



STUDENT HANDBOOK

Any encounter with the history of modern civilization is an encounter with the lives of great men and women. And amidst them all stand the American Founders as icons of human greatness. This peculiar moment in time produced not one, but a small army of statesmen: men and women of vision, virtue, wisdom, diplomacy and courage, who forever changed the course of human history and redefined true liberty for generations yet unborn.

Today's political, economic, and social challenges are no less daunting than those experienced at the time of our United States Founding. Governments, businesses, schools, churches and other institutions worldwide need men and women of high moral character, sound intellectual understanding, and principled action to lead the way. But where will these statesmen be found?

George Wythe University stands on the belief that statesmanship is the product of a particular educational schema, known to the Framers of the Constitution, but lost to modern academia. It is a principle-centered process grounded in the belief in God and immutable moral law, framed on the classics of literature, history, and philosophy, and crowned in the discipline of real-world application under the guidance of a committed and caring mentors.

This was the education of Thomas Jefferson and others under the guiding hands of George Wythe. Today, it will be your privilege if you have the desire, determination, and character to meet the most intense and exciting educational challenge imaginable at George Wythe University. Having done so, you can be assured of foundational skills required for a rich and satisfying life of contribution in whatever path you choose to follow.

We wish you great success in your educational efforts as you engage George Wythe University.

Best regards,

The GWU Board of Trustees

TABLE OF CONTENTS

[The Mission](#)

[The Methodology](#)

[The Campus](#)

[Tuition](#)

[Degree Programs](#)

[Refund Policy](#)

[Academic Policies](#)

[Attendance and Grading Systems](#)

[Student Life and Services](#)

[Housing](#)

[Learning Resources and Services:](#)

[Policies Regarding Academic Dismissal, Suspension and Readmission](#)

[Policy and Standards for Admission](#)

[Behavioral Violations](#)

[Academic Integrity](#)

[University Discipline](#)

[Appeal Process](#)

[Process for Challenging a Grade](#)

The Mission

*To build men and women of virtue, wisdom, diplomacy, and courage
who inspire greatness in others and move the cause of liberty.*

The Methodology

Classics represent the best mankind has yet produced in science, philosophy, religion, and art. The centerpiece of classical education is the Holy Bible, the standard against which all other works are measured. To study the classics is to come "face to face" with greatness.

Mentors are essential because character cannot be constructed from even the greatest books alone. The guidance of a committed, caring, and seasoned mentor brings tempering influences of wisdom, counsel, discipline and accountability.

Simulations allow for preparatory problem-solving experience in areas such as government, business, even home and family without the risks commonly associated with inexperience.

Field Experience, these internships offer a two-fold advantage, both to the student and to the institution served. Students mature as Statesmen only by applying learned principles to real-world circumstances.

God Under girding and overarching all is the certainty that the Creator has purpose in His creation. That rights, reason, and liberty derive not from man, but from God. This perspective takes man out of the center of his own existence and defines the Statesman as servant rather than master. It simultaneously enshrines free will and individual liberty under God as the crowning virtue.

The Campus

All degree programs are offered online and at our physical campus in downtown Salt Lake City, Utah. Our campus vision is to concentrate classes, housing and internship opportunities together within a walkable area that remains in a six block radius of the state Capitol.

Tuition

Tuition information is available on the website at:

<http://www.gw.edu/prospective/tuition/ba.php>

Degree Programs

George Wythe University offers both undergraduate and graduate degree programs. Please see the individual program links below for more information.

[BA in Statesmanship](#): 140 credits

[Master of Liberal Arts \(MLA\)](#): 33 credits

[Master of Arts, Education](#): 45 credits

[Master of Arts, Political Economy](#): 45 credits

[Ph.D. in American Studies](#): 52 credits

[Ph.D. in Constitutional Studies](#): 74 credits

Refund Policy

The university's refund policy is available on the website at:

http://www.gw.edu/student/enrollment.php#Refund_Policy

Academic Policies

Transcripts: Requests for GWU transcripts must be made in writing through OLS and may only be made by the individual student. The processing cost is \$5 per official transcript. Students will receive one official transcript upon graduation. Other official transcripts may only be mailed or emailed to the institution they are intended for and may not be sent to the student. Students who desire a transcript will receive an unofficial transcript.

