

LOS ANGELES VALLEY COLLEGE
TRANSFER ALLIANCE / HONORS PROGRAM
TAP/HONORS CONTRACT

Addition of honors designation to a course on student's official transcript

TAP/HONORS CONTRACT REQUIREMENTS – Please read and contact the TAP Director with questions.

LAVC Faculty: Please review [contract guidelines](#) before agreeing to a TAP/Honors contract. Any questions about the contract process should be directed to the TAP/Honors Director.

TAP Student:

- Submit Page 1 of contract to TAP Director **by the end of the fifth week** of the semester for full term courses or **by the end of the first week** for winter, summer, or short term (8WeekA/8WeekB) courses.
- Students are limited to a **total** of 2 honors contracts for your duration in the program.
- **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. 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.**
- A [step-by-step guide](#) can be found on the [TAP Curriculum website](#).
- Keep Page 2 until course is completed and instructor gives you a final grade.
- Any questions about the contract process should be directed to the TAP/Honors Director.

Student Name _____ Student ID _____ Phone _____

Subject and Number _____ Course Number (5 digits) _____

Department _____ Units _____ 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 _____ Date _____

