

**GRAYS HARBOR COLLEGE**  
**Administrative Procedure**

**Subject: PLACEMENT RECIPROCITY Procedures**

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**Administrative Procedure Number: 320.01**

**Date adopted: 11/19/13**

Grays Harbor College adheres to the system Placement Reciprocity policy (approved by Student Services Commission and the Instruction Commission Spring 2013) for all entering students.

**Procedures**

1. A student seeking placement reciprocity will bring documentation to an advisor or counselor at the Student Support Center or an Entry Advising session. Acceptable documentation includes transcripts (unofficial or official), copies of placement scores from other schools or information provided through a student record system.
2. The advisor or counselor will evaluate the documentation from the sending institution against Grays Harbor College's pre- and college-level courses and the student will be placed in a manner equivalent to placement at the sending institution.
3. The advisor or counselor will fill out a Placement Reciprocity Form and the student will submit it to Admissions & Records along with the course enrollment form. Admissions & Records staff will pass the form along to Credential Evaluator for notation on the students' record.
4. Students who wish to receive Grays Harbor College credit for coursework from other schools must submit official transcripts to the Admissions & Records Office.
5. Test scores from other colleges will be stored at the Student Support Center.
6. Students who wish to have placement scores from Grays Harbor College sent to other colleges may submit written requests via mail, fax or emailing of a scanned request. We will also send scores in response to identifiable, emailed requests from personnel at other colleges.