


PROCEDURE

Subject	CLAST Retake Procedure	Number: 4.016.01
Source	Vice President of Educational and Student Services	Reference (Rule #) 6HX14-4.016
President's Approval/Date: 7-1-09		

A student who fails to meet the established minimum standards of a CLAST subtest must complete a remediation (review course) before retesting.

Students that sign up for review course(s) for any sections of the CLAST must contact the specific department for meeting dates and times.

Once the student has registered for the CLAST remediation course(s), they must return to the Registrar Office and register for the CLAST exam during the posted registration period.

The individual departments contact the CLAST institutional test administrator through the campus Assessment/Testing Center and provide a list of eligible students to retake the CLAST once the remediation course(s) are completed successfully.