

Texas A&M International University



University Honors Program
Student Handbook
2016-2017

“Learning is not attained by chance, it must be sought for with ardor and attended to with diligence.”

~Abigail Adams

University Honors Program Academic Deadlines & Events

Fall 2016

July 1 st	Start of Community Engagement Service for Fall 2016
Aug. 19 th	Fall Orientation Meeting (Mandatory), New Members 9:00am SC 236, Returning Members 10:30 am SC203
Sep. 7 th	Course Contracts Due by 5:00pm in PLG 314. Must be fully filled out by student and instructor.
Oct. 17 th	Midterm Grades due (Sanction Requirement)
TBA	Leadership Participation – High School and Campus Recruiting
TBA: <i>Tentative date</i> Sept. 9 th	Thesis Workshop (Mandatory for all students graduating between Fall 2016 and Summer 2018)
TBA: <i>Tentative dates</i> Oct. 3 rd to Nov. 30 th	Spring Advising Meetings (Appointment Mandatory for all students). Fall 2016 graduates should make an appointment for a final degree audit during this period as well.
TBA : <i>Tentative dates</i> Oct. 27 th & Nov. 22 nd	UHP Early Registration for Wintermester and Spring 2017
Nov. 7 th to 10 th	Senior Thesis Defenses for Fall 2016 Graduates
Nov. 30 th	Community Service Hours Due. (Forms must be submitted to SC 236 and uploaded to C-Link by 5:00 p.m.)
Dec. 6 th	Senior Thesis Paper Online & Thesis Advisor Contract in PLG 314 by 5:00 p.m. (DDH scholars must submit a paper copy with contract)
Dec. 7 th	GPHC - Deadline to submit conference abstracts to the UHP director
Dec. 13 th	Course contracts are due. Submit forms to PH 314 by 5:00 p.m. <u>Note:</u> You must submit professor signed contract even if you did not complete the course. (Must be original contracts; no scans or faxes accepted so make sure you set your appointment with your professor before they leave for the break.)
Dec. 13 th	UHP Graduate Recognition Ceremony

Spring 2017

Dec. 1 st	Start of Community Engagement Service for Spring 2017
Jan. 13 th <i>Time TBA</i>	Spring Orientation Meeting (Mandatory)
Feb. 2 nd	Course Contracts Due by 5:00pm in PLG 314. Must be fully filled out by student and instructor
March 13 th	Midterm Grades due (Sanction Requirement)
TBA	Leadership Participation - Discover TAMU Event
TBA: <i>Tentative date</i> March 25 th	Leadership Participation - The Big Event
TBA	Leadership Participation – High School and Campus Recruiting
TBA	UHP Faculty of the Year Award Reception
TBA : <i>Tentative dates</i> Feb. 27 th to April 28 th	Fall Advising Meeting (Appointment Mandatory for all students). Spring 2017 graduates should make an appointment for a final degree audit during this period as well.
TBA : <i>Tentative date</i> Jan. 27 th	Thesis Workshop (Mandatory for all students graduating between Spring 2017 and Fall 2018.)
TBA : <i>Tentative dates</i> March 30 th & April 21 st	UHP Early Registration for Maymester, Summer, and Fall 2017.
March 30 th to April 2 nd	Members travel to present at GPHC Conference, Lamar University, Beaumont, TX.
TBA : <i>Tentative dates</i> April 17 th to 20 th	Senior Thesis Defenses for Spring 2017 Graduates.
April 28 th	Community Service Hours Due. (Forms must be submitted to SC 236 and uploaded to C-Link by 5:00 p.m.)
May 9 th	Senior Thesis Paper Online & Thesis Advisor Contract in PLG 314 by 5:00 p.m. (DDH scholars must submit a paper copy with contract)
TBA	LBV Conference (All members beginning with the Fall 2015 cohort are required to present at least once).
May 16 th	Course contracts are due. Submit forms to PH 314 by 5:00 p.m. <u>Note:</u> You must submit professor signed contract even if you did not complete the course. (Must be original contracts; no scans or faxes accepted so make sure you set your appointment with your professor before they leave for the break.)
May 16 th	UHP Graduate Recognition Ceremony.

