs and passwords. Users are also responsible for reporting any activities which they believe to be in violation of this policy, just as students are responsible for reporting Honor Code violations.

Individuals should use only those computing facilities they have been authorized to use. They should use these facilities:

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

Abusive activities which are already covered under other University policies are to be handled in the same way, and by the same authorities, as if a computer had not been involved, following established guidelines. In such cases the Information Systems Department will follow the advice of the appropriate parties, although it reserves the right to add additional, computer-oriented punishments when the abuse involves the use of campus computing resources. Violations that relate exclusively to this policy and other computer usage policies (such as forging mail and interfering with the use of campus computer resources) shall be handled by Information Systems directly.

System Monitoring

This statement serves as notice to all users of campus computing systems that regular monitoring of system activities may occur. (But see also section 4 below.)

Only the following persons are authorized to engage in system monitoring; the Chief Information Officer or Assistant Chief Information Officer, Director of Networking, Director of Systems, Assistant Manager of Systems, and any Systems Administrator or Network Administrator (on the systems or networks they administer).

Detailed records of all system monitoring that takes place (routine or not) shall be kept, and may be inspected by the Provost or an appointed representative of the Provost at any time.

The following may be monitored by the above-mentioned staff:

1. Any system log files which contain information pertaining to processes executed on a given system.
2. System directories, temporary storage areas, work areas, and all areas outside of users' personal files. (Personal files are defined as any files created by and/or owned by the user.)
3. Unsuccessful attempts to log into an account or a network.
4. Attempts to gain unauthorized access to departmental or personal machines within the campus community.
5. Attempts to disguise the source of electronic mail.
6. Personal computers associated with reported incidents of harassment or other violations of acceptable use policies, or user complaints.
7. Any activity which in the opinion of the staff appears to compromise the security or integrity of the operating system.

In addition mail messages with invalid recipient or sender fields are commonly sent to the "Postmaster", who will examine them to determine the cause of the problem. Complaints brought by users will also result in examination of relevant information.

Privacy

All individuals, including the members of the Information Systems staff, should respect the privacy of other authorized users. Thus they should respect the rights of other users to security of files, confidentiality of data, and the ownership of their own work.

Nonetheless, in order to enforce the policies set out here, the Information Systems staff listed in section 3 are permitted to monitor activity on local computing systems. In general, the staff may routinely search a University-owned file system for potential violations. When there is clear evidence of a serious violation, they may view users' files, monitor keystrokes, and otherwise observe users' activities. In especially serious cases Information Systems staff may read users' email, but only after obtaining permission from the Provost.

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

1. Evidence of Honor Code or Social Rules and Regulations violations will be referred to the Dean of the appropriate college, or to the Dean of Students.
2. Evidence of improper activities by University employees will be referred to the Director of Human Resources or the appropriate University officers.
3. Evidence of violations of law will be referred to the appropriate law enforcement officials.

Should Information Systems receive an inquiry concerning whether a user has had computer-related disciplinary action taken against him or her, IS staff will provide only a confirmation of the disciplinary action taken and the dates of the action. No information regarding the reasons for the action will be

provided to anyone except the user and the authorities involved, and no names may be given. (For example, if someone asks about the person that broke into their account, they are only told the punishment and dates of the punishment - not who broke into the account. IS staff are committed to abide by existing privacy laws.)

Prohibited Activities

The following list is intended to aid in interpreting the principles set out above; the list should not be construed as comprehensive. Examples of actions in violation of the approved principles are:

1. Providing copyrighted or licensed software to others while maintaining copies for one's own use, unless there is a specific provision in the license which allows this. This activity is forbidden even if the software is provided without cost for an educational purpose.
2. Using software or documentation known to have been obtained in violation of the Copyright Law or a valid license provision. Use of a copyrighted program obtained from another party, for which no license exists that allows such a transfer, will be presumed to be knowing and the burden of demonstrating that the use was innocent will rest with the user.
3. Using a copyrighted program on more than one machine at the same time, unless this is permitted by a specific license provision.
4. Copying any copyrighted printed documentation.
5. Interfering with others' legitimate use of computing facilities.
6. Using the computer access privileges of others.
7. Providing any unauthorized user with access to a personal login ID, or in any way allowing others access to a machine under one's own name. This includes providing access to campus computing resources without the express written permission of Information Systems.
8. Intentionally creating, modifying, reading or copying files (including mail) to or from any areas to which the user has not been granted access. This includes accessing, copying, or modifying the files of others without their explicit permission.
9. Disguising one's identity in any way, including the sending of falsified messages, removal of data from system files, and the masking of process names. This prohibition includes sending electronic mail fraudulently.
10. The establishment of any function which provides unauthorized access, via the Internet connection or otherwise, without the written permission of Information Systems. For example, users may not install games which allow users to access academic computers without a valid login ID.
11. Sending harassing or libelous messages via any digital means.
12. Sending chain letters via electronic mail.
13. Using University facilities to gain unauthorized access to computer systems off-campus.
14. Use of campus computer facilities for commercial purposes without prior written permission.
15. Attempting to interfere with the normal operation of computing systems in any way, or attempting to subvert the restrictions associated with such facilities.

Disciplinary Actions

Substantial evidence of a violation of the principles described in this policy statement may result in disciplinary action. As stated above, in cases where a policy already exists, and the only difference is that a computer was used to perform the activity, such action will be taken through appropriate University channels such as administrative procedures, the Honor and Ethics Council, the Graduate Council, or other supervisory authority to which the individual is subject. Violation of State or Federal statutes may result in civil or criminal proceedings. Otherwise, however, those who engage in computer violations are subject to Information Systems.

System administrators, with due regard for the right of privacy of users and the confidentiality of their data, have the right to suspend or modify computer access privileges, examine files, passwords, accounting information, printouts, tapes, and any other material that may aid in maintaining the integrity and efficient operation of the system. Users whose activity is viewed as a threat to the operation of a computing system, who abuse the rights of other users, or who refuse to cease improper behavior may have disciplinary action taken against them.

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

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

Upon taking action, Information Systems will notify the user in writing within 24 hours. The notice will clearly state which policies allegedly were violated. The suspended user must contact the Assistant Vice-President of Information Systems or his designated representative (the "policy enactor") regarding the suspension. After discussing the alleged violation, the policy enactor may undo any or all of the disciplinary action, or continue action for up to one year. If the user has not contacted the Representative within seven days of the disciplinary action, the Representative will render a decision and notify the user as specified below.

In the event that the user and the policy enactor are unable to resolve the matter to the user's satisfaction, he or she may appeal to the Director of Information Systems within seven days. The Director of Information Systems may modify or sustain the decision. When disciplinary action is taken, a written notice will be sent to the user and the Office of the Provost explaining the length of the punishment and the violations which occurred. Copies of this notice will be sent to administrators of other campus computing systems on a need-to-know basis. Information Systems also will forward this notice to the authorities specified above if there is reason to believe a violation of other University policies or law has occurred.

If a revoked privilege is needed by a student to complete classwork, the student must obtain a note signed by the professor in question explaining why the privilege is required, to be sent to the policy enactor. Only the minimum privileges needed for the student's class activities will be restored. Any further abuse by the student in question will lead to the privilege being revoked anyway. Information Systems reserves the right to monitor previous offenders for further abuse.

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

Changes to this Policy

Information Systems may, in consultation with the Committee on Information Technology, change or amend this policy from time to time. When changes are made, they will be announced through whatever messaging system is currently in use. As with all matters of law and ethics, ignorance of the rules does not excuse violations.

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Social Rules and Regulations

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

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

The dean of the Babcock School has the authority to suspend students from the school in "cases of clear and present danger to lives and property and in instances of violence to persons..."

Personal Conduct

Each student should be aware of and responsible for the following rules and regulations:

1. Plagiarism, cheating, stealing, and deception are serious violations in every instance. They will be referred to the Honor Council. Falsification of ID's and/or use of fraudulent identification will be considered as deception.
2. Any activity that destroys or defaces property or grounds, at the University or elsewhere, is prohibited.
3. Removal of books from the library without following proper checkout procedures or by misuse of identification is prohibited.
4. Gambling is prohibited.
5. Indecent exposure and illicit sexual activity are prohibited.
6. Verbal abuse and/or harassment are prohibited. Verbal abuse is the use of obscene, profane or derogatory language that abuses or defames another person. Harassment is any action, verbal or nonverbal, intended to annoy or disturb another person. This may be a single incident or a series of incidents.
3. Intoxication, and other forms of alcohol abuse (see definition under Alcohol Abuse), driving while impaired (DWI), public consumption, or public display of alcoholic liquors, wines, or beer in residence halls or elsewhere on campus is prohibited. Students are subject to state and federal regulations concerning the use of alcohol. A campus DWI charge does not exempt students from external legal action. Alcohol consumption and actions that accompany such consumption will not be seen as an excuse for inappropriate and harmful behavior. Public display is defined as the possession and/or consumption of alcoholic

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

4. Use, possession, manufacture, sale, distribution of, transportation of illegal drugs (cocaine, marijuana, heroin, crack, ice, etc.) and drug paraphernalia is prohibited. Students found to be involved in its use, possession, manufacture, sale, distribution, or transportation, on or off campus, will be subject to disciplinary action, which may include dismissal from the University. Refer to the Substance Abuse Policy and Program section of this document.
9. Hazing, physical abuse or threat of physical harm in any form is prohibited.
10. Sexual assault, abuse, or harassment is prohibited.
11. Failure to comply with the directions of University officials (Police, etc.) or other appropriate authorities acting in the performance of their duties is a serious offense. Such conduct as failure to provide ID and disrespectful, uncooperative, abusive or threatening behavior will be dealt with severely.
12. The use and/or possession of pyrotechnics and other explosives is not permitted anywhere on campus.
13. Deadly weapons of any type are prohibited everywhere on campus except for use in the Department of Military Science. Examples include (but are not limited to): BB guns, stun guns, air rifles, air pistols, paint ball guns, bowie knives, dirks, daggers, slingshots, leaded canes, switchblade knives, blackjacks, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp, pointed or edged instruments, except instructional supplies, unaltered nail files and clips, and tools used solely for preparation of food, instruction, and maintenance.
14. Unauthorized entry or occupation of any University facility which is locked, closed to student use, or otherwise restricted as to use, is prohibited.
15. Disorderly Conduct: Any behavior which disrupts the regular or normal functions of the Wake Forest University community, including behavior which breaches the peace or violates the rights of others, is prohibited.
16. Wake Forest students are responsible for conducting themselves so as not to bring disrepute to the University. Conduct or activity by members of the student body living in, or hosting functions at, off-campus locations that has the effect of unreasonably interfering with the rights of neighbors is prohibited. This standard of conduct recognizes and affirms a responsibility to respect the rights of others appropriate to the setting in which one lives. It also recognizes the duty of Wake Forest students who are residents of off-campus rooms/apartments/houses to control the nature and size of activities carried out in or on their premises consistent with the standards of the University.
17. Intentional disruption or obstruction of teaching, study, research, administration, disciplinary procedures, or any other University activity is prohibited.
18. Any unauthorized activity on University property that affects the University's pursuit of its mission is prohibited.
19. The solicitation of sales, services, memberships, or gifts on campus without permission of the dean is prohibited.

20. Federal law restricts the use of copyrighted video, audio, or computer material. Any organization or student using such material should be certain that its use conforms to this law.
21. Contempt of the judicial process, including failure to appear for a judicial hearing or failure to observe and comply with judicial sanctions, is an offense.

Sanctions imposed as a result of personal conduct or honor system violations become a part of the student's record that is maintained in the Babcock Registrar's Office.

Although transcripts of the permanent education record are normally issued to students upon written request, they may be withheld where there are unpaid financial obligations to the University or other unresolved issues.

Notwithstanding the judicial process, the University reserves the right to take appropriate action in matters involving loss of, or damage to, University property, etc.

Organizational Conduct

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

General Principles of Group Responsibility

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

1. Members of the group act in concert to violate University standards of conduct.
2. A violation arises out of a group-sponsored, financed or endorsed event.
3. A group leader(s) has knowledge of the incident before it occurs and fails to take corrective action.
4. The incident occurs on the premises owned or operated by the group.
5. A pattern of individual violations is found to have existed without proper and appropriate group control, remedy, or sanction.
6. Members of a group act in concert, or the organization provides the impetus (probable cause) for violation of University rules and regulations.

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

Every organization has the duty to take all reasonable steps to prevent any infraction of University rules and state laws growing out of or related to the activities of the organization. This duty is applicable not only to members of the organization who are engaging in the activity, but is applicable to every member, including those not engaging in the activity.

Thus, if a number of members are involved in misbehavior growing out of their association or membership in the group, even if no other members are around to prevent the action, the organization will still be held collectively liable for the misbehavior so long as it grows out of the life of the organization. All members should be aware that their misdeeds may result in the sanctioning of their entire organization and themselves as individuals.

Non-Discrimination Statement

Wake Forest University is committed to administer all educational and employment activities without discrimination because of race, color, religion, national origin, age, sex, veteran status, handicapped status or disability as required by law. In addition, Wake Forest rejects hatred and bigotry in any form and adheres to the principle that no person affiliated with Wake Forest should be judged or harassed on the basis of perceived or actual sexual orientation. In affirming its commitment to this principle, Wake Forest does not limit freedom of religious association or expression, does not presume to control the policies of persons or entities not affiliated with Wake Forest, and does not extend benefits beyond those provided under other policies of Wake Forest. The University has adopted a procedure for the purpose of resolving discrimination complaints. Inquiries or concerns should be directed to R. Charles Moyer, Dean, Babcock Graduate School of Management at (336) 758-5418 or Doris McLaughlin, director of equal opportunity and employee relations, at (336) 758-4814.

Student Complaints

Situations may arise in which a student believes that he or she has not received fair treatment by a representative of the University or has a complaint about the performance, actions or inaction of the staff or faculty affecting a student. The procedure for bringing these issues to the appropriate person or body is outlined below. Students are encouraged to seek assistance from their advisors or another member of the faculty or staff in evaluating the nature of their complaints or deciding on an appropriate course of action. A complaint should first be directed as soon as possible to the person or persons whose actions or inactions have given rise to the problem - not later than three months after the event. For complaints in the academic setting, the student should talk personally with the instructor. Should the student and instructor be unable to resolve the conflict, the student may then turn to Babcock's Associate Dean for Faculty and Alumni Affairs for assistance. The Associate Dean will meet with both parties, seek to understand their individual perspectives, and within a reasonable time, reach a conclusion and share it with both parties. Finally a student may appeal to the Dean of the Babcock School who will study the matter, work with the parties, and reach a final resolution.

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

The complaint/grievance process outlined above is meant to answer and resolve issues arising between individual students and the University and its various offices from practices and procedures affecting that relationship. In many cases, there are mechanisms already in place for the reporting and resolution of

specialized complaints (harassment and discrimination for instance), and these should be fully utilized where appropriate. Violation of student conduct rules or the honor system should be addressed through the judicial process specifically designed for that purpose.

Rape and Sexual Assault

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

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

It is crucial to obtain medical attention as soon as possible to prevent or treat sexually transmitted diseases and to prevent pregnancy. The Student Health Service is open 24 hours when the University is in session and can perform a preliminary physical examination and other tests, including a urine drug screen for the presence of sedative drugs such as Rohypnol or GHB ("date rape drugs"). It is also important to consider having an evidence collection kit completed within 72 hours, should the victim decide that they might want to file legal or judicial charges, either immediately or at a later date. These procedures may be obtained through the emergency departments at Forsyth Memorial Hospital or North Carolina Baptist Hospital.

It is important that victims receive the support and information they need to make considered decisions about how to proceed. On-campus resources include University Counseling Center staff (758-5273) who are available on a 24-hour basis when the University is in session; PREPARE Student Advocates, Wake Forest students who have received training in working with other students who have been sexually assaulted; Victim Services volunteers from University Police; or a member of the Campus Ministry staff.

Victims may report an incidence of sexual misconduct directly to University Police (758-5911) for incidents that occur on-campus, or the Winston-Salem Police for incidents that occur off-campus. Victims have three options for reporting. If the alleged assailant is thought to be a Wake Forest student, victims are strongly encouraged to report an incident of sexual misconduct to the University Judicial System, where a special judicial process has been established to address complaints of sexual misconduct. A student may file a complaint of sexual misconduct at any time during their matriculation at Wake Forest regardless of the length of time between the alleged misconduct and the decision to file the complaint. Victims may also consider pursuing a civil suit for money damages, or they may pursue criminal prosecution by having charges filed by a prosecutor or district attorney.

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

I. Forms of Sexual Misconduct

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

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

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

Examples include:

- Inducing incapacitation with the intent to rape or sexually assault another student;
- Non-consensual video or audio taping of sexual activity;
- Allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;
- Engaging in Peeping Tommerly (voyeurism);
- Knowingly transmitting an STD or HIV to another student;
- Prostituting another student (i.e. personally gaining money, privilege, or power from the sexual activities of another student).

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

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

Cyperstalking (according to NC Statute 14-196.3): Occurs when a person uses electronic mail or electronic communication to convey any words or language threatening to inflict bodily harm to a person, or physical injury to the property of any person, or for the purpose of extorting money or other things of value from a person; to communicate to another repeatedly, for the purpose of abusing, annoying, threatening, terrifying, harassing, or embarrassing any person; to knowingly make any false statement concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct of the person electronically mailed or of any member of the person's family or household with the intent to abuse, annoy, threaten, terrify, harass, or embarrass. If committed with the intent and for the purpose of abusing, annoying, threatening, terrify, harassing, or embarrassing, the following examples MAY constitute cyberstalking:

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

II. Terminology

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

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

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

- In the absence of mutually understandable words or actions (a meeting of the minds on what is to be done, where, with whom, and in what way), is the responsibility of the initiator; that is, the person who wants to engage in the specific sexual activity, to make sure that they have consent from their partner(s).
- Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a mutually understandable agreement between them to do the same thing, in the same way, at the same time, with each other.
- Consent which is obtained through the use of fraud or force, whether that force is physical force, threats, intimidation, or coercion, is ineffective consent.
- Consent may never be given by: minor to legal adults; mentally disabled persons; or physically incapacitated persons.
 - One who is physically incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary), or who is unconscious, unaware, or otherwise physically helpless, is incapable of giving consent.
 - One may not engage in sexual activity with another who one knows or should reasonable have known is physically incapacitated.
 - Incapacitation means being in a state where a person lacks the capacity to appreciate the fact that the situation is sexual, or cannot appreciate (rationally and reasonably) the nature and/or extent of that situation of its potential consequences.

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

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

III. Explanations

- An "intent to rape" is not required under this policy. Unlike murder, for which there must be an intent to kill, rape is not an intent-based concept. The requisite intent for rape is demonstrated by engaging in the act of intercourse intentionally.
- Silence, previous sexual relationships, and/or current relationship with the respondent (or anyone else) may not, in themselves, be taken to imply consent. Consent cannot be implied by attire, or inferred from the buying of dinner or the spending of money on a date.
- Consent has an expiration date. Consent lasts for a reasonable time, depending on the circumstances.
- Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly; upon clear communication, all sexual activity must cease.
- Intentional use of alcohol/drugs by the respondent is not an excuse for the initiator to violate the sexual misconduct policy.
- A student who deliberately drugs or plies another with alcohol for the purpose of rendering that person incapacitated or sexually submissive/passive commits a violation of the sexual misconduct policy.
- Attempts to commit sexual assault or rape are also prohibited under this policy, as is aiding the commission of sexual misconduct as an accomplice.

IV. Limited Immunity

The University considers the reporting and adjudication of sexual misconduct cases on campus to be of paramount importance. The University does not condone underage drinking. However, the University will extend limited immunity from sanctioning in the case of illegal alcohol use to victims and to those

reporting incidents and/or assisting the victims of sexual misconduct. Limited immunity means that, depending on the nature of the victim's or the reporting student's violation, it will still be dealt with by the University, through education or counseling, if possible.

Sexual Harassment

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

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

Any member of the Wake Forest community who believes that he or she has been sexually harassed is encouraged to bring the matter to the attention of an appropriate officer of the University. Problems, questions, and grievances can be brought to and discussed with anyone in a supervisory position. Some administrators, who may be especially helpful in advising and aiding a person's own efforts to resolve a problem, are the dean of the school involved, the equal opportunity officer (758-4814) or the University Counseling Center (758-5273).

Administrative Withdrawal Policy

A student may be subject to administrative withdrawal from the University when, in the judgment of the director of Student Health Service, the director of the counseling center or the dean of the Babcock School, the student

- a. engages or threatens to engage, in behavior that poses a significant danger of causing imminent physical or psychological harm to self or others, or
- b. directly and substantially impedes the activities of members of the University community, including other students, University employees and visitors.

The standards and procedures to be followed are on file in the offices of the vice president for student life and instructional resources and the Babcock School's Assistant Dean for Admissions and Student Affairs.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. Right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be made.
2. The right to request amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. The student should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record

as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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 disclosures without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person serving on the Board of Trustees; 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 education records without consent to officials of another school in which a student seeks or intends to enroll.

The following information regarding students is considered directory information:

- (1) name
- (2) address
- (3) telephone number
- (4) electronic mail addresses
- (5) date and place of birth
- (6) major field of study
- (7) participation in officially recognized activities and sports
- (8) weight and height of members of athletic teams
- (9) dates of attendance
- (10) enrollment status (full-time or part-time, undergraduate or graduate)
- (11) degrees and awards received
- (12) the most recent previous educational agency or institution attended by the student
- (13) 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 an eligible student. 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 student, or as otherwise allowed by FERPA.

Any student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with this institution at the Office of the Babcock School 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 the student does not object to the release of the directory information designated.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Disabled Student Services

Wake Forest University endeavors to provide facilities that 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. For more information on assistance contact one of the following individuals depending on the nature of the accommodation needed. For medical or mobility issues contact Dr. Cecil Price, Student Health Services, 758-5218. For learning issues contact Dr. Van Westervelt, Learning Assistant Center, 758-5929 or lacenter@wfu.edu.

Alcohol Policy

Students are subject to all state and local regulations concerning the use of alcoholic beverages. Public intoxication, consumption, or display of liquors, wines, or beers on campus is prohibited. Furthermore, unbecoming behavior or any conduct violation committed by a student under the influence of alcohol will be dealt with in a serious manner.

Effective September 1, 1986, the minimum age for the legal purchase and possession of alcoholic beverages in North Carolina was changed to 21. Wake Forest University recognizes the responsibility of the state and federal governments with regard to the welfare of their citizens and, accordingly, supports this law in university social regulations. Generally, the law provides that

- 1. a person must be at least 21 to attempt to purchase or possess any alcoholic beverage;
- 2. it is unlawful for a person to sell or give alcoholic beverages to an underage person; and
- 3. it is illegal to use fraudulent identification or to allow another person to use one's own identification to obtain alcoholic beverages illegally.

The state Supreme Court has upheld the principle of social host liability. The principle of social host liability holds a server of alcohol responsible for serving a person who the server knows or should have known was intoxicated if the intoxicated person injures a third party.

Graduate student groups planning social functions at which alcohol will be consumed will register such events with their graduate school office and identify a staff or faculty person responsible for supervising the function.

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

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

Alcohol Abuse

Substance abuse, especially alcohol abuse, is a significant problem on university campuses. Wake Forest is no exception. The University has established a community standard that abusive drinking will not be tolerated here.

Abusive drinking at Wake Forest is defined by the dean's office in the following way:

1. Use of alcohol which leads to medical consequences such as passing out, blackouts (loss of memory), gastritis (vomiting, retching), physical injuries, hepatitis, or other medical problems.
2. Use of alcohol in association with inappropriate behavior such as:
 - verbal abuse
 - physical abuse
 - failure to comply with a University official
 - property damage
 - any behavior that violates the personal conduct code of the University
3. Recurring episodes of alcohol abuse.

4. A single episode of alcohol abuse in which the dean of the Babcock School or his/her designee believes that the level of consumption posed a risk to the student's health or well being.

Substance Abuse Policy and Program

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

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

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

The federal law makes it unlawful for any person to manufacture, distribute, create, dispense or to possess with the intent to manufacture, distribute, or dispense controlled substances. Title 21 of the United States Code provides terms of imprisonment and fines for violations of this act. The nature of the offense and whether the person has committed any previous unlawful acts under this statute will determine the term of imprisonment as well as the amount of the fine.

The penalties for violations of alcoholic beverage regulations are found in Chapter 188 of the North Carolina General Statutes. Such penalties include terms of imprisonment and heavy fines.

C. **Health Risks.** Wake Forest University recognizes that the state of an individual's overall health affects academic performance, job performance and all facets of a student's life. Alcohol and substance abuse rank as one of the major health and economic problems in this society. The use of the stimulants--cocaine, crack and ice--includes such health risks as central nervous system dysfunctions, convulsions, hypertension, heart irregularities, nasal destruction, and a potential for sudden death. A longer-lasting paranoia and unpredictable violent behavior have been associated with the use of ice. Apathy, decreased visual perception, impaired psychomotor skills, and memory loss may be associated with the use of marijuana. Alcohol is a sedative affecting the central nervous system. In addition to intestinal disorders and liver disease, the abuse of alcohol may lead to unpredictable behavior, the impairment of judgment, dangerous mob activities such as drinking games, and unwanted sexual behavior (acquaintance rape). The misuse of alcohol has given rise to unwanted pregnancies and a greatly increased number of sexually-transmitted diseases.

D. **Treatment and Rehabilitation Programs.** The Substance Abuse Program, revised in March of 1989 and April 1994, provides a protocol for counseling and treatment of a student identified as having a substance abuse problem. Consultation and assessment with a substance abuse counselor may be required following the report of an incident or the awareness of a problem involving drugs or alcohol abuse. The program sets forth the consequences of violating the treatment and rehabilitation plan. The continued or repeated abuse of substances following

initiation into this program will constitute grounds for further disciplinary action by the University.

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

Penalties

Penalties may range from written warnings with probationary status to expulsions from enrollment. A student convicted in criminal court of a drug violation will lose his/her eligibility for Federal student aid. The following minimum penalties will be imposed for the particular offenses described:

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

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

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

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

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

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

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

When a student has been charged by the University with a violation of policies concerning illegal drugs, he or she may be suspended from enrollment before initiation or completion of regular disciplinary proceedings, where the student's continued presence within the University community would constitute a clear and immediate danger to the health or welfare of other members of the University community. If

such a suspension is imposed, an appropriate hearing of the charges against the suspended person will be held as promptly as possible.

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

Hazing

Hazing in any form by an organization is strictly forbidden by the University and prohibited by state law. Hazing is defined as any planned or created situation, on or off campus, that demeaning to an individual; produces mental, emotional, or physical duress, harassment, or ridicule; or which threatens or endangers the health, safety, and well-being of any person. Activities and situations considered hazing include paddling in any form; creation of excessive fatigue; morally degrading or humiliating games and activities; late-work sessions which interfere with studying; and any other activity which is inconsistent with the policies and regulations of Wake Forest University. Any student organization found guilty of hazing will be subject to serious disciplinary action. Questions about what constitutes hazing should be addressed to the Assistant Dean for Student Affairs.

Sales and Solicitations

All on-campus sales and solicitations must be operated or sponsored by a University-recognized student organization or otherwise approved by the Babcock School's Assistant Dean for Student Affairs or her designate in advance.

Campus Posting

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

For Worrell Professional Center, postings and distribution of flyers must be approved by Robin Ganzert, Assistant Dean for Administration and Human Resources - 758-4681.

- For flyer distribution in Benson University Center, call Julie Retro - 758-4869
- For flyer distribution on campus, call Mike Ford, director of student development - 758-5921.
- For flyer distribution on cars, call Regina Lawson, chief of University Police - 758-6066.
- For flyer distribution in residence halls, call Connie Carson, director of residence life and housing - 758-5185.

Where you can post items:

1. Bulletin boards
2. Stone, brick, concrete and natural wood surfaces

Please use only masking tape, "Scotch" tape or thumb tacks and staples (bulletin boards only) to hang items. No duct tape is to be used on any postings.

Where you cannot post items:

1. Trees
2. Sidewalks

3. Iron railings
4. Lamp posts
5. Painted surfaces
6. Glass doors and windows
7. Wait Chapel
8. Outside entrances to Reynolda Hall, Tribble Hall, the library, and the Benson Center

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

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

Human Immunodeficiency Virus (HIV) Infection Policy

Human immunodeficiency virus (HIV) 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 that 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 this 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 Assistant Dean for Student Affairs.
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 Babcock School's Assistant Dean for Student Affairs.

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 the 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.

Wake Forest University
Babcock Graduate School of Management
MBA Program

General Information

Computer Facilities and Services

The Babcock School's computer labs are located on the third floor of the Worrell Professional Center and at One Morrocroft Centre in Charlotte. The Worrell lab is equipped with 32 Dell PC Pentium computers. The Charlotte facility is also equipped with Dell computers. All of the computers are connected to the school's network, which provides access to file sharing, email, printing and the Internet. The network also provides access to the University's library card catalog as well as hundreds of libraries and databases available on the Babcock Intranet and the Internet.

The Dell computers are configured with 512MB of RAM, a 17 flat panel display, sound cards and Ethernet for connection to the network. The computers contain a variety of software applications that include the Microsoft Office XP Suite, which contains Word, Excel, PowerPoint, Frontpage, and Access.

The Babcock computer labs are accessible 24 hours a day, seven days a week, by student ID card access except when classes are scheduled to meet in the labs. The labs are for the exclusive use of our MBA Students.

The Babcock School recently opened the Capital Markets Training Center, which is outfitted with real-time live data and delayed feeds from major domestic and international markets through Reuter's TeleRate software. The center also features Trans-Lux electronic trading display boards, 19-inch computer monitors and 800-mhz Pentium III IBM computers, a television tuned to financial news and a multimedia package with color touch screen, projector, document camera, speakers and videocassette recorder. The center can be used for classroom work, as well as by student clubs and faculty members for research.

All students will be issued an email account. Students with their own personal home machines can access email and other network services via an Internet Service Provider (ISP) account. Any ISP such as AOL, Microsoft Network, AT&T Global Network, Time Warner RoadRunner and Mindspring can be used to access the Babcock network remotely.

Email can be accessed via the web by connecting to <http://mail.mba.wfu.edu/exchange>. You can also access your mail with the Microsoft Outlook client if you are running Windows 9x, Windows NT, Windows 2000, or Windows XP. Outlook is bundled with the Microsoft Office Suite of applications.

Babcock classrooms are outfitted with state of the art audiovisual equipment. In the front of each classroom is an instructor's desk equipped with a Dell computer that is connected to the school's network. Ceiling mounted projectors are used to display the computer, videos and document camera images. Faculty and students use this equipment daily for lectures and presentations. Guest lecturers may also connect their own laptops for access to the multimedia projection equipment.

Students can purchase hardware and software packages at academically reduced prices from CompuMed, the University approved computer reseller. CompuMed can be reached at (336) 716-9007.

Email Policy

Version 1.0 14th February, 2001

Objectives

This document details the email policy for the Babcock Graduate School. It sets out guidelines for email usage by all Babcock faculty, staff and students. This policy also ensures that Babcock's investment in computer hardware, software and services is used in the most productive manner to the greatest possible benefit of Babcock

Overview

Electronic Mail is a tool provided by the University to complement traditional methods of communications and to improve education and administrative efficiency. Users have the responsibility to use this resource in an efficient, effective, ethical and lawful manner. Use of the University's e-mail system evidences the user's agreement to be bound by this policy. Violations of the policy may result in restriction of access to the University email system and/or other appropriate disciplinary action. All emails sent or received by a Babcock employee are Babcock property. The following policies are to ensure that Babcock's email system is used in a responsible manner.

Policies

When using e-mail as an official means of communication, students, faculty, and staff should apply the same professionalism, discretion, and standards that they would use in written business communication. The Policy on Responsible and Ethical Use of Computing Resources (http://www.wfu.edu/organizations/CIT/ethical_use.html) applies to the use of email.

1. All emails sent or received via the Babcock email system are the property of Babcock.
2. All students and employees should ensure that the latest update of anti-virus software is running on their workstation. No attachment should be opened unless the latest version of anti-virus software is installed and operational.
3. No attachment should be opened or stored unless the employee can positively identify the sender.
4. No student or employee may send or distribute questionable email containing expletives or pornography.
5. No employee may send or distribute email containing derogatory, inflammatory, insulting or libelous information about any other Babcock employee, student, or any other person whatsoever.
6. The creation and exchange of information in violation of any laws, including copyright laws, or University policies is forbidden.
7. The knowing transmission of a message containing a computer virus is forbidden.
8. The misrepresentation of the identity of the sender of an e-mail is forbidden.
9. The use or attempt to use the accounts of others without their permission is forbidden.

Any Babcock students or employee receiving questionable material should immediately forward all such material to Babcock's email administrator for appropriate action.

Monitoring Emails

Babcock has the capability and right to capture and review email as well as to monitor email distribution groups to ensure that Babcock's email policy is being adhered to. While the University will make every attempt to keep email messages secure, privacy is not guaranteed and users should have no general expectation of privacy in email messages sent through the University system. Under certain circumstances, it may be necessary for the IT staff or other appropriate University officials to access email files to maintain the system, to investigate security or abuse incidents or violations of this or other University policies. Such access will be on an as needed basis and any email accessed will only be disclosed to those individuals with a need to know or as required by law.

Consequences

Babcock students or employees found to be acting in contravention of the above policies will be warned by the appropriate administrator and asked not to re-offend. Students or employees who continue to disregard the above policy will be formally warned and then may face disciplinary action and/or dismissal if the offense is considered to be of a serious nature. Note that any offence associated with pornography or insulting behavior will be automatically classified as being of a serious nature.

Tuition and Financial Aid

The Babcock School offers financial assistance programs that include scholarships, assistantships, and private as well as federally sponsored loan programs. The Babcock School's financial aid specialists will gladly advise interested applicants of their eligibility for these programs upon receipt of the student's FAFSA (Free Application for Federal Student Aid) form. Scholarship awards for the evening, fast-track executive, Charlotte, and full-time programs are determined by the admissions committee for each program. Contact the appropriate admissions office for more information.

The Babcock School makes every effort to provide financial assistance to qualified students, but cannot guarantee that all student needs can be met by these programs. Each student is asked to determine the amount of his or her financial need, investigate the assistance available, and work with the Babcock School's financial aid specialists to make the necessary arrangements to meet these needs.

Eligibility for student loans, and need based scholarships, is determined by financial aid analysis via the FAFSA form. This form should be filed as early in the admissions process as possible in order to provide the student with timely information. The FAFSA form may be obtained from The Babcock School financial aid offices, or by calling (800) 722-1622 for Winston-Salem programs, or (704) 365-1921 for the Charlotte program, or can be completed online at www.fafsa.ed.gov.

