Student Handbook
2017-18

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I. DMHP Mission Statement & Learning Outcomes

DMHP Mission Statement

The Davidson Management Honors Program is committed to graduating well-rounded citizens and community leaders who constantly pursue personal and intellectual growth.

DMHP Learning Outcomes

- Students will recognize, analyze and communicate business issues and trends on a domestic and global level through enriched coursework, group collaboration and close interaction with faculty.
- Students will expand their leadership attributes.
- Students will engage in action for positive change in the community serving as ambassadors for UT Dallas.
- Students will assess the intrinsic value of career opportunities based on factors that contribute to long-term career well-being.
II. Cohort Classes

DMHP students benefit from a “cohort” system, taking smaller honors classes together from highly regarded Jindal School faculty members. Class sizes are limited, offering a unique experience to interact with and learn from their classmates and professors. Students should adhere to the cohort sequence based on the semester of their incoming freshman class (even if they joined DMHP as a sophomore transfer).

**Incoming Freshman Class of 2014**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
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<tbody>
<tr>
<td>BLAW 2301 Business and Public Law</td>
<td>Fall Semester, Freshman Year</td>
</tr>
<tr>
<td>MKT 3300 Principles of Marketing</td>
<td>Spring Semester, Freshman Year</td>
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<tr>
<td>BCOM 3100 Professional Development</td>
<td>Spring Semester, Freshman Year</td>
</tr>
<tr>
<td>BCOM 3310 Business Communications</td>
<td>Fall Semester, Sophomore Year</td>
</tr>
<tr>
<td>ACCT 2301 Financial Accounting</td>
<td>Fall Semester, Sophomore Year</td>
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<tr>
<td>ACCT 2302 Managerial Accounting</td>
<td>Spring Semester, Sophomore Year</td>
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<tr>
<td>OBHR 3310 Organizational Behavior</td>
<td>Spring Semester, Sophomore Year</td>
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<tr>
<td>IMS 3310 International Business</td>
<td>Fall Semester, Junior Year</td>
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<tr>
<td>BCOM 4350 Advanced Communications</td>
<td>Spring Semester, Junior Year</td>
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<tr>
<td>BLAW 4310 Current Issues in Business and Law</td>
<td>Spring Semester, Senior Year</td>
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**Incoming Freshman Class of 2015, 2016 and 2017**

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III. Academic Requirements

DMHP students commit to the honors cohort class sequence upon acceptance into the program. Students are allowed to miss one class in their sequence with compelling justification. If a student needs to miss more than one class for an extenuating circumstance, it must be approved by DMHP professional staff before the class is scheduled to take place. It is the student’s responsibility to ensure he/she is taking the appropriate classes to complete pre-requisite requirements in order to stay on track in the cohort sequence, and avoids taking classes that are a part of the sequence as non-honors (unless approved by DMHP staff).

- A student is permitted to take an honors class out of sequence with another cohort, if necessary.
- DMHP students must have a cumulative UT Dallas Grade Point Average (GPA) of 3.5 or higher upon graduation in order to graduate with honors.
- To remain in good standing, DMHP students must meet the following minimum cumulative UT Dallas GPA requirements:

**Freshmen**

Cumulative UT Dallas GPAs will be evaluated at the end of the spring semester of freshman year. If the UT Dallas GPA is below a 3.25, the student will be dismissed from DMHP. All students who do not meet the minimum requirement of 3.25 will have the opportunity to appeal. Appeals should be based on extenuating, nonacademic circumstances. All appeal decisions will be made by DMHP professional staff, and they will be final.

**Sophomores, Juniors and Seniors**

- Students must maintain a cumulative UT Dallas GPA of 3.25 or higher each semester to remain in good standing with the program.
IV. Academic Probation and Dismissal Policy

Probation

A sophomore, junior or senior with a cumulative UT Dallas GPA below 3.25 at the end of any semester will be placed on probation for the next long semester (fall or spring). If a student is unable to raise his/her cumulative UT Dallas GPA to a 3.25 or higher at the conclusion of their probation semester, the student will be dismissed from DMHP.

Students may only spend one semester on probation during their time in DMHP. If a student’s cumulative UT Dallas GPA falls below 3.25 after having previously spent a semester on probation, the student will be dismissed from DMHP. Students are only allowed to be on probation (for additional requirements or academic reasons) once.

While on probation, students may take part in DMHP activities and remain enrolled in DMHP classes.

Dismissal

Students dismissed from DMHP will not be allowed to take part in DMHP activities or register for DMHP classes. They are not able to re-apply to the program at a later time.

DMHP membership is contingent on being a student in the Naveen Jindal School of Management (JSOM). If a student changes his/her major and is no longer a JSOM student, he/she forfeits membership in DMHP and any of its benefits. A double major outside of JSOM is allowed.