Texas A&M International University

University Honors Program

Program Handbook for Honors Students

Please note: Changes (if any are made) to the UHP Program Handbook during the academic year will be announced by email and are binding on all UHP Program members, unless otherwise indicated in said announcement.

Mission of the University Honors Program:

The TAMIU University Honors Program (UHP) seeks to foster the academic development of A&M International's most talented undergraduate students. The UHP provides the opportunity for seminar-style learning critical thinking, and undergraduate research opportunities through designated core courses and contracts with professors in the student's major field of study. Students have access to specialized advising and mentoring through the UHP Director and Honors faculty regarding matters related to the Honors coursework and their academic progress. Both the Honors Diploma and the Honors Certificate offer high-quality instruction and the chance to develop intellectual

Program Learning Outcomes of the University Honors Program:

Students graduating from TAMIU with either the University Honors Diploma or University Honors Certificate will:

1. Prepare (a) research or creative project(s) under the guidance of a faculty mentor.
2. Exemplify intellectual and social leadership within the TAMIU community.
3. Justify scholarly arguments through oral and written communication.

These learning outcomes will be incorporated into all Honors standalone courses, Honors contracts, and the co-curricular activities of the University Honors Program.

Qualifications for Admission to the University Honors Program:

Any full-time (12 SCH per long semester) student attending TAMIU is eligible to apply for acceptance to the UHP at any time during his/her academic career so long as he/she has at least three full-time long semesters of coursework left before graduation. The basic requirements for admission to the program are as follows:

- Students with fewer than 12 SCH of college or university coursework: rank in the top 5% of high school graduating class and/or 1600 (out of 2400) on SAT and/or 24 (out of 36) on ACT, AND a minimum cumulative average of 3.25 on any college coursework.
- Students with 12 or more SCH of college or university coursework: minimum cumulative GPA of 3.25 (Note: does not include CLEP or AP credits).
- Transfer students from Laredo Community College: minimum cumulative GPA of 3.25 while at LCC.

Please note that all students who are offered D.D. Hachar Honors Scholars Program scholarships are automatically accepted into the UHP. All D.D. Hachar Honors scholarship recipients are held accountable to the academic requirements for membership in the UHP, as the UHP is the program through which the academic Honors program is administered at TAMIU. Additional requirements do apply in some cases to D.D. Hachar Honors Scholars, and those additional requirements are spelled out in this handbook, as are those for recipients of UHP-Lamar Bruni Vergara Scholarships and UHP Scholarships.

Options of the University Honors Program:

Within the UHP there are two possible options for students:

University Honors Diploma: Students who join the UHP in their freshman or sophomore year will complete the University Honors Diploma, which requires a minimum of 36 SCH of Honors work. At least 12 SCH must be in courses designated as “Honors standalone” courses (not contract courses—see below for exceptions); at least 24 SCH must be in courses contracted for Honors credit, and students will be encouraged to do their contract work in their major field. In addition, a senior Honors Thesis is required in the major field, which will consist of engaging in a faculty-guided research project (of the scope and length of a journal article manuscript in the student’s discipline) which will be presented to a committee of the University faculty just prior to the student’s graduation. See below for more information on the senior Honors Thesis and presentation.

Honors Certificate: The Honors Certificate is designed for students who enter the UHP during their junior year with three or four semesters left until graduation; students who have fewer than 60 SCH at the time they enter the UHP will not be permitted to pursue the Honors Certificate. Students who entered the UHP in the spring 2015 semester or earlier must complete at least 18 SCH in Honors coursework (no more than 6 SCH of which may be at the 1000-2000 level), and may choose to complete a senior Honors Thesis. Beginning with the cohort entering in the fall 2015 semester, Honors Certificate students have two options:

- Honors Certificate with the Honors Thesis, which requires a minimum of 15 SCH of Honors coursework plus the thesis.
- Honors Certificate without the Honors Thesis, which requires a minimum of 21 SCH of Honors coursework.

No more than 6 SCH in either track may be at the lower-division level (1000-2000). Students will be encouraged to pursue honors contracts for courses in their major field.

