



HONORS COLLEGE

The University of Texas at Arlington

STUDENT HANDBOOK

uta.edu/honors/academics/docsForms.php

Updated October 24, 2017

Message from the Dean

Dear Students:

Welcome to the Honors College! You have joined a supportive, educationally and culturally diverse community of faculty and student scholars where you can achieve excellence in academics, research, service and individual development, leading to professional success and personal fulfillment.

The Honors College undergraduate curriculum is interdisciplinary and intellectually challenging. Honors degree programs integrate knowledge and perspectives from a wide range of subjects, question the assumptions of scholarly disciplines, and consider concepts from many points of view.

The Honors curriculum complements and advances the goals of the traditional academic disciplines in which Honors students major. Learning is achieved through small-classroom environments, high-quality teaching, active learning, critical thinking, and a study abroad program that promotes cross-cultural understanding and global perspectives. The Honors College provides an environment in which you can thrive intellectually and personally, develop your academic skills, cultivate your creative talents, and achieve the highest academic and personal goals.

In addition to a challenging curriculum, the Honors College regularly schedules social and scholarly activities that will extend your learning experiences beyond the classroom. You will also have access to a broad range of competitive scholarships and fellowships offered through the College.

The College also provides its students with a commons area in which they can study, utilize high-level computing facilities and interact with Honors students, faculty and staff in an informal setting.

In short, the Honors College is a place where you can meet and exceed your goals and expectations. The Honors staff, faculty, and I feel that we are privileged to work closely with our students in all aspects of their collegiate endeavors. Congratulations on your acceptance to the College. We look forward to assisting you in reaching your academic goals.

Sincerely,



Kevin Gustafson
Interim Dean

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Honors College Overview

History of the Honors College

The Honors Program at The University of Texas at Arlington was established in the late 1970s as a small College of Liberal Arts program comprised of a freshman topics seminar and a year-long American Studies sequence integrating core courses in English Literature, United States and Texas History, and United States and Texas State Government. The limited course offerings of this program made it possible to work with annual student cohorts, the courses offered being the only means of fulfilling the hour requirements of the program. By the mid-1990s, science core courses and a few advanced-level courses were added to the program in an effort to expand it to other colleges and schools outside of the College of Liberal Arts.

In 1998, the University sought and received approval from the UT System to promote the unit to a college. In January 1999, the Honors College was approved and formally initiated on the UT Arlington campus, becoming the third Honors College in the State of Texas. The Honors College offers core courses in liberal arts and sciences with small class sizes taught by award-winning faculty, interdisciplinary seminars, subsidized study abroad opportunities, a required Senior Project, and a specially designated Honors degree. Currently, the Honors College maintains an average enrollment of approximately 400 students representing all undergraduate units on the UT Arlington campus. The Honors student body maintains an average GPA of approximately 3.73.

Honors College Mission Statement

The Honors College is a center of excellence at UT Arlington whose supportive, educationally innovative, and culturally diverse environment allows students to achieve the highest standards in academics, independent research, service and personal development leading to professional success and personal fulfillment.

Honors College Vision Statement

The Honors College is major component of The University of Texas at Arlington's academic mission. As a center for academic excellence and innovation, the Honors College will improve learning for all students through innovative academic programs and close collaboration with other undergraduate units and student support services. The Honors College will attract high-performing students to the University's undergraduate degree programs by creating a learning environment emphasizing scholarly excellence, active learning, independent research or creative activity, faculty mentoring, study abroad, community service and student engagement outside the classroom.

Honors Student Academic Guide

First Year

Initial Advising: *All new Honors students must meet with an Honors Advisor for initial advising to discuss the Honors College requirements. During the meeting, you will learn how to earn Honors credit and will be apprised of the benefits of being an Honors student.*

Courses: The Honors College offers a variety of courses that can meet your general education requirements. All majors are encouraged to enroll in an Honors-designated class such as English 1301 or 1302, or in one of the Biology, Calculus, or Physics classes. Alternatively, students can begin contracting courses for Honors credit. It is important to be aware of due dates for submitting contracts.

