COLLEGE OF LIBERAL ARTS HONORS PROGRAM GUIDELINES

General Information
College: Liberal Arts
UHFC Representative: Dr. Andrew Fleck
Email: ajfleck@utep.edu
Location: Prospect Hall Bldg. Rm. 304
Admittance: College of Liberal Arts Students
Application: https://www.utep.edu/liberalarts/lahp/_Files/docs/student-applications.html
Application Contact: Dr. Fleck and Paloma Flores
Email & Phone: lahp@utep.edu | (915) 747 – 0246

UHP Manager: Monica Martinez
UHP Website: https://www.utep.edu/honors/ & https://www.utep.edu/liberalarts/lahp/
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 College of Liberal Arts Honors Program to the main office. Further details can be found below.

• Student will contact the Director of the Liberal Arts Honors Program (LAHP) to obtain application form
• The entire process is managed by the director's assistant, and the final list of candidates is sent to the main office
• Students will receive a step-by-step guide to the Honors program requirements and need to complete the acknowledge form and the member agreement form
• 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
To earn the Liberal Arts Honors Degree (LAHP), 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 the competition of a LAHP Minor. For each completed section, 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
   - Minor must be completed
   - Notice forms are submitted in the following order
     1. When student is enrolled in the second of two theory/methodology courses
     2. When student is enrolled in the last Honors course
     3. When student is enrolled in LHON4000
     4. When student starts Honors project/thesis
   - Every time a step is completed (1 to 4) the student submits a completion form for each

Complete requirements. Be sure to visit the LAHP Admission Requirements, as well as What to do When You're Admitted, and Graduating with LAHP Honors for more information on how the LAHP Minor works. You can apply to the LAHP when you have completed a minimum of 30 credit hours, with at least 12 of those hours at UTEP.

To complete the LAHP minor a student must fulfill the following requirements:

1. Two LAHP theory/methodology courses (6 Credit Hours)
2. Three additional courses, or two for Psychology students, that can be chosen from a list of over 100 Honors-Designated Courses, Internships taken for course credit, Study Abroad courses (up to six hours), or courses taken with UTEP professors outside of El Paso. We also partner with the Law School Preparation Institute (LSPI) and accept up to six hours of their courses.
3. One Zero credit cross-disciplinary Honors Seminar taken in the student's last semester (0 Credit Hours)
4. One Honors Project/Thesis to be completed in an independent study course within the student's home department (3 Credit Hours)
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](http://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