University of Texas San Antonio
HONORS COLLEGE

STUDENT HANDBOOK
2016–2017

HIGHEST HONORS • GENERAL HONORS
LEADERSHIP HONORS • BUSINESS HONORS • INTERNATIONAL DISTINCTION
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MESSAGE FROM THE DEAN

Welcome to the UTSA Honors College. Our students, staff, and faculty pride ourselves on enjoying all of the amazing opportunities made available through a top-tier university experience. We work together to build a world interesting enough to engage our unappeasable curiosities. In research, we challenge questions thought unsolvable; through service, we fervently resist a world in which we or others face injustice; and by being intentional about living, we make every day our own.

UTSA honors is a community of dexterous thinkers, professional risk-takers, and adventurous spirits. With San Antonio as our inspiration, we imagine a world in which problems are solved, not created, by the rich resources provided by our complex, multilayered cultural and intellectual heritages. We defy anyone who tells us that our shared world and individual lives have to be anything less than amazing.

In the pages that follow, you’ll learn a little bit more about us. You’ll find out that our graduates leave UTSA to become true leaders — they attend graduate school at elite universities, start careers in top companies, and accomplish personal goals that many would condemn to a bucket-list. You will discover that our students are social entrepreneurs: through their work and actions they generously give back and add real value to the lives and communities that touch them. You will learn that we believe that leadership is service — the service of creating opportunities to others.

Should you choose to join us in Honors you will encounter unique, high-impact experiences across our curriculum and enjoy a robust social calendar with peers who will become lifelong friends. As a member of Honors, you will be surrounded by curious minds, generous souls, and aspirant dreamers. You will have opportunities to study abroad, learn from other cultures, research in your field, serve your fellow travelers, and live your dreams. Whatever your major, you will find a home in Honors.

So whether you are a student or alum, faculty member or community member, we invite you to grow with us. Join us in using all of the fruits of the intellect to create a future that is both fecund and fair. Come experience our world. It’s amazing.

In the name of the entire Honors family, welcome. Let’s make life great.

Sincerely,

Sean Kelly, Ph.D.
Dean, UTSA Honors College
Professor of Philosophy
The mission of the Honors College is to enrich and enhance the educational opportunities of academically talented, curious, motivated, and diverse students through an interdisciplinary curriculum that includes opportunities for research, service, and leadership. Through excellent undergraduate programs and initiatives, the Honors College provides an avenue for these students to affect the state, the nation, and the world.

The core values of the Honors College are:

- **Honesty**
- **Opportunity**
- **Nurturance**
- **Originality**
- **Respect**
- **Success**

The Honors College is open to students from all academic disciplines. Members of the Honors College pursue a rigorous academic program, which satisfies all requirements of their academic departments and Colleges and goes beyond those requirements to provide the basis for outstanding achievement and appropriate recognition for that achievement. The Honors College offers small classes with greater opportunities for student participation, increased student-faculty contact, greater individual attention, lively discussions of important issues, special interdisciplinary seminars, opportunities for community service, and supervised research experiences, all designed to challenge talented students.

The Honors College emphasizes breadth and depth of the academic experience throughout students’ programs of study. During their junior and senior years, Honors students usually become more focused on, and rooted in their particular discipline. Upper-division Honors work typically culminates in a senior honors thesis or senior honors project under the direction of a faculty member from a student’s major department.

Participation in the Honors College supplements, but does not replace, a student’s work in a major field. Credits earned in Honors College courses may be used to satisfy Core curriculum requirements or specific degree requirements. The Honors College Advising Center assists in assuring that students meet all requirements of their major curriculum, as well as Honors requirements.
Rewards of Membership

The UTSA Honors College provides the following opportunities and benefits to members of the Honors College:

Graduation with an Honors Diploma
Students who fulfill college requirements graduate with Honors from the Honors College. There are five types of Honors distinctions available in the Honors College. Students who are pursuing majors in all other Colleges may pursue Highest Honors, General Honors, and Leadership Honors. Students in the College of Business may also earn Business Honors. Highest Honors is the most distinguished honor a student can receive.

All of these Honors distinctions may also be combined with International Distinction, which is a separate status for students who master a foreign language at the 2023 level or who study abroad for one spring or fall semester.

These distinctions are reflected on students’ diplomas and transcripts. All Honors College graduates are recognized at the Honors College graduation ceremony and receive special recognition at Commencement ceremonies.

Enrollment in Special Classes
The College provides a range of special courses and Honors sections of courses in major degree programs, all with limited enrollment. Honors classes are smaller than regular sections of courses and typically encourage student participation and discussion.

Access to Specific Privileges
Honors students enjoy privileges unavailable to other undergraduates, including access to Honors scholarships, priority registration, and special housing in UTSA’s San Saba Hall.

Benefits of Membership in a Community
In addition to smaller classes and specific privileges, Honors students also gain intangible benefits through participation in a small community within the larger university setting. Friendships that develop in the classroom carry over into other areas of student life. The Honors College also tries to foster friendships and camaraderie through social occasions and on- and off-campus cultural events, available only to Honors students.

Enrichment through Exciting Opportunities
Honors students have enhanced access to a variety of other opportunities, such as study abroad programs, internships, travel to conferences, and participation in undergraduate research. The Honors College also provides funding for students who are actively engaged in research and coordinates on-campus efforts to assist students in applying for prestigious national fellowships, such as the Harry S Truman Scholarship, the Rhodes Scholarship, and National Science Foundation (NSF) Graduate Fellowships.
Study Abroad Programs: Japan, Germany, and the World

International education and international exchanges are fundamental aspects of the Honors College’s commitment to the educational enrichment of its undergraduate students. The staff of the Honors College is committed to making sure that students who wish to do so can study abroad — either in a short-term study tour or a semester-long exchange program. The Honors College has two study abroad trips taking place in 2016: A 2-week trip to Japan in May and a 2 and a half-week trip to Germany in August. Students who travel with the Honors College typically receive scholarship support through UTSA’s International Education Fund (IEF). Honors staff members assist students in applying to the IEF for funding. IEF deadlines are October 15 for spring programs, February 15 for summer programs, and March 15 for fall pro-grams. Additional information on the IEF is available on the web at: https://utsa-sa.terradotta.com/index.cfm?FuseAction=Abroad.Home.