Milestones: Earn at least six (6) hours of Honors credits this year. Attend the Study Abroad Honors informational meetings. Learn about the Undergraduate Research Fellowships (URFs) and other research opportunities available. Become involved in the Honors College Council (HCC).

Second Year

Progress Advising: *All Honors students must meet with an Honors Advisor during the second semester of their second year to evaluate their progress in the Honors College and to discuss any special circumstances or opportunities that may be available to them, such as independent study, summer research, and study abroad.*

Courses: Continue earning Honors credits while focusing on your chosen major.

Milestones: Earn six to nine (6-9) hours of Honors credits this academic year. Attend the Senior Project Forum and begin thinking about possible research topics.

Third Year

Senior Project Advising: *All students are required to meet with an Honors Advisor to prepare for the Senior Project and to review any remaining Honors requirements needed to graduate. For most students, this typically takes place about one year before graduation. Nursing students attend this meeting during the first semester (J1) after being formally admitted into the major. College of Engineering students generally meet with an advisor in the semester before enrolling in the Senior Design-II class. Students who want to complete their Senior Project early should speak with an Honors Advisor.*

Courses: Investigate your major while focusing on a specific interest, which might emerge as the topic of your Senior Project. Typical forms of Honors work include Honors cross-listed classes, credit contracts, graduate courses, and independent study or conference courses.

Milestones: Earn six to nine (6-9) hours of Honors credits this year. Students should have a minimum total of 18 hours of Honors earned by the end of their third year to begin working on the Senior Project. Narrow your research topic and speak with faculty in your major about mentoring your Senior Project.

Fourth Year

Advising: *Meet with an Honors Advisor if you have questions about the Senior Project, graduation, or any remaining requirements you must complete to graduate with an Honors degree.*

Courses: If possible, enroll in a three-hour independent study course to complete the Senior Project, and complete any remaining Honors hours required for graduation.

Milestones: Submit a proposal for your Senior Project. Earn three to six (3-6) hours of Honors credits, including the Senior Project course (if applicable). Apply for graduation, submit your Senior Project, and present at the Honors Research Symposium (HRS).

General Honors College Information

The Honors experience offers you many unique opportunities, both in and out of the classroom. The Honors academic program will assist you in reaching your greatest academic potential and professional and personal goals.

The Role of an Honors Student is:

- To develop intellectual curiosity and commitment to academic success
- To exhibit maturity, good judgment, and responsibility
- To become engaged in Honors courses and the Honors educational experience
- To positively represent the Honors College and its student body

Honors Credits in a Student's Major

Honors students earn an Honors degree that explicitly designates the major discipline (e.g., Honors Bachelor of Science in Biology). While the College encourages students to earn Honors hours outside the major, students are required to complete at least 12 of the minimum 24 hours of Honors credit within their major discipline.

Requirements for Earning an Honors Degree

- Completion of the University core and major disciplinary degree requirements
- Maintenance of and graduation with a minimum cumulative GPA of 3.2
 - Note: some scholarship recipients may be required to uphold a higher cumulative GPA to retain their scholarship funding
- Completion of 24 hours of Honors credit. Of these hours, at least 12 must be in the student's major
- Attending the mandatory initial, second-year, and Senior Project advising appointments.
- Completion of a Senior Project. There are four options for the Honors College Senior Project: thesis/creative project, internship, community service learning project, and study abroad for at least one long semester; however, the option(s) available in any given major are set by the individual departments (see page 13).
- Presentation of the Senior Project at the fall or spring Honors Research Symposium (HRS)

Requirements for Earning an Honors Degree in Two Majors (dual or double majors)

Students who are dual or double majors may choose one discipline in which to complete their Senior Project. Those who want to earn an Honors degree in two academic majors must:

- Complete 30 hours of Honors credit; with a minimum of 12 hours in the student's primary major, 12 hours in their secondary major, and 6 hours in any subject area
- Complete a Senior Project in each academic major
- Give a separate presentation for each Senior Project at the Honors Undergraduate Symposium (HRS)

Transfer Honors Credits

- Students may transfer in any number of Honors hours from another institution of higher learning, but no more than 12 of those hours may count towards their Honors degree at UT Arlington.
- Transfer students must provide official evidence of transferable Honors courses such as a transcript or course syllabus.
- The UT Arlington's Honors College reserves the right to evaluate transfer Honors hours and to exclude credits that do not meet the academic rigor and appropriateness expected in Honors coursework.

