## 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 <u>contract guidelines</u> 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.
- O 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.
- o A step-by-step guide can be found on the TAP Curriculum website.
- o Keep Page 2 until course is completed and instructor gives you a final grade.
- o 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 c	Course Number (5 digits)	
Department	Units Semest	ter/Year	
Course Title	Instructor		
Additional course material/project  Director or see Honors Addendum	es to be assigned to student for honors on for course objectives):	credit ( <i>Instructors</i> : Consult TAP	
Signature of Student	Date		
Signature of Instructor			
Signature of TAP Director	Date		

To the TAP Student: Submit Page 2 to your instructor for final evaluation of Honors work and final grade and return to TAP Director. Transcripts are notated by a Records office specialist; please allow 4-6 weeks.

Student Name	Stu	dent ID
Subject and Number	Course Number	Units
Instructor	Department	Semester/Year
Instructor's Evaluation of TA		
Student's final grade in the c	ourse	
The undersigned approve the	e above course for TAP/Honors des	ignation on the student's transcript.
Signature of Instructor	[	Date
Signature of TAP Director		Date

Please scan completed and signed form to Dr. Yih-Mei Hu, TAP Director: huy2@lavc.edu