The Carlos and Malu Alvarez Special Opportunities Fund

The Honors College consistently encourages students to find opportunities to enhance their educational experience at UTSA. In 2006, Carlos and Malu Alvarez established the Carlos and Malu Alvarez Special Opportunities Fund at UTSA to provide UTSA students with the chance to enhance their educational experience by presenting papers at regional and national conferences, attending training pro-grams and workshops, and pursuing unpaid internship experiences. The Alvarez Fund — which is open to all UTSA students -- provides students with up to $750 per year to allow them to participate in such experiences. Honors students have used Alvarez Fund grants to present papers at the National Council of Undergraduate Research and a variety of other conferences, to attend the Young Global Leaders Summit, the American Psychological Association’s Summer Science Institute, the University of Houston’s Summer Discovery Program in Architecture, the Archer Fellows Program (see below), the Gordon Research Conference on Polar Marine Science, and the Institute for Sustainable Peace. Approximately 20 to 25 UTSA students per year receive Alvarez Fund grants. Application deadlines are October 1 and February 15. Additional information on the Carlos and Malu Alvarez Special Opportunities Fund is available on the web at: http://honors.utsa.edu/students/assets/forms/alvarez-app.pdf.

The UT-System Archer Fellows Program: A Semester in Washington

Members of the Honors College are strongly encouraged to spend a semester studying and interning in Washington, D.C., through the Archer Fellows Program. The Archer Fellows Program was established by The University of Texas (UT) System, in conjunction with former U.S. Representative Bill Archer, to provide students from UT-component institutions the opportunity to study and pursue an internship in Washington, D.C. Archer Fellows select an internship that meets their interests and goals. UTSA Archer Fellows have interned with Congressional offices, the Supreme Court, Marathon Oil, Good Morning America, the Financial Services Roundtable, the Center for American Progress, the American Enterprise Institute, the Congressional Hispanic Caucus Institute, the Holocaust Museum, the American Medical Students Association, the United Nations, and more. The program is ideal for students with an interest in public policy or public affairs (regardless of major), but it also offers oppor-tunities for students interested in broadcasting, business, public relations, the environment, and health care, as internships may be in the private or public sector. UTSA Archer Fellows have majored in po-litical science, communication, criminal justice, history, sociology, anthropology, business, psychology, and biology. Archer Fellows pay a stipend to participate in the Archer Program, which is equivalent to UTSA tuition, and they pay for housing (provided by the Archer Center). Honors College assists students in finding funding — through the Great Conversation Scholarship Fund, the Carlos and Malu Alvarez Special Opportunities Fund, and students’ own academic Colleges. The application deadline for the Archer Fellows Program is in mid-February in the year preceding participation in the program. Additional information on the Archer Fellows Program is available on the web at: http://www.archercenter.org/programs/archer_fellow.html.
Cultural Events
The Honors College frequently hosts field trips to cultural events in the San Antonio community. Each year, a group from the College attends one to two plays, as well as luncheons and other special events. The availability of tickets for these functions is announced through students’ preferred email accounts, so students interested in attending cultural events should keep an eye on their email. In addition, approximately 25 Honors students attend the Great Conversation! fundraising event as representatives of the Honors College. Students who attend the Great Conversation! find the event to be a wonderful opportunity to network with professionals in the San Antonio community, while eating a good meal and participating in scintillating conversation. Students interested in volunteering at the Great Conversation! event should contact the Dean of the Honors College, Dr. Sean Kelly (Sean.Kelly@utsa.edu).

Travel to Conferences
Each year, the Honors College takes a handful of students to the annual meeting of the National Collegiate Honors Council (NCHC) so that UTSA Honors students can meet with Honors students from other universities to learn more about strengthening and participating in their own Honors education. In addition, each spring, 10-12 Honors students have the opportunity to travel with the Associate Dean or the Assistant Director for Undergraduate Research to the annual meeting of the National Council on Undergraduate Research (NCUR). Students interested in attending the NCHC meeting should become active in the University Honors Student Association (UHSA). Students interested in attending the NCUR meeting should become involved in research by their junior year. Students who have a paper accepted for presentation at a professional conference may also apply for funding to travel to the conference through the Honors College Research and Travel Fund.

Service Opportunities
The Honors College is strongly committed to producing individuals committed to serving their community. To this end, the Honors College offers students a variety of opportunities to earn college credit for service and leadership activities. The Honors College offers a one-credit course (HON 2201), in which students can earn credit for approximately 45 hours of service in a semester. Students who volunteer for an organization for 150 hours may earn three hours of credit through an Honors Internship (HON 4933). These courses augment the service opportunity by providing students with an academic framework for reflecting on service activities and developing an understanding of how the experience fits with their broader academic training. Students who are interested in community service should contact Alegra Lozano, the Assistant Director of Student Programs (Alegra.Lozano@utsa.edu). Students who are interested in internship opportunities should contact the Dean, Dr. Sean Kelly (sean.kelly@utsa.edu). The Honors College also provides support to and encourages students to become involved with the For the Kids Dance Marathon (www.danceforthekids.org).

Leadership Training
The Honors College is committed to preparing students for leadership roles on a local, national, and global level. Thus, the Honors College encourages students -- from all majors -- to participate in the College of Business’s Leadership Challenge program. All Honors students who take MGT 4953-Honors through the Leadership Challenge program earn Honors Seminar credit for their participation. The Leadership Challenge provides students with the opportunity to explore a new model of leadership that makes sense in the emerging competitive environment in which humans work and live. Program participants are asked to enhance their understanding of leadership and hone their personal leadership skills through course work and action. The deadline for application to the Leadership Challenge program is typically in April. More information on the Leadership Challenge program can be found on the web at: http://cpe.utsa.edu/leadership/ldr_challenge.aspx.
UTSA has three options for students who wish to graduate with “Honors.”

**Latin Honors**
The first option, “Latin Honors,” is based solely on GPA at the time of graduation. The term “Latin” refers to the Latin words used for this type of Honors designation -- *cum laude*, *magna cum laude*, and *summa cum laude*. To graduate with Latin Honors, students must have completed a minimum of 45 hours at UTSA (excluding courses that earn a grade of "CR"). Only the UTSA GPA is used in calculating eligibility for Latin Honors. *Cum laude* requires a GPA of 3.50. *Magna cum laude* requires a GPA of 3.75. *Summa cum laude* requires a GPA of 3.90. The UTSA Information Bulletin provides official information on graduation with Latin Honors. Students should note that to walk with Latin Honors graduates in the processional at Commencement, they must have completed 45 hours and met the GPA requirements prior to the term of their graduation.

**College or Department Honors**
The College of Architecture is the only College in which students cannot currently earn Honors in their major. The College of Sciences and the College of Engineering offer College Honors. Most of the individual disciplines in the rest of the university offer Department Honors, except for Art History and Music. Regardless of major, Department and College Honors always require the completion of an Honors thesis or other written work. Eligibility for Department and College Honors varies across disciplines, but, in most cases, candidates must have a UTSA GPA of 3.0 and a GPA in their major ranging from 3.0 to 3.5. Students who are interested in Department or College Honors should check the catalog for requirements. ONE NOTE OF CAUTION: Except in English, Classics, and Philosophy, very few students apply to earn Department or College Honors and both faculty and staff know little about the option, the requirements, or even how to register. You may seek assistance with these processes in the Honors office.