Privacy: Student records and information are private and will not be released without a written request signed by the student. If the student is a minor, the written request must also bear the signature of the student's parent/legal guardian.

Attendance and Grading Systems

1- Attendance- Given that GWU places such heavy emphasis on research and outside class work, we purposely do not overload students with class time; however, the class time that we do schedule is crucial to continuity and adequate assessment of student progress. Although there are no general mandatory attendance requirements, students are highly encouraged to attend all applicable classes. Individual class teachers may choose to attach points to attendance. Individual mentoring, group tutorials and study sessions are all integral to gaining a classical liberal arts education at GWU. Mentors are commissioned to inspire attendance with great teaching and quality classroom instruction and discussion. Student attendance throughout the semester is considered when assigning credit for each semester.

2- Grading and Transcript Credit System- All recorded grades on assignments as well as on the transcript will adhere to the following format:

Explanation of Grades and Grade Points

Grade	Points	Description
A	4.0	Excellent
A-	3.7	Excellent
B+	3.3	Good
B	3.0	Good
B-	2.7	Adequate
C+	2.3	Adequate

C	2.0	Adequate
C-	1.7	Weak, but passing
D+	1.3	Unsatisfactory, must retake
D	1.0	Unsatisfactory, must retake
F	0.0	Failure, must retake
P	N/A	Pass, acceptable
EX	N/A	Exempt, passed by exam
W	N/A	Withdrawal
UW	0.0	Unofficial withdrawal
I	N/A	Incomplete

4- Academic Honors: To be eligible for Graduation Honors, an undergraduate student must earn all of their credits in residence at George Wythe University. The three levels of Graduation Honors conferred with a degree are earned by attaining the following:

- Cum Laude, 3.90 GPA
- Magna Cum Laude, 3.90 GPA and Honors on either the Oral Defense or the Thesis
- Summa Cum Laude, 3.90 GPA and Honors on both the Oral Defense and the Thesis

5- Graduation Committee: The Graduation Committee is made up of faculty members who receive annual assignments that rotate among the faculty. This Committee has final say on graduation requirements, course outlines, and levels of study for undergraduate and graduate programs.

6- Job Placement: No formal job placement system is provided by George Wythe University.

7- Catalog: The course catalog is available online at www.gw.edu/academics/.

8- Life Experience Credit: George Wythe University does not award life experience credit. Previously awarded life-experience credit may no longer be used toward graduation requirements.

9- Transfer Credit: Institutional names and credit amounts that are transferred to George Wythe University are notated on the student transcript under the heading "Transfer Credit". In the Undergraduate program, transfer credits are divided into three categories: Statesmanship, Arts & Science and Foreign Language. Up to 9 transfer credits are accepted in the Master's program; however they are not divided into separate categories as in the Undergraduate program. Transfer credit is not accepted in the Ph.D. program. Transfer credits do not affect GPA.

Student Life and Services

Our small on-campus student body rarely exceeds 100 students. The resulting intimacy supports the ideal of a personalized education with constant interaction and individual attention. Classes range from 10-15 students in size with a 1:7 mentor/student ratio. Approximately 1/3 of students are private school graduates, 1/3 from public school and 1/3 who were home schooled. The male/female ratio is roughly even.

Housing

GWU does not offer on-campus housing, but off-campus housing is plentiful in Salt Lake City. Several student housing options are outlined on our website at <http://www.gw.edu/prospective/slc/housing/>. Our staff would be happy to answer any questions you may have about housing.