Honors College Student Advising

Honors students are required to meet with an Honors advisor at least three times during their studies:

- During the semester in which they are admitted to the Honors College
- During the second semester of their second year to:
 - Evaluate their progress toward the Honors degree
 - Discuss any special opportunities that may be available to them
- During their third year (the year before beginning the Senior Project) to:
 - Evaluate their progress toward the Honors degree and discuss the remaining requirements
 - Be advised on the process and timeline for completing the Senior Project
 - Receive information on graduating with an Honors degree
- Students will meet with an Honors advisor during their fourth or final year if:
 - They have not made sufficient progress in their Honors hours; or
 - They have additional questions regarding the Senior Project or graduation
- Students are also required to meet with an Honors advisor if:
 - Their overall GPA falls below the minimum 3.2, or
 - They are not making adequate progress toward their Honors degree

Failure to meet with an Honors advisor at these junctures within the published deadlines will result in dismissal from the Honors College.

Honors Probation

An Honors student is placed on probation when his/her cumulative GPA falls below 3.2.

- Students will be notified of their probationary status via letter and/or email if their GPA falls below the minimum required to remain in good standing in the Honors College.
- After being notified of their probationary status, students must meet with an Honors advisor by a stipulated deadline in order to complete a probation contract. Failure to do attend this meeting will result in dismissal from the College.
- Probationary students will have one long semester to bring their GPA up to a 3.2. Students who are unable to raise their GPA to the minimum required within one long semester of being placed on probation will be dismissed from the College.
- Students who are dismissed from the Honors College for failure to maintain an overall GPA of 3.2 may submit a formal request to be readmitted if their cumulative GPA rises above 3.2 in a subsequent semester, provided they have sufficient time to complete the remaining requirements for graduation. If the student is dismissed a second time, they are not eligible for readmission.

Student Responsibilities

Per University policy, faculty and staff are not permitted to respond to non-UT Arlington email accounts. When emailing any official at UT Arlington, students must use their MavMail account.

Honors Students are Responsible for:

- Checking their MavMail regularly
- Updating their address in MyMav if/when they relocate to a new address
- Staying up-to-date on policy and procedure changes either by consulting with an Honors advisor or referring to the Honors College policy webpage throughout the year:
<http://www.uta.edu/honors/academics/advising/policies/index.php>
- Completing the requirements for earning an Honors degree
- Fulfilling all of the requirements for any Honors College scholarships they are receiving (e.g., acceptance and renewal forms, GPA requirements, number of Honors hours earned, etc.)

Electronic Communication and the Honors Student Listserv

- The College communicates with its students on Honors College matters via MavMail only
- Student MavMail addresses are automatically placed on the Honors listserv upon admittance to the College
- It is the students' responsibility to read their MavMail regularly in order to stay abreast of important events and policy changes within the Honors College
- To eliminate sending numerous emails to students throughout the week, the Honors College provides students with a list of events, important deadlines, and other opportunities in our *This Week in Honors* update.

Honors Progress

- Honors students are expected to make sufficient progress in earning their Honors hours. Generally, this equates to approximately 6 hours per academic year.
- Honors students who do not earn 6 hours in their freshman year are encouraged to complete at least 12 hours of Honors credits before their junior year.
- Students who do not earn at least 10 hours of Honors credits within two academic years will be dismissed from the Honors College for lack of progress.
- Students who are admitted to the Honors College with only 4 semesters until graduation must complete no fewer than 6 hours of Honors credits in their first semester, and no fewer than 12 hours by the end of their first year. Given the limited amount of time to complete the requirements of the Honors degree, students who are unable to meet these conditions will be dismissed from the Honors College.

