In accordance with the Cabrillo College Honors Policy, honors opportunities shall be made available to students and faculty.

I. Responsibilities
   A. The Honors Director is responsible for recommending guidelines and format for honors proposals and for the review of honors proposals.
   B. The Admissions and Records Office is responsible properly indicating honors work on transcripts.
   C. The Honors Director provides necessary information to faculty and students, chairs the Honors Advisory Committee, maintains liaison with Honors Programs in other colleges, participates in the UCLA TAP program and tracks the progress of honor students toward special recognition.
   D. Faculty, in consultation with the Honors Director, develop honors proposals.

II. Guidelines and Procedures
The honors program is open to eligible students, who must apply specifically to the honors program for admission prior to enrolling in honors courses. Honors work in a course involves more intensive or more extensive study. The list of honors courses will be maintained in the Office of Instruction, Honors program office and Admissions & Records, and will be noted in the published class schedule and catalog.

For acceptance into the honors transfer program, students must meet the following eligibility requirements:

Academic Preparation:
   A. For continuing Cabrillo students, a minimum 3.3 cumulative GPA. Students must have completed 6 or more transferable units in courses numbered 199.
   B. For new students arriving directly from high school, provide evidence of one of the following: minimum 3.5 weighted high school GPA in AG requirements; or, SAT total of at least 1900; or Enhanced ACT composite of 29+.
   C. For new students who have previously attended an accredited college or university, provide evidence of a 3.3 cumulative GPA in 6 or more transferable units equivalent to Cabrillo’s courses numbered 199.

Writing Proficiency: Honors courses typically require substantial writing and critical thinking. Applicants must provide evidence of one of the following:
   · Minimum AP English score of 3; or,
   · Eligibility for English 1A on Cabrillo’s Assessment Test (or equivalent) or,
   · Completion of English 100 (or equivalent) with a grade of B or better or,
   · Completion of English 1A (or equivalent) with a grade of B or better
Chapter Three: Instruction and Instructional Programs

Letter of Recommendation:
Applicants must provide a brief letter of recommendation from an instructor who can attest to their academic strengths and abilities.

Essay:
Applicants must write a 250 word essay (double spaced) describing their interest in the Cabrillo College Honors Transfer Program, including what they hope to gain from their participation in the honors program, as well as what they believe they will contribute to the program. Because honors courses are typically writing intensive, this statement should reflect their writing skills.

Prospective students who do not meet the minimum qualifications, but who feel they can successfully complete honors courses, are welcome to provide an additional written statement of 150 - 200 words, describing their interest in the program and unique qualifications that may not be demonstrated in the eligibility requirements. This supplemental information will be reviewed by the Honors Transfer Advisory Committee.

III. Honors Designation and Requirements
   A. All Honors designated courses should be numbered with an “H” in the number, e.g. HIST 4AH, the Honors course associated with HIST 4A.
   B. All Honors designated courses will have the prerequisite, “Honors Standing.”
   C. All Honors designated courses will be taken for a letter grade only, with Pass/No Pass grading not permitted.
   D. Honors Scholar Designation: To achieve the Honors Scholar designation, students must complete four (4) or five (5) honors courses in a minimum of 15 semester units with a transferable GPA of 3.5 or higher. Each completed honors course is designated as Honors on a student's transcript. Students who complete the 15-unit program receive the designation Honors Scholar posted on their transcript and their accomplishment is announced at Cabrillo’s graduation.

Revised: June 4, 1994
Revised: May 16, 2011