Requirements to Maintain Enrollment in the University Honors Program:

GPA requirements: In order to maintain enrollment in the UHP, students must earn at least a 3.0 GPA per semester through 59 SCH (including transfer and CLEP/AP hours), and at least a 3.25 GPA per semester beyond 60 SCH. Students must keep an overall cumulative GPA of 3.25 at all times and have a cumulative GPA of 3.25 at the time of graduation to receive the Honors Certificate or Honors Diploma. Students who fail to earn the required GPA in a long semester (fall or spring) will have one subsequent long semester to earn the required GPA or else face dismissal from the program. Students who do not earn the required GPA in a long semester will be in a status of “Academic Sanction” for the subsequent semester (see below for explanation). Any student dismissed from the UHP for failure to maintain the required GPA will also lose any scholarships that are associated with UHP membership (i.e., D.D. Hachar Honors Scholars, UHP-LBV scholarships, UHP scholarships).

Semester Credit Hour requirements (SCH): Students must complete at least 30 SCH per academic year (fall, spring, and summer) and maintain at least 12 SCH enrollment per long semester (i.e., full-time enrollment in fall and spring semesters). D.D. Hachar Honors Scholars are required to maintain 15 SCH per long semester to maintain their scholarship requirements.

Contract/Standalone Enrollment requirements: All Honors students are required to complete at least one contract or standalone Honors course per long semester. The one exception to that requirement is during the Honors student’s final semester before graduation IF the student is completing a senior Honors Thesis during that semester. This requirement applies even if it means that the student exceeds the 18 SCH/36 SCH minimum required for his/her program. The maximum number of Honors courses that are permissible during any given long semester are 2 courses and/or a total of 8 SCH. No course that is fewer than 3 SCH will be allowed for contracting purposes except by special (and rarely-granted) permission of the UHP Director. No Honors courses will be allowed during the summer terms except by special permission of the UHP Director, and generally will have to either be “long summer” courses (i.e., 10 weeks) or a special internship/Study Abroad experience that results in academic credit.

Honors Standalone Courses: Whenever possible, UHP members are required to take Honors versions of those core curriculum courses in which such special classes are offered and which they have not previously completed. No student who has finished taking a core curriculum course prior to entering the UHP will be required to retake that course in an Honors version. Once a student joins the UHP, he/she is not allowed to take courses that he/she has not already taken in their non-Honors version as a means of getting out of this requirement; doing so may be grounds for dismissal from the UHP. If a student joins the UHP after having completed these courses, there will be no penalty. As of the fall 2015 semester, Honors-designated classes are available for History 1301, English 2332, Political Science 2305-2306, and Humanities 2301-3301-4373. When the student’s degree plan allows for advanced general electives, there are also course options available to fulfill the standalone component that serve as electives. Students

may substitute a maximum of 6 SCH of Honors standalone coursework by completing Honors contracts in WIN courses if they have the permission of the UHP Director to do so. Honors students are expected to take these courses when they are offered; great care is exercised to ensure that the offerings do not conflict with other core courses, and students should not expect that special exceptions will be made for them on this requirement. Exceptions to this rule may be made only by the approval of the UHP Director, and those exceptions must be noted in writing in the student's Honors office file. Additional Honors-designated courses are in the planning stages, and as they are added to the curriculum this provision will evolve.

Honors By Contract: The majority of your Honors coursework will be by contract with individual professors. Contracts designate additional and/or different coursework that you must complete to the satisfaction of the faculty member in order that they affirm that this course meets the honors requirement. It is important to note that while most faculty are willing to offer their assistance to Honors students with contracts, they are not required to do so by the University. Therefore you should first approach a professor by asking whether or not he/she is willing to work with you on an Honors contract, and to graciously accept any negative answer you might receive (this is a rarity, however). You must then meet with your professor and to discuss the nature, scope, and requirements of the course and any specific extra assignment, paper, project, experiment, and/or presentation that they deem appropriate. You should prioritize contracting courses in your major field of study; however, under some circumstances it may be appropriate for you to contract a course in your minor or advanced electives (at the discretion of the UHP Director). A course must be worth at least 3 SCH to be appropriate for the contract, and in general independent study courses are not to be contracted. You should aim for contracting two Honors courses during most semesters, though there will be semesters where you can have one contract (such as when you have a standalone class or when you are working on your thesis and nearing graduation); no Honors contracts will be permitted in summer school except by special permission of the UHP Director.

