



THE UNIVERSITY OF TEXAS AT DALLAS
Naveen Jindal School of Management
Davidson Management Honors Program

STUDENT HANDBOOK

2022-2023



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I. **DMHP Mission Statement and 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.

Incoming Freshman Class of 2022-2023

Fall Semester, Freshman Year	BLAW 2301 Business and Public Law
Spring Semester, Freshman Year	ITSS 3300 Information Technology for Business MKT 3300 Principles of Marketing
Fall Semester, Sophomore Year	ACCT 2301 Financial Accounting
Spring Semester, Sophomore Year	FIN 3320 Business Finance OBHR 3310 Organizational Behavior ACCT 2302 Managerial Accounting (tentative)
Fall Semester, Junior Year	IMS 3310 International Business
Spring Semester, Junior Year	BCOM 4300 Advanced Business Communication
Spring Semester, Senior Year	BLAW 4310 Current Issues in Business and Law

Course sequences for previous cohorts are available on the DMHP eLearning page and the DMHP website.

III. Academic Requirements

DMHP Courses

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; however, they must consult with a DMHP professional staff member before doing so. 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 they are taking the appropriate pre-requisite courses to stay on track in the cohort sequence.

- Students should avoid enrolling in non-honors sections of classes that are included in the cohort sequence (unless approved by DMHP staff).
- A student is permitted to take an honors class out of sequence with another cohort, if necessary, but must first consult with DMHP staff.

Grade Point Average (GPA)

To remain in good standing, DMHP students must meet the following minimum cumulative UT Dallas GPA requirements:

Freshman Cohort

Cumulative UT Dallas GPAs will be evaluated at the end of the fall and spring semester of freshman year. If a student's UT Dallas GPA is below 3.25 at the end of the fall semester, they will receive an email warning from DMHP professional staff. If a student's UT Dallas GPA is below 3.25 at the end of the spring semester, they will be dismissed from DMHP.

Students admitted to DMHP in the spring semester of freshman year must have a minimum 3.25 GPA at the end of the spring semester to continue in DMHP their sophomore year.

Sophomore, Junior, and Senior Cohorts

Sophomores, juniors, and seniors must maintain a cumulative UT Dallas GPA of 3.25 or higher each semester to remain in good standing with DMHP.

- DMHP students must have a cumulative UT Dallas GPA of 3.5 or higher upon graduation to earn major honors.

IV. Academic Probation and Dismissal Policy

Academic Probation

Students in the sophomore, junior, and senior cohorts with a cumulative UT Dallas GPA below 3.25 at the end of any semester will be placed on academic probation for the following long semester (fall or spring). If a student is unable to raise their cumulative UT Dallas GPA to a 3.25 or higher at the conclusion of their probation semester, they will be dismissed from DMHP.

Students may only be on probation (for academic reasons or for participation) once during their time in DMHP. If a student's cumulative UT Dallas GPA remains or falls below 3.25 after having previously spent a semester on probation, the student will be dismissed from DMHP. While on probation, students may take part in DMHP activities and remain enrolled in DMHP classes. Students may consult with DMHP staff during their academic check-in or schedule a meeting to discuss their probationary status.

Academic probation does not apply to students in the freshman cohort. Freshmen are dismissed at the end of the spring semester if their cumulative UT Dallas GPA is below 3.25.

Academic Dismissal

Students dismissed from DMHP will not be permitted to take part in DMHP activities, utilize the DMHP Lounge, or register for DMHP classes. They may not reapply to the program.

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 all of its benefits. A double major outside of JSOM is allowed.

Appeals

Any student who is dismissed for failing to meet the cumulative GPA requirement will have an opportunity to appeal. Guidelines for submitting an appeal will be emailed to the student with their dismissal notification. Appeals should be based on extenuating, nonacademic circumstances. All appeal decisions will be made by DMHP professional staff.

V. Participation Requirements

All DMHP Students

Academic Check-In Meetings

- All DMHP students must attend one-on-one academic check-in meetings with DMHP professional staff member to discuss academic progress and plans:

Cohort	Academic Check-In
Freshman	Fall and Spring
Sophomore	Spring only
Junior	Fall only
Senior	Early Fall only

- Students with last names A-L will meet with Brittney and students with last names M-Z will meet with Krystyna.
- Students who are due for an academic check-in will receive an email with scheduling instructions from DMHP professional staff.
- Academic check-in meetings are mandatory. Students who do not attend these meetings may be dismissed from DMHP.

Freshman Cohort

- Attend and participate in monthly DMHP peer mentor group meetings throughout freshman year (August-May).
- Attend monthly DMHP Freshman Friday events during the fall semester.
 - Freshmen may miss ONE (1) Freshman Friday event with prior approval from DMHP professional staff.
- Participate in a minimum of **TWO (2)** DMHP-sponsored events per long semester (fall and spring). Professional development, social, and community engagement events are included. The following mandatory freshman events are excluded: DMHP New Member Orientation and Dinner, New Member Retreat, peer mentor meetings, and Freshman Fridays.
 - At least **1 of the 2** events attended each semester must be a DMHP-sponsored professional development event. Professional development events are noted with an * on the DMHP events calendar and are specified in the DMHP Weekly.

Sophomore and Junior Cohorts

- Participate in a minimum of **TWO (2)** DMHP-sponsored events per long semester (fall and spring). Professional development, social, and community engagement events are included.
 - At least **1 of the 2** events attended must be a DMHP-sponsored professional development event. Professional development events are noted with an * on the DMHP events calendar and are specified in the DMHP Weekly.
 - Students graduating one year early will adhere to the junior cohort participation requirement.

Senior Cohort

- Participate in a minimum of **TWO (2)** DMHP-sponsored events per long semester (fall and spring). Professional development, social, and community engagement events are included.

