

**Reciprocity Agreement Request
Grays Harbor College (Receiving College)**

Student Name: _____ Receiving College SID: _____
Sending College Name: _____ Sending College SID: _____

Instructions to Student: After reading the general information on the reverse side of this form, provide a brief description of your reciprocity request. Submit this form to the Registrar's Office at your sending college.

Student Signature

Date

This section to be completed by the Authorized Sending College Representative

Reciprocity of Individual Courses:

List the specific course(s) and the distribution area (s) it meets:
Example: BIOL 100/Science; ART 100/Humanities.

Reciprocity of Distribution Areas/Specific Requirements:

Has met the sending college's residency credit requirement.
Residency credit requirement: _____

Has met the entire Communication Skills, Quantitative Skills or Distribution Area Requirement of the degree, according to the sending college's degree criteria
Degree name: (Example: Associate of Arts-DTA) _____

Distribution Requirement/Courses: (Example: 15 credits Social Science, 3 different disciplines: PSYCH 100, ECON 100, SOC 110)

Has maintained a cumulative college-level grade-point average (GPA) of 2.0 or better at the sending institution.

I certify that this student has met the Reciprocity requirement (s) checked above. A degree audit/evaluation is included for your records (optional).

Sending College Representative Name/Title/Phone: _____
(Please Print)

Sending College Representative Signature/Seal (seal optional)

Date

The Sending College Representative should mail this completed form to:
Grays Harbor College, Credential Evaluator, 1620 Edward P. Smith Drive, Aberdeen, WA 98520

Grays Harbor College

Reciprocity Guidelines for Transfer Degrees—Information Sheet

What is *Reciprocity*? Reciprocity is a new policy among Washington community and technical colleges (CTCs) designed to assist students in transferring courses that have met Communication Skills, Quantitative Skills, or Distribution area requirements of transfer degrees from one CTC to another. Students can request reciprocity of individual courses and/or reciprocity of an entire distribution area(s).

What is the difference between the receiving college and the sending college? The receiving college is the college in which you are attempting to earn your degree (Grays Harbor College). The sending college is your previous college (the college whose degree requirements you are requesting we accept toward your Grays Harbor College degree).

Who is eligible for Reciprocity?

Individual Course Reciprocity: If a student transfers an individual course that meets a Communications Skills, Quantitative Skills or Distribution area requirement at the sending college for a specific transfer degree, that course is considered to have met that requirement at the receiving college for the same transfer degree, even if this course does not have an exact equivalent. There are no additional criteria for using reciprocity of individual courses.

Distribution Area(s) Reciprocity: Students who transfer from one CTC to another may be eligible for *reciprocity* of an entire distribution area(s) if they have met all of the following criteria:

- Completed the entire distribution area (s) of their degree requirement at the sending college (Communication, Quantitative, Humanities, Social Science, and/or Math/Science.)
- Maintained a cumulative college-level GPA of 2.0 or better at the sending college.
- Met the sending college's residency requirement (minimum number of credits required to earn their degree).
- Continued to pursue the same degree (DTA to DTA, AS-T to AS-T) at the receiving college.
- Provided all necessary documentation to receiving college (Reciprocity form, transcripts, etc).

If the criteria above have been met, the receiving college agrees to consider that the distribution area(s) requirements have been met upon evaluating the student's transcript and awarding the student's degree.

Local Provisos: The receiving college retains the right to impose unique, local prerequisite and graduation requirements. These requirements may include learning communities/coordinated studies requirements, writing-intensive course requirements, diversity requirements, physical education/health requirements, the last certain number of credits completed at the receiving college, and the receiving college's continuous enrollment policy (catalog agreement).

What steps do students need to follow to have their credits transferred under the reciprocity agreement?

1. Have an official copy of your sending institution transcript sent to the receiving college and request that it be evaluated toward the degree of your choice.
2. Upon receipt of your evaluation results and with the assistance of your advisor (if needed), determine whether you qualify for reciprocity and submit the "Reciprocity Agreement Request" form to the Registrar's Office at the sending college (see reverse).