The completed form is sent to the Federal Student Aid Program, Department of Education, for analysis and is then forwarded to the Wake Forest MBA Admissions Office. In determining financial need, the school will utilize standardized nine-month and twelve-month budgets. Expenses vary somewhat from person to person. However, in no instance may financial aid exceed the cost of attendance. The total Federal Stafford Loan limit is \$18,500.

The student budget for the Full-time MBA Program for 2002-03 is:

Tuition	\$25,000
Room	3,600
Board	2,000
Books/supplies	1,500
Utilities	850
SGA fees	125
Personal	2,235
Insurance	935
Transportation	1,640
Average Loan Fees	415
Total	38,300

For the 2002-2003 academic year, tuition of \$24,250 for the Wake Forest Evening MBA Program ~ Winston-Salem and the Wake Forest MBA Program ~ Charlotte covers books, course materials and fees. Students are eligible to borrow \$24,805 as follows:

Federal Stafford Loan	\$18,500
Alternative Loan	6,305
Total	\$24,805

For the 2002-2003 academic year, tuition of \$39,000 for the Fast-Track Executive MBA Program covers lodging, books, parking, residency periods, some meals and international study tour.

Federal Stafford Loan	\$18,500
Alternative Loan	<u>21,055</u>
	\$39,555

Some lenders charge a three-percent processing fee for the Stafford loan and federal regulations require academic institutions to include that fee in the tuition cost.

Tuition Payment

- Full-Time Program: Due in full on August 1 and December 15 or with voucher explaining that a loan, scholarship or a payment plan has been arranged with FACTS Tuition Management Company.
- Fast-Track Executive Program: One third due on day of registration or with voucher explaining that a loan, scholarship or a payment plan has been arranged with FACTS Tuition Management Company.
- Evening Program: One-third due on day of registration or with voucher explaining that a loan, scholarship or a payment plan has been arranged with FACTS Tuition Management Company.
- Charlotte Program: One third due at the beginning of each semester or with voucher explaining that a loan, scholarship or a payment plan has been arranged with FACTS Tuition Management Company.

Loan Programs

The Federal Stafford Loan (Subsidized and Unsubsidized): The Federal Stafford Loan Program is comprised of the Subsidized and Unsubsidized Stafford loans. The total Federal Stafford Loan eligibility has been set at \$18,500. With the Subsidized Stafford Loan a student may be eligible to borrow up to \$8,500. With the Unsubsidized Federal Stafford Loan the student will be eligible to borrow the difference between the \$18,500 and the Subsidized portion of the loan. ($\$18,500 - \text{Subsidized Stafford [the maximum is } \$8,500] = \text{Unsubsidized Stafford Loan.}$) The Subsidized Stafford loan is available to applicants who qualify on the basis of federally published need criteria. Both the Subsidized and the Unsubsidized Stafford require U.S. citizenship or permanent resident status. The federal government pays the interest on the Subsidized Stafford loan while the student maintains full-time enrollment. The student is responsible for the interest on the Unsubsidized Stafford while in school. There is a six month grace period after graduation (or when a student drops below the minimum course load requirement) before repayment begins. The interest for the 2002-2003 school year is 3.46%. Interest does not begin to accrue on the Subsidized Stafford Loan until after the student has left school. Participation in the loan program requires a FAFSA analysis.

Private Loan Programs: A student may borrow up to the cost of attendance for each year of study minus any scholarship and federal moneys awarded. The Babcock Graduate School can supply information on a variety of private loans available to graduate students. The minimum first time borrower amount is \$500. Repayment begins six months after graduation or when a student drops below half-time status. Students have a maximum of twenty years to repay. Call the appropriate financial aid office for more information on private loans.

V.A. Education Benefits: Veterans benefits are available for qualified veterans. Contact Dianne Luce, Registrar, at (336) 758-5037 for information and application procedures.

The Wake Forest Monthly Payment Plan: This program administered by FACTS Tuition Management Company allows students to pay their tuition on a monthly basis for the academic year. Those students interested in applying for this program should contact Cindy Terwilliger at FACTS, (800) 609-8056.

Loan applications are available upon request. Evening and executive students should contact the program at (336) 758-5025. Full-time students should contact the Admissions Office at (336) 758-4424. Charlotte students should contact the program at (704) 365-1921.

Withdrawal Refunds

The Certification Document has information concerning withdrawal procedures for each program. If a student withdraws from a program and does not receive Title IV federal financial aid, refunds are issued as follows:

1st WEEK:	Full refund except for tuition deposit.
2nd WEEK:	75% refund
3rd WEEK:	50% refund
4th WEEK:	25% refund
5th WEEK:	0% refund

There is no refund of room rent or parking decals that have been placed on vehicles.

Return of Title IV Program Funds Policy

The 1998 amendments to the Higher Education Act (HEA) of 1965 (Section 484B), and subsequent regulations issued by the United States Department of Education (34 CFR 668.22), establish a policy for the return of Title IV, HEA Program grant and loan funds for a recipient who withdraws. The Return of Title IV Funds policy, implemented August 30, 2000 at Wake Forest University, replaces the former statutory federal refund policies. Wake Forest University does not have a leave of absence policy that would exempt any student from the requirements of the Return of Title IV Funds policy.

Title IV Funds include the following aid programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Perkins Loan, Federal Work-Study (FWS), Federal Stafford Loan (subsidized and unsubsidized), Federal PLUS Loan, and Leveraging Educational Assistance Partnership Grant (LEAP).

The percentage of the term completed is determined by dividing the total number of calendar days comprising the term (excluding breaks of five or more consecutive days) into the number of calendar days completed. The percentage of Title IV grant and loan funds earned is: (1) up through the 60% point in time, the percentage of the term completed, (2) after the 60% point in time, 100%.

The amount of Title IV grant and loan funds unearned is the complement of the percentage of earned Title IV funds applied to the total amount of Title IV funds disbursed (including funds that were not disbursed but could have been disbursed, i.e., post-withdrawal disbursements).

If the amount earned is less than the amount disbursed, the difference is returned to the Title IV programs. If the amount earned is greater than the amount disbursed, the difference is treated as a late disbursement in accordance with the federal rules for late disbursements.

Unearned funds, up to the amount of total institutional charges multiplied by the unearned percentage of funds, are returned by the University; the student returns any portion of unearned funds not returned by the University.

A student repays the calculated amount attributable to a Title IV loan program according to the loan's terms. If repayment of grant funds by the student is required, only fifty percent of the unearned amount must be repaid. A student repays a Title IV grant program subject to repayment arrangements satisfactory to the University or the Secretary of Education's overpayment collection procedures.

Funds returned are credited in the following order: Unsubsidized FFEL (Stafford) Loans, Subsidized FFEL (Stafford) Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity (SEOG) Grants, and other Title IV funds for which a return on funds is required.

Questions should be directed to student accounts in the Financial and Accounting Services Office.

Other Sources of Financial Aid

Scholarships: For the student who is willing to do some research, special scholarship funds are occasionally available. These sources include, but are not limited to:

1. Fraternal, religious and social organizations, business and professional women's clubs, etc.
2. State groups and agencies.
3. Veteran's organizations.
4. Social fraternities and sororities.
5. Children and/or employees of certain companies or unions.
6. Special groups (e.g. fellowships for nurses, etc.).

Scholarships, Fellowships, and Loans, published by Bellman Publishing Co., Box 164, Arlington, MA 02174. The Scholarships, Fellowships, and Loans Newsletter, and the Directory of Financial Aids for Women should be available in the financial aid office of your undergraduate school or in the school or public library. They offer additional information regarding scholarships and other financial aid.

Graduate Assistantships: Approximately 40 percent of the full-time students in the second year work as a graduate assistant for a faculty member or a department. It is strongly recommended that students not work during the first year of full-time MBA school because of the intense study requirements. Graduate assistantships are made available, however, to second semester first year and second year MBA students. The assistantships are awarded based on skill and are payable at \$7.50 per hour. Assistantships are work agreements between faculty members and/or departments to perform a variety of tasks including research, clerical, and staffing.

* Please note that the information provided here is current at the time of printing. Loan and scholarship updates may be obtained by contacting the Admissions Office at the Babcock School.

Applications and Information: We will be happy to furnish further information concerning financial aid on an individual basis. Evening and executive students should contact the program at (336) 758-5025. Full-time students should contact the Admissions Office at (336) 758-4424. Charlotte students should contact the program at (704) 365-1921.

University ID Cards - Campus Card Program

All students at the Reynolda Campus are required to obtain and carry with them their Wake Forest University ID card, and, upon the request of authorized University personnel, including University Police, residence hall and library staff members, to show their ID card. The ID cards, known as Deacon OneCards, are multipurpose and should be kept in the student's possession at all times, carefully protected, and never given or loaned to another person. They are used for electronic access to the Worrell Professional Center building after hours, access to the Fitness Center located on the first floor of the Kenneth D. Miller Center, admission to athletic events and Secret Series, as well as checking out library materials. Cards are issued to be valid during your enrollment at the University, but MUST be returned to the Deacon OneCard Office upon withdrawal from the University. Lost or stolen cards should be reported to University Police immediately at 758-5591 or Ext. 311. Initial and replacement University ID cards are obtained at the Deacon OneCard Office, Room 139, Benson University Center. Hours are

Monday-Friday, 8:30 a.m. - 5:00 p.m., telephone number is 758-1949. A fee of \$25.00 will be charged for the first replacement of a lost, broken or damaged card; subsequent replacement charges will increase by \$10 to a maximum charge of \$55.

The Deacon OneCard may also be used with the Deacon Dining and Deacon Dollars programs, a student-requested declining balance system. The Deacon OneCard may be used at all food courts and the cafeteria on campus after an account is set up. Your account may also be used at all University Stores locations, Student Health Service, Student Union, Office of Financial and Accounting Services, and University Police. Vending value may also be added to your card, by cash or a debit transfer from your account, at the circulation desk areas of the libraries, to make copies at the libraries, or to make purchases from most vending machines located on campus. Deacon Dining and Deacon Dollar accounts may be opened, or funds added, in the ARAMARK (Food Services) offices at Room 31C Reynolda Hall, by cash, check, money order, VISA, or Mastercard. Funds may also be added on-line at their university web page, or by telephone using a credit card. Their hours are Monday-Friday, 8:30 a.m. - 5:00 p.m., telephone number is 758-5607.

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 30 days following enrollment. 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.

Student medical records are destroyed ten years after the last visit at the Student Health Service. Immunization records will be kept longer.

Career Management Center

Full-time program students are eligible for all services offered by the Career Management Center (CMC). Please refer to materials contained in the full-time orientation packet and the Career Management Manual for details regarding the policies and procedures for participating in the services offered.

Students enrolled in the evening, Charlotte, and executive programs should refer to the specific CMC information found elsewhere in this handbook.

Any student regardless of his or her employment or support situation, is invited to attend the seminars and/or workshops offered by the CMC's office. Schedules of workshops will appear in the CMC on-line bulletin. For more details on eligibility and requirements for participating in various services offered by the CMC, please refer to the policy forms in the orientation packet for each program.

External Relations and Publications Office

The Babcock School Internet site design and content, external publications and advertising produced by the school and representing the Babcock Graduate School of Management to the outside public, other schools, prospective students and alumni must be routed through the Office of External Relations and Program Development. This office also represents the school to the local, regional, national and international media. The office plans and coordinates special events and provides consistency in graphic design and Babcock logo use. Academic information to current students and faculty publications such as books and journal articles are not included in the responsibilities of this office.

Student Groups and Activities

Student Government Association. The Babcock Student Government Association is an elective body chosen by the students in the Full-time Program. In its representative role, the Student Association provides a medium for the expression and discussion of full-time students' views. Moreover, the Association promotes social, cultural, academic, and community service programs for students. Lastly, the Babcock Student Government Association attempts to create an atmosphere of integrity and professionalism among the student body by emphasizing the Honor Code and importance of ethical student behavior.

Four first-year student representatives for the Student Government Association are nominated and elected early in the fall each year. Officers are elected from among the rising second-year class in the spring semester.

Babcock Leadership Committee. The Babcock Leadership Lecture Series is organized by students to bring outstanding persons in business, academia, and government to the Babcock School to discuss topics of particular interest. The student committee, interacting with faculty and administration, sponsors at least four lectures during the academic year. These lectures are accompanied by a luncheon and a reception, providing students and faculty the opportunity to meet and interact with a speaker. The lectures are open to the public.

Broyhill Distinguished Lecturer Series. The Babcock School invites nationally prominent speakers to address issues of concern to the business community. This program provides an opportunity for free and open discussion of ideas among students, faculty, and national leaders. Students serve as hosts and ushers for this event.

Babcock Finance Club. The Babcock Finance Club is designed to enhance its members' awareness of current financial issues, strategies and techniques through lectures, tours, meetings and social events. The organization also provides a means of identifying and associating with professionals in the financial world for both educational and career purposes.

Babcock Marketing Association. This student organization exists to give students interested in marketing a means to explore the dimensions of marketing in an extracurricular channel, and seeks to promote interaction between students, faculty, and marketing professionals as well as providing practical hands-on experience. This group is the host of the annual Southeastern Regional MBA Marketing Case Competition. The competition is a showcase for top MBA students in the region.

MBA Partner's Association. This association provides special contact for incoming students' spouses and significant others. The group encourages social interaction and serves as a means of support during the program's two years.

Student Host Program. The student host program is comprised of first and second year students who assist the Admissions office by taking to class and lunch, and giving tours to visiting prospective students.

Women in Business Association. Formed in 1993, the Women in Business Association is open to all members of Wake Forest MBA. The club's mission includes encouraging other women to pursue a career in business, increasing the percentage of women enrolled at Wake Forest MBA, improving the environment for women at Babcock through increased awareness of concerns and differences between women and men, enabling women to better use their abilities, strengths, and differences in business, and improving business relationships between women and men by focusing on cooperation. The organization has set up a mentor program that will link second-year women with incoming first-year women to help facilitate their transition to Wake Forest MBA.

Babcock Operations Club. The mission of this club is to educate students about future careers in operations and provide networking opportunities with operations executives. The Babcock Operations Club is also a student chapter of AIPCS. AIPCS is a national society that gives members reliable information and educational opportunities on the latest technologies in resource management. These opportunities include seminars, journals, and a certification program. Monthly meetings in Greensboro allow students to meet and learn from professionals working in varied fields of business operations. The club also sponsors speakers that come to Babcock to discuss operations careers.

Babcock Entrepreneurship Club. A student run organization that promotes entrepreneurial activities among the Babcock students. The activities include supporting and promoting student developed ventures, arranging guest lecturers, and participating in networking social events within the entrepreneurial community. The organization supports hands on activities to utilize and develop skills needed in the business community.

Black Business Students Association. Encourages diversity through increased enrollment of African-Americans. Members also participate in the Piedmont Triad Chapter of the National Black MBA Association. (bbsa@mail.mba.wfu.edu)

Honor Council. Elected by full-time students to promote the highest standards of character and conduct by upholding the school's honor system. Investigates alleged violations and holds hearings as required.

Babcock e-Business and Information Technology Club. The mission of this club is to provide Babcock students with a cross-functional perspective on the use of technology in the business world. The goal is to be on the forefront of the sweeping technological revolution through learning, listening and leading. The

club will provide support to its members in pursuit of their career goals through information sharing and active access to technology business leaders.

Strategy and Consulting Club. The objectives of this club are to attract students seriously interested in strategy consulting and general management topics and to provide them with the background knowledge and skills necessary to be extremely competitive in the workplace; to present a positive, professional image of the club members and the Babcock School of Management; and to assist club members in not only receiving a job offer but an offer from the company of their choice (either a consulting or corporate strategic position).

Non-Traditional Career Seekers Association. This student group was formed to represent and support the student body. It makes students aware that non-traditional career options exist, and provides information, knowledge and resources to students who are pursuing non-traditional careers.

Lost and Found

Found articles may be turned into Angie Sink in Room 3113. You may check with Angie (angie.sink@mba.wfu.edu) to see if a lost article has been turned in.

Facilities Reporting

Students, faculty and staff may report any facility problems with the Babcock side of the Worrell Professional Center by using the On Line Building Maintenance report form. Go to Babcock's homepage and long on to the Intranet, then choose Administration, the On Line Building Maintenance, and fill in the necessary information. The report goes directly to Angie Sink who will attend to the problem in-house or place a service call to Facilities Management as needed.

Inclement Weather Plan

Rev 11/26/01

Severe weather is an uncommon experience in Winston-Salem. As a result, snow, ice or other severe weather can tax the system and make travel difficult. Because the undergraduate college is largely residential, every effort is made to keep the university open during inclement weather. In previous years, due to severe weather, the Babcock School sometimes canceled classes while the undergraduate college remained open.

Only one decision regarding weather-related changes in schedules is made for the entire Reynolda Campus (this includes the Law School, Babcock's full-time program, as well as the undergraduate college). This means that for the full-time program only if the university is closed, the Babcock School will be closed; or, if the university is operating on a two-hour delayed opening, the Babcock School will begin classes two-hours late. Unless there is an announcement to the contrary, full-time program classes are being held as scheduled.

Please note that the decision to cancel or hold classes in the Charlotte, executive, and evening programs will still be done on a program-by-program basis. It is possible that while full-time classes are canceled, evening program classes may be held if conditions improve. Since joint classes (with evening program students) follow the evening program calendar, students enrolled in joint classes should check on the decision made for the evening program by calling the appropriate number listed below. In any event, even if classes are being held as scheduled, students are not asked to travel under unsafe conditions or to take unnecessary risks.

Announcements concerning program closings are broadcast by the following media:

Babcock Intranet: See Emergency Information.

Radio: WFDD (88.5 FM) and WSJS (600 AM)

No other stations, television or radio will be announcing the information.

In addition to the broadcast message, the university operates Wake Forest Weather Line: (336) 758-5935 that carries any announcements concerning University closings and delayed openings. Babcock-specific announcements are also recorded on:

Full-time Program: (336) 758-3688

Evening & Executive Program: (336) 758-4584 (local); (800) 428-6012 (long distance)

Charlotte Program: (704) 365-1717

Benson Center's information desk also will be providing information to all students--undergraduate and graduate--who call 758-5255.

Finally, in the event of a closing or delayed opening decision, every effort will be made to provide details about full-time program schedule adjustments in a timely manner. It is most likely that these adjustments will be distributed via Babcock's local area network and e-mail system.

Voter Registration

You may register to vote in Forsyth County if you are:

A citizen of the United States (if convicted of a felony, citizenship rights must have been restored)

A person 18 years of age or older

A legal resident of Forsyth County for 30 days by the date of the next election

Forsyth has a permanent registration system. You need to register, transfer or re-register ONLY if you:

Have not registered in Forsyth County before

Have moved to a different voting precinct since you registered in Forsyth. If you move, it is a violation of the law to return to your old precinct and vote after 30 days.

Wish to change your party affiliation

Have changed your name

A voter registration card will be mailed to you once your registration application has been processed. They are mailed monthly. Keep the card, as it may be used to change your address by mail should you move within Forsyth County, change your name, or change your party. It can also be used to cancel your Forsyth County registration should you move out of the County.

A registration form must be postmarked 25 days before an election or delivered to the Board of Elections office no later than 25 days before an election in order to be good for that election.

Registration may be placed in an inactive status if a voter card is returned by the Postal Service as undeliverable.

PARTY AFFILIATION

When you register, you will need to declare your party affiliation. You may register with any recognized party in the State of North Carolina. Party affiliation determines the primary in which a voter is eligible to vote. You may also register unaffiliated.

During a partisan primary election, an unaffiliated voter may vote only in a party primary that authorizes unaffiliated voters. If no party authorizes unaffiliated voters, they may only vote in non-partisan races and bond issues.

REGISTRATION LOCATIONS

You may obtain registration forms at the following locations in Forsyth County:

- Board of Elections office, 680 W. Fourth Street (Monday through Friday, 8:00 am to 5:00 pm)
- At any of Forsyth County's public libraries during regular hours
- At various public locations including registration drives
- Winston-Salem City Hall, Town Halls of Kernersville, Rural Hall, Walkertown, Clemmons, Lewisville and Tobaccoville
- Department of Motor Vehicles
- Various Agencies (Social Services, Agencies dealing with people with Disabilities, Employment Security Commission, Armed Forces Recruitment offices)
- Public Locations including government offices and political party headquarters

In addition, you may change your address by filling out the back of your voter registration card and returning it to the Board of Elections. **CARD MUST BE POSTMARKED 25 DAYS BEFORE AN ELECTION OR RECEIVED IN THE BOARD OF ELECTIONS OFFICE BY 5:00 PM, 25 DAYS BEFORE AN ELECTION.**

VOTING

You will be assigned a voting place within the precinct where you live. Your precinct will be assigned by our office when you register or change address and you will be notified by mail. You will receive a voter card before any election if you are a new voter or have made changes since the last election. The voter card will indicate the name and location of your voting place. You may also telephone the Board of Elections office (727-2162) for the location of your voting place.

TRANSFER VOTING

If you fail to change your address by the registration deadline, there is a procedure that allows you to vote. On Election Day, you may go to your old precinct & fill out a voter update/transfer form. Then you can take the form to your new precinct where you will be allowed to vote. To avoid this paperwork, change your address by the registration deadline.

ALL VOTING PLACES IN FORSYTH COUNTY ARE OPEN FROM 6:30 AM UNTIL 7:30 PM ON EVERY ELECTION DAY.

AT THE VOTING PLACE

On entering the voting place, give your name, address and party (primary only) to the election officials. If you are properly registered, you will be allowed to vote. If precinct officials are unable to locate your registration record, you may be asked to vote a provisional ballot. Voter will place the ballot in an envelope and SEAL the envelope. Voter must return provisional ballot in the sealed envelope to precinct official.

CURBSIDE VOTING

If you are unable to enter the voting place because of age or physical disability, you will be allowed to vote either in your vehicle or near the voting place. Have someone enter the voting place and inform the election officials of your desire to vote in this manner.

HANDICAPPED TRANSFER VOTING

Most of the precincts in Forsyth County are handicapped accessible. However, if the precinct to which you are assigned is not accessible on Election Day, you may ask to be assigned to another precinct. You will need to go to your assigned precinct and get a handicapped transfer form. You must take that form

to the assigned precinct, which will be the Board of Elections office, 680 West Fourth St., Winston-Salem. Otherwise, you may vote a curbside ballot as described above.

CALL 727-2162 IF YOU NEED SPECIAL ASSISTANCE.

North Carolina TDD RELAY:

Voice to TDD 1-800-735-8262

TDD to Voice 1-800-735-2962

State Board of Elections TDD 919-715-0230

ABSENTEE BALLOTS

If you are registered to vote in Forsyth County and are unable to vote in person on Election Day because you:

are sick or disabled and are unable to enter the voting place expect to be out of Forsyth County during voting hours.

You may request an absentee ballot from the Board of Elections office, 680 W. 4th St, Winston-Salem, North Carolina 27101-2730. Absentee voting is allowed in all elections except fire district elections and is available as explained.

APPLICATION REQUESTED BY MAIL

OUT OF TOWN - Make the written request beginning 50 days prior to but not later than the Tuesday prior to Election Day. Each voter must sign the written request. An application and ballot will be mailed to the voter.

ILLNESS OR DISABILITY - Make the written request beginning 50 days prior to but not later than the day prior to Election Day. Each voter must sign the written request. An application and ballot will be mailed to the voter.

APPLICATION MADE AT BOARD OF ELECTIONS OFFICE

OUT OF TOWN - The voter, near relative or verifiable legal guardian may appear at the Board of Elections office beginning 50 days prior to but not later than 5:00 pm on the Tuesday prior to the election and complete an absentee application. A ballot will be mailed to the voter.

ILLNESS OR DISABILITY - The voter, near relative or verifiable legal guardian may appear at the Board of Elections office beginning 50 days prior to but not later than 5:00 pm on the day prior to the election and complete an absentee application. A ballot will be mailed to the voter.

THE VOTER, A NEAR RELATIVE, VERIFIABLE LEGAL GUARDIAN, UNITED STATES MAIL OR COMMERCIAL CARRIER SERVICE MUST RETURN THE BALLOT TO THE BOARD OF ELECTIONS OFFICE BY 5:00 PM THE DAY BEFORE THE ELECTION.

NEAR RELATIVE MEANS spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, and stepchild.

APPLY AND VOTE AT THE BOARD OF ELECTIONS

VOTER APPEARS IN PERSON, MAKES APPLICATION AND VOTES AT THE BOARD OF ELECTIONS OFFICE (ONE-STOP)

The one-stop absentee process permits a voter who will be out of town or an ill or disabled voter to appear at the Board of Elections office beginning the day after the registration deadline but no later than 5:00 pm on the Friday before the election. The voter will be allowed to apply and vote at the Board of Elections office.

Beginning with the November 2000 Election, any voter may vote a one-stop absentee without a reason such as sickness/out of town. The no excuse provision applies only to General Elections in the even numbered years.

PRIMARIES AND GENERAL ELECTIONS

In primaries in North Carolina, you vote only in the primary of the party with which you are affiliated. If you register unaffiliated, you may be allowed to vote in a primary if a party allows unaffiliated voters to vote in their primary.

In the primary you NOMINATE party candidates and in a general election you ELECT officials for these offices:

- United States Senator 1998 & 2002 (6 year terms)
- United States Representative 2002 (2 year terms)
- Governor and other State officials 2000 (4 year terms)
- State Senate and State House 2002 (2 year terms)
- Clerk of Superior Court 2002 (4 year term)
- Register of Deeds 2000 (4 year term)
- Sheriff 2002 (4 year term)
- District Attorney 2002 (4 year term)
- County Comm. At Large (1 seat) 2002 (4 year term)
- County Comm. District A (2 seats) 2002 (4 year terms)
- County Comm. District B (1 seat) 2002 (4 year term)
- County Comm. District B (3 seats) 2000 (4 year terms)
- District Court Judge (6 seats) 2000 (4 year terms); (1 seat) 2002 (4 year term)
- Board of Education District 1 (2 seats) 2002 (4 year terms)
- Board of Education District 2 (4 seats) 2002 (4 year terms)
- Board of Education at Large (3 seats) 2002 (4 year terms)

In a presidential election year and every four years thereafter you also ELECT:

- United States President and Vice-President 2000

Non-Partisan Offices

- Judges of Superior Court District 21B & 21D - 1996 (8 year terms)
- Judges of Superior Court District 21A & 21C - 1998 (8 year terms)
- Soil and Water Conservation District Supervisor (1 seat) 2000 (4 year term); (2 seats) 2002 (4 year terms)

Municipal officials were elected in 1997 and will be elected every two years thereafter except for Winston-Salem, which will elect officials in 2001 and every 4 years thereafter.

FOR FURTHER INFORMATION REGARDING VOTER REGISTRATION, ELECTIONS, AND VOTING IN FORSYTH COUNTY, CALL THE ELECTIONS OFFICE AT 336/727- 2162.

State Board of Elections TDD 919 733-7173

<http://www.sboe.state.nc.us>

Forsyth County Board of Elections
680 West Fourth Street
Winston-Salem, NC 27101

WAKE FOREST

UNIVERSITY

BABCOCK GRADUATE
SCHOOL *of* MANAGEMENT

Evening MBA Program ~ Winston-Salem

Student Handbook and Directory

2002-2003

Wake Forest University
Babcock Graduate School of Management

Purpose Statement

To develop business leaders for the 21st century who will positively influence organizations through their ethical standards, their management skills, and their ability to manage change in a global economy.

Mission Statement

The mission of the Babcock Graduate School of Management is to advance the understanding and practice of management and leadership in the context of a rapidly changing global economy, through the teaching and research of a faculty dedicated to the teacher/scholar ideal. To accomplish this, the Babcock School must be a recognized leader in the development and dissemination of knowledge valued by the management professions, and offer the highest quality, value-added education to current and aspiring business leaders. Moreover, the Babcock School recognizes its responsibility to enhance the intellectual and economic vitality of the community.

Wake Forest University
Babcock Graduate School of Management

2002-03 Student Handbook
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Wake Forest University
Babcock Graduate School of Management
Wake Forest Evening MBA Program ~ Winston-Salem

Preface

The purpose of this student handbook is to provide Babcock students with necessary information about Babcock's policies, procedures, organizations, and programs of study. Much of this information is also available in the program bulletins and various brochures. We have compiled this reference material in one volume and have attempted to make it as complete as possible. The Wake Forest University MBA Program reserves the right to make changes in content, instructor, and timing of courses offered, and in other matters set forth in this handbook.

Statements concerning courses and expenses are not to be regarded as irrevocable contracts between the student and the institution. The University reserves the right to change the schedule of classes and the cost of instruction at any time within the student's term of residence.

We wish this handbook to be as useful as possible; and if you have any ideas for additional helpful material to be included, please feel free to bring your suggestions to Brooke Saladin, Jamie Barnes, Carolyn Campbell, or Dianne Luce.

**Wake Forest University
Babcock Graduate School of Management
Wake Forest Evening MBA Program ~ Winston-Salem**

Certification and Evaluation Requirements and Policies

I. The Certification Committee

- I.a** **Purpose.** This document sets forth the certification and evaluation requirements and policies of the Wake Forest Evening MBA Program ~ Winston-Salem of the Babcock Graduate School of Management. The administration of these requirements and policies is the responsibility of the Dean of the Babcock School. The Dean may at his/her discretion delegate certain of these responsibilities to the Certification Committee or, in special circumstances, to any other committees.

The Certification Committee is composed of three faculty members appointed by the Dean (one will act as chairperson), and the Faculty Directors of the Charlotte, Winston-Salem evening and fast-track executive, and full-time programs, and the Registrar of the Babcock School as non-voting members. Decisions of this committee shall be made according to the vote of the majority of those present and voting.

I.b **Duties.**

1. To interpret the certification documents for each of the school's degree programs.
2. To monitor the academic progress of students in each of the school's degree programs.
3. To approve specialized courses of study (e.g., individualized reading courses, research projects, directed study courses, course transfers, interprogram transfers).
4. To certify that students have met their respective program's minimum requirements for graduation.
5. To review and pass judgment on petitions for readmission to the school's degree programs from students who either withdrew or were dismissed from these programs.
6. To certify all candidates for the MBA degree on behalf of the Babcock School faculty.
7. To perform other duties relevant to the administration of the certification and evaluation system as might be requested by the faculty and/or assigned by the Dean.

II. Performance Evaluation

- II.a** **Grading System.** The primary purpose of grading is to provide performance feedback from the instructor so that the student can clearly assess his or her strengths and weaknesses with respect to mastery of the subject material.

II.b Grading Scale. All Babcock MBA programs employ the following grading scale:

<u>Letter Grade</u>	<u>Quality Points</u>
A+	9
A	8
A-	7
B+	6
B	5
B- ¹	4
C+	3
C	2
C-	1
F	0

II.c **Incomplete.** If the student fails to fulfill course requirements because of illness or other reasons beyond his or her control and acceptable to the course instructor, the instructor may take either one of the following actions.

1. Submit a grade based on other evidence he or she considers appropriate and sufficient.
2. Submit an Incomplete (I). If the student receives an "I," he or she is expected to meet all requirements for satisfactory course completion by the end of the next academic semester. An "Incomplete" which has not been removed by the required deadline shall become a failing grade (F) unless the student petitions the Certification Committee for an extension of the time available for removal of the "Incomplete." The student must establish in the petition that there are valid reasons for the extension request. This petition must have the written endorsement of the course instructor and must be submitted prior to the appropriate deadline for a failing grade.

II.d **Academic Performance.** If the student maintains a grade point average of "B" (GPA = 5.00) or higher, he or she will be considered to be in "good academic standing."

II.e **Course Failure.** The grade of "F" indicates that the student has not met minimum course standards. If a required course is failed the course must either be retaken at the Babcock School or a petition must be made to the Certification Committee to complete an equivalent course at another university if taking the course over again at Babcock would be impractical. In either case, the original "F" will be recorded along with the subsequent grade received for the course, and although a grade other than "F" may be earned subsequently, the original "F" (4 units of work with zero quality points) is included in the calculation of the student's grade point average.

II.f **Academic Records.** Records of academic performance of all students are maintained by the Registrar of the Babcock School. No persons other than the permanent staff in the Babcock Registrar's office or individual course instructors through the Wake Information Network (WIN) shall record grades on the record of academic performance. These records are confidential. Access to any student's academic record is prohibited except under conditions 1 through 5 below.

¹Occasional marginal performance, as indicated by the B- grade, may be exhibited by a student. The faculty has held, however, that consistent marginal performance is unsatisfactory overall. Thus, the student who accumulates a substantial number of B- grades or below may be subject to additional requirements to both remain in the program and be certified for graduation, or may be subject to dismissal from the program.

1. A student may view his/her own record but may not remove the record from the office of the Registrar. He or she may, however, obtain a photocopy/printout of the record.
2. Members of the Certification Committee, faculty advisors, and administrators may view the records of students in order to carry out the functions of the Certification Committee or other related administrative tasks.
3. Other administrative officials of the Babcock School and/or Wake Forest University, e.g., the Financial Aid Officer, the Director of Career Services, etc., may petition the Dean for access to the student's academic record to carry out required administrative responsibilities.
4. The staff of the Babcock School Registrar's office may have access to the record of academic performance for the purpose of carrying out his/her assigned duties.
5. Other individuals and institutions who have been authorized to do so, in writing, by the student.

II.g Reporting Grades. At the conclusion of each academic term, the Registrar's office of the Babcock School will prepare a grade report for transmittal to the student through WIN. A paper copy will be mailed to the home address on record by request.

Grades will not be reported over the telephone.

II.h Changing Grades. The evaluation of performance in an individual course and the awarding of individual grades are the sole responsibility of the instructor(s) assigned to that course. Questions regarding the evaluation of individual course performance should be directed to the instructor(s) involved.

In an instance where a student suspects an erroneous grade has been assigned, the student must appeal directly to the instructor who assigned the grade. If an error is found, the instructor shall prepare a change of grade form, indicating the reason for the change. The change of grade form will be forwarded to the Registrar of the Babcock School to indicate how the grade is to be changed. Grade changes from adjunct faculty must first be approved by the appropriate area coordinator before being sent to the registrar for change. There is no other oversight of this process within 60 days of the start of the next semester. Grade changes after this period must be approved by the Certification Committee. A copy of the grade change form will be placed in the student's record of academic performance.

III. Degree Requirements

III.a General Requirements. Courses in the evening program curriculum total 48 credits of academic course work. All course work must be completed within five years of matriculation. The student enrolls in two courses (eight credits) per semester. The requirement for continuation in the evening program and graduation are overall satisfactory academic performance in the completion of required and elective courses. Satisfactory academic performance is measured by course grades.