Event Attendance

- Students must check in with their Comet Card to receive credit for attending an event in person. For virtual events, students must be logged in for the duration of the event.
- Students are expected to monitor their individual event attendance and progress in the DMHP eLearning gradebook.
- Students who study abroad, intern at the Archer Center, and/or have a full-time internship or co-op (i.e., not enrolled in UT Dallas classes) will receive one DMHP event credit per long semester they are off campus. This must be discussed with DMHP professional staff before the student leaves for their opportunity. Other off-campus opportunities that impact a student's ability to complete their additional requirements are subject to approval by DMHP professional staff.
- Participation in DMHP-sponsored events will be considered when selecting students for competitive opportunities such as scholarships and DMHP trips.

VI. Participation Probation and Dismissal Policy

Participation Probation

Any DMHP student who does not fully complete their cohort's participation requirements for any long semester (fall or spring) will be placed on participation probation for the following long semester. During their probation semester, a student must fulfill their cohort's participation requirements and make-up any missed events from the previous semester. Failure to fulfill these guidelines will result in dismissal from DMHP.

Students are only allowed to be on probation (for participation or for academic reasons) once during their time in DMHP. While on probation, students may take part in DMHP activities and remain enrolled in DMHP classes. Students may consult with DMHP staff during their academic check-in or schedule a meeting to discuss their probationary status.

Dismissal

Students who have not participated in any DMHP-sponsored events in a long semester will be dismissed from the program. They may not reapply to DMHP.

Appeals

There is no DMHP appeals process for students who are dismissed for not meeting the DMHP participation requirements.

VII. Conduct

Any unprofessional conduct or unethical behavior is subject to review by DMHP professional staff and 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. Students who are found responsible for violating the UT Dallas Student Code of Conduct may be dismissed from the program.

Appeals

Any student who is dismissed from DMHP for violating the UT Dallas Student Code of Conduct will have an opportunity to appeal. Appeals should be based on extenuating circumstances. All appeal decisions will be made by DMHP professional staff.

VIII. Graduating with Major Honors

To graduate with Major Honors, DMHP students must have:

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

Students are also expected to complete an exit survey during their final semester. The survey will be emailed to students by DMHP professional staff. Students will receive their Major Honors stole upon completion of the exit survey.

IX. Academic Advising

DMHP students are highly encouraged to work with the academic advisors in the JSOM Advising Office beginning 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 UT Dallas catalog. Non-DMHP related approvals should be directed to their academic advisor or program director.

X. DMHP Lounge

- All DMHP members are granted Comet Card access to the DMHP lounge, JSOM 12.508. Students should contact DMHP professional staff if they are unable to access the Lounge.
- Only current DMHP students are permitted to use the Lounge. Students should not open the door for anyone to enter. If a student suspects non-DMHP students are using the Lounge, they should report them to DMHP professional staff.
- The DMHP Lounge operates according to the same hours as JSOM II.
- Students should treat the DMHP Lounge with respect and clean up all trash and belongings when leaving. Students should not leave belongings unattended in the Lounge. DMHP is not responsible for any damaged or missing personal items.
- The DMHP Lounge is a multi-purpose room—study groups, individual studying or socializing might be taking place concurrently at any given time. Students should be respectful of their surroundings and their classmates by keeping noise to moderate levels. Students should use earbuds or headphones if they are on a call.
- Students should report any damage to the DMHP Lounge that they either caused or noticed to DMHP professional staff immediately.
- The DMHP Lounge can be reserved at any time by DMHP professional staff.
- Violations of these guidelines or damage to the DMHP 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.

XI. DMHP Student Interview Room

- DMHP students may use the DMHP Student Interview Room (JSOM 12.506C) for internship, job, graduate school, or professional school interviews.
- The Student Interview Room may be booked Monday-Friday, 9:00 a.m. – 4:30 p.m. CST. Each reservation is for two hours so students have time to arrive early and prepare. Additional times may be available by appointment only – students should email dmhp@utdallas.edu to request a time outside of normal office hours.
- Students must make a reservation at least 24 hours in advance using the Microsoft Bookings link on the DMHP eLearning page. A reservation is not official until a student receives a confirmation email. Reservations will be booked on a first come, first served basis.
- Students should inform DMHP professional staff immediately if they need to cancel their reservation.
- Students should use the DMHP Student Interview Room wisely and only use the space for an interview.
- Only one DMHP student may use the interview room at any given time.
- Students must provide their own laptop and/or cellphone for their interview.
- Students should keep the door closed during their interview and respect the surrounding office spaces.
- DMHP supplies are stored in the DMHP Interview Room. Students may not move, use, or take any supplies from the room.
- Students should clean up after themselves, shut the door, and notify DMHP professional staff they are finished with their interview.
- Violations of these guidelines or damage to the DMHP Student Interview Room may result in privileges being revoked and/or dismissal from the DMHP program according to the level of severity of the violations.

XII. DMHP Communication

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

- DMHP professional staff will send event information (updates, changes, announcements, etc.) through the *DMHP Weekly* email and DMHP's Listserv. DMHP event calendars will be uploaded—and updated accordingly—on DMHP's eLearning page each fall and spring semester.
- Each student is responsible for all information emailed, so it is extremely important that DMHP students check their UT Dallas email daily. Some DMHP opportunities have limited capacity and students must register on a first come, first served basis.
- DMHP professional staff will only communicate with students via email through their UT Dallas email address. Per the UT Dallas Undergraduate Catalog, "All official student email correspondence will be sent only to a student's UT Dallas email address and UT Dallas will only consider email requests originating from an official UT Dallas student email account."

Students should contact DMHP professional staff (dmhp@utdallas.edu) for any assistance with DMHP or UT Dallas-related questions.