

Texas A&M International University



University Honors Program
Student Handbook
2018-2019

“Believe in yourself, learn, and never stop wanting to build a better world.”

~Mary McLeod Bethune

University Honors Program Academic Deadlines & Events

Fall 2018

June 1 st	Start of Community Engagement Service for Fall 2018
Aug. 23 rd	Fall Orientation Meeting (Mandatory), excused absence requests must be emailed by 8/20
Sept. 12th	Course Contracts Due by 5:00 pm. Must be fully filled out by student and faculty.
Oct. 20 th	Midterm Grades due (Grade Sanction Requirement)
TBA	Leadership Participation – High School and Campus Recruiting
<i>Tentative Sept. 14th</i>	Thesis Workshop (Mandatory for all students graduating Fall 2018-Fall 2020)
<i>Tentative Oct. 1st to 25th</i>	Wintermester and Spring and Advising Meetings (Appointment Mandatory for all students not graduating Fall 2018).
<i>Tentative Oct. 29th & 30th</i>	UHP Priority Wintermester and Spring Registration
<i>Tentative Nov. 12th to 15th</i>	Senior Thesis Defenses
Nov. 26 th	Community Service Hours Due (Forms must be uploaded to Trailblazers by 5:00 p.m.)
Dec. 3rd at 5:00 pm	<u>Senior Thesis Paperwork:</u> -Completed and Final Version of Thesis to UHP Blackboard Group -Signed Thesis Advisor Contract to PLG 314 <u>ALL Fall 2018 Signed Course Contracts</u> submitted to PLG 314. Contracts MUST be signed by faculty and returned to UHP office even if contract was not completed or you withdrew from course. ORIGINAL contracts must be signed and returned, NOT copies.
Dec. 10 th	GPHC - Deadline to submit conference abstracts to the UHP director
<i>Tentative Dec. 9</i>	UHP Graduate Recognition Ceremony.

Spring 2019

Dec. 1 st	Start of Community Engagement Service for Spring 2019
Jan. 18 th	Spring Orientation Meeting (Mandatory), excused absence requests must be emailed by 1/14
Feb. 6 th	Course Contracts Due by 5:00 pm. Must be fully filled out by student and faculty.
March 20 th	Midterm Grades due (Grade Sanction Requirement)
TBA	Leadership Participation - Discover TAMIU Event
TBA	Leadership Participation - The Big Event
TBA	Leadership Participation – High School and Campus Recruiting
<i>Tentative Feb. 1st</i>	Thesis Workshop (Mandatory for all students graduating Spring 2019-Spring 2021)
<i>TBA: April</i>	UHP Faculty of the Year Award Nominations and Reception
<i>TBA : Tentative March 4th to 28th</i>	Maymester, Summer, and Fall Advising Meetings (Appointment Mandatory for all students not graduating Spring 2019).
TBA	LBV Conference
<i>TBA: Tentative April 1st & 2nd</i>	UHP Priority Maymester, Summer, and Fall Registration
April 5 th to 7 th	Members travel to present at GPHC Conference, University of Texas at Tyler.
<i>Tentative April 8th to 11th</i>	Senior Thesis Defenses
<i>Tentative April 22nd</i>	Community Service Hours Due. (Forms must be uploaded to Trailblazers by 5:00 p.m.)
April 29th at 5:00 pm	<u>Senior Thesis Paperwork:</u> -Completed and Final Version of Thesis to UHP Blackboard Group -Signed Thesis Advisor Contract to PLG 314 <u>ALL Spring 2019 Signed Course Contracts</u> submitted to PLG 314. Contracts MUST be signed by faculty and returned to UHP office even if contract was not completed or you withdrew from course. ORIGINAL contracts must be signed and returned, NOT copies.
<i>Tentative May 6th</i>	UHP Graduation 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 leadership.

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 TAMU 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. *Transfer students are eligible to apply for the UHP, regardless of their Honors Program membership at their previous institution, so long as they meet the following requirements. 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 any other university (at which s/he was a full-time student): minimum cumulative GPA of 3.25.

University Honors Program *Tracks:

Within the UHP there are two possible tracks for students:

University Honors Diploma: Students who join the UHP in their freshman or sophomore years will complete the University Honors Diploma, which requires a minimum of 36 SCH of Honors coursework. *This work will be a combination of “Honors standalone” courses and courses contracted for Honors credit, and students will be encouraged to do their contract work in their major field (see below for explanation of these terms). 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 Honors faculty just prior to the student’s graduation. See below for more information on the senior Honors Thesis and presentation.