The Certification Committee examines each registered student's progress at the end of each semester. In the event of poor academic performance, results of the committee's evaluation will be communicated to the student in writing.

The table following (next page) shows, for numbers of courses taken: (1) the range of grade point averages which would lead to a student's being placed on probation and (2) the grade point average below which a student would be dismissed from the program.

For example, a student completing five courses with an average less than 4.50 but not less than 3.50 would be placed on academic probation. A student with an average less than 3.50 after five courses would be dismissed from the program.

Academic Standing Table

Number of <u>Courses</u>	Probation if:			Dismissal if:
	Less <u>Than</u>	or <u>to</u>	equal <u>to</u>	less <u>than</u>
1	2.00	to	0.00	0.00
2	4.00	to	2.00	2.00
3	4.00	to	3.00	3.00
4	4.25	to	3.25	3.25
5	4.50	to	3.50	3.50
6	4.75	to	3.75	3.75
7	5.00	to	4.00	4.00
8	5.00	to	4.25	4.25
9	5.00	to	4.44	4.44
10	5.00	to	4.60	4.60
11	5.00	to	4.73	4.73
12				5.00

In the event that a student is placed on academic probation, the Certification Committee may impose special requirements to remedy deficiencies in academic preparation and/or require that the student raise his or her cumulative academic performance to the minimum performance standards.

These requirements may include additional course work either within the Babcock School, elsewhere in Wake Forest University, or at another institution. The Certification Committee also may require higher than minimum academic performance in future course work.

A student who fails to meet the special requirements imposed by the Certification Committee will be asked to withdraw from the program or be dismissed.

If a student is not permitted to continue in the program, graduate credit will be given for all courses passed.

III.b Appeal. Students who have been dismissed from the evening program may petition for reinstatement. Petitions for reinstatement should be directed to the Certification Committee through the Registrar of the Babcock School within seven days of the receipt of notification of dismissal.

The petition shall be a written document that shall (a) request reinstatement, (b) discuss in detail the extenuating or mitigating reasons for poor academic performance, and (c) propose a course of remedial action to restore the individual to good academic standing and maintain that standing throughout the remainder of the program. The student may make a written request to appear before the Certification Committee in support of his/her written petition. This request should accompany the petition for reinstatement.

III.c The Final Certification Process. The Certification Committee will review the record of academic performance of each student once the student has completed the twelve courses specified in his/her academic plan. If a student has earned a passing grade in all required courses, earned the required number of graduation credits, and accumulated a grade point average of 5.00 or above across all graded activities, the Committee will certify this student

for graduation on behalf of the Babcock Faculty. MBA degrees are conferred by the University's Board of Trustees.

IV. Registration Changes

IV.a Course Withdrawal. A student may withdraw from a course during the first week of the course without entry to his or her transcript. After this period, to the point in time when seventy-five percent (75%) of the class sessions of a course are completed, a student can withdraw from a course only in exceptional circumstances and with the written permission of the instructor. Requests for withdrawal from a course after the first week must be made in writing to the Registrar of the Babcock School. The instructor's written permission must accompany this request along with his/her recommended grade of passing or failing. After seventy-five percent (75%) of the class sessions of a course are completed, a student may not withdraw from a course. Situations involving personal or family emergencies would be handled on a case by case basis by petitioning the Certification Committee for a withdrawal from a course. That petition must be made in writing through the Registrar of the Babcock School who will forward it to the Certification Committee. The instructor's grade recommendation of passing or failing must accompany the request. If withdrawal is granted on a passing basis, the course will be recorded on the student's transcript as a "Withdrawn-Passing" (WP) and will not be used in the calculation of the grade point average. Otherwise, the course will be recorded with a grade of "F" and will be used in GPA calculations.

If a student plans to reenroll, he/she must wait one year to resume with the next cohort group.

IV.b Withdrawal. To formally withdraw from the evening program, the student must submit a dated, written notice to the Program Director with a copy to the Registrar of the Babcock School giving the date on which the withdrawal is to be effective. This statement should include a list of outside agencies to be notified, such as the Veterans Administration, loan programs, etc. If withdrawal from the program occurs during a semester in which the student is enrolled, no entries are made on the student's transcript for uncompleted courses.

In the event of withdrawal, reimbursement of tuition and fees for the semester will be made in accordance with University policies in effect at that time. Attendance starts from the first day of registration.

IV.c Leave of Absence. Students in good academic standing may be granted a leave of absence by the Associate Dean for Management Education for a period of up to two years. The request should be directed to the Associate Dean through the Registrar's office. If the student has been granted a leave of absence, he or she must notify the Program Director of the evening program of his or her intent to return to the school not less than 16 weeks prior to the semester studies are to be resumed. Records of academic performance for students returning from a leave of absence will be reviewed by the Certification Committee.

IV.d Readmission Following Withdrawal. Students who withdraw from the evening program without a leave of absence may apply to the Certification Committee for readmission. Application for readmission must be completed by April 15th for admission to the fall semester, August 15th for the spring semester, and December 15th for the summer semester.

Applications for readmission will be considered only for those students who apply for readmission within two years of the time that they left the program.

The records of students who apply for readmission will be reviewed by the Certification Committee to determine if curricular changes have created circumstances requiring special consideration. In cases where a withdrawn student was in good academic standing, the Certification Committee will recommend a course of action enabling graduation within a

normal time frame and without the student taking an unusual course load. In situations where termination or withdrawal was under conditions of academic duress, the Certification Committee will review the applicant's record to determine his or her most appropriate course of action which may include:

1. completing specific courses prior to readmission,
2. maintaining a higher-than-minimum academic standard, and/or
3. engaging in other specific remedial work.

The Certification Committee may also judge that the applicant's academic record, when combined with interim work experience, is sufficient to justify readmission without any of the remedial activities described above.

VI. Individualized Studies

Individualized courses, directed reading courses, research projects, and study tours conducted under the supervision of a Babcock School faculty member may be allowed as credit toward graduation. Students desiring to pursue such activities must secure the sponsorship of a Babcock faculty member and develop an agreement regarding the nature and scope of the activity. To secure credit allowable toward Babcock graduation, he or she must prepare a memorandum for approval by the Certification Committee specifying the nature of the course or activity, the time frame within which the activity will be carried out, how the activity will fit with his or her personal goals and educational needs, the output or concluding state of the activity, the learning objectives for the course or activity, a detailed time schedule of topics and activities to be undertaken, a representative bibliography and/or identification of other resource material to be used, a procedure by which student performance will be evaluated by the faculty sponsor and the number of graduation credits requested for the activity. The signature of the student, as well as the faculty sponsor of the activity, must appear on the memorandum. At the conclusion of the course the faculty sponsor will report a grade to the Registrar of the Babcock School using the grading scale prescribed in Section II.b.

VII. Revision of This Document

This document may be revised by action of the Babcock faculty. However, any student admitted to the Wake Forest Evening MBA Program ~ Winston-Salem at the Babcock School has the privilege of matriculating and graduating under the academic requirements existing at the time of admission if graduation occurs within 5 years, including withdrawal/readmissions and leaves of absence. If graduation is delayed beyond 5 years from the time of admission, the student must matriculate and graduate under such requirements as then exist or as prescribed by the Certification Committee.

VIII. Final Graduation Requirements

The specifications contained in this document are the minimum academic requirements for graduation. The faculty reserves the right of final certification of individuals for graduation.

Wake Forest University
Graduate School
Babcock Graduate School of Management
The Joint (Ph.D./MBA) Degree Program

Academic Policies

Participants in the Ph.D./MBA program are expected to comply with the general academic policies of both the Ph.D. and Evening MBA Programs except as those policies are specifically altered to accommodate the Ph.D./MBA joint program. Curriculum and other academic matters affecting only the Ph.D. portion or only the management portion of the joint program are managed by the respective schools. Matters that affect the program in total are determined mutually by the two schools. The provisions of the Wake Forest Evening MBA Program Certification Document apply to the management portion of the Ph.D./MBA program.

The particulars of the program are as follows.

1. **Admission.** Admission to the program requires the candidate to be accepted separately by both the Graduate School and the Babcock School. Normal Evening MBA Program application procedures will be required including a completed application, GMAT test results, undergraduate transcripts, letters of recommendation, etc. Acceptance to the Evening MBA Program will require that the candidate meet normal acceptance requirements of the program including GMAT, undergraduate GPA and work experience requirements. While the Evening Admissions panel will be glad to receive input from the Graduate School about candidates' applications, the Babcock School reserves the right to make the admission decision independently of the candidates' status in the Graduate School. All candidates must have the approval of their Ph.D. program advisor and departmental chair for admissions consideration.
2. **Tuition.** Accepted Ph.D./MBA Program candidates may be eligible to receive tuition waivers in the amount of 50% of the Evening MBA Program tuition. Because of budgetary concerns, the Ph.D./MBA Program will initially be limited to no more than two (2) candidates per academic year. Initially, the tuition waiver will be limited to Ph.D. students in the Neurobiology and Anatomy Department. Once the "pilot phase" of the program is over, it is hoped that the waiver will be expanded to include students from other departments. Additional Ph.D./MBA candidates will be considered for admission if they pay the full Evening Program tuition.
3. **Course of Study.** Students in the Ph.D./MBA Program will be required to successfully complete the ten (10) core courses (40 credit hours) required of all Evening MBA Program students. In addition, students must successfully complete at least one (1) four-credit management elective bringing the minimum management credit hours to 44. Normal Evening MBA Program course sequencing and prerequisites will prevail for Ph.D./MBA students. The Babcock School will give 4 hours of credit for successful completion of technical course work as outlined in the student's Ph.D. course of study during the first two years of their Ph.D. program. The Registrar of the Graduate School will verify successful completion of the first two years of the Ph.D. program.

It is expected that Ph.D./MBA students will begin their program in the Graduate School and spend the first two years of the program taking Ph.D. program course work. Students will begin their MBA studies during the third year of the joint program

beginning in the fall semester. Students will be required to follow the recommended course sequence in order to complete their MBA course work in the minimum amount of time.

4. **Academic Standing and Retention.** The courses accepted by one school from the other, for credit towards its degree, shall be accepted as "pass" credits and are not used to determine grade point average or class rank. Each school shall be free to include or exclude the joint degree students with reference to class rank or awards.

Each student must maintain the academic standing and other requirements of each school. Any student dropped, suspended or expelled from one school is dropped from the joint program and may or may not be allowed to pursue the separate degree of the other school at the discretion of that school.

Ph.D./MBA candidates will receive their degrees simultaneously and must complete all Ph.D./MBA program requirements in order to receive both degrees.

If a student ceases to be a joint degree candidate, for any reason, and is allowed to remain enrolled at only one school, that school will determine what credit will be allowed, if any, for courses taken in the other school.

Registrars in both the Babcock Graduate School of Management and the Graduate School will coordinate to enforce each school's maximum limit on semester credit hours. Students with overloads must seek approval from the proper authorizing source in both schools

Wake Forest University
 Babcock Graduate School of Management
 Wake Forest Evening MBA Program ~ Winston-Salem

Curriculum

Credits Hours

Required Core Courses

MGT 8180	Accounting For Management Decisions	4
MGT 8140	Economic Analysis For Management Decisions	4
MGT 8080	Financial Accounting	4
FIN 8130	Financial Management	4
MGT 8200	International Competitive Policy	4
MGT 8190	Managing Information Technology	4
MKT 8120	Marketing Management	4
OPS 8160	Operations Management	4
MGT 8110	Organizational Behavior	4
MGT 8150	Quantitative Methods	4

Required Credit Hours 40

Elective Credit Hours 8

Total Credit Hours 48

Wake Forest University
Graduate School
Babcock Graduate School of Management
The Joint (Ph.D./MBA Program)

Curriculum

First and second year curriculum of the Graduate School

Credits Hours

Third Year

MGT 8080 Financial Accounting	4
MGT 8110 Organizational Behavior	4
MGT 8180 Accounting for Management Decisions	4
MGT 8150 Quantitative Methods	4
MGT 8140 Economic Analysis for Management Decisions	4
MKT 8120 Marketing Management	4

Credit Hours 24

Fourth Year

OPS 8160 Operations Management	4
FIN 8130 Financial Management	4
MGT 8190 Managing Information Technology	4
MGT 8200 International Competitive Policy Management Elective	4

Credit Hours 20

Fifth Year & Beyond

Dissertation
Other Ph.D. Program Requirements at the Graduate School

Total Credit Hours 44 MBA + Grad School hours

Wake Forest University
Babcock Graduate School of Management
Wake Forest Evening MBA Program ~ Winston-Salem

Course Order

Semester	Course 1	Course 2
1	Financial Accounting	Organizational Behavior
2	Accounting for Management Decisions	Quantitative Methods
3	Marketing Management	Economic Analysis for Management Decisions
4	Operations Management	Financial Management
5	Managing Information Technology	International Competitive Policy
6	Elective	Elective

Wake Forest University
Babcock Graduate School of Management
Wake Forest Evening MBA Program ~ Winston-Salem.

Course Descriptions

Required Core Courses

YEAR 1

Semester 1 (Fall)

Financial Accounting (MGT 8080)

The rules and procedures governing the preparation of financial statements are explored in financial accounting. Most of the basic reporting issues that major corporations must confront when preparing financial reports are discussed. The class also examines the usefulness of the information to both external investors and internal managers. The focus is on the use, rather than the preparation, of accounting information.

(4 Credits)

Organizational Behavior (MGT 8110)

Organizational behavior focuses on the understanding of employee behaviors and attitudes that ultimately contribute to organizational success or failure. The study of organizational behavior attempts to identify critical organizational factors that influence workers, the processes by which these factors exert their influence, and ways of applying this knowledge within organizations. The course is based on principles of scientific inquiry and knowledge from the behavioral sciences. All managers have traditionally been held accountable for influencing their employees' levels of job satisfaction, absenteeism, turnover, and performance. The focus here is on understanding current managerial approaches, models, and methods for influencing these critical outcomes. The course covers individual, group, and organizational level influences on organizational effectiveness.

(4 Credits)

Semester 2 (Spring)

Accounting for Management Decisions (MGT 8180)

The differences between the financial information needs necessary to the operation of the firm and the needs necessary for external reporting are the focus of this course. A brief introduction to the behavior and classification of costs provides the background to examine the three main types of accounting information used by managers: full-cost information used in pricing and other such decisions, differential cost information used in alternative choice decisions, and responsibility accounting information used to guide and control managers' decision-making behavior. Allocation of indirect costs, fixed-variable relationships, standard cost systems, resource allocation, and management control systems are addressed in depth.

(4 Credits)

Quantitative Methods (MGT 8150)

A variety of quantitative techniques including decision analysis, probability theory, sampling, statistical inference, time-series analysis, regression, and mathematical programming are explored as aids to managerial decision-making. Students develop and refine the quantitative skills necessary to effectively address problems they will encounter in other courses and on the job.

(4 Credits)

Semester 3 (Summer)

Marketing Management (MKT 8120)

The role of marketing in business operations and the application of tools and methods to the promotion and sale of products or services are examined. Special attention is placed on the planning and directing of an organization's marketing effort. The role and use of information and communication in the marketing process, and the nature and determinants of consumer behavior are also considered.

(4 Credits)

Economic Analysis for Management Decisions (MGT 8140)

The first part of this course uses the tools and concepts of microeconomics to analyze decision problems within a business firm. Particular emphasis is placed on the firm's choice of policies in determining prices, input usage, and outputs. The effects of the competitive environment on business policies are also examined. The second part of the course develops theories of fiscal, monetary, and other macroeconomic policies. Both the issues and the evidence in connection with these policies are covered. Other topics discussed range from the specifics of the U.S. balance of payments to the broader problems associated with economic growth and decay in the world.

(4 Credits)

YEAR 2

Semester 4 (Fall)

Financial Management (FIN 8130)

This survey course applies theoretical concepts and analytical techniques to a wide variety of financial problems, including financial statement analysis, management of current assets, short-term and intermediate-term financing, capital budgeting and the cost of capital, capital structure planning, and long-term financing. The use of financial journals and services helps students understand stock and bond markets.

(4 Credits)

Operations Management (OPS 8160)

As we begin the next millennium, the competitive environment is getting fiercer than ever, resources are getting tighter, customers are getting more discriminating and the pressure on business to do more with less is intensifying. Additionally, recent marketplace trends such as rapidly evolving product and process technology, unbridled globalization of markets, shortening product life cycles, the increasingly pervasive impact of information technology and the urgency to deliver ever-increasing customer value are often creating a seemingly insurmountable challenge for businesses to survive in this battlefield. Now, more than ever, firms must continually reassess their competitive operations strategies to maintain their competitiveness in the global marketplace. This course is about using operations to compete and win a sustainable competitive advantage in the marketplace. The management of operations involves ensuring that the product or service is of high quality, choosing the appropriate design and technology for the production or service process, planning and controlling the flow of the parts for customers so that lead times are reduced to minimal levels, and distributing the finished good or services to the customer.

(4 Credits)

Semester 5 (Spring)

International Competitive Policy (MGT 8200)

Business decisions are increasingly carried out in a global context. Students in this course concentrate on the formulation of policy and implementation and evaluation of strategies governing business operations. The objective is to provide students with an understanding of the major strategic environmental factors influencing decision-making by multinational firms. The course is designed as an integrative learning experience, emphasizing both theory and practice and enabling students to apply concepts, techniques and skills acquired in other courses. Through the study of major environmental issues and strategic

response in the functional areas of international business operations, students develop skills in assessing competitive forces in global markets, and in formulating and implementing effective decisions.
(4 Credits)

Managing Information Technology (MGT 8190)

Information is a key organizational resource, critical to planning, decision-making and control. Management's role in shaping, directing and controlling information systems activity is the primary focus of this course. Topics include recent technological advances in hardware and software, systems design and applications development, end-user computing, telecommunications, management of systems projects, the role and organization of the IT function in the firm, strategic planning of information systems, and the use of information for competitive advantage.
(4 Credits)

Semester 6 (Summer)

Elective Courses

All of the courses listed are not offered each summer - check the current schedule

Topics in Management (MGT 8114)

This course addresses contemporary topics in management that are more specialized and/or more advanced than those included elsewhere in the curriculum. The particular content of the course may vary each time the course is offered.
(4 Credits)

Marketing Research (MKT 8121)

This course includes topics such as information systems, syndicated data services, secondary and primary data collection, and data analysis and interpretation. Student groups follow the process of developing, implementing, and managing a market research project. Particular emphasis is placed on projects involving primary data collection.
(4 Credits)

Business-to-Business Marketing (MKT 8122)

This course encompasses management activities that enable a supplier firm to understand, create and deliver value to other businesses, governments and institutional customers in traditional and Internet markets. There are four guiding principles of business-to-business marketing: make value the cornerstone, focus on business processes, emphasize doing business across borders, and accentuate working relationships and business networks. As 80% of current Internet transactions are business-to-business (B2B), the course will pay particular attention to emerging models, strategies and examples from the "New Economy." Students will learn techniques of value assessment and methods for devising innovative value propositions. Classes are set in a seminar format, featuring the discussion of articles and analyses of management cases, a negotiation exercise, and a business market simulation game.
(4 Credits)

Marketing Communications (MKT 8123)

MBA students whose career plans involve making marketing-mix decisions need to understand advertising management. In addition to advertising, this course addresses elements of a marketing communications program such as promotions, direct mail, publicity, packaging, and point of sale material. The objectives are: (1) to increase students' understanding of important issues in planning and executing marketing communications campaigns; (2) to introduce students to theories and models that will improve their abilities to make marketing communications decisions; and (3) to acquaint students with contemporary research in marketing communications.
(4 Credits)

Sales Management (MKT 8124)

organization's sales function. Emphasis is given to: (1)

training the sales force, (4) compensating and motivating sales people, and (5) evaluating and controlling the sales force.
(4 Credits)

Topics in Marketing (MKT 8125)

This course addresses contemporary topics in marketing that are more specialized and/or more advanced than those included elsewhere in the curriculum. The particular content of the course may vary each time the course is offered.
(4 Credits)

Marketing Strategy & Planning (MKT 8126)

This is a decision-oriented course concerned with solutions to problems of product, price, promotion, and distribution channels. Students are expected to locate their own marketing plan projects and to prepare a professional marketing plan. The course makes extensive use of case studies and instructional methods include slides, examples, and videotapes.
(4 Credits)

International Marketing (MKT 8129)

International Marketing examines the various issues involved in entering foreign markets and conducting marketing operations on a global scale in consumer, industrial, and service sectors. Students learn to identify and evaluate opportunities in overseas markets, develop and adapt marketing strategies to specific national market needs and constraints, and coordinate strategies in world markets. The thrust is strategic and integrative. In addition, the class will study global marketing strategies adopted by companies in Japan and Europe, as well as newly developed countries.
(4 Credits)

Advanced Financial Management (FIN 8132)

This case-based class focuses on value creation by utilizing financial architecture to enhance the corporate strategy of firms. Advanced valuation techniques (option pricing, adjusted present values, discounting equity, capital cash flows) are used to evaluate leveraged buyouts, leveraged recapitalizations, initial public offerings, restructurings and real options embedded in investment decisions. Financing growth, the use of private equity, securitization, syndication and risk management also are covered.
(4 Credits)

Capital Markets & Institutions (FIN 8133)

This course is about financial or capital markets - how they work, how they might work better, and, in some instances, how they do not work at all. Students concentrate on the following major topics: (1) the pricing of financial assets, (2) the determination of interest rates in a competitive international financial market, (3) the organization and regulation of financial markets, (4) the development of innovations in financial markets, and (5) the basic characteristics of the financial markets and institutions, and the impact of changes to the system.
(4 Credits)

Investments and Portfolio Management (FIN 8134)

This course discusses risk and return relationships that are important for investment analysis and management. The course focuses on fundamental security analysis of common stock, bonds, convertible securities, preferred stock, options, and commodities. Investment opportunities in mutual funds, real estate, and other specialized investments are covered. Portfolio management techniques also are stressed.
(4 Credits)

Management of Financial Service Institutions (FIN 8135)

The operations and management of commercial banks is the primary area of emphasis in this course. Students apply the principles of corporate finance to the analysis and management of depository financial institutions. The course concentrates on: (1) the financial and regulatory environment in which depository institutions operate, (2) the microeconomics of modern depository institutions, and (3) the

International Finance (FIN 8137)

This course uses cases to provide an understanding of the foreign exchange market, the impact of foreign exchange volatility on the cash flows and competitive positions of firms, and the use of derivative contracts (forwards, futures, options and swaps) for risk management. Use of foreign direct investment strategies, strategic investment decision-making and financing international growth are discussed in the context of value creation in a globally competitive environment.

(4 Credits)

Entrepreneurship & Venture Formation (MGT 8145)

During the past several decades, entrepreneurship has taken an elevated role throughout the world. Eastern Europe, for example, views the revitalization of entrepreneurship as crucial to establishing a free market economy. This course explores key characteristics of the entrepreneur and contrasts these characteristics to those of a manager of a large bureaucratic organization. Who is the entrepreneur? How does one become a successful entrepreneur? How can the entrepreneurial spirit remain viable in established organizations? How does one manage the growth phases of an entrepreneurial firm? Students consider these issues through the writings of important authors, discussion with visitors, and case analysis involving successful and unsuccessful entrepreneurs.

(4 Credits)

Topics in Operations Management (OPS 8162)

This course addresses contemporary topics in operations management that are more specialized and/or more advanced than those included elsewhere in the curriculum. The particular content of the course may vary each time the course is offered.

(4 Credits)

Management of High Performing Organizations (OPS 8164)

Today's high performing service and manufacturing organizations are faced with a stunning array of "best practices" from which to choose. This course surveys a number of contemporary practices, developing a framework for assessing which are most appropriate for a particular organization in achieving a competitive advantage. It includes both hands-on application of best practices to issues in your organization, as well as discussion of their strategic role. The particular practices included in the course will be tailored to the needs of the participants, but may include the following: quality management, JIT, Theory of Constraints, reengineering, process analysis, benchmarking, statistical process control, fast product development, and cycle time reduction.

(4 Credits)

Project Management (OPS 8165)

Many professional assignments are projects, including research and development studies, advertising campaigns, installation of new equipment, construction projects and consulting assignments. Project management is an often-used management technique for accomplishing specialized missions or work, when the normal organizational structure of methods of assignment is not sufficiently responsive, flexible or effective. This course is designed to convey the tools and methods to be effective in managing projects and leading the people responsible for executing the tasks that comprise a project. It emphasizes development of both technical skills, such as the use of PERT, CPM and Microsoft Project to manage the activities in a project, and skills in managing project teams. Specific topics include: project planning, project scheduling, development of contingency plans, resource allocation, Microsoft Project, project monitoring and information systems, project control, management of project teams, project organization, role of the project manager, and conflict resolution.

(4 Credits)

Management of Services (OPS 8166)

The service sector of the U.S. economy now accounts for more than 68% of the GDP and 71% of employment. This includes such services as financial, health care, transportation, consulting, food, recreation, entertainment, retail, legal, government, business support, utilities, as well as those services internal to manufacturing such as human resources, accounting, purchasing, information, legal,

organizations. This will involve issues of strategy, capacity, staffing and scheduling, innovation, and the use of technology. Specific issues addressed include: design of innovative services; service quality, including the importance of defections and service recovery; service strategies; examining the service encounter: facilities, waiting, human interaction, use of technology, productivity; and service capacity and demand management.

(4 Credits)

Strategic Management of Technology (OPS 8168)

It is widely accepted that the environment confronting organizations today is becoming increasingly competitive as the length of product life cycles continues to decrease, the market place becomes increasing global, and the pace of technological change accelerates. As a result, organizations in all industries are searching for ways to improve and enhance their competitiveness and attain world-class standards. Firms typically enhance their competitiveness by developing new products and services, and/or developing new processes for producing and delivering products and services. This course focuses on the strategic role technology plays in the pursuit of obtaining a sustainable competitive advantage. More specifically, this course is organized into the following four modules: process technology and its relationship to strategy; managing product and process development; process evaluation, selection, and implementation; and emerging technologies.

(4 Credits)

Advanced Information Technology Concepts (IT 8191)

Current and emerging technologies are examined within an organizational strategy framework. Managerial concepts are developed and employed to help understand and assess the myriad of information technologies such as emerging computer platforms, telecommunications, networking, data management and the Internet. The focus is on understanding relevant managerial issues relating to information technologies, rather than on the design or development of such technologies.

(4 Credits)

Information Technology Applications (IT 8192)

The first major component of the course is the appropriate application of information technology to improve an organization's competitive position, with a particular emphasis on Internet-based, e-business applications. Topics include using information technology to reduce competitive vulnerability, to increase organizational efficiency, and to create a virtual organization. The second major component is the examination of processes and methods for developing, acquiring, and implementing organizational and inter-organizational information systems.

(4 Credits)

Database and Internet Marketing (MKT 8193)

This course covers two distinct, but related, topics in the application of information technology for developing marketing strategy. The first emphasizes the use of appropriate tools and techniques for extracting relevant marketing information from databases and data warehouses. The second focuses on the use of Internet-based technologies for consumer market applications, including building customer relationships and brand equity.

(4 Credits)

Human Resource Management (MGT 8230)

Managers should explore ways to use an organization's human resources fully and appropriately. Improved human resource management practices can have a direct positive effect on the bottom line of the organization. The course examines functional activities within human resource management including human resource planning, job analysis, staffing (e.g., recruitment, selection, placement), training and development, and performance appraisals. Students also discuss compensation, benefits, incentive plans, quality of work/life issues, and personnel research.

(4 Credits)

Labor-Management Relations (MGT 8234)

to provide an understanding of the origins of American unions and the legal framework that defines the national labor policy. Students develop an appreciation for the ways in which national labor policy, the presence of unions, and the collective bargaining process affect the work of the general manager in a unionized firm.

(4 Credits)

Health Care Administration/Strategic Health Policy (MGT 8237)

Health care expenditures are a significant and increasing portion of our gross national product. This course covers generic issues related to health care financing and their impact on every sector of society. Students focus on particular reimbursement issues as they apply to third-party carriers, including Medicare and Medicaid, and service availability to all citizens. In addition to analyzing health care costs, the course projects the future direction of this industry. It also looks at training the next generation of health care professionals and evaluates the quality of the current health care system. Interwoven into the course is the demographic mandate that the U.S. has for the care of older citizens.

(4 Credits)

Managing e-Operations and the Supply Chain (OPS 8261)

Today's e-business environment is one where products and processes can be outmoded within months. Survival in this environment of fierce competition, shorter product life cycles and heightened customer expectations is a key issue. The supply chain choices that today's organizations make have a critical influence on strategic business outcomes. Recent developments in information technology have created the opportunity to revolutionize how organizations design and manage their supply chains, in order to gain a strategic competitive advantage. One such development has been the introduction and rapid rise in popularity of enterprise resource planning (ERP) systems. While supply chain management has been primarily tactical in the past, this course focuses on the important strategic concepts surrounding supply chain management. Issues to be addressed include: identification of supply chain design with product and process development; identification and implementation of ERP systems; supply chain integration with e-business strategies; strategic partnering and outsourcing; and supply chain dynamics.

(4 Credits)

Negotiations (MGT 8360)

Modern managers negotiate every day, in both their professional and personal life; however, most managers have no formal training in the negotiations process. This course fills that void by empowering students with an understanding of the dynamics underlying the negotiations process. That understanding will provide the baseline from which students can first identify, then refine, and ultimately optimize their particular negotiating styles. The course focuses equally upon the theoretical, conceptual and operational dimensions of the topic. Class sessions are devoted to lecture, discussion, and negotiations exercises.

(4 Credits)

Independent Study (MGT 8993, 8994, 8997, 8998)

Individualized courses, directed reading courses, research projects, and study tours conducted under the supervision of a faculty member may be allowed as credit toward graduation. Normally, these are considered only as elective; however, in exceptional circumstances, requests to substitute an independent study for a required activity may be granted. Depending upon content and duration, the credits awarded for independent study will vary. All independent studies must receive prior approval of the Certification Committee.

(Credits to be determined each offering)

East Asia Management Program (MGT 8995)

This program runs from mid-May to early June each year and includes group visits to various companies in PR China and Japan. The Japan trip also incorporates homestays with individual Japanese families.

(4.0 Credits)

European Business Studies Program (MGT 8996)

This two-week course runs from either mid-May to early June or early to mid-July and focuses on business developments in the European community. Students select a trip to either Oxford University in England, or Vienna, Austria; Budapest, Hungary; and Prague in the Czech Republic, or cities in France and Germany.

(4.0 Credits)

Wake Forest University
Babcock Graduate School of Management
Wake Forest MBA Program

Policy for Use of Career Management Center

Career Management Center for Evening, Executive and Charlotte Students

The mission of the Career Management Center Office is to design and manage services and programs that will enhance the career progression and employment opportunities of our graduates. The Career Management Center is not an employment agency. We do not charge you for our services nor do we guarantee to secure you a position or "place" you. We firmly believe that your job search and career planning are developmental processes that must be an integral part of your total educational experience. Therefore, our office serves as a coordinator, facilitator and an adjunct to the total Babcock School educational program. As in the business world, you must have "ownership" of your own career development and progression.

The following services are available to all Babcock students:

- Career Management Center which includes:
 - * Business periodicals
 - * Copy machine
 - * Fax machine
 - * Computer (limited use)
- Career Resource Manual
- Alumni Career Networking database (ACN)
- Intranet Information
- WPC Library (on reserve at the circulation desk)
 - * Company contact names that recruit on-campus
 - * Job listings
 - * Hard copy of the Alumni database
- "How To" books on resume writing, interviewing and job search
- Job Search Workshops and Training

Eligibility Requirements: Evening, Fast-Track Executive and Charlotte program (EEC) students are eligible 12 months prior to graduation and may use the Career Management Center for up to 12 months. In addition, they must be fully self-funding their MBA studies, be unemployed or have written permission from their company to use the Career Management Center. EEC students who receive any funding from their employer must obtain written permission from their current employer to use the Career Management Center. This letter must be from the office of the VP of Human Resources (or corporate office responsible for setting educational reimbursement policies) and must specifically state that the employee has permission to use the Career Management Center's offices and interview on

EEC students that meet the criteria stated above are eligible for all services offered by the Career Management Center on the same basis as that provided to Full-time MBA students. These services include; career counseling and job coaching, resume review and critique, and the opportunity to interview on campus for jobs which their profile and career concentration matches the hiring goals of the recruiter. EEC students are not eligible to participate in the New York and Atlanta MBA Consortiums.

The Winston-Salem Evening, Fast-Track Executive and Charlotte MBA programs are general management programs. Therefore students in these three programs are limited to interviewing for general management and consulting positions. Students in these three programs do not receive adequate functional course depth for MBA entry-level functional jobs. As with our Full-time students, prior work experience does not substitute for functional coursework.

The Career Management Center is responsible for managing the on-campus interview process and insuring that only candidates meeting all requirements, stated in their specific program policy, appear on an interview schedule.

In order for resumes to be included in the MBA Resume Book, they must correctly identify the student's career concentration (for Full-time MBA program students) or indicate consulting and/or general management for Winston-Salem Evening, Fast-Track Executive, and Charlotte MBA program students.

All students are required to abide by policies, procedures and information requirements as set forth by the Career Management Center. As with all our students, any violations of policy may result in the termination of rights to use the Career Management Center. If interested in using the Career Management Center, please see Carolyn Campbell (Winston-Salem) or Leslye Gervasi (Charlotte) to fill out the necessary paperwork.

Hours:

Monday through Friday 8:30am - 5:00pm
TBA 5:00pm - 8:00pm (during the fall and spring)
Saturday 10:00am - 2:00pm (during the fall and spring)

This policy may be revised by the administration of the Babcock School based upon our experience and opportunities to better serve the Babcock community.

**Wake Forest University
Babcock Graduate School of Management
MBA Program**

Honor Code

The Babcock Graduate School of Management has established a set of values that demands the highest standards of its students and faculty. While recognizing our different ways, different personalities and different views, we are of one mind about the Honor Code. We are honor bound to uphold the principles of this most cherished possession of the Babcock community. The Honor Code is built on the foundation of the following four points:

1. I will not lie
2. I will not cheat
3. I will not steal
4. I have a duty to report any honor violation of which I am personally aware to a member of the Honor Council.

The first three points of the Honor Code are precepts on which any civilized society must function. The fourth point, however, requires that each member of the Babcock community take responsibility for the ethical well being of his or her classmates. Clearly, this fourth point is the most difficult of the four points because it involves an actual commitment; however, it is the most important point because it is what makes the Code belong to each student. Failure to uphold the fourth point is considered an honor offense.