Learning Resources and Services:

George Wythe University provides an on-campus special-collections library for student use. On-campus students are encouraged to use the nearby Salt Lake City Libraries, as well the University of Utah library for research purposes.

Students are highly encouraged to bring their own laptop computer or tablet to class. The university provides wireless internet access for all students. Contact a staff member for login information.

Policies Regarding Academic Dismissal, Suspension and Readmission

Policy and Standards for Admission

When you join the GWU community, you are embarking on a liberal arts and sciences education that is meant to be transformative – academically, socially, and personally. As members of this community GWU students are expected to uphold the highest standards of integrity, civility, and respect. Students are therefore expected to conduct themselves in an honest, civil, and respectful manner in all aspects of their lives. Students who violate these standards of behavior interfere with their ability, and the ability of others, to take advantage of everything the University has to offer and may be subject to disciplinary action by the University.

The continuance of each student upon the rolls of the University, the receipt of academic credits, graduation, and the conferring of any degree are strictly subject to the disciplinary powers of the University. Although ultimate authority on matters of students' discipline is vested in the Trustees of the University, the President or Provost and faculty are given responsibility for applying the policy in a given situation with students.

All students must be in good standing with the University to be admitted to, continue enrollment at, and graduated from GWU. The term "good standing" means that a student's conduct is consistent with the admissions policy standards of behavior and the ideals and principles of GWU.

Behavioral Violations

Behavioral violations of GWU policy include, but are not limited to, the following:

- Knowingly or recklessly endangering the health or safety of others;
- Participating in any activity involving arson or illegal explosives;
- Threatening, harassing, or abusing others, whether directly or indirectly, in person or via electronic means;
- Manufacturing, possessing, using, or distributing illegal drugs;
- Intentionally or recklessly destroying, damaging, or stealing property;
- Failing to respond to legitimate requests from University officials;
- Dishonesty in dealing with University faculty and/or staff member(s);
- Violating any local, state, or federal laws.

Academic Integrity

As members of an intellectual community GWU students are expected to honor the intellectual work of others and respect its origins by acknowledging and safeguarding intellectual property. A GWU education has two complementary elements: mastery over intellectual material within a discipline and overall development of moral character and personal ethics.

Engaging in violations of academic honesty inhibit opportunities for students to mature academically, professionally, and socially. Consequently, a violation of academic integrity is one of the most serious offenses a student can commit at GWU.

Violations of academic integrity may be intentional or unintentional and can include, but is not limited to:

- Cheating on examinations, tests, or homework assignments, or assisting others to do so;
- Fabrication of credentials in materials submitted to the University for administrative or academic review.
- Plagiarism (the use of words, phrases, or ideas belonging to another, without properly citing or acknowledging the source);
- Self-plagiarism (the submission of one piece of work in more than one course without explicit permission of the instructors involved);

University Discipline

It is expected that all students act in an honest way and respect the rights of others at all times. GWU reserves the right to review student misconduct that occurs off campus, as such behavior

reflects upon the integrity of the University. Students are reminded that they serve as representatives of GWU and should demonstrate respect for policies and laws.

Disciplinary action is used to investigate and respond to allegations of behavioral or academic misconduct. Students are accountable for their behavior and a disciplinary process aims to educate students about the impact their behavior may have on their own lives as well as on the greater community and, as a result, is not meant to be an adversarial or legal process.

The disciplinary process is initiated when an allegation is reported that a student has violated GWU policies. Students may be subject to disciplinary action for any activity that occurs on or off campus that impinges on the rights of other students and community members. This also includes violations of local, state, or federal laws.

The President or Provost, is responsible for all disciplinary affairs concerning undergraduate students as well as graduate students. Disciplinary action may follow these steps when wrongdoing is determined to have occurred: warn or admonish, disciplinary probation, requirement to withdraw for disciplinary reasons, dismissal, or expulsion. In cases where the disciplinary action is for academic reasons the University may take require academic probation or require a student to withdraw for academic reasons.