**Honors in the Honors College**
Honors College Honors can only be earned by members of the Honors College. Students who choose to earn Honors College Honors may also earn “Latin” Honors if their GPA is high enough and are typically eligible (but not always) to earn Departmental Honors as well. Both Highest Honors and Departmental Honors require an Honors thesis, and the GPA requirements are similar. Honors students who wish to earn Department or College Honors in addition to Honors in the Honors College should consult with their thesis advisor and the Associate Dean of the Honors College. The requirements for graduation with Honors in the Honors College are explained beginning on page 9.
The Honors College offers five types of Honors distinctions—
Highest Honors, Leadership Honors, General Honors, Business Honors, and International Distinction. Highest Honors is the most prestigious Honors distinction offered through the Honors College and requires the completion of an Honors thesis project. Students who graduate with Highest Honors are the most distinguished alumni of the Honors College. The Honors College also allows students who master a foreign language or pursue substantial study abroad to add “International Distinction” to their degree.

Requirements for the different types of Honors degrees offered through the Honors College are described below in further detail. An Honors College Distinctions Checklist can be found on page 12.

**Highest Honors**
Highest Honors is the most rigorous and most prestigious Honors degree program available through the Honors College. What distinguishes this distinction from the other Honors options is the opportunity to pursue greater depth in one’s academic field. All members of the Honors College are eligible to graduate with Highest Honors.

Students qualify for Highest Honors if they: (1) have a minimum UTSA GPA of 3.25 at the time of graduation; (2) complete a senior Honors thesis; and (3) complete a minimum of 30 hours of Honors course work. The 30 hours of Honors course work MUST include at least three courses out of the Honors core — that is, either two Honors Seminars (HON 3223, HON 3233, HON 3243, or HON 3253) and one Honors section of an Honors core course (AIS 1203 for incoming freshmen), or three Honors Seminars. A maximum of 9 hours of Honors contract work may be applied to the 30 hours of Honors course work. The Honors thesis must be signed by a three-member committee that meets the guidelines established in the Honors Thesis Handbook. **Students who enter the Honors College with 50+ hours may waive 6 hours of Honors course work.**
Leadership Honors
Leadership Honors is designed to provide students with the opportunity to expand their leadership capabilities and to explore possibilities for enhancing learning capacities and strategic thinking. Students enhance their understanding of leadership and hone their personal leadership skills through coursework and action. Students who follow Leadership Honors may select from two different options, one that involves students in the College of Business’s Leadership Challenge program and one that involves students in the University of Texas System’s Archer Fellows Program.

Students qualify for Leadership Honors if they: (1) have a minimum UTSA GPA of 3.25 at the time of graduation; and (2) complete a minimum of 21 hours of Honors course work, including the courses listed for either option 1 or option 2. The 21 hours of Honors course work MUST include one Honors section of a core course (AIS 1203 for students who enter the Honors College before taking this course) for both options.

**Option 1** coursework also includes MGT 4953, Leadership Challenge, and HON 4933, Honors Leadership Internship, and 12 semester credit hours of elective Honors coursework (including no more than 6 hours of Honors contract work).

**Option 2** coursework also includes HON 3513, HON 3523, and HON 3533 taken through the Archer Fellows Program, 6 semester credit hours of HON 4936, Honors Internship, and 3 semester credit hours of elective Honors coursework.

NOTE: Leadership Honors requires an additional application process, as students must apply independently for both the Leadership Challenge and the Archer Fellows Program. The Leadership Challenge, which is coordinated by UTSA’s Academy for Leadership and Training, admits only 16 students per year. The Archer Fellows Program, which is coordinated by the UT-System’s Archer Center, typically admits 6-10 UTSA students per year. Applications for the Leadership Challenge are typically due in early April and can be found by contacting the Academy for Leadership and Training at (210)-458-4871. Applications for the Archer Fellows Program are due in mid-February of the academic year preceding participation in the Archer Program and can be found on the Archer Center website at [http://www.archercenter.org/prospective/application_process.html](http://www.archercenter.org/prospective/application_process.html).

General Honors
General Honors is designed to provide students with a broad, interdisciplinary Honors experience, primarily through Honors core curriculum course work. Students qualify for General Honors distinction if they:

1. enter the Honors College with fewer than 30 college hours (not counting CLEP, AP, and dual credit);
2. have a minimum UTSA GPA of 3.25 at the time of graduation; and
3. complete a minimum of 21 hours of Honors course work. The 21 hours of Honors course work MUST include at least one Honors Seminar (HON 3223, HON 3233, HON 3243, or HON 3253) and one Honors section of a core course (AIS 1203 is required for students who enter the Honors College before taking this course). A maximum of 6 hours of Honors contract work may be applied to the 21 hours of Honors course work.
Business Honors
The Business Honors Program allows students to graduate with Honors in Business if they: (1) are enrolled in both the Honors College and the College of Business; (2) complete a minimum of five of the courses in the Common Body of Knowledge (CBK) for Business in Honors sections; and (3) have a GPA of 3.25 or higher. The Business Honors Program is a terrific opportunity for top COB students to forge closer relationships with COB faculty. Business Honors students can also graduate with any other Honors distinction in the Honors College.

International Distinction
Students who qualify for graduation with Highest Honors, General Honors, Business Honors, or Leadership Honors may also qualify for graduation with International Distinction. Students qualify for graduation with International Distinction if they either: (1) master a foreign language at the 2023 level or above; or (2) participate in a study abroad experience for at least one spring or fall semester.

Graduating from the Honors College
Members of the Honors College who meet the requirements for Highest Honors, General Honors, Leadership Honors, or Business Honors qualify to graduate from the Honors College. Students who graduate from the Honors College are recognized at a special Honors graduation ceremony and receive an Honors stole to wear over their academic regalia. Graduation from the Honors College is also noted on the student's transcript and diploma.
Honors College Distinctions Checklist

All Honors College Distinctions require a minimum UTSA GPA of 3.25 at the time of graduation.

Highest Honors (30 semester credit hours of Honors Coursework).

1. Completion of 6 hours of Honors Thesis and Honors Thesis signed by 3-member committee.
2. Completion of 9 hours from the following:
   a. HON 3223, HON 3233, HON 3243, or HON 3253
   b. Honors AIS 1203 or core course.
3. 15 additional semester credit hours of Honors elective coursework, including no more than 9 semester credit hours of Honors contract coursework.

Highest Honors for Transfer and UTSA Students Entering the Honors College with 35+ Hours of Coursework, Excluding Dual Credit (24 semester credit hours of Honors Coursework)

1. Completion of 6 credit hours of Honors Thesis and Thesis signed by a 3-member committee.
2. Completion of 6 credit hours from the following:
   a. Hon 3223, HON 3233, HON 3243, or HON 3253
3. 12 additional semester credit hours of Honors elective coursework, including no more than 9 semester credit hours of Honors contract coursework.

Leadership Honors (21 semester credit hours of Honors Coursework with 2 options).

