



# Forms & Policies

Access directly at [elcamino.edu](http://elcamino.edu) or HTP's Student Canvas site.

**Rollover Form:** Students may have limitations that prevent enrolling in one required honors course during a Fall or Spring semester. It is possible to arrange taking an extra semester (or Winter/Summer session) course to fulfill a **future** semester's requirement. Rollover Forms must be submitted during Weeks 1-3 of Fall and Spring semesters.

**Intent to Transfer Form:** Students planning to transfer upon graduating must submit an Intent to Transfer Form through the HTP. This form ensures all program requirements are met and students are eligible for completion. **Important:** For students applying to **UCLA** and/or **UC Irvine**, this form is *required* to ensure consideration for TAP (UCLA) and/or H2H (UC Irvine) honors transfer benefits. The Intent to Transfer Form must be submitted at the end of Fall semester (December).

**Completion Form:** Students who have completed all program requirements must submit a Completion Form in order to 1) Receive a permanent ECC transcript notation, 2) Receive an invitation to the HTP Completion Ceremony, and 3) Be considered for UCLA and UCI honors transfer benefits. The Completion Form must be submitted at the end Spring semester (April).

**HTP Workshops:** Workshops are offered **only during Weeks 1-8** of each semester and **cannot** be rolled over for a future semester's requirement. HTP workshops must be attended by the end of Week 8 in Fall or Spring.

**Academic Counseling Appointments:** HTP students can call the HTP office to schedule an appointment to meet with an HTP Transfer Counselor. Leave a voicemail to receive a return call (include name, student ID# and telephone number).

**Reinstatement Form:** Students will be suspended from the HTP if they do not meet a semester's requirements. Suspended students may apply for reinstatement no more than twice (reinstatement is not always granted). Reinstatement Forms must be submitted during Weeks 1-3 of Fall and Spring semesters.

- (5) Complete 5 Honors Courses
- (4) Attend 4 HTP Workshops
- (3) Maintain 3.1 Transferrable GPA
- (2) Complete 2 Counseling Appointments
- (1) Submit Completion Form
- (0) Uphold Academic Integrity

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