

RULE

Subject	Waiver of College Level Academic Skills Test (CLAST) Requirement	Number: 6HX14-4.017
	<small>Page 1 of 2</small>	
Authority	F.S. 1004.68	Date: 6/24/09
History	12/18/91, 03/17/93, 4/21/95, 2/18/04	
Source	Vice President, Educational & Student Services	

A. Eligibility to Apply for a CLAST Waiver:

Student may apply for a waiver of one or more sections of the CLAST based on one of the two (2) following criteria:

- (1) **Documented Disability:** any student who has a documented disability such that the student can not demonstrate successful completion of one or more subtests of the CLAST and is achieving at the college level in every area except that of the disability, and whose diagnosis indicates that further remediation will not succeed in overcoming the disability, may apply for a waiver of one or more subtests of the CLAST.
- (2) **Repeated Failures:** Any student who has taken any of the four (4) subtests of the CLAST at least four (4) times and has not earned a passing score on the subtest but has otherwise earned a minimum grade point average of 2.0 in all college courses in that same subject area and has met the requirements defined in Rule 6A-10.030, FAC., for that area may apply for a waiver of that subtest.

B. Request for Waiver:

All students who request a waiver of one or more subtests must make the request in writing to the State College of Florida, Manatee - Sarasota Dean of Instruction of the appropriate CLAST area. All requests must document that the student has met the eligibility criteria specified in Part (A) above.

C. Review of Requests for CLAST Waivers based on Documented Disabilities:

A committee consisting of the following people shall review the request to determine its validity and shall present its finding to the Vice President of Academic Affairs Quality & Success within ten (10) working days from the receipt of the Request.

- Dean of Instruction, Chair, from appropriate content area
- Department Chair, appropriate content area
- Faculty member, appropriate content area
- Registrar
- Advisor
- Coordinator, Disability Resource Center
- Faculty member, outside content area
- Institutional Test Administrator

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The review committee shall conduct a personal interview with each student requesting a waiver. As specified by State Education Rule 6A-10.0311 (13), a waiver shall not be granted unless it is in conjunction with the awarding of the Associate in Arts degree. The student may appeal the findings of the Committee to the President within ten (10) working days from receipt of notification by the Chair of the review committee.

D. Review of Requests for CLAST Waivers based on Repeated Failures

A committee operating under the guidelines of State Education Rule 6A-10.0311 shall review requests for CLAST waivers. The membership of that committee shall be appointed by the President and composed as follows:

Vice President of Academic Affairs Quality & Success, Chair
Faculty Member, Department of Mathematics
Faculty Member, Department of English
Faculty Member, Department other than English or Mathematics
Institutional Test Administrator

The review committee shall conduct a personal interview with each student requesting a waiver. As specified by State Education Rule 6A-10.0311(13), a waiver shall not be granted unless it is in conjunction with the awarding of the Associate in Arts degree. Final action regarding approval or disapproval shall rest with the President of the College.

E. Records and Articulation:

The Registrar's office shall maintain in the student record file, the official approval of the CLAST waiver. This waiver will be so designated on the student's transcript of courses. The transcript will serve as the articulation document (in the matter of CLAST waiver) to the other postsecondary institutions.