Acknowledgment of Receipt of Graduate Student Handbook

I acknowledge receipt of a digital copy of the 2014-2015 School of Business Graduate Student Handbook, which contains the Honor Code, Certification & Evaluation Document and other administrative policies including those governing the use of physical facilities and information technology. I understand that these documents contain the academic rules, policies and procedures of the Graduate School of Business at Wake Forest University. I understand that these documents may be changed by right of faculty and administration during my time at the School of Business.

I understand any changes will result in an updated Graduate Student Handbook being posted on the School of Business Shared Data drive in the Students Services folder, as well as on the Graduate Student Academic Services webpage. I understand it is my responsibility to read the Graduate Student Handbook and all its policies completely. I understand that I will be held accountable for all stipulated academic requirements and for adhering to all policies put forth in this document, or its subsequent versions.

Honor Code Contract

The students of the graduate business school have prepared the Honor Code as a covenant contract between each member of our community - students, faculty, staff and guests. Through this agreement, the community grants privileges and opportunities of citizenship, and each person within the community accepts two fundamental responsibilities:

1. To maintain personal integrity by understanding, internalizing and living the Honor Code, and
2. To maintain the integrity of the community by helping others adhere to the Honor Code.

The Honor Code is built on 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.

For the Honor Code to be meaningful, we must share mutual confidence and trust. The value of degrees granted by Wake Forest University is diminished if members of our community achieve those degrees dishonestly. Examination papers, essays, quizzes, projects, research tools, and all other class work for classes and degrees are to be prepared according to professors' individual policies. Resumes must contain true information. It is the responsibility of each student to clearly understand each professor's standards and rules and to proactively seek clarification where required. Inadequate understanding of a particular professor's policy is not a valid excuse for committing an Honor Code infraction.
Any individual violation of the Honor Code compromises every member of the community. Therefore, the entire community must be deeply committed to the integrity of the community. The Honor Code will work effectively in the graduate business school community if each member ensures its enforcement. As you pledge to live by the Honor Code, you also accept responsibility to report any possible violations of which you become aware. If you should fail to do so, you are committing a violation of the Honor Code yourself.

The student body elects Honor Councils, one for the Full-Time/Master of Arts in Management/Master of Science in Accountancy Programs and one for the Working Professional Programs, to evaluate and determine consequences for Honor Code infractions. Three faculty representatives are elected by the faculty and serve on both Councils. The appropriate Honor Council will thoroughly and discreetly investigate each alleged violation, will conduct fair hearing proceedings for each accused student, and will recommend a course of action to the Dean. Final authority and responsibility for administration of penalties rests with the Dean of Business. Students found guilty of Honor Code infractions may appeal the decision of the Honor Council to the Dean.

Assignment of Intellectual Property Rights

The programs and courses at the School of Business have been designed to prepare students for the challenges of management and leadership. Great effort is taken to make the course work relevant, realistic and mirror situations and challenges faced by organizations and decision-makers. In order to implement these objectives, some courses and program requirements will require students, either individually or in teams, to act in the role of consultant with a client (individual or organization) to produce a product (report, presentation, etc.) in response to the client's request and needs. Often, this engagement will require the client to provide current and potentially confidential information in order for the student(s) to fulfill the client's needs and provide the students with a rich learning experience.

In the production of the product (report, presentation, etc.), the students may produce intellectual property, such as, but not limited to: reports and presentations, ideas and concepts, graphic designs and logos, strategies, etc., that can provide benefit to the client. In order for the School to be able to attract clients willing to provide rich learning experiences and potentially sensitive information to the students for these exercises, it is necessary that students be willing to assign the rights of the intellectual property produced by them during these exercises to the client.

Thus, in order to fulfill partially the academic objectives of the School of Business, we require all students to agree to the assignment of the intellectual property rights to the client organization for all School of Business program activities and events and competitions hosted or sponsored by the School. This includes, but is not limited to:

- Assignments and projects for individual courses
- Integrative exercises
- Practicums
- Competitions (e.g. - Marketing Summit, etc.)
Photography & Videography Release Form
Each year, Wake Forest University and Wake Forest University School of Business takes photographs and videos of students (individually and in groups, in classrooms, during social activities, in study teams, etc.) for use in Wake Forest University publications, presentations, web sites, advertisements and other materials.

We appreciate the willingness of our students to appear in photos and videos as representatives of our School and Wake Forest University.

Please read the release below and complete the form.

I agree to allow photographs and videos of me to be taken during the program. The photographs and videos may be seen in Wake Forest University's materials, publications or promotions, including but not limited to, printed collateral and electronic media.

I give Wake Forest University and Wake Forest University School of Business permission to publish or republish any photographs or videos taken of me individually or in which I might be included, in any medium for any promotional purposes related to Wake Forest University. I understand that I will not be compensated for the use of these photos or videos. All rights in such photographs or videos are the property of Wake Forest University.

I release and hold harmless Wake Forest University and the Wake Forest University School of Business, its directors, trustees, agents and employees from all claims and demands arising out of any use of these photographs or videos.

Class Recording Release Form
Some of the classrooms at the Wake Forest School of Business have the capability to record class digitally. The recorded sessions are available online, are for educational purposes only, and are intended to provide flexibility when students are unable to attend class.

Students should understand that under University policy, permission given by a member of the faculty or staff to record a class is limited to the permission to record for personal viewing only. It is, for example, never permissible to copy, file-share, sell, distribute, or publish such recordings outside of the university. Likewise, the university respects all students' right of privacy and will not allow the recording of class unless all parties, faculty, staff and students consent to be recorded.

Students may not copy, make derivatives from, distribute, or disseminate such recordings in any medium without the permission of the University. The University asserts no copyright in creative
work such as film or video that is authored by students or student groups using resources available to them.

Students should assume that any class in which they are participants may be recorded. If they are uncertain and need clarification, they should consult the Schools of Business IT Department.

**Please read the release statement below and digitally sign the document:**

I release and hold harmless Wake Forest University and the Wake Forest University School of Business, its directors, trustees, agents and employees from all claims and demands arising out of any use of these photographs or videos.