Earning Honors College Credit Hours

Overview of Honors Credit Hours

Honors students earn Honors credit hours in a variety of ways, including Honors-designated courses restricted to Honors students only, Honors (HONR) sections cross-listed with regular courses taught in various academic departments, Honors credit via contracts with instructors in non-Honors courses, and independent study and graduate courses taken by undergraduate Honors students. Each means of obtaining Honors course credits, including the obligations of students and instructors for assigning Honors credit in each course type, is described in greater detail below. It is important that students read each method carefully to better understand their role as Honors students and their obligations in earning Honors credit.

Honors College Coursework and Credit Policies

Honors credits will only be granted for courses in which a final grade of A or B is earned. Honors credits cannot be earned in classes that are graded as Pass/Fail. This policy covers all methods for earning Honors credit, including independent student and graduate coursework. Students who earn a final grade of C or D can count the courses and hours toward their undergraduate degree, if approved by their major department; however, these hours will not contribute to the required 24 hours of Honors credit.

It is the policy of the Honors College that courses for which students receive Honors credit must be taught by course instructors who are full-time, tenured/tenure-track faculty members (Assistant, Associate, or Full Professors) or full-time lecturers. Graduate teaching assistants, part-time instructors, and adjunct faculty members are not eligible to supervise Honors coursework. If a student is unsure about the status of an instructor, they may ask him or her, their major advisor, or an Honors College advisor.

Students may not attempt more than nine hours of Honors credit coursework during the fall or spring, 16 week semesters. If students wish to complete Honors credit contracts during the summer semester, the maximum number of hours that can be earned is six, with no more than one course per summer session.

Honors-Designated Courses in Specific Academic Disciplines

The Honors College develops agreements with departments in other academic units to offer Honors sections of introductory courses. Enrollment in these sections is restricted to Honors students and the class size is typically capped at approximately 25. Honors sections such as these are taught by outstanding faculty members (tenured/tenure-track professors or full-time lecturers) who wish to teach a small class of highly motivated students. Honors-designated courses engage the subject more comprehensively than non-Honors courses and are characterized by a reduced class size, increased interaction between the instructor and students, and with an emphasis on critical thinking, active learning, and student engagement in the learning process.

Honors (HONR) Sections Cross-Listed with Courses Taught in Other Academic Units

The Honors College works with other academic units to develop Honors (HONR) course sections cross-listed with regular classes. Honors students enrolled in a cross-listed HONR section of a regular class participate in the course with non-Honors students, but have projects or activities developed in collaboration with the instructor that are not required of non-Honors students. Failure to complete the Honors requirements can result in earning a poor grade in the class or in receiving an incomplete grade (I) until these are completed. Assessment of a student's satisfactory completion of the Honors requirements is at the discretion of the instructor.

Honors Credit Contracting in Non-Honors Courses

An Honors student may create a contract for Honors credit in a non-Honors course by working with his/her instructor. The instructor must be full-time, tenured/tenure-track faculty members (Assistant, Associate, or Full Professors) or full-time lecturers. *Graduate teaching assistants, part-time instructors, and adjunct faculty members are not eligible to supervise Honors coursework.*

A student requesting Honors contract credit for a course must complete additional projects or creative activities, which are developed in collaboration with the class instructor. These activities are above and beyond the course requirements for non-Honors students. Failure to complete the Honors contract to the satisfaction of the instructor can result in the student not receiving Honors credit for the class. However, failure to complete the Honors contract *should not affect the student's grade in the class*, as this is based on that student's performance on examinations and other coursework required of all students in the class. Assessment of a student's satisfactory completion of the Honors contract is at the discretion of the instructor.

The Honors College does not determine what constitutes suitable contract work for Honors credit—this is the responsibility of the course instructor; however, all proposed contracts are reviewed by the Honors College to ensure academic rigor and appropriateness for Honors credit.

Students entering into Honors contracts receive Honors credit if they complete the Honors assignment(s) detailed in the contract to the satisfaction of the instructor, earn an A or a B in the course, and submit the completed contract by the posted deadlines.

Honors students are not permitted to contract the following courses for Honors credit: Developmental and elementary/skills courses (e.g., ENGL 0301 and ENGL 1000-level courses, CSE 1301, 1310, etc.); foreign language courses 1441, 1442, 2313, 2314 and 2315; exercise and sport activities/studies classes; online courses; and intersession courses. Contact an Honors advisor if there is a question about a particular course not listed above.

