THE UNIVERSITY OF TEXAS AT EL PASO
UNIVERSITY HONORS PROGRAM

COLLEGE OF ENGINEERING HONORS PROGRAM GUIDELINES

General Information

College: Engineering
UHFC Representative: Gandara, Gabby
Email: gabby@utep.edu
Location: Engineering Bldg., Room E-226D

Admittance: College of Engineering Students
Application: By invitation only and the process is conducted electronically
UHP Manager: Monica Martinez
Main Website: https://www.utep.edu/honors/
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 Engineering 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 Engineering 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 their 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

   - 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
   - Edge Experiences completed before joining the UHP can count towards completing the credit requirement if the student submits a Notice and Completion Form as proof. Required GPA must be maintained during and at the time of completion
   - 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 and details to receive credit are listed below.

   Capstone Experiences – Allowed once during college career and is approved as high-impact practice; the activity cannot be part of a degree plan and must be relevant to major or career field
   Community Engagement – Allowed once during college career, and activity must be registered through the CUE platform. Students must participate in a minimum of 40 hours of community service in the same place and within the same semester. Students must submit all hours on this platform

Creative Activities – Allowed multiple times during college career and upon approval; it must have a significant contribution to a student competition. All creative activities must entail significant contributions and be relevant to your major and/or career plans

Internships- Allowed multiple times during college career. Activity must be related to a student's major and/or career plans. Must register the activity in Handshake unless it is a formal internal course that must be completed within the academic or pre-professional field

Professional Preparation – Allowed multiple times during college career; must complete at least 40 hours of shadowing professionals in their field: pass the Fundamentals of Engineering (FE) Exam can be counted as Professional Preparation. Different activities cannot be combined to meet the minimum required

Research and Scholarly Activities – Allowed multiple times during college career; must register for RSRC 4033 and obtain a grade of S

Student Leadership – Allowed once during college career; must be involved in a UTEP registered organization and hold an officer position for at least 1 year. To receive credit for this activity, student must involve participation that includes leadership responsibilities, or organizing and executing a service project or similar. Must stay within the time required performing the same activities and position

Study Abroad/Away – Allowed twice during college career; can be any UTEP study abroad program

Student employment – Allowed once during college career; must be an employee for a consecutive year as a Research Assistant or as a Teaching Assistant

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