The Babcock School reserves the right to bring disciplinary action to bear against students for breaches of conduct inside the Babcock community. The school may bring penalties against a student who violates the Honor Code ranging up to expulsion from the program.

Terms in this document should be construed to have their ordinary non-legal meaning. The school's honor system is grounded in the following definitions concerning Honor Code violations:

1. No student shall lie. Lying is defined as deliberately making a false or deceiving statement to another member of the Babcock community.
2. No student shall cheat. Cheating is defined as willfully or deceptively giving or receiving aid, attempting to do so, or wrongfully obtaining or attempting to obtain prior information about cases and examinations.
3. No student shall commit plagiarism. Plagiarism is defined as intentionally offering as one's own, any ideas, words, paragraphs, or phraseology that are attributable to other sources. Students are responsible for following the directions of the instructor concerning all assignments.
4. No student shall steal from the members of the Babcock community. This includes any attempt to gain access or to aid another in gaining access to any e-mail or physical mailbox other than one's own without proper authorization.

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Spirit of the Honor Code

The purpose of the Honor Code is not to define exact boundaries and areas that may be construed as acts of dishonor. Rather, the Honor Code creates a general spirit that should be respected and maintained throughout one's career in the Babcock community and carried forth into one's professional career. The Honor Code provides a framework for all members of the Babcock community to use when determining the integrity of any personal, professional or academic action.

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Honor Council Procedures

The Honor Council

The purpose of the Honor Council shall be:

1. To receive and investigate reports of alleged honor violations and to bring charges.
2. To hold hearings on the charges in accordance with the procedures set forth herein.
3. To submit to the Dean a fair verdict of judgment for his final approval.

The Full-time Program Honor Council is comprised of two first-year full-time program council members, two second-year full-time program council members, one second-year full-time program chairperson, and one faculty advisor.

The Winston-Salem executive, evening and Charlotte programs Honor Council is comprised of seven members, with two representatives from each program plus the Full-time Program Honor Council Chairperson.

Elections

Full-time Program Honor Council

The full-time program student body elects the first and second-year Council members and the chairperson. Rising second-years are elected during the second week of April of their first academic year. First-year elections are carried out during the fourth week of school. A simple majority determines election outcomes; ties require a run-off. If a Council member drops out of the program during his or her tenure, a replacement is immediately elected to finish the term.

Working Professional Programs Honor Council

Students in the Winston-Salem evening and Charlotte programs elect one representative from each class to serve on the council. First year Fast-Track Executive Program students elect two representatives from their class. Terms will run for 12 months, through the next election. Elections are held no later than September 9th each year. A simple majority determines election outcomes; ties require a run-off. If a Council member drops out of the program during his or her tenure, a replacement is immediately elected to finish the term.

A faculty member is appointed by the Dean and may serve incumbent terms at the discretion of the Dean. The faculty member has no voting power and serves in an advisory capacity only.

The Honor Council chairperson is responsible for student elections to the Full-time Program Honor Council. Students may serve consecutive terms and hold positions in extracurricular associations, including the Student Government Association. Program Directors for the working professional programs are responsible for the election process in those programs.

An Honor Council member's public and official behavior should be beyond reproach and free from impropriety. Each newly elected member of the Honor Council shall, on an individual basis, take the following oath to be administered by the Dean of the Babcock school:

I do solemnly swear that I will work to the best of my ability as a member to the Honor Council.

Investigation

The Honor Council chairperson and one other Council member question the witness(es) of alleged honor violations to obtain all the details. The two then summon the accused and inform him or her of the charges, requesting an explanation. The witness(es) remain anonymous during this procedure. If the student in question denies the charges and the Honor Council concludes there is insufficient evidence to the contrary, the case is dropped.

The chairperson calls Honor Council hearings for those students whose charges are not dropped. All members of the Honor Council must be present at honor case hearings. Honor Council meetings are held in secret session unless the accused requests an open hearing.

With the exception of the investigators while investigating a case, no member should mention, comment upon, or discuss in any manner the case except when the Honor Council itself is sitting to consider the case. This applies to both open and closed proceedings. Members not investigating the case should refrain from learning about the case prior to the hearing.

Hearing Procedures

At the time of hearing, the accused is brought before the Honor Council, and faces, for the first time, the witness(es). In the case of multiple witnesses, witnesses are presented individually to prevent testimonial bias. When considering a case, a member should always bear in mind that he or she is deciding whether a particular regulation has been violated. A member, however, should consider the welfare of the individual and the integrity of the Babcock community in setting penalties for violations.

Note: The Council is not to seek the truth under its interpretation of legal methodology, but rather in a straightforward, adult fashion (i.e., the hearing is not a court procedure and we are not lawyers).

After dismissing everyone but Honor Council members, the Council discusses the case privately. A vote is taken to determine if the individual is "guilty" or "not guilty". A simple majority determines the verdict. If the accused student is found "not guilty" then the case is closed. If a "guilty" verdict is reached, a secret vote is held in which all members vote either "stay with penalty" or "resign". This vote accompanies the Council's recommendation to the Dean. Four out of five Council votes are required for a full-time program student to be asked to resign; three out of four Council votes are required for a working professional program student to be asked to resign. A majority vote of "resign" represents the Council's belief that the student is basically dishonorable and must go quickly. The Honor Council believes a student found guilty with a majority vote of "stay with penalty" deserves a second chance. The Council provides a written statement of findings and recommends an appropriate disciplinary action for these students, including, but not limited to, repeating a course, assigning a grade of F for the course, requiring a public apology or prescribing community service work.

In all cases where a finding of guilt has been made, the Honor Code Appeals Committee will automatically review the case. The Honor Code Appeals Committee ultimately decides the School's course of action, maintaining an appropriate balance between the goals and the objectives of both the Babcock School and the Honor Code. In cases where a change of grades is recommended, the recommendation is made to affected faculty member(s), who has (have) the final grade authority.

Announcements

In the event a student resigns from the Babcock Graduate School due to an Honor offense, an announcement will be made. Neither case details, nor the student's name will be included in the announcement.

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Honor Code Contract

The students of the Babcock Graduate School of Management have prepared the Honor Code, recognizing it as a contract between each person of the community. It is an agreement by which the community grants privileges and opportunities of citizenship, and each person within the community accepts two fundamental responsibilities:

1. To maintain personal integrity by internalizing and living the Code, and
2. To maintain the integrity of the community by helping others live by the Code.

The successful functioning of the Honor Code, indeed of the University itself, depends on mutual confidence and trust among students, faculty members and staff. Unless each is assured that the other will uphold the contract, the Code will fail and the University will be diminished. Moreover, students and faculty members share a responsibility for hearing and evaluating reports of Honor Code infractions.

The significance of this matter should not be underestimated. The certification a person receives for completing a class, course of study, or requirements for a degree is without value if the person obtained that certification dishonestly. Examination papers, laboratory work, essays, theses, projects, research tools, and all other class work for classes and degrees are to be prepared with no use having been made of unauthorized or undocumented materials of any kind. *Students are not to give or receive aid in examinations or in class work where such is not permitted.*

Any individual violation of the Honor Code compromises every member of the community. Therefore, the entire community has a deep-rooted investment in the honesty of every person at Babcock.

The Honor Code will only work effectively in the Babcock community as long as each member ensures its enforcement. As you pledge to live by the Code, you also accept the responsibility of reporting any probable violations with which you are personally aware. As a Babcock student, it is your duty to bring to the attention of the Honor Council any violation you may witness. Indeed, by failing to do so, you are in fact committing a violation of the Code, by not coming forth with such information.

The Honor Council in turn will investigate the alleged violation in-depth, provide the accused with a fair trial, and recommend a course of action/punishment to the Dean. In the event of a guilty verdict, the accused may appeal the decision of the Honor Council to the Faculty Honor Code Appeals Coordinating Council.

I acknowledge that I have received, read and understand the Honor Code.

Signed: _____

Print your name: _____

Date: _____

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A Note on Plagiarism

Plagiarism is the dishonest use of the work of others.

Few students plagiarize deliberately; that is, few copy, with conscious dishonesty, another student's ideas, or a passage from a book or article. But a number of students, feeling the pressure of regular writing assignments, and actually confused about the legitimate use of materials, may be tempted to "borrow" sentences and patterns of ideas, or to "get help" on a theme, unless the whole concept of plagiarism is clarified for them. It is the purpose of this note to make clear what plagiarism is and how it can be avoided.

Plagiarism means presenting, as one's own, the words, the work, or the opinions of someone else. It is dishonest, since the plagiarist offers, as his own, for credit, the language, or information, or thought for which he deserves no credit. It is unintelligent, since it defeats the purpose of the course--improvement of the student's own powers of thinking and communication. It is also dangerous, since penalties for plagiarism are severe; they commonly range from failure on the paper to failure in the course; in some institutions the penalty is dismissal from the program.

Plagiarism occurs when one uses the exact language of someone else without putting the quoted material in quotation marks and giving its source. (Exceptions are very well known quotations, from the Bible or Shakespeare, for example.) In formal papers, the source is acknowledged in a footnote, in informal papers, it may be put in parentheses, or made a part of the text: "Robert Sherwood says, . . ." This first type of plagiarism, using without acknowledgment the language of someone else, is easy to understand and to avoid: when a writer uses the exact words of another writer, or speaker, he must put those words in quotation marks and give their source.

A second type of plagiarism is more complex. It occurs when the writer presents, as his own, the sequence of ideas, the arrangement of material, the pattern of thought of someone else, even though he expresses it in his own words. The language may be his, but he is presenting as the work of his brain, and taking credit for, the work of another's brain. He is, therefore, guilty of plagiarism if he fails to give credit to the original author of the pattern of ideas.

This aspect of plagiarism presents difficulties because the line is sometimes unclear between borrowed thinking and thinking which is our own. We all absorb information and ideas from other people. In this way we learn. But in the normal process of learning, new ideas are digested; they enter our minds and are associated and integrated with ideas already there; when they come out again, their original pattern is broken; they are re-formed and rearranged. We have made them our own. Plagiarism occurs when a sequence of ideas is transferred from a source to a paper without the process of digestion, integration, and reorganization in the writer's mind, and without acknowledgment of the paper.

Students writing informal themes, in which they are usually asked to draw on their own experience and information, can guard against plagiarism by a simple test. They should be able honestly to answer NO to the following questions:

1. Have I read anything in preparation of writing this paper?
2. Am I deliberately recalling any particular source of information as I write this paper?
3. Am I consulting any source as I write this paper?

If the answer to these is No, the writer need have no fear of using sources dishonestly. The material in his mind, which he will transfer to his written page, is genuinely digested and his own.

The writing of a research paper presents a somewhat different problem, for here the student is expected to gather material from books and articles read for the purpose of writing the paper. In the careful research paper, however (and this is true of term papers in all college courses), credit is given in footnotes for every idea, conclusion, or piece of information which is not the writer's own; and the writer is careful not to follow closely the wording of the sources he has read. If he wishes to quote, he puts the passage in quotation marks and gives credit to the author in a footnote; but he writes the bulk of the paper in his own words and his own style, using footnotes to acknowledge the facts and ideas he has taken from his reading.

Reprinted with minor modifications from Understanding and Using English, Third Edition, by Birk and Birk, Odyssey Press, Inc., 1958.

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Unauthorized Copying or Use of Computer Software

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

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

The best position for students, faculty and staff to follow is copying software for use on additional machines is prohibited unless you are told otherwise by an authorized individual.

The University does not require, request, or condone unauthorized copying or use of computer software and such action is considered not to be taken in the course of employment. As a result, the University will not provide legal defense for individuals accused of making unauthorized copies of software. If the University is sued or fined because of unauthorized copying or use by students, faculty, or staff, it will be required to seek payment from the individuals. They may also be subject to disciplinary action that may include dismissal.

University policy requires that all students, faculty, and staff abide by the law and University contractual obligations.

This policy is undergoing revision. The updated version will be available at www.wfu.edu/Computer-information/policies/software.htm.

The following are examples of prohibited uses:

Example 1. You license a software package, make copies and give them to your friends and/or colleagues. You are in violation of the U.S. Copyright Law and the license agreement. You are also guilty of theft under the North Carolina Law. Your friends and/or colleagues are in violation of the U.S. Copyright Law and are guilty of receiving stolen property.

Example 2. As a faculty member, you buy a copy of a software package. When your students arrive for their class or laboratory work, you load the software on several computers for them to use. Unless specifically permitted by the software license agreement, you are in violation of the license agreement and the U.S. Copyright Law. You are also guilty of theft under North Carolina law.

WFU Policy on Responsible and Ethical Use of Computing Resources

Final version, approved by the CIT October 26, 1998.

Introduction

This policy is intended to promote the responsible and ethical use of the computing resources of Wake Forest University. Copies of the policy shall be provided to all users of the Academic Computing System, and every effort shall be made to ensure that all users read the policy at least once.

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

The administrators of various on-campus and off-campus computing facilities, and those responsible for access to those facilities, may promulgate additional regulations to control their use, if not inconsistent with this policy. System administrators are responsible for publicizing any such additional regulations.

Basic Principles

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

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

Use of campus facilities is restricted to authorized users. For the purposes of this document, an "authorized user" shall be defined as an individual who has been assigned a login ID and password by Information Systems staff (on any relevant system), or by an authorized agent. Individual users are responsible for the proper use of their accounts, including the protection of their login IDs and passwords. Users are also responsible for reporting any activities which they believe to be in violation of this policy, just as students are responsible for reporting Honor Code violations.

Individuals should use only those computing facilities they have been authorized to use. They should use these facilities:

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

Abusive activities which are already covered under other University policies are to be handled in the same way, and by the same authorities, as if a computer had not been involved, following established guidelines. In such cases the Information Systems Department will follow the advice of the appropriate parties, although it reserves the right to add additional, computer-oriented punishments when the abuse involves the use of campus computing resources. Violations that relate exclusively to this policy and other computer usage policies (such as forging mail and interfering with the use of campus computer resources) shall be handled by Information Systems directly.

System Monitoring

This statement serves as notice to all users of campus computing systems that regular monitoring of

Only the following persons are authorized to engage in system monitoring; the Chief Information Officer or Assistant Chief Information Officer, Director of Networking, Director of Systems, Assistant Manager of Systems, and any Systems Administrator or Network Administrator (on the systems or networks they administer).

Detailed records of all system monitoring that takes place (routine or not) shall be kept, and may be inspected by the Provost or an appointed representative of the Provost at any time.

The following may be monitored by the above-mentioned staff:

1. Any system log files which contain information pertaining to processes executed on a given system.
2. System directories, temporary storage areas, work areas, and all areas outside of users' personal files. (Personal files are defined as any files created by and/or owned by the user.)
3. Unsuccessful attempts to log into an account or a network.
4. Attempts to gain unauthorized access to departmental or personal machines within the campus community.
5. Attempts to disguise the source of electronic mail.
6. Personal computers associated with reported incidents of harassment or other violations of acceptable use policies, or user complaints.
7. Any activity which in the opinion of the staff appears to compromise the security or integrity of the operating system.

In addition mail messages with invalid recipient or sender fields are commonly sent to the "Postmaster", who will examine them to determine the cause of the problem. Complaints brought by users will also result in examination of relevant information.

Privacy

All individuals, including the members of the Information Systems staff, should respect the privacy of other authorized users. Thus they should respect the rights of other users to security of files, confidentiality of data, and the ownership of their own work.

Nonetheless, in order to enforce the policies set out here, the Information Systems staff listed in section 3 are permitted to monitor activity on local computing systems. In general, the staff may routinely search a University-owned file system for potential violations. When there is clear evidence of a serious violation, they may view users' files, monitor keystrokes, and otherwise observe users' activities. In especially serious cases Information Systems staff may read users' email, but only after obtaining permission from the Provost.

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

1. Evidence of Honor Code or Social Rules and Regulations violations will be referred to the Dean of the appropriate college, or to the Dean of Students.
2. Evidence of improper activities by University employees will be referred to the Director of Human Resources or the appropriate University officers.
3. Evidence of violations of law will be referred to the appropriate law enforcement officials.

Should Information Systems receive an inquiry concerning whether a user has had computer-related disciplinary action taken against him or her, IS staff will provide only a confirmation of the disciplinary action taken and the dates of the action. No information regarding the reasons for the action will be

provided to anyone except the user and the authorities involved, and no names may be given. (For example, if someone asks about the person that broke into their account, they are only told the punishment and dates of the punishment - not who broke into the account. IS staff are committed to abide by existing privacy laws.)

Prohibited Activities

The following list is intended to aid in interpreting the principles set out above; the list should not be construed as comprehensive. Examples of actions in violation of the approved principles are:

1. Providing copyrighted or licensed software to others while maintaining copies for one's own use, unless there is a specific provision in the license which allows this. This activity is forbidden even if the software is provided without cost for an educational purpose.
2. Using software or documentation known to have been obtained in violation of the Copyright Law or a valid license provision. Use of a copyrighted program obtained from another party, for which no license exists that allows such a transfer, will be presumed to be knowing and the burden of demonstrating that the use was innocent will rest with the user.
3. Using a copyrighted program on more than one machine at the same time, unless this is permitted by a specific license provision.
4. Copying any copyrighted printed documentation.
5. Interfering with others' legitimate use of computing facilities.
6. Using the computer access privileges of others.
7. Providing any unauthorized user with access to a personal login ID, or in any way allowing others access to a machine under one's own name. This includes providing access to campus computing resources without the express written permission of Information Systems.
8. Intentionally creating, modifying, reading or copying files (including mail) to or from any areas to which the user has not been granted access. This includes accessing, copying, or modifying the files of others without their explicit permission.
9. Disguising one's identity in any way, including the sending of falsified messages, removal of data from system files, and the masking of process names. This prohibition includes sending electronic mail fraudulently.
10. The establishment of any function which provides unauthorized access, via the Internet connection or otherwise, without the written permission of Information Systems. For example, users may not install games which allow users to access academic computers without a valid login ID.
11. Sending harassing or libelous messages via any digital means.
12. Sending chain letters via electronic mail.
13. Using University facilities to gain unauthorized access to computer systems off-campus.
14. Use of campus computer facilities for commercial purposes without prior written permission.
15. Attempting to interfere with the normal operation of computing systems in any way, or attempting to subvert the restrictions associated with such facilities.

Disciplinary Actions

Substantial evidence of a violation of the principles described in this policy statement may result in disciplinary action. As stated above, in cases where a policy already exists, and the only difference is that a computer was used to perform the activity, such action will be taken through appropriate University channels such as administrative procedures, the Honor and Ethics Council, the Graduate Council, or other supervisory authority to which the individual is subject. Violation of State or Federal statutes may result in civil or criminal proceedings. Otherwise, however, those who engage in computer violations are subject to Information Systems.

System administrators, with due regard for the right of privacy of users and the confidentiality of their data, have the right to suspend or modify computer access privileges, examine files, passwords, accounting information, printouts, tapes, and any other material that may aid in maintaining the integrity and efficient operation of the system. Users whose activity is viewed as a threat to the operation of a computing system, who abuse the rights of other users, or who refuse to cease improper behavior may have disciplinary action taken against them.

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

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

Upon taking action, Information Systems will notify the user in writing within 24 hours. The notice will clearly state which policies allegedly were violated. The suspended user must contact the Assistant Vice-President of Information Systems or his designated representative (the "policy enactor") regarding the suspension. After discussing the alleged violation, the policy enactor may undo any or all of the disciplinary action, or continue action for up to one year. If the user has not contacted the Representative within seven days of the disciplinary action, the Representative will render a decision and notify the user as specified below.

In the event that the user and the policy enactor are unable to resolve the matter to the user's satisfaction, he or she may appeal to the Director of Information Systems within seven days. The Director of Information Systems may modify or sustain the decision. When disciplinary action is taken, a written notice will be sent to the user and the Office of the Provost explaining the length of the punishment and the violations which occurred. Copies of this notice will be sent to administrators of other campus computing systems on a need-to-know basis. Information Systems also will forward this notice to the authorities specified above if there is reason to believe a violation of other University policies or law has occurred.

If a revoked privilege is needed by a student to complete classwork, the student must obtain a note signed by the professor in question explaining why the privilege is required, to be sent to the policy enactor. Only the minimum privileges needed for the student's class activities will be restored. Any further abuse by the student in question will lead to the privilege being revoked anyway. Information Systems reserves the right to monitor previous offenders for further abuse.

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

Changes to this Policy

Information Systems may, in consultation with the Committee on Information Technology, change or amend this policy from time to time. When changes are made, they will be announced through whatever messaging system is currently in use. As with all matters of law and ethics, ignorance of the rules does not excuse violations.

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Social Rules and Regulations

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

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

The dean of the Babcock School has the authority to suspend students from the school in "cases of clear and present danger to lives and property and in instances of violence to persons..."

Personal Conduct

Each student should be aware of and responsible for the following rules and regulations:

1. Plagiarism, cheating, stealing, and deception are serious violations in every instance. They will be referred to the Honor Council. Falsification of ID's and/or use of fraudulent identification will be considered as deception.
2. Any activity that destroys or defaces property or grounds, at the University or elsewhere, is prohibited.
3. Removal of books from the library without following proper checkout procedures or by misuse of identification is prohibited.
4. Gambling is prohibited.
5. Indecent exposure and illicit sexual activity are prohibited.
6. Verbal abuse and/or harassment are prohibited. Verbal abuse is the use of obscene, profane or derogatory language that abuses or defames another person. Harassment is any action, verbal or nonverbal, intended to annoy or disturb another person. This may be a single incident or a series of incidents.
3. Intoxication, and other forms of alcohol abuse (see definition under Alcohol Abuse), driving while impaired (DWI), public consumption, or public display of alcoholic liquors, wines, or beer in residence halls or elsewhere on campus is prohibited. Students are subject to state and federal regulations concerning the use of alcohol. A campus DWI charge does not exempt students from external legal action. Alcohol consumption and actions that accompany such consumption will not be seen as an excuse for inappropriate and harmful behavior. Public display is defined as the possession and/or consumption of alcoholic

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

4. Use, possession, manufacture, sale, distribution of, transportation of illegal drugs (cocaine, marijuana, heroin, crack, ice, etc.) and drug paraphernalia is prohibited. Students found to be involved in its use, possession, manufacture, sale, distribution, or transportation, on or off campus, will be subject to disciplinary action, which may include dismissal from the University. Refer to the Substance Abuse Policy and Program section of this document.
9. Hazing, physical abuse or threat of physical harm in any form is prohibited.
10. Sexual assault, abuse, or harassment is prohibited.
11. Failure to comply with the directions of University officials (Police, etc.) or other appropriate authorities acting in the performance of their duties is a serious offense. Such conduct as failure to provide ID and disrespectful, uncooperative, abusive or threatening behavior will be dealt with severely.
12. The use and/or possession of pyrotechnics and other explosives is not permitted anywhere on campus.
13. Deadly weapons of any type are prohibited everywhere on campus except for use in the Department of Military Science. Examples include (but are not limited to): BB guns, stun guns, air rifles, air pistols, paint ball guns, bowie knives, dirks, daggers, slingshots, leaded canes, switchblade knives, blackjacks, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp, pointed or edged instruments, except instructional supplies, unaltered nail files and clips, and tools used solely for preparation of food, instruction, and maintenance.
14. Unauthorized entry or occupation of any University facility which is locked, closed to student use, or otherwise restricted as to use, is prohibited.
15. Disorderly Conduct: Any behavior which disrupts the regular or normal functions of the Wake Forest University community, including behavior which breaches the peace or violates the rights of others, is prohibited.
16. Wake Forest students are responsible for conducting themselves so as not to bring disrepute to the University. Conduct or activity by members of the student body living in, or hosting functions at, off-campus locations that has the effect of unreasonably interfering with the rights of neighbors is prohibited. This standard of conduct recognizes and affirms a responsibility to respect the rights of others appropriate to the setting in which one lives. It also recognizes the duty of Wake Forest students who are residents of off-campus rooms/apartments/houses to control the nature and size of activities carried out in or on their premises consistent with the standards of the University.
17. Intentional disruption or obstruction of teaching, study, research, administration, disciplinary procedures, or any other University activity is prohibited.
18. Any unauthorized activity on University property that affects the University's pursuit of its mission is prohibited.
19. The solicitation of sales, services, memberships, or gifts on campus without permission of the dean is prohibited.

20. Federal law restricts the use of copyrighted video, audio, or computer material. Any organization or student using such material should be certain that its use conforms to this law.
21. Contempt of the judicial process, including failure to appear for a judicial hearing or failure to observe and comply with judicial sanctions, is an offense.

Sanctions imposed as a result of personal conduct or honor system violations become a part of the student's record that is maintained in the Babcock Registrar's Office.

Although transcripts of the permanent education record are normally issued to students upon written request, they may be withheld where there are unpaid financial obligations to the University or other unresolved issues.

Notwithstanding the judicial process, the University reserves the right to take appropriate action in matters involving loss of, or damage to, University property, etc.

Organizational Conduct

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

General Principles of Group Responsibility

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

1. Members of the group act in concert to violate University standards of conduct.
2. A violation arises out of a group-sponsored, financed or endorsed event.
3. A group leader(s) has knowledge of the incident before it occurs and fails to take corrective action.
4. The incident occurs on the premises owned or operated by the group.
5. A pattern of individual violations is found to have existed without proper and appropriate group control, remedy, or sanction.
6. Members of a group act in concert, or the organization provides the impetus (probable cause) for violation of University rules and regulations.

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

Every organization has the duty to take all reasonable steps to prevent any infraction of University rules and state laws growing out of or related to the activities of the organization. This duty is applicable not only to members of the organization who are engaging in the activity, but is applicable to every member, including those not engaging in the activity.

Thus, if a number of members are involved in misbehavior growing out of their association or membership in the group, even if no other members are around to prevent the action, the organization will still be held collectively liable for the misbehavior so long as it grows out of the life of the organization. All members should be aware that their misdeeds may result in the sanctioning of their entire organization and themselves as individuals.

Non-Discrimination Statement

Wake Forest University is committed to administer all educational and employment activities without discrimination because of race, color, religion, national origin, age, sex, veteran status, handicapped status or disability as required by law. In addition, Wake Forest rejects hatred and bigotry in any form and adheres to the principle that no person affiliated with Wake Forest should be judged or harassed on the basis of perceived or actual sexual orientation. In affirming its commitment to this principle, Wake Forest does not limit freedom of religious association or expression, does not presume to control the policies of persons or entities not affiliated with Wake Forest, and does not extend benefits beyond those provided under other policies of Wake Forest. The University has adopted a procedure for the purpose of resolving discrimination complaints. Inquiries or concerns should be directed to R. Charles Moyer, Dean, Babcock Graduate School of Management at (336) 758-5418 or Doris McLaughlin, director of equal opportunity and employee relations, at (336) 758-4814.

Student Complaints

Situations may arise in which a student believes that he or she has not received fair treatment by a representative of the University or has a complaint about the performance, actions or inaction of the staff or faculty affecting a student. The procedure for bringing these issues to the appropriate person or body is outlined below. Students are encouraged to seek assistance from their advisors or another member of the faculty or staff in evaluating the nature of their complaints or deciding on an appropriate course of action. A complaint should first be directed as soon as possible to the person or persons whose actions or inactions have given rise to the problem - not later than three months after the event. For complaints in the academic setting, the student should talk personally with the instructor. Should the student and instructor be unable to resolve the conflict, the student may then turn to Babcock's Associate Dean for Faculty and Alumni Affairs for assistance. The Associate Dean will meet with both parties, seek to understand their individual perspectives, and within a reasonable time, reach a conclusion and share it with both parties. Finally a student may appeal to the Dean of the Babcock School who will study the matter, work with the parties, and reach a final resolution.

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

The complaint/grievance process outlined above is meant to answer and resolve issues arising between individual students and the University and its various offices from practices and procedures affecting that relationship. In many cases, there are mechanisms already in place for the reporting and resolution of

specialized complaints (harassment and discrimination for instance), and these should be fully utilized where appropriate. Violation of student conduct rules or the honor system should be addressed through the judicial process specifically designed for that purpose.

Rape and Sexual Assault

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

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

It is crucial to obtain medical attention as soon as possible to prevent or treat sexually transmitted diseases and to prevent pregnancy. The Student Health Service is open 24 hours when the University is in session and can perform a preliminary physical examination and other tests, including a urine drug screen for the presence of sedative drugs such as Rohypnol or GHB ("date rape drugs"). It is also important to consider having an evidence collection kit completed within 72 hours, should the victim decide that they might want to file legal or judicial charges, either immediately or at a later date. These procedures may be obtained through the emergency departments at Forsyth Memorial Hospital or North Carolina Baptist Hospital.

It is important that victims receive the support and information they need to make considered decisions about how to proceed. On-campus resources include University Counseling Center staff (758-5273) who are available on a 24-hour basis when the University is in session; PREPARE Student Advocates, Wake Forest students who have received training in working with other students who have been sexually assaulted; Victim Services volunteers from University Police; or a member of the Campus Ministry staff.

Victims may report an incidence of sexual misconduct directly to University Police (758-5911) for incidents that occur on-campus, or the Winston-Salem Police for incidents that occur off-campus. Victims have three options for reporting. If the alleged assailant is thought to be a Wake Forest student, victims are strongly encouraged to report an incident of sexual misconduct to the University Judicial System, where a special judicial process has been established to address complaints of sexual misconduct. A student may file a complaint of sexual misconduct at any time during their matriculation at Wake Forest regardless of the length of time between the alleged misconduct and the decision to file the complaint. Victims may also consider pursuing a civil suit for money damages, or they may pursue criminal prosecution by having charges filed by a prosecutor or district attorney.

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

I. Forms of Sexual Misconduct

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

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

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

Examples include:

- Inducing incapacitation with the intent to rape or sexually assault another student;
- Non-consensual video or audio taping of sexual activity;
- Allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;
- Engaging in Peeping Tommery (voyeurism);
- Knowingly transmitting an STD or HIV to another student;
- Prostituting another student (i.e. personally gaining money, privilege, or power from the sexual activities of another student).

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

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

Cyberstalking (according to NC Statute 14-196.3): Occurs when a person uses electronic mail or electronic communication to convey any words or language threatening to inflict bodily harm to a person, or physical injury to the property of any person, or for the purpose of extorting money or other things of value from a person; to communicate to another repeatedly, for the purpose of abusing, annoying, threatening, terrifying, harassing, or embarrassing any person; to knowingly make any false statement concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct of the person electronically mailed or of any member of the person's family or household with the intent to abuse, annoy, threaten, terrify, harass, or embarrass. If committed with the intent and for the purpose of abusing, annoying, threatening, terrify, harassing, or embarrassing, the following examples MAY constitute cyberstalking:

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

II. Terminology

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

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

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

- In the absence of mutually understandable words or actions (a meeting of the minds on what is to be done, where, with whom, and in what way), is the responsibility of the initiator; that is, the person who wants to engage in the specific sexual activity, to make sure that they have consent from their partner(s).
- Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a mutually understandable agreement between them to do the same thing, in the same way, at the same time, with each other.
- Consent which is obtained through the use of fraud or force, whether that force is physical force, threats, intimidation, or coercion, is ineffective consent.
- Consent may never be given by: minor to legal adults; mentally disabled persons; or physically incapacitated persons.
 - One who is physically incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary), or who is unconscious, unaware, or otherwise physically helpless, is incapable of giving consent.
 - One may not engage in sexual activity with another who one knows or should reasonable have known is physically incapacitated.
 - Incapacitation means being in a state where a person lacks the capacity to appreciate the fact that the situation is sexual, or cannot appreciate (rationally and reasonably) the nature and/or extent of that situation of its potential consequences.

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

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

III. Explanations

- An "intent to rape" is not required under this policy. Unlike murder, for which there must be an intent to kill, rape is not an intent-based concept. The requisite intent for rape is demonstrated by engaging in the act of intercourse intentionally.
- Silence, previous sexual relationships, and/or current relationship with the respondent (or anyone else) may not, in themselves, be taken to imply consent. Consent cannot be implied by attire, or inferred from the buying of dinner or the spending of money on a date.
- Consent has an expiration date. Consent lasts for a reasonable time, depending on the circumstances.
- Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly; upon clear communication, all sexual activity must cease.
- Intentional use of alcohol/drugs by the respondent is not an excuse for the initiator to violate the sexual misconduct policy.
- A student who deliberately drugs or plies another with alcohol for the purpose of rendering that person incapacitated or sexually submissive/passive commits a violation of the sexual misconduct policy.
- Attempts to commit sexual assault or rape are also prohibited under this policy, as is aiding the commission of sexual misconduct as an accomplice.

IV. Limited Immunity

The University considers the reporting and adjudication of sexual misconduct cases on campus to be of paramount importance. The University does not condone underage drinking. However, the University will extend limited immunity from sanctioning in the case of illegal alcohol use to victims and to those

reporting incidents and/or assisting the victims of sexual misconduct. Limited immunity means that, depending on the nature of the victim's or the reporting student's violation, it will still be dealt with by the University, through education or counseling, if possible.

Sexual Harassment

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

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

Any member of the Wake Forest community who believes that he or she has been sexually harassed is encouraged to bring the matter to the attention of an appropriate officer of the University. Problems, questions, and grievances can be brought to and discussed with anyone in a supervisory position. Some administrators, who may be especially helpful in advising and aiding a person's own efforts to resolve a problem, are the dean of the school involved, the equal opportunity officer (758-4814) or the University Counseling Center (758-5273).

Administrative Withdrawal Policy

A student may be subject to administrative withdrawal from the University when, in the judgment of the director of Student Health Service, the director of the counseling center or the dean of the Babcock School, the student

- a. engages or threatens to engage, in behavior that poses a significant danger of causing imminent physical or psychological harm to self or others, or
- b. directly and substantially impedes the activities of members of the University community, including other students, University employees and visitors.

The standards and procedures to be followed are on file in the offices of the vice president for student life and instructional resources and the Babcock School's Assistant Dean for Admissions and Student Affairs.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. Right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be made.
2. The right to request amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. The student should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record

as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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 disclosures without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person serving on the Board of Trustees; 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 education records without consent to officials of another school in which a student seeks or intends to enroll.

The following information regarding students is considered directory information:

- (1) name
- (2) address
- (3) telephone number
- (4) electronic mail addresses
- (5) date and place of birth
- (6) major field of study
- (7) participation in officially recognized activities and sports
- (8) weight and height of members of athletic teams
- (9) dates of attendance
- (10) enrollment status (full-time or part-time, undergraduate or graduate)
- (11) degrees and awards received
- (12) the most recent previous educational agency or institution attended by the student
- (13) 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 an eligible student. 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 student, or as otherwise allowed by FERPA.

