

Facilitating a TAP contract successfully is the student's responsibility. Faculty are *not required* to contract or submit the form. TAP students may find the steps below helpful:

1. Contact the professor and politely ask if s/he is willing to contract the class.
2. If the professor agrees to contract, fill out the top portion of page one of the contract form and sign.
3. Ask the professor to complete the section requiring additional work for Honors credit (the professor should consult the TAP addendum. If s/he has any questions, the TAP Director needs to be notified ASAP). A [resource site](#) has been set up for faculty to review contract guidelines and deadlines. This site is only viewable to faculty.
4. Ask the professor to sign the form and return it to you.
5. **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.** Deadlines are listed on the contract form.
6. 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.**
7. At the conclusion of the course, the professor completes page 2 of the contract form and sends it to the TAP Director for transcript notation.