

**TRANSFER ALLIANCE PROGRAM (TAP)
CRITERIA FOR TAP MEMBERSHIP**

*Approved 09/30/2013
Updated 11/09/2022*

I. Structure and Administrative Support

1. Evidence of support from Community College President that TAP affiliation is desired and will be supported administratively.
2. Two primary positions are required for TAP affiliation – faculty member to serve as program Coordinator/Director and at least one Counselor to provide counseling and student support. These roles are separate and distinct and may not be assigned to the same individual.
3. Faculty Coordinator to oversee the program, be a liaison to UCLA, and serve as member of the UCLA TAP Council. If this is not a primary institutional role of the incumbent, reassigned time or overload pay for serving as Director/Coordinator should be provided.
4. Organized structure of the Honors/Scholars Program that reports to an academic dean or vice president having official representation on college governance committees.
5. Organized Honors/Scholars advisory or policy-making group composed of faculty, students and administrators.
6. On-campus location for the Honors/Scholars office, clerical support and access to space for students in program.
7. A plan for program assessment and accountability.

II. Academic Standards

1. Establish student performance criteria (entrance, maintenance and completion requirements).
2. Completion of a minimum of 15 UC transferable semester units Honors/Scholars Program coursework (same as the Honors Transfer Council of California and the National Collegiate Honors Council).
3. Type of offerings can be Honors/Scholars courses, contract Honors/Scholars, or combinations.
4. Breadth of Honors/Scholars course offerings (IGETC, preparation for major) and guarantee that courses necessary for transfer to UCLA will be offered regularly.
5. Course enrichment including but not limited to research opportunities, reading and writing assignments, analysis and critical thinking and use of technology.

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6. The honors curriculum should offer faculty an opportunity to try experimental pedagogies and should offer students the opportunity for hands-on educational experiences.

III. Student Recruitment and Services

1. Designated counselor(s)/advisor(s) for Honors/Scholars students who will be knowledgeable about TAP, UCLA and UC transfer admission requirements and who will participate in the TAP Council meetings and initiatives and the Advisory Committee or policy making group. If this is not a primary institutional role of the incumbent(s), reassigned time or overload pay for serving as Counselor/Advisor should be provided.
2. Evidence of efforts to encourage participation of historically underrepresented students in the program.
3. Development of effective means of communication among students, faculty and counselor(s)/advisor(s) so that information about the program and its activities is disseminated.
4. Developing opportunities and access for non-traditional (part-time, returning, older) students to become involved in TAP.

IV. UCLA Responsibilities

1. Provide specific information as to what UCLA can offer TAP schools (brochures, agreements, training meetings, etc.)
2. Distribute information about available scholarships for transfer TAP students. Notify TAP colleges of scholarship winners.
3. Provide college-specific data on admission, registration, completion of degree, and GPA of TAP students who apply to UCLA and enroll.
4. Guaranteed priority consideration for certified TAP transfer applicants.
5. Assist TAP colleges with recruitment presentations
6. Provide UCLA library cards to TAP students.
7. Maintain the privacy and confidentiality of any data transmitted to UCLA TAP by our member colleges.