Any student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with this institution at the Office of the Babcock School 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 the student does not object to the release of the directory information designated.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Disabled Student Services

Wake Forest University endeavors to provide facilities that 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. For more information on assistance contact one of the following individuals depending on the nature of the accommodation needed. For medical or mobility issues contact Dr. Cecil Price, Student Health Services, 758-5218. For learning issues contact Dr. Van Westervelt, Learning Assistant Center, 758-5929 or lacenter@wfu.edu.

Alcohol Policy

Students are subject to all state and local regulations concerning the use of alcoholic beverages. Public intoxication, consumption, or display of liquors, wines, or beers on campus is prohibited. Furthermore, unbecoming behavior or any conduct violation committed by a student under the influence of alcohol will be dealt with in a serious manner.

Effective September 1, 1986, the minimum age for the legal purchase and possession of alcoholic beverages in North Carolina was changed to 21. Wake Forest University recognizes the responsibility of the state and federal governments with regard to the welfare of their citizens and, accordingly, supports this law in university social regulations. Generally, the law provides that

- 1. a person must be at least 21 to attempt to purchase or possess any alcoholic beverage;
- 2. it is unlawful for a person to sell or give alcoholic beverages to an underage person; and
- 3. it is illegal to use fraudulent identification or to allow another person to use one's own identification to obtain alcoholic beverages illegally.

The state Supreme Court has upheld the principle of social host liability. The principle of social host liability holds a server of alcohol responsible for serving a person who the server knows or should have known was intoxicated if the intoxicated person injures a third party.

Graduate student groups planning social functions at which alcohol will be consumed will register such events with their graduate school office and identify a staff or faculty person responsible for supervising the function.

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

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

Alcohol Abuse

Substance abuse, especially alcohol abuse, is a significant problem on university campuses. Wake Forest is no exception. The University has established a community standard that abusive drinking will not be tolerated here.

Abusive drinking at Wake Forest is defined by the dean's office in the following way:

1. Use of alcohol which leads to medical consequences such as passing out, blackouts (loss of memory), gastritis (vomiting, retching), physical injuries, hepatitis, or other medical problems.
2. Use of alcohol in association with inappropriate behavior such as:
 - verbal abuse
 - physical abuse
 - failure to comply with a University official
 - property damage
 - any behavior that violates the personal conduct code of the University
3. Recurring episodes of alcohol abuse.

4. A single episode of alcohol abuse in which the dean of the Babcock School or his/her designee believes that the level of consumption posed a risk to the student's health or well being.

Substance Abuse Policy and Program

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

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

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

The federal law makes it unlawful for any person to manufacture, distribute, create, dispense or to possess with the intent to manufacture, distribute, or dispense controlled substances. Title 21 of the United States Code provides terms of imprisonment and fines for violations of this act. The nature of the offense and whether the person has committed any previous unlawful acts under this statute will determine the term of imprisonment as well as the amount of the fine.

The penalties for violations of alcoholic beverage regulations are found in Chapter 188 of the North Carolina General Statutes. Such penalties include terms of imprisonment and heavy fines.

C. **Health Risks.** Wake Forest University recognizes that the state of an individual's overall health affects academic performance, job performance and all facets of a student's life. Alcohol and substance abuse rank as one of the major health and economic problems in this society. The use of the stimulants--cocaine, crack and ice--includes such health risks as central nervous system dysfunctions, convulsions, hypertension, heart irregularities, nasal destruction, and a potential for sudden death. A longer-lasting paranoia and unpredictable violent behavior have been associated with the use of ice. Apathy, decreased visual perception, impaired psychomotor skills, and memory loss may be associated with the use of marijuana. Alcohol is a sedative affecting the central nervous system. In addition to intestinal disorders and liver disease, the abuse of alcohol may lead to unpredictable behavior, the impairment of judgment, dangerous mob activities such as drinking games, and unwanted sexual behavior (acquaintance rape). The misuse of alcohol has given rise to unwanted pregnancies and a greatly increased number of sexually-transmitted diseases.

D. **Treatment and Rehabilitation Programs.** The Substance Abuse Program, revised in March of 1989 and April 1994, provides a protocol for counseling and treatment of a student identified as having a substance abuse problem. Consultation and assessment with a substance abuse counselor may be required following the report of an incident or the awareness of a problem involving drugs or alcohol abuse. The program sets forth the consequences of violating the treatment and rehabilitation plan. The continued or repeated abuse of substances following

initiation into this program will constitute grounds for further disciplinary action by the University.

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

Penalties

Penalties may range from written warnings with probationary status to expulsions from enrollment. A student convicted in criminal court of a drug violation will lose his/her eligibility for Federal student aid. The following minimum penalties will be imposed for the particular offenses described:

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

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

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

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

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

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

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

When a student has been charged by the University with a violation of policies concerning illegal drugs, he or she may be suspended from enrollment before initiation or completion of regular disciplinary proceedings, where the student's continued presence within the University community would constitute a clear and immediate danger to the health or welfare of other members of the University community. If

such a suspension is imposed, an appropriate hearing of the charges against the suspended person will be held as promptly as possible.

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

Hazing

Hazing in any form by an organization is strictly forbidden by the University and prohibited by state law. Hazing is defined as any planned or created situation, on or off campus, that demeaning to an individual; produces mental, emotional, or physical duress, harassment, or ridicule; or which threatens or endangers the health, safety, and well-being of any person. Activities and situations considered hazing include paddling in any form; creation of excessive fatigue; morally degrading or humiliating games and activities; late-work sessions which interfere with studying; and any other activity which is inconsistent with the policies and regulations of Wake Forest University. Any student organization found guilty of hazing will be subject to serious disciplinary action. Questions about what constitutes hazing should be addressed to the Assistant Dean for Student Affairs.

Sales and Solicitations

All on-campus sales and solicitations must be operated or sponsored by a University-recognized student organization or otherwise approved by the Babcock School's Assistant Dean for Student Affairs or her designate in advance.

Campus Posting

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

For Worrell Professional Center, postings and distribution of flyers must be approved by Robin Ganzert, Assistant Dean for Administration and Human Resources - 758-4681.

- For flyer distribution in Benson University Center, call Julie Retro - 758-4869
- For flyer distribution on campus, call Mike Ford, director of student development - 758-5921.
- For flyer distribution on cars, call Regina Lawson, chief of University Police - 758-6066.
- For flyer distribution in residence halls, call Connie Carson, director of residence life and housing - 758-5185.

Where you can post items:

1. Bulletin boards
2. Stone, brick, concrete and natural wood surfaces

Please use only masking tape, "Scotch" tape or thumb tacks and staples (bulletin boards only) to hang items. No duct tape is to be used on any postings.

Where you cannot post items:

1. Trees
2. Sidewalks

3. Iron railings
4. Lamp posts
5. Painted surfaces
6. Glass doors and windows
7. Wait Chapel
8. Outside entrances to Reynolda Hall, Tribble Hall, the library, and the Benson Center

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

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

Human Immunodeficiency Virus (HIV) Infection Policy

Human immunodeficiency virus (HIV) 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 that 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 this 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 Assistant Dean for Student Affairs.
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 Babcock School's Assistant Dean for Student Affairs.

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 the 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.

Wake Forest University
Babcock Graduate School of Management
MBA Program

General Information

Computer Facilities and Services

The Babcock School's computer labs are located on the third floor of the Worrell Professional Center and at One Morrocroft Centre in Charlotte. The Worrell lab is equipped with 32 Dell PC Pentium computers. The Charlotte facility is also equipped with Dell computers. All of the computers are connected to the school's network, which provides access to file sharing, email, printing and the Internet. The network also provides access to the University's library card catalog as well as hundreds of libraries and databases available on the Babcock Intranet and the Internet.

The Dell computers are configured with 512MB of RAM, a 17 flat panel display, sound cards and Ethernet for connection to the network. The computers contain a variety of software applications that include the Microsoft Office XP Suite, which contains Word, Excel, PowerPoint, Frontpage, and Access.

The Babcock computer labs are accessible 24 hours a day, seven days a week, by student ID card access except when classes are scheduled to meet in the labs. The labs are for the exclusive use of our MBA Students.

The Babcock School recently opened the Capital Markets Training Center, which is outfitted with real-time live data and delayed feeds from major domestic and international markets through Reuter's TeleRate software. The center also features Trans-Lux electronic trading display boards, 19-inch computer monitors and 800-mhz Pentium III IBM computers, a television tuned to financial news and a multimedia package with color touch screen, projector, document camera, speakers and videocassette recorder. The center can be used for classroom work, as well as by student clubs and faculty members for research.

All students will be issued an email account. Students with their own personal home machines can access email and other network services via an Internet Service Provider (ISP) account. Any ISP such as AOL, Microsoft Network, AT&T Global Network, Time Warner RoadRunner and Mindspring can be used to access the Babcock network remotely.

Email can be accessed via the web by connecting to <http://mail.mba.wfu.edu/exchange>. You can also access your mail with the Microsoft Outlook client if you are running Windows 9x, Windows NT, Windows 2000, or Windows XP. Outlook is bundled with the Microsoft Office Suite of applications.

Babcock classrooms are outfitted with state of the art audiovisual equipment. In the front of each classroom is an instructor's desk equipped with a Dell computer that is connected to the school's network. Ceiling mounted projectors are used to display the computer, videos and document camera images. Faculty and students use this equipment daily for lectures and presentations. Guest lecturers may also connect their own laptops for access to the multimedia projection equipment.

Students can purchase hardware and software packages at academically reduced prices from CompuMed, the University approved computer reseller. CompuMed can be reached at (336) 716-9007.

Email Policy

Version 1.0 14th February, 2001

Objectives

This document details the email policy for the Babcock Graduate School. It sets out guidelines for email usage by all Babcock faculty, staff and students. This policy also ensures that Babcock's investment in computer hardware, software and services is used in the most productive manner to the greatest possible benefit of Babcock

Overview

Electronic Mail is a tool provided by the University to complement traditional methods of communications and to improve education and administrative efficiency. Users have the responsibility to use this resource in an efficient, effective, ethical and lawful manner. Use of the University's e-mail system evidences the user's agreement to be bound by this policy. Violations of the policy may result in restriction of access to the University email system and/or other appropriate disciplinary action. All emails sent or received by a Babcock employee are Babcock property. The following policies are to ensure that Babcock's email system is used in a responsible manner.

Policies

When using e-mail as an official means of communication, students, faculty, and staff should apply the same professionalism, discretion, and standards that they would use in written business communication. The Policy on Responsible and Ethical Use of Computing Resources (http://www.wfu.edu/organizations/CIT/ethical_use.html) applies to the use of email.

1. All emails sent or received via the Babcock email system are the property of Babcock.
2. All students and employees should ensure that the latest update of anti-virus software is running on their workstation. No attachment should be opened unless the latest version of anti-virus software is installed and operational.
3. No attachment should be opened or stored unless the employee can positively identify the sender.
4. No student or employee may send or distribute questionable email containing expletives or pornography.
5. No employee may send or distribute email containing derogatory, inflammatory, insulting or libelous information about any other Babcock employee, student, or any other person whatsoever.
6. The creation and exchange of information in violation of any laws, including copyright laws, or University policies is forbidden.
7. The knowing transmission of a message containing a computer virus is forbidden.
8. The misrepresentation of the identity of the sender of an e-mail is forbidden.
9. The use or attempt to use the accounts of others without their permission is forbidden.

Any Babcock students or employee receiving questionable material should immediately forward all such material to Babcock's email administrator for appropriate action.

Monitoring Emails

Babcock has the capability and right to capture and review email as well as to monitor email distribution groups to ensure that Babcock's email policy is being adhered to. While the University will make every attempt to keep email messages secure, privacy is not guaranteed and users should have no general expectation of privacy in email messages sent through the University system. Under certain circumstances, it may be necessary for the IT staff or other appropriate University officials to access email files to maintain the system, to investigate security or abuse incidents or violations of this or other University policies. Such access will be on an as needed basis and any email accessed will only be disclosed to those individuals with a need to know or as required by law.

Consequences

Babcock students or employees found to be acting in contravention of the above policies will be warned by the appropriate administrator and asked not to re-offend. Students or employees who continue to disregard the above policy will be formally warned and then may face disciplinary action and/or dismissal if the offense is considered to be of a serious nature. Note that any offence associated with pornography or insulting behavior will be automatically classified as being of a serious nature.

Tuition and Financial Aid

The Babcock School offers financial assistance programs that include scholarships, assistantships, and private as well as federally sponsored loan programs. The Babcock School's financial aid specialists will gladly advise interested applicants of their eligibility for these programs upon receipt of the student's FAFSA (Free Application for Federal Student Aid) form. Scholarship awards for the evening, fast-track executive, Charlotte, and full-time programs are determined by the admissions committee for each program. Contact the appropriate admissions office for more information.

The Babcock School makes every effort to provide financial assistance to qualified students, but cannot guarantee that all student needs can be met by these programs. Each student is asked to determine the amount of his or her financial need, investigate the assistance available, and work with the Babcock School's financial aid specialists to make the necessary arrangements to meet these needs.

Eligibility for student loans, and need based scholarships, is determined by financial aid analysis via the FAFSA form. This form should be filed as early in the admissions process as possible in order to provide the student with timely information. The FAFSA form may be obtained from The Babcock School financial aid offices, or by calling (800) 722-1622 for Winston-Salem programs, or (704) 365-1921 for the Charlotte program, or can be completed online at www.fafsa.ed.gov.

The completed form is sent to the Federal Student Aid Program, Department of Education, for analysis and is then forwarded to the Wake Forest MBA Admissions Office. In determining financial need, the school will utilize standardized nine-month and twelve-month budgets. Expenses vary somewhat from person to person. However, in no instance may financial aid exceed the cost of attendance. The total Federal Stafford Loan limit is \$18,500.

The student budget for the Full-time MBA Program for 2002-03 is:

Tuition	\$25,000
Room	3,600
Board	2,000
Books/supplies	1,500
Utilities	850
SGA fees	125
Personal	2,235
Insurance	935
Transportation	1,640
Average Loan Fees	<u>415</u>
Total	38,300

For the 2002-2003 academic year, tuition of \$24,250 for the Wake Forest Evening MBA Program ~ Winston-Salem and the Wake Forest MBA Program ~ Charlotte covers books, course materials and fees. Students are eligible to borrow \$24,805 as follows:

Federal Stafford Loan	\$18,500
Alternative Loan	<u>6,305</u>
Total	\$24,805

For the 2002-2003 academic year, tuition of \$39,000 for the Fast-Track Executive MBA Program covers lodging, books, parking, residency periods, some meals and international study tour.

Federal Stafford Loan	\$18,500
Alternative Loan	<u>21,055</u>
	\$39,555

Some lenders charge a three-percent processing fee for the Stafford loan and federal regulations require academic institutions to include that fee in the tuition cost.

Tuition Payment

- Full-Time Program: Due in full on August 1 and December 15 or with voucher explaining that a loan, scholarship or a payment plan has been arranged with FACTS Tuition Management Company.
- Fast-Track Executive Program: One third due on day of registration or with voucher explaining that a loan, scholarship or a payment plan has been arranged with FACTS Tuition Management Company.
- Evening Program: One-third due on day of registration or with voucher explaining that a loan, scholarship or a payment plan has been arranged with FACTS Tuition Management Company.
- Charlotte Program: One third due at the beginning of each semester or with voucher explaining that a loan, scholarship or a payment plan has been arranged with FACTS Tuition Management Company.

Loan Programs

The Federal Stafford Loan (Subsidized and Unsubsidized): The Federal Stafford Loan Program is comprised of the Subsidized and Unsubsidized Stafford loans. The total Federal Stafford Loan eligibility has been set at \$18,500. With the Subsidized Stafford Loan a student may be eligible to borrow up to \$8,500. With the Unsubsidized Federal Stafford Loan the student will be eligible to borrow the difference between the \$18,500 and the Subsidized portion of the loan. ($\$18,500 - \text{Subsidized Stafford [the maximum is } \$8,500] = \text{Unsubsidized Stafford Loan.}$) The Subsidized Stafford loan is available to applicants who qualify on the basis of federally published need criteria. Both the Subsidized and the Unsubsidized Stafford require U.S. citizenship or permanent resident status. The federal government pays the interest on the Subsidized Stafford loan while the student maintains full-time enrollment. The student is responsible for the interest on the Unsubsidized Stafford while in school. There is a six month grace period after graduation (or when a student drops below the minimum course load requirement) before repayment begins. The interest for the 2002-2003 school year is 3.46%. Interest does not begin to accrue on the Subsidized Stafford Loan until after the student has left school. Participation in the loan program requires a FAFSA analysis.

Private Loan Programs: A student may borrow up to the cost of attendance for each year of study minus any scholarship and federal moneys awarded. The Babcock Graduate School can supply information on a variety of private loans available to graduate students. The minimum first time borrower amount is \$500. Repayment begins six months after graduation or when a student drops below half-time status. Students have a maximum of twenty years to repay. Call the appropriate financial aid office for more information on private loans.

V.A. Education Benefits: Veterans benefits are available for qualified veterans. Contact Dianne Luce, Registrar, at (336) 758-5037 for information and application procedures.

The Wake Forest Monthly Payment Plan: This program administered by FACTS Tuition Management Company allows students to pay their tuition on a monthly basis for the academic year. Those students interested in applying for this program should contact Cindy Terwilliger at FACTS, (800) 609-8056.

Loan applications are available upon request. Evening and executive students should contact the program at (336) 758-5025. Full-time students should contact the Admissions Office at (336) 758-4424. Charlotte students should contact the program at (704) 365-1921.

Withdrawal Refunds

The Certification Document has information concerning withdrawal procedures for each program. If a student withdraws from a program and does not receive Title IV federal financial aid, refunds are issued as follows:

1st WEEK:	Full refund except for tuition deposit.
2nd WEEK:	75% refund
3rd WEEK:	50% refund
4th WEEK:	25% refund
5th WEEK:	0% refund

There is no refund of room rent or parking decals that have been placed on vehicles.

Return of Title IV Program Funds Policy

The 1998 amendments to the Higher Education Act (HEA) of 1965 (Section 484B), and subsequent regulations issued by the United States Department of Education (34 CFR 668.22), establish a policy for the return of Title IV, HEA Program grant and loan funds for a recipient who withdraws. The Return of Title IV Funds policy, implemented August 30, 2000 at Wake Forest University, replaces the former statutory federal refund policies. Wake Forest University does not have a leave of absence policy that would exempt any student from the requirements of the Return of Title IV Funds policy.

Title IV Funds include the following aid programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Perkins Loan, Federal Work-Study (FWS), Federal Stafford Loan (subsidized and unsubsidized), Federal PLUS Loan, and Leveraging Educational Assistance Partnership Grant (LEAP).

The percentage of the term completed is determined by dividing the total number of calendar days comprising the term (excluding breaks of five or more consecutive days) into the number of calendar days completed. The percentage of Title IV grant and loan funds earned is: (1) up through the 60% point in time, the percentage of the term completed, (2) after the 60% point in time, 100%.

The amount of Title IV grant and loan funds unearned is the complement of the percentage of earned Title IV funds applied to the total amount of Title IV funds disbursed (including funds that were not disbursed but could have been disbursed, i.e., post-withdrawal disbursements).

If the amount earned is less than the amount disbursed, the difference is returned to the Title IV programs. If the amount earned is greater than the amount disbursed, the difference is treated as a late disbursement in accordance with the federal rules for late disbursements.

Unearned funds, up to the amount of total institutional charges multiplied by the unearned percentage of funds, are returned by the University; the student returns any portion of unearned funds not returned by the University.

A student repays the calculated amount attributable to a Title IV loan program according to the loan's terms. If repayment of grant funds by the student is required, only fifty percent of the unearned amount must be repaid. A student repays a Title IV grant program subject to repayment arrangements satisfactory to the University or the Secretary of Education's overpayment collection procedures.

Funds returned are credited in the following order: Unsubsidized FFEL (Stafford) Loans, Subsidized FFEL (Stafford) Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity (SEOG) Grants, and other Title IV funds for which a return on funds is required.

Questions should be directed to student accounts in the Financial and Accounting Services Office.

Other Sources of Financial Aid

Scholarships: For the student who is willing to do some research, special scholarship funds are occasionally available. These sources include, but are not limited to:

1. Fraternal, religious and social organizations, business and professional women's clubs, etc.
2. State groups and agencies.
3. Veteran's organizations.
4. Social fraternities and sororities.
5. Children and/or employees of certain companies or unions.
6. Special groups (e.g. fellowships for nurses, etc.).

Scholarships, Fellowships, and Loans, published by Bellman Publishing Co., Box 164, Arlington, MA 02174. The Scholarships, Fellowships, and Loans Newsletter, and the Directory of Financial Aids for Women should be available in the financial aid office of your undergraduate school or in the school or public library. They offer additional information regarding scholarships and other financial aid.

Graduate Assistantships: Approximately 40 percent of the full-time students in the second year work as a graduate assistant for a faculty member or a department. It is strongly recommended that students not work during the first year of full-time MBA school because of the intense study requirements. Graduate assistantships are made available, however, to second semester first year and second year MBA students. The assistantships are awarded based on skill and are payable at \$7.50 per hour. Assistantships are work agreements between faculty members and/or departments to perform a variety of tasks including research, clerical, and staffing.

* Please note that the information provided here is current at the time of printing. Loan and scholarship updates may be obtained by contacting the Admissions Office at the Babcock School.

Applications and Information: We will be happy to furnish further information concerning financial aid on an individual basis. Evening and executive students should contact the program at (336) 758-5025. Full-time students should contact the Admissions Office at (336) 758-4424. Charlotte students should contact the program at (704) 365-1921.

University ID Cards - Campus Card Program

All students at the Reynolda Campus are required to obtain and carry with them their Wake Forest University ID card, and, upon the request of authorized University personnel, including University Police, residence hall and library staff members, to show their ID card. The ID cards, known as Deacon OneCards, are multipurpose and should be kept in the student's possession at all times, carefully protected, and never given or loaned to another person. They are used for electronic access to the Worrell Professional Center building after hours, access to the Fitness Center located on the first floor of the Kenneth D. Miller Center, admission to athletic events and Secret Series, as well as checking out library materials. Cards are issued to be valid during your enrollment at the University, but MUST be returned to the Deacon OneCard Office upon withdrawal from the University. Lost or stolen cards should be reported to University Police immediately at 758-5591 or Ext. 311. Initial and replacement University ID cards are obtained at the Deacon OneCard Office, Room 139, Benson University Center. Hours are

Monday-Friday, 8:30 a.m. - 5:00 p.m., telephone number is 758-1949. A fee of \$25.00 will be charged for the first replacement of a lost, broken or damaged card; subsequent replacement charges will increase by \$10 to a maximum charge of \$55.

The Deacon OneCard may also be used with the Deacon Dining and Deacon Dollars programs, a student-requested declining balance system. The Deacon OneCard may be used at all food courts and the cafeteria on campus after an account is set up. Your account may also be used at all University Stores locations, Student Health Service, Student Union, Office of Financial and Accounting Services, and University Police. Vending value may also be added to your card, by cash or a debit transfer from your account, at the circulation desk areas of the libraries, to make copies at the libraries, or to make purchases from most vending machines located on campus. Deacon Dining and Deacon Dollar accounts may be opened, or funds added, in the ARAMARK (Food Services) offices at Room 31C Reynolda Hall, by cash, check, money order, VISA, or Mastercard. Funds may also be added on-line at their university web page, or by telephone using a credit card. Their hours are Monday-Friday, 8:30 a.m. - 5:00 p.m., telephone number is 758-5607.

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. Rubella (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 30 days following enrollment. 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.

Student medical records are destroyed ten years after the last visit at the Student Health Service. Immunization records will be kept longer.

Career Management Center

Full-time program students are eligible for all services offered by the Career Management Center (CMC). Please refer to materials contained in the full-time orientation packet and the Career Management Manual for details regarding the policies and procedures for participating in the services offered.

Students enrolled in the evening, Charlotte, and executive programs should refer to the specific CMC information found elsewhere in this handbook.

Any student regardless of his or her employment or support situation, is invited to attend the seminars and/or workshops offered by the CMC's office. Schedules of workshops will appear in the CMC on-line bulletin. For more details on eligibility and requirements for participating in various services offered by the CMC, please refer to the policy forms in the orientation packet for each program.

External Relations and Publications Office

The Babcock School Internet site design and content, external publications and advertising produced by the school and representing the Babcock Graduate School of Management to the outside public, other schools, prospective students and alumni must be routed through the Office of External Relations and Program Development. This office also represents the school to the local, regional, national and international media. The office plans and coordinates special events and provides consistency in graphic design and Babcock logo use. Academic information to current students and faculty publications such as books and journal articles are not included in the responsibilities of this office.

Student Groups and Activities

Student Government Association. The Babcock Student Government Association is an elective body chosen by the students in the Full-time Program. In its representative role, the Student Association provides a medium for the expression and discussion of full-time students' views. Moreover, the Association promotes social, cultural, academic, and community service programs for students. Lastly, the Babcock Student Government Association attempts to create an atmosphere of integrity and professionalism among the student body by emphasizing the Honor Code and importance of ethical student behavior.

Four first-year student representatives for the Student Government Association are nominated and elected early in the fall each year. Officers are elected from among the rising second-year class in the spring semester.

Babcock Leadership Committee. The Babcock Leadership Lecture Series is organized by students to bring outstanding persons in business, academia, and government to the Babcock School to discuss topics of particular interest. The student committee, interacting with faculty and administration, sponsors at least four lectures during the academic year. These lectures are accompanied by a luncheon and a reception, providing students and faculty the opportunity to meet and interact with a speaker. The lectures are open to the public.

Broyhill Distinguished Lecturer Series. The Babcock School invites nationally prominent speakers to address issues of concern to the business community. This program provides an opportunity for free and open discussion of ideas among students, faculty, and national leaders. Students serve as hosts and ushers for this event.

Babcock Finance Club. The Babcock Finance Club is designed to enhance its members' awareness of current financial issues, strategies and techniques through lectures, tours, meetings and social events. The organization also provides a means of identifying and associating with professionals in the financial world for both educational and career purposes.

Babcock Marketing Association. This student organization exists to give students interested in marketing a means to explore the dimensions of marketing in an extracurricular channel, and seeks to promote interaction between students, faculty, and marketing professionals as well as providing practical hands-on experience. This group is the host of the annual Southeastern Regional MBA Marketing Case Competition. The competition is a showcase for top MBA students in the region.

MBA Partner's Association. This association provides special contact for incoming students' spouses and significant others. The group encourages social interaction and serves as a means of support during the program's two years.

Student Host Program. The student host program is comprised of first and second year students who assist the Admissions office by taking to class and lunch, and giving tours to visiting prospective students.

Women in Business Association. Formed in 1993, the Women in Business Association is open to all members of Wake Forest MBA. The club's mission includes encouraging other women to pursue a career in business, increasing the percentage of women enrolled at Wake Forest MBA, improving the environment for women at Babcock through increased awareness of concerns and differences between women and men, enabling women to better use their abilities, strengths, and differences in business, and improving business relationships between women and men by focusing on cooperation. The organization has set up a mentor program that will link second-year women with incoming first-year women to help facilitate their transition to Wake Forest MBA.

Babcock Operations Club. The mission of this club is to educate students about future careers in operations and provide networking opportunities with operations executives. The Babcock Operations Club is also a student chapter of AIPCS. AIPCS is a national society that gives members reliable information and educational opportunities on the latest technologies in resource management. These opportunities include seminars, journals, and a certification program. Monthly meetings in Greensboro allow students to meet and learn from professionals working in varied fields of business operations. The club also sponsors speakers that come to Babcock to discuss operations careers.

Babcock Entrepreneurship Club. A student run organization that promotes entrepreneurial activities among the Babcock students. The activities include supporting and promoting student developed ventures, arranging guest lecturers, and participating in networking social events within the entrepreneurial community. The organization supports hands on activities to utilize and develop skills needed in the business community.

Black Business Students Association. Encourages diversity through increased enrollment of African-Americans. Members also participate in the Piedmont Triad Chapter of the National Black MBA Association. (bbsa@mail.mba.wfu.edu)

Honor Council. Elected by full-time students to promote the highest standards of character and conduct by upholding the school's honor system. Investigates alleged violations and holds hearings as required.

Babcock e-Business and Information Technology Club. The mission of this club is to provide Babcock students with a cross-functional perspective on the use of technology in the business world. The goal is to be on the forefront of the sweeping technological revolution through learning, listening and leading. The

club will provide support to its members in pursuit of their career goals through information sharing and active access to technology business leaders.

Strategy and Consulting Club. The objectives of this club are to attract students seriously interested in strategy consulting and general management topics and to provide them with the background knowledge and skills necessary to be extremely competitive in the workplace; to present a positive, professional image of the club members and the Babcock School of Management; and to assist club members in not only receiving a job offer but an offer from the company of their choice (either a consulting or corporate strategic position).

Non-Traditional Career Seekers Association. This student group was formed to represent and support the student body. It makes students aware that non-traditional career options exist, and provides information, knowledge and resources to students who are pursuing non-traditional careers.

Net Impact Club. The mission of this club is to promote social responsibility in relation to the purpose, practice and payoff in business. The organization is geared towards exposing and offering insightful ways of doing business beyond what is traditionally considered as shareholder value. Socially responsible businesses leverage their commitment to increase value beyond the dollar through advances in technology, global marketing and the impact of financial decisions.

Lost and Found

Found articles may be turned into Angie Sink in Room 3113. You may check with Angie (angie.sink@mba.wfu.edu) to see if a lost article has been turned in.

Facilities Reporting

Students, faculty and staff may report any facility problems with the Babcock side of the Worrell Professional Center by using the On Line Building Maintenance report form. Go to Babcock's homepage and log on to the Intranet, then choose Administration, the On Line Building Maintenance, and fill in the necessary information. The report goes directly to Angie Sink who will attend to the problem in-house or place a service call to Facilities Management as needed.

Inclement Weather Plan

Rev 11/26/01

Severe weather is an uncommon experience in Winston-Salem. As a result, snow, ice or other severe weather can tax the system and make travel difficult. Because the undergraduate college is largely residential, every effort is made to keep the university open during inclement weather. In previous years, due to severe weather, the Babcock School sometimes canceled classes while the undergraduate college remained open.

Only one decision regarding weather-related changes in schedules is made for the entire Reynolda Campus (this includes the Law School, Babcock's full-time program, as well as the undergraduate college). This means that for the full-time program only if the university is closed, the Babcock School will be closed; or, if the university is operating on a two-hour delayed opening, the Babcock School will begin classes two-hours late. Unless there is an announcement to the contrary, full-time program classes are being held as scheduled.

Please note that the decision to cancel or hold classes in the Charlotte, executive, and evening programs will still be done on a program-by-program basis. It is possible that while full-time classes are canceled, evening program classes may be held if conditions improve. Since joint classes (with evening program students) follow the evening program calendar, students enrolled in joint classes should check on the

decision made for the evening program by calling the appropriate number listed below. In any event, even if classes are being held as scheduled, students are not asked to travel under unsafe conditions or to take unnecessary risks.

Announcements concerning program closings are broadcast by the following media:

Babcock Intranet: See Emergency Information.

Radio: WFDD (88.5 FM) and WSJS (600 AM)

No other stations, television or radio will be announcing the information.

In addition to the broadcast message, the university operates Wake Forest Weather Line: (336) 758-5935 that carries any announcements concerning University closings and delayed openings. Babcock-specific announcements are also recorded on:

Full-time Program: (336) 758-3688

Evening & Executive Program: (336) 758-4584 (local); (800) 428-6012 (long distance)

Charlotte Program: (704) 365-1717

Benson Center's information desk also will be providing information to all students--undergraduate and graduate--who call 758-5255.

Finally, in the event of a closing or delayed opening decision, every effort will be made to provide details about full-time program schedule adjustments in a timely manner. It is most likely that these adjustments will be distributed via Babcock's local area network and e-mail system.

Voter Registration

You may register to vote in Forsyth County if you are:

A citizen of the United States (if convicted of a felony, citizenship rights must have been restored)

A person 18 years of age or older

A legal resident of Forsyth County for 30 days by the date of the next election

Forsyth has a permanent registration system. You need to register, transfer or re-register ONLY if you:

Have not registered in Forsyth County before

Have moved to a different voting precinct since you registered in Forsyth. If you move, it is a violation of the law to return to your old precinct and vote after 30 days.

Wish to change your party affiliation

Have changed your name

A voter registration card will be mailed to you once your registration application has been processed. They are mailed monthly. Keep the card, as it may be used to change your address by mail should you move within Forsyth County, change your name, or change your party. It can also be used to cancel your Forsyth County registration should you move out of the County.

A registration form must be postmarked 25 days before an election or delivered to the Board of Elections office no later than 25 days before an election in order to be good for that election.

Registration may be placed in an inactive status if a voter card is returned by the Postal Service as undeliverable.

PARTY AFFILIATION

When you register, you will need to declare your party affiliation. You may register with any recognized party in the State of North Carolina. Party affiliation determines the primary in which a voter is eligible to vote. You may also register unaffiliated.

During a partisan primary election, an unaffiliated voter may vote only in a party primary that authorizes unaffiliated voters. If no party authorizes unaffiliated voters, they may only vote in non-partisan races and bond issues.

REGISTRATION LOCATIONS

You may obtain registration forms at the following locations in Forsyth County:

- Board of Elections office, 680 W. Fourth Street (Monday through Friday, 8:00 am to 5:00 pm)
- At any of Forsyth County's public libraries during regular hours
- At various public locations including registration drives
- Winston-Salem City Hall, Town Halls of Kernersville, Rural Hall, Walkertown, Clenmons, Lewisville and Tobaccoville
- Department of Motor Vehicles
- Various Agencies (Social Services, Agencies dealing with people with Disabilities, Employment Security Commission, Armed Forces Recruitment offices)
- Public Locations including government offices and political party headquarters

In addition, you may change your address by filling out the back of your voter registration card and returning it to the Board of Elections. **CARD MUST BE POSTMARKED 25 DAYS BEFORE AN ELECTION OR RECEIVED IN THE BOARD OF ELECTIONS OFFICE BY 5:00 PM, 25 DAYS BEFORE AN ELECTION.**

VOTING

You will be assigned a voting place within the precinct where you live. Your precinct will be assigned by our office when you register or change address and you will be notified by mail. You will receive a voter card before any election if you are a new voter or have made changes since the last election. The voter card will indicate the name and location of your voting place. You may also telephone the Board of Elections office (727-2162) for the location of your voting place.