Appeals

All students who are dismissed for failing to meet the cumulative GPA requirement will have an opportunity to appeal. Appeals should be based on extenuating, nonacademic circumstances. All appeal decisions will be made by DMHP professional staff, and they will be final.
V. Additional Requirements

- Minimum of THREE DMHP professional development events per academic year
- Minimum of TWO community service events totaling at least 6 hours—through the Office of Student Volunteerism (OSV) at UT Dallas or DMHP sponsored events—per academic year
  - Students must sign-in to receive credit for these events.
  - Community service done through OSV must be documented by printing off your OrgSync confirmation for signing up for the event, or by forwarding an OSV event confirmation email to DMHP professional staff.
  - Travel time to and from service sites is counted toward your service hours.

Students that study abroad, intern at the Archer Center and/or have a full-time internship (i.e. not enrolled in UT Dallas classes) will receive one professional development credit and one community service credit per academic year. This must be discussed with DMHP professional staff before the student leaves for his/her opportunity. Other off-campus opportunities that impact a student’s ability to complete his/her additional requirements are subject to approval by DMHP professional staff.

Students’ individual additional requirements data will be maintained by DMHP professional staff in DMHP’s eLearning gradebook each academic year. Students can check their individual event attendance in this gradebook at any time when they log-in to the DMHP eLearning page.

Students will be sent a status email during the spring semester if they are missing more than three of their requirements.

Students in the senior cohort are not required to complete the additional requirements.
VI. Additional Requirements Probation Policy

Probation

Students who are missing one or two of their additional requirements at the end of the academic year will be required to fill out a “Goals Worksheet” in order to remain in good standing with DMHP.

- Failure to do this worksheet by the stated deadline will result in dismissal from the program.
- Students can also be dismissed from the program for submitting their worksheet in an incomplete, unprofessional manner—papers will be evaluated for writing and content by DMHP professional staff.

Students are only allowed to be on probation (for additional requirements or academic reasons) once. While on probation, students may take part in DMHP activities and remain enrolled in DMHP classes.

Dismissal

Students that complete 0-2 of their additional requirements will be dismissed from the program. They are not able to re-apply to the program at a later time.

Appeals

There is no appeals process for students that fail to complete 0-2 of their additional requirements.
VII. **Conduct**

Any unprofessional conduct or unethical behavior is subject to review by DMHP professional staff. Unprofessional or unethical behavior may result in discipline up to and including dismissal from DMHP.

DMHP students must adhere to the UT Dallas Student Code of Conduct. DMHP reserves the right to review violations of the UT Dallas Code of Conduct in order to determine DMHP eligibility by working with UT Dallas’ Dean of Students office. Students who are found responsible for violating the UT Dallas Student Code of Conduct may be dismissed from the program.

VIII. **Graduating with Major Honors**

To graduate with Major Honors, DMHP students must have:

- Met all academic and additional requirements as explained in sections II, III and V.
- Earned a cumulative overall GPA of 3.5 or higher.
- Responded to email from DMHP professional staff to confirm their graduation term. Emails are sent at the beginning of each semester.

DMHP students are also highly encouraged to complete an exit survey during their final semester that will be sent out via email by DMHP professional staff.

IX. **Advising**

DMHP students are highly encouraged to work with their academic advisor in the JSOM Advising Office starting their freshman year to make sure their degree plans accommodate the DMHP cohort class requirements, as well as their specific major(s) requirements.

DMHP students must follow all of the degree requirements set forth in their designated JSOM catalog. Non-DMHP related approvals should be directed to their academic advisor, program director and/or Dean Kaplan.
X. DMHP Lounge

- All DMHP members will be given Comet Card access to the DMHP Lounge, 12.508.
- The DMHP lounge operates according to the same hours and schedule as JSOM II.
- Non-DMHP guests are allowed in the lounge with a DMHP member, but they must be accompanied at all times by that member.
- Treat the lounge with respect and clean up any and all trash when leaving.
- The DMHP lounge is a multi-purpose room—study groups, individual studying or socializing might be taking place concurrently at any given time.
- Be respectful of your surroundings and your classmates by keeping noise to moderate levels.
- Report any damage to the lounge that you either caused or noticed to DMHP professional staff immediately.
- Violations to these guidelines or damage to the lounge may result in DMHP lounge privileges being revoked and/or dismissal from the DMHP program according to the level of severity of the violations.
- The DMHP Lounge can be reserved at any time by DMHP professional staff for events.
XI. DMHP Staff and Communications

Email will be the primary form of communication between DMHP professional staff and students in the program.

- Each student is responsible for all information emailed, so it is extremely important that DMHP students check their UT Dallas email on a regular basis.

- Email communication will only be used through students’ and staffs’ official UT Dallas email addresses.

- Certain DMHP opportunities have limited capacity and sign-ups will only be taken via email (unless otherwise stated in the email).

- DMHP professional staff will send event information (updates, changes, announcements, etc.) through email via DMHP’s eLearning page. DMHP semester calendars will be saved—and updated accordingly—in DMHP’s eLearning page.

Students can contact DMHP professional staff for any assistance with DMHP or UT Dallas-related questions.
DMHP Associate Dean, Matt Polze
polze@utdallas.edu
972-883-4742
JSOM 4.233

DMHP Associate Director, Elise Smith
elise.smith@utdallas.edu
972-883-5870
JSOM 12.506A