University Honors Certificate: The Honors Certificate is designed for students who enter the UHP during their junior year with three or four long 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 without special permission from the UHP Director. 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 and related fields.

***Students who intend to transfer to other universities:** Students who come to TAMIU for their freshman and sophomore years with the intention of transferring to other universities are welcome to join the UHP for the duration of their time at TAMIU. They will still be held accountable under the same rules as all other members of the program and will have access to the same privileges as well. Although students who transfer out will not receive recognition at graduation for their UHP work, the designation “Honors” will remain noted on their transcripts beside the appropriate classes, and the UHP Director will, upon request, write letters for the student describing her/his UHP membership.

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, and at least a 3.25 GPA per semester beyond 60 SCH. All 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 (including transfer and CLEP/AP hours). 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 and UHP Endowed 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). *Any special exceptions to this rule must be approved in advance by the UHP Director and be related to the student’s academic major. *If a member has a part-time enrollment that is not related to her/his major; connected to a major medical/personal issue; or reflecting her/his imminent graduation, s/he faces the potential of UHP sanction and/or dismissal from the program.

Contract/Standalone Enrollment requirements: All Honors students are required to complete at least one contract or standalone Honors course per long semester. The only exception to that requirement is 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 15 SCH/21 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: 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 2018 semester, Honors-designated classes are available for University 1101 (Fall only), English 2332 (Language, Philosophy, and Culture option in the Core; Fall only), and Political Science 2306 (Spring only). 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.

Honors By Contract: The majority of Honors coursework will be by contract with individual professors. Contracts designate additional and/or different coursework that the student 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 independent study courses are not to be contracted. You should plan to contract two Honors courses during most long 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 any 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. *You must also get the faculty member's signature on the original contract form, noting that the contract was not completed. Not doing so can be grounds for dismissal from the UHP.

*Denotes addition or altered text for 2018-2019 *Handbook*.

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 Reading Day 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. *Even if you did not complete the contract or withdrew from the class, we expect you to take the contract to the faculty member and have her/him sign it to indicate that you did not finish it, as we need this information for our records, and do not want to have to spend time tracking you down.** The 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. ***Also, regardless of the quality of your contract work, you will not receive Honors credit for a course in which you receive a “D” or an “F” for the semester.**

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. UHP 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 *or other conditions 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 or 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 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 and spring semester. Students will select their Honors Thesis Advisor and topic and submit the form at the point when they are four to five semesters from their projected graduation date (usually in the junior year). Deadlines and forms will be distributed at the information session and will also be available on the UHP Blackboard organization page. *In order for the student to receive credit for the Honors thesis, her/his Honors thesis advisor MUST sign off on the advisor form; failure to sign that form by the designated due date will result in the student not receiving their UHP recognition.

Senior Thesis Presentation: All Honors students who expect to receive the University Honors Diploma or 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.

***Final Semester Director Contract Meetings:** Beginning in the Fall 2018 semester, all students who are in their final semester will have a contract with the UHP Director to meet with her in order to ensure that they are prepared for successful completion of UHP requirements. Students who are working on a thesis (either Diploma or Certificate) will meet the Director three times; students who have chosen the Certificate without the thesis will meet the Director twice. These meetings are mandatory; not attending these meetings may result in the denial of UHP recognition at graduation. Students will have the opportunity to schedule their appointments at their convenience at the beginning of each semester.

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 well 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. *If you are a recipient of UHP scholarships while you are studying abroad, you will be asked to sign a pledge to return to the UHP upon your return and to perform additional community service hours in recognition of the scholarship funding. Please check with the UHP Director prior to your departure for more information.

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 Engagement Service requirement: Community service is an essential component to all students' academic experience. 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 Honors and UHP Endowed scholarships) must perform 25 hours of community service per semester. All community service hours must be reported on the TAMIU Trailblazers 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 these agencies does not require clearance from our office. You will also begin receiving regular emails from the SCCE office with calls for volunteers both on- and off-campus; 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 or Program Assistant in advance, and the maximum number of hours you may count from any organization 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 uploaded to the Trailblazers website no later than 30 days after its completion **and prior to the deadline each semester.** A representative of the SCCE office will be outlining their policies on community service at our fall meeting.