1. Coursework must include 3 hours of AIS 1203 or an honors core course.
2. Option 1: MGT 4953: “Leadership Challenge”, HON 4933 “Honors Internship”, & 12 semester credit hours of elective Honors course work, including no more than 6 hours of Honors contract work.
   OR
3. Option 2: HON 3513, HON 3253, HON 3533 and HON 4956 taken through the UTSA Archer Fellows Program, and 6 semester credit hours of elective Honors coursework.

General Honors (21 semester credit hours of Honors Coursework).

1. Enter with fewer than 30 hours of coursework (not counting CLEP, AP, and dual credits).
2. Completion of 6 hours from the following:
   a. HON 3223, HON 3233, HON 3243, or HON 3253
   b. Honors AIS 1203 or core course.
3. 15 additional semester credit hours of Honors elective coursework, including no more than 6 semester credit hours of Honors contract course work.

Business Honors (15 semester credit hours of CBK).

1. Member of the Honors College and Member of the College of Business.
2. Completion of a minimum of 5 of the courses in the Common Body of Knowledge (CBK) in Business Honors sections. (Maximum of 6 semester credit hours of Honors contract course work).

International Distinction (may be tied to any of the Honors distinctions).

1. Foreign Language at 2023 level or above or participation in a study abroad experience for at least one spring or fall Semester.
2. Completion of Business Honors, General Honors, Leadership Honors, or Highest Honors.
Advising and Registration

All active members of the Honors College are eligible for advising and priority registration through the Honors College Advising Center.

What is priority registration?

Priority registration refers to the opportunity Honors students have to register for their courses as soon as the registration period opens. In other words, Honors students may register for classes on the very first day of registration -- along with graduate students and before all other undergraduate students -- regardless of their classification.

How do I take advantage of priority registration?

1) Make certain you have no holds on your account and that you have checked all prerequisites.

2) Schedule a meeting with an Honors College advisor to review your degree plan and design a schedule.

3) Request override codes from the Honors College for all Honors courses (at honors@utsa.edu).

4) Enter your schedule into ASAP when registration opens.

How do I know when it's time to register?

The online Schedule of Classes lists the dates that registration begins. The Schedule of Classes is only available online. Typically, it comes out about a month before registration begins. Once you see the Schedule of Classes online, you should schedule an advising appointment to make sure you are on track for graduation. The Honors College Advising Center (HCAC) begins scheduling advising appointments as soon as the schedule appears on the web and continues to schedule appointments through the registration period. Students who come in prior to the opening of registration can take full advantage of priority registration. You should receive a message in your preferred email account, notifying you that the registration period is approaching.

How do I make an advising appointment?

Call the Honors College Advising Center at (210) 458-4106.

Which Advisor do I see?

There are four primary advisors in the Honors College: Diana Howard, Stephen Cheney, Shunverie Barrientez, and Kalia Glover. Freshmen are assigned an advisor at Freshman Orientation and new, current, and transfer students are assigned an advisor upon acceptance into the Honors College. Students can find their assigned advisor listed in ASAP. Students will remain with their primary advisor through graduation. Dr. Eisenberg, Interim Dean of the Honors College, provides advising for the Freshman Terry Scholars, students in the Archer Fellowship Leadership Honors track, Top Scholars, and upper-division students who are committed to completing an Honors thesis, as demonstrated by their enrollment in an Independent Study or Honors Thesis course. In all cases, Dr. Eisenberg will be listed in ASAP as the student's secondary advisor, although student who have Dr. Eisenberg listed as their secondary advisor should schedule advising appointments with her.
FORMS:

You may need to fill out additional forms prior to registration. If you wish to enroll in more than 19 hours, you will need to complete an **Override Maximum Hours** form, which requires your advisor’s signature. If you wish to enroll in a course for which you do not have a prerequisite, you will need a **Prerequisite Override Form**. This form requires the signatures of both the instructor of the course and his/her Department Chair. If you wish to enroll in two courses that start and end at the same time (e.g., a lab from 7:30 am to 12:30 pm and a course from 12:30 pm to 1:45 pm), you must complete a **Time Conflict Override form**, which requires the signature of both course instructors. If a non-honors course requires the consent of the instructor, you must provide the Honors College with a signed authorization that gives you permission to enroll in the course. These forms can be turned in to the Honors College once they are completed and signed.

Specific courses also have special procedures or forms to fill out. Registering for an Independent Study course requires an **Independent Study Course Form**, which must be taken directly to Enrollment services once it is signed. Registering for an Internship course requires approval from the Department in which the internship is located. Students who wish to enroll in an Honors Internship can use the Honors Internship Registration Form, available on the Honors College website. Students who wish to enroll in an internship with their major must consult with their Department regarding requirements and procedures for registration in that discipline. Registering for an Honors Thesis course requires an **Honors Thesis Course Registration form**, which can be submitted to the Honors College.

*What are the student's responsibilities in the advising and registration process?*

**YOU are responsible to do the following:**

⇒ **Review all degree plans your advisor provides, check them against the catalog and curriculum requirements and immediately bring any errors or discrepancies to your advisor’s attention.**

⇒ **Be on time** for advising sessions and **notify the office of a cancellation before** your scheduled session. Remove **Holds** before you try to register.

⇒ **Come to advising sessions prepared to ask questions** and write down the answers.

⇒ **Keep all copies of degree plans, forms, and advising notes and bring them** to all advising sessions.

⇒ **Accept responsibility** for your own degree progress and the consequences of your decisions.
Remaining a Member of the Honors College

Good Standing in the Honors College

Once students enter the Honors College, they are considered to be in good standing if they maintain a minimum UTSA GPA of 3.25. Effective Fall 2014: Incoming Honors College students must successfully complete the Core Curriculum requirements for Rhetoric/Composition and Mathematics within their first academic year to be considered in good standing with the Honors College.

Withdrawing from the Honors College

Students may choose to withdraw from the Honors College at any time. To withdraw from the Honors College, a student must request withdrawal in writing by emailing honors@utsa.edu. If the student withdraws before the Census Date, he or she will not be charged the Honors College fee for that term. If the student withdraws after Census Date, the Honors college fee for that term will not be refunded.

Probation and Academic Ineligibility for Honors College Membership

Students whose GPA falls below 2.75 are automatically declared ineligible for Honors College Membership with no probationary period. Students whose GPA falls below the 3.25 standard but remains at or above 2.75 are placed on Honors probation. Students on Honors probation must earn a TERM GPA of at least 3.25 in each subsequent semester. Failure to earn a TERM GPA of 3.25 while on Honors probation will result in the student being declared academically ineligible for Honors College membership. Students can also be declared academically ineligible for Honors College membership if they have not completed an Honors course in three or more terms. Only students in good standing at the time of graduation qualify for graduation from the Honors College.

Readmission

Students who have been declared academically ineligible for Honors College membership may apply for readmission once they attain a minimum UTSA GPA of 3.25.

