Facilitating a TAP contract successfully is the student's responsibility. Faculty are *not required* to contract or submit the form. TAP students may find the steps below helpful:

- 1. Contact the professor and politely ask if s/he is willing to contract the class.
- 2. If the professor agrees to contract, fill out the top portion of page one of the contract form and sign.
- 3. Ask the professor to complete the section requiring additional work for Honors credit (the professor should consult the TAP addendum. If s/he has any questions, the TAP Director needs to be notified ASAP). A <u>resource site</u> has been set up for faculty to review contract guidelines and deadlines. This site is only viewable to faculty.
- 4. Ask the professor to sign the form and return it to you.
- The STUDENT emails page 1 of the form as a PDF to the TAP Director for review with all blanks and signatures completed before the deadline. Deadlines are listed on the contract form.
- 6. Failure to meet the deadline for page 1 is the student's responsibility and the TAP Director reserves the right for final approval of all contracts. Your contract isn't approved until the TAP Director signs page 1.
- 7. At the conclusion of the course, the professor completes page 2 of the contract form and sends it to the TAP Director for transcript notation.