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. 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. Departmental conferences are not acceptable for this requirement; you need to look for things that involve either multiple disciplines, multiple institutions, or both. Documentation in the form of paper abstracts, conference acceptances, and signatures of session moderators will be necessary to fulfill this requirement; you will need to obtain the form prior to your departure from Ms. Medrano.

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. *Please pay particular attention to your behavior when you are wearing your UHP t-shirt and/or pin and when you may be photographed; the dignity and reputation of all of us can easily be harmed by the actions of one.

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 form 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. *The hold that the UHP has on your academic record will remain in place until you have officially withdrawn from the UHP by signing our form; we are not mind

readers, and simply not showing up any more is not going to erase your responsibility to follow the rules of the program.

Dismissal from the UHP: In general, a UHP member should expect to be dismissed from the program after the following have occurred:

- 2 consecutive long semesters of term GPA below required (3.0 up to 59 SCH, 3.25 at 60 SCH and over)
- 2 consecutive long semesters of failure to meet community service requirements if receiving UHP scholarships
- 3 consecutive or non-consecutive semesters of failure to meet community service requirements regardless of UHP scholarship status
- 2 failures in Honors courses, in any combination of either standalone Honors courses or Honors contract courses
- Immediately, should a member either accept responsibility for or be found responsible for an incident of academic misconduct (after all appeals have been exhausted).
- Immediately, should a member either accept responsibility for or be found responsible for a disciplinary violation (after all appeals have been exhausted).
- Students who were admitted conditionally will be dismissed after their first long semester if they fail to meet the required GPA during that conditional semester.
- Note: These statements represent general practice and do not cover all instances in which a member may face dismissal from the UHP. Special exceptions may be made, especially in cases where students have experienced particular hardships such as illness; these situations will be dealt with on a case-by-case basis by the Director.

Anti-Discrimination: TAMIU and the UHP do not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in admissions, educational programs, or employment.

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 two 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, and

the UHP Endowed Scholarships. All UHP-linked scholarships require at least one semester of UHP membership prior to the awarding of funds; *no scholarships are awarded by the UHP to anyone who has not spent at least one semester in the program. UHP members are limited to a total of 3.5 years of eligibility (7 long semesters) for UHP-linked scholarships; exceptions will only be made in extraordinary cases that require the UHP Director's approval.

D.D. Hachar Honors Scholars Program: The oldest Honors scholarship program at TAMU, the D.D. Hachar Honors Scholars Program was established in 2000 to give students who meet academic, residential, and income requirements the opportunity to excel in college. These scholarships of up to \$8,000/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 TAMU email at the end of the fall semester. Continuation of scholarship awards into 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. These scholarships of up to \$6,000/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 TAMU email at the end of the fall semester. Continuation of scholarship awards 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. ***No student will have their Honors hold waived for registration unless they have met with Dr. Blackwell first; there will be no exceptions to this rule.**

Study Rooms in Killam Library: There is a study room in Killam Library that is dedicated solely to members of our program. Room 315 E is available to all UHP students. The library has a list of all members who are eligible to check out keys for the study room; **ONLY THOSE INDIVIDUALS WHOSE NAMES APPEAR ON THE KEY LIST ARE ALLOWED IN THE STUDY ROOM** (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 ROOM AND POSSIBLE ADDITIONAL SANCTIONS.** The study room has four computers plus a study table and chairs and it is available on a first come, first served basis. Care should be taken to maintain the neatness and upkeep of this room; it is 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.

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 (April 5-7, 2019 at the University of Texas at Tyler) 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.



Texas A&M International University

University Honors Program

Verification of UHP Membership

Handbook 2018-2019

By my signature below, I verify that I have received and read the University Honors Program Handbook for Students 2018-2019. and I acknowledge that I agree to abide by its stipulations. I acknowledge that I am bound by the rules, regulations, and deadlines of the UHP as spelled out in the most current version of the *University Honors Program Handbook* and in official UHP emails. I understand that failure to adhere to the program requirements & regulations (including but not limited to GPA requirements, program activities, and deadlines for receipt of forms) may result in my eventual removal from the UHP and/or the forfeiture of any scholarship money I receive because of my UHP membership.

Name (print): _____

CWID#: A _____

Signature: _____

Date: _____