



## Center for Learning Assessment Alternate Placement Testing Review

**Guidelines:** A student who has completed placement testing for another college or university within the last 24 months may request a review of their testing results for placement purposes at Waubonsee Community College. Your request will be reviewed within three business days from receipt of all **required documentation**. You may wish to contact your prior institution to verify that your test results have been sent. Once we have received **all required documentation**, you will be notified as to the status of your request.

### Instructions:

1. If you are a new student, complete a New Student Information Form from <https://www.waubonsee.edu/admission/enroll/nsif/index.php>.
2. Test results are not official unless sent directly from the institution where you tested. Contact the institution where you completed placement testing and request that an official copy of your test results be sent directly to the following address:  
 Learning Assessment Department Coordinator in AC 275  
 c/o Waubonsee Community College  
 18 S. River Street  
 Aurora, IL 60506

or faxed to (630) 906-4206 to the attention of the Learning Assessment Department Coordinator

3. Complete the information requested below and send directly to the address or fax number above.

<b>Student Name</b>	_____	<b>Today's Date</b>	_____
<b>Permanent Address</b>	_____		
<b>Primary Phone</b>	_____	<b>Secondary Phone</b>	_____
<b>SSN</b>	_____	<b>WCC X number</b>	_____
<b>Testing Institution</b>	_____	<b>Test Date</b>	_____
<b>Contact Name</b>	_____	<b>Contact Phone</b>	_____
<b>Contact e-mail</b>	_____	<b>Desired WCC course</b>	_____

**Furnishing false information to any college official, faculty member or office, may constitute grounds for sanctions as stated in the Code of Student Conduct. I certify that all the information provided is true and accurate. I understand that official documentation of placement test scores must be sent directly from the institution where I tested to the Learning Assessment Department Coordinator before my request will be considered. My request can be approved or denied. If denied, I understand that I am still required to meet placement assessment requirements before I may enroll in class.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Waubonsee Community College does not discriminate on the basis of race, color, religion, gender, national origin, veteran's status, disability or any other characteristic protected by law in its programs and activities. For more information on the college's nondiscrimination policies, contact the director of Human Resources at (630) 466-7900, ext. 2367, Waubonsee Community College, Route 47 at Waubonsee Drive, Sugar Grove, IL. 60554-9454.