TRANSFER VOTING

If you fail to change your address by the registration deadline, there is a procedure that allows you to vote. On Election Day, you may go to your old precinct & fill out a voter update/transfer form. Then you can take the form to your new precinct where you will be allowed to vote. To avoid this paperwork, change your address by the registration deadline.

ALL VOTING PLACES IN FORSYTH COUNTY ARE OPEN FROM 6:30 AM UNTIL 7:30 PM ON EVERY ELECTION DAY.

AT THE VOTING PLACE

On entering the voting place, give your name, address and party (primary only) to the election officials. If you are properly registered, you will be allowed to vote. If precinct officials are unable to locate your registration record, you may be asked to vote a provisional ballot. Voter will place the ballot in an envelope and SEAL the envelope. Voter must return provisional ballot in the sealed envelope to precinct official.

CURBSIDE VOTING

If you are unable to enter the voting place because of age or physical disability, you will be allowed to vote either in your vehicle or near the voting place. Have someone enter the voting place and inform the election officials of your desire to vote in this manner.

HANDICAPPED TRANSFER VOTING

Most of the precincts in Forsyth County are handicapped accessible. However, if the precinct to which you are assigned is not accessible on Election Day, you may ask to be assigned to another precinct. You

will need to go to your assigned precinct and get a handicapped transfer form. You must take that form to the assigned precinct, which will be the Board of Elections office, 680 West Fourth St., Winston-Salem. Otherwise, you may vote a curbside ballot as described above.

CALL 727-2162 IF YOU NEED SPECIAL ASSISTANCE.

North Carolina TDD RELAY:

Voice to TDD 1-800-735-8262

TDD to Voice 1-800-735-2962

State Board of Elections TDD 919-715-0230

ABSENTEE BALLOTS

If you are registered to vote in Forsyth County and are unable to vote in person on Election Day because you:

are sick or disabled and are unable to enter the voting place
expect to be out of Forsyth County during voting hours.

You may request an absentee ballot from the Board of Elections office, 680 W. 4th St, Winston-Salem, North Carolina 27101-2730. Absentee voting is allowed in all elections except fire district elections and is available as explained.

APPLICATION REQUESTED BY MAIL

OUT OF TOWN - Make the written request beginning 50 days prior to but not later than the Tuesday prior to Election Day. Each voter must sign the written request. An application and ballot will be mailed to the voter.

ILLNESS OR DISABILITY - Make the written request beginning 50 days prior to but not later than the day prior to Election Day. Each voter must sign the written request. An application and ballot will be mailed to the voter.

APPLICATION MADE AT BOARD OF ELECTIONS OFFICE

OUT OF TOWN - The voter, near relative or verifiable legal guardian may appear at the Board of Elections office beginning 50 days prior to but not later than 5:00 pm on the Tuesday prior to the election and complete an absentee application. A ballot will be mailed to the voter.

ILLNESS OR DISABILITY - The voter, near relative or verifiable legal guardian may appear at the Board of Elections office beginning 50 days prior to but not later than 5:00 pm on the day prior to the election and complete an absentee application. A ballot will be mailed to the voter.

THE VOTER, A NEAR RELATIVE, VERIFIABLE LEGAL GUARDIAN, UNITED STATES MAIL OR COMMERCIAL CARRIER SERVICE MUST RETURN THE BALLOT TO THE BOARD OF ELECTIONS OFFICE BY 5:00 PM THE DAY BEFORE THE ELECTION.

NEAR RELATIVE MEANS spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, and stepchild.

APPLY AND VOTE AT THE BOARD OF ELECTIONS

VOTER APPEARS IN PERSON, MAKES APPLICATION AND VOTES AT THE BOARD OF ELECTIONS OFFICE (ONE-STOP)

The one-stop absentee process permits a voter who will be out of town or an ill or disabled voter to appear at the Board of Elections office beginning the day after the registration deadline but no later than 5:00 pm on the Friday before the election. The voter will be allowed to apply and vote at the Board of Elections office.

Beginning with the November 2000 Election, any voter may vote a one-stop absentee without a reason such as sickness/out of town. The no excuse provision applies only to General Elections in the even numbered years.

PRIMARIES AND GENERAL ELECTIONS

In primaries in North Carolina, you vote only in the primary of the party with which you are affiliated. If you register unaffiliated, you may be allowed to vote in a primary if a party allows unaffiliated voters to vote in their primary.

In the primary you NOMINATE party candidates and in a general election you ELECT officials for these offices:

- United States Senator 1998 & 2002 (6 year terms)
- United States Representative 2002 (2 year terms)
- Governor and other State officials 2000 (4 year terms)
- State Senate and State House 2002 (2 year terms)
- Clerk of Superior Court 2002 (4 year term)
- Register of Deeds 2000 (4 year term)
- Sheriff 2002 (4 year term)
- District Attorney 2002 (4 year term)
- County Comm. At Large (1 seat) 2002 (4 year term)
- County Comm. District A (2 seats) 2002 (4 year terms)
- County Comm. District B (1 seat) 2002 (4 year term)
- County Comm. District B (3 seats) 2000 (4 year terms)
- District Court Judge (6 seats) 2000 (4 year terms); (1 seat) 2002 (4 year term)
- Board of Education District 1 (2 seats) 2002 (4 year terms)
- Board of Education District 2 (4 seats) 2002 (4 year terms)
- Board of Education at Large (3 seats) 2002 (4 year terms)

In a presidential election year and every four years thereafter you also ELECT:

- United States President and Vice-President 2000

Non-Partisan Offices

- Judges of Superior Court District 21B & 21D - 1996 (8 year terms)
- Judges of Superior Court District 21A & 21C - 1998 (8 year terms)
- Soil and Water Conservation District Supervisor (1 seat) 2000 (4 year term); (2 seats) 2002 (4 year terms)

Municipal officials were elected in 1997 and will be elected every two years thereafter except for Winston-Salem, which will elect officials in 2001 and every 4 years thereafter.

FOR FURTHER INFORMATION REGARDING VOTER REGISTRATION, ELECTIONS, AND VOTING IN FORSYTH COUNTY, CALL THE ELECTIONS OFFICE AT 336/727- 2162.

State Board of Elections TDD 919 733-7173

<http://www.sboe.state.nc.us>

Forsyth County Board of Elections
680 West Fourth Street
Winston-Salem, NC 27101

WAKE FOREST

UNIVERSITY

BABCOCK GRADUATE
SCHOOL *of* MANAGEMENT

Wake Forest MBA Program ~ Charlotte
Student Handbook and Directory

2002-2003

Wake Forest University
Babcock Graduate School of Management

Purpose Statement

To develop business leaders for the 21st century who will positively influence organizations through their ethical standards, their management skills, and their ability to manage change in a global economy.

Mission Statement

The mission of the Babcock Graduate School of Management is to advance the understanding and practice of management and leadership in the context of a rapidly changing global economy, through the teaching and research of a faculty dedicated to the teacher/scholar ideal. To accomplish this, the Babcock School must be a recognized leader in the development and dissemination of knowledge valued by the management professions, and offer the highest quality, value-added education to current and aspiring business leaders. Moreover, the Babcock School recognizes its responsibility to enhance the intellectual and economic vitality of the community.

Wake Forest University
Babcock Graduate School of Management

2002-03 Student Handbook
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**Wake Forest University
Babcock Graduate School of Management
Wake Forest MBA Program ~ Charlotte**

Preface

The purpose of this student handbook is to provide Babcock students with necessary information about Babcock's policies, procedures, organizations, and programs of study. Much of this information is also available in the program bulletins and various brochures. We have compiled this reference material in one volume and have attempted to make it as complete as possible. The Wake Forest University MBA Program reserves the right to make changes in content, instructor, and timing of courses offered, and in other matters set forth in this handbook.

Statements concerning courses and expenses are not to be regarded as irrevocable contracts between the student and the institution. The University reserves the right to change the schedule of classes and the cost of instruction at any time within the student's term of residence.

We wish this handbook to be as useful as possible; and if you have any ideas for additional helpful material to be included, please feel free to bring your suggestions to Chet Miller, Leslye Gervasi, or Dianne Luce.

Wake Forest University
Babcock Graduate School of Management
Wake Forest MBA Program ~ Charlotte

Certification and Evaluation Document

I. The Certification Committee

- I.a Purpose.** This document sets forth the certification and evaluation requirements and other academic policies of the Wake Forest MBA Program ~ Charlotte. The administration of these requirements and policies is the responsibility of the Dean of the Babcock School. The Dean, at his/her discretion, may delegate certain of these responsibilities to the Certification Committee or, in special circumstances, to any other committee.

The Certification Committee is composed of three faculty members appointed by the Dean (one will act as chairperson), and the Faculty Directors of the Charlotte, Winston-Salem evening and fast-track executive, and full-time programs, and the Registrar of the Babcock School as non-voting members. Decisions of the committee shall be made according to the vote of the majority of those present and voting.

- I.b Duties.** The duties of the Certification Committee upon delegation by the Dean are:
1. to interpret the Certification Document for each of the school's degree programs,
 2. to monitor the academic progress of each student in each of the school's degree programs,
 3. to approve specialized courses of study (e.g., individualized reading courses, research projects, directed study courses, course transfers, interprogram transfers),
 4. to certify that students have met their respective program's minimum requirements for graduation,
 5. to review and pass judgment on petitions for readmission to the school's degree programs from students who either withdrew from or were dismissed from these programs,
 6. to certify on behalf of the Babcock School faculty all candidates for the MBA degree, and
 7. to perform other duties relevant to the administration of the certification and evaluation system as might be requested by the faculty and as might be assigned by the Dean.

II. Performance Evaluation

- II.a Grading System.** Grades are a major formal mechanism by which an instructor transmits to students evaluative information relative to performance in a course. The primary purpose of grades is to provide feedback from the instructor to the student relative to the student's

performance in such a way that the student can clearly assess his/her strengths and weaknesses.

II.b **Grading Scale.** All students registered in courses, seminars, study tours, projects, or independent studies offered in the Charlotte program will be given grades according to the following scale:

<u>Letter Grade</u>	<u>Quality Points</u>
A+	9
A	8
A-	7
B+	6
B	5
B- ¹	4
C+	3
C	2
C-	1
F	0

II.b.1 **Pass (P).** An instructor, with the advance approval of the Certification Committee and the Dean, may use the Pass/Fail grading system. Grades in such courses will be recorded on the student's academic record as "P" (Pass) or "F" (Failure).

II.b.2 **Incomplete (I).** When a student has failed to fulfill the course requirements because of illness or for other reasons acceptable to the instructor of the course in question, the instructor may: (a) submit a grade for the course based on other evidence he/she considers sufficient, or (b) report to the Registrar that the student's work is Incomplete (I). The "Incomplete" grade is a device which affords students with good cause the opportunity to make up the requirements of a course. The temporary grade of "Incomplete" shall not be used where the student's failure to satisfy requirements of a course is the result of unexcused behavior.

Students who receive a grade of "Incomplete" must, in order to have the grade removed and changed to a final grade, complete the course before the end of the next semester. An "Incomplete" which has not been removed by the required deadline shall become a failing grade (F), unless the student submits a written petition to the Certification Committee for an extension of the time available for removal of the "Incomplete." The student must establish in the petition that there are valid reasons for the extension request. The petition must have the written endorsement of the course instructor and must be submitted prior to the deadline for removal of the "Incomplete."

II.c **Academic Performance.** Each course in the Charlotte program is assigned a specified number of credits to count toward graduation. The credits assigned to a particular course are multiplied by the quality points equivalent to the grade earned by the student to produce "earned quality points." Grade point averages are determined for each student by accumulating his/her "earned quality points" across all completed courses and dividing this total by the number of accumulated credits for all completed courses other than courses graded under the Pass/Fail option. Students who maintain a cumulative grade point average (GPA) of "B" (GPA = 5.00) or better will be considered to be in "good academic standing."

¹ Occasional marginal performance, as indicated by the B- grade, may be exhibited by a student. The faculty has held, however, that consistent marginal performance is unsatisfactory overall. Thus, the student who accumulates a substantial number of B- grades or below may be subject to additional requirements to both remain in the program and be certified for graduation, or may be subject to dismissal from the program.

The credits assigned to courses graded on a Pass/Fail basis will count toward graduation credit if the student earns a passing grade (P). However, Pass/Fail courses have no impact on the student's grade point average.

The grade of "F" indicates performance in which a student has not met the minimum standards of a course and he or she may be subject to dismissal from the program by action of the Certification Committee. In courses where students receive a grade of "F," course credits toward graduation will not be awarded. However, the course credits will be included in the total credits completed. Failing (F) grades will be permanently noted on the student's record of academic performance maintained by the Registrar of the Babcock School. If a student is allowed to retake a course that he/she previously failed, the new grade will be recorded in addition to the prior failing grade. For repeated courses, all grades and course credits will be used to compute the student's grade point average.

II.d Records of Academic Performance. The student's record of academic performance is maintained by the Registrar of the Babcock School. No persons other than the permanent staff of the Babcock Registrar's office or individual course instructors through the Wake Information Network (WIN) shall record grades on the student's record of academic performance. Changes in student grades can only be made under the conditions defined in II.f, below.

Student academic records are confidential and protected. Access to any student's academic record is prohibited except to the following.

1. A student may view his/her own record, but may not remove the record from the office of the Registrar. The student may obtain a photocopy/printout of his/her record from the Registrar.
2. Members of the Certification Committee, faculty advisors, and administrators may view the records of students when needed, to carry out the functions of the certification and evaluation process or other related administrative tasks.
3. The staff of the Babcock School Registrar's office may have access to the record of student's academic performance for the purpose of carrying out his/her assigned duties.
4. Other administrative officials of the Babcock School and/or Wake Forest University, e.g., the Financial Aid Officer, may petition the Dean for access to the student's academic record to carry out required administrative responsibilities.
5. Other individuals and institutions including, for example, faculty, prospective employers, and other educational institutions, may view the record of academic performance in original or photocopy form only when authorized to do so, in writing, by the student.

II.e Reporting Grades. At the conclusion of each academic term, the Registrar's office of the Babcock School or individual course instructors through WIN shall record each student's grades on his/her record of academic performance. The Registrar's office shall prepare a report of grades for transmittal to each student through WIN. Paper copies will be mailed to the home address on record by request from the student. Grades will not be reported to students over the telephone.

II.f Changes in Grades. The evaluation of performance in an individual course and the awarding of individual grades are solely the responsibility of the instructor(s) assigned to that course. Questions regarding the evaluation of individual course performance should be directed to the instructor(s) involved.

In an instance where a student suspects an erroneous grade has been assigned, the student must appeal directly to the instructor who assigned the grade. If an error is found, the instructor shall prepare a change of grade form, indicating the reason for the change. The change of grade form will be forwarded to the Registrar of the Babcock School to indicate how the grade is to be changed. Grade changes from adjunct faculty must first be approved by the appropriate area coordinator before being sent to the registrar for change. There is no other oversight of this process within 60 days of the start of the next semester. Grade changes after this period must be approved by the Certification Committee. A copy of the grade change form will be placed in the student's record of academic performance.

III. Degree Requirements

III.a **General Requirements.** The Charlotte program is a cohort program through which students proceed as a group, undertaking elements of the curriculum together according to a common schedule. Students may participate in the Charlotte program only on this cohort basis. If for any reason a student in good academic standing is unable to participate fully in accordance with the scheduling for his/her cohort, the student may seek a leave of absence in accordance with the provisions of section IV.d. Such a leave will afford the student the opportunity to rejoin the program as a member of a later cohort in accordance with the provisions of section V.b.

The requirement for continuation in the Charlotte program is overall satisfactory academic performance in the full complement of courses offered each semester. Satisfactory academic performance requires:

1. that the student maintain a grade point average equal to 5.00, or above, and
2. that the student earn a "passing" grade in each course taken. "Passing" grades include all grades which earn quality points, i.e., "A+" through "C-," as well as the passing grade (P) in Pass/Fail courses.

The Certification Committee shall review the progress of each student at the end of each semester. A student who earns a failing (F) grade in any course, fails to achieve at least a 5.00 semester GPA, or fails to maintain a cumulative GPA of at least 5.00 for the total number of courses completed in the program to that point may be suspended, placed on academic probation, requested to withdraw from the program, or be dismissed.

The specific action taken by the Certification Committee will be based on an assessment of the probability of the student's successful completion of the program and his/her effort and motivation. If a student is not permitted to continue in the program, graduate credit will be given for all courses passed.

III.b **Academic Suspension and Probation.** Two of the possible consequences for a student who does not achieve satisfactory academic performance in a particular semester, or cumulatively across all semesters in attendance, are academic suspension and academic probation. A suspended student is not allowed to further participate in the Charlotte program until the Certification Committee imposed requirements for ending the suspension have been fulfilled by the student. A student placed upon academic probation may continue to participate in the Charlotte program while working to fulfill the conditions that will remove him/her from probation.

In the event that a student is placed on academic suspension or probation, the Certification Committee may impose special requirements on that student to remedy deficiencies in the student's academic preparation and/or to require the student to raise his/her cumulative

academic performance to the minimum performance standards. These requirements may include additional course work either within the Babcock School, elsewhere in Wake Forest University, or at another institution. The Certification Committee also may require higher than minimum academic performance in future course work.

A student who fails to meet the special requirements imposed by the Certification Committee may be continued on academic suspension or probation with additional requirements, be asked to withdraw from the program, or be dismissed.

- III.c **Graduation Requirements.** Each student will receive, upon matriculation into the first year of the Charlotte program, a document entitled the Wake Forest MBA Program ~ Charlotte Curriculum, which outlines the graduation requirements for that entering class. All required courses and their credit values are listed. In addition, any elective requirements are defined with their respective credit values.

To be certified for graduation the student must complete and pass all required courses defined in their Wake Forest MBA Program ~ Charlotte Curriculum, as well as complete and pass elective courses of sufficient credit value to meet the elective requirements defined in the curriculum outline. Further, students must maintain a cumulative grade point average of 5.00 (B) or above for all courses attempted.

In the event that a student withdraws or takes a leave of absence from the program and is readmitted in a later year, the student is expected to meet the course and curricular requirements defined for the Wake Forest MBA Program ~ Charlotte Curriculum applicable at that point of readmission, rather than the curriculum in effect at the point of his/her original admission to the program (see V.b below).

- III.d **The Final Certification Process.** The Certification Committee will review the record of academic performance of each student at the completion of the student's sixth semester in the program. If a student has earned a passing grade in all required courses, earned the required number of graduation credits, and accumulated a grade point average of 5.00 or above across all graded activities, the Committee will certify this student for graduation on behalf of the Babcock faculty.

MBA degrees are conferred by the University's Board of Trustees.

- III.e **Appeal.** Students who have been dismissed from the Charlotte program may petition for reinstatement. Petitions for reinstatement should be directed to the Certification Committee through the Registrar of the Babcock School within seven days of receipt of notification of dismissal.

The written petition should (a) request reinstatement, (b) discuss in detail the extenuating or mitigating reasons for poor academic performance, and (c) propose a course of remedial action that will restore the individual to good academic standing and maintain that standing throughout the remainder of the program. A student may make a written request to appear before the Certification Committee in support of his/her written petition. This request should accompany the petition for reinstatement.

IV. Registration Changes

- IV.a **Course Withdrawal.** Withdrawal from a required course or activity can only be accomplished by withdrawal from the Charlotte program, or by petitioning the Associate Dean for Management Education for a leave of absence (see IV.d, below). A student may withdraw from elective courses, however, provided they replace the course with another elective and continue

to carry a complete complement of courses as specified in the Wake Forest MBA Program ~ Charlotte Curriculum applicable to his/her cohort (see IV.b, below).

A student may withdraw from an elective course before the third course meeting and the course will not be included on his/her official transcript. After this period, to the point in time when seventy-five percent (75%) of the class sessions of a course are completed, a student can withdraw from a course only in exceptional circumstances and with the written permission of the instructor. Requests for withdrawal from an elective course after the third course meeting must be made in writing to the Registrar of the Babcock School. The instructor's written permission must accompany this request along with his/her recommended grade of passing or failing. After seventy-five percent (75%) of the class sessions of a course are completed, a student may not withdraw from a course. Situations involving personal or family emergencies would be handled on a case-by-case basis by petitioning the Certification Committee for a withdrawal from a course. That petition must be made in writing through the Registrar of the Babcock School who will forward it on to the Certification Committee. The instructor's grade recommendation of passing or failing must accompany the request. If withdrawal is granted on a passing basis, the course will be recorded on the student's transcript as a "Withdrawn-Passing" (WP) and will not be used in the calculation of the grade point average. Otherwise, the course will be recorded with a grade of "F" and will be used in GPA calculations.

- IV.b **Course Addition.** A student may add an elective course at or before the second course meeting without the permission of the instructor, Certification Committee, or the Dean, providing the total credit units elected does not exceed the maximum permissible as described in the Wake Forest MBA Program ~ Charlotte Curriculum.

Requests for addition of a course after the second course meeting can be made only with the written permission of the instructor and the approval of the Certification Committee. Requests should be submitted in writing to the Certification Committee through the Registrar of the Babcock School.

- IV.c **Withdrawal from the Charlotte Program.** In the event that a student desires to withdraw voluntarily from the Charlotte program, he/she should first discuss his/her plans with the Program Director. To formally withdraw, the student must submit a dated, written notice to the Program Director with a copy to the Registrar of the Babcock School, giving the date on which the withdrawal is to be effective. This statement should include a list of outside agencies to be notified, such as the Veterans Administration, loan programs, etc. Further, the student should clear all accounts with the University Financial and Accounting Services' office. If withdrawal from the program occurs during a semester in which the student is enrolled, no entries are made on the student's transcripts for uncompleted courses.

Students who fail to attend classes for three successive class meeting days, unless excused by the Dean or his/her designate, will be separated from the Charlotte program. Grades of either Withdrawn/Passing ("WP") or Failure (F) will be assigned, depending on the instructors' evaluation of the student's performance in each course.

In the event of withdrawal, reimbursement of tuition and fees for the semester will be made according to University policies in effect at that time. Attendance starts from the first day of registration. Fractions of a week count as a full week.

- IV.d **Leave of Absence.** Students in good academic standing may be granted a leave of absence for a period of up to two years by the Associate Dean for Management Education. Students seeking a leave should first discuss this with the Program Director. A written request for a leave of absence should be directed to the Associate Dean through the Registrar's office. A student who is granted a leave of absence must notify the Program Director of his/her intent to return to the school not less than 16 calendar weeks prior to the term that studies are to be

resumed. Records of academic performance for students returning from a leave of absence will be reviewed by the Certification Committee as outlined in paragraph V.b below.

V. Readmission Following Withdrawal

V.a **Readmission Procedure.** Students who have withdrawn without a leave of absence from the Charlotte program may apply to the Certification Committee for readmission. Application for readmission must be completed by April 15th for admission to the fall semester, by August 15th for admission to the spring semester, and by December 15th for admission to the summer semester.

Applications for readmission will be considered only for those students who apply for readmission within two years of the time they left the program. Students who reapply after two years must apply to repeat the entire program.

V.b **Certification Committee Review.** The records of students who return from a leave of absence or who apply for readmission will be reviewed by the Certification Committee to determine if curricular changes have created circumstances requiring special consideration. If accepted for readmission, students will be expected to meet the graduation requirements defined by the Wake Forest MBA Program ~ Charlotte Curriculum in force at the time of readmission.

In cases where a student left the program in good academic standing, the Certification Committee will recommend a course of study enabling graduation within a normal time frame and without taking an unusual course load, except where changes in the Wake Forest MBA Program ~ Charlotte Curriculum mandate exceptions.

In situations where termination or withdrawal was under conditions of academic duress, the Certification Committee will review the applicant's record to determine the most appropriate course of action which may include requiring the student to:

1. complete specific courses prior to readmission,
2. complete an unusually heavy load,
3. complete specific courses offered in one of the Babcock School's degree programs,
4. maintain a higher-than-minimum academic grade point average, and/or
5. engage in other specified remedial work.

VI. Individual Studies

Individualized courses, directed reading courses, research projects, and study tours conducted under the supervision of a Babcock School faculty member may be allowed as credit toward graduation. Normally, these will be entertained only as part of the elective portion of the program's curriculum. However, in exceptional circumstances, requests to substitute one of these for a required activity may be granted.

VI.a **Request Procedure.** Students desiring to pursue one of the activities described above must secure the sponsorship of a Babcock School faculty member and develop an agreement regarding the nature and scope of the activity.

To secure credit allowable toward graduation, the student must prepare a memorandum to the Certification Committee specifying:

1. the nature of the course, project, or activity,

2. the time frame within which the activity will be carried out,
3. how the activity will fit with the student's personal goals and educational needs,
4. the learning objectives for the course or activity,
5. the resources the student will consult/use in the activity,
6. a detailed time schedule of topics and activities to be undertaken,
7. the output or concluding state of the activity,
8. a procedure by which student performance will be evaluated by the faculty sponsor, and
9. the number of graduation credits requested.

The signature of the student, as well as the faculty sponsor of the proposed activity, should appear on the memorandum. The Certification Committee will review the proposal and provide a written response to the student. If the activity is approved, at the conclusion of the activity the faculty sponsor shall report a grade to the Babcock School Registrar using the prescribed grading scale in II.b, unless a Pass/Fail grading system has been approved by the Certification Committee and the Dean.

VII. Transfer Credit

VII.a **Transfer Credit.** Generally, transfer credit for, or exemption from, a required course in the Charlotte program is not permitted. In very special circumstances (for example, in the event of a job transfer late in the program), courses taken at other institutions, from other units of Wake Forest University, or from other degree programs of the Babcock School after initial enrollment in the Babcock School may be approved for graduation credit by the Certification Committee. Such approval must be obtained in advance of undertaking the proposed course. Students should consult with the Program Director to learn the procedures and information necessary to petition the Certification Committee for such transfer credit approval.

VII.b **Academic Performance Status of Transfer Courses.** In cases where transfer credit has been approved by the Certification Committee, if the student earns a satisfactory passing grade of B or better and submits an official transcript of this result to the Babcock School Registrar, the course will be entered on the student's record of academic performance as a transfer course. The credits approved by the Certification Committee will be applied toward the student's graduation certification.

The grades from courses transferred from institutions other than Wake Forest will be shown on the student's record of academic performance as a "T", indicating transfer, and will not be included in the computation of the student's grade point average.

Courses taken in other units of Wake Forest University or the Babcock School will appear on the student's record of academic performance and will be designated as such. The grades earned in these courses will count in the computation of the student's grade point average at the credit values approved by the Certification Committee. The grades earned in other units of the University will also be entered on a transcript for that unit of the University (i.e., Calloway School, Law School, Graduate School, etc.).

Any extra tuition or fees involved in taking a course from another unit of Wake Forest University, another degree program in the Babcock School, or from another institution are the responsibility of the student.

VIII. Revision of This Document

This document may be revised by action of the Babcock School faculty. However, any student admitted to the Charlotte program has the privilege of matriculating and graduating under the academic requirements existing at the time of initial admission if graduation occurs within two years after admission. If graduation is delayed beyond two years from the time of initial admission, the student must matriculate and graduate under such requirements as then exist or as prescribed by the Certification Committee and the Dean.

IX. Final Graduation Requirements

The specifications contained in this document are the minimum academic requirements for graduation. The faculty reserves the right of final certification of individuals for graduation.

Wake Forest University
Babcock Graduate School of Management
Wake Forest MBA Program ~ Charlotte

Curriculum

The Charlotte program is designed to couple a solid grounding in general management with advanced functional expertise. The program consists of 54 semester credit hours.

Year 1

Semester 1 (Fall)

Credit Hours

- | | |
|---|---|
| • MGT 4110 Behavior and Leadership in Organizations | 3 |
| • MGT 4140 Financial Accounting | 3 |
| • MGT 4130 Quantitative Methods I | 3 |

Semester 2 (Spring)

- | | |
|------------------------------------|-----|
| • MGT 4111 Leading Change | 1.5 |
| • MGT 4143 Managerial Accounting | 3 |
| • MKT 4100 Marketing Management | 3 |
| • MGT 4131 Quantitative Methods II | 1.5 |

Semester 3 (Summer)

- | | |
|---|-----|
| • MGT 4101 Business Market Management | 3 |
| • MGT 4160 Managerial Decision-Making and Tactics | 3 |
| • FIN 4150 Managerial Finance I | 1.5 |
| • OPS 4180 Operations Management I | 1.5 |

Year 2

Semester 4 (Fall)

- | | |
|---|---|
| • MGT 4161 Macroeconomics: Markets, Models and Policy | 3 |
| • FIN 4151 Managerial Finance II | 3 |
| • OPS 4181 Operations Management II | 3 |

Semester 5 (Spring)

- | | |
|--|---|
| • MGT 4190 Managing Information Technology | 3 |
| • MGT 4120 Perspectives on Global Business | 3 |
| • Elective I | 3 |

Semester 6 (Summer)

- | | |
|--|---|
| • MGT 4121 Global Strategic Management | 6 |
| • Elective II | 3 |

Total Credit Hours	54
---------------------------	-----------

Wake Forest University
Babcock Graduate School of Management
Wake Forest MBA Program ~ Charlotte

Course Descriptions

YEAR 1

Semester 1 (Fall)

Behavior and Leadership in Organizations (MGT 4110)

This course is aimed at providing concepts, theoretical underpinnings, and a framework for understanding the attitudes and behavior of people at work in the context of formal organizations. To some extent, it seeks to provide an understanding of the structure, dynamics and behavior of organizations themselves. It attends separately to four levels of analysis—the individual, interpersonal relationships, groups (teams), and the overall organization—but also builds on the experiences of students and the instructor to tie these levels together to make the knowledge gained genuinely useful in the managerial/leadership process.

(3 Credits)

Financial Accounting (MGT 4140)

The ability to use and manage information, both financial and non-financial, is becoming the key to success in today's business environment. As accounting is the language of business, it is imperative that managers understand accounting systems and accounting information. This course focuses on how financial information is prepared for external users (financial accounting) how to interpret the information provided in externally oriented financial reports, and how managers can use this information in their decision-making processes. The accounting cycle, financial reports, and the impact of accounting alternatives on reported financial information are the main focus of this course.

(3 Credits)

Quantitative Methods I (MGT 4130)

As managers have grown in technical sophistication, the application of decision-science technology has made increasing contributions to organizations' efficiency and effectiveness. This two-course sequence is designed to improve the manager's ability to diagnose problems and apply appropriate tools and concepts. The sequence begins with examination of the formal decision-making process through identification of decision structures, evaluation of a decision's potential consequences, and incorporation of frameworks that capture the inherent uncertainty surrounding the outcomes. Topics in this portion include the use of probability, statistical and decision models, and the logical analysis of risk and uncertainty.

(3 Credits)

Semester 2 (Spring)

Leading Change (MGT 4111)

The focus of this course is applying the knowledge, understanding, and insights gained in Behavior and Leadership in Organizations. It emphasizes the topics of team building, conflict management, and approaches to self-management and organizational development. The pedagogical method for dealing with these topics is highly experiential as it is generally recognized among learning theorists that skill-building is most effectively accomplished when one takes an active part in the learning.

(1.5 Credits)

Managerial Accounting (MGT 4143)

The second half of the core accounting course sequence focuses on the generation, maintenance and interpretation of the internally generated financial information (management accounting) that is necessary for effective managerial decision-making. Course topics include cost behavior, relevant costing, cost information systems, cost analysis, capital budgeting, and resource allocation.
(3 Credits)

Marketing Management (MKT 4100)

The subjects of this survey course are the role of marketing in business operations and applications of tools and methods to the promotion and sale of products or services. Case studies, videotapes and other methods are employed to introduce participants to the components of the marketing mix and the alternative ways organizations have employed this mix to successful and unsuccessful ends in various industries. The role and use of information and communication in the marketing process and the determinants and nature of consumer behavior are also considered.
(3 Credits)

Quantitative Methods II (MGT 4131)

This second course in the quantitative analysis sequence continues the examination of decision-science technology and its use in business decision-making. This portion of the sequence examines a variety of operations research tools and models, including time-series analysis, regression analysis, Monte Carlo simulation, PERT/CPM, queuing models, and linear programming.
(1.5 Credits)

Semester 3 (Summer)

Business Market Management (MGT 4101)

Building upon the foundation developed in Marketing Management, this course examines selected dimensions of the marketing mix in greater detail while at the same time emphasizing the integrated nature of marketing activities. Primary focus centers on the planning and directing of an organization's total marketing effort. Special emphasis is placed on the added complexity of developing and managing the marketing function in a multinational arena. The development of a comprehensive, actionable marketing plan for a cooperating business is a major requirement of this course.
(3 Credits)

Managerial Decision-Making and Tactics (MGT 4160)

This course applies the analytical skills and managerial insights of microeconomics. Objectives are efficient resource allocation and value-maximizing marginal decisions under asymmetric information. Topics include sales estimation, the market for dollars as foreign exchange, alternative concepts of production efficiency, competitive tactics, asymmetric information in product markets, pricing techniques, rivalrous oligopoly, non-cooperative strategy games, labor market dynamics, and managerial incentive contracts.
(3 Credits)

Managerial Finance I (FIN 4150)

Managerial Finance I examines the conceptual and practical issues involved in contemporary financial management. Primary emphasis is placed on the development of analytical tools needed by financial managers seeking to maximize shareholder value. Topics covered include financial statement analysis, valuation, risk measurement, capital budgeting, cost of capital, dividend policy, capital structure, financing alternatives, and working capital management.
(1.5 Credits)

Operations Management I (OPS 4180)

Producing a quality product or delivering a quality service is the fundamental task of any firm. Managing the transformation of inputs (including raw materials, labor and capital) into outputs (either

goods or services) is the main focus of the operations function. This course focuses on using operations to compete and win sustainable competitive advantage in the marketplace. The first of this two-course sequence examines the product/process relationship, process analysis, business process re-engineering, quality management, and tactical control of operations. In addition, differences in the management of service vs. manufacturing operations are analyzed.

(1.5 Credits)

YEAR 2

Semester 4 (Fall)

Macroeconomics: Markets, Models and Policy (MGT 4161)

A study of the causes and consequences of growth, unemployment, inflation, and business cycles in the domestic U.S. economy is intertwined with world trade, international flow of funds, domestic monetary and fiscal policy, and international political-economic events. Macroeconomic models are heavily used and continuously confronted with actual past performance of U.S. and world economies and present macroeconomic conditions. Topics include whether deficits matter, exchange rate fluctuations, the international debt crisis, monetary policy activism, and business cycle forecasting.