It is absolutely unacceptable to “shop around” among instructors to see who will give you the easiest Honors contracts. That is behavior that is beneath the standard expected of Honors students, and should we be notified that you are engaging in such behavior, there is the possibility that sanctions will be assessed to you. When you do this, you risk angering faculty to the point that they will be unwilling to work with Honors students in the future. If for some LEGITIMATE reason you must back out of a contract, you are REQUIRED to notify the faculty member and the UHP Director in a courteous and timely fashion.

It is very important that you make arrangements for your Honors contracts within the first two weeks of each long semester. Contracts must be turned in to Ms. Medrano by the twelfth class day of each semester with the appropriate signatures. Failure to turn your contract paperwork in on time may result in reductions in any scholarship money you are receiving and/or losing your position within the University Honors Program.

At the end of each long semester, you are to pick up your contracts from the Honors office and have your professors verify that the Honors course work was completed to their satisfaction. **The deadline for returning your contract forms to the Honors office in PH 314 is the last day of finals for each semester. Please note that it is YOUR responsibility to ensure that**

your contracts are signed and returned to the Honors office, and as an Honors student at TAMIU, you need to take that responsibility for yourself. The new contracts are duplicate forms; signed originals **MUST** be turned in to the UHP office (no copies accepted), and the copies are for your records.

At the end of the semester, faculty members will be asked to evaluate the quality of your contract work on the basis of a rubric of “excellent,” “good,” “average,” “fair,” or “poor.” Beginning with the cohort of students who enter the program in the fall 2014 semester, receiving two contracts with “fair” or “poor” ratings will trigger a student being placed on “Academic Sanction” (see below). Please take your contracts and their terms seriously; you will be held accountable for your performance on the provisions of the contract.

All faculty members will receive a letter outlining the basics regarding Honors contract work at their college meetings before the semester begins, but each Honors student will also receive a copy to have to share with faculty and to be informed about what is and is not expected when entering into an Honors contract. If you or your faculty member ever have questions regarding the contracts, please contact Dr. Blackwell or Ms. Medrano.

Incompletes on Contracts: If for some legitimate reason—for example: serious illness, substantial delay in the research process, difficulties on the part of your faculty mentor—you are unable to complete a contract by the deadline, but you and your professor agree that you could complete it with some more time, the professor may request that the UHP Director extend an Honors Contract Incomplete to you. No contract incompletes will be granted without being first initiated by the faculty member. Both the student and faculty member will have to specify what else has to be completed in order for the Honors credit to be awarded, as well as a reasonable deadline for completion. The form is available from Ms. Medrano in PLG 314.

Repeating Courses for a Higher Grade: Please be aware that, should you choose to repeat a course that you originally took for Honors credit (whether a standalone or by contract), you will lose your Honors credit unless you retake it as an Honors course. There are no exceptions to this rule, and students should be alert to this provision in order that they not lose Honors credits.

Academic Sanction: Students who do not achieve the required GPA during a long semester will be placed on “academic sanction” for the subsequent long semester. Academic sanction may also be triggered by other infractions, such as repeated absences at mandatory events/meetings; fair/poor ratings on contracts; or missing community service hours/documentation. This means that the student will have a contract with the UHP Director that will require (at a minimum) regular meetings to discuss academic progress, and may require additional conditions of the student. At the end of the semester on academic sanction, if the student has successfully achieved the required GPA and/or met other conditions as stated, no further action will be required of the student. However, if the student fails to make the required GPA for the second long semester in a row, the student will face dismissal from the UHP and the loss of any UHP-dependent scholarships. If a student experiences a second non-consecutive semester below the required GPA and/or failed to meet other program requirements, the student will face academic sanction again with more stringent requirements and the possibility of immediate dismissal from the program, along with the loss of any UHP-related scholarships.

Honors Senior Thesis: An Honors Thesis, which is required of those students who receive the Honors Diploma and the Honors Certificate with Thesis, is pursued to advance the student's research capabilities within a particular academic discipline. In addition, the thesis demonstrates the Honors-caliber mastery of academic knowledge and critical thinking skills. Because of the importance of this work as the pinnacle of the Honors student's undergraduate career, the University Honors Program offers these guidelines as a starting point for thesis preparation. However, each Honors thesis is, of necessity, a unique and original work. It is not possible to foresee all possible issues that might arise in the creation of an Honors thesis. Both the Honors thesis advisor (the faculty member guiding you in the thesis preparation) and the University Honors Program Director will provide specific guidance to graduating Honors students in their thesis preparation. Those students who are in the process of completing their Honors thesis will receive a separate Honors Thesis Manual to help guide them, and a required information session will be held each fall. Normally the selection of an Honors thesis advisor and proposed topic should take place during the Honors student's junior year. Deadlines and forms will be distributed at the information session and will also be available on the UHP Blackboard organization page.