Honors Contracting Procedures

- Students must create an Honors contract form and submit it no later than Census Day in the semester they are taking the course. Specific contract deadline dates are announced at the beginning of each semester. *It is the responsibility of all students to ensure that their contracts are submitted to the Honors College by the established deadlines.*
- The course instructor, in consultation with the student, determines the additional requirements for earning Honors credit (e.g., a longer or additional research paper, creative project, experiment, presentation, field project, etc.). The student creates a credit contract form that must briefly, but sufficiently, describe the work required for earning Honors credit. The instructor reviews the contract and, if approved, signs the form.
- The Honors College reviews all credit contracts and reserves the right to deny approval to a Honors credit contract project deemed insufficiently rigorous to be worthy of Honors credit.
- The instructor determines the due date for the assigned project(s); however, the project should be submitted to the instructor well in advance of the contract deadline to ensure that they have sufficient time to review it before the final contract form is due.
- Once the student completes the requirements of the contract to the satisfaction of the instructor, he/she signs Part B of the contract form.
- If a student decides to withdraw from an Honors contract, he or she must inform the instructor and cancel the contract form.
- A student will not receive Honors credit for assignments/projects the instructor deems unsatisfactory. Instructors are NOT obligated to sign the contract form.

- A student's final grade in the course is not contingent upon the completion of the Honors contract; thus, cancelling or not completing the requirements of the contract does not affect the student's final grade in the class. Completion of the Honors contract requirements is only used in awarding Honors credit in the course.

It is the student's responsibility to ensure that all deadlines for submission of the Honors contract, completion of the Honors credit project, and the signed approval form are met. Failure to do so will result in the student not receiving Honors contract credit for the course.

Honors Designation Forms

Honors students can earn Honors credits for other types of study as well, provided the student is enrolled in a UT Arlington credit-bearing course. Examples of these include independent study, internships, Honors study abroad, and graduate courses. To receive Honors credit, the student completes an Honors Designation Form stating the type of course they are seeking Honors credit for and provides a brief, but detailed description of the project or deliverable they will be expected to complete for Honors credit. This form must be completed and signed by both the student and faculty member by Census Day in the semester the course is taken.

Graduate-Level Classes

Students can also earn up to six hours of Honors credit for completing graduate courses (5000-level); however, they must receive permission from their major advisor and the course instructor before enrolling in any graduate course. A student must submit an Honors College Designation Form signed by the course instructor no later than Census Day in the semester they are taking the class. The Honors College considers graduate courses to be of sufficient rigor to preclude additional work; thus, the student does not need to complete an extra project or assignment to receive Honors credit for a graduate class.

Some academic departments offer combined classes that have both a graduate (5000-level) and undergraduate (3000/4000) course numbers. Honors students enrolled in the undergraduate portion of this type of class must submit an Honors Credit Contract, rather than an Honors Designation form.

Honors College Senior Project Department Options

The following departmental options for the Honors Senior Project are subject to change. Please confirm with an Honors advisor prior to submitting a proposal.

College of Architecture, Planning, and Public Affairs:

All undergraduate majors may choose to do the thesis or creative activity

College of Business:

All majors may choose the thesis, study abroad, internship, or service learning

College of Education:

Curriculum and Instruction – Thesis, creative project, or internship

College of Engineering:

All majors may choose the thesis, enhanced group project, study abroad, internship, or service learning

College of Liberal Arts:

Anthropology – All majors are required to do the thesis option

Art and Art History – Thesis, creative activity, study abroad, or internship

Communications – Thesis, study abroad, service learning, or internship

Criminology and Criminal Justice – All majors are required to do the thesis option

English – Thesis, study abroad, service learning or internship

History – All majors are required to do the thesis option

Linguistics/TESOL – Thesis, study abroad, service learning, or internship

Modern Languages – Thesis or study abroad

Music – Thesis, creative activity, study abroad, service learning, or internship

Philosophy – All majors are required to do the thesis option

Political Science – All majors are required to do the thesis option

Sociology – All majors are required to do the thesis option

Theatre – Thesis, creative activity, study abroad, or internship

College of Nursing and Health Innovation:

