



Columbia Basin College PLACEMENT RECIPROCITY 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. Placement recommendation must have been made within the last 12 months.
2. If credit was granted for a course, placement will be based only if an **official* transcript** is provided.
3. Student will request official test scores (specific placement recommendation), from the sending institution be **faxed, mailed, or emailed** to the address below: (NOTE: Test score document must include the institution's name, phone number, and official test name). Assessment Center
2600 N 20th Ave., MS-H7
Pasco, WA 99301
Phone: 509-547-0511 / FAX: 509-544-2037 / Email: testingcenter@columbiabasin.edu
4. Signed Placement Reciprocity Request Form must be attached to scores from the sending institution.
5. Allow a minimum of five business days from the date of receipt for processing. You will be notified by email.

Keep in mind that each college sets its course placement scores based on the student success data. If there is a large discrepancy between the other college's score and CBC's, you will be required to meet with a counselor.

*"Official" means the sending institution's seal is stamped on the document. The document includes the institution's contact name and phone number. It is placed in a transcript appropriate envelope, sealed by the institution and only opened by the receiving institution (CBC Records Department).

STUDENT COMPLETE THIS SECTION

(Check all that apply) English Placement Reading Placement Math Placement

Student Name (print clearly First, Last, MI)

CBC Student ID Number

Student Email Address (print clearly)

Cell Phone Number (primary contact)

Name of Sending Institution

Phone Number

Student Signature

Date

OFFICE USE ONLY (Staff Initial and Date)

1. _____
Packet Received

2. _____
Processed/Entered in HP

3. _____
Student Contacted

English _____

Reading _____

Math _____

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, Title IX, equal opportunity and affirmative action. CBC does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal (allowed by law) by a person with a disability, or any other prohibited basis in its educational programs or employment. Questions or complaints may be referred to the Vice President for Human Resources & Legal Affairs and CBC's Title IX/EEO Coordinator at 509-542-5548. Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability, and require an accommodation, please contact the CBC Disability Support Services at 509-542-4412 or the Washington Relay Service at 711 or 1-800-833-6384. This notice is available in alternative media by request.