



# PLACEMENT RECIPROCIITY 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**, submit this form to the **Credentials Evaluator**, Enrollment Services, Building 17, Lakewood Campus.

Full Name \_\_\_\_\_ ctcLink ID \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Year \_\_\_\_\_ Select Quarter: Summer Fall Winter Spring

Enter the name of the Community or Technical College you received your placement results from. You must attach your placement results from each institution listed.

Institution Name \_\_\_\_\_

Institution Name \_\_\_\_\_

Institution Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**NON-DISCRIMINATION STATEMENT:** Clover Park Technical College does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. For inquiries, please contact Title IX coordinator James Neblett, Associate Vice President for Human Resources & Culture, 253-589-5533, james.neblett@cptc.edu; or Section 504/disability coordinator Melissa Medina, Manager of Student Disability Services, 253-589-5755, melissa.medina@cptc.edu. All offices are located in Building 17, 4500 Steilacoom Blvd SW, Lakewood, WA 98499. Non-discrimination statement is available in other languages at [www.cptc.edu/non-discrimination](http://www.cptc.edu/non-discrimination).