**Title Page**

Include a title page with the following elements:

- College name

- Name, title, phone number and email address of person preparing the Application

**Executive Summary**

Provide an Executive Summary (not to exceed 2 pages) noting the strengths and weaknesses of your program as assessed by your college and include information regarding future plans to address any weaknesses.

In preparing the application of your Honors/Scholars Program, please respond to the following questions. The specific criteria for satisfying TAP membership are noted in parentheses for each item. If answers to questions reside in other College documents, you may reference these materials in the review document and provide the original source(s).

**Structure and Administrative Support**

1. Please provide a letter from your President identifying in what ways the College will provide support for the TAP. (I, 1)

2. Who currently serves as Honors/Scholars Program Coordinator(s)? What % FTE is associated with serving as Coordinator? (I, 2, 3)

3. Describe the reporting lines for the Honors/Scholars Program and/or provide an organizational chart that shows how the program works with other college departments and programs. (I, 4)

4. How many faculty teach honors courses? Has the number of faculty increased or decreased in the past three years? By what %? (I, 4)

5. Provide a list of your current advisory committee membership, with titles. (I, 5)

6. Where is the program housed on campus? What administrative and budget support is offered for the program? What space is available for students participating in the program? How is the program promoted in the Transfer Center or other transfer-related programs? (I, 6)

7. In what ways have outcomes associated with participation in the program been assessed? (I, 7)

**Academic Standards**

1. What criteria are used for program admission, retention and completion? (II, 1, 2)

2. What policies and procedures govern the approval process for an Honors/Scholars course? Please include copies of any materials that describe the process used on your campus. (II, 5)

3. If honors contracts are used by your program, what criteria determine the honors standard for an honors contract? Provide a copy of any materials that are used in creating and approving an honors contract on your campus.(II, 2, 4, 5)

4. If honors sections are used by your program, what criteria determine the honors standard in an honors section? (II, 2, 4, 5)

5. Provide a list of courses and syllabi for the honors/scholars courses in your program. Include a chart that indicates when these courses have been offered during the last five years. Provide an *Honors Course Criteria* form (enclosed) for each course. (II, 3, 5, 6)

## Student Recruitment and Services

1. Who currently serves as adviser(s)/counselor(s) for students in your program? (III, 1) Please list in your application using the following format:

Name/Title                                                                                     FTE

_____          _____

_____          _____

_____          _____

2. How is this staff trained about the Honors/Scholars Program and kept apprised of transfer and TAP program information and changes made by the UCLA? Indicate what meetings and workshops these staff have attended in the past three years. (III, 1)

3. How are students recruited to the program? (III, 2, 3, 4)

4. Have you changed your method of outreach to high schools since you have become a member of the TAP? (III, 2)
   *– not applicable to schools applying for TAP membership*

5. With which programs on your campus does the Honors/Scholars Program work? (III, 3, 4)

6. How do you encourage participation of students from historically underrepresented groups, returning students, or students without incredibly high GPAs? (III, 2, 4)

7. What methods do you use to disseminate information among students, faculty and counselor(s)/advisor(s)? (III, 3)

8. Who is responsible for activities identified under #s 3, 4 and 5, above?