Dual College Membership

Honors College students are also members of another degree-granting college or University College. Admission to the Honors College is independent of admission to any other academic unit.
Earning Honors Credit

How do I earn Honors credit?

There are five ways to earn Honors credit:

1) Take a scheduled Honors course—either an Honors section of a regular course or a course with the HON designation (e.g., HON 3223). Listings for Honors courses are available on the Honors College website.

2) Write an Honors contract with a professor to earn Honors credit for a non-Honors course (see page 24 of this handbook).

3) Do research and enroll in an Independent Study (i.e., a course numbered 4913) or an Honors Thesis course (a 4993 course, either in HON or a specific discipline).

4) Do an Honors Internship (HON 4933, 4953, or HON 4936).

5) Take a graduate course.

Undergraduate students are eligible to take graduate courses (i.e., 5000 or 6000-level courses) in their final year of study, but they must complete a special form to do so. The form is available in the Honors Office. Graduate courses automatically count toward total Honors hours.

What types of Honors courses are there?

The Honors College offers several different types of Honors courses, including:

1) Honors sections of Core Curriculum courses (e.g., BIO 1404, PSY 1013, WRC 1013).

2) Turn a non-Honors course into an Honors course by completing an Honors contract with a professor. See page 20 for more details.

3) 1-credit Honors opportunities that allow students to earn credit for community service (HON 2201), to learn about the Honors thesis (HON 3501), or to learn about graduate school opportunities (HON 3301)

4) 3-credit Honors Seminars (HON 3223, 3233, 3243, and 3253)

5) Honors Internships (HON 4933 or HON 4953)

What is an Honors Seminar?

Honors Seminars are interdisciplinary, discussion-based courses, in which students take greater responsibility for the learning that occurs than they typically do in other courses. Honors Seminars offer students the opportunity to pursue topics not traditionally offered in the curriculum and to do so in a context where discussants come from different fields and backgrounds. The term “Seminar” refers to the fact that such courses are expected to feature student discussion and high levels of student input. Honors Seminars are typically capped at 25 students. Other Honors courses are capped at 25-30 students.
Earning Honors Credit (continued)

How do I participate in research for Honors credit?

When students are beginning to research a topic or want to explore a new research area, they may register for an Independent Study course in their major (e.g., BIO 4913, SOC 4913). To register for a 4913 Independent Study course, students must obtain an Independent Study Course Form (available on the Registrar’s Office website). The Independent Study Course Form requires the signature of the instructor (i.e., the research supervisor), the student’s advisor, and the appropriate Department Chair and Dean (i.e., the ones that match the discipline of the of the 4913 course). Students who wish to work on an independent study project with a faculty member at the UTHSC-SA or another similar institution may register for HON 4913 with the Associate Dean as the Instructor of Record at UTSA. All 4913 courses earn Honors Credit.

Students who are ready to begin working on their Honors thesis should register for a 4993 Honors Thesis course. Most students will enroll in a 4993 course in their major—e.g., BIO 4993, CS 4993, PSY 4993. If a 4993 course is not offered in the thesis advisor’s discipline or if the student’s thesis advisor is not a UTSA faculty member, the student should register for HON 4993. For more information on Honors research and the Honors thesis, please read the Honors Thesis Handbook, which is available on the Honors College website.

What is an Honors Internship?

An Honors internship can include any experience that you can demonstrate will enhance your educational program. Through an Honors Internship (HON 4933), students can earn credit for work or off-campus research experiences. In the past, students have earned Honors Internship credit for attending a Summer Research Opportunity Program (SROP), studying abroad, working for the government or a corporation, teaching in a summer program for high school students, or working in businesses or not-for-profit agencies. The Associate Dean of the Honors College is responsible for determining what experiences meet the criteria for an Honors internship.

Honors Students participate in the annual “For the Kids” Dance Marathon. In Spring 2014, the group raised $50,025.63 for Children’s Hospital of San Antonio.
**Honors Courses**

*What are the key characteristics of Honors courses?*

Here are some of the guidelines we provide to Honors faculty to help them develop an Honors course.

1. **Limited class size.** Honors courses are typically smaller than the regular sections of the same class. Honors sections of regular courses typically do not exceed 30 students and Honors Seminars typically do not exceed 25 students without the instructor’s approval. The small class size enables students and professors to get to know each other better and to interact more closely.

2. **Student participation.** While the format of the class is left to the discretion of the instructor, Honors courses should involve more student discussion and student-faculty interaction than do non-Honors classes. The goal is to approximate a graduate seminar for undergraduates. Students should be encouraged to "discover" knowledge through discussion, critical reading, writing, and research.

3. **Communication.** Oral and written expression should be a major part of the Honors experience. The Honors College encourages instructors to allow students to collect ideas, provide justification for them, and communicate those ideas. These opportunities can take the form of lively class interchanges, journals, papers, research reports, and a variety of other techniques that teach organization and presentation skills.

4. **Enrichment, rather than extra work.** Because Honors students earn the same 3 credits (and corresponding GPA points) for an Honors course as they would for a regular course, Honors courses should not involve substantially more work or have much more rigorous grade expectations than a regular class. The emphasis in Honors courses should be on exploring the subject matter more thoroughly and dealing with the course material in ways that smaller numbers permit. The goal of an Honors education is for students to experience greater breadth, depth, and enrichment than they would receive in non-honors courses.

Erin Josserand presenting her research at the Society for Neuroscience meeting.
5. **Realistic grading.** Compared with the student body as a whole, Honors students have met unusually high criteria to participate in the Honors College. Thus, imposing a normal grade distribution makes little sense. Similarly, participating students should not be in competition with each other. Rather, grades should be assigned on the professor's perception of content mastery. In general, Honors students hope, even assume, that they will get A's as they did in high school. In practice, they will not all do A work and some percentage will get Bs. A handful will decide not to work hard at all and will earn -- and deserve -- grades of C, D, or F. We believe that all Honors students can earn As and Bs in their Honors classes and hope that will happen.

6. **Involvement.** We want to convey to Honors students the excitement that first motivated faculty to involve themselves in their discipline. We also want to draw students as far as possible into the general field of study that is being pursued in the class.

7. **Interdisciplinary work.** To many of us, education has become too fragmented and too compartmentalized. Honors implicitly encourages drawing on a wide range of disciplines while presenting material within the professor’s own area of competency. Honors is supposed to be a primary vehicle on campus for inaugurating courses that cross disciplinary lines for the purpose of giving students a broad and integrated perspective on human knowledge.

8. **Does taking Honors courses hurt a student’s GPA?** Taking Honors courses does not typically hurt a student’s GPA. About two-thirds of current Honors students have Honors GPAs that are higher than their UTSA GPA. In fact, students who have taken at least 12 hours of Honors course work have Honors GPAs that average about .06 higher than their UTSA GPAs. We attribute this difference to the close personal relationships that students develop in Honors, and that foster student learning.

