



Placement Reciprocity Request Form
Office of Enrollment Services
Yakima Valley College

Please print clearly

Form with four fields: Last Name, First Name, Middle Initial, Student ID Number, Email Address

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

- 1. The placement recommendation was at a Washington State Community of Technical College.
2. The placement recommendation must have been made within the last 12 months.
3. If credit was granted for a course, then placement will be based on that course. The student must provide an official college transcript.
4. If placement was based on a test score, the student must provide an official copy of the document that provides specific placement recommendation information from the sending institution (Example: Compass Score Report or Accuplacer). Test scores should be sent in a sealed envelope from the college or faxed from the college to YVC.

The student must complete this form prior to registering for classes. Return the completed form and all supporting documentation to:

Registrar and Director of Enrollment Services
Enrollment Services Office
Yakima Valley College
(509) 574-4702

Please print clearly

Form with two fields: Washington State Community/Technical College, Test Date

I am requesting placement test reciprocity for my test scores from the Washington State Community/Technical College listed above. I understand that it is my responsibility to meet the requirements of this agreement, which include; (a) providing placement data, (b) testing placement information, and (c) unofficial transcripts from the previous Washington State Community/Technical College. I also understand that the placement recommendation must have been made in the last 12 months. I also acknowledge that if credit was granted for a course, then placement will be based on that course and I must submit an official college transcript.

Form with two fields: Student Signature, Date

Yakima Valley College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance should be directed to the Director of Human Resource Services, YVC, South 16th Ave. & Nob Hill Blvd., Yakima, WA 98902; or call 509.574.4670.