

TRANSFER ALLIANCE / HONORS PROGRAM

TAP/HONORS CONTRACT

ADDITION OF HONORS DESIGNATION TO COURSE ON STUDENT'S OFFICIAL TRANSCRIPT

PLEASE NOTE: TAP/Honors contracts are not permitted for a course that is offered as a designated "All-Honors" section during the same term. (See <http://lavc.edu/tap/tap-curriculum.aspx>)

TAP/HONORS CONTRACT REQUIREMENTS:

To LAVC Faculty: Check that both conditions apply before offering TAP/Honors Contract :

TAP/Honors contracts are available for **actively enrolled LAVC TAP/Honors students for LAVC courses only.** Course must be UC transferable and course outline has an approved Honors Addendum on file.

To TAP Student:

Submit Page 1 of contract to TAP Director by the end of the fifth week of the semester (by the end of the first week of winter/summer intersession and/or late-start classes). *Note: Students are limited to 2 or 3 honors contracts.* Keep Page 2 until course is completed and instructor gives you a final grade.

Student:

_____	_____	_____	_____
Last	First	Middle	Student I.D.#
_____			_____
Address			Phone No.
_____	_____	_____	_____
City	State	Zip Code	Email

Course for Honors Credit:

_____	_____	_____	_____
	Section #	Department	Course #
_____	_____	_____	_____
Semester/Year	Course Title	Instructor	

Additional course material/projects to be assigned to student for honors credit (*Instructors* : Consult TAP Director or see Honors Addendum for course objectives) :

_____	_____
Signature of Student	Date
_____	_____
Signature of Instructor	Date
_____	_____
Signature of TAP Director Approval	Date

Please drop off completed form at the faculty mailbox in the ACA and address to Dr. Yih-Mei Hu, TAP Director or scan to huy2@lavc.edu

To the TAP Student: Submit Page 2 to your instructor for final evaluation of Honors work and final grade and return to TAP Director

_____/_____ Student's name (please print)		_____ Student ID #	_____ Instructor's name (please print)	
Course for Honors Credit:				
_____	_____	_____	_____	_____
Section #	Department	Course #	Units	

Semester/year				

****Instructor's Evaluation of TAP/Honors Project:**

Student's Final Grade in Course _____

The undersigned approve the above course for TAP/Honors designation on the student's transcript.

_____ Signature of Instructor	_____ Date
_____ Signature of TAP Director	_____ Date

Submitted for Honors Designation on student's transcript

***Note to Students:** Freshman students required to complete 18 honors units are allowed **up to three** TAP/Honors Contracts; Continuing students required to complete 15 honors units are allowed **up to two** TAP/Honors Contracts to complete TAP/Honors Program Requirements. Students exceeding their required number of Honors units may do unlimited TAP/Honors contracts.

****Note to Instructors:** Please complete page two of TAP/Honors Contract at time of final grade.

Please drop off completed form at the faculty mailbox in the ACA and address to Dr. Yih-Mei Hu, TAP Director or scan to huy2@lavc.edu