

CLAST Waiver and Course Substitution Form

Section I. Student Procedures for Seeking a CLAST Waiver or a Course Substitution

A. General Information

1. For students seeking a CLAST Waiver (and not a course substitution), the student must have successfully completed all required coursework, submit a formal application for graduation, and be otherwise eligible to graduate with an Associate of Arts degree from Seminole Community College.
2. All students must submit the CLAST Waiver and Course Substitution Review Form (Section II). The completed CLAST Waiver Review and Course Substitution Form is submitted to the Assessment and Testing Center office.
3. The Assessment and Testing Center confirms that the student's petition packet is complete and that the student is eligible for consideration of a waiver as defined by State Board of Education Rule 6A-10.0311.
4. The student's CLAST Waiver and Course Substitution Review Form is submitted by the Assessment and Testing Center to the committee or returned to the student if the student does not meet eligibility criteria.
5. A committee meeting is set to conduct a personal interview with each student. Students may NOT bring other people into the interview, e.g., parents, spouse, significant other.
6. Once a CLAST waiver is granted, the waiver is transferable to other institutions. If a waiver is granted, the student's official college transcript shall include a statement that this student did not meet the requirements of Florida Statutes Section 1008.29(3) for an identified subtest, and a waiver was granted.

B. Students must choose from the following conditions:

Condition 1(CLAST Waiver): Student requests waiver(s) based upon proficiency in course work but after not being able to pass the subtest(s) after at least four (4) attempts.

- a. 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 credit courses in that same subject area and met the requirements defined in Rule 6A- 10.030 (Gordon Rule) for that area may appeal to the committee.

The computerized version of CLAST can only be taken after 31 days have elapsed from the previous date of testing. The official CLAST test scores are provided to Seminole Community College from the Department of Education in four to six weeks after the date of test. Students must wait until their fourth attempt is recorded on the SCC transcript. If there is only three attempts, the petition will not be heard.

- b. The student must be able to demonstrate sufficient effort to obtain remediation relating to the failed subtest. *The student will be expected to describe and document the specific remediation efforts that were made following each attempt of the failed subtest.

* The committee may require that each student who request the Condition 1 waiver to use the “CLAST Study Guide for the College Level Academic Skills Test” in the appropriate skills area to remediate. If required, the student must bring the study guide to the appeals meeting and/or provide copies of exercises from the guides that have been used. The student must provide sufficient evidence that they have made a genuine attempt to remediate. The “CLAST Study Guide for the College Level Academic Skills Test” is available for purchase in the SCC Bookstore or this **guide is accessible from the Reference Area of the SCC Library.**

- c. The committee will review the student’s academic records and such other information as may be appropriate. The committee must determine whether the student has demonstrated sufficient effort to pass the subtest and has satisfactorily completed remediation studies related to the failed subtest. Waivers will not be recommended under any circumstance unless the student first has demonstrated effort to learn the required skills to the level required by the subtest.

Condition 2 (CLAST Waiver): Student requests waiver(s) based upon the inability to pass the reading, English language skills, or essay subtests due to the student having English as a second or foreign language.

- a. The committee determines whether the student’s inability to pass the reading, English language skills, or essay subtest is due to the student having English as a second or foreign language.
- b. If the student has (1) completed instructional programs for English as a second language or English as a foreign language with a minimum grade point average of 2.0, (2) earned a minimum grade point average of 2.0 in all college credit courses in the subtest area for which a waiver is requested, and (3) has met the requirements of Rule 6A-10.030 (Gordon Rule) for that area, then a waiver may be considered.

Condition 3 (CLAST Waiver and Course Substitution): Student requests waiver(s) or course substitution based upon a specific learning disability.