Nursing – All majors may choose the thesis, internship, or service learning

Kinesiology – All majors may choose the thesis, study abroad, internship, or service learning

College of Science:

Biology – All majors are required to do the thesis option

Chemistry and Biochemistry – All majors are required to do the thesis option

Geology – All majors may choose either the thesis or study abroad

Mathematics – Thesis or study abroad (department approved)

Physics – All majors are required to do the thesis option

Psychology – All majors are required to do the thesis option

School of Social Work: Majors may choose the thesis, study abroad, internship, or service learning

University College (Interdisciplinary Studies): All majors are required to do the thesis option

Note: Students enrolled in a five-year or Fast Track program in which they receive both their Bachelor and Master degrees simultaneously *may not use* their Master's thesis or other final project to fulfill the Honors College Senior Project requirement. All Honors College requirements must be finished in the semester the student enrolls in their final undergraduate coursework.

Scholarships and Funding Opportunities

The Honors College offers scholarships from general UT Arlington funds, Honors College endowments, and through the generous support provided by private donors. The College strives to provide its students with the information and the skills necessary to find, apply, and receive scholarship funding.

Information about Honors College scholarships and eligibility requirements can be found at <https://www.uta.edu/honors/funding/> or students can speak with an Honors College advisor.

All scholarship applications must be submitted via MavScholarShop (<https://uta.academicworks.com/>).

Honors College General Scholarships

The Honors College awards approximately \$200,000 per year to Honors students in all disciplines, contingent on the availability of funding. Honors College scholarships are based on merit and students are encouraged to apply each academic year.

Robert D. Riley Scholarship

The Robert D. Riley Scholarship Fund was established at UT Arlington to support undergraduate students. The scholarship supports full-time freshmen students and covers tuition and fees up to \$4000 per year for up to four years. The Honors College Scholarship Committee awards these scholarships to students who show both academic promise and financial need. This scholarship is available to both Honors and non-Honors students.

Honors Undergraduate Research Fellowships

The Honors College receives funding from the UT Arlington Office of Research to provide opportunities for undergraduate students to work with full-time, tenured or tenure track faculty members on specific research projects as paid fellows during the summer (25 hours per week for eleven weeks). The Undergraduate Research Fellowship allows students to conduct scholarly research or creative activity under the supervision of a faculty member and often leads to the development of the student's Honors Senior Project.

Honors College Study Abroad Scholarships

The Honors College offers a study abroad program each summer. In addition, two endowed scholarships (Robert F. McMahon and Alan and Bonnie Petsche) are provided competitively to Honors students. The Honors College study abroad semester is subsidized through University funds, making the experience more affordable for Honors students.

Bridge to Graduate School Fellowship

Honors students who have completed all requirements for the Honors degree and are interested in attending graduate school at UT Arlington are eligible for the Bridge to Graduate School Fellowship (\$4,000 per semester for four semesters). The award of a Bridge Fellowship does not preclude financial aid for graduate studies from other University sources. In addition, Honors students may be eligible for advanced graduate school admission notice and exemption from the GRE depending on the UTA graduate program to which they apply.

Honors College Summer Study Abroad Program

The Honors College Summer Study Abroad Program began in 1998. The Honors College receives support from the University to subsidize this program so that it is affordable to our students. Honors students typically find study abroad to be a very positive, once-in-a-lifetime experience. Students participating in the program are required take two three-hour courses covering subjects associated with the country visited. Courses vary with country and participating faculty expertise. They cover topics such as a country's archaeology, history, political systems, culture, literature, environment, geology and geography among others. Honors summer study abroad courses can be taken for Honors credit by working with the instructors through the usual contracting procedure.

Maximum enrollment in the Honors College Summer Study Abroad Program is typically 16 students. The program generally involves a 21-day in-country visit. Students must apply to the program during the late fall and early spring semesters. Selection to participate in the program is competitive and includes a student interview as part of the selection process. Students' costs include tuition for two three-hour courses, round-trip airfare to the country visited, the cost of lunches and dinners while in the country, and a study abroad fee (\$1000-\$2,500, depending on the country visited). All in-country fees for transportation, lodging, breakfast, and admission to all sites and museums visited are covered by Honors College funds.

