

BELLEVUE COLLEGE PLACEMENT RECIPROCITY  
Policy and Procedures

**Washington State CTC 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 for requesting Placement Reciprocity at Bellevue College:**

1. The student seeking placement reciprocity will fill out the attached **Placement Reciprocity Student Request Form**.
2. The student will drop off the request form along with their **official tests scores** and/or **official transcript** to be evaluated to the Bellevue College Testing Services. These documents must be official; Testing Services will not accept unofficial scores or transcripts.
3. An official from Bellevue College Testing Services will evaluate the student's official test scores and/or official transcripts from the sending institution against Bellevue College's pre – and college-level courses. The student will then be placed at Bellevue College in a manner equivalent to placement at the sending institution.
4. The official from Bellevue College will contact the student regarding their final placement. This process may take up to 48 hours.

**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 Bellevue College Testing Services.**

\_\_\_\_\_  
Students Name

\_\_\_\_\_-\_\_\_\_\_  
BC SID

\_\_\_\_\_  
Student's Email

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

\_\_\_\_\_  
Year and quarter registering for requested course

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

\_\_\_\_\_

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

\_\_\_\_\_  
Date

|                                                                                              |
|----------------------------------------------------------------------------------------------|
| <p><b>For official use only:</b></p> <p>Processed by: _____</p> <p>Date processed: _____</p> |
|----------------------------------------------------------------------------------------------|