

## Honors Program Instructions – Fall 2025

The Honors Program forms and guidelines can be found online at: <https://www.evc.edu/honors>

**Eligibility:** Students must meet the both criteria before applying for admission into the Honors program

- Completed a minimum of 12 units of college credit at Evergreen Valley College
- Have a 3.25 cumulative GPA in college level courses

If you (student) would like to enroll in the Honors Program, the forms can be downloaded from the links below. The forms are due in the following order: Honors Application, Contract Form, Contract Completion Form.

Completed forms can be submitted via e-mail to Tiffany O'Brien at [tiffany.o'brien@evc.edu](mailto:tiffany.o'brien@evc.edu), or dropped off at A4-224 (Acacia building, upstairs). The office is open Monday – Thursday 9 AM – 2 PM.

1. **Honors Application – Due before submitting Contract Form**

<https://www.evc.edu/sites/default/files/2023-08/Honors-Application.pdf>

- Student should give instructors plenty of notice by voicing their requests early in the semester (within the first month of the semester)
- Complete and submit the signed application to Tiffany O'Brien.
- GPA and completed units of college credit will be checked and verified for eligibility.
- If eligible, student will receive an email from the Honors Program confirming acceptance.

2. **Contract Form – Due by the end of the sixth week of each semester. Due by 10/3/2025**

[https://www.evc.edu/sites/default/files/2022-09/Honors\\_Contract\\_form.pdf](https://www.evc.edu/sites/default/files/2022-09/Honors_Contract_form.pdf)

- This form is to be completed and signed by the student and Honors course instructor.
- Complete and submit the signed form to Tiffany O'Brien.

3. **Contract Completion Form – Due at the end of semester. Due by 12/11/2025**

[https://www.evc.edu/sites/default/files/2023-08/Honors\\_Contract\\_Completion\\_Form.pdf](https://www.evc.edu/sites/default/files/2023-08/Honors_Contract_Completion_Form.pdf)

- Upon student's completion of the Honors project, have the Honors course instructor fill out and sign the Contract Completion Form.
- Complete and submit the signed form to Tiffany O'Brien.
- **NOTE:** Contract Completion form needs to be completed and turned in to Tiffany O'Brien by the end of semester in order for the Honors course designation to be reflected on the transcript.

### Informational Documents:

- Contract Guidelines: [https://www.evc.edu/sites/default/files/2023-08/Honors\\_Contract\\_Guideline.pdf](https://www.evc.edu/sites/default/files/2023-08/Honors_Contract_Guideline.pdf)
- Honors Brochure: [https://www.evc.edu/sites/default/files/2023-08/Honors\\_Brochure.pdf](https://www.evc.edu/sites/default/files/2023-08/Honors_Brochure.pdf)
- Honor Course Criteria: [https://www.evc.edu/sites/default/files/2022-09/Honors\\_Course\\_Criteria.pdf](https://www.evc.edu/sites/default/files/2022-09/Honors_Course_Criteria.pdf)
- Honors Faculty: [https://www.evc.edu/sites/default/files/2022-09/honors\\_faculty.pdf](https://www.evc.edu/sites/default/files/2022-09/honors_faculty.pdf)

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#### Honors Program

Location: Acacia Bldg., A4-224

Phone: (408) 223-6715 Email: [Tiffany.O'Brien@evc.edu](mailto:Tiffany.O'Brien@evc.edu)

Website: <https://www.evc.edu/honors>