MEMORANDUM

TO: Academic Department Chairs, Academic Program Directors, and Program Coordinators
FROM: Office of University Relations
DATE: February 10, 2015
SUBJECT: 2015 Honors Convocation – Student Honorees
CC: Office of the Provost, All Academic Deans

Outstanding achievements of students, staff, and faculty will be recognized at the annual Honors Convocation Ceremony on Sunday, April 19, 2015 at 2:00 p.m. in Magoffin Auditorium.

The process to honor students begins with the academic department and programs completing the attached 2015 Student Honoree Form and submitting it to the University Relations Office (via e-mail to lbarrios@utep.edu) by Friday, March 6, 2015. Please know that your recommendation will be taken as final and the student name will be included in the Honors Convocation program. Once all forms have been collected, our office will send a list of all participating departments and their honorees for confirmation purposes.

Note: Student recipients of University scholarships recognized at the Annual Scholarship Luncheon and should not be included for recognition at the 2015 Honors Convocation Ceremony.

GUIDELINES

Departments may honor the following groups of students who graduated in Summer 2014, December 2014, or will graduate in May 2015:

1. Outstanding Graduate Student and Outstanding Senior by Major
2. Department Award(s)
   a. Recipient does not necessarily have to be graduating in the 2014-2015 academic year.
   b. Scholarships NOT included
3. Outstanding Graduate and Undergraduate Thesis by Department or Program
   a. Nominate one student per department or program in each category.
   b. All academic departments and/or programs wishing to nominate a student’s thesis, will submit the nomination to their Academic Dean for final approval and corresponding signature.
   Note: The Graduate School will collect the information regarding the Outstanding Thesis and Dissertation Awards by College thus having a separate deadline and criteria. Questions may be directed to Olympia Caudillo at x7902.
4. Other Student Awards:
   a. The award is based entirely on academic achievement and is administered through the Department, Dean’s, Graduate School, or University College offices, respectively.
   b. The award is based on stipends of $500 or more (scholarships not included).
   c. The award is based on the Office of the Provost making the final decision on nominations.
5. University or Departmental Honor Societies registered with Student Engagement and Leadership Center and with active status for the Spring 2015 semester qualify to be recognized.
6. Signatures from Department Chair or Program Director and College Dean are required. Electronic signatures accepted.

We hope you take this opportunity to honor your students and encourage others to attend this important ceremony. Convocation invitations with specific parking and seating instructions will be e-mailed to each student, faculty, and staff during the first week of April. Questions may be directed at lbarrios@utep.edu.

Thank you in advance for your participation and selection of student honorees.

Office of University Relations