Senior Thesis Presentation: All Honors students who expect to receive the University Honors Diploma and the University Honors Certificate with Thesis are required to present a work-in-progress version of their senior Honors Thesis to a committee of University faculty approximately 3-4 weeks prior to their graduation. Students will be informed of the schedule of presentations in advance and will have several options for time slots. This is intended as a means of helping students in the final stages of thesis writing, and there will be no exceptions to this requirement.

Study Abroad Policy: The UHP strongly encourages students to pursue opportunities for Study Abroad as a part of a well-rounded education. Should you decide to pursue Study Abroad, you should begin contacting the UHP Director in advance of your departure to discuss how contracts and community service requirements will be handled while you are out of the country. In most cases, students are on a leave of absence while they are studying abroad; should you either need to or want to pursue contract work, that must be discussed with and agreed to in writing by the UHP Director prior to your departure.

Leave of Absence Policy: If it becomes necessary for you to take a leave of absence from the University for medical, military, or other similar urgent reason, you will also be allowed to take a leave of absence from the UHP. Because circumstances may vary depending on the reason for the leave, each situation will be dealt with on a case-by-case basis and within the guidelines of the University's leave of absence policy (see the Student Handbook for more information).

Community Service Hours requirement: Each UHP member who does not have a UHP-linked scholarship will be required to perform 15 hours of community service during each long semester. Honors students with any UHP-linked scholarship (D.D. Hachar Scholars, UHP-LBV, and UHP scholarships) must perform 25 hours of community service per semester. All community service hours must be reported on the CollegiateLink website and MAY NOT be used to count for any other organization (that is, no double-dipping). The Office of Student Conduct and Community Engagement maintains a list of preferred agencies; community service with any of them does not require clearance from our office. You will also begin receiving

regular emails from the SCCE office with calls for volunteers; those also do not need any sort of clearance from us. Should you want to volunteer anywhere else, you must get permission from the UHP Director in advance, and the maximum number of hours you may count from any agency other than TAMIU or agency on the approved list is 10. Under no circumstances will donations be accepted by the UHP as a means of gaining community service hours; this includes blood donations. Documentation of community service MUST be submitted to SC 226 **and** hours logged in CollegiateLink website <https://tamiu.collegiatelink.net/> no later than 30 days after its completion **and prior to the deadline each semester**. This new community service requirement replaces the previous policy that included events attendance.

Leadership/Service to the UHP: In addition to the community service requirement, all UHP students are encouraged to participate in UHP leadership service opportunities in the spring such as recruitment activities, The Big Event, and Discover TAMIU. The purpose of this requirement is to further engage us in the business of the University and the community, to make ourselves visible to our community (in most cases, we will be attending these events collectively while wearing our UHP t-shirts), and to work towards our program learning outcome of exemplifying social leadership. Hours made during these events can be used for your community service hours requirement.

Presentation at LBV/GBZ Conference or Equivalent: Beginning with the fall 2015 cohort, all UHP members are required to present a paper at the annual Lamar Bruni Vergara/Guillermo Benavides Z. Conference at least one time prior to his/her graduation (and those admitted prior to that time are strongly encouraged to do so as well). Should the student have the opportunity to present at a different conference (such as the *Great Plains Honors Conference* or something similar), that may be substituted for this requirement. Documentation in the form of paper abstracts, conference acceptances, and signatures of session moderators will be necessary to fulfill this requirement.

Violation of Academic or Disciplinary Codes of Conduct: It should go without saying that any behavior that violates either the academic or disciplinary codes of conduct for TAMIU students or NCAA rules (including cheating, plagiarism, lying, substance abuse violations, etc.) is absolutely unacceptable for University Honors Program students. A single violation of any of these codes of conduct will trigger a review of your role within the UHP and will likely result in your removal from the program and the withdrawal of any scholarship money you received as a part of your Honors membership. Please consult the TAMIU Student Handbook for specifics on the Academic and Disciplinary Codes of Conduct. If you are a student athlete and NCAA rules apply to you, please consult with Athletic Compliance if you have questions.

