



# **HONORS COLLEGE**

The University of Texas at Arlington

# **STUDENT HANDBOOK**

Colleges of Education, Nursing and Science

Classic Honors

August 2019

# Welcome to the Honors College

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Dear New Honors Student,

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. We, the Honors staff, feel 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,

*The Honors College*

# Honors College Contact Information

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## General Contact Information

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# Honors College Overview

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## **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, core science 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 Capstone, and a specially designated Honors degree.

## **Honors College Vision Statement**

The Honors College is committed to extending opportunities for achievement in undergraduate education to the best students across the University. The College works toward this goal by promoting a supportive and academically and culturally diverse environment in which students can pursue excellence in research, creative work, community service, and personal and professional development. By creating a center for academic excellence, the Honors College not only fosters the development of the next generation of academic and community leaders, but also advances the University's broader mission of improving the level of education for all students. In keeping with the broader educational mission, the Honors College houses Interdisciplinary Studies, which is dedicated to promoting experiential, problem-based research and pedagogy for all students in the University.

# Honors College Requirements

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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.

## Requirements for Earning an Honors Degree

- Complete the University core and major disciplinary degree requirements.
- Maintain and graduate 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 discipline.
- Attend the mandatory initial, second-year, and Capstone advising appointments.
- Completion of a Capstone project. Eligible Capstone tracks are determined by individual Colleges (see page 13).
- Presentation of the Capstone 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 Capstone 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 Capstone project in each academic major
- Give a separate presentation for each Capstone project at an 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 Registration Rewards



Honors students are eligible to receive first-day registration if they attend three (3) separate Honors events designated by the symbol. The deadline for earning registration rewards will be posted each semester.

# Honors College Advising and Academic Guide

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Honors College students have two advisors: academic and Honors. Academic advisors guide students on their major degree plan. Honors advisors direct students on issues related to their Honors degree.

## First Year

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

**Milestones:** Earn three (3) Honors hours this year. Earn registration rewards for Honors participation and get involved in the Honors College Council (HCC). Look into other opportunities for involvement in the Honors College such as joining the Honors Advocates, *Veneratio* newsletter, Programming Board, etc.

## Second Year

**Second-Year Advising:** *All Honors students must meet with an Honors Advisor during 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.*

**Milestones:** Earn three to six (3-6) Honors hours this year. Earn registration rewards for Honors participation, and look into leadership opportunities in the Honors College, such as the Honors College Council Executive Board (HCC). Attend information sessions on the Honors Capstone, Archer Fellowship Program, Undergraduate Research Fellowship (URF), etc. Attend the Honors Research Symposium (HRS).

## Third Year

**Capstone Advising:** *All students are required to meet with an Honors Advisor to prepare for the Capstone and to review any remaining Honors requirements needed to graduate. For most students, this typically takes place about one year before graduation. Students who want to complete their Capstone early should speak with an Honors Advisor.*

**Milestones:** Earn six (6) Honors hours this year. Earn registration rewards for Honors participation. Attend the Honors Research Symposium (HRS), begin exploring topics for the Capstone, and speak with faculty in your major about mentoring your project.

## Fourth Year

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

**Milestones:** Complete any remaining Honors hours. Submit a proposal for your Capstone. Attend Capstone semester events. Earn registration rewards for Honors participation. Apply for graduation, submit your Capstone project, and present at the Honors Research Symposium (HRS).

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

An Honors student who misses two scheduled advising appointments, without contacting their advisor, will be automatically dismissed from the College. Any student who is dismissed based on this policy may petition to have their status reinstated by submitting a formal appeal letter to the Honors College Executive Committee at [honors@uta.edu](mailto:honors@uta.edu).

### **Transfer and Continuing Students**

Students admitted with fewer than four (4) years to graduation will need to adjust the traditional four year timeline to ensure they are able to complete all requirements before graduation.

### **UT Coordinated Admissions Program (CAP) Students**

Incoming CAP students are **required** to earn early registration by participating in a minimum of three (3) Honors registration reward events by the posted deadline during their first semester. Additionally, CAP students are encouraged to fulfill the milestones of first year Honors students. Those who are unable to meet these conditions will be dismissed from the Honors College. The Honors College will not admit CAP students who are in their second semester.

### **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.
- 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.
- A student can be placed on Honors probation a maximum of twice during their undergraduate career. If a student is placed on probation a second time and subsequently dismissed, they will not be readmitted a second time.

# Student Responsibilities & Expectations

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*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, reviewing their Honors student portal, 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.).

## **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.

## **Email 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. See the Advising and Academic Guide (page 7).
- Students who do not earn at least 10 Honors hours 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

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## **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 hours will only be granted for courses in which a final grade of A or B is earned. Honors hours 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 (Summer-I, Summer-II, and Summer 11-week).

## **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 25-40 students. Outstanding faculty members (tenured/tenure-track professors or full-time lecturers) who wish to teach a small class of highly motivated students teach honors sections such as these. 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 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; 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. The instructor reviews the contract and, if approved, signs the form.
- The Honors College reviews all contracts and reserves the right to deny approval to Honors contract requirements 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 used only in awarding Honors credits.

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

### **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 section of this type of class must submit an Honors Credit Contract, rather than an Honors Designation form.

# Honors College Capstone Options

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Each College/School determines which track(s) their students may select to fulfill the Honors Capstone requirement. Note: All students will produce a deliverable and showcase their Capstone project at the Honors Research Symposium (HRS) in either an oral and/or poster presentation.

The following departmental tracks for the Honors Capstone project are subject to change. Please confirm with an Honors advisor prior to submitting a proposal.

