# THE HONORS TRANSFER COUNCIL OF CALIFORNIA

## APPLICATION FOR MEMBERSHIP

**The HTCC welcomes applications from all California community college honors programs.**

Interested honors program administrators should complete the application below and submit it as an attachment to honorstransfercouncil@gmail.com, along with the following:

- Any literature produced by your program (posters, brochures, student handbooks, course listings, etc.)
- A letter, signed by your college President/Superintendent or chief instructional officer, requesting membership in the HTCC and attesting that the required criteria are met or that your college has plans to meet them.

NAME OF COLLEGE: _____ DATE: _____

COLLEGE ADDRESS: _____

_____

SEMESTER/YEAR YOUR HONORS PROGRAM BEGAN OFFERING CLASSES/CONTRACTS: _____/_____

CONTACT PERSON: _____

TITLE: _____

EMAIL ADDRESS: _____ OFFICE PHONE: _____

URL OF YOUR HONORS PROGRAM WEBPAGE: _____

PROGRAM INFORMATION:

1. Director:
   a. units of reassigned time for honors (per academic year): _____
   b. overload pay for honors (unit equivalent per academic year): _____
   c. summertime pay/reassigned time for honors work: _____
2. Support Staff:
   a. classified/hourly clerical for honors (hours per week): _____
   b. work-study for honors (hours per week): _____
3. Do you have an honors program office separate from your faculty office? Yes___ No___
4. Do you have an honors student organization recognized by your student government? Yes___ No___
5. Approximate number of students now enrolled in your program: _____
6. Approximate number of students who will be ready for transfer at the end of this academic year: _____
7. Is your program based on
   a. honors courses/sections only _____,
   b. honors contracts only _____, or
   c. a combination of the two _____?
8. If (a) or (c) above, are your courses/sections
   a. "freestanding" or "stand-alone" (i.e., all students do honors work and get honors credit) _____,
   b. "add-ons" or "stacked" (i.e., an honors and a non-honors course version are offered simultaneously) _____, or
   c. a combination of the two _____?
9. Approximate number of honors courses/sections per semester: freestanding _____ add-on _____

The By-laws of the Honors Transfer Council of California states: “Membership in the Honors Transfer Council is open only to community colleges with an active honors/scholars program that meets the following criteria.” **Please initial the criteria met by your program.**

_____ (1) The program offers honors/scholars courses and/or contracts designed to offer an enriched academic experience as defined by the instructional faculty of the college.

_____ (2) The program is designed to assist students in developing their critical thinking skills and writing ability.

_____(3) The program is a campus-wide endeavor in that it offers courses from various disciplines and is assisted by a broad-based advisory committee.

_____ (4) The program establishes and adheres to completion requirements that include a minimum GPA and a minimum number of letter-graded honors/scholars courses and units.

_____(5) The program sets its GPA minimum at 3.0 or above and sets its completion requirement at five courses or above, equivalent to at least 15 semester units.

_____ (6) The program is headed by members of the instructional faculty.

_____ (7) The head of the program is supported by reassigned time and/or stipends commensurate with the size of the program and the number of students served.

_____ (8) The program is supported by clerical assistance commensurate with the size of the program and the number of students served.

_____ (9) The program makes counseling available to honors/scholars students to support them in their educational endeavors and plans, including transfer.

_____ (10) The program pays annual dues ($200) to the Council, unless those dues are forgiven for reasons given under Article 1, Section 3 of the Bylaws.

***If your program does not meet all of the above criteria, please attach a brief explanation of the circumstances and of any plans or progress toward meeting them.***