Code of Behavior: The University Honors Program is, by definition, made up of students who are among the smartest and hardest-working at TAMIU. As such, we not only expect you to achieve in the classroom, but also to behave in such a way that reflects well on the UHP. Even if an incident does not rise to the level of violating official student codes of conduct, you could be considered for sanctions and/or dismissal from the UHP should you be involved in a documented incident that brings shame or dishonor to the University Honors Program. It will be at the discretion of the UHP Director to decide on a case-by-case basis what should be done in cases of questionable behavior.

Failure to Comply with Required Procedures: If an Honors student is absent from a mandatory meeting without a permissible excuse, fails to meet the community service or leadership requirement in any given semester, or continually misses deadlines for essential paperwork, he/she will be required to perform 5 additional hours of community service for the first violation and 10 additional hours plus go on academic sanction for the second violation. Third violations will lead to dismissal from the University Honors Program as conduct unbecoming an Honors student.

Separation from the UHP: If you at any time decide that you must leave the UHP (whether because you are transferring to another university or any other reason), you are required to fill out a withdrawal from to let us know officially that you will be leaving the program and why (for our records). You are responsible for all requirements of the program until you complete the official withdrawal procedure.

Yearly Renewal of Honors Program Membership:

All members of the UHP will be provided with a copy of the new program handbook at the beginning of each academic year. Any new procedures will be explained to be certain that all UHP members understand their rights and responsibilities. A form acknowledging receipt of the UHP Handbook must be signed by each member and returned to the UHP office no later than the twelfth class day of the fall semester (or spring semester, in the case of new members who join mid-year).

Scholarships:

There are three scholarships that are specifically available to Honors students at TAMIU that come with the condition of UHP membership: the D.D. Hachar Honors Scholars Program, the UHP-Lamar Bruni Vergara Scholarships, and the UHP (Endowed) Scholarships.

D.D. Hachar Honors Scholars Program: The oldest Honors scholarship program at TAMIU, the D.D. Hachar Honors Scholars Program was established in 2000 to give incoming freshmen who meet academic, residential, and income requirements the opportunity to excel in college. Provided that all academic and cocurricular conditions are met, these scholarships are guaranteed for a four-year period. **The requirements for D.D. Hachar Honors Scholars include all of those applicable to any other member of the UHP, with the additional following requirements:**

1. DDH Scholars must enroll for a minimum of 15 SCH per long academic semester (fall and spring). Any exceptions must be approved in writing by the UHP/DDH Director.
2. DDH Scholars are required to complete a paper during their sophomore (second) year at TAMIU and then present that paper at the spring Lamar Bruni Vergara-Guillermo Benavides Z. Annual Student Conference during that same year.

UHP-Lamar Bruni Vergara Scholarships: Thanks to the generosity of the Lamar Bruni Vergara Foundation, a limited number of UHP-specific scholarships are available by application for the academic year to students who have completed at least 30 SCH. The call for applications is sent out during the spring and early summer months, so it is in your best interest to monitor your TAMIU email for that information. The scholarships of up to \$4,000/academic year are competitive and renewable (that is, you need to reapply each year you wish to be considered). Unmet need as defined by the Financial Aid office is also taken into consideration when making these awards. If there is money available for spring-only scholarships, the UHP Director will announce that via TAMIU email at the end of the fall semester. Continuing eligibility for scholarship awards for the spring semester is dependent on satisfactory completion of UHP requirements in the fall.

UHP (Endowed) Scholarships: Thanks to the generosity of an anonymous donor, a limited number of UHP-specific scholarships are available by application for the academic year to students who have completed at least 12 SCH. The call for applications is sent out during the spring and early summer months, and is the same call for applications as that of the UHP-LBV Scholarships. These scholarships of up to \$3,000/academic year are competitive and renewable (that is, you need to reapply each year you wish to be considered). Unmet need as defined by the Financial Aid office is also taken into consideration when making these awards. If there is money available for spring-only scholarships, the UHP Director will announce that via TAMIU email at the end of the fall semester. Continuation of scholarship awards from into the spring semester is dependent on satisfactory completion of UHP requirements in the fall.

