COLLEGE OF SCIENCE HONORS PROGRAM GUIDELINES

General Information

College: Science  
UHFC Representative: Dr. Kristine Garza  
Email: kgarza@utep.edu  
Location: Central Office for Readiness & Engagement (CORE) Office, Carl Hertzog Building

Admittance: College of Science Students  
Application: By invitation only and the process is conducted electronically  
UHP Manager: Monica Martinez  
Main Website: https://www.utep.edu/honors/ & utep.edu/science/student-resources/honors-program  
Main Contact Email: uhpnetwork@utep.edu  
Main Office: (915) 747–5858 I 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 Science 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
To earn the Science 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. All forms can be accessed [here](#).

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 by the designated deadline. 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

Remember, the same activity cannot be credited twice if it was performed at the same location with the same team. Additionally, one single activity cannot be split into two different Edge Experiences/High-Impact Practices. The focus is on the variety of activities performed, not the time spent on a single activity. However, this rule applies to all activities and colleges, some do require a minimum of time to receive credit

Each college has specific preferences or requirements regarding each activity. Failure to meet these requirements will result in the non-approval of your submission

- 4 Edge Experiences/High-impact practices must be completed
- 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
- Any Edge Experience must occur during membership in the Honors Program to count to the Honors degree. With exception for Study Abroad completed prior to entering the program is allowed if completed as a UTEP student with the minimum GPA requirement
- Double-dipping of 1 activity to count as 2 is not allowed. Where appropriate, an experience may lead to an additional High Impact experience (ex: research engagement leading to the presentation of research at a gathering of scientists can count as 2 activities, Research & Capstone)
- Once the forms are given a ‘thumbs up’ and ‘approved,’ the student must submit the forms in the Minetracker Path to receive full credit. Failure to complete this two-step process will result in not receiving approval for the activity

Edge Experiences allowed by your college are listed below.

**Scholarly Activity:** Documented involvement in a research lab as a volunteer or paid assistant or engagement in a scholarly activity outside the scope of degree requirements with mentoring by a faculty member (NOTE: FYRIS labs, Special Problems, and Independent Research courses do NOT count as honors research
Honors Research: Student must register to RSRC 4033 and obtain a grade of S to receive credit

Capstone Experience: Exploring or researching a science or math topic of interest under the guidance of faculty where the final product is a research paper presentation or research poster presentation; if required to complete the student’s degree, the capstone will NOT count as Honors credit

Community Engagement: At least 40 hours devoted to community service at a single community location or non-profit organization, or in a single community initiative or mission; collections of brief service episodes at multiple locations will NOT qualify as Honors engagement. To receive credit, students must participate through the community service involvement website THE CUE. It is mandatory to register for the service provided in THE CUE platform to receive credit and submit completion form afterwards.

Internships: Completing an internship in your academic or pre-professional field. Students must register their activity in Handshake if it has not been registered yet

Study Abroad/Study Away: Participating in a study abroad experience or faculty-led international study activity while a UTEP student with at least a 3.5 GPA

Student Leadership: Holding a leadership position in a student organization, involvement in student government, student employment positions that include leadership responsibilities, or organizing and executing a service project or similar initiative. Student must be involved in a UTEP registered organization for at least one (1) year to receive credit, in the same organization and same position

Shadowing a Medical Professional or other Science-Based Professional: At least 40 hours shadowing a medical professional or other science-based professional related to the student’s professional path. Different activities cannot be combined to meet the minimum required

Student Employment: Employment at UTEP as tutors, peer leaders, office staff, event planning, graphic design, technology staff, library personnel, teaching assistants, or research assistants. Student must be on-campus, work in the same place and position for at least one (1) year to receive credit.

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 Honors Event 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.