Reciprocity Agreement Instructions

What is Reciprocity?

Reciprocity is a new policy among Washington community and technical colleges (CTCs). It is designed to assist students in transferring courses that have met Communication Skills, Quantitative Skills, or Distribution 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).

Important definitions: The “receiving” college is the college in which you are attempting to earn your degree (Peninsula College). The “sending” college is your previous college (the college whose degree requirements you are requesting we accept towards your Peninsula 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 Natural 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 earned)
- Continued to pursue the same degree (DTA or AS-T) at Peninsula College
- Provided all necessary documentation to Peninsula College (Reciprocity form, transcripts, etc)

If all of the above requirements have been met, then Peninsula 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 transcript from the previous college sent to Peninsula College.
2. Submit a “Transcript Evaluation Request Form” to the Enrollment Services Office at Peninsula College.
3. Once you have received and reviewed the results of your transfer evaluation, if you think that Reciprocity applies to you, submit the “Reciprocity Agreement Request” form (on the reverse side) to the Enrollment Services Office at the sending college.
Reciprocity Agreement Request Form

Instructions to Student: Indicate your name, the college where you plan to earn your degree (receiving college), the previous college attended (sending college), and your Student Identification (SID) numbers at both colleges. Submit this form to the Registration Office at the sending college.

Student Name (please print) _____________________________________________________________________

Receiving College (current college)         PENINSULA COLLEGE

Sending College (previous college) ________________________________________SID # _________________

Degree: □ Direct Transfer (DTA) □ Associate in Science-Transfer (major: ________________) □ Other____________________

Brief description of reciprocity request (for example, “Humanities Distribution,” or “Biology 267 as Math/Science course”)

____________________________________________________________________________________________

____________________________________________________________________________________________

Student Signature ______________________________________________________  Date __________________

DO NOT WRITE BELOW THIS LINE

Instructions to Sending College: complete the appropriate sections below, sign, and send to Peninsula College.

□ Reciprocity of Individual Courses: List the specific course(s) and the distribution area(s) met.
   (for example, HUMAN 108/Humanities; MATH 281/Natural Science)

____________________________________________________________________________________________

____________________________________________________________________________________________

□ Reciprocity of Distribution Areas/Specific Requirements:

□ Has met the sending institution’s residency requirement of _____ credits.
□ Has maintained a cumulative college-level GPA of 2.00 or better at the sending institution.
□ Has met the entire Communication Skills, Quantitative Skills or Distribution Requirement of the degree, according to the sending institution's degree criteria*

Distribution Requirement/Courses: (Example: 15 credits Social Science, 2 disciplines PSYCH 110, PSYCH 220, SOC 110)

____________________________________________________________________________________________

____________________________________________________________________________________________

I certify that this student has met the Reciprocity Agreement requirement(s) checked above.

____________________________________________________________________________________________

Name/Title of Authorized Official at Sending Institution

Signature ________________________________ Date ______________________

Mail directly to: (for window envelope use) (college seal, if desired)

PENINSULA COLLEGE-Enrollment Services Office –
1502 East Lauridsen Blvd
Port Angeles, WA  98362