- a. The student provides valid diagnostic evidence that the nature and severity of the disability precludes completion of the course or program requirement despite the provision of accommodations.
- b. The student has documented at least one valid attempt at an accredited postsecondary institution to succeed in the course or program requirement, unless the condition is presenting an insurmountable barrier that precludes a successful attempt.
- c. Required Documentation: The student must provide the committee with the following materials:
 1. Current, relevant, and comprehensive documentation and assessment data from an appropriate certified professional. Documentation must substantiate both the specific disabling condition and its impact upon the student's ability in the subject area.
 2. A letter written by the student and appropriate documentation which together provides a case history documenting the student's problem in learning related material from high school to the date of petition, including the following:
 - A. Personal statement of the student indicating the reason for the request, including prior experiences with the subject matter;
 - B. Statement of consultation with an academic advisor regarding the student's career and educational goals;
 - C. History of academic accommodations, if any, used by the student during course attempts at SCC;
 - D. Information regarding special services and program modifications received in elementary, secondary, and post-secondary education at other institutions, if relevant. (A waiver of a subject in high school does not guarantee a substitution at the College.)
 - E. Transcripts of courses and grades, as well as any letters from appropriate high school personnel and/or college faculty attesting to the student's efforts and diligence in attempting to master the subject matter;
 - F. Any additional relevant information the student wishes to submit.
 3. The committee reviews the written statement of the student's learning disability and documentation of it in the form of (1)

verification by a medical doctor, neurologist, audiologist, psychologist, or other appropriate health specialist professional and (2) medical/neurological/specific learning disability testing results with appropriate interpretation of such results.

Condition 4(Course Substitution): Student requests course substitution based upon a specific learning disability. The committee must request the items listed under condition 3.

- a. A course substitution approved for an Associate of Arts degree requirement will result in approval of a waiver of the related CLAST requirement; however, the student must apply for the CLAST waiver at the appropriate time, e.g., for completion of the AA degree.
- b. The committee is responsible for determining which College courses that may be used for substitution purposes. This list is provided on request by the DSS office for informational purposes. Students must come to the committee for approval of the prescribed course substitutions. The list may be amended from time to time at the committee's discretion; however, the changes must go into effect at the beginning of the academic year.
- c. In cases where the committee recommends the student attempt the required course with accommodations, and subsequently the student fails the course, the committee may recommend to the Registrar a late withdrawal or late drop from the course. There must be sufficient evidence that the student made a reasonable effort to succeed in the course.
- d. Records on the number of students granted substitutions will be kept by the DSS office and will include: 1. type of disability; 2. the substitutions provided; 3. the substitutions identified as available for each documented disability; and 4. the number of requests for substitutions that were denied.

C. Recommendations by the CLAST Waiver and Course Substitution Committee:

If the committee recommends by majority vote that a waiver or course substitution be given for a specified subtest, such recommendation shall be accompanied by documentation that the student has acquired the skills to the level required by the subtest and statements of explanation or justification to be considered by the Vice President of Student Success Services who then may approve a request which the committee has disapproved. The decision of the Vice President is final.

D. Notification and Documentation of Decisions:

The student requesting the waiver or substitution is notified of the decision in writing. If a CLAST waiver is granted, the student's official transcript shall include a statement that the student did not meet the requirements for the identified subtest of the CLAST and a waiver was granted.

E. Appeals:

A student requesting a CLAST waiver or Course Substitution shall have the right to appeal the finding of the committee directly to the Vice President of Student Success Services. Any such appeal shall be in writing; provided to the Vice President; and shall be made within two weeks from the date on which the student receives notification of the committee's decision. The Vice President will consider the appeal within four weeks of its receipt. The decision of the Vice President is final.

Seminole Community College
CLAST Waiver and Course Substitution Review Form

Section II. (To be completed by student)

Name: _____ Date: _____ Student I.D. #: _____

Address: _____

Telephone: (Day) _____ (Evening) _____

Date that you applied for graduation: _____

Program of Study: _____
(Please attach a copy of your SCC unofficial transcript)

CLAST Subtest(s) for which a waiver is requested: _____

The name of the course(s) for which you are requesting a substitution _____

Section III. Students must provide a formal “Letter of Request” and appropriate documentation.

All students must write a letter of request to the CLAST Waiver and Course Substitution Committee along with this review form. The letter must address as many of the appropriate conditions as possible listed in Section I. For example, please carefully determine which of the 4 (four) conditions that fits your situation. Describe your evidence and provide documentation where appropriate (under each condition the required documentation is identified). It is the student’s responsibility to provide the proper documentation and convincing evidence for the committee’s review.

Please attach all supporting documentation.

Please sign and date (by your signature you signify that you have read the above information and that the information that you are providing is accurate and that no documentation has been falsified.)

Signature

Date