COLLEGE OF BUSINESS ADMINISTRATION HONORS PROGRAM GUIDELINES

College: Business Administration
UHFC Representative: Dr. Feixue Xie I Carolina Gonzalez
Email: fxie@utep.edu I cegonzalez4@utep.edu
Location: Business Administration Bldg.
Admittance: College of Business Administration Students
Application: https://www.utep.edu/honors/_Files/docs/helpfulforms/HonProgApp.pdf
Website: https://www.utep.edu/honors/
Main Contact: UHP I uhpnetwork@utep.edu I (915) 747 – 5858 I Prospect Hall Building Room 325

APPLICATION ELIGIBILITY – THE STUDENT MUST MEET THE FOLLOWING REQUIREMENTS

1. Student must be classified as
   - Freshman
   - Sophomore
   - Junior
   - Senior
   Student must have at least two years –four semesters– remaining to graduate

2. Student is required to have a minimum cumulative GPA of 3.5

IF REQUIREMENTS ABOVE ARE FULFILLED, THE STUDENT MUST SUBMIT AN APPLICATION TO ENTER THE BUSINESS ADMINISTRATION HONORS PROGRAM

A successful UHP application will consist of a single PDF file containing the Honors Program Application (page 2 of this document only). Submit the documents to uhpnetwork@utep.edu. The application form is located at our website www.utep.edu/honors by selecting “Prospective Students”

TO EARN THE BUSINESS ADMINISTRATION HONORS DEGREE, THE STUDENT MUST FULFILL THE FOLLOWING REQUIREMENTS

1. Member Agreement
   The member agreement will be signed and submitted to UHP only once and upon entry to the program. Any changes in the program will be acknowledged to the student by email

2. Academic Requirements
   Maintain a minimum 3.5 cumulative GPA
3. **University Honors Program Group Event Participation**
   Students must be part of the Honors community at UTEP and it is mandatory to attend at least one (1) UHP Group Event each fall and spring semester. Events are announced by the UHP Office ahead of time during the academic year and managed and tracked by the UHP Office (uhpnetwork@utep.edu)

   NOTE: We encourage students in the Honors program to attend as many UHP Group Events as possible within the context of a positive school-life balance

4. **Graduation Clearance for the Honors Degree**
   Students are responsible for submitting a Graduation Clearance Form (available on the UHP website) to the UHP Office by the deadline given on the Form. This form must be submitted in the last semester before graduation and late submissions may not be awarded the Honors degree. If the student is graduating in the summer and walking in the Spring commencement, required documents must be submitted based on the UHP Academic Spring calendar due dates. If you are graduating summer and walking in the Fall commencement, required documents must be submitted based on the UHP Academic Fall calendar due dates

5. **High Impact Extracurricular Engagement**
   Complete requirements. The student will have to provide proof of satisfactory completion and attendance of the activities.

   a) Complete two of the following:
      o Active participation in a COBA Corporate Academy for one year
      o Research and Scholarly Activity for at least one semester
      o COBA-approved Study Abroad/Study Away
      o Co-curricular programs such as COBA-approved career-related certification, professional conference, or case competition
      o Professional Development Program (participate in a semester-long professional development program such as the Employer-led Professional Development Institute)

   b) Complete two of the following:
      o Internship related to student's major and/or career plans
      o Student Leadership (Serve as an officer for at least one academic year in a COBA student organization or student government association)
      o Professional Development Program (participate in a semester-long professional development program such as the Employer-led Professional Development Institute)
      o Community Engagement (participation in COBA-approved community engagement activities registered via THE CUE platform)
      o Mentorship program (participation in one of COBA's mentorship programs for at least one semester)
In order to receive credit for research student must be registered to RSRC 4033 & obtain a grade of S.
In order to receive credit for community engagement student must participate in at least 40 hours through the community service involvement website THE CUE. It is mandatory to register service provided in THE CUE platform in order to receive credit.
In order to receive 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.
In order to receive credit for student leadership, student must hold a leadership position and be involved in a UTEP registered organization for at least 1 year.
In order to receive credit for internship, student must register the activity in job mine unless it is a formal internal course and must be completed within the academic or pre-professional field.

For more information on high impact practices, forms and how to maintain honors status visit the following link: [www.utep.edu/honors](http://www.utep.edu/honors) select Current Members, or contact the UHP main office uhpnetwork@utep.edu / (915) 747 – 5858

**UNIVERSITY HONORS PROGRAM RECOGNITION**

1. Recognized at commencement by the wearing of a gold stole and pin
2. Commencement booklet mention
3. Overall Honors Degree recognition on transcript

University Honors Program
Prospect Hall Building Room 325
(P) 915-747-5858
uhpnetwork@utep.edu
https://www.utep.edu/honors/
[UTEP_HONORSPROGRAM](https://www.utep.edu/honors/)