The Honors College Summer Study Abroad Program develops innovative courses and recruits course instructors from among some of the University's most outstanding faculty members. The College supports study abroad to provide Honors students with a unique learning experience, to improve their understanding of peoples and cultures, and to help our graduates develop as leaders in an ever more global environment, while at the same time providing them a unique opportunity to develop academically, professionally, and personally. Information on the Honors College Summer Study Abroad program can be attained from the Honors College website or by contacting an Honors College advisor.

Since 1998, the Honors Summer Study Abroad Program has visited Italy, the Czech Republic, Scotland, Greece, England, Costa Rica, France, and Ireland.

Honors Student Leadership Opportunities

Honors College Council

Do you want to be a campus leader, develop your interpersonal skills, prepare for a professional career, work with friends on community service projects, become involved with university life, represent Honors students to the College administration, participate and plan major Honors College events, and have a good time while doing so? Then become active in the Honors College Council (HCC)!

The HCC is the official student organization of the Honors College, and students automatically become members when they are admitted into the Honors College. HCC holds bi-weekly meetings on Wednesdays throughout the fall and spring semesters to discuss, plan, and host events. The meetings feature an assortment of activities including panel discussions, talks by invited speakers and the Honors College Dean, and UT Arlington staff members.

The HCC can help you make new friends and network with other organizations, campus leaders, and students. Attend a Wednesday meeting at noon in College Hall (pizza and drinks provided). More information about HCC can be found at <http://mavorgs.collegiatelink.net/organization/honorsconstituencycouncil> or by asking an Honors advisor. Here are just some of the ways you can get involved through the HCC: executive board positions, volunteer opportunities, social events, invited speakers, debates, and so much more.

Honors Advocates

The Honors Advocates represent the Honors College by serving as hosts/hostesses at Honors College events. By interacting with prospective students and their parents, the Honors Advocates organization offers a unique view of UT Arlington and helps to attract top-performing students to the Honors College. Participation in the program allows you to develop leadership, interpersonal, and communication skills while strengthening your résumé. For more information, visit with the Honors College Director of Programming.

Honors College Honor Code

The University of Texas at Arlington and the Honors College expect students to uphold a high standard of personal and academic integrity. As a student enrolled in the Honors College, you are required to abide by the University rules as outlined in the *Handbook of Operating Procedures* (HOP) Chapter 2: Student Conduct and Discipline (<https://www.uta.edu/policy/hop/9>) and the Undergraduate Catalog section on Academic Regulations (<http://catalog.uta.edu/academicregulations/dishonesty/#academicintegritytext>).

The University policy regarding scholastic dishonesty follows:

All students are expected to pursue their academic careers with honesty and integrity. Scholastic dishonesty includes, but is not limited to, cheating on a test or other course work, plagiarism (offering the work of another as one's own) and unauthorized collaboration with another person. In alignment with this the University has adopted the Academic Honor Code, which is incorporated into all coursework:

University of Texas at Arlington Honor Code

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

As an Honors student, you are expected to uphold the University of Texas at Arlington Honor Code as you pursue your academic work and you are required to uphold the University's rules on scholastic dishonesty in all your scholarly pursuits, including but not limited to your Honors and non-Honors coursework, Honors and non-Honors research and creative activity, and both the oral presentation and the writing of your Honors thesis or group project.

As an Honors student, you are expected to comply with the standards of conduct outlined in Sub-Chapter 2-200 of the HOP, and to be a positive representative of the Honors College and University at all times, both on and off the University of Texas at Arlington campus.

By signing this document you pledge to uphold the standards expected of a student enrolled in the Honors College at the University of Texas at Arlington. These standards include but are not limited to:

- Not engaging in any form of scholastic dishonesty, including cheating, lying, plagiarizing, and claiming other scholarly work as your own.
- Not condoning, encouraging or enabling acts of scholastic dishonesty on the part of other students.
- Striving to be a positive representative of the Honors College and the University of Texas at Arlington, both on campus and within the community.