Other Information and Opportunities:

Registration: One of the major benefits to Honors students is that members of the UHP are allowed to preregister for classes a day or two before regular registration is open to the rest of the University community. In order to do so, you must have all of your holds cleared and your schedule completed prior to meeting with Dr. Blackwell in PH 314C. No preregistration can take place unless you have completed your part of the paperwork in advance. That means that you will need to arrange for timely meetings with your academic advisors (in your major) as well as with Dr. Blackwell. Because it is important that you regularly check in to be certain that you are on track to graduate with all of your Honors academic requirements in place, we have begun placing an Honors registration hold on all UHP students to require advising from our office each semester. If you need to be registered by another office (Nursing, Athletics, Education, and so on), that is not a problem, but we will continually review your progress towards the Diploma or Certificate.

Study Rooms in Killam Library: There are two study rooms in Killam Library that are dedicated solely to members of our program. Room 315 F is available to all members of the UHP; room 315 E is available only to students who belong to the D.D. Hachar Honors Scholars Program (as that is a requirement of the agreement TAMIU has with the scholarship benefactor). The library has a list of all members who are eligible to check out keys for each room; **ONLY THOSE INDIVIDUALS WHOSE NAMES APPEAR ON THE KEY LIST ARE ALLOWED IN**

THE STUDY ROOMS (i.e., you are NOT allowed to bring in your non-Honors friends for ANY reason). FAILURE TO COMPLY WITH THIS REQUIREMENT WILL RESULT IN YOUR LOSS OF PRIVILEGES IN THE STUDY ROOMS AND POSSIBLE ADDITIONAL SANCTIONS. Each has four computers plus a study table and chairs and they are available on a first come, first served basis. Care should be taken to maintain the neatness and upkeep of these rooms; they are a public reflection of the entire UHP, and neither the librarians nor your Director take kindly to rough treatment of what is, after all, a special privilege.

Honors Student Membership on the Advisory Committee: Early in the fall semester, Dr. Blackwell will be asking for volunteers interested in serving as student representatives on the University Honors Program Advisory Committee, which is also made up of faculty and administration who have a role in Honors at TAMIU. Watch your student email for the invitation; up to four students representing different constituencies will be selected.

Recruitment: Honors students are often the best recruiters of other students to the University Honors Program. We will ask for volunteers to help recruit new Honors students during the fall and spring semesters. If you are interested in helping out the program in this manner, you will have the opportunity to sign up for recruiting at either one of the high schools or on the TAMIU campus. Also be aware of your power to influence your peers to apply to the program as well and feel free to refer your friends to Dr. Blackwell.

Great Plains Honors Council: The GPHC is the regional conference to which the UHP belongs and is affiliated with the National Collegiate Honors Council (NCHC). Each spring (usually in March-April) the GPHC holds a student-focused conference at a university within the council. The UHP will offer the chance for a number of students to receive a paid trip to the GPHC to present either a paper or a poster based on your research. More details will be forthcoming.

Email/Phone/Blackboard Contacts and UHP website: It is supremely important that you keep your TAMIU email address and cell phone information up to date with the UHP office (and all of your information current with the Registrar's Office). **It is also your responsibility to check your TAMIU email on a daily basis. UHP administration is not responsible for students who miss deadlines or opportunities due to a lack of student responsibility in keeping up with his/her email account.** A University Honors Program organization has been established on Blackboard, to which you will also be subscribed. Blackboard will be a source for program notices, copies of key documents, and a collection site for senior Honors Theses. You should also make a point of bookmarking our website: www.tamtu.edu/honors, which has much of the information and forms that we need as well as links to other sites that you will need.



University Honors Program

**Program Office: Pellegrino Hall, room 314
(956) 326-2133**

**<http://www.tamtu.edu/honors>
honors@tamtu.edu**



<https://www.facebook.com/tamtu.honors>

Director: Dr. Deborah L. Blackwell
PH 314C, (956) 326-2628, dblackwell@tamtu.edu

Program Assistant: Ms. Julie Medrano
PH 314, (956) 326-2133, juliana.medrano@tamtu.edu

Note: Policies in this Handbook are subject to change; adequate notice will be given to UHP members in the event of such changes.