<b>RESEARCH</b> TRADITIONAL THESIS	<b>INTERNATIONAL</b> STUDY ABROAD OR SERVICE LEARNING ABROAD	<b>PROFESSIONAL</b> INTERNSHIP, CO-OP, OR PRACTICUM	<b>CREATIVE</b> ORIGINAL CREATIVE WORK	<b>COLLEGE- SPECIFIC CAPSTONE</b>
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## **College of Architecture, Planning, and Public Affairs**

Eligible tracks: research, international, or creative project

## **College of Business**

Eligible tracks: College-specific professional business portfolio project

## **College of Education**

Eligible tracks: research, professional, or creative project

## **College of Engineering**

Eligible tracks: research, international, professional, creative, or College-specific enhanced group project

## **College of Liberal Arts**

Eligible tracks: research, international, professional, or creative project

## **College of Nursing and Health Innovation**

Eligible tracks: research, international, or professional project

## **College of Science**

Eligible track for Biology, Chemistry, Physics and Psychology: research

Eligible tracks for Geology and Mathematics: research or international project

## **School of Social Work:**

Eligible tracks: research, international, or professional project

## **Honors College Interdisciplinary Studies**

Eligible tracks: research, international, professional, or creative project

**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 Capstone requirement. All Honors College requirements must be finished in the semester the student enrolls in their final undergraduate coursework.

# Scholarships and Funding Opportunities

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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 Mav ScholarShop (<https://uta.academicworks.com/>).

## ***Honors College General Scholarships***

Honors College scholarships are based on merit and involvement, 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 Honors College 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.

### ***Honors Undergraduate Research Fellowships***

The Honors College offers a limited number of 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 Capstone 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.

### ***Honors Early Completion Scholarship***

Honors students who complete all requirements for the Honors degree at least one full semester early (fall or spring) are eligible to submit a scholarship application. Requirements include all Honors hours, the Capstone project, presentation at the Honors Research Symposium (HRS), and a minimum GPA of at least 3.2.

### ***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

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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 contracted 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-\$2500, 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

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## **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)!

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 throughout the fall and spring semesters to discuss, plan, and host events. The meetings feature an assortment of activities including panel discussions, social activities, talks by invited speakers and the Honors College Dean, and other UT Arlington staff members.

HCC can help you make new friends and network with other organizations, campus leaders, and students. Attend a general body meeting 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 various Honors College and UT Arlington 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.

## **Honors College Programming Board**

The Honors College Programming Board is responsible for developing and executing events and programs throughout the year, such as social activities, community service projects, and academic/professional development opportunities. These students play a significant role in building the Honors community by promoting engagement within the College. This is an excellent opportunity to gain experience in program planning, leadership, budgeting, and more!

## ***Veneratio* Newsletter Staff**

Becoming a *Veneratio* newsletter staff member is a great opportunity to get more involved with the College, improve your communication skills, and gain experience as part of a team. Staff members attend weekly meetings, contribute ideas for stories, take on assignments, and document Honors events. Students from all majors are welcome to participate. If you are skilled at writing and/or photography, we want you!

# Honors College Honor Code

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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): \_\_\_\_\_ MavID #: \_\_\_\_\_

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.

# Honors College Standards of Academic Responsibility

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*The Honors College is a community of student and faculty scholars who set the standard for academic excellence at the University of Texas at Arlington. As members of the Honors College, students develop their skills, cultivate their talents, and become self-reliant scholars; they learn to ask the very best of themselves and prepare to assume positions of visionary leadership in academia, the arts and sciences, business, and the community.*

An Honors Student at the University of Texas at Arlington is held to high standards and is expected to:

- i. *Meet with an Honors Advisor for the following advising appointments:*
  - a. **Mandatory initial advising** during the first enrolled semester as an Honors student.
  - b. **Mandatory second-year advising** to evaluate progress in the Honors College and discuss any special circumstances or opportunities that may be available.
  - c. **Mandatory Capstone advising** to prepare for the Capstone Project.
  - d. **Progress advising** if sufficient progress is not being made, or if there are additional questions regarding the Capstone project or graduation.
- ii. *Become familiar with the Honors Student Handbook.*
- iii. *Stay up-to-date on revisions to policy and procedures by periodically checking the Honors College website. Current Honors policy, including deadlines and clarifications, may change to fit the needs of the College and to conform to University policy, requirements, or deadlines.*
- iv. *Utilize the Mavs email address and check it regularly. The College utilizes email as its primary means of communication with students regarding policy and procedure changes on the Honors listserv.*
- v. *Be considerate to advisors and not wait until the last minute to request mandatory advising appointments. Certain times during the semester are especially busy for advisors, and appointment times may be limited.*
- vi. *Call or email Honors advisors in advance to cancel advising appointments.*
- vii. *Allow plenty of time when dropping by to see an advisor in case the advisor is with another student.*

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name (Print): \_\_\_\_\_ MavID #: \_\_\_\_\_

## 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 regular or Honors-designated courses** 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](http://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

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## ***Scholarship Deadlines***

Honors College Scholarship applications are announced each academic year during the month of October. 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 Capstone Project Proposal and Approval Forms***

Honors College students are required to submit their Capstone project proposal along with a Proposal Form the semester *before* beginning their Capstone. The Capstone Approval form must be submitted by the announced due date in the semester in which the 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 Fall Welcome Event ..... August/September  
Fall Honors Undergraduate Research Symposium (HRS) ..... November  
Spring Honors Undergraduate Research Symposium (HRS) ..... April  
Honors College Senior Dinner (graduating seniors only) ..... April/May