(3 Credits)

Managerial Finance II (FIN 4151)

Managerial Finance II continues with analysis of the topics developed in Managerial Finance I. Additional topics covered in this course are the use of derivative securities, international financial management, lease analysis, mergers, acquisitions and corporate restructuring, and the instruments and operation of the money and capital markets.

(3 Credits)

Operations Management II (OPS 4181)

The second course in this sequence builds on the foundations of operations covered in the first course. Various strategic issues are examined including time-based competition, distribution, capacity planning, technology management, and internal operations. The interfaces between the operations function and other functions of the firm such as finance, accounting, and marketing are also highlighted.

(3 Credits)

Semester 5 (Spring)

Managing Information Technology (MGT 4190)

In the past 20 years, few things have changed business, both in the U.S. and abroad, more than information technology (IT). This course provides frameworks for evaluating a firm's portfolio of IT investments and alternatives; for identifying future opportunities for business transformation; and for managing IT resources within the organization. Special attention is paid to the role of the Internet in enabling new business models.

(3 Credits)

Perspectives on Global Business (MGT 4120)

Perspectives on Global Business introduces students to the special problems and complexities of operating in the global marketplace. The course stresses basic, fundamental concepts and issues that all international business managers should know, and, to accomplish this objective, a cross-functional approach is taken. To some extent, the course deals with issues in the fields of international accounting, economics, finance, law, marketing, organizational design and behavior, politics, production, and strategy. The course does not typically address these fields separately but instead stresses integration within an international business context.

(3 Credits)

Elective I (XXXX)

Students have an elective choice in this semester. Course topics in recent years have included advanced financial management, entrepreneurship, negotiations, and operations strategy.
(3 Credits)

Semester 6 (Summer)

Global Strategic Management (MGT 4121)

As the economic world becomes increasingly interdependent, strategic management can no longer be considered primarily in a domestic setting. As firms increase their global involvement, managing across countries and cultures places an increasing burden on managerial capabilities. The Global Strategic Management course has been designed to acquaint students with managing strategies and organizations in a global context. The course exposes students to concepts and frameworks for strategy formulation, industry and competitor analysis, impact of public policy on strategic management, organizational configurations and contexts, cross-cultural/comparative management, transitional management and strategic control.
(6 Credits)

Elective II (XXXX)

Students have their second elective choice in this semester. Students also may choose to participate in one of the international offerings – study tours to PR China, Japan, Oxford University in England; a trip to Vienna, Austria; Budapest, Hungary; and Prague in the Czech Republic; or a trip to cities in France and Germany.
(3 Credits)

Wake Forest University
Babcock Graduate School of Management
Wake Forest MBA Program

Policy for Use of Career Management Center

Career Management Center for Evening, Executive and Charlotte Students

The mission of the Career Management Center Office is to design and manage services and programs that will enhance the career progression and employment opportunities of our graduates. The Career Management Center is not an employment agency. We do not charge you for our services nor do we guarantee to secure you a position or "place" you. We firmly believe that your job search and career planning are developmental processes that must be an integral part of your total educational experience. Therefore, our office serves as a coordinator, facilitator and an adjunct to the total Babcock School educational program. As in the business world, you must have "ownership" of your own career development and progression.

The following services are available to all Babcock students:

- Career Management Center which includes:
 - * Business periodicals
 - * Copy machine
 - * Fax machine
 - * Computer (limited use)
- Career Resource Manual
- Alumni Career Networking database (ACN)
- Intranet Information
- WPC Library (on reserve at the circulation desk)
 - * Company contact names that recruit on-campus
 - * Job listings
 - * Hard copy of the Alumni database
- "How To" books on resume writing, interviewing and job search
- Job Search Workshops and Training

Eligibility Requirements: Evening, Fast-Track Executive and Charlotte program (EEC) students are eligible 12 months prior to graduation and may use the Career Management Center for up to 12 months. In addition, they must be fully self-funding their MBA studies, be unemployed or have written permission from their company to use the Career Management Center. EEC students who receive any funding from their employer must obtain written permission from their current employer to use the Career Management Center. This letter must be from the office of the VP of Human Resources (or corporate office responsible for setting educational reimbursement policies) and must specifically state that the employee has permission to use the Career Management Center's offices and interview on campus with other organizations. No approvals will be granted based on letters from local managers or regional offices.

EEC students that meet the criteria stated above are eligible for all services offered by the Career Management Center on the same basis as that provided to Full-time MBA students. These services include; career counseling and job coaching, resume review and critique, and the opportunity to interview on campus for jobs which their profile and career concentration matches the hiring goals of the recruiter. EEC students are not eligible to participate in the New York and Atlanta MBA Consortiums.

The Winston-Salem Evening, Fast-Track Executive and Charlotte MBA programs are general management programs. Therefore students in these three programs are limited to interviewing for general management and consulting positions. Students in these three programs do not receive adequate functional course depth for MBA entry-level functional jobs. As with our Full-time students, prior work experience does not substitute for functional coursework.

The Career Management Center is responsible for managing the on-campus interview process and insuring that only candidates meeting all requirements, stated in their specific program policy, appear on an interview schedule.

In order for resumes to be included in the MBA Resume Book, they must correctly identify the student's career concentration (for Full-time MBA program students) or indicate consulting and/or general management for Winston-Salem Evening, Fast-Track Executive, and Charlotte MBA program students.

All students are required to abide by policies, procedures and information requirements as set forth by the Career Management Center. As with all our students, any violations of policy may result in the termination of rights to use the Career Management Center. If interested in using the Career Management Center, please see Carolyn Campbell (Winston-Salem) or Leslye Gervasi (Charlotte) to fill out the necessary paperwork.

Hours:

Monday through Friday	8:30am - 5:00pm
TBA	5:00pm - 8:00pm (during the fall and spring)
Saturday	10:00am - 2:00pm (during the fall and spring)

This policy may be revised by the administration of the Babcock School based upon our experience and opportunities to better serve the Babcock community.

**Wake Forest University
Babcock Graduate School of Management
MBA Program
Honor Code**

The Babcock Graduate School of Management has established a set of values that demands the highest standards of its students and faculty. While recognizing our different ways, different personalities and different views, we are of one mind about the Honor Code. We are honor bound to uphold the principles of this most cherished possession of the Babcock community. The Honor Code is built on the foundation of the following four points:

1. I will not lie
2. I will not cheat
3. I will not steal
4. I have a duty to report any honor violation of which I am personally aware to a member of the Honor Council.

The first three points of the Honor Code are precepts on which any civilized society must function. The fourth point, however, requires that each member of the Babcock community take responsibility for the ethical well being of his or her classmates. Clearly, this fourth point is the most difficult of the four points because it involves an actual commitment; however, it is the most important point because it is what makes the Code belong to each student. Failure to uphold the fourth point is considered an honor offense.

The Babcock School reserves the right to bring disciplinary action to bear against students for breaches of conduct inside the Babcock community. The school may bring penalties against a student who violates the Honor Code ranging up to expulsion from the program.

Terms in this document should be construed to have their ordinary non-legal meaning. The school's honor system is grounded in the following definitions concerning Honor Code violations:

1. No student shall lie. Lying is defined as deliberately making a false or deceiving statement to another member of the Babcock community.
2. No student shall cheat. Cheating is defined as willfully or deceptively giving or receiving aid, attempting to do so, or wrongfully obtaining or attempting to obtain prior information about cases and examinations.
3. No student shall commit plagiarism. Plagiarism is defined as intentionally offering as one's own, any ideas, words, paragraphs, or phraseology that are attributable to other sources. Students are responsible for following the directions of the instructor concerning all assignments.
4. No student shall steal from the members of the Babcock community. This includes any attempt to gain access or to aid another in gaining access to any e-mail or physical mailbox other than one's own without proper authorization.

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Spirit of the Honor Code

The purpose of the Honor Code is not to define exact boundaries and areas that may be construed as acts of dishonor. Rather, the Honor Code creates a general spirit that should be respected and maintained throughout one's career in the Babcock community and carried forth into one's professional career. The Honor Code provides a framework for all members of the Babcock community to use when determining the integrity of any personal, professional or academic action.

**Wake Forest University
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MBA Program**

Honor Council Procedures

The Honor Council

The purpose of the Honor Council shall be:

1. To receive and investigate reports of alleged honor violations and to bring charges.
2. To hold hearings on the charges in accordance with the procedures set forth herein.
3. To submit to the Dean a fair verdict of judgment for his final approval.

The Full-time Program Honor Council is comprised of two first-year full-time program council members, two second-year full-time program council members, one second-year full-time program chairperson, and one faculty advisor.

The Winston-Salem executive, evening and Charlotte programs Honor Council is comprised of seven members, with two representatives elected from each program plus the Full-time Program Honor Council Chairperson.

Elections

Full-time Program Honor Council

The full-time program student body elects the first and second-year Council members and the chairperson. Rising second-years are elected during the second week of April of their first academic year. First-year elections are carried out during the fourth week of school. A simple majority determines election outcomes; ties require a run-off. If a Council member drops out of the program during his or her tenure, a replacement is immediately elected to finish the term.

Working Professional Programs Honor Council

Students in the Winston-Salem evening and Charlotte programs elect one representative from each class to serve on the council. First year Fast-Track Executive program students will elect two representatives from their class. Terms will run for 12 months, through the next election. Elections are held no later than September 9 each year. A simple majority determines election outcomes; ties require a run-off. If a Council member drops out of the program during his or her tenure, a replacement is immediately elected to finish the term.

A faculty member is appointed by the Dean and may serve incumbent terms at the discretion of the Dean. The faculty member has no voting power and serves in an advisory capacity only.

The Honor Council chairperson is responsible for student elections to the Full-time Program Honor Council. Students may serve consecutive terms and hold positions in extracurricular associations, including the Student Government Association. Program Directors for the working professional programs are responsible for the election process in those programs.

An Honor Council member's public and official behavior should be beyond reproach and free from impropriety. Each newly elected member of the Honor Council shall, on an individual basis, take the following oath to be administered by the Dean of the Babcock school:

I do solemnly swear that I will work to the best of my ability as a member to the Honor Council, that I will observe the Honor Code, and that I will always be mindful of the interest of the Babcock School and the public.

Investigation

The Honor Council chairperson and one other Council member question the witness(es) of alleged honor violations to obtain all the details. The two then summon the accused and inform him or her of the charges, requesting an explanation. The witness(es) remain anonymous during this procedure. If the student in question denies the charges and the Honor Council concludes there is insufficient evidence to the contrary, the case is dropped.

The chairperson calls Honor Council hearings for those students whose charges are not dropped. All members of the Honor Council must be present at honor case hearings. Honor Council meetings are held in secret session unless the accused requests an open hearing.

With the exception of the investigators while investigating a case, no member should mention, comment upon, or discuss in any manner the case except when the Honor Council itself is sitting to consider the case. This applies to both open and closed proceedings. Members not investigating the case should refrain from learning about the case prior to the hearing.

Hearing Procedures

At the time of hearing, the accused is brought before the Honor Council, and faces, for the first time, the witness(es). In the case of multiple witnesses, witnesses are presented individually to prevent testimonial bias. When considering a case, a member should always bear in mind that he or she is deciding whether a particular regulation has been violated. A member, however, should consider the welfare of the individual and the integrity of the Babcock community in setting penalties for violations.

Note: The Council is not to seek the truth under its interpretation of legal methodology, but rather in a straightforward, adult fashion (i.e., the hearing is not a court procedure and we are not lawyers).

After dismissing everyone but Honor Council members, the Council discusses the case privately. A vote is taken to determine if the individual is "guilty" or "not guilty". A simple majority determines the verdict. If the accused student is found "not guilty" then the case is closed. If a "guilty" verdict is reached, a secret vote is held in which all members vote either "stay with penalty" or "resign". This vote accompanies the Council's recommendation to the Dean. Four out of five Council votes are required for a full-time program student to be asked to resign; three out of four Council votes are required for a working professional program student to be asked to resign. A majority vote of "resign" represents the Council's belief that the student is basically dishonorable and must go quickly. The Honor Council believes a student found guilty with a majority vote of "stay with penalty" deserves a second chance. The Council provides a written statement of findings and recommends an appropriate disciplinary action for these students, including, but not limited to, repeating a course, assigning a grade of F for the course, requiring a public apology or prescribing community service work.

In all cases where a finding of guilt has been made, the Honor Code Appeals Committee will automatically review the case. The Honor Code Appeals Committee ultimately decides the School's course of action, maintaining an appropriate balance between the goals and the objectives of both the Babcock School and the Honor Code. In cases where a change of grades is recommended, the recommendation is made to affected faculty member(s), who has (have) the final grade authority.

Announcements

In the event a student resigns from the Babcock Graduate School due to an Honor offense, an announcement will be made. Neither case details, nor the student's name will be included in the announcement.

Wake Forest University
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Honor Code Contract

The students of the Babcock Graduate School of Management have prepared the Honor Code, recognizing it as a contract between each person of the community. It is an agreement by which the community grants privileges and opportunities of citizenship, and each person within the community accepts two fundamental responsibilities:

1. To maintain personal integrity by internalizing and living the Code, and
2. To maintain the integrity of the community by helping others live by the Code.

The successful functioning of the Honor Code, indeed of the University itself, depends on mutual confidence and trust among students, faculty members and staff. Unless each is assured that the other will uphold the contract, the Code will fail and the University will be diminished. Moreover, students and faculty members share a responsibility for hearing and evaluating reports of Honor Code infractions.

The significance of this matter should not be underestimated. The certification a person receives for completing a class, course of study, or requirements for a degree is without value if the person obtained that certification dishonestly. Examination papers, laboratory work, essays, theses, projects, research tools, and all other class work for classes and degrees are to be prepared with no use having been made of unauthorized or undocumented materials of any kind. *Students are not to give or receive aid in examinations or in class work where such is not permitted.*

Any individual violation of the Honor Code compromises every member of the community. Therefore, the entire community has a deep-rooted investment in the honesty of every person at Babcock.

The Honor Code will only work effectively in the Babcock community as long as each member ensures its enforcement. As you pledge to live by the Code, you also accept the responsibility of reporting any probable violations with which you are personally aware. As a Babcock student, it is your duty to bring to the attention of the Honor Council any violation you may witness. Indeed, by failing to do so, you are in fact committing a violation of the Code, by not coming forth with such information.

The Honor Council in turn will investigate the alleged violation in-depth, provide the accused with a fair trial, and recommend a course of action/punishment to the Dean. In the event of a guilty verdict, the accused may appeal the decision of the Honor Council to the Faculty Honor Code Appeals Coordinating Council.

I acknowledge that I have received, read and understand the Honor Code.

Signed: _____

Print your name: _____

Date: _____

Wake Forest University
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A Note on Plagiarism

Plagiarism is the dishonest use of the work of others.

Few students plagiarize deliberately; that is, few copy, with conscious dishonesty, another student's ideas, or a passage from a book or article. But a number of students, feeling the pressure of regular writing assignments, and actually confused about the legitimate use of materials, may be tempted to "borrow" sentences and patterns of ideas, or to "get help" on a theme, unless the whole concept of plagiarism is clarified for them. It is the purpose of this note to make clear what plagiarism is and how it can be avoided.

Plagiarism means presenting, as one's own, the words, the work, or the opinions of someone else. It is dishonest, since the plagiarist offers, as his own, for credit, the language, or information, or thought for which he deserves no credit. It is unintelligent, since it defeats the purpose of the course--improvement of the student's own powers of thinking and communication. It is also dangerous, since penalties for plagiarism are severe; they commonly range from failure on the paper to failure in the course; in some institutions the penalty is dismissal from the program.

Plagiarism occurs when one uses the exact language of someone else without putting the quoted material in quotation marks and giving its source. (Exceptions are very well known quotations, from the Bible or Shakespeare, for example.) In formal papers, the source is acknowledged in a footnote, in informal papers, it may be put in parentheses, or made a part of the text: "Robert Sherwood says, . . ." This first type of plagiarism, using without acknowledgment the language of someone else, is easy to understand and to avoid: when a writer uses the exact words of another writer, or speaker, he must put those words in quotation marks and give their source.

A second type of plagiarism is more complex. It occurs when the writer presents, as his own, the sequence of ideas, the arrangement of material, the pattern of thought of someone else, even though he expresses it in his own words. The language may be his, but he is presenting as the work of his brain, and taking credit for, the work of another's brain. He is, therefore, guilty of plagiarism if he fails to give credit to the original author of the pattern of ideas.

This aspect of plagiarism presents difficulties because the line is sometimes unclear between borrowed thinking and thinking which is our own. We all absorb information and ideas from other people. In this way we learn. But in the normal process of learning, new ideas are digested; they enter our minds and are associated and integrated with ideas already there; when they come out again, their original pattern is broken; they are re-formed and rearranged. We have made them our own. Plagiarism occurs when a sequence of ideas is transferred from a source to a paper without the process of digestion, integration, and reorganization in the writer's mind, and without acknowledgment of the paper.

Students writing informal themes, in which they are usually asked to draw on their own experience and information, can guard against plagiarism by a simple test. They should be able honestly to answer NO to the following questions:

1. Have I read anything in preparation of writing this paper?
2. Am I deliberately recalling any particular source of information as I write this paper?
3. Am I consulting any source as I write this paper?

If the answer to these is No, the writer need have no fear of using sources dishonestly. The material in his mind, which he will transfer to his written page, is genuinely digested and his own.

The writing of a research paper presents a somewhat different problem, for here the student is expected to gather material from books and articles read for the purpose of writing the paper. In the careful research paper, however (and this is true of term papers in all college courses), credit is given in footnotes for every idea, conclusion, or piece of information which is not the writer's own; and the writer is careful not to follow closely the wording of the sources he has read. If he wishes to quote, he puts the passage in quotation marks and gives credit to the author in a footnote; but he writes the bulk of the paper in his own words and his own style, using footnotes to acknowledge the facts and ideas he has taken from his reading.

Reprinted with minor modifications from Understanding and Using English, Third Edition, by Birk and Birk, Odyssey Press, Inc., 1958.

Wake Forest University
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Unauthorized Copying or Use of Computer Software

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

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

The best position for students, faculty and staff to follow is copying software for use on additional machines is prohibited unless you are told otherwise by an authorized individual.

The University does not require, request, or condone unauthorized copying or use of computer software and such action is considered not to be taken in the course of employment. As a result, the University will not provide legal defense for individuals accused of making unauthorized copies of software. If the University is sued or fined because of unauthorized copying or use by students, faculty, or staff, it will be required to seek payment from the individuals. They may also be subject to disciplinary action that may include dismissal.

University policy requires that all students, faculty, and staff abide by the law and University contractual obligations.

This policy is undergoing revision. The updated version will be available at www.wfu.edu/Computer-information/policies/software.htm.

The following are examples of prohibited uses:

Example 1. You license a software package, make copies and give them to your friends and/or colleagues. You are in violation of the U.S. Copyright Law and the license agreement. You are also guilty of theft under the North Carolina Law. Your friends and/or colleagues are in violation of the U.S. Copyright Law and are guilty of receiving stolen property.

Example 2. As a faculty member, you buy a copy of a software package. When your students arrive for their class or laboratory work, you load the software on several computers for them to use. Unless specifically permitted by the software license agreement, you are in violation of the license agreement and the U.S. Copyright Law. You are also guilty of theft under North Carolina law.

WFU Policy on Responsible and Ethical Use of Computing Resources

Final version, approved by the CIT October 26, 1998.

Introduction

This policy is intended to promote the responsible and ethical use of the computing resources of Wake Forest University. Copies of the policy shall be provided to all users of the Academic Computing System, and every effort shall be made to ensure that all users read the policy at least once.

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

The administrators of various on-campus and off-campus computing facilities, and those responsible for access to those facilities, may promulgate additional regulations to control their use, if not inconsistent with this policy. System administrators are responsible for publicizing any such additional regulations.

Basic Principles

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

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

Use of campus facilities is restricted to authorized users. For the purposes of this document, an "authorized user" shall be defined as an individual who has been assigned a login ID and password by Information Systems staff (on any relevant system), or by an authorized agent. Individual users are responsible for the proper use of their accounts, including the protection of their login IDs and passwords. Users are also responsible for reporting any activities which they believe to be in violation of this policy, just as students are responsible for reporting Honor Code violations.

Individuals should use only those computing facilities they have been authorized to use. They should use these facilities:

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

Abusive activities which are already covered under other University policies are to be handled in the same way, and by the same authorities, as if a computer had not been involved, following established guidelines. In such cases the Information Systems Department will follow the advice of the appropriate parties, although it reserves the right to add additional, computer-oriented punishments when the abuse involves the use of campus computing resources. Violations that relate exclusively to this policy and other computer usage policies (such as forging mail and interfering with the use of campus computer resources) shall be handled by Information Systems directly.

System Monitoring

This statement serves as notice to all users of campus computing systems that regular monitoring of system activities may occur. (But see also section 4 below.)

Only the following persons are authorized to engage in system monitoring; the Chief Information Officer or Assistant Chief Information Officer, Director of Networking, Director of Systems, Assistant Manager of Systems, and any Systems Administrator or Network Administrator (on the systems or networks they administer).

Detailed records of all system monitoring that takes place (routine or not) shall be kept, and may be inspected by the Provost or an appointed representative of the Provost at any time.

The following may be monitored by the above-mentioned staff:

1. Any system log files which contain information pertaining to processes executed on a given system.
2. System directories, temporary storage areas, work areas, and all areas outside of users' personal files. (Personal files are defined as any files created by and/or owned by the user.)
3. Unsuccessful attempts to log into an account or a network.
4. Attempts to gain unauthorized access to departmental or personal machines within the campus community.
5. Attempts to disguise the source of electronic mail.
6. Personal computers associated with reported incidents of harassment or other violations of acceptable use policies, or user complaints.
7. Any activity which in the opinion of the staff appears to compromise the security or integrity of the operating system.

In addition mail messages with invalid recipient or sender fields are commonly sent to the "Postmaster", who will examine them to determine the cause of the problem. Complaints brought by users will also result in examination of relevant information.

Privacy

All individuals, including the members of the Information Systems staff, should respect the privacy of other authorized users. Thus they should respect the rights of other users to security of files, confidentiality of data, and the ownership of their own work.

Nonetheless, in order to enforce the policies set out here, the Information Systems staff listed in section 3 are permitted to monitor activity on local computing systems. In general, the staff may routinely search a University-owned file system for potential violations. When there is clear evidence of a serious violation, they may view users' files, monitor keystrokes, and otherwise observe users' activities. In especially serious cases Information Systems staff may read users' email, but only after obtaining permission from the Provost.

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

1. Evidence of Honor Code or Social Rules and Regulations violations will be referred to the Dean of the appropriate college, or to the Dean of Students.
2. Evidence of improper activities by University employees will be referred to the Director of Human Resources or the appropriate University officers.
3. Evidence of violations of law will be referred to the appropriate law enforcement officials.

Should Information Systems receive an inquiry concerning whether a user has had computer-related disciplinary action taken against him or her, IS staff will provide only a confirmation of the disciplinary action taken and the dates of the action. No information regarding the reasons for the action will be

provided to anyone except the user and the authorities involved, and no names may be given. (For example, if someone asks about the person that broke into their account, they are only told the punishment and dates of the punishment - not who broke into the account. IS staff are committed to abide by existing privacy laws.)

Prohibited Activities

The following list is intended to aid in interpreting the principles set out above; the list should not be construed as comprehensive. Examples of actions in violation of the approved principles are:

1. Providing copyrighted or licensed software to others while maintaining copies for one's own use, unless there is a specific provision in the license which allows this. This activity is forbidden even if the software is provided without cost for an educational purpose.
2. Using software or documentation known to have been obtained in violation of the Copyright Law or a valid license provision. Use of a copyrighted program obtained from another party, for which no license exists that allows such a transfer, will be presumed to be knowing and the burden of demonstrating that the use was innocent will rest with the user.
3. Using a copyrighted program on more than one machine at the same time, unless this is permitted by a specific license provision.
4. Copying any copyrighted printed documentation.
5. Interfering with others' legitimate use of computing facilities.
6. Using the computer access privileges of others.
7. Providing any unauthorized user with access to a personal login ID, or in any way allowing others access to a machine under one's own name. This includes providing access to campus computing resources without the express written permission of Information Systems.
8. Intentionally creating, modifying, reading or copying files (including mail) to or from any areas to which the user has not been granted access. This includes accessing, copying, or modifying the files of others without their explicit permission.
9. Disguising one's identity in any way, including the sending of falsified messages, removal of data from system files, and the masking of process names. This prohibition includes sending electronic mail fraudulently.
10. The establishment of any function which provides unauthorized access, via the Internet connection or otherwise, without the written permission of Information Systems. For example, users may not install games which allow users to access academic computers without a valid login ID.
11. Sending harassing or libelous messages via any digital means.
12. Sending chain letters via electronic mail.
13. Using University facilities to gain unauthorized access to computer systems off-campus.
14. Use of campus computer facilities for commercial purposes without prior written permission.
15. Attempting to interfere with the normal operation of computing systems in any way, or attempting to subvert the restrictions associated with such facilities.

Disciplinary Actions

Substantial evidence of a violation of the principles described in this policy statement may result in disciplinary action. As stated above, in cases where a policy already exists, and the only difference is that a computer was used to perform the activity, such action will be taken through appropriate University channels such as administrative procedures, the Honor and Ethics Council, the Graduate Council, or other supervisory authority to which the individual is subject. Violation of State or Federal statutes may result in civil or criminal proceedings. Otherwise, however, those who engage in computer violations are subject to Information Systems.

System administrators, with due regard for the right of privacy of users and the confidentiality of their data, have the right to suspend or modify computer access privileges, examine files, passwords, accounting information, printouts, tapes, and any other material that may aid in maintaining the integrity and efficient operation of the system. Users whose activity is viewed as a threat to the operation of a computing system, who abuse the rights of other users, or who refuse to cease improper behavior may have disciplinary action taken against them.

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

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

Upon taking action, Information Systems will notify the user in writing within 24 hours. The notice will clearly state which policies allegedly were violated. The suspended user must contact the Assistant Vice-President of Information Systems or his designated representative (the "policy enactor") regarding the suspension. After discussing the alleged violation, the policy enactor may undo any or all of the disciplinary action, or continue action for up to one year. If the user has not contacted the Representative within seven days of the disciplinary action, the Representative will render a decision and notify the user as specified below.

In the event that the user and the policy enactor are unable to resolve the matter to the user's satisfaction, he or she may appeal to the Director of Information Systems within seven days. The Director of Information Systems may modify or sustain the decision. When disciplinary action is taken, a written notice will be sent to the user and the Office of the Provost explaining the length of the punishment and the violations which occurred. Copies of this notice will be sent to administrators of other campus computing systems on a need-to-know basis. Information Systems also will forward this notice to the authorities specified above if there is reason to believe a violation of other University policies or law has occurred.

If a revoked privilege is needed by a student to complete classwork, the student must obtain a note signed by the professor in question explaining why the privilege is required, to be sent to the policy enactor. Only the minimum privileges needed for the student's class activities will be restored. Any further abuse by the student in question will lead to the privilege being revoked anyway. Information Systems reserves the right to monitor previous offenders for further abuse.

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

Changes to this Policy

Information Systems may, in consultation with the Committee on Information Technology, change or amend this policy from time to time. When changes are made, they will be announced through whatever messaging system is currently in use. As with all matters of law and ethics, ignorance of the rules does not excuse violations.

**Wake Forest University
Babcock Graduate School of Management
MBA Program**

Social Rules and Regulations

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

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

The dean of the Babcock School has the authority to suspend students from the school in "cases of clear and present danger to lives and property and in instances of violence to persons..."

Personal Conduct

Each student should be aware of and responsible for the following rules and regulations:

1. Plagiarism, cheating, stealing, and deception are serious violations in every instance. They will be referred to the Honor Council. Falsification of ID's and/or use of fraudulent identification will be considered as deception.
2. Any activity that destroys or defaces property or grounds, at the University or elsewhere, is prohibited.
3. Removal of books from the library without following proper checkout procedures or by misuse of identification is prohibited.
4. Gambling is prohibited.
5. Indecent exposure and illicit sexual activity are prohibited.
6. Verbal abuse and/or harassment are prohibited. Verbal abuse is the use of obscene, profane or derogatory language that abuses or defames another person. Harassment is any action, verbal or nonverbal, intended to annoy or disturb another person. This may be a single incident or a series of incidents.
7. Intoxication, and other forms of alcohol abuse (see definition under Alcohol Abuse), driving while impaired (DWI), public consumption, or public display of alcoholic liquors, wines, or beer in residence halls or elsewhere on campus is prohibited. Students are subject to state and federal regulations concerning the use of alcohol. A campus DWI charge does not exempt students from external legal action. Alcohol consumption and actions that accompany such consumption will not be seen as an excuse for inappropriate and harmful behavior. Public display is defined as the possession and/or consumption of alcoholic

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

8. Use, possession, manufacture, sale, distribution of, transportation of illegal drugs (cocaine, marijuana, heroin, crack, ice, etc.) and drug paraphernalia is prohibited. Students found to be involved in its use, possession, manufacture, sale, distribution, or transportation, on or off campus, will be subject to disciplinary action, which may include dismissal from the University. Refer to the Substance Abuse Policy and Program section of this document.
9. Hazing, physical abuse or threat of physical harm in any form is prohibited.
10. Sexual assault, abuse, or harassment is prohibited.
11. Failure to comply with the directions of University officials (Police, etc.) or other appropriate authorities acting in the performance of their duties is a serious offense. Such conduct as failure to provide ID and disrespectful, uncooperative, abusive or threatening behavior will be dealt with severely.
12. The use and/or possession of pyrotechnics and other explosives is not permitted anywhere on campus.
13. Deadly weapons of any type are prohibited everywhere on campus except for use in the Department of Military Science. Examples include (but are not limited to): BB guns, stun guns, air rifles, air pistols, paint ball guns, bowie knives, dirks, daggers, slingshots, leaded canes, switchblade knives, blackjacks, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp, pointed or edged instruments, except instructional supplies, unaltered nail files and clips, and tools used solely for preparation of food, instruction, and maintenance.
14. Unauthorized entry or occupation of any University facility which is locked, closed to student use, or otherwise restricted as to use, is prohibited.
15. Disorderly Conduct: Any behavior which disrupts the regular or normal functions of the Wake Forest University community, including behavior which breaches the peace or violates the rights of others, is prohibited.
16. Wake Forest students are responsible for conducting themselves so as not to bring disrepute to the University. Conduct or activity by members of the student body living in, or hosting functions at, off-campus locations that has the effect of unreasonably interfering with the rights of neighbors is prohibited. This standard of conduct recognizes and affirms a responsibility to respect the rights of others appropriate to the setting in which one lives. It also recognizes the duty of Wake Forest students who are residents of off-campus rooms/apartments/houses to control the nature and size of activities carried out in or on their premises consistent with the standards of the University.
17. Intentional disruption or obstruction of teaching, study, research, administration, disciplinary procedures, or any other University activity is prohibited.
18. Any unauthorized activity on University property that affects the University's pursuit of its mission is prohibited.
19. The solicitation of sales, services, memberships, or gifts on campus without permission of the dean is prohibited.

20. Federal law restricts the use of copyrighted video, audio, or computer material. Any organization or student using such material should be certain that its use conforms to this law.
21. Contempt of the judicial process, including failure to appear for a judicial hearing or failure to observe and comply with judicial sanctions, is an offense.

Sanctions imposed as a result of personal conduct or honor system violations become a part of the student's record that is maintained in the Babcock Registrar's Office.

Although transcripts of the permanent education record are normally issued to students upon written request, they may be withheld where there are unpaid financial obligations to the University or other unresolved issues.

Notwithstanding the judicial process, the University reserves the right to take appropriate action in matters involving loss of, or damage to, University property, etc.

Organizational Conduct

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

General Principles of Group Responsibility

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

1. Members of the group act in concert to violate University standards of conduct.
2. A violation arises out of a group-sponsored, financed or endorsed event.
3. A group leader(s) has knowledge of the incident before it occurs and fails to take corrective action.
4. The incident occurs on the premises owned or operated by the group.
5. A pattern of individual violations is found to have existed without proper and appropriate group control, remedy, or sanction.
6. Members of a group act in concert, or the organization provides the impetus (probable cause) for violation of University rules and regulations.

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

Every organization has the duty to take all reasonable steps to prevent any infraction of University rules and state laws growing out of or related to the activities of the organization. This duty is applicable not only to members of the organization who are engaging in the activity, but is applicable to every member, including those not engaging in the activity.

Thus, if a number of members are involved in misbehavior growing out of their association or membership in the group, even if no other members are around to prevent the action, the organization will still be held collectively liable for the misbehavior so long as it grows out of the life of the organization. All members should be aware that their misdeeds may result in the sanctioning of their entire organization and themselves as individuals.

Non-Discrimination Statement

Wake Forest University is committed to administer all educational and employment activities without discrimination because of race, color, religion, national origin, age, sex, veteran status, handicapped status or disability as required by law. In addition, Wake Forest rejects hatred and bigotry in any form and adheres to the principle that no person affiliated with Wake Forest should be judged or harassed on the basis of perceived or actual sexual orientation. In affirming its commitment to this principle, Wake Forest does not limit freedom of religious association or expression, does not presume to control the policies of persons or entities not affiliated with Wake Forest, and does not extend benefits beyond those provided under other policies of Wake Forest. The University has adopted a procedure for the purpose of resolving discrimination complaints. Inquiries or concerns should be directed to R. Charles Moyer, Dean, Babcock Graduate School of Management at (336) 758-5418 or Doris McLaughlin, director of equal opportunity and employee relations, at (336) 758-4814.

Student Complaints

Situations may arise in which a student believes that he or she has not received fair treatment by a representative of the University or has a complaint about the performance, actions or inaction of the staff or faculty affecting a student. The procedure for bringing these issues to the appropriate person or body is outlined below. Students are encouraged to seek assistance from their advisors or another member of the faculty or staff in evaluating the nature of their complaints or deciding on an appropriate course of action. A complaint should first be directed as soon as possible to the person or persons whose actions or inactions have given rise to the problem - not later than three months after the event. For complaints in the academic setting, the student should talk personally with the instructor. Should the student and instructor be unable to resolve the conflict, the student may then turn to Babcock's Associate Dean for Faculty and Alumni Affairs for assistance. The Associate Dean will meet with both parties, seek to understand their individual perspectives, and within a reasonable time, reach a conclusion and share it with both parties. Finally a student may appeal to the Dean of the Babcock School who will study the matter, work with the parties, and reach a final resolution.

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

The complaint/grievance process outlined above is meant to answer and resolve issues arising between individual students and the University and its various offices from practices and procedures affecting that relationship. In many cases, there are mechanisms already in place for the reporting and resolution of

specialized complaints (harassment and discrimination for instance), and these should be fully utilized where appropriate. Violation of student conduct rules or the honor system should be addressed through the judicial process specifically designed for that purpose.

