



# THE UNIVERSITY OF TEXAS AT EL PASO UNIVERSITY HONORS PROGRAM

## WOODY L. HUNT COLLEGE OF BUSINESS HONORS PROGRAM GUIDELINES

College: Woody L Hunt Business  
UHFC Representative: Dr. Feixue Xie | Carolina Gonzalez  
Email: [fxie@utep.edu](mailto:fxie@utep.edu) | [cegonzalez4@utep.edu](mailto:cegonzalez4@utep.edu)  
Location: Business Administration Bldg.  
Admittance: Woody L. Hunt College of Business Students  
Application: [https://www.utep.edu/honors/\\_Files/docs/helpfulforms/HonProgApp.pdf](https://www.utep.edu/honors/_Files/docs/helpfulforms/HonProgApp.pdf)  
Website: <https://www.utep.edu/honors/>  
Main Contact: UHP | [uhpnetwork@utep.edu](mailto:uhpnetwork@utep.edu) | (915) 747 – 5858 | UGLC Room 302

### APPLICATION ELIGIBILITY – THE STUDENT MUST MEET THE FOLLOWING REQUIREMENTS

1. Student must be classified as
  - Freshman
  - Sophomore
  - Junior
  - SeniorStudent must have at least two years –four full spring and fall semesters– remaining to graduate
2. Student is required to have a minimum cumulative GPA of 3.5

### IF THE 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](mailto:uhpnetwork@utep.edu). The application form is located at our website [www.utep.edu/honors](http://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



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### 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](mailto: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, the 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:

- Active participation in a COBA Corporate Academy for one year
- Research and Scholarly Activity for at least one semester
- COBA-approved Study Abroad/Study Away
- Co-curricular programs such as COBA-approved career-related certification, professional conferences, or case competition
- 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:

- Internship related to student's major and/or career plans
- Student Leadership (Serve as an officer for at least one academic year in a COBA student organization or student government association)
- Professional Development Program (participate in a semester-long professional development program such as the Employer-led Professional Development Institute)
- Community Engagement (participation in COBA-approved community engagement activities registered via THE CUE platform)
- Mentorship program (participation in one of COBA's mentorship programs for at least one semester)



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- To receive credit for research student must be registered to RSRC 4033 & obtain a grade of S
- To receive credit for community engagement the student must participate in at least 40 hours through the community service involvement website THE CUE. It is mandatory to register the service provided in THE CUE platform to receive credit
- To receive credit for the 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
- To receive credit for student leadership, the student must hold a leadership position and be involved in a UTEP-registered organization for at least 1 year
- To receive credit for an internship, the 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 office at [uhpnetwork@utep.edu](mailto: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. Honors Degree recognition on the transcript

University Honors Program  
Undergraduate Learning Center Room 302  
(P) 915-747-5858

[uhpnetwork@utep.edu](mailto:uhpnetwork@utep.edu)

<https://www.utep.edu/honors/>

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