



PLACEMENT RECIPROCITY POLICY AND PROCEDURES

Approved by Student Services Commission and the Instruction Commission Spring 2013.

Approved Placement Reciprocity Agreement Policy

For all entering students at any Washington community and technical college, system policy provides that:

1. A student who qualifies for a specific level of pre-college math, English, or reading, either through course completion or local skills assessment, will have that course placement level honored at another Washington CTC if the student so requests, even if the courses may not be exact equivalents.
2. A student who qualifies for entry into college-level math, English, or reading, either through course completion or local skills assessment, will be considered to have met the entry college-level standard at every community and technical college.
3. Students requesting reciprocity must initiate the process within one year of their initial placement assessment.

Procedures

1. Each institution will designate and publish a point of contact (e.g. Registrar's Office; Advising Office) or person (e.g. Registrar, Director of Advising, Education Planner, Counselor) for students seeking placement reciprocity. This listing will also be published on the ATC website for ease of contact between schools.
2. Request forms (see attached draft) will be made easily available in multiple venues at each institution.
3. The student will schedule an appointment with appropriate point of contact at the receiving institution to seek placement reciprocity.
4. The student will provide placement data (test scores, placement report, etc.) and an unofficial transcript from previous (sending) institution where placement was made, along with a request form to the point of contact at the receiving institution. An official transcript will be required if credit was earned in a course.
5. The placement results from the sending institution will be evaluated against receiving institution's pre- and college-level courses and the student will be placed at the receiving institution in a manner equivalent to placement at the sending institution.

Placement Reciprocity Student Request Form

The purpose of this form is to request equivalent placement into pre-college and college-level courses based on your placement at another Washington Community or Technical College. The following conditions must be met for the placement assessment to be considered:

1. The placement recommendation must have been made within the last 12 months.
2. If credit was granted for a course, then placement will be based on that course (an official transcript is needed).
3. The student must provide a copy of the document that provides specific placement recommendation information from the sending institution.

Prior to registering for classes — Return the completed form to _____

Name SID

Year and Quarter

Community or Technical College where student received the placement results (attach your placement results)

Student Signature

Date