Rape and Sexual Assault

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

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

It is crucial to obtain medical attention as soon as possible to prevent or treat sexually transmitted diseases and to prevent pregnancy. The Student Health Service is open 24 hours when the University is in session and can perform a preliminary physical examination and other tests, including a urine drug screen for the presence of sedative drugs such as Rohypnol or GHB ("date rape drugs"). It is also important to consider having an evidence collection kit completed within 72 hours, should the victim decide that they might want to file legal or judicial charges, either immediately or at a later date. These procedures may be obtained through the emergency departments at Forsyth Memorial Hospital or North Carolina Baptist Hospital.

It is important that victims receive the support and information they need to make considered decisions about how to proceed. On-campus resources include University Counseling Center staff (758-5273) who are available on a 24-hour basis when the University is in session; PREPARE Student Advocates, Wake Forest students who have received training in working with other students who have been sexually assaulted; Victim Services volunteers from University Police; or a member of the Campus Ministry staff.

Victims may report an incidence of sexual misconduct directly to University Police (758-5911) for incidents that occur on-campus, or the Winston-Salem Police for incidents that occur off-campus. Victims have three options for reporting. If the alleged assailant is thought to be a Wake Forest student, victims are strongly encouraged to report an incident of sexual misconduct to the University Judicial System, where a special judicial process has been established to address complaints of sexual misconduct. A student may file a complaint of sexual misconduct at any time during their matriculation at Wake Forest regardless of the length of time between the alleged misconduct and the decision to file the complaint. Victims may also consider pursuing a civil suit for money damages, or they may pursue criminal prosecution by having charges filed by a prosecutor or district attorney.

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

I. Forms of Sexual Misconduct

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

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

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

Examples include:

- Inducing incapacitation with the intent to rape or sexually assault another student;
- Non-consensual video or audio taping of sexual activity;
- Allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;
- Engaging in Peeping Tommery (voyeurism);
- Knowingly transmitting an STD or HIV to another student;
- Prostituting another student (i.e. personally gaining money, privilege, or power from the sexual activities of another student).

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

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

Cyperstalking (according to NC Statute 14-196.3): Occurs when a person uses electronic mail or electronic communication to convey any words or language threatening to inflict bodily harm to a person, or physical injury to the property of any person, or for the purpose of extorting money or other things of value from a person; to communicate to another repeatedly, for the purpose of abusing, annoying, threatening, terrifying, harassing, or embarrassing any person; to knowingly make any false statement concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct of the person electronically mailed or of any member of the person's family or household with the intent to abuse, annoy, threaten, terrify, harass, or embarrass. If committed with the intent and for the purpose of abusing, annoying, threatening, terrify, harassing, or embarrassing, the following examples MAY constitute cyberstalking:

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

II. Terminology

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

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

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

- In the absence of mutually understandable words or actions (a meeting of the minds on what is to be done, where, with whom, and in what way), is the responsibility of the initiator; that is, the person who wants to engage in the specific sexual activity, to make sure that they have consent from their partner(s).
- Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a mutually understandable agreement between them to do the same thing, in the same way, at the same time, with each other.
- Consent which is obtained through the use of fraud or force, whether that force is physical force, threats, intimidation, or coercion, is ineffective consent.
- Consent may never be given by: minor to legal adults; mentally disabled persons; or physically incapacitated persons.
 - One who is physically incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary), or who is unconscious, unaware, or otherwise physically helpless, is incapable of giving consent.
 - One may not engage in sexual activity with another who one knows or should reasonable have known is physically incapacitated.
 - Incapacitation means being in a state where a person lacks the capacity to appreciate the fact that the situation is sexual, or cannot appreciate (rationally and reasonably) the nature and/or extent of that situation of its potential consequences.

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

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

III. Explanations

- An "intent to rape" is not required under this policy. Unlike murder, for which there must be an intent to kill, rape is not an intent-based concept. The requisite intent for rape is demonstrated by engaging in the act of intercourse intentionally.
- Silence, previous sexual relationships, and/or current relationship with the respondent (or anyone else) may not, in themselves, be taken to imply consent. Consent cannot be implied by attire, or inferred from the buying of dinner or the spending of money on a date.
- Consent has an expiration date. Consent lasts for a reasonable time, depending on the circumstances.
- Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly; upon clear communication, all sexual activity must cease.
- Intentional use of alcohol/drugs by the respondent is not an excuse for the initiator to violate the sexual misconduct policy.
- A student who deliberately drugs or plies another with alcohol for the purpose of rendering that person incapacitated or sexually submissive/passive commits a violation of the sexual misconduct policy.
- Attempts to commit sexual assault or rape are also prohibited under this policy, as is aiding the commission of sexual misconduct as an accomplice.

IV. Limited Immunity

The University considers the reporting and adjudication of sexual misconduct cases on campus to be of paramount importance. The University does not condone underage drinking. However, the University will extend limited immunity from sanctioning in the case of illegal alcohol use to victims and to those

reporting incidents and/or assisting the victims of sexual misconduct. Limited immunity means that, depending on the nature of the victim's or the reporting student's violation, it will still be dealt with by the University, through education or counseling, if possible.

Sexual Harassment

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

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

Any member of the Wake Forest community who believes that he or she has been sexually harassed is encouraged to bring the matter to the attention of an appropriate officer of the University. Problems, questions, and grievances can be brought to and discussed with anyone in a supervisory position. Some administrators, who may be especially helpful in advising and aiding a person's own efforts to resolve a problem, are the dean of the school involved, the equal opportunity officer (758-4814) or the University Counseling Center (758-5273).

Administrative Withdrawal Policy

A student may be subject to administrative withdrawal from the University when, in the judgment of the director of Student Health Service, the director of the counseling center or the dean of the Babcock School, the student

- a. engages or threatens to engage, in behavior that poses a significant danger of causing imminent physical or psychological harm to self or others, or
- b. directly and substantially impedes the activities of members of the University community, including other students, University employees and visitors.

The standards and procedures to be followed are on file in the offices of the vice president for student life and instructional resources and the Babcock School's Assistant Dean for Admissions and Student Affairs.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. Right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be made.
2. The right to request amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. The student should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record

as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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 disclosures without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person serving on the Board of Trustees; 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 education records without consent to officials of another school in which a student seeks or intends to enroll.

The following information regarding students is considered directory information:

- (1) name
- (2) address
- (3) telephone number
- (4) electronic mail addresses
- (5) date and place of birth
- (6) major field of study
- (7) participation in officially recognized activities and sports
- (8) weight and height of members of athletic teams
- (9) dates of attendance
- (10) enrollment status (full-time or part-time, undergraduate or graduate)
- (11) degrees and awards received
- (12) the most recent previous educational agency or institution attended by the student
- (13) 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 an eligible student. 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 student, or as otherwise allowed by FERPA.

Any student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with this institution at the Office of the Babcock School 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 the student does not object to the release of the directory information designated.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Disabled Student Services

Wake Forest University endeavors to provide facilities that 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. For more information on assistance contact one of the following individuals depending on the nature of the accommodation needed. For medical or mobility issues contact Dr. Cecil Price, Student Health Services, (336) 758-5218. For learning issues contact Dr. Van Westervelt, Learning Assistant Center, (336) 758-5929 or lacenter@wfu.edu.

Alcohol Policy

Students are subject to all state and local regulations concerning the use of alcoholic beverages. Public intoxication, consumption, or display of liquors, wines, or beers on campus is prohibited. Furthermore, unbecoming behavior or any conduct violation committed by a student under the influence of alcohol will be dealt with in a serious manner.

Effective September 1, 1986, the minimum age for the legal purchase and possession of alcoholic beverages in North Carolina was changed to 21. Wake Forest University recognizes the responsibility of the state and federal governments with regard to the welfare of their citizens and, accordingly, supports this law in university social regulations. Generally, the law provides that

- 1. a person must be at least 21 to attempt to purchase or possess any alcoholic beverage;
- 2. it is unlawful for a person to sell or give alcoholic beverages to an underage person; and
- 3. it is illegal to use fraudulent identification or to allow another person to use one's own identification to obtain alcoholic beverages illegally.

The state Supreme Court has upheld the principle of social host liability. The principle of social host liability holds a server of alcohol responsible for serving a person who the server knows or should have known was intoxicated if the intoxicated person injures a third party.

Graduate student groups planning social functions at which alcohol will be consumed will register such events with their graduate school office and identify a staff or faculty person responsible for supervising the function.

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

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

Alcohol Abuse

Substance abuse, especially alcohol abuse, is a significant problem on university campuses. Wake Forest is no exception. The University has established a community standard that abusive drinking will not be tolerated here.

Abusive drinking at Wake Forest is defined by the dean's office in the following way:

1. Use of alcohol which leads to medical consequences such as passing out, blackouts (loss of memory), gastritis (vomiting, retching), physical injuries, hepatitis, or other medical problems.
2. Use of alcohol in association with inappropriate behavior such as:
 - verbal abuse
 - physical abuse
 - failure to comply with a University official
 - property damage
 - any behavior that violates the personal conduct code of the University
3. Recurring episodes of alcohol abuse.

4. A single episode of alcohol abuse in which the dean of the Babcock School or his/her designee believes that the level of consumption posed a risk to the student's health or well being.

Substance Abuse Policy and Program

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

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

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

The federal law makes it unlawful for any person to manufacture, distribute, create, dispense or to possess with the intent to manufacture, distribute, or dispense controlled substances. Title 21 of the United States Code provides terms of imprisonment and fines for violations of this act. The nature of the offense and whether the person has committed any previous unlawful acts under this statute will determine the term of imprisonment as well as the amount of the fine.

The penalties for violations of alcoholic beverage regulations are found in Chapter 188 of the North Carolina General Statutes. Such penalties include terms of imprisonment and heavy fines.

C. Health Risks. Wake Forest University recognizes that the state of an individual's overall health affects academic performance, job performance and all facets of a student's life. Alcohol and substance abuse rank as one of the major health and economic problems in this society. The use of the stimulants--cocaine, crack and ice--includes such health risks as central nervous system dysfunctions, convulsions, hypertension, heart irregularities, nasal destruction, and a potential for sudden death. A longer-lasting paranoia and unpredictable violent behavior have been associated with the use of ice. Apathy, decreased visual perception, impaired psychomotor skills, and memory loss may be associated with the use of marijuana. Alcohol is a sedative affecting the central nervous system. In addition to intestinal disorders and liver disease, the abuse of alcohol may lead to unpredictable behavior, the impairment of judgment, dangerous mob activities such as drinking games, and unwanted sexual behavior (acquaintance rape). The misuse of alcohol has given rise to unwanted pregnancies and a greatly increased number of sexually-transmitted diseases.

D. Treatment and Rehabilitation Programs. The Substance Abuse Program, revised in March of 1989 and April 1994, provides a protocol for counseling and treatment of a student identified as having a substance abuse problem. Consultation and assessment with a substance abuse counselor may be required following the report of an incident or the awareness of a problem involving drugs or alcohol abuse. The program sets forth the consequences of violating the treatment and rehabilitation plan. The continued or repeated abuse of substances following

initiation into this program will constitute grounds for further disciplinary action by the University.

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

Penalties

Penalties may range from written warnings with probationary status to expulsions from enrollment. A student convicted in criminal court of a drug violation will lose his/her eligibility for Federal student aid. The following minimum penalties will be imposed for the particular offenses described:

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

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

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

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

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

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

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

When a student has been charged by the University with a violation of policies concerning illegal drugs, he or she may be suspended from enrollment before initiation or completion of regular disciplinary proceedings, where the student's continued presence within the University community would constitute a clear and immediate danger to the health or welfare of other members of the University community. If

such a suspension is imposed, an appropriate hearing of the charges against the suspended person will be held as promptly as possible.

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

Hazing

Hazing in any form by an organization is strictly forbidden by the University and prohibited by state law. Hazing is defined as any planned or created situation, on or off campus, that demeaning to an individual; produces mental, emotional, or physical duress, harassment, or ridicule; or which threatens or endangers the health, safety, and well-being of any person. Activities and situations considered hazing include paddling in any form; creation of excessive fatigue; morally degrading or humiliating games and activities; late-work sessions which interfere with studying; and any other activity which is inconsistent with the policies and regulations of Wake Forest University. Any student organization found guilty of hazing will be subject to serious disciplinary action. Questions about what constitutes hazing should be addressed to the Assistant Dean for Student Affairs.

Human Immunodeficiency Virus (HIV) Infection Policy

Human immunodeficiency virus (HIV) 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 that 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 this 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 Assistant Dean for Student Affairs.
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 Babcock School's Assistant Dean for Student Affairs.
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 the 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.

Wake Forest University
Babcock Graduate School of Management
MBA Program

General Information

Computer Facilities and Services

The Babcock School's computer labs are located on the third floor of the Worrell Professional Center and at One Morrocroft Centre in Charlotte. The Worrell lab is equipped with 32 Dell PC Pentium computers. The Charlotte facility is also equipped with Dell computers. All of the computers are connected to the school's network, which provides access to file sharing, email, printing and the Internet. The network also provides access to the University's library card catalog as well as hundreds of libraries and databases available on the Babcock Intranet and the Internet.

The Dell computers are configured with 512MB of RAM, a 17 flat panel display, sound cards and Ethernet for connection to the network. The computers contain a variety of software applications that include the Microsoft Office XP Suite, which contains Word, Excel, PowerPoint, Frontpage, and Access.

The Babcock computer labs are accessible 24 hours a day, seven days a week, by student ID card access except when classes are scheduled to meet in the labs. The labs are for the exclusive use of our MBA Students.

The Babcock School recently opened the Capital Markets Training Center, which is outfitted with real-time live data and delayed feeds from major domestic and international markets through Reuter's TeleRate software. The center also features Trans-Lux electronic trading display boards, 19-inch computer monitors and 800-mhz Pentium III IBM computers, a television tuned to financial news and a multimedia package with color touch screen, projector, document camera, speakers and videocassette recorder. The center can be used for classroom work, as well as by student clubs and faculty members for research.

All students will be issued an email account. Students with their own personal home machines can access email and other network services via an Internet Service Provider (ISP) account. Any ISP such as AOL, Microsoft Network, AT&T Global Network, Time Warner RoadRunner and Mindspring can be used to access the Babcock network remotely.

Email can be accessed via the web by connecting to <http://mail.inba.wfu.edu/exchange>. You can also access your mail with the Microsoft Outlook client if you are running Windows 9x, Windows NT, Windows 2000, or Windows XP. Outlook is bundled with the Microsoft Office Suite of applications.

Babcock classrooms are outfitted with state of the art audiovisual equipment. In the front of each classroom is an instructor's desk equipped with a Dell computer that is connected to the school's network. Ceiling mounted projectors are used to display the computer, videos and document camera images. Faculty and students use this equipment daily for lectures and presentations. Guest lecturers may also connect their own laptops for access to the multimedia projection equipment.

Students can purchase hardware and software packages at academically reduced prices from CompuMed, the University approved computer reseller. CompuMed can be reached at (336) 716-9007.

Email Policy

Version 1.0 14th February, 2001

Objectives

This document details the email policy for the Babcock Graduate School. It sets out guidelines for email usage by all Babcock faculty, staff and students. This policy also ensures that Babcock's investment in computer hardware, software and services is used in the most productive manner to the greatest possible benefit of Babcock

Overview

Electronic Mail is a tool provided by the University to complement traditional methods of communications and to improve education and administrative efficiency. Users have the responsibility to use this resource in an efficient, effective, ethical and lawful manner. Use of the University's e-mail system evidences the user's agreement to be bound by this policy. Violations of the policy may result in restriction of access to the University email system and/or other appropriate disciplinary action. All emails sent or received by a Babcock employee are Babcock property. The following policies are to ensure that Babcock's email system is used in a responsible manner.

Policies

When using e-mail as an official means of communication, students, faculty, and staff should apply the same professionalism, discretion, and standards that they would use in written business communication. The Policy on Responsible and Ethical Use of Computing Resources (http://www.wfu.edu/organizations/CIT/ethical_use.html) applies to the use of email.

1. All emails sent or received via the Babcock email system are the property of Babcock.
2. All students and employees should ensure that the latest update of anti-virus software is running on their workstation. No attachment should be opened unless the latest version of anti-virus software is installed and operational.
3. No attachment should be opened or stored unless the employee can positively identify the sender.
4. No student or employee may send or distribute questionable email containing expletives or pornography.
5. No employee may send or distribute email containing derogatory, inflammatory, insulting or libelous information about any other Babcock employee, student, or any other person whatsoever.
6. The creation and exchange of information in violation of any laws, including copyright laws, or University policies is forbidden.
7. The knowing transmission of a message containing a computer virus is forbidden.
8. The misrepresentation of the identity of the sender of an e-mail is forbidden.
9. The use or attempt to use the accounts of others without their permission is forbidden.

Any Babcock students or employee receiving questionable material should immediately forward all such material to Babcock's email administrator for appropriate action.

Monitoring Emails

Babcock has the capability and right to capture and review email as well as to monitor email distribution groups to ensure that Babcock's email policy is being adhered to. While the University will make every attempt to keep email messages secure, privacy is not guaranteed and users should have no general expectation of privacy in email messages sent through the University system. Under certain circumstances, it may be necessary for the IT staff or other appropriate University officials to access email files to maintain the system, to investigate security or abuse incidents or violations of this or other University policies. Such access will be on an as needed basis and any email accessed will only be disclosed to those individuals with a need to know or as required by law.

Consequences

Babcock students or employees found to be acting in contravention of the above policies will be warned by the appropriate administrator and asked not to re-offend. Students or employees who continue to disregard the above policy will be formally warned and then may face disciplinary action and/or dismissal if the offense is considered to be of a serious nature. Note that any offense associated with pornography or insulting behavior will be automatically classified as being of a serious nature.

Tuition and Financial Aid

The Babcock School offers financial assistance programs that include scholarships, assistantships, and private as well as federally sponsored loan programs. The Babcock School's financial aid specialists will gladly advise interested applicants of their eligibility for these programs upon receipt of the student's FAFSA (Free Application for Federal Student Aid) form. Scholarship awards for the evening, fast-track executive, Charlotte, and full-time programs are determined by the admissions committee for each program. Contact the appropriate admissions office for more information.

The Babcock School makes every effort to provide financial assistance to qualified students, but cannot guarantee that all student needs can be met by these programs. Each student is asked to determine the amount of his or her financial need, investigate the assistance available, and work with the Babcock School's financial aid specialists to make the necessary arrangements to meet these needs.

Eligibility for student loans, and need based scholarships, is determined by financial aid analysis via the FAFSA form. This form should be filed as early in the admissions process as possible in order to provide the student with timely information. The FAFSA form may be obtained from The Babcock School financial aid offices, or by calling (800) 722-1622 for Winston-Salem programs, or (704) 365-1921 for the Charlotte program, or can be completed online at www.fafsa.ed.gov.

The completed form is sent to the Federal Student Aid Program, Department of Education, for analysis and is then forwarded to the Wake Forest MBA Admissions Office. In determining financial need, the school will utilize standardized nine-month and twelve-month budgets. Expenses vary somewhat from person to person. However, in no instance may financial aid exceed the cost of attendance. The total Federal Stafford Loan limit is \$18,500.

The student budget for the Full-time MBA Program for 2002-03 is:

Tuition	\$25,000
Room	3,600
Board	2,000
Books/supplies	1,500
Utilities	850
SGA fees	125
Personal	2,235
Insurance	935
Transportation	1,640
Average Loan Fees	<u>415</u>
Total	38,300

For the 2002-2003 academic year, tuition of \$24,250 for the Wake Forest Evening MBA Program ~ Winston-Salem and the Wake Forest MBA Program ~ Charlotte covers books, course materials and fees. Students are eligible to borrow \$24,805 as follows:

Federal Stafford Loan	\$18,500
Alternative Loan	<u>6,305</u>
Total	\$24,805

For the 2002-2003 academic year, tuition of \$39,000 for the Fast-Track Executive MBA Program covers lodging, books, parking, residency periods, some meals and international study tour.

Federal Stafford Loan	\$18,500
Alternative Loan	<u>21,055</u>
	\$39,555

Some lenders charge a three-percent processing fee for the Stafford loan and federal regulations require academic institutions to include that fee in the tuition cost.

Tuition Payment

- Full-Time Program: Due in full on August 1 and December 15 or with voucher explaining that a loan, scholarship or a payment plan has been arranged with FACTS Tuition Management Company.
- Fast-Track Executive Program: One third due on day of registration or with voucher explaining that a loan, scholarship or a payment plan has been arranged with FACTS Tuition Management Company.
- Evening Program: One-third due on day of registration or with voucher explaining that a loan, scholarship or a payment plan has been arranged with FACTS Tuition Management Company.
- Charlotte Program: One third due at the beginning of each semester or with voucher explaining that a loan, scholarship or a payment plan has been arranged with FACTS Tuition Management Company.

Loan Programs

The Federal Stafford Loan (Subsidized and Unsubsidized): The Federal Stafford Loan Program is comprised of the Subsidized and Unsubsidized Stafford loans. The total Federal Stafford Loan eligibility has been set at \$18,500. With the Subsidized Stafford Loan a student may be eligible to borrow up to \$8,500. With the Unsubsidized Federal Stafford Loan the student will be eligible to borrow the difference between the \$18,500 and the Subsidized portion of the loan. ($\$18,500 - \text{Subsidized Stafford [the maximum is } \$8,500] = \text{Unsubsidized Stafford Loan.}$) The Subsidized Stafford loan is available to applicants who qualify on the basis of federally published need criteria. Both the Subsidized and the Unsubsidized Stafford require U.S. citizenship or permanent resident status. The federal government pays the interest on the Subsidized Stafford loan while the student maintains full-time enrollment. The student is responsible for the interest on the Unsubsidized Stafford while in school. There is a six month grace period after graduation (or when a student drops below the minimum course load requirement) before repayment begins. The interest for the 2002-2003 school year is 3.46%. Interest does not begin to accrue on the Subsidized Stafford Loan until after the student has left school. Participation in the loan program requires a FAFSA analysis.

Private Loan Programs: A student may borrow up to the cost of attendance for each year of study minus any scholarship and federal moneys awarded. The Babcock Graduate School can supply information on a variety of private loans available to graduate students. The minimum first time borrower amount is \$500. Repayment begins six months after graduation or when a student drops below half-time status. Students have a maximum of twenty years to repay. Call the appropriate financial aid office for more information on private loans.

V.A. Education Benefits: Veterans benefits are available for qualified veterans. Contact Dianne Luce, Registrar, at (336) 758-5037 for information and application procedures.

The Wake Forest Monthly Payment Plan: This program administered by FACTS Tuition Management Company allows students to pay their tuition on a monthly basis for the academic year. Those students interested in applying for this program should contact Cindy Terwilliger at FACTS, (800) 609-8056.

Loan applications are available upon request. Evening and executive students should contact the program at (336) 758-5025. Full-time students should contact the Admissions Office at (336) 758-4424. Charlotte students should contact the program at (704) 365-1921.

Withdrawal Refunds

The Certification Document has information concerning withdrawal procedures for each program. If a student withdraws from a program and does not receive Title IV federal financial aid, refunds are issued as follows:

1st WEEK:	Full refund except for tuition deposit.
2nd WEEK:	75% refund
3rd WEEK:	50% refund
4th WEEK:	25% refund
5th WEEK:	0% refund

There is no refund of room rent or parking decals that have been placed on vehicles.

Return of Title IV Program Funds Policy

The 1998 amendments to the Higher Education Act (HEA) of 1965 (Section 484B), and subsequent regulations issued by the United States Department of Education (34 CFR 668.22), establish a policy for the return of Title IV, HEA Program grant and loan funds for a recipient who withdraws. The Return of Title IV Funds policy, implemented August 30, 2000 at Wake Forest University, replaces the former statutory federal refund policies. Wake Forest University does not have a leave of absence policy that would exempt any student from the requirements of the Return of Title IV Funds policy.

Title IV Funds include the following aid programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Perkins Loan, Federal Work-Study (FWS), Federal Stafford Loan (subsidized and unsubsidized), Federal PLUS Loan, and Leveraging Educational Assistance Partnership Grant (LEAP).

The percentage of the term completed is determined by dividing the total number of calendar days comprising the term (excluding breaks of five or more consecutive days) into the number of calendar days completed. The percentage of Title IV grant and loan funds earned is: (1) up through the 60% point in time, the percentage of the term completed, (2) after the 60% point in time, 100%.

The amount of Title IV grant and loan funds unearned is the complement of the percentage of earned Title IV funds applied to the total amount of Title IV funds disbursed (including funds that were not disbursed but could have been disbursed, i.e., post-withdrawal disbursements).

If the amount earned is less than the amount disbursed, the difference is returned to the Title IV programs. If the amount earned is greater than the amount disbursed, the difference is treated as a late disbursement in accordance with the federal rules for late disbursements.

Unearned funds, up to the amount of total institutional charges multiplied by the unearned percentage of funds, are returned by the University; the student returns any portion of unearned funds not returned by the University.

A student repays the calculated amount attributable to a Title IV loan program according to the loan's terms. If repayment of grant funds by the student is required, only fifty percent of the unearned amount must be repaid. A student repays a Title IV grant program subject to repayment arrangements satisfactory to the University or the Secretary of Education's overpayment collection procedures.

Funds returned are credited in the following order: Unsubsidized FFEL (Stafford) Loans, Subsidized FFEL (Stafford) Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity (SEOG) Grants, and other Title IV funds for which a return on funds is required.

Questions should be directed to student accounts in the Financial and Accounting Services Office.

Other Sources of Financial Aid

Scholarships: For the student who is willing to do some research, special scholarship funds are occasionally available. These sources include, but are not limited to:

1. Fraternal, religious and social organizations, business and professional women's clubs, etc.
2. State groups and agencies.
3. Veteran's organizations.
4. Social fraternities and sororities.
5. Children and/or employees of certain companies or unions.
6. Special groups (e.g. fellowships for nurses, etc.).

Scholarships, Fellowships, and Loans, published by Bellman Publishing Co., Box 164, Arlington, MA 02174. The Scholarships, Fellowships, and Loans Newsletter, and the Directory of Financial Aids for Women should be available in the financial aid office of your undergraduate school or in the school or public library. They offer additional information regarding scholarships and other financial aid.

Graduate Assistantships: Approximately 40 percent of the full-time students in the second year work as a graduate assistant for a faculty member or a department. It is strongly recommended that students not work during the first year of full-time MBA school because of the intense study requirements. Graduate assistantships are made available, however, to second semester first year and second year MBA students. The assistantships are awarded based on skill and are payable at \$7.50 per hour. Assistantships are work agreements between faculty members and/or departments to perform a variety of tasks including research, clerical, and staffing.

* Please note that the information provided here is current at the time of printing. Loan and scholarship updates may be obtained by contacting the Admissions Office at the Babcock School.

Applications and Information: We will be happy to furnish further information concerning financial aid on an individual basis. Evening and executive students should contact the program at (336) 758-5025. Full-time students should contact the Admissions Office at (336) 758-4424. Charlotte students should contact the program at (704) 365-1921.

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 30 days following enrollment. 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.

Student medical records are destroyed ten years after the last visit at the Student Health Service. Immunization records will be kept longer.

Career Management Center

Full-time program students are eligible for all services offered by the Career Management Center (CMC). Please refer to materials contained in the full-time orientation packet and the Career Management Manual for details regarding the policies and procedures for participating in the services offered.

Students enrolled in the evening, Charlotte, and executive programs should refer to the specific CMC information found elsewhere in this handbook.

Any student regardless of his or her employment or support situation, is invited to attend the seminars and/or workshops offered by the CMC's office. Schedules of workshops will appear in the CMC on-line bulletin. For more details on eligibility and requirements for participating in various services offered by the CMC, please refer to the policy forms in the orientation packet for each program.

External Relations and Publications Office

The Babcock School Internet site design and content, external publications and advertising produced by the school and representing the Babcock Graduate School of Management to the outside public, other schools, prospective students and alumni must be routed through the Office of External Relations and Program Development. This office also represents the school to the local, regional, national and international media. The office plans and coordinates special events and provides consistency in graphic

design and Babcock logo use. Academic information to current students and faculty publications such as books and journal articles are not included in the responsibilities of this office.

Student Groups and Activities

Student Government Association. The Babcock Student Government Association is an elective body chosen by the students in the Full-time Program. In its representative role, the Student Association provides a medium for the expression and discussion of full-time students' views. Moreover, the Association promotes social, cultural, academic, and community service programs for students. Lastly, the Babcock Student Government Association attempts to create an atmosphere of integrity and professionalism among the student body by emphasizing the Honor Code and importance of ethical student behavior.

Four first-year student representatives for the Student Government Association are nominated and elected early in the fall each year. Officers are elected from among the rising second-year class in the spring semester.

Babcock Leadership Committee. The Babcock Leadership Lecture Series is organized by students to bring outstanding persons in business, academia, and government to the Babcock School to discuss topics of particular interest. The student committee, interacting with faculty and administration, sponsors at least four lectures during the academic year. These lectures are accompanied by a luncheon and a reception, providing students and faculty the opportunity to meet and interact with a speaker. The lectures are open to the public.

Broyhill Distinguished Lecturer Series. The Babcock School invites nationally prominent speakers to address issues of concern to the business community. This program provides an opportunity for free and open discussion of ideas among students, faculty, and national leaders. Students serve as hosts and ushers for this event.

Babcock Finance Club. The Babcock Finance Club is designed to enhance its members' awareness of current financial issues, strategies and techniques through lectures, tours, meetings and social events. The organization also provides a means of identifying and associating with professionals in the financial world for both educational and career purposes.

Babcock Marketing Association. This student organization exists to give students interested in marketing a means to explore the dimensions of marketing in an extracurricular channel, and seeks to promote interaction between students, faculty, and marketing professionals as well as providing practical hands-on experience. This group is the host of the annual Southeastern Regional MBA Marketing Case Competition. The competition is a showcase for top MBA students in the region.

MBA Partner's Association. This association provides special contact for incoming students' spouses and significant others. The group encourages social interaction and serves as a means of support during the program's two years.

Student Host Program. The student host program is comprised of first and second year students who assist the Admissions office by taking to class and lunch, and giving tours to visiting prospective students.

Women in Business Association. Formed in 1993, the Women in Business Association is open to all members of Wake Forest MBA. The club's mission includes encouraging other women to pursue a career in business, increasing the percentage of women enrolled at Wake Forest MBA, improving the environment for women at Babcock through increased awareness of concerns and differences between women and men, enabling women to better use their abilities, strengths, and differences in business, and improving business relationships between women and men by focusing on cooperation. The organization has set up a mentor program that will link second-year women with incoming first-year women to help facilitate their transition to Wake Forest MBA.

Babcock Operations Club. The mission of this club is to educate students about future careers in operations and provide networking opportunities with operations executives. The Babcock Operations Club is also a student chapter of AIPCS. AIPCS is a national society that gives members reliable information and educational opportunities on the latest technologies in resource management. These opportunities include seminars, journals, and a certification program. Monthly meetings in Greensboro allow students to meet and learn from professionals working in varied fields of business operations. The club also sponsors speakers that come to Babcock to discuss operations careers.

Babcock Entrepreneurship Club. A student run organization that promotes entrepreneurial activities among the Babcock students. The activities include supporting and promoting student developed ventures, arranging guest lecturers, and participating in networking social events within the entrepreneurial community. The organization supports hands on activities to utilize and develop skills needed in the business community.

Black Business Students Association. Encourages diversity through increased enrollment of African-Americans. Members also participate in the Piedmont Triad Chapter of the National Black MBA Association. (bbsa@mail.mba.wfu.edu)

Honor Council. Elected by full-time students to promote the highest standards of character and conduct by upholding the school's honor system. Investigates alleged violations and holds hearings as required.

Babcock e-Business and Information Technology Club. The mission of this club is to provide Babcock students with a cross-functional perspective on the use of technology in the business world. The goal is to be on the forefront of the sweeping technological revolution through learning, listening and leading. The club will provide support to its members in pursuit of their career goals through information sharing and active access to technology business leaders.

Strategy and Consulting Club. The objectives of this club are to attract students seriously interested in strategy consulting and general management topics and to provide them with the background knowledge and skills necessary to be extremely competitive in the workplace; to present a positive, professional image of the club members and the Babcock School of Management; and to assist club members in not only receiving a job offer but an offer from the company of their choice (either a consulting or corporate strategic position).

Non-Traditional Career Seekers Association. This student group was formed to represent and support the student body. It makes students aware that non-traditional career options exist, and provides information, knowledge and resources to students who are pursuing non-traditional careers.

Net Impact Club. The mission of this club is to promote social responsibility in relation to the purpose, practice and payoff in business. The organization is geared towards exposing and offering insightful ways of doing business beyond what is traditionally considered as shareholder value. Socially responsible businesses leverage their commitment to increase value beyond the dollar through advances in technology, global marketing and the impact of financial decisions.

Inclement Weather Plan

Rev 11/26/01

Severe weather is an uncommon experience in Winston-Salem. As a result, snow, ice or other severe weather can tax the system and make travel difficult. Because the undergraduate college is largely residential, every effort is made to keep the university open during inclement weather. In previous years, due to severe weather, the Babcock School sometimes canceled classes while the undergraduate college remained open.

Only one decision regarding weather-related changes in schedules is made for the entire Reynolda Campus (this includes the Law School, Babcock's full-time program, as well as the undergraduate college). This means that for the full-time program only if the university is closed, the Babcock School will be closed; or, if the university is operating on a two-hour delayed opening, the Babcock School will begin classes two-hours late. Unless there is an announcement to the contrary, full-time program classes are being held as scheduled.

Please note that the decision to cancel or hold classes in the Charlotte, executive, and evening programs will still be done on a program-by-program basis. It is possible that while full-time classes are canceled, evening program classes may be held if conditions improve. Since joint classes (with evening program students) follow the evening program calendar, students enrolled in joint classes should check on the decision made for the evening program by calling the appropriate number listed below. In any event, even if classes are being held as scheduled, students are not asked to travel under unsafe conditions or to take unnecessary risks.

Announcements concerning program closings are broadcast by the following media:

Babcock Intranet: See Emergency Information.

Full-time Program: (336) 758-3688

Evening & Executive Program: (336) 758-4584 (local); (800) 428-6012 (long distance)

Charlotte Program: (704) 365-1717

Finally, in the event of a closing or delayed opening decision, every effort will be made to provide details about schedule adjustments in a timely manner. It is most likely that these adjustments will be distributed via Babcock's local area network and e-mail system.