My signature below indicates that I have read and understand the commitments required of a student enrolled in the Honors College at the University of Texas at Arlington. My signature also indicates that I understand that failure to uphold these commitments can lead to my dismissal from the Honors College and a referral to the Office of Community Standards.

Student's Signature: _____ Date: _____

Student's Name (Print): _____

Honors Advisor Signature: _____ Date: _____

Honors Advisor Name (Print): _____

You may be entitled to know what information the University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023, and 559.004 of the Texas Government Code.

UT Arlington Honors College Policy Governing Grade Appeals

In attempting to resolve any student grievances regarding grades, it is the student's obligation first to make a serious effort to resolve the matter with the instructor with whom the grievance originated. Course instructors retain primary responsibility for assigning grades. The instructor's judgment is final unless compelling evidence indicates discrimination, preferential treatment, or procedural irregularities. If a student wishes to appeal, his/her request must be submitted in writing—on an appeal form available in departmental or program offices—to the department chair or program director. The student has one calendar year from the date the grade is assigned to initiate a grievance.

- **The normal academic channel for appeals for Honors students in contract courses for Honors credit** is the department chair or program director, and then the dean of the academic unit in which the instructor teaches. The grievance would then be handled according to the procedures in place in that unit. Before considering a grievance, the department chair or program director will refer the issue to a departmental or program committee of faculty. If the student does not concur with the committee's decision, the student may appeal to the academic dean of that unit, whose decision is final. Information specific to the procedures to be followed in each academic unit is available in the office of the academic dean of that unit.
- **For Honors students enrolled in HONR-prefix courses**, however, the appeal is submitted in writing to the Dean of the Honors College, who refers the matter to the Honors College Executive Committee, which will render a decision. If the student does not concur with the committee's decision, the student may appeal to the Dean of the Honors College, whose decision is final.

For an appeal involving an HONR-designated course grade, the student completes a Student Grievance Form for Appeal of a Grade (www.uta.edu/honors/documents/grievance.pdf) and submits it to the Office of the Dean of the Honors College. The grievance will be considered on the basis of the paperwork submitted (i.e., the form and any supporting materials attached). The Dean will inform the student of his/her decision in a letter mailed to the student.

Questions about the policy or the form may be addressed to an Honors College advisor.

Important Dates and Deadlines

Scholarship Deadlines

Honors College Scholarship applications are announced each academic year during the month of November. All Honors College scholarship applications are due by mid-February, typically the same day as the University's scholarship deadline.

Honors Contract Courses

Students must complete an Honors contract form and submit it no later than Census Day in the semester they are taking the course. Specific contract deadline dates are announced at the beginning of each semester, and *it is the responsibility of all students to ensure that their contracts are submitted to the Honors College by the established deadlines.* Late contracts will not be accepted.

Honors Undergraduate Research Fellowships

The Honors College offers the opportunity for undergraduate students to act as paid research fellows to tenured and tenure-track faculty members on specific research or creative activity projects during the 11-week summer session. Fellowship positions are competitive and application packets are due each spring, typically mid-February.

Honors College Study Abroad

Applications for the Honors College summer study abroad program are due early in the spring semester. The Honors Summer Study Abroad Program takes place during Summer Session-I.

Honors College Senior Project Proposal and Approval Forms

Honors College students are required to submit their Senior Project Proposal along with a Proposal Form the semester before beginning their Senior Project. The Senior Project Approval form must be submitted by the announced due date in the semester in which the Senior Project is completed.

Application for Honors College Graduation

Honors College students who complete the requirements for the Honors degree must submit an *Application for Graduation* to the Honors College by Census Day during the semester in which they are graduating. *Note: applying to graduate from UT Arlington and applying to graduate from the Honors College are two separate applications.*

Annual Honors College Events

Honors College Games Night.....	August/September
Honors College Scholarship and Induction Ceremony	August/September
Fall Honors Undergraduate Research Symposium (HRS)	November
Annual Celebration of Excellence by Students (ACES)	March/April
Spring Honors Undergraduate Research Symposium (HRS).....	April
Honors College Senior Dinner (graduating seniors only)	December and May