Disciplinary records are part of a student's academic record. The University may disclose information from a student's disciplinary record to officials of another school in which a student seeks enrollment without the student's written consent.

GWU students are expected to familiarize themselves with the Student Handbook.

Appeal Process

Students may appeal disciplinary or academic decisions. Policies for revocations of degrees follow a separate policy.

The President and Provost are required to uphold the academic policies established by the institution. Rare exceptions to these policies might be granted through petition and a request to reconsider/or appeal, but students should be aware that such requests are reviewed with regard to equity for the entire University population. Therefore, when considering whether or not to submit a petition or appeal, students are required to critically assess their claim to exceptionality and to discuss with the Provost the grounds for their request.

If a petition is denied by the Provost a students may only appeal if they have new or additional information that was not previously available to the Provost and therefore did not figure in the

decision making. Ordinarily, students will have only one opportunity to request a reconsideration of a University decision.

To consider appealing the decision of the Provost a students must first meet with the Provost (over phone or in person) and explain their reasons and a letter of appeal can then be submitted to the President within ten business days of receiving the petition decision. The letter must clearly includes the following information: name, email address, the nature of the appeal, i.e. the exception requested, the information that is new and additional to the original petition, etc. The letter may be mailed or emailed. The time it takes to determine the outcome of an appeal varies from case to case. Most appeals should be concluded within seven business days.

Process for Challenging a Grade

Challenging a grade is not to be undertaken lightly. It should only be attempted when the student believes he or she was graded in an unreasonable or otherwise unacceptable manner. Unless it is a true miscarriage of justice, the grade will not be overturned.

All teachers have different opinions and areas of focus, and they are entitled to them. In fact, it is a benefit to the student to have a variety of teachers who focus in on different concepts, skills and abilities. This sometimes results in a lower grade than expected, simply because the teacher focused on areas the student had not previously considered. Also, some teachers simply grade tougher than others.

The goal cannot be simply to try to solicit another grade from a different teacher. The question is not “would other teachers have issued a better grade?” Rather, the question must be “was the grade issued unreasonable or unfairly biased because of personality differences etc.?” If it is just a matter of the grade being tough, then the school must back the teacher and the grade remains. Only if it was unreasonable and unfair can it be altered using the following options:

1. The grade can be changed from A-F to Pass or Withdrawal
2. The grade can be changed to a higher A-F grade

To request a grade review the following steps must be taken:

1. The student must submit the request to challenge his or her grade in writing to the Registrar within 60 days from the grade posting along with the following information:
 - a. On overview of the complaint and explanation of why the grade was unreasonable or unfair.
 - b. A list of all attempts made to resolve the problem and how they were received.
 - c. Any relevant correspondence or other items that could demonstrate or support the case.

- d. The course syllabus including assignment instructions.
 - e. All work submitted for the class. This includes any notes, annotations, etc.
 - f. An outline of what classes were attended and which were missed.
 - g. Any other information that would shed light on the situation.
2. The Registrar reviews the student's submission and determines if the student's case is worth considering. If the registrar deems the case is unnecessary he informs the student in writing and ensures the letter is posted in the student file. If instead s/he believes the student's claims prove accurate, they adds their own comments on the case and passes it on to the Provost.
3. The Provost reviews the case and determines if the case is legitimate and makes one of the following recommendations:
 - a. The grade should stand
 - b. The grade should be changed to P or W
 - c. The grade should be changed to a higher grade.
 - d. If the faculty member who issued the original grade is no longer employed by the school and the Provost feels that the case needs more deliberation he may send his recommendation to a Faculty Committee for review.
 - i. A Committee of Faculty is organized to review the case and offer their recommendation from the following:
 1. The grade should stand
 2. The grade should be changed to P or W
 3. The grade should be changed to a higher grade.
4. Once the grade has been decided it is passed in written form (email is fine) to the Registrar to update on the transcript and a notation is made in the student's file.