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**Honors students participate in service learning projects such as Habitat for Humanity.**
Honors Contracts

Purpose of the Program:
The Honors Contract Program provides a mechanism for Honors students to earn Honors credit for courses that are not typically offered through the Honors College. The Honors Contract program was designed to: (1) provide an opportunity for students to pursue in-depth study in an academic field of special interest to them; and (2) make it easier for transfer students and other students who join the Honors College relatively late in their academic careers to complete the total hours of Honors course work required for graduation from the Honors College. Developing and working on Honors contracts often provides other benefits for Honors students. Many Honors students who have worked on Honors contracts report that they enjoyed the opportunity to develop a personal and intellectual relationship with a faculty member. Others have found that the work they do to complete the Honors contract has helped them develop a topic for their Honors thesis.

Description of the Program:
With some restrictions, the Contract program allows Honors students to receive Honors credit for non-Honors courses. The Contract policy is primarily designed for 3000- and 4000-level courses, although contracts may occasionally be written for 2000-level courses. The following regulations apply:

1) Contracts can **only** apply to *three-credit or four-credit* courses. Contracts may **not** be used for one- or two-credit courses.

2) Students may **not** use a Contract to receive Honors credit for Core curriculum courses regularly offered through the Honors College.

3) Students may **not** prepare a Contract for any 1000-level course (*except on the Downtown campus*).

4) Students who wish to contract a 2000-level course must receive approval from the Associate Dean of the Honors College **before** approaching the professor.

5) All Contract work **must** be completed by the **last day of classes** in a given term.

6) Student must earn a grade of “A” or “B” in the course to receive the Honors credit.

To receive Honors credit for a course, the student must: (1) obtain the instructor's consent to take the course for Honors credit; (2) develop, in conjunction with the professor, a description of the course enhancement activity or activities that will earn the student the Honors credit; (3) complete a "Contract to Earn Honors Credit for a Non-Honors Course" with the instructor (see the Honors Contract from in the back of this handbook); and (4) **file that contract with the Honors College no later than Census Date**.

Students interested in writing an Honors Contract can obtain a packet of information and a Contract form on the Honors College website: [http://honors.utsa.edu/students/forms.php](http://honors.utsa.edu/students/forms.php). The packet provides examples of Honors contracts for a variety of courses.
Honors Community Service

_Honors Community Service_ is designed to provide members of the Honors College with the opportunity to earn college credit for their experiences in community service. Students are expected to take responsibility for planning and keeping track of their community service experiences.

**Why does the Honors College offer a Community Service option?**
In the Honors College, we believe that service and leadership are an important component of an Honors education. Offering the community service option in Honors formalizes that commitment to service and leadership. It also allows students to earn credit for their service efforts and encourages them to reflect on their service and leadership activities and to consider analytically what those experiences can teach them.

**When can I take HON 2201, “Honors Community Service”?**
You can take HON 2201 at any time, although it is not typically recommended that students take HON 2201 in the first semester of their freshman year. While freshmen may want to begin becoming involved in service activities, they should probably concentrate on figuring out how college works and what it takes to succeed in college before registering for HON 2201 and making a commitment to 3 or more hours of service per week.

**How many hours must I complete of Community Service?**
You must complete 45 hours of community service by the last day of classes and provide a site supervisor's signature verifying the completion of those hours.

**How do I find a community service placement?**
You are responsible for locating an appropriate community service placement although Ms. Alegra Lozano, Assistant Director of Student Programs in the Honors College, can assist you in finding an appropriate placement. Once you have arranged a service opportunity and have had it approved by Ms. Lozano, you provide the following information to Ms. Lozano: (1) the location of your service experience; (2) the name of your site supervisor (who will sign your time log); (3) an address, phone number, and e-mail address for your site supervisor; and (4) your own e-mail address.

**Where can I do my community service?**
The one basic requirement is that you MUST be able to demonstrate how the service effort you propose can contribute to your educational experiences at UTSA. Virtually any service site is acceptable -- a hospital, an animal shelter, a social service agency, a city office, a library, a school, a nursing home, etc. You can work at any not-for-profit organization. Except for private hospitals, it is generally not acceptable for students to work at private corporations. While students may work for religious organizations that provide services to the community, it is not acceptable to earn HON 2201 credit for missionary work or religious proselytizing. Honors students have had positive experiences at the City Attorney's Office, Communities in Schools, Methodist Rehabilitation Center, Ronald McDonald House, Sunshine Cottage, the San Antonio AIDS Foundation, Youth Alternatives, the YMCA, and a variety of local hospitals. The possibilities are endless.

**How do I find out more about Honors Community Service and its requirements?**
Alegra Lozano, the Assistant Director of Student Programs, is in charge of Honors Community Service. She may be reached via e-mail at alegra.lozano@utsa.edu or via phone at 210-458-4106.
The Honors Thesis

The Honors thesis is the culmination of the Honors experience at UTSA. Honors students must complete an Honors thesis to graduate with Highest Honors. Most students write an Honors thesis in their major, but some students choose to cross disciplinary boundaries. Examples of crossing disciplinary boundaries include an accounting major writing a novella, a management major working with a professor in political science, a psychology major working with a professor in English, and a management major writing a manual on how to be successful in college.

Working on a thesis provides an opportunity for an Honors student (in close consultation with a member of the faculty) to define and carry through a line of research or a creative enterprise appropriate to the conclusion of a serious and substantial undergraduate program of study. The most common type of Honors thesis project is an entirely written piece of work. Within the category of written projects, the most common type is an academic or scholarly work similar in content to a research paper a student might write for a course. This work includes the student's own collection and analysis of data or the completion of an experiment, a series of experiments, or a research study.

A second type of Honors thesis is primarily a creative work -- for example, the preparation of a novella, a play, or a collection of short stories or poetry, an exhibition of original works of art, the plan for the design of a building, a musical composition, a performance of compositions a Music student might not traditionally learn, a video documentary, or a curriculum development project. Although a creative project can form the basis of a thesis, a creative work must be accompanied by a written analysis, which includes a self-critique of the creative product. This analysis addresses questions such as why the student took the particular approach, why the student selected the particular work or works to be performed, and what the student would do differently (or the same) the next time.
The Honors Thesis (Continued)

Students typically complete the Honors thesis in their final two long semesters (e.g., fall and spring of their senior year), but students may complete the thesis at any point and are encouraged to begin thinking about the thesis early. Many students first register for a 4993 "Honors Research" or "Honors Thesis" course three or even four semesters prior to graduation. Students who wish to be involved in research over a long period of time may register for up to two semesters of Independent Study (a 4913 course) and up to two semesters of Honors Thesis (a 4993 course). Students earn Honors credit for all 4913 and 4993 courses. To help Honors students prepare to do an Honors thesis, the Honors College encourages students to:


2) Attend the Honors College Undergraduate Research Symposium, held at the end of each semester, and view the posters and listen to Honors students talk about their thesis projects. The Honors Research Symposium is typically held during study days.

