




THE UNIVERSITY OF TEXAS AT EL PASO UNIVERSITY HONORS PROGRAM

WOODY L. HUNT COLLEGE OF BUSINESS HONORS PROGRAM GUIDELINES

General Information

College: Woody L Hunt Business
UHFC Representative: Dr. Feixue Xie | Carolina Gonzalez
Email: fxie@utep.edu | cegonzalez4@utep.edu
Location: Business Administration Bldg.

Admittance: Woody L. Hunt College of Business Students
Application: By invitation only and the process is conducted electronically
UHP Manager: Monica Martinez
Main Website: <https://www.utep.edu/honors/>
Main Contact Email: uhpnetwork@utep.edu
Main Office: (915) 747-5858 | UGLC Room 302
Instagram:  utep_honorsprogram

Application Eligibility – The students must meet the following requirements

- Have a cumulative GPA of 3.5 and above
- Be a Freshman, Sophomore, or Junior
- Have at least 4 semesters remaining before graduation (four full spring and fall semesters)
- Students get into the program by invitation only based on the requirements mentioned above

If you meet the requirements mentioned above, the next step is to submit your application for the Woody L. Hunts College of Business Honors Program to the main office. Further details can be found below.

- Students receives an invitation with the application form link
- Fill out and submit an electronic application form
- Attend an orientation session when notified via email
- Submit your member agreement (link will be provided)
NOTE: The member agreement will be signed and submitted to UHP upon entry to the program. Any changes in the program will be acknowledged to the student by email
- Await contact from the UHP office regarding your acceptance into the program

What to expect when entering the University Honors Program (UHP)

- Early registration access is available to all active Honors students
- You have the chance to apply for scholarships exclusively available to Honors students
- You'll have the opportunity to connect with fellow Honors students, becoming part of a vibrant Honors community
- Enjoy exclusive events tailored for Honors students
- Upon graduation and completion of all requirements, student will be recognized with an Honors Degree



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To earn the Business Honors Degree, students must fulfill the following requirements:

1. Completion of Forms

All forms are submitted electronically, via MineTracker. Students must complete a total of 13 forms: 4 Event Forms, 4 Notice Forms, 4 Completion Form, 1 Senior Clearance Form.

2. Academic Requirements

Maintain a minimum 3.5 cumulative GPA

3. Terms required to complete with The University Honors Program (UHP)

Students must complete a minimum of 4 full terms within the UHP. Failure to complete this requirement will result in Honors degree not being awarded

4. Completion of College Requirements

Each college has specific requirements tailored to your field of study. To graduate with an Honors Degree, students must engage in a total of 4 Edge Experiences/High-Impact Practices at their own pace. For each experience, students need to submit both a notice and a completion form, resulting in a total of 4 notices and 4 completion forms to be completed and submitted. To receive full credit, all 8 forms must be approved

- 4 Edge Experiences/High-impact practices must be completed by deadline
- Once the student starts an Edge Experience, submitting a High Impact Practice Notice form is required
- Once the experience is completed, a High Impact Practice Completion form is required

Edge Experiences allowed by your college are listed below. Students must complete 2 of each section.

A. Complete two of the following:

- Active participation in a Hunt College Corporate Academy for one year
- Research for at least one semester. To receive honors credit for research student must register for RSRC 4033 and obtain a grade of S
- College-approved Study Abroad/Study Away
- Co-curricular program with a minimum of 20 hours of involvement, such as a college-approved career-related certification, professional conference, or case competition. Students are allowed to add hours from different programs to meet the 20-hour requirement.
- Professional development program. To receive honors credit for Professional Preparation Development Program student must complete at least 40 hours within the same activity in their field; different activities cannot be combined to meet the minimum required
- On-Campus Student Employment. Job must be on-campus, work in the same place, same job position and same department for at least 1 year

B. Complete two of the following:

- Internship related to student's major and/or career plans. To receive credit, student must register the activity in Handshake unless it is a formal internship course and must be completed within the academic or pre-professional field
- Student Leadership (student must hold an officer for at least one academic year in a Hunt College student organization or student government association). Must be a UTEP registered organization.



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- Professional development program. To receive honors credit for Professional Preparation Development Program student must complete at least 40 hours within the same activity in their field; different activities cannot be combined to meet the minimum required
- Community Engagement involves participation in at least one college-approved community engagement activity registered through the CUE platform. To receive honors credit, students must participate in a minimum of 40 hours of community service in the same place within the same semester. Students are required to register each service activity on this platform to receive credit. After submitting the hours, students must also complete the high-impact completion form
- Mentorship program (participation in one of college's mentorship programs for at least one semester)

5. University Honors Program (UHP) Group Event Participation

The UHP is a learning community and requires Honors students to participate in events with other Honors students. All students of the UHP are required to participate in 4 events with other Honors students. The UHP plans and organizes several events of its own every semester and announces these events in advance. We encourage Honors students to attend these UHP events, but we also allow students to select other interesting and meaningful UTEP events that might better fit their schedules. Students who attend non-UHP events should find at least two other Honors students to attend the event with them; the students must then submit information about their attendance through a form on MineTracker. Before Honors graduation, approval of a total of 4 event forms is required. You can find detailed information and the steps necessary to receive credit for these events at www.utep.edu/honors by selecting 'Community Events.' Please note that while we encourage participation in as many UHP Group Events as possible, we also emphasize the importance of maintaining a balanced school-life schedule

6. Graduation Clearance for the Honors Degree

Students are required to submit a Graduation Clearance Form by the deadline specified by the main Honors office. This form must be submitted during the last semester before graduation and to receive credit it must be approved by the main office. These deadlines are not flexible; some university offices impose deadlines that the Honors program must meet. Late submissions may result in the student not receiving Honors recognition. If a student is graduating in the summer but participating in the Spring commencement ceremony, the necessary documents must be submitted according to the UHP Academic Spring calendar due dates. Similarly, if a student is graduating in the summer but participating in the Fall commencement ceremony, the required documents must be submitted based on the UHP Academic Fall calendar due dates.

UNIVERSITY HONORS PROGRAM RECOGNITION

1. Honors Degree recognition on the transcript
2. Honors Convocation recognition in April every year
3. Recognized at commencement by the wearing of gold stole and pin
4. Commencement booklet mention

For more information visit the UHP website or contact the UHP main office