**Forms & Policies**

*Access directly at 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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