3) Get involved in research early in your academic career. The Dean of the Honors College (sean.kelly@utsa.edu) can help match you with an appropriate research opportunity.

4) Talk with the Dean of the Honors College and faculty members in your discipline about the Honors Thesis.

Jordan Manes, Marissa Ramos, Christine Ochoa, Tiffany Lawrence, and Nick Crain with Dr. Eisenberg at the annual meeting of the National Conference on Undergraduate Research.
Honors Scholarship Requirements

Although Honors students are encouraged to take one Honors course per semester, only Honors Scholarship recipients are required to do so. Each Honors student who receives an Honors Scholarship is required to sign a Scholarship Agreement that describes the scholarship requirements. Scholarship requirements almost always include the following:

1. Maintaining a UTSA GPA of 3.25 or higher (except for the Greehey Scholarship and the Terry Scholarship)
2. Enrolling in and completing a minimum of 12 hours per semester (unless otherwise specified)
3. Enrolling in and completing at least 3 hours of Honors course work per semester (except for the Terry Scholarship). [NOTE: HON 2201 and HON 3301 do not meet this requirement. Taking 6 Honors hours in one semester does not automatically waive this requirement for the next semester.]
4. Writing a thank-you letter on an annual basis

Additional requirements sometimes apply -- for example, continuing to major in Business or Mechanical Engineering, having financial need, or participating in a Learning Community. The Honors course requirement (#3 above) is automatically waived in only one context -- when students are studying abroad through the Office of International Programs. Students may continue to receive Honors scholarships while studying abroad since the Honors College encourages study abroad. Waivers are sometimes granted for students who participate in the National Student Exchange (NSE), although students in NSE are encouraged to attend a university with an Honors Program or Honors College and to take an Honors course there.

Renewable scholarships are not renewed when scholarship recipients fail to meet any of these requirements in any semester in which they have received an Honors scholarship. Students who believe special circumstances apply to their case may request a waiver of scholarship requirements by completing a Waiver of Scholarship Requirements form. This form is available in the Honors College or on the Honors College website. Waivers are granted only in extreme and unusual cases and are more common when students drop below 12 hours than when they drop an Honors course. There are no waivers for failure to meet the GPA standard. Waivers are never granted if lack of compliance with scholarship requirements is discovered by the Honors College before a student petitions for a waiver. You must petition for the waiver as soon as you realize that you will be out of compliance with scholarship requirements.

Although students are rarely asked to repay a scholarship they have received, there have been cases where repayment is demanded — for instance, when a student fails to complete an Honors contract and is deemed not to have made a reasonable attempt to do so or when a student drops an Honors course early in the semester. Signing a contract for an Honors Scholarship signals your understanding of the requirements and entitles the Honors College to demand repayment when the contract is not honored. (Repayment for more than one semester is never demanded.) Students who receive Honors Scholarships are encouraged to read the Agreement carefully before signing and to keep a copy of the signed form. **Once a scholarship is terminated, the chances of regaining it are very small.**
Applying for Honors Scholarships

APPLYING FOR HONORS SCHOLARSHIPS: CURRENT STUDENTS

Deadlines: January 2 and May 15

Incoming freshmen and transfer students are automatically considered for scholarships upon entrance into the Honors College. Current members of the Honors College may compete for scholarships twice per year: in January and May. Deadlines for scholarship applications are January 2nd and May 15th. No late applications are accepted.

The application process guarantees that Honors scholarships go to students who are willing to make an effort to earn them. It also gives Honors students additional writing experience and makes it easier for the Scholarship Committee to distinguish between candidates.

Only a limited number of scholarships are available at any given time, with greater numbers of scholarships available in May than in January.

You are eligible to apply for an Honors Scholarship if:

1. You are in good standing in the Honors College with a GPA of 3.25 +.

2. You are enrolled in at least 3 hours of Honors course work in the semester in which you are applying (i.e., spring for the May 15 deadline, fall for the January 2nd deadline).

Students who already hold an Honors scholarship may apply for another, but should be aware that preference will go to those students who do not hold an Honors scholarship.

To apply for an Honors Scholarship, you must submit all application materials by the deadline. The application includes a TYPED application form and a TYPED essay. The essay may be no more than 2 pages, double-spaced with 1-inch margins and should address the prompt posted for that semester. No letters of recommendation are required.

If you are selected for an award, you will be notified via your preferred email account. The email will contain an attached Scholarship Agreement that you will need to sign and return to the Honors Office, along with a thank-you letter. All forms must be returned within a month of the email date. You are responsible for monitoring your email account and returning forms in a timely fashion. Students who do not receive awards will not receive notification. Decisions are typically made within 5 weeks of the deadline.
Applying for Honors Scholarships

For a copy of the Honors scholarship application form and to view a list of the scholarships available through the Honors College, visit our website at: http://honors.utsa.edu/students/forms.php.
Assistance with Scholarship and Graduate Applications

The Honors College is dedicated to assisting students with the process of applying for scholarships and to graduate and professional schools and offers several services to meet this objective. For example, the Honors College offers workshops on preparing for graduate school and writing personal statements for admission to post-graduate institutions. In addition, the Honors College publicizes and encourages students to attend workshops offered through the Health Professions Office (www.utsa.edu/healthprofessions).

The Associate Dean of the College and the Assistant Director for National Scholarships and Fellowships work together to provide assistance with scholarship and fellowship applications. The Assistant Director for National Scholarships and Fellowships’ role is described on page 33 of this handbook. The Associate Dean typically provides students with counseling about graduate and professional school applications and reads students' drafts of their personal statements. Students who would like feedback on a personal statement should submit their drafts to the Associate Dean via email. Writing first-rate personal statements typically requires a process of writing and re-writing, so students should be prepared to work on multiple drafts.

The Honors College also provides students with letters of recommendation for scholarships, fellowships, post-graduate education, research programs, and other opportunities. The Associate Dean takes responsibility for writing letters of recommendation. Because of the volume of letters that Honors students request, students who want a letter of recommendation from the Associate Dean must fill out an Honors College Request for Recommendation form -- green for letters that should be mailed, blue for letters that will be picked up. The forms are available on the Honors College website. The color of the paper is important because it ensures that the Associate Dean does not misplace requests and that the letter is handled in the appropriate manner.

To ensure that your letter is ready on time, you must submit your request for letters of recommendation to the Honors College at least two weeks prior to the deadline! If a form needs to be submitted with the letter, you must attach the form and make sure to fill out all your personal information and sign the portion that asks whether you are waiving or not waiving your right to see the letter! You should also include a resume and a copy of the essay or personal statement that you wrote for your application.

Finally, during each spring semester, the Honors College offers a course entitled HON 3021, The Graduate School Workshop. This course is a one-credit seminar that meets for 50 minutes each week. The purpose of the course is to prepare students for admission to graduate school - particularly PhD and Master's programs. The course addresses a variety of relevant topics, including the difference between PhD and Master's programs, what graduate schools are looking for, what the graduate experience is like, how to identify appropriate graduate programs, how to fund graduate study, and writing personal statements. The course also provides students with practical advice on preparing for the Graduate Record Exam (GRE).
Assistance with National Scholarship and Fellowship Opportunities

Honors College Screening and Advising Process

Dr. Ben Olguín, the Honors College Assistant Director for National Scholarships, provides advising and application assistance to Honors students interested in applying for national scholarships and fellowships.

1) Initial Meeting.
The initial meeting helps the Assistant Director match the student to appropriate awards programs. In this meeting, the Assistant Director and the student identify the intersection of the student’s personal, academic and professional interests as well as areas that need development. Then the Assistant Director and the student create a plan of action, which includes exploring options for minors and double majors, new courses, potential faculty mentors, and possible career options.

2) Planning Meetings.
These meetings involve the creation of a list of research faculty who may serve as potential mentors and letter writers. The Assistant Director and the student target specific awards and develop a timetable of deadlines and writing and administrative tasks. These meetings can include consultations (but not formal requests) with potential letter writers as well as requests for transcripts, tax returns, and other required materials.

3) Writing Sessions.
Writing sessions take place after the student completes the basic informational aspects of the application. These sessions involve development of personal statements and descriptions of research projects. These sessions begin with the Assistant Director for National Scholarships but also involve the student’s faculty research mentors. This process lasts a minimum of one month, but usually takes three months.

4) Final Review and Submission.
The Assistant Director for National Scholarships proofreads and makes suggestions for the entire application. This final revision must occur no later than one week before the actual due date to ensure that the application will be completely ready to be submitted four days in advance of the deadline. The application must be turned in to the Assistant Director for National Scholarships at least four days before it is due. The student must be present in the Honors College as the application is submitted. (In some cases, the UTSA faculty representative for the awarding agency may be located in a different academic unit, but all coordination will take place through the Honors College.)

NOTE: Some national awards require a campus-wide competition and in-house screening process. In these instances, students must submit a completed application, which will be reviewed by a UTSA selection committee. If an applicant is not selected as the official UTSA nominee, the application work can be applied to other awards through the process outlined in steps 1-4 above.
Important Tips for Completing an Application for a National Scholarship

1) Establish relationships with research faculty.
Find research faculty members in your area of study and establish relationships with them. Research faculty members are individuals who have a track record of receiving grants and publishing research in top journals and presses in their field. You should take at least two courses with these faculty members so that you can talk with them, ask them questions, and be mentored by them. Through these relationships, you will become familiar with the research in your field and the process of conducting research in that field. Establishing relationships with research faculty enables these faculty members to gain insights into your potential as a researcher. As a result of getting to know you and your work, research faculty will be able to write detailed letters of recommendation for you. Ask professors and advisors in your area of study for help because they can share valuable advice about your field and even point you to other professors and possible mentors.

For most national scholarship applications, you will need a minimum of two faculty letters of recommendation in addition to letters from Honors College administrators.

2) Revise your application.
Give yourself at least two months, and preferably three months, to complete the application so you have ample time to write at least five revisions of your research proposal and personal statements. These parts of your application usually take time to develop. You should discuss and review the proposal and statement with specialists in your field as well as academic advisors. Good writing always involves taking the time to revise multiple times. “All-nighters” do not work for national scholarships and fellowships.

3) Write an Honors Thesis.
Plan on graduating with Highest Honors so you will have a solid research project—your Honors Thesis. This project will serve as an anchor to your scholarship application. Since all major national scholarships base their awards on student achievement in advanced research activities, an applicant who has not undertaken an Honors Thesis is at a great disadvantage.

4) Gain Conference Presentation Experience.
Since research experience is an indispensable aspect of a winning application, students should plan to present research from at least two different research projects at local, regional, and national student conferences. The Honors College regularly sponsors student travel to national conferences, so all major scholarship applicants should plan on applying for support.

5) Maintain your GPA.
For most major national scholarships, the formal (or informal) GPA cutoff is approximately 3.75. Many applicants have perfect 4.0 GPAs. However, students should not be dissuaded from exploring a possible application if they have a GPA that is lower than 3.75, as some major scholarships allow for variation and also account for unforeseen circumstances that may have
adversely affected a student’s GPA. You should consult the scholarship websites for information on the formal GPA requirements. Also, you should consider dropping any course in which you are making a “C.” Sometimes there is a mismatch between student learning approaches and faculty teaching styles, or you may have entered into a course for which you are not prepared. In general, you should not make more than one “B” per semester if you wish to remain competitive for national awards.

6) Think Outside the Box.
Consider stretching yourself outside your intellectual comfort zone by taking on a double major or, at the very least, a minor. Most major scholarship committees are looking for students who “break the mold” by having unique approaches to conventional research problems. If taken seriously, interdisciplinary training can strengthen and broaden your intellectual repertoire. However, students should be advised against resume padding, as this is easily recognized by experienced scholarship committee referees. You should major and minor only in those programs that genuinely interest you.

7) Think Globally.
Foreign language skills, foreign travel for research related activities, and study-abroad programs strengthen a student’s application. Students should plan to gain mastery of a foreign language, which means four years of sustained foreign language instruction. (Two years of foreign language merely provides the basis for gaining actual proficiency, which usually involves some immersion through foreign travel.) At the very least, students should participate in foreign study opportunities offered by the Honors College.
University Honors Student Association

The University Honors Student Association (UHSA) is a registered student organization (RSO) that is specifically tailored to the needs of Honors College students. Honors students become eligible for membership upon acceptance to the Honors College.

UHSA is the social branch of the Honors College and provides an exciting environment for interaction that enhances the academic experience of Honors students. Members participate in volunteer events in the San Antonio community, such as the Susan G. Komen Foundation Race for the Cure and Habitat for Humanity service projects. Members also play an active role in on-campus events, such as Casino Night, the FTK Dance Marathon, Roadrunner Days, BestFest, and Fiesta UTSA. For members who are not from San Antonio, UHSA also sponsors events intended to acquaint them with all that the city has to offer, such as trips to the Botanical Gardens, the Zoo, and local museums.

Members receive regular e-mails about UHSA events, and meetings for the organization are held every other week. We look forward to seeing you at our next event!

For more information on UHSA activities and becoming an active participant in UHSA, students should contact Alegra Lozano, Assistant Director of Student Programs (alegra.lozano@utsa.edu).
Forms

There are many forms students have to use throughout the semester for various reasons. If you find yourself needing a form, you may download forms via our website at:

www.honors.utsa.edu
http://honors.utsa.edu/students/